

Facilities Services Weekly

January 18, 2022

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

New Mini Train: Email Etiquette Part 1

“Etiquette” is generally defined as the customary code of polite behavior among a particular group. The newest FS Mini Train kicks off a three-part series on Professional Email Etiquette, where we’ll be looking at what makes a good email, what needs to go in or be left out, and why it matters. Check out the first part of the series here.

John C. Parker Memorial Scholarship and Bob Evans Memorial Scholarship Open Now

The John C. Parker Scholarship and Bob Evans Memorial Scholarships are both now accepting applications. Applications are due no later than January 31, 2022. For more information, please see pages 8 - 11.

Internal Positions Open

We currently have several open positions! If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the “Staff Positions for Internal Candidates” link.

ADMINISTRATION

Special Projects:

- Polo shirt distribution
- Serving on the Culture Committee
- Planning of upcoming events
- TCO Inventory
- Evaluation software demos for Archibus Replacement Committee

FACILITIES OPERATIONS

Building Services:

- Hodges Library: The entire building has been microbial tested and treated with the Clorox 360 machine. All carpets have been cleaned. All restrooms have been orbited. We are currently working on cleaning the glass.
- Haslam Business: The entire building has been microbial tested and treated with the Clorox 360 machine. All carpets have been shampooed. All restrooms have been orbited.
- Dunford Hall: The entire building has been microbial tested and treated with the Clorox 360 machine. All carpets have been cleaned.
- SMC: The entire building has been microbial tested and treated with the Clorox 360 machine. The mezzanine floor was burnished. The carpets are being cleaned on each floor.

- Greve Hall: The entire building has been microbial tested and treated with the Clorox 360 machine. Hallway carpet has been cleaned. Office carpets have been cleaned.
- Melrose: The second and third floor have been deep cleaned for move in.
- Frieson Black Cultural Center: Deep cleaned restrooms.
- Business Incubator: Deep cleaned restrooms.
- Rocky Top Dining: Scrubbed stairs and cleaned rugs.
- University Commons: Cleaned entrance rugs.
- Morgan Hall: All floors were buffed. We scrubbed the basement floor in B007B.
- Microbial sprayed all classrooms and restrooms in Morgan Hall, McCord and Food Safety.
- Brehm: Buffed the fourth floor.
- Blount Hall: Scrubbed and waxed first floor.
- Mossman: Detailed offices.
- Jessie Harris: Stairwells were detailed.
- Strong Hall: Classrooms were carpet cleaned.
- Baker: Cleaned the carpet in the Toyota room.
- Law College: Cleaned the carpet on the first floor.
- Student Union: In Phase I, we started scrubbing lobby on L1 by the elevators. L2 offices were tested, cleaned and treated with the Clorox 360 machine. In Phase II, UTFUCU carpet was cleaned, Catering and Events suite carpet was cleaned and room 272 was treated with the Clorox 360 machine. Union Station floor was cleaned and the Rising Roll side floor was completed.
- Dougherty: Room 405 was scrubbed and waxed.
- Neilsen Physics: Room 608 was scrubbed and waxed.

FS WEEKLY CONTINUED ON PAGE 2

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FS WEEKLY CONTINUED:

- Dabney: The third floor was buffed.
- Ayres Hall: Windows were cleaned on the outside of the first floor.
- Several enhanced cleanings on campus.

Landscape Services:

- Inclement weather: Clean-up equipment and restock from last week's snow event on 1/16.
- Robinson Hall: Shift/reconfigure landscape irrigation for new sidewalk (cont.)
- Golf Facility: Install erosion remediation materials along bank of creek flowing through the course (cont.)
- Tom Black Track: Excavation support for storm water infrastructure repairs (cont.)
- Tickle Engineering: Provide excavation for drain pipe replacement at washout station (cont.)
- First Impression Projects: Install plant material for installation (cont.)
- Campus wide irrigation systems: Winterization of all systems (cont.)
- Winter tree planting: Order trees for winter planting (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.)
- 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.

ZONE MAINTENANCE

Zone 1:

- We are finishing up hall walks for ceiling tile and burnt bulbs. Anything in public areas needing addressed.
- The residents will be returning starting on the 21st. Some HDs and RAs have already returned.

Zone 2:

- Andy Holt: Clearing up drain line in office area and lighting repair.
- Haslam Music: Addressing small water leak on ground floor.
- Clarence Brown: Heat adjustments throughout the building because of leaking steam coil. Installed electric heaters in offices of scene shop.
- Humanities: Removing urinal for leaking issue.
- Temple: Replaced A/H motor on roof top unit and conducted general maintenance across zone.

Zone 3:

- Hodges: Making repairs in all restrooms and changed ceiling tiles.
- Melrose: Ugraded lighting in section E-F.
- Haslam: Worked on atrium lights and going through classrooms.
- Greve Hall: Changed some steam traps and upgraded lights.
- Dunford Hall: Repaired toilets and paper towel holders.
- Baker Center: Changed filters in AHU#3 and checking restrooms.
- Zone 3 is preparing for the return of students._

Zone 4:

- Repaired water leak at the Student Union.
- Felimed ovens, dishmachine and ran clean cycles at Stokely.
- Working on Freezer at Cumberland Food Court.
- Repaired ice maket drain at Vol Hall.
- Repaired fryer at Anderson.
- Working on pump at PCB.

Zone 5:

- At Neyland Stadium, we checked and made repairs as needed and assisted contractor with renovations.

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- At Anderson Training, we checked and adjusted chemicals in pools.
- At Allan Jones, we checked and adjusted chemicals in pools.
- At Regal Soccer, we checked and made repairs and assisted in renovations.
- At East Stadium, we worked on heater in room 413.
- At Sherri Parker Lee Stadium, we worked on heaters in bathrooms on 3rd base side.
- Throughout the zone, we conducted general building maintenance.
- We are working on many flush valves after a recent water outage at the Plant Biotech building.
- Our One-Call team is gearing up for move in and the return of our students.
- The water diversion project continues at McCord as we get more units installed and running.

Zone 7:

- AMB: General maintenance, working on PMs, walk throughs and helping throughout the zone.
- Dougherty: Changing lights and conducting building checks.
- Min Kao: Changing Batteries in men's restroom and conducting building checks.
- Tickle Engineering: General maintenance, building rounds.
- Zeneah: General maintenance, building rounds.
- Ferris Hall: Conducted daily walk throughs and weekly walk throughs. Replaced bearing AHU 001 again.
- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Replaced steam trap and cutoff valve radiator room 312.
- SERF: Routine building checks, replaced exhaust fan belt, greased pumps in chiller house, repaired exit signs, replaced motor & squirrel cage in fan coil unit, assisted A/C shop as needed, assisted Electric shop as needed, 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, checked generator, worked on steam heaters.
- Senter Hall : Weekly building check, daily equipment check, checked & ran generator.
- Fibers & Composites: Weekly building check, daily equipment check.

Zone 8:

- We are working diligently to clean up our building heat water in Brehm that is stopping up many of our VAV's.

Zone 9:

- We replaced several flags in the zone just recently after having a half-staff day.
- We will focus on many of our PM Archibus requests this week.

ZM Specialties:

- Assisted zone maintenance work teams removing duplicated PMs from building operations console.
- Drafted mechanical room inspection checklist
- Replaced door in FSC 111
- Installed glass caddy on new boom lift
- Replaced glass at Fleet Management
- Identified control air leaks in SERF penthouse, 7th and 6th floors
- Worked on air flow issues at Baker Center
- Assisted A/C Controls at several locations on campus
- Assessed heating water issues at Student Union
- Operated track lift for light replacement in lobby
- Returned aerial lift rentals
- Diagnosed and repaired two generators
- Attended Emergency Management/BEAP training
- Repaired door operator at Panhellenic
- Repaired stairwell lights at Andy Holt garage

Lock & Key Services:

- Hoskins Library – rekey locks
- Plant Biotech – repair lock
- Walter's Academic – repair lock
- Anderson Training Center – repair lock
- Communications – repair lock
- Zeanah Engr. – installing cores for Phase 4, assisting as needed
- Front Office – Processing key request, open for key pickup and drop off
- On Campus – Assisting as needed
- University Housing – recores and returns, assisting as

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

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.
- The winter issue of The Facilitator is now online for viewing. You can check it out here: <https://fs.utk.edu/facilitator/>
- Recent zoom briefing links:
- 11/4/21: <https://youtu.be/SEYSby3LBEA>
- 11/18/21: <https://youtu.be/PNio82pWICE>
- 12/2/21: <https://youtu.be/YtmeTGBef3M>
- 12/16/21: <https://youtu.be/iYtv12nA-O4>
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

New! Mini Train

- "Etiquette" is generally defined as the customary code of polite behavior among a particular group. The newest FS Mini Train kicks off a three-part series on Professional Email Etiquette, where we'll be looking at what makes a good email, what needs to go in or be left out, and why it matters. Check out the first part of the series [here](#).

Upcoming Training:

- **Mandatory 2022 Emergency Management Training** will take place via Zoom this year. Please email Anna Best at ahamil24@utk.edu to sign up for a session to ensure you receive credit for attending. The sessions that are as follows: January 25 from 10am - 11:30am and January 26 from 4pm - 5:30pm and 10pm - 11:30pm. Zoom meeting links can be found at <https://fs.utk.edu/comminfo/training/>
- **2022 ICS 300 & 400 Training** - ICS 300 is scheduled for February 16 & 17 and ICS 400 training is scheduled for February 23 & 24. Contact Rebecca Alcorn at ralcorn@utk.edu with questions.

Training News:

- We have three new employees in New Employee Orientation this week! Say hello if you see them around!
- **2022 OSHA Training** - 2022 OSHA Training is now available! This training can be completed at any time

during the year. We highly recommend taking care of it early to ensure that it is complete at the end of the year. 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.

- **The 2022 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:

- Develop goals for the IT unit for 2022
- Scheduling interviews for IT Tech 2 position
- Installation of large screen monitors to create a Building Automation command console
- Writing Security Plan for servers managed by FS IT group
- Begin preparing request list for 2022 CUP (Computer Upgrade Program)
- Replacement for non-functional radios

UTILITIES SERVICES

A/C Services:

- Troubleshoot heating issues at Alan Jones and Ferris Hall.
- Continued tracing communication issues at JIAMS.
- Reset and repaired control systems after power outage at SERF and Dabney chiller buildings.
- Replaced bad relay on AHU 1 at Allan Jones Aquatic.
- Verified operation of rooftop air unit at Temple Hall.
- Reset and verified operations of AHU 6 at Min Kao.
- Trouble shot controller issues for Chiller 3 at SERF.
- Repaired communication issues on ground floor of JIAMS.
- Replaced NAE controller for chiller building at SERF.
- Adjusted electronic time switch at South College.
- Replaced faulty Phoenix Control card that serves supply valve in room 106 at Hesler Biology.
- Replaced leaking valve in new physical therapy room at Neyland Indoor.

UTILITIES CONTINUED ON PAGE 5

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- Reset faulty fume hood monitor in room 558 at Dabney Buehler
- 2nd shift repairing tripping breaker for lights at Orange Hall.

Electrical Services:

Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Repaired devices and cleared alarms at Strong Hall, Laurel Hall, Greve Hall, Golf Facility, Stokely Hall, Law School, Robinson Hall, and Carrick Hall.
- Assist MASCO daily with pump tests and 1&5-year inspections on Campus.
- Assist Simplex with repairs on fire alarm troubles at Rocky Top Dining.
- Assist MASCO with repairs on the fire pump relief valve at the East Side of Stadium.
- Disable/enable devices for A/C shop at Kingston Pike Bldg. and South College.
- Disable/enable devices for Plumbing shop at Presidential Court.
- Replace request to exit motion at Vet School Small Animal entrance.
- Check on door contact issue on patio door at Kingston Pike.
- Replace batteries in the LSP at G-13.
- Replace batteries in the LSP at Vol Shop.
- Checked on temporary alarm at the fiber vault at JIAMS.
- Repaired card reader at UT Conference Center.
- Checked issues and shut down gate at Steam Plant.
- 2nd- Responded to abnormal trouble on panel at Strong Hall.
- 2nd- Issue with fire pump- clear on arrival at Clement Hall pump house.
- 2nd- Reported trouble on panel- trouble in mechanical room at Law College.
- 2nd- Fire panel trouble clear on arrival at Dabney Hall.
- Worked fire watch for Monster Truck event at TBA.
- Installing new LED fixtures in the back-parking lot at Kingston Pike Building.
- Working on road pole light power, marking all electrical lines and helping with investigating mystery pipes onsite at Ellington.
- Met with electrical contractors onsite to discuss power locations for the Stormwater pond at Morrill location.
- Met with Massey Electric onsite to go over plans to remove bad cables to penthouse at East skybox.
- Performed an outage to place main and backup circuits for HV cables at SERF.
- Working with contractors to turn on field lights for night work at Neyland Stadium.
- Checked on request for temporary power to job trailer for the Student Aquatic Outdoor Pool project.
- 2nd shift working on issues with wire joints for garage lights at White Ave Garage.

Secondary Electrical:

- Dabney-Buehler Rm. 322-Circuit Breaker “tripped” due to overcurrent on start-up following SERF outage.
- Completed raceway installation and termination of dedicated circuits for “Heat Trace” at Mossman Engineering Bldg.
- Repaired SERF 2nd FL. Hallway lighting.
- Repaired PCB Handicap ramp lighting.
- Replaced ballast and re-programmed lights FSC Rm. 108.
- Tested Variable Frequency Drives Allan Jones Aquatic Center.
- Attended Emergency Management Training.
- Repaired lights at Sigma Kappa Rm. 222.
- Repaired lights at Hodges Library Rm. 200 and assisted Zone Maintenance with can lights.
- Repaired Air Compressor power at Art & Architecture Bldg.
- Adjusted “Transfer Time” settings on Automatic Transfer Switches at SERF.
- Affected lighting repairs at Hopecote House.
- Installed 12v Safety Switch on fuel pump.
- Troubleshooting a freezer damaged by overheating at Mossman Engineering Bldg.

High Voltage:

- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Monthly maintenance on both substation on Campus.
- Troubleshooting outdoor lights at White Hall.
- Installed new LED bulbs at the Ag Campus.
- Adjusted and repaired sidewalk pole light at SERF.

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UTILITIES CONTINUED:

- Installed Time Clock lighting control system at Conference Center.

Plumbing Shop:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.
- Repairing and testing fire hydrants.
- Replacing drains for autoclaves at Hesler Biology.
- Checking on hot water issues at Fred Brown.
- Repair PRV at Fraternity Park.
- Checking on leak in ceiling on 2nd floor by the elevator at Plant Biotech- Will repair week of 1/17/22.
- Check on hot water crossing over in locker room in the South Stadium.
- Repairing leak in the hallway ceiling at Hesler Biology.
- Unstopped drain in Smokey's at Anderson Training.
- Unstopped drain at Paint Shop.
- Repaired water leak in the wall at Hesler Biology.
- Repaired water leak in ceiling in Geier Hall.
- Repaired leak on makeup water line at Haslam Business.
- Repaired leak on makeup water line in cooling tower at Conference Center.
- Installing a new storm line at Tom Black Track

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list
- Anderson Training Center: Repair damaged electric
- 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; Change light switch A231; Paint 231
- 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; Add receptacles for Aramark at various locations

- Ceramics: Move gas line to Alpine kiln
- Ceramics Annex: Green space and waterproofing
- Claxton Building: Rework Dean's suite 344L; Add electric receptacles (emergency power)
- Communications: Renovate 302B; Paint 473
- Conference Center Building: paint 400
- 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
- Facilities Services Complex: Install interior cameras; Add door to conference room 111
- Ferris Hall: Electric and exhaust for lab 217
- Food Science Building: Renovate 215 for Creamery kitchen
- G7 Parking Garage: Replace transformer and electric panels
- Greve Hall: Renovate G005 for Smokey's Pantry; Year around steam to HVAC units on 1st floor
- 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; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press; Reverse door in 1Stop
- HPER: Clean tennis courts; Divide 360A into 2 offices
- Jewel Building: New garage door for basement
- JIAM: Connect glove box to exhaust 256; Electric work G026; Install utilities to ventilated cylinder cabinet
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio; Renovate south end of 135-cubicles, paint, flooring
- McClung Tower: Fire Marshal POCA list; Paint, flooring, blinds 612; Vinyl flooring 5
- McCord Hall: Roller shades in labs on ground and 1st floors
- Morgan Hall: Renovations per POCA
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab
- Perkins Hall: Fire Marshal POCA list; Classroom renovations
- Presidential Court: Convert Pod Market to shop for

CONSTRUCTION CONTINUED ON PAGE 7

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CONSTRUCTION CONTINUED:

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; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- Taylor Law: Replace sound panels 132, 135, 136
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson Boling Arena: Move card reader
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation 101 for sculpture studio; Additional electric for wind tunnel area
- 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; Add for emergency messaging to fire alarm system
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs

T FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Supply Room)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.

Join Facilities Services on Social Media



@utkfacserv



@utfacilities



@UTFacilitiesServices

FS WEEKLY CONTINUED ON PAGE 8



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

MEMORANDUM

To: All Facilities Services Employees
From: Terry Ledford
Date: December 20, 2021
Subject: John C. Parker, Sr. Memorial Scholarship Endowment

As all of you are aware, Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. This scholarship endowment will award a scholarship for the 2022-2023 academic year which begins August 2022.

It will be given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

The student must be currently enrolled or be admitted to the Fall Semester 2022 to be eligible. The student awarded this scholarship must have demonstrated successful academic performance in order to be considered for future awards. Financial need may also be a factor in the award.

Nominations for this award must be submitted to Sam Ledford in the Facilities Services Complex no later than Monday, January 31, 2021.

Forms for nominating a student may be obtained from Sam - contact sam@utk.edu or 771-1531.

The selection of the student to receive this award will be made by the UT Knoxville General Scholarship Selection Committee based in the Financial Aid and Scholarships Office and not by any staff member of the Facilities Services Department.

PLEASE POST

Facilities Services Department
2040 Sulzbach Avenue, Knoxville, TN 37906-3000
865-974-2776 865-974-7786 fax tsl@utk.edu

BIG ORANGE. BIG IDEAS.

Flagship Campus of the University of Tennessee System 



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

APPLICATION: John Parker Memorial Scholarship Fund

Student's Name: _____

Student's SSN: _____

Student's Cumulative Grade Point Average: _____

High School or College (circle one)

Nominated By: _____

Nominator's Personnel #: _____

Signature

Relationship to Student: _____

(Parent, Grandparent, Step-Parent, Step-Grandparent)

Date of Application: _____

(January 31, 2022 Deadline)



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

MEMORANDUM

To: All Facilities Services Employees
From: Terry Ledford
Date: December 20, 2021
Subject: Bob Evans Memorial Scholarship Fund

The Bob Evans Memorial Scholarship Fund will award a scholarship for the 2022-2023 school year which begins in August 2022.

This scholarship application is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

Students must be currently enrolled or be able to be admitted for the Fall Semester 2022 to be considered in receiving this award.

Nominations for this award must be submitted with Sam Ledford in the Facilities Services Complex no later than Monday, January 31, 2022.

Forms for nominating a student may be obtained from Sam's desk or by emailing samledf@utk.edu.

Final recipient selection will be made by the UT Knoxville General Scholarship Selection Committee based in the Financial Aid and Scholarships Office and not by any staff member of the Facilities Services Department.

Please contact Sam Ledford with any questions about this scholarship application.

PLEASE POST

Facilities Services Department
2040 Sutherland Avenue, Knoxville, TN 37996-3000
865-674-2378 865-674-7786 Fax 865-674-2378



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

APPLICATION: Bob Evans Memorial Scholarship Fund

Student's Name: _____

Student's SSN: _____

Student's Cumulative Grade Point Average: _____

High School or College (circle one)

Nominated By: _____

Nominator's Personnel #: _____

Signature

Relationship to Student: _____

(Parent, Grandparent, Step-Parent, Step-Grandparent)

Date of Application: _____

(January 31, 2022 Deadline)