

Facilities Services Weekly

November 22, 2021

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

Congratulations to our 2021 Chuck Thompson Award Winners David Ridings for Crafts and Temeka McDermott for Service/Clerical!

If you would like to watch their surprise presentations, visit <https://www.youtube.com/watch?v=62picqoCEYI> for crafts and <https://www.youtube.com/watch?v=zvGljdcRDLw> for Service/Clerical.

Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/SEYSby3LBEA> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

13th Annual Toy Drive

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10th. For more information, see the flyer at the end of this newsletter.

Staff Performance Review Series

Human Resources and the Office of Equity & Diversity are excited to share the Staff Performance Review series is underway! As a reminder, staff performance reviews are due annually on March 31 each year. Attached you will find information about three upcoming workshops with virtual sessions available in December, January and February. Performance review topics will focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Registration is now available in K@TE at <https://kate.tennessee.edu/>. More information can be located on the flyer at the end of this newsletter.

FS Fundamentals

The Facilities Services Department would like to invite you to our December workshop - Facilities Fundamentals: Winterize Your Home. You'll hear from our Plumbing Services team just what you need to do to appropriately winterize buildings for long term or seasonal vacancy. Listen in as they discuss the importance of winterizing, the components of a plumbing system, and the tools/supplies needed to complete this important process. You'll also have the opportunity to ask questions related to your plumbing needs. This workshop will take place December 10 from 9am - 10am. Sign up at tiny.utk.edu/FSFundamentals.

Internal Positions Open

We currently have several open positions! A few notable positions include the following:

E010116 - IT Technologist II

E017230 - Landscape Aide I

E017211 - Worker's Comp/FML Specialist

E017211 - Buyer

E017214 - Sr Electrician I

E017214 - Line Installer

E017214 - Sr Line Installer

E017218 - Welder I

E017218 - Plumbing Specialist I

E017224 - Carpenter I

E017224 - Plumbing & Heating Specialist I

E017224 - Electrician II

If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the "Staff Positions for Internal Candidates" link.

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FS WEEKLY CONTINUED:

ADMINISTRATION

Special Projects:

- Polo shirts have been gone through and are in the process of being picked up and/or delivered to the units/subunits/work teams. We are still waiting on some shirts to arrive, so if you didn't receive yours, please be patient and we will get them to you as soon as we are able.
- Work continues with campus EOC processing isolation forms and performing space tracing and room closures.
- Serving on the Culture Committee
- Planning of upcoming events and food distribution.
- TCO Inventory
- Evaluation software demos for Archibus Replacement Committee

FACILITIES OPERATIONS

Building Services:

- Haslam Music: Rooms 313 and 312 have been scrubbed with the high-speed machine to remove any scuffs or black marks. Ground floor restrooms have been scrubbed and detail cleaned. G40 has also been cleaned with high-speed machine to remove marks on floor. Band room and Band uniform room continues to be treated each day with 360 machines.
- Art and Architecture: 103B has had the glass cleaned to remove tape residue and paint spots. All orange tape was removed from floor. Emergency stair wells swept and moped, also took duster around to remove cobwebs from windows.
- Humanities: Restrooms on 1st floor have been scrubbed out and detailed. Clorox 360 machine is still being used to treat all classrooms each day.
- McClung Tower: Restrooms on floors 6 through 12 have been detailed cleaned to remove paint spots from floors and counter tops. Carpet in common areas on the 4th floor have been cleaned and gum removed.
- Temple Hall: New rugs placed at entrances.
- CBT: Seating areas vacuumed and cleaned, also outside windows were cleaned of cobwebs and leaves blown away from entrances.

- Hodges Library: Orbited bathrooms, carpet cleaning and window cleaning.
- Dunford Hall: Carpet cleaning.
- Haslam Business: Carpet cleaning.
- SMC: Deep cleaned restrooms.
- Henson Hall: Deep cleaning.
- Dougherty Engineering: Microbial cleaning.
- Food Science: High-speed buffed second floor to bring the shine back.
- Student Union: Dusted window sills, cleaned restrooms and cobwebs.
- Burchfiel: Swept stairs.
- South College: Mopped and swept halls.
- Dabney-Buehler: Cleaned carpet and scrubbed floors.
- Ayres Hall: Scrubbed halls.
- Austin-Peay: Offices were detailed.
- Walters Academic: Rooms were detailed.
- Leaf removal in all locations.

Landscape Services:

- Vandy Prep: Support of stadium perimeter security and tailgate setup/cleanup
- Snow removal equipment: Check equipment and prep for the winter season
- Ice Melt product: Receive and unload two trucks of product for the winter season totaling 88,000 lbs
- Tom Black Track: Begin excavation support for storm water infrastructure repairs
- Tickle Engineering: Provide excavation for drain pipe replacement at washout station (cont.)
- First Impression Projects: Install plant material for winter installation (cont.)
- Campus wide irrigation systems: Winterization of all systems (cont.)
- Winter tree planting: Map out areas on campus for winter planting and order trees (cont.)
- Leaf removal (cont.)
- Zeanah Engineering: Monitor landscape contractor during installation (cont.)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings (cont.)

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FS WEEKLY CONTINUED:

- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont.)
- Concord Street Site: Demolition clean-up and fence repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

Sanitation Safety:

- 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 November 16 to November 22:

- Bottles/Cans: 8,180 lbs.
- Paper: 2,740 lbs.
- Cardboard: 2,620 lbs.
- Manure: 20,150 lbs.
- Food: 20,931 lbs.
- Total: 54,621 lbs./ 27.31 tons
- Pallet: 56

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 151,060 lbs. / 75.53 tons
- Paper: 154,080 lbs. / 77.04 tons
- Cardboard: 210,120 lbs. / 105.06 tons
- Manure: 355,563 lbs. / 177.78 tons
- Food Waste: 238,128 lbs. / 119.06 tons
- Total: 1,108,952 lbs. / 554.48 tons

Sustainability Report:

- 20 volunteers assisted with pre game-day set up and warehouse organization
- 7 volunteers for food recovery on Saturdays game
- 17 volunteers assisted with game-day operations first shift to raise awareness of recycling and 10 volunteers for second shift that picked up materials to recycle
- New member of the Compost Crew started working today!
- 6 volunteers at compost last week spent time removing plastic from the active windrows and removed invasive

species from the lot

- Green space being created by students at Laurel Residence Hall, this effort has used 8 cubic yards of compost from our composting facility
- Started compost services with UT Conference Center
- We had 4 volunteers at the Grow Lab for 2 hours on 11/19

ZONE MAINTENANCE

Zone 2:

- Removed mask signage across zone
- Continuously checking on sandwich boards
- Clarence Brown: Repaired sink drain in wardrobe. Shut down fountain and drained for plumbing repair. Repaired trip hazard on landing to basement
- Communications: Lighting repair in room 107
- Andy Holt Tower: Various heat adjustments

Zone 3:

- Baker Center: Equipment checks, greased and inspected all 4 AHUs, repaired lighting on first floor and conducted general maintenance.
- International House: Equipment checks, changed belt on AHU2 and general maintenance.
- Vol Shop: Equipment checks and general maintenance.
- Hoskins Library: Replacing ceiling tiles in the Air Force ROTC.
- Conference Center: Open building, un-lock doors daily, turn on lighting, chiller & boiler logs, mech room check, building walk through, daily Archibus logs, restroom inspection & repairs, mold inspection, outside clean up, trash removal, clean elevator track, generator test run and building event lockdown.

Zone 4:

- Repaired cooler at the Student Union.
- Working on mixer at Stokely.
- Repaired warmer at Cumberland Avenue Food Court.
- Repaired ice maker at Vol Hall.
- Repaired oven and faucets at Anderson Training.
- Replaced and repaired ramp lights at PCB.

Zone 5:

- At Neyland Stadium, we checked and made repairs as

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ZONE MAINTENANCE CONTINUED:

needed after Georgia and ahead of South Alabama.

- At Anderson Training, we checked and adjusted chemicals in pools and worked on heaters on indoor field.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools and made repairs ahead of swim meet.
- At Regal Soccer, we checked and made repairs after NCAA Soccer tournament. Prepared for winter.
- At Goodfriend Tennis Center, we checked and made repairs after Tennessee Fall Invitational
- At Lindsey Nelson Stadium, we checked and made repairs and prepared for winter.
- Throughout zone, conducted general building maintenance.

Zone 6:

- Burchfiel: Filters changes.
- Strong Hall: Elevator entrapment.
- Ayres Hall: Generator oil change.
- Hesler: Generator oil change.

Zone 7:

- AMB: General maintenance, repair broken chair in room 32, repair leak room 110, repair 2 exit signs, set-up for shows, ceiling tiles replaced, working on PMs.
- Min Kao: Working on lights, working restrooms and doing building checks.
- Tickle Engineering: General maintenance, building rounds.
- SERF: Routine building checks, replaced broken lights and ballasts in service elevator, replaced bad motors in fan coils, repaired non-functioning exit signs, fixed leaking toilets, assisted contractors as needed, assisted other buildings in zone as needed.
- Nuclear Engineering: Routine building checks, assisted other buildings in zone as needed.
- Jessie Harris: Weekly building check, daily equipment check, roof/leaf check, checked belts on roof exhaust.
- Fibers & Composites: Weekly building check, daily equipment check, roof/leaf check, checked belts on roof exhaust.
- Senter Hall: Weekly building check, daily equipment check, cleaned leaves off roof & gutters.
- Ferris Hall: Conducted daily walk throughs and weekly

walk throughs. Adjusting fan coil thermostats.

- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Replacing steam traps and radiator cutoffs. Repairing light 3rd floor men's room.
- Dougherty: General maintenance.

Zone 8:

- We installed a complete new cover last week for Greenhouse 17.
- We are currently in the process of testing all steam traps at the Plant Biotech building.
- We have been working with Boiler Equipment on boiler issues at JRTU.
- Our team continues to prepare for colder weather and possible freeze watches.

Zone 9:

- We recently completed upgrading our exterior lighting at 1610 University Avenue.
- Our Archibus work requests for November are an area of priority for us this week.
- We will continue to prepare for much colder weather coming in the next few weeks.
- We are still waiting on replacement parts for our water fountains.

ZM Specialties:

- Replaced broken glass at Delta Tau Delta, Pi Kappa Phi fraternities and Alpha Chi Omega sorority
- Repaired door operators at Geier, Ferris, Stokely, Magnolia and Plant Biotech
- Transported lifts for Athletics and FS Construction
- Scheduled annual sprinkler inspection PMs for buildings due in January-August 2022
- Working on heating water loop and air quality issues at Hoskins Library
- Helped Pest Control save a hawk at Concord

Lock & Key Services:

- Brehm Animal Science – install combination locks
- Jones Aquatic Center – install new exit device
- Middlebrook Pike Bldg. – repair lock
- Veterinary Hospital – installing lock, rekeying as needed/construction
- Zeanah Complex – installing cores assisting as needed

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ZONE MAINTENANCE CONTINUED:

- On Campus – assisting as needed
- Front office – processing key request, key pickup and drop off
- University Housing – many recores and repairs, assist as needed

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Don't forget to send work team photos to Sam whenever you have them. Send them to sjones80@utk.edu or via text at 865-771-1531.
- Most recent zoom briefing links:
- 8/26/21: https://youtu.be/mrnEbV_55Ic
- 9/9/21: <https://youtu.be/okbZLPBxPXY>
- 9/23/21: <https://youtu.be/MSMAzso8ZsA>
- 10/7/21: <https://youtu.be/NvJoxXci3cU>
- 10/21/21: <https://youtu.be/nbYfGu-jNN8>
- 11/4/21: <https://youtu.be/SEYSby3LBEA>
- 11/18/21: <https://youtu.be/PNio82pWICE>
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

- **Computer Basics Training** - If you or one of your employees is interested in this introduction to computer use, please email the Training Unit at fstraining@utk.edu with the names of those who would like to attend, as well as their shifts. (The class is open to all shifts, and we will schedule as needed to cover those.)
- **2022 ICS 300 & 400 Training** - ICS 300 is scheduled for January 12 & 13 and ICS 400 training is scheduled for January 19 & 20. This training will take place at Facilities Services.

Training News:

- We have five new employees in New Employee Orientation this week! If you see one of them around, say hello and make them feel like a welcome member of the Facilities Services family.
- **Don't forget to complete your 2021 OSHA, UTK 2021 Compliance Training, Bias and Diversity Training and Heat and Cold Exposure Management 2021** (if applicable) as soon as possible!

This training can be found 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.

- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.
- **The 2021 Training Calendar is available online!** Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new events and opportunities are added often!

IT Support and Maintenance:

- Zone Maintenance Office Moves
- New Computer Setups
- Inventory and Surplus
- Printer Maintenance
- Be looking for a new version of Windows to show up soon. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at jvm@utk.edu with any questions.

UTILITIES SERVICES

A/C Services:

- Replaced faulty hot water actuator in room 676 of Dabney.
- Assisted AC shop with faulty chill water valve that services walk in cooler at Plant Biotech.
- Diagnosed faulty High Limit Switch (Humidity) that services AHU1 at Music Bldg.
- Fire watch and HVAC support during the football game.
- Installed new transducer for outside air damper on AHU that services room B020.
- Installed new control valve and new thermostat for fan coil

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UTILITIES CONTINUED:

units in room 829A of Andy Holt Tower.

- Moved thermostat to hallway outside of room 132B in Lawson Athletic Center.
- Replaced Hot Water valve for VAV that serves room 703 East Skybox.
- Replaced Hot Water valve for Fan coil unit that serves maintenance office at JARTU.
- Reset Air Handler #3 at Pratt.
- Installed new outside air sensor on rooftop of Anderson Training.
- Replaced backup battery for controller that services Police Station.
- Moved 2 VFD's from central supply into storage at Fleming Warehouse.
- Replaced controller for Air Handler 3 at Pratt.
- Checked status of new coil installation in N1 and S1 of Plant Biotech.
- Verified operations of new fan coil unit controller that serves maintenance office at JARTU.
- Repaired ductwork in penthouse at Hodges.
- Replaced flex connector on AHU 18 at Dabney.
- Assisted electric shop with outage at East Skybox.
- Turned on bakery heat at Presidential Court.
- Adjusted chiller #3 control settings at Law College.
- Replaced chiller #1 oil filler at SMC.
- Assisted Plumbing with building heat at TREC.
- Checked cooling tower bypass valve at TBA.
- Rebuilt cooling tower pump #1 at Reese.
- Rebuilt chiller water pump SCHO-3 at Plant Biotech.
- Repaired Airtech dryer at Buehler.
- Repaired boiler #2 at Robinson Hall.
- Pregame HVAC inspection at Neyland Stadium.
- Replaced chiller #2 evaporator flow switch at Student Union.
- Cooling tower testing and chemical addition.
- Closed loop testing and chemical addition.

Electrical Services:

Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Repaired devices and cleared alarms at Delta Zeta, JARTU, Vol Hall, Carrick Hall, Brehm, Third Creek Building, N. Carrick, Greve Hall, Dougherty, 3018 Sorority Village, TBA, Vet School and Robinson Hall.
- Disabled/Enabled devices for the AC shop at Delta Zeta.
- Disable/Enable fire alarm for MASCO pump repairs at TREC.
- Fire Watch for game at Neyland Stadium.
- Assist in power outage at East Side in Neyland.
- Assist with fire drills at Sororities.
- Assist MASCO with leak repairs at TBA.
- Disable/Enable smoke detectors at Plant Biotech and Reese Hall.
- Assist with power outage at SMC.
- Assist MASCO daily with yearly and 5-year test on Campus.
- Check door prop issues at Cowan Cottage.
- Assist with fire drills at Sororities.
- Repair door issues on first floor stairwell area at Student Union.
- Check issues with doors being locked during swim meet at Alan Jones.
- Check on controller #15 offline at Zeanah.
- Check on 4th floor maglock at freight elevator at UT Conference Center.

High Voltage:

- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Monthly maintenance on both substation on Campus.
- Pre-game/ Turned on field lights and tested from issue last week with key switches. Good.
- Pre-game/ Checked the power on roof of skyboxes that is used for skycam-Bandit Lighting. They need extra lighting for game
- Worked game for Electrical, Firewatch, TV truck lot and sidelines.
- Tailgating- Set light towers up at both locations and ran cords. Later added extra trailer cords for possible heat at Circle Park and Humanities.

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UTILITIES CONTINUED:

- Tailgating- pick up cords and cable guards after game. Picked up light towers early after trailer was out of the way at Circle Park and Humanities.
- Tailgating- Met with ETP company to assist with turning on power for them to work on trailer issue at Truly's lot.
- Worked on building light issue and contractor warranty at Reese Chiller.
- Turned off temp power and unhooked cable from panel and picked up cables. Returned rented cables at Goodfriend Tennis.
- Worked unscheduled outage. Trouble shot and repaired bad set of wires. Made plans for future replacement at East Sky Box.
- Worked unscheduled outage. Found tripped breaker and restored power to UPS at SMC.
- Changed out 2 sidewalk campus standard pole light fixtures at Circle Park.
- Installed new LED and reworked wiring on roadway pole light in front of the Vet School.
- Removed wire and pipes from the area that has opened up from the storm drain. Two lights had to be removed and reworked at Tom Black Track.
- Installed new LED fixtures in the front lot of the KPB.
- Trimmed tree limb and ordered a new LED light for a damaged light at the entrance of the Bass Building.
- Straightened pole light fixture at Orange Hall.
- 2nd- pregame- worked the TV truck lot. Hooking up and monitoring temp power to the trucks at Neyland Stadium.
- 2nd- Game- worked the TV truck lot motoring the power to the trucks during the game and unlocked the power after they finished at Neyland Stadium.
- 2nd- Fire watch for Lady Vols basketball game at TBA.
- 2nd- Call about lights flashing on UTKTL#4. Reset controller in the cabinet.
- Rebuilt condensate pump and replace check valve at Tickle
- Replace condensate strainer basket at Haslam
- Replace check valves at South College
- Rebuilt condensate pump, replace float switch, and check valves at Hodges Library
- Fabricated new sewer lid with drain for recycle
- Fixed steam leak on PVI at the Arena
- Repaired condensate strainer at Haslam
- Repaired steam leak at the Stadium
- Replace 2 PRV's at 2601 Sorority Village
- Repaired broken water line expansion tank at Phi Gamma Delta
- Repaired a shower drain broken in the wall at Reese Hall
- Installing new water lines for project at Steam Plant
- Began storm drain project at Tom Black Track
- Repaired a leak in the wall at 1808 Fraternity Park
- Repaired sewer drain at Hesler Biology
- Unstopped mop sink at Anderson Training
- Repaired leaking cold-water supply in room 351 at Mossman
- Installed new hose bib on Hearing and Speech building

Steam Plant:

- Tuned boilers.
- Started replacing piping going to auxiliary softeners.
- Repairing sump pump piping.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center; 2 receptacles in 236
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; Paint and carpet A414; Paint A417
- Band Practice Facility: Replace switch on fans in pavilion
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities

Plumbing Shop:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.
- Repairing and testing fire hydrants.
- Assist A/C shop install preheat coils at Plant Biotech
- Repair steam leak in women's restroom at the Stadium

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CONSTRUCTION CONTINUED:

- Ceramics Annex: Green space and waterproofing
- Claxton Building: New signage at breezeway; Rework Dean's suite 344L
- Communications: Renovate 302B; Paint 473
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Dunford Hall: Paint and electric 2432
- Early Learning Center (Lake): repair Gazebo floor
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Facilities Services Complex: Install interior cameras
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Food Science Building: Renovate 215 for Creamery kitchen
- G7 Parking Garage: Replace transformer and electric panels
- G11 Parking Garage: Replace exterior door on level 1
- Greve Hall: Renovate G005 for Smokey's Pantry
- Haslam Business Building: Paint the building interior; Additional electric circuits 514 and 540; Painting 522A; Replace sound panels in 201, 203, 302, 303, 403
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press
- HPER: Clean tennis courts
- Jessie Harris: Renovations 336, 337, 341; LVT and paint in suite 229
- Jewel Building: New garage door for basement; Add 2 cameras
- JIAM: Add cup sink to hood in 216; Connect glove box to exhaust 256; Electric for chiller G026; Install utilities to ventilated cylinder cabinet; Wash exterior of windows
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513; Paint and flooring 612 and 701; Paint 923; Shelving work 108
- Middlebrook Building: lighting retrofit in 129
- Morgan Hall: Renovations per POCA
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list
- Nursing: Fire Marshal POCA list
- Perkins Hall: Fire Marshal POCA list; Replace window a/c unit 220; Classroom renovations
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Exhaust for equipment 522; Utility work and drains for polisher in 309; Electric and air in 108; Electric and chilled water 321
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Paint and furniture 312; Signage for 2nd floor
- Student Health: Repair flooring seams on 1st floor
- Student Rec and Fitness Center: Replace lighting
- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation 101 for sculpture studio
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- Vet Med Center: Roller shades in Pendergrass Library
- Zeanah Engineering: Install plaques
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

THE • COMMENT • BOX
Responses on Page 9

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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.

Comment: The Building Services employees that cleaned the stadium when we lost our contractor should get bonuses. You could divide the contract fee by number of employees per game that worked after game clean-up of the bowl.

Response: *Stipends are on the way.*

Comment: We need a parking lot clean-up day. So it doesn't fall on Landscaping, we could have a sign-up sheet and they could let us use their tools.

Response: *Good idea. Matt McConnell will be coordinating this effort after the KUB work has been completed.*

Comment: We need an exit in room 111 (2 ways out)

Response: *Given the size of room 111 a second exit is not required by code. However, a second exit to the west could prove beneficial so we will proceed to look at that.*

Comment: Automatic door locks for all entry doors (like a panic button) at front desk, upper level and warehouse.

Response: *This would not be approved by UTPD. The issue is that if something were*

to happen, emergency responders need immediate access to the building. If it is determined the exterior needs to be locked down, Central Alarm can do that pretty quickly. If they learn of an incident in the area, but not in the building, their protocol calls for locking the building.

Comment: We also need a messaging system in areas where auto door locks are. Possible messages: Take cover, proceed to safety area, leave the building.

Response: *We will need to depend on UT Alert for messaging. By the time someone entered this message, we should be able to get an alert generated.*

Comment: Mandatory safety training for all building occupants yearly.

Response: *While we did not do these during the pandemic, we are planning them again in early 2022.*



Donate to the 13th Annual
TOY DRIVE

HONORING RYAN MCDONALD

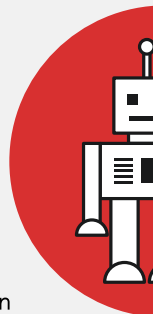
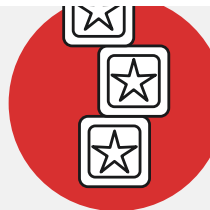
November 15 - December 3, 2021

The 13th annual toy drive honoring the memory of Ryan McDonald will be held November 15 to December 10. Ryan was tragically killed during a shooting at Central High School in 2008 when he was 15 years old.

The toy drive aims to inspire hope for area children dealing with difficult times during the holiday season. To honor Ryan's memory, as well as his aspirations to become a children's counselor, toys are collected by Roger McDonald every year in his nephew's name. The toy drive benefits Helen Ross McNabb and Child & Family of Tennessee.

To donate, bring unwrapped new toys to the collection box near the front entrance of the Facilities Services Complex at 2040 Sutherland Avenue.

Donations can also be given at several drop-off locations on the UTIA campus. For more info, contact Roger McDonald at 865-705-9994 or jmcdona3@utk.edu



Staff Performance Review Series

HR, along with campus partners, is developing a Staff Performance Review Series. The purpose of this series is to provide knowledge, resources, and support for the staff performance review experience... from the technical to the practical. The series can be taken in its entirety for a comprehensive view of the staff performance review process and ongoing performance dialogues at UTK, or a la carte, as on-demand refresher courses.

Starting in December 2021, virtual sessions will be available with a focus on employees, leadership, and also Diversity, Engagement, and Inclusion in our everyday work. Other sessions will roll-out in 2022. Registration is now open in K@TE and will close the business day prior to each schedule session. To register, visit <https://kate.tennessee.edu/> and select UT Faculty and Staff, then select My UTK@TE Learning. From the home screen type the session title into the search bar. Note there are multiple dates for each session, select the date that works best for your schedule.

Registration Capacity: 50 participants

Session Modality: Zoom/Virtual

Take Charge of Your Performance: Employees and the Performance Review (Employee Session)

This session is designed to help employees prepare for, and continue performance discussions throughout the year. Ideas such as self-reflection, emotional intelligence, collaborative goal setting, and connecting through conversation are featured.

Session Contacts: Julie Roe (jmonday@utk.edu) and Jon Chandler (jchand41@utk.edu)

Dates: December 6, 2021 from 1:00 – 3:00
 January 13, 2022 from 9:00 – 11:00
 February 18, 2022 from 9:00 – 11:00

Empower Your Staff: Leadership and the Performance Review (Leadership Session)

This session is designed to help leadership, specifically those who supervise staff, prepare for, and continue performance discussions throughout the year. Ideas such as empowerment, emotional intelligence, collaborative goal setting, and connecting through conversation are featured. Learn ways to discuss what the numbers mean and how performance review categories relate to the mission of your team. Goal setting will also be discussed.

Session Contacts: Julie Roe (jmonday@utk.edu) and Jon Chandler (jchand41@utk.edu)

Dates: December 8, 2021 from 9:00 – 11:00
 January 20, 2022 from 1:00 – 3:00
 February 15, 2022 from 1:00 – 3:00

Staff Performance Daily: Diversity, Engagement, and Inclusion

This workshop is a collaboration between Human Resources and Office of Equity & Diversity. As part of our commitment to diversity, engagement, and inclusion (DEI), this workshop will explore one of the five categories in the staff performance review and is designed to help employees understand and enhance DEI in their everyday work and how it relates to the review process.

Session Contacts: Jose Lee-Perez (jperez10@utk.edu), Lorna Hollowell (lhollo11@utk.edu), Julie Roe (jmonday@utk.edu)

Dates: December 13, 2021 from 1:00 – 3:00
 December 15, 2021 from 9:00 – 11:00
 January 10, 2022 from 9:00 – 11:00
 January 11, 2022 from 2:00 – 4:00
 February 22, 2022 from 9:00 – 11:00
 February 24, 2022 from 1:00 – 3:00