

# Facilities Services Weekly

October 26, 2020

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

## 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/9YOV1-pzG3k>. 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 Friday, November 6.

## 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

## 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:

- We deep cleaned restrooms, scrubbed tile walls, floors and stall doors.

FS WEEKLY CONTINUED ON PAGE 2

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## FS WEEKLY CONTINUED:

- We swept and wiped rails in the stairs at Mossman.
- We scrubbed the floor at Senter Hall.
- We did an enhanced cleaning at Strong, room 602.
- We wiped all the restrooms in Strong Hall.
- Our team spent time getting the Baker Center ready for early voting.
- We deep cleaned the restrooms on the third floor of Mossman with foamy Q&A.
- We mopped out all the labs on the third floor of Strong Hall.
- We vacuumed all the stairs and wiped the rails in Strong Hall.
- We detailed the Senator's office in anticipation of the Chancellors visit this week.
- We are focusing on our daily cleaning and sanitizing.
- We have a couple of new products which is like getting a new toy to us! We have been using to make ourselves more educated so, we can pass along the information and training and we can make our customers feel safe knowing the actual numbers and proof behind our cleaning products and skills. We have incorporated a machine that rates the germs on a surface. This allows us to test the surface to see the germ count then proceed with the proper cleaning and sanitizing then retest the surface to show that the area is now in most cases cleaner than hospital rooms. We then spray a microbicare spray that coats the surface to keep germs sticking to surfaces and will last several months before needing to be reapplied.
- We have also been given a spray that acts as an illuminator to show germs under a light which allows us to know where common areas are getting the proper cleanings and what we might be missing and we not realize it.
- We have also been assisting in football prep and moving some supplies to help make room in the warehouse
- Many of the service aides this week have focused on the entry rugs in their buildings, we love to see the bright white Ts and with all the extra foot traffic of the football fans some of these rugs were a little dirtier than normal so, we have brightened them back up to go for another week. In many cases this is the first impression people notice walking into a building and we love to showcase our campus and how proud we are of these buildings.

- Of course with it being Autumn, we are working daily on leaves, keeping them from blowing into the buildings and also the cobwebs that form in outside windows and doorways.

## 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 Alabama 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 18 to October 24:

- Bottles/Cans: 4,740 lbs.
- Paper: 4,940 lbs.
- Cardboard: 12,980 lbs.
- Manure: 7,400 lbs.
- Food: 5,740 lbs.
- Total: 35,800 lbs. / 17.90 tons
- Pallets: 102

#### Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 44,640 lbs. / 22.32 tons
- Paper: 87,920 lbs. / 43.96 tons
- Cardboard: 203,520 lbs. / 101.76 tons
- Manure Compost: 146,850 lbs. / 73.43 tons
- Food Compost: 146,790 lbs. / 73.39 tons
- Total: 629,720 lbs / 314.86 tons

## **ZONE MAINTENANCE**

### Zone 1:

- A/C shop is working on pumps in Orange Hall.
- Eskola has finished roof repair at Fred Brown.
- We are keeping work orders caught up in the residence halls .
- Elevators at Hess will be down until the 28th due to a

**ZONE MAINTENANCE CONTINUED ON PAGE 3**

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## ZONE MAINTENANCE CONTINUED:

flood on 7th floor.

### Zone 2:

- Answering calls.
- Working on PMs.
- Social distancing.
- Unlocking doors.

### Zone 3:

- Hoskins - Daily walk through, generator test, adjusted temp on second floor along with assisting A/C in working on air handler that goes to second floor.
- Blount - Replaced lights to led lights in machine rooms, generator test, daily walkthrough.
- UTPD - Daily walk through and generator test
- Dunford Hall - Equipment check and repaired lighting.
- Henson Hall - Equipment checks and replaced A/C units.
- Haslam Business - Lighting repair on various floors, checking roof drains and equipment and washed chiller room floor.
- SMC - Rebuilt both valves on induction units in 227, faucet replacement on 5th floor and water fountain control valve replacement.
- Tyson House - Check machine rooms, restarting air handlers and doing room to room checks.
- Greve Hall - Checking machine room, changing belts on air handlers, greasing units and room to room checks
- Taylor Law - Change wet ceiling tiles, repair leaking toilet wall gasket, LED lighting and daily walk throughs.
- Panhellenic: Regular walk throughs.

### Zone 4:

- Disconnect equipment for cleaning in all dining halls.
- Repaired ice cream maker for Student Union.
- Work on emergency generator problems.
- Repair open fryer in Vol Hall.
- Repaired sink faucet at Fred Brown.
- Repaired door air fans at PCB.
- Repaired mobile hot boxed and holding cabinets in all dining halls.
- Repaired ice maker at Hodges.
- Repaired dishwasher at Anderson.

### Zone 5:

- At Neyland Stadium, we checked and made four needed repairs ahead of Alabama football game.
- At Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Auxilliary Services, we worked on A/C in print room.
- At Regal Soccer, we checked and made needed repairs ahead of Texas A&M.
- Through out zone, we conducted general building maintenance.

### Zone 6:

- Dabney Buehler - Water leaks in VAV coils.
- Hesler – LED project.
- Mossman – Lutron issues.
- Walters – Helping with new tenant issues.
- Ayers Hall – Outside lights to prepare for fall color change.
- Nielson Physics – Maintaining equipment to maximize output in older air handlers.
- Burchfiel – Window issues and water infiltration being handled professionally.

### Zone 7:

- Min Kao - Doing building checks, helping with Perkins project.
- Ferris Hall - Conducted daily walkthroughs and weekly walkthrough. Removed bearings from AHU-001.
- Perkins Hall - Conducted daily walkthroughs, weekly walkthrough and mold checks. Prepping and restoring rooms as part of window replacement project. Replaced 30-amp receptacle room 113.

### Zone 8:

- We continue to move our shop supplies out of the Ellington Plant Science building.
- We continue to work on our LED lighting upgrade at the Plant Biotech building.
- Our Archibus PM request will be an area of focus this week as we try to close out the month of October.
- One-Call continues to provide transports for students and answering calls after hours.

ZONE MAINTENANCE CONTINUED ON PAGE 4

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## ZONE MAINTENANCE CONTINUED:

### Zone 9:

- We are having multiple companies bid on roof repair work at the Middlebrook building.
- The LED lighting project continues at the Glazer Building in Oak Ridge.
- We recently have been doing PM work on exhaust fans at FSC.

### ZM Specialties:

- Installed new blowdowns on AHU and inspected several strainers at Hoskins Library.
- Certified fume hoods at Dabney Buehler Hall.
- Repaired damper linkage on AHU at Presidential Court Building.
- Repaired entry doors at Perkins Hall.
- Repaired several security lights inside of Stokely garage.
- Assured that Covid-19 stickers were still in place at elevators (every level) of the parking garages.
- Re-align glass partitions in the skyboxes at Neyland Stadium.
- Replaced slide light glass at one fraternity house.
- Delivered three glass health shields to College of Pharmacy classrooms at UT Hospital.
- Repaired storefront doors at Gate 15 of Neyland Stadium.
- Cleaned a portion of security cameras around Neyland Stadium, will finish complete by end of month.
- Moved lifts as requested and readied a few backup generators for colder weather.

### Lock & Key Services:

- JIAM – install mailbox locks.
- Stokely Management Center – repair lock.
- Student Union – Rising Roll – repair exit hardware.
- McClung Tower – repair lock.
- Austin Peay – loading dock door – repair exit device.
- Henson Hall – several repairs.
- On Campus – assisting as needed.
- Front Office – processing key requests, open for key pick up and returns.
- University Housing – assisting as needed, many recores and repairs.

## 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/oLibKp3xkjq>
- 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-Acd7SctTs>
- 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=Nf48ntJqJVo>
- Briefing #27: <https://www.youtube.com/watch?v=XISS5Yutois>
- Briefing #28: <https://www.youtube.com/watch?v=u4Fl4pzmz9U>

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## COMM & INFO CONTINUED:

- Briefing #29: <https://youtu.be/Po-sTP35jI4>.
- Briefing #30: <https://youtu.be/9YOV1-pzG3k>
- 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 [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

## Employee Training & Development:

### Training News:

- We have one new employee starting with Building Services 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.

## 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)

- New Computer installations.
- Game Day EOC Assistance.
- Plotter Troubleshooting.
- Printer Maintenance.
- Laptop upgrades.
- Training.
- COVID-19 Remote Assistance.
- Time Clock Relocation.
- Software Purchases.
- Autodesk License Management.

## UTILITIES SERVICES

### A/C Services:

- Repaired started for heating water pump No.1 at Thompson Boling Arena.
- Replaced compressor in WSHP at Fred Brown.
- Installed heating water pumps at Bailey.
- Checked and restarted chiller No. 1 at Humanities.
- Checked and restarted chiller No. 3 at Taylor Law.
- Attended punch list walk through at Reese.
- Cold room 710 unit replacement at SERF.
- Air drier installation and vacuum pump repairs at JIAM.
- Ice machine replacement at Twisted Taco in Fred Brown.
- Unit repairs at Alpha Delta Pi.
- Undercounter freezer repair at Stokely.
- Started control wiring for AHU 2 project at Bailey.
- Started repairs for the humidifier for AHU 1 at Music.
- Repaired control devices that generated alarm alerts from different lab areas at Mossman.
- Verified building heat operations and rebuilding heating water pump No.2 at Thompson Boling Arena.
- Replaced coupling insert pump No. 1 at Andy Holt.
- Installing mini split system for elevator equipment room in the East Skybox at Neyland Stadium.
- Repairing spray pump on cooling tower at White Hall.
- Pre-game HVAC inspection at Neyland Stadium.
- Working with contractor who is replacing changeover valves on two pipe system at Reese Hall.

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## UTILITIES CONTINUED:

### Electrical Services:

#### Security/Fire Alarm Group:

- Fire panel trouble and repairs at Student Union Phase I, Reese Chiller Bldg. Fraternity Park, Vol Hall, Stokely Hall, Magnolia Hall, Stokely Hall, UT Conference Center, and JARTU.
- Assisted Morristown Sprinkler with annual sprinkler testing at Strong Hall, Mossman, and Neyland Stadium.
- Disabled and enabled devices for A/C shop at Neyland Stadium and SERF.
- Assisted H/V with locating PIV for new construction at Vet School.
- Assisted construction services electricians with getting fire panel in service at Thackston.
- Assisted TA Electrical with Fire Suppression system. Disabled and enabled two IAM on panel at Thompson Boling Arena.
- Onsite meetings at various buildings across camps for security upgrade evaluations.
- Worked with telephone services on issues with controller at Reese Chiller Bldg.

#### High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Repairing pole light breakers and traced wires at Sutherland Intramural Fields.
- Weekly residence hall power usage readings across Campus.
- Removed orange gel light covers for spirit week at Ayres Hall.
- Onsite meetings to prepare for work at SERF.
- Repairing power to WIFI boxes at Lower Dr. and Estabrook Rd.
- Worked with Massey Electric on entrance lighting issues at the new Vet School addition.
- Met with Sky-Cam and tested outlets at Neyland Stadium.
- Replacing fixture in front of C-8 Lot across from Humanities.
- Hooking up TV trucks to house power until the game and switch to their generator for the game at Neyland Stadium.

- Pre-game checks at Neyland Stadium.

#### Secondary Electrical:

- Replaced and rewired new motor in AH#9 at Brehm Animal Science.
- Reset outlet for refrigerator at Melrose.
- Resolved issue with Lutron lights in rat lab in room 124D at Mossman.
- Adding outlets to columns on West side 5th floor at Neyland Stadium.
- Made corrections to rotation on exhaust fans that were tripping at Johnson Animal Research.
- Reset switch on exhaust fan power at the Student Health Center.
- Assisting plumbing shop with replacing and moving pump at Hodges Library.
- Replaced bad breaker at RV park at Lot C-25.
- Reattached loose outlet at UT Conference Center.
- Repaired wire issues at Perkins Hall.

#### Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Fire Hydrant testing on Campus.
- Waste water testing on Campus.
- Installing new sensor faucets on Campus.
- Repaired stopped up drains at Fleming Warehouse.
- Installing new condensate pumps at Hodges.
- Gas line installation at SERF.
- Repairing leak at Neyland Stadium.
- Investigating water in the yard at Hopecote.
- Repaired steam station in main machine room at Andy Holt.
- Installing parts for water heaters at Kappa Delta.
- Installed gauges on steam station in machine room at Communications.
- Repairing condensate pump in lower machine room at Hodges Library.
- Repairing steam leak at Massey Hall.
- Repairing fire hydrant at Golf.
- Repairing water leak in ceiling at Magnolia Hall.
- Repaired leak on steam station at Hesler Biology.
- Hot water valve replacement at HPER.

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## UTILITIES CONTINUED:

- Repairing steam heater in main machine room at Physics.
- Repairing ceiling leak on 2nd floor at Student Rec.
- Repairing leak at control valve at Austin Peay.
- Food Safety: Move fume hood from Ellington to room 10; Enclose part of room 100
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power
- Haslam Business Building: Install a light bar in 401
- Hoskins Library: Renovate 114 for classroom
- Jessie Harris: Paint 418 and 421
- JIAM: Electric work for labs G002 and G003; Electric work in 152
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64; Wiring for new desk location in lobby
- 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
- Neyland Thompson Sports Center: Haslam Field expansion
- 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
- 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 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 renovation

## Steam Plant:

- Boilers 1 & 5 were inspected.
- Boilers 1 & 5 closed up, filled and lit off to make ready for operation.
- Switch was added to #4 boilers seal air fan.
- Turbine was inspected by Solar Turbines.
- Turbine was put back on and loaded producing over 4000 KW.

## 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
- Dabney Buehler: New fume hoods
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305; Carpet 226, 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
- Fibers and Composites: Remove equipment in 199

COMMENT BOX 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.

If you have a question about one of Terry's responses, please email him at [tledfor1@utk.edu](mailto:tledfor1@utk.edu).

**Comment:** Get our old uniforms back. When UniFirst washes them, they look terrible and they are wrinkled. Should be a law against a company making you let someone else wash your clothes.

**Response:** *We are aware of these, and other issues with uniforms, and these are being addressed with the vendor.*

**Comment:** I think whoever takes the Associate Vice Chancellor's position should be a little more involved with Building Services. They should have a monthly meeting with all of Building Services, or at least attend Building Services supervisor meetings. That way, we can address some of our concerns and they can let us know what is happening around Campus, as well as Facilities Services as a whole.

**Response:** *I would suggest you bring this up during the search process when it starts. There should be opportunities to meet the candidates and ask questions. In the meantime, feel free to listen in on the bi-*

*weekly updates. You can ask questions via chat. You can always email myself or Sam and we can discuss these items in the meetings or get back with you directly. If this interim status continues for long enough, I will try to have some of the smaller group meetings like Dave used to do.*

**Comment:** Steam Plant Electronic Gates – Instruct employees on how to access these gates. Nighttime Steam Plant personnel cannot identify people who only push the intercom button because those people are in the dark. A time card needs to be used by the entrant.

**Response:** *Tommy and Roy are working with the Landscape Services folks to try trimming some trees in the area to allow better lighting for the camera. If that is not sufficient, they will look at adding some lighting in the area. If these are Facilities employees needing through the gate after-hours, ask them to see me and we can get them access. Except for some of the newer employees, FS personnel should have access. If it is non-FS people, and the same people needing in repetitively, they can also see me and we may be able to provide access through the gate.*



# 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)