

# Facilities Services Weekly

October 12, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE  
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

**Wear pink this Wednesday, October 14, in support of Breast Cancer Awareness Month. See the end of this newsletter for more information.**

## Chuck Thompson Awards Open Through October 30th

Submit your nominations today! More information can be found at the end of this newsletter.

## COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefing, visit <https://youtu.be/PO-sTP35jI4>. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 4 under Communications & PR.

## Campus Chest

The 2020 Campus Chest campaign kicked off last week. To make your pledge, there is a new Philanthropy Cloud pledge portal. Please note that when logging into the new portal, you'll need to use your NetID@tennessee.edu and your normal NetID password. Online pledges can be made at <https://campuschest.utk.edu/>. Printable pledge cards can also be found on the website and turned in at 405B Andy Holt Tower. Help us reach our campus goal of \$570,000! Donations will be collected through November 6.

## Benefits Open Enrollment

Open enrollment for UT employees will take place October 1 - 16 this year. More information can be found at the end of this newsletter.

## Helpful Hints from the Haberdasher

Returning Uniforms When Leaving UT -

Your part:

- Return all uniforms to UT
- Count them in front of your supervisor/foreman
- Bag all shirts together with a yellow tag. Tag should simply read: QUIT
- Bag all pants together with a yellow tag. Tag should simply read: QUIT
- Place bag in appropriate cleaning bin

Our part:

- Supervisor/foreman will send me an email with details of the count
- I will compare that number to what was issued and what is out to be cleaned
- If those numbers equal what you were issued - no charge
- If pieces are missing, you will have the cost of the missing pieces deducted from your last paycheck

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## FS WEEKLY CONTINUED:

### ADMINISTRATION

#### Special Projects:

- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that this is a really challenging time for most of us. If your household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at [vhuff@utk.edu](mailto:vhuff@utk.edu) or 865-382-1779.

### FACILITIES OPERATIONS

#### Building Services:

- Many from our team helped on Saturday and/or Sunday with the football game.
- We deep cleaned the bathrooms at Senter Hall.
- We cleaned the breezeway and entrances at Jessie Harris.
- We orbited and used the clipper on all walk off mats at Strong Hall.
- We cleaned cobwebs and all entrances at Senter Hall.
- In Strong Hall, we met with Angie and worked on a schedule to better serve the classrooms.
- We did construction clean up in multiple rooms in Perkins Hall.

#### Landscape Services:

- We continue to work weekly to ensure that campus is in top condition throughout the semester.

#### Sanitation Safety:

- We provided gameday support for the Missouri game.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

### ENERGY MANAGEMENT

#### UT Office of Sustainability/Recycling:

##### Recycling Totals for October 5 to October 11:

- Bottles/Cans: 4,940 lbs.
- Paper: 5,560 lbs.
- Cardboard: 11,320 lbs.
- Manure: 7,400 lbs.
- Food: 7,477.6 lbs.
- Total: 36,698 lbs. / 18.35 tons
- Pallets: 70

##### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 37,900 lbs. / 18.95 tons
- Paper: 77,940 lbs. / 38.97 tons
- Cardboard: 183,280 lbs. / 91.64 tons
- Manure Compost: 132,050 lbs. / 66.03 tons
- Food Compost: 125,049 lbs. / 62.52 tons
- Total: 556,219 lbs / 278.11 tons

### ZONE MAINTENANCE

#### Zone 1:

- Eskola will be setting up a lift in front of Fred Brown this week to do some roof repairs.
- We are keeping up with work orders.
- We have been doing filters again in the residence halls.

#### Zone 2:

- Answering calls.
- Unlocking doors .
- Working on PMs.
- Cleaned and filled the fountain at Clarence Brown Theatre.
- Cleaned and filled the bull pond at McClung Tower.
- Cleaned roof off at Silverstein Luper building.

#### Zone 3:

- Tyson House - Check machine rooms, restart air handlers, room to room checks and log chiller daily.
- Greve Hall - Checking machine rooms, restarting air handlers, putting up paper towel dispensers, change

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## **ZONE MAINTENANCE CONTINUED:**

burned out lights and changing out PTACs where needed.

- Conference Center - Daily walk throughs, logging equipment, weekly generator test run, assisted construction crew, daily building lock down, trash removal, elevator cleaning, restroom checks, ceiling tile replacement, mold inspection and assisted new boiler contractors.
- Dunford Hall - Equipment check, installed new exhaust fan on roof and repaired lighting.
- Henson Hall - Equipment check and repaired lighting.
- International House - Equipment checks, greased and inspected all five AHUs, and repaired lighting.
- Vol Shop - PM checks and repaired lighting.
- Baker Center - Equipment checks and repaired lighting.
- Hoskins Library - Replaced lights outside of the building, changed belts on air handler checked equipment and ran generator and reset equipment when power outage happens on Monday.
- UTPD - Assisted A/C shop in replacing motor for exhaust fan on boiler, ran generator, checked air temp in building.
- Blount Hall - Checked equipment and ran generator.
- Hodges Library - Worked on lights, cleaned out leaves in dry wells and roof drains.
- Melrose Hall - General maintenance.
- SMC - Leibert unit maintenance, desk repair 2nd floor and general maintenance
- Haslam Business - Lighting in various rooms, cooling tower check, cleaned first floor machine room and general maintenance.

### **Zone 4:**

- Repaired sandwich press and replaced sink faucet at the Student Union.
- Fixed emergency generator problems at PCB.
- Repaired tea maker at Vol Hall.
- Repaired shelving at Fred Brown.
- Repaired convection oven at PCB.
- Repaired hot boxes at Stokely.
- Repaired coffee grinder at Hodges Library.
- Repaired disposal at Anderson Training.

### **Zone 5:**

- At Neyland Stadium, we checked and made repairs after

Missouri Football game.

- At Football Complex, checked and adjusted chemicals in pools.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Regal Stadium, we checked and made repairs ahead of Missouri.
- Throughout zone, conducted general building maintenance.

### **Zone 6:**

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Dabney Buehler - replaced heating control valves.
- Hesler - check control issue greenhouses.
- Changing filters in air handler units.
- LED lighting project.
- Scheduled roof contractor at Hesler.
- Schedule contractor for Commissioning Team.

### **Zone 7:**

- Jessie Harris - Cleaned elevator track, replaced belt on bathroom exhaust, checked for mold, checked roof and gutters.
- Senter Hall - Checked for mold, checked roof and gutters and unlocked machine room for Interstate.
- Fiber & Composites - Replaced belts on exhaust hood, air intake and bathroom exhaust, cleaned elevator tracks, checked for mold and checked roof and gutters.
- Alumni Memorial - We conducted daily building checks, weekly walkthroughs, mold checks, ran generator, responded to power outage, assisted SERF with burst water line and subsequent clean up and continued helping on Perkins window project.
- Ferris Hall - Conducted daily walkthroughs and weekly walkthrough.
- Perkins Hall - Conducted daily walkthroughs, weekly walkthrough and mold checks. Prepping and restoring rooms as part of window replacement project.
- Tickle Engineering - General maintenance and building rounds.
- SERF - Worked with multiple departments to resolve a pipe leak in 519. Changed belts in roof top exhaust fans. Replaced lights in high bay labs with LEDs. Worked

**ZONE MAINTENANCE CONTINUED ON PAGE 4**

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## ZONE MAINTENANCE CONTINUED:

with Tony Bunner and students to start a program monitoring filter efficiency. General maintenance on building. Continuing assistance on Perkins window project.

- Nuclear Engineering - Continuing checks for mold and general maintenance. Adjusting door closures and replacing hinges as needed.

### Zone 8:

- One-Call continues to remain busy with after hours and weekend calls, serving the entire UTK campus.
- Our LED lighting upgrade continues at the Plant Biotech building.
- We will continue to downsize and move our parts shop out of the Ellington Plant Science building.
- We have several different roofing jobs ongoing with Eskola and Rackley roofing.
- Our Archibus work requests will remain a priority.

### Zone 9:

- We will continue our LED lighting upgrade at the Glazer building.
- Our daily, weekly and monthly Archibus requests will be an area of focus this week.
- We will be replacing a refrigerator at the Middlebrook Building.

### Lock & Key Services:

- Kappa Delta – repair lock.
- College of Nursing – rekey cabinets.
- Reese Hall – install locks
- Brehm Animal Science – rekey locks.
- Clement – replace busted lock.
- Communications – install lock.
- On Campus – Assisting as needed.
- Front Office – busy with key request, key pickup and drop off.
- University Housing – many recores and repairs, assist as needed.

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- The 2020 Annual report is currently being compiled.
- COVID-19 briefing links:

- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 [https://youtu.be/Ko\\_ZXrFGers](https://youtu.be/Ko_ZXrFGers)
- Briefing #3 <https://youtu.be/wJyv7PJhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4IvhII>
- Briefing #5 [https://www.youtube.com/watch?v=df\\_bTaJDj\\_4](https://www.youtube.com/watch?v=df_bTaJDj_4)
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oL1bKp3xkjq>
- Briefing #8 [https://youtu.be/4\\_oWaPxxvENk](https://youtu.be/4_oWaPxxvENk)
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: [https://youtu.be/pufGH\\_NMumI](https://youtu.be/pufGH_NMumI)
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>
- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- Briefing #18: <https://youtu.be/nHBsbNCmaFE>
- Briefing #19: [https://youtu.be/m\\_7RTfU8MoU](https://youtu.be/m_7RTfU8MoU)
- Briefing #20: <https://youtu.be/t-Acd7ScfTs>
- Briefing #21: <https://youtu.be/LFHyxEqCxc>
- Briefing #22: <https://www.youtube.com/watch?v=WjUM2JNOrJ4>
- Briefing #23: <https://youtu.be/npobJvf7Y4I>
- Briefing #24: <https://youtu.be/fK9GeogCOh4>
- Briefing #25: <https://www.youtube.com/watch?v=g5W-KDzrvKk>
- Briefing #26: <https://www.youtube.com/watch?v=Nf48ntJqJV0>
- Briefing #27: <https://www.youtube.com/watch?v=XISS5Yutois>
- Briefing #28: <https://www.youtube.com/watch?v=u4Fl4pzmz9U>
- Briefing #29: <https://youtu.be/PO-sTP35jI4>.
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- Your fall issue of The Facilitator is now available here: <https://fs.utk.edu/facilitator/>.
- The electronic employee comment box can be found at

COMM & INFO CONTINUED ON PAGE 5

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## COMM & INFO CONTINUED:

[tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Training News:

- We have one new employee this week in New Employee Orientation.
- This year, 2020 Security Awareness Training is combined with Code of Conduct, FERPA, Title VI, Title IX and the Clery Act in one training curriculum. These training plans are customized based on your affiliation with the university (faculty, staff, graduate assistant, etc.) and your job requirements (Executive, IT, Safety, etc.). The **deadline** for completing this training is **December 18**.
- We've partnered with the Title IX office again this year to get translated training for the required Title IX training. We will print out the training packets for each person that needs them. Foremen should return completed quizzes to Rebecca Alcorn's desk where the quizzes will be graded and submitted back to the Title IX office for tracking.
- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.
- While working remotely, there are many different training opportunities that you can take advantage of. Please check your email inbox for messages from Rebecca Alcorn that contain links and further information. If you have questions, please contact Rebecca.

### IT Support and Maintenance:

#### Contact info for our team is as follows:

Jim McCarter -

Cell: (865) 438-0708

Email: [jvm@utk.edu](mailto:jvm@utk.edu)

Tim Baker -

Cell: (865) 206-6954

Email: [tbaker41@utk.edu](mailto:tbaker41@utk.edu)

Shawn Benson -

Cell: (423) 620-9913

Email: [sbenson7@utk.edu](mailto:sbenson7@utk.edu)

## UTILITIES SERVICES

### A/C Services:

- Repaired reheat valve at Mossman.
- Reset equipment due to power interruptions campus wide.
- Started wiring the controls to the new VFD that serves cooling tower #1 at Hodges.
- Split system repairs at the Visitor Center.
- Elevator room A/C repair at Dougherty.
- TXV replacements at White Hall.
- Chiller repair in West Skybox at Neyland Stadium.
- Elevator room A/C repair at Carrick.
- Repaired controls for room 276 in JIAM.
- Started wiring new thermostats to the controllers for reheat project at Perkins.
- Reset and checked the building automation system at Business Incubator due to power issues on the AG Campus.
- Repaired VFD failure for Strobic Exhaust Fan attached to AHU 3 at Brehm Animal Sciences.
- Wired up controls and started new VFD serving cooling tower 1 at Hodges Library.
- Investigated a noise complaint with a laboratory VAV at Plant Biotech.
- Attended APPA Supervisor's Tool Kit Via Zoom.

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel trouble and repairs at the Creamery, SERF, Tandec, Blount Hall, Panhellenic, Laurel Hall, Dougherty, South Greenhouse, Dogwood, Stokely Hall, 1812 Fraternity Park, Business Incubator, Conference Center, and 1848 Fraternity Park.
- Assisted Morristown Sprinkler with disabling and enabling devices at Haslam.
- Assisted Morristown Sprinkler with annual sprinkler testing at Hesler, Presidential Court, International House, SERF, Thornton Athletics, CRC, TREC, Goodfriend Tennis, and Taylor Law.
- Assisted Morristown Sprinkler with monthly pump testing at Anderson Training Center.
- Disabled and enabled devices for Plumbing Shop at

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

Mossman.

- Disabled and enabled devices for A/C shop at Stokely Hall.
- Repaired issues with Cardax after power flicker at Ayres Hall, Alumni Hall, and Min Kao.
- Repaired release button to exterior doors at the Vet School.
- Replaced a bad controller at Brenda Lawson.

### High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Attended APPA Supervisor's Tool Kit Via Zoom.
- Performed monthly meter readings on Campus.
- Repaired ground lights for brick columns at Fraternity Park.
- Responded to power flickers on LA circuits on Campus and checked substations.
- Changed photocell at sidewalk pole lights at G-10 Parking Garage.
- Reviewed equipment layout at West Campus Dining project.
- Working on outside lighting issues at Kappa Alpha.
- Went over power routes for entrance lighting at the Vet School new construction project.
- Investigated and resolved power loss at the Ag Campus.

### Secondary Electrical:

- Installed new outlet for printer at Auxiliary Services.
- Repaired electrical panels at SERF.
- Repaired Generator issues after power flicker at SERF.
- Located breaker for recirculation pump in mechanical room at Strong Hall.
- Assisted A/C shop with replacing VFD at Hodges Library.
- Troubleshooting 4th floor program lights to correct OCC. Sensor at SMC.
- Troubleshooting lights in room 162 at Hodges Library.
- Repairing light at Carrick Hall.
- Repairing surge suppression on main SW at Tickle.
- Troubleshooting issue with fire pump ATS at Min Kao and SERF.
- Replaced bad breaker in dryer outlet at Hess Hall.
- Repaired breaker issues at SERF.

- Troubleshooting Lutron switch in room 236 at HPER.
- Checked on outlets with no power to them at Neyland Thompson Center.
- Replaced bad contactors and assisted Plumbing Shop at A&A.
- Replaced switch pack relay at Hodges Library.
- Assisted with power outage. Checked before and after. Set up light tower in back parking lot to help with security issues at AG Campus.
- Working on issues with Lutron. Wireless relay in ceiling is bad at Thompson Boling Arena.
- Assisted A/C shop with planned outage and replaced bad breaker in MCC panel for chiller at TREC.
- Replaced bad fuse at South Greenhouse.
- Troubleshooting issue with lights at SMC.
- Troubleshooting issue with Lutron panels at Mossman.
- Assisted Plumbing Shop with new controller box for water pump at Carrick.
- Assisted A/C shop with new VFD heat pumps at Claxton.

### Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Fire Hydrant testing on Campus.
- Waste water testing on Campus.
- Gas valve repair at Neyland Stadium.
- Steam valve repair at Mossman.
- Repaired gas leak at SERF.
- Repaired condensate pumps at Vet School.
- Unstopped sink traps at Ellington.
- Repaired kitchen drain leak at Kappa Delta.
- Repaired steam leak in attic at Austin Peay.
- Repaired steam leak under stairs at Jessie Harris.
- Repaired condensate pump at Greve.
- Repaired leak on gas line at Tickle.
- Work on steam station at Greenhouse 10.
- Installed risers for gas valves at SERF.
- Cleaned drain at Parking Services.
- Replaced water line at Research Farm Alcoa.
- Repaired circular pump at Laurel Hall.
- Replaced steam trap at Ellington.
- Repaired leak at gauge at Dabney.

UTILITIES CONTINUED ON PAGE 7

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## UTILITIES CONTINUED:

- Installed new bottle filler on 4th floor at Communications.
- Installed new PVI at Reese Hall.
- Replaced two weld flanges at Claxton.
- Installed new pump at South Carrick.
- Repaired steam station at Thompson Boling Arena.
- Replaced motor at condensate tank at the Vet School.
- Replaced leaking steam trap at Ellington.

## Steam Plant:

- Replaced copper water line with stainless steel on brine tank.
- Continue to work on #1 boiler tube leak.
- Put new sight glass on condensate tank.
- Test ran 2 MW generator.
- Checked all equipment daily.
- Monthly logs.

## CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs
- Art & Architecture: New counter tops in 1st floor restroom; Repair carpet in 224; Dimming controls for lighting 215A
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Campus: Window replacements- Perkins Hall; Install license plate cameras; Replace University Seals; Volunteer First Impressions Contest projects; Wellness Screens; Install tents on campus
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472; Water intrusion repairs
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305; Carpet 304, 312, 406, 410 and 503
- Dunford Hall: Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Early Learning Center: Additions to playgrounds at White and Lake Avenues
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power

- Hoskins Library: Renovate 114 for classroom
- Jessie Harris: Paint 418 and 421
- JIAM: Electric work for labs G002 and G003
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64
- Min Kao Engineering: Reinforced walls with door and window 117
- Morgan Hall: Renovations per POCA
- Mossman Building: Add door seals to darken lab
- Neyland Stadium: Concrete repairs
- North Greenhouse: New lights 109
- Panhellenic Building: Construct display area
- Perkins Hall: Install air filter in S008
- Presidential Court: Repair doors at loading dock
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device
- SMC: Renovate 2nd floor-paint, carpet, lighting
- SERF: Remove cold room in 626
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop
- Strong Hall: Ceiling mounted dust collector B010; Improve ventilation for cylinder cabinet and vacuum pump manifold 728
- Student Services: Remove cubicles for renovations 111B, 111R, 111J
- Student Union: Signs for various areas; Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; New bench seating (phase 1); Install back-up ice maker
- Thackston School House: Renovate for Pediatric Language Center
- Tom Black Track: Add water line at main gate; Raise drain to ground level
- UT Visitor Center: Renovation for Creamery
- Vet Med Center: Lobby renovations

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**THE • COMMENT • BOX**  
**Responses on Page 8**

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## THE • COMMENT • BOX

*The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Interim Associate Vice Chancellor Terry Ledford.*

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*An anonymous letter was sent via Campus mail inquiring about a staff person using someone else's office during the pandemic. Since the person that is normally in this office is working from home, the person currently using that office was allowed use the office to better achieve social distancing. - Terry Ledford, Interim Associate Vice Chancellor*





# Seventh Annual *Pink Day*

Facilities Services invites all  
employees to wear pink  
in support of  
Breast Cancer  
Awareness Month!

Wear pink on  
**Wednesday, October 14th**

Big Orange Friday uniform guidelines apply.

We will be collecting donations for Susan G. Komen Foundation this day. If you are on campus, see Veronica Huff to donate. If you are not on campus and would like to contribute, feel free to make a donation online at [susangkomen.com](http://susangkomen.com)

# NOW OPEN!

Submit Your Chuck Thompson  
Award Nominations **TODAY!**

The nomination **deadline** for the award is  
**5 p.m. Friday, October 30**

Online nomination forms can be found at  
**[tiny.utk.edu/ChuckThompson](http://tiny.utk.edu/ChuckThompson)**

Hard copies can be found with Veronica Huff,  
Sam Ledford, and attached to this email.

Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson.

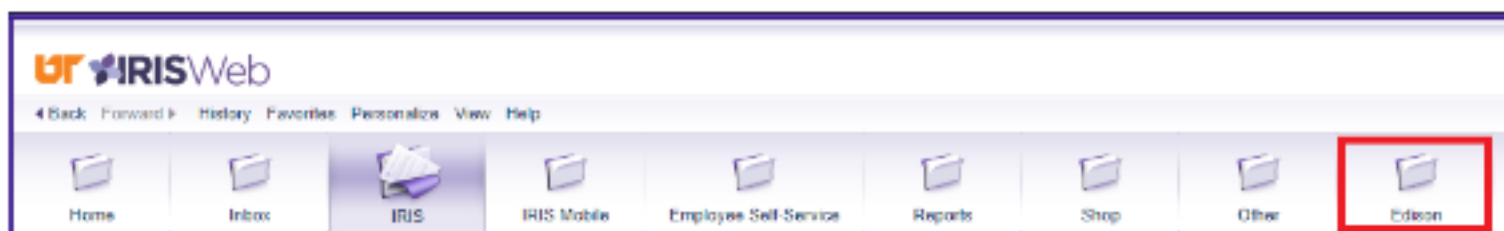
1. Nominees must have a minimum of ten years' service with the University of Tennessee.
2. Demonstrated extraordinary dedication/determination/results in the course of his or her daily work or in a "special project" situation.

For questions, please contact Veronica at 974-2391 or  
[vhuff@utk.edu](mailto:vhuff@utk.edu)

## Annual Enrollment 2020-2021

Each year, annual enrollment is your chance to choose benefits or make benefit changes that will be effective Jan. 1. The annual enrollment period for calendar year 2021 coverage is from Oct. 1 - Oct. 16. Even if you do not make changes during the annual enrollment period, it is good to review your enrollment selections each year during this time. If you are happy with your current selections, you do not have to do anything. (Note: The Internal Revenue Service requires employees to re-enroll each year in a flexible benefits plan if desired. This is done separately).

Enrollments, changes, cancellations and review of current insurance selections are made in the State's Edison system. This year, UT employees can use a link in the IRIS portal to sign into the Edison system without having to remember your Edison ID and password. You can sign into the [IRIS portal](#) using your UT credentials and then click on the Edison folder on the top right area of the browser.



After clicking on this, you will need to accept the State's acceptable use policy before being directed into Edison. Once in Edison, please use the [Higher Ed, Local Ed & Local Gov Employee Self Service \(ESS\) Instructions](#) for help in navigating the site.

The [State of Tennessee's Annual Enrollment Newsletter](#) gives you important information about your choices for benefit offerings. Information and videos can also be found on the [Partners for Health website](#).

If you have questions about insurance offerings, please email [utinsurance@tennessee.edu](mailto:utinsurance@tennessee.edu). If you have questions about the IRIS portal, please contact [irishelpdesk@tennessee.edu](mailto:irishelpdesk@tennessee.edu).