

Facilities Services Weekly

May 16, 2022

Coffee & Conversation - Sign Up for June 7 event!

Join us for our second round of Coffee & Conversation as we seek to get to know team members you may not see or speak to on a daily basis. The event will be held Tuesday, June 7 from 8:30a-9:30a in Room 101 at the Facilities Services Complex. This is a fantastic chance for you to learn something new about others from different backgrounds and skillsets within the department. The best part? Donuts and coffee are included! The first event filled up quickly. Sign up today at tiny.utk.edu/FSCoffee. Flyer is included on page 10, and a separate email will arrive in your inbox this week.

Join Us for an In-Person 4th of July Employee Appreciation Party!

For the first time since 2019, we're so excited to announce an in-person 4th of July Employee Appreciation Party is in the works! Join us on Friday, June 17 at 11:30a in the Student Union Ballroom for food, fun and door prize drawings! We can't wait to see you there. More details to come. See flyer at the end of the newsletter for a shuttle schedule.

Helpful Hints from the Haberdasher

If you transfer zones or units, call or email Jim Tolbert at 974-2347 or jtolber3@utk.edu to let him know where your uniforms should be delivered going forward. He will then provide you with a delivery stop number. From there, Jim will notify UniFirst who will change out the ironed-on barcode to reflect your change in zone/location. At this point, Jim will instruct you or your supervisor to tag and bag only ONE week's worth of uniforms with a tag that says "retag for delivery to (insert your delivery stop # here)." Place that week's worth of uniforms in the mending bin, and once they arrive back to you in the correct location, you can drop the others in the mending bin with the same inscription on the tag.

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.

| | | |
|----------|---------------------------------|--------------------------------|
| E01-7220 | Building Services Foreman | Multiple openings for - |
| E01-7202 | Facilities Space Coordinator | Building Technician |
| E01-7205 | Steam Plant Mechanic (SR) | Maintenance Spec II |
| E01-7212 | HVAC Spec II (SR) | |
| E01-7212 | HVAC Spec I | |
| E01-7217 | Painter Asst III | |
| E01-7217 | Sign Design Spec | |
| E01-7218 | Plumbing & Heating Specialist I | |
| E01-7224 | STAR Team Member | |
| E01-7212 | HVAC Foreman | |

ADMINISTRATION

FACILITIES OPERATIONS

Special Projects:

- Serving on the Culture Committee
- 4th of July party planning & logistics
- TCO Inventory

Building Services:

- Art+Architecture - started scrubbing the floors in 241 printshop, cleaned windows on the 3rd floor patio and started stripping Room 332
- Humanities - did carpet in rooms G51 and 53 A&B and detailed stairs
- Haslam Music - cleaning things out in the band room and on the 2nd floor
- CBT - cleaned some carpet at the entrance

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BUILDING SERVICES CONTINUED:

- Dabney 334 carpet cleaned
- Front entrances to rays place and nursing were detail cleaned
- The floors were auto scrubbed at Hesler, Walters, and Ayres hall
- Walters 3rd floor was detail cleaned including the auditoriums, all closets were cleaned and stocked, Classrooms where also detailed
- Katie microbial sprayed classrooms conference rooms and public, and auditoriums at nursing extension building, South college, rays place, Ayers Hall and Fablab.
- Katie and Alexis cleaned and stocked all closets at Nursing
- Student Union Phase 1 - cleaned window ledges on G3 with the Space Vac System
- Student Union Phase 2 - Cleaned entry rugs, dust mopped and mopped auditorium stage, cleaned the ledge of the ballroom with the Space Vac System, and auto scrubbed on the first floor
- repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

Sanitation Safety:

- Completed pest control requests

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders.
- We have the new fans installed at N & S Carrick.
- 10 days until move out.

Zone 2:

- McClung Tower- cleaned and refilled Europa the Bull fountain
- Clarence Brown Theatre - Vacuumed fountain and cleaned skimmer baskets, addressed building being hot
- Humanities - cleaned both cooling towers
- Haslam Music Chiller Bldg - Setting water levels in towers
- Addressing all work orders across the zone

Zone 3:

- Zone 3 is continuing to upgrade lights in the ballroom at the Conference Center

Zone 4:

- Repaired fryer drainage system in Panda Express - Student Union Phase I
- Replaced oven solenoids in Rising Roll - Student Union Phase II
- Repaired double door latch at the loading dock - Stokely
- Repaired grill - Rocky Top Dining
- Repaired sink - Cumberland Ave. Foot Court
- Repaired cooler - Mabel's at McCord Hall

Zone 5:

- At Neyland Stadium checked and made repairs as needed and assisted Belfor on water damage in east skybox
- At Football complex, checked and adjusted chemicals in pools
- At Allen Jones checked and adjusted chemicals in pools

ZONE MAINTENANCE CONTINUED ON PAGE 3

Landscape Services:

- Prepping outdoor campus spaces for commencement activities
- Caledonia rain garden First Impression project: Begin landscape improvements
- Robinson Hall First Impression Sidewalk: Irrigation and landscape repairs
- Irrigation Systems: Pressurize main lines, test, and repair as needed (cont)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (cont)
- Sorority Village: Coordinate pavement patches following geothermal leak repairs (cont)
- 22nd Street house: Adjust grade of back parking area to improve drainage (cont)
- Tickle Engineering: Coordinate pavement patches following slurry/soil sediment wash tank (cont)
- Campus wide: Pruning shrubs and mulch install for spring (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.)
- Concord Street Site: Demolition clean-up and fence

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ZONE MAINTENANCE CONTINUED:

- At Sherri Parker Lee Stadium, checked and made repairs as needed ahead of Auburn
- At Lindsey Nelson, checked and made repairs as needed after the Auburn series and ahead of Alabama A&M
- Throughout zone, Gen Building maint

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.
- Unlock doors.
- Cleaning cooling towers
- Air filter changing zone wide.
- Dabney control valve replacement.
- General led lighting project.

Zone 7:

- AMB : General Maintenance, working on PM's , replacing a heating water Valve, changed some lights, helping throughout Zone.
- Min Kao : Working on lights, working on ceiling tile, working on coils, doing building checks.
- Dougherty : General maintenance, changed belts, repaired drain pan, repaired leaks, replace ceiling tiles, diagnosed cooling issues in 409A, 303, and 443, replace bulbs, cleaned outside condenser unit coils, repaired door handle, adjusted door closers.
- Tickle : Replaced filters in AHU , Worked on PM's, Daily building checks, Running Generator.
- Zeanah : Reporting problems to contractor, Helping contractor when needed, Running Generator, Daily building check .
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Repaired lavatory faucet women's room 4th floor. Servicing fan coil units.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Repaired lavatory faucet men's room 1st floor. Repairing ceiling AHU's suite 101.
- SERF: Routine building checks, fixed/replaced ceiling tiles, replaced floor tiles, assisted construction services as needed, assisted A/C shop as needed, assisted contractors as needed, assisted other buildings in zone as needed.
- Nuclear: Routine building checks, assisted other buildings in zone as needed.

- Jessie Harris: Checked generator, Checked & cleaned elevator tracks, Replaced flush valve spud & gaskets on toilet, Cleaned out window wells in breezeway, Daily equipment check, Weekly building check Changed 2 water filters on fountains.
- Fiber & Composites : Checked & cleaned elevator tracks, Worked on outside lights, Weekly building check, Daily equipment check.
- SENTER Hall : Daily equipment check, Weekly building check, Replaced faucet & water stops, Repaired outside wall pack lights.

Zone 8:

- One-Call continues to answer calls for the entire UTK campus 24/7-365.
- We have been working to get all of our auto faucets installed this month.
- We will be replacing all of the sinks and faucets in McCord Hall.
- As the end of the fiscal year rapidly approaches, we continue to work through any old Archibus work request to close out.

Zone 9:

- We recently finished all of our auto flush and faucet project for the zone.
- Our weekly Archibus work requests will be our area of focus this week.
- We continue to make repairs at the Glazer Building in Oak Ridge to the exterior of the building from recent bird damage.

ZM Specialties:

- Installed pair of door operators at Student Health Center
- Repaired door operator at Rocky Top Dining
- Commissioned new exhaust fans for North and South Carrick mechanical room
- Working on exhaust for asphalt oven at Tickle Engineering
- Updating records for geo-located outdoor HVAC equipment
- Repaired window at Clement Hall
- Checked on water leaks at Music Center and UTIAMM
- Repaired track lift

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Transported lifts to various campus locations

Lock & Key Services:

- Garden Pavilion – rekey lock
- Mossman – assist w/card swipe operation
- Dabney/Buehler – display cases need new locks & keys
- Hesler Biology – repair combination lock
- Andy Holt Tower – rekey locks
- Hess – Stairway door – replace locks
- Music bldg.– install hardware
- ON Campus – assist as needed
- Front office – Processing key request, open for key pickup and drop off
- University Housing – many recores and repairs
- Zeanah – assisting as needed

UT Office of Sustainability/Recycling:

Recycling Totals for May 9 -15

- Bottles/Cans: 5,980 lbs.
- Paper: 5,760 lbs.
- Cardboard: 2,780 lbs.
- Agriculture Waste: 26,100 lbs.
- Food: 19,050 lbs.
- Landscaping Waste: 3,700 lbs.
- Grease Water: 0 lbs.
- Total: 63,370 lbs. /21.12 tons
- Pallets: 0

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 255,700 lbs. / 127.85 tons
- Paper: 370,360 lbs. / 185.18 tons
- Cardboard: 342,090 lbs. / 171.05 tons
- Agriculture Waste: 766,863 lbs. / 383.43 tons
- Food Waste: 575,360 lbs. / 287.68 tons
- Landscaping Waste: 719,609 lbs. / 359.80 tons
- Total: 2,310,373 lbs. / 1,155.19

- BAC (Bicycle Advisory Committee) approved \$10,000 for bicycle improvements on campus
- EV Working Group had its first meeting last week to plan for Electric Vehicle charging stations on campus.
- This week is bike to work week, this Friday is bike to work day
- Tag @sustainableut

- #biketowork
- The compost facility had 6 volunteers painting the office trailer last week on Tuesday and also weeding finished compost
- The grow lab had 10 volunteers for 2 hours

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

- On June 9, we are hosting Bicycle/Pedestrian Friendly Driver Training. The Bicycle/Pedestrian Friendly Driver Training will help to explain things like why cyclists “take the lane” and how drivers, cyclists, and pedestrians can all share the road. We discuss the various active transportation infrastructure seen around our community and how to navigate it, as well as the rights and responsibilities under the law of all transportation users. Lastly, our curriculum covers the most common collisions in our area and what can be done to help make our streets a better place for everyone. The training is conducted by Bike Walk Knoxville's qualified instructors, and is approved by the Tennessee Highway Safety Office. Please email Michelle Rios (mrios3@utk.edu), Training Admin, to get signed up. If you have questions, please contact Rebecca.
- Conference for Women's Leadership: E4 Symposium - UT System Administration HR, Employee & Organizational Development presents the Conference for Women's Leadership: E4 Symposium scheduled for May 26 & 27, 2022. The conference will address the professional development needs of UT's female leaders while providing sessions on topics relevant to women who are emerging as leaders to women in advanced leadership roles. The E4 Symposium will build community through engagement in learning and professional development through 4 tracks. To learn more about this event, click [here](#). If you have questions, contact Rebecca Alcorn.

COMM & INFO CONTINUED ON PAGE 5

Facilities Services Week-

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COMM & INFO CONTINUED:

- UConnecT application deadline is June 6! L&OD has announced the next opportunity to apply for the UConnecT Program. Applications are open now. The target audience of this leadership development program is “highly motivated non-exempt staff, who have at least 3 years of continuous service as of August 9, 2022. For more information, please see program website at <https://hr.utk.edu/uconnect/>.

Training News:

- **2022 OSHA Training UPDATE** - There have been department-wide changes made to the required OSHA training for calendar year 2022. If you have already completed your OSHA training for this calendar year, please log into K@TE to verify that nothing has been added to your transcript. Almost every unit has seen changes to their training requirements and therefore almost every person still has training to complete. Please contact Rebecca at ralcorn@utk.edu should you have questions pertaining to your OSHA training.
- APPA has resumed in-person training! If you're interested, check out the link to learn more.
<https://www.appa.org/continuous-learning/aoc/>
- Are you a non-exempt staff member that has found training that you're interested in but need a little extra money to attend the event? Don't forget to use the Career Development Fund. You can qualify for \$150 each fiscal year for career development training. That's money that you're not paying out of your pocket and your department isn't paying out of their budget! More information at this link: <https://hr.tennessee.edu/eod/career-development-fund/>
- **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!

Information Technology:

- 2022 Computer Upgrade Program
- New Computer Setups
- New office setup
- Laptop battery replacement

UTILITIES SERVICES

A/C Services:

- Assisted AC shop with blowing down hot water lines to correct heating issues at Pratt Pavilion.
- Found broken hot water actuator in room G002 at Alumni.
- Found faulty actuator in Athletic Director suite at Indoor football.
- Reprogrammed Trane Fan Coil Unit in room 1109 at McClung Tower.
- Replaced faulty controller card that serves AHU 2 at Jane and David Bailey bldg.
- Troubleshoot cooling issues on the 4th floor of Conference Center.
- Replaced blown fuses in AHU # 7 at Art and Architecture.
- Found faulty averaging element in air handler 1P at Hoskins Library.
- Reset controllers that serve chillers and pumps at Kingston Pike Bldg.
- Assisted A/C shop with pneumatic controller issues at Dabney.
- Replaced averaging element in air handler 1P at Hoskins Library.
- Removed wires and prepared VFD to be replaced on AHU 5 at Jane and David Bailey.
- Rebooted NAE # 3 at Fred Brown.
- Found faulty Differential Pressure Sensor at Plant Biotech.
- Repaired AC system serving coaches office at Baseball.
- Replaced compressor controller on chiller No. 1 at Haslam.
- Repaired mini-split for elevator equipment room at Music.
- Repaired leak in heating water system at SERF.
- Replaced fill valve on cooling tower No.1 at Andy Holt.
- Replaced fill valve in cooling tower No. 2.
- Repaired the under counter cooler at Panda Express.
- Cleaned cooling tower strainers for both chillers at Hodges.
- Repaired milk cooler in POD store at Hodges.
- Replaced compressor in HP 3 at Delta Zeta.
- Repaired air dryer at Physics.
- Replaced compressor in AC unit serving elevator equipment room.
- Repaired cooler in Einstein Bagels at Haslam.
- Repaired AC unit at Frieson Black Cultural Center.
- Repaired unit serving small IT room at KPB.
- Replaced compressor for freezer in dining at TBA.
- Repair air compressor at McCord Museum.

UTILITIES CONTINUED ON PAGE 6

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- Replace compressor in AC unit at CRC.
- Repaired mini-split in room 705 at Biology.
- Repaired cooler in POD store at Fred Brown.

Electrical Services:

- Daily 1-800's.
- Installation of Dedicated Circuit for 120v receptacles at Auxiliary Services.
- Troubleshooting and Repair of lighting control system at Student Health Center.
- Attended Confined Space Training at FSC.
- Traced and Labeled multiple circuits for AC Shop at UT Drive Bldg.
- Replaced light fixture ballast at Student Health Rm. 224.
- Installation of new Variable Frequency Drive at Claxton Hall Penthouse.
- Confined Space Training at FSC.
- Installation of Exterior Bldg. lighting Controls at Plant Biotech.
- Troubleshooting and repair of lighting at Andy Holt Tower Rm. P205.
- Scheduled ATS Power Outage at Claxton Hall for Tennessee Associated Electric at Claxton Hall.
- Installation of new Variable Frequency Drive at Claxton Hall Penthouse.
- Repaired devices and cleared alarms at Vol Hall, Rocky Top Dining, Vet School, Law School, Mossman, South Carrick, A&A, Massey Hall, Dogwood, Ayres, Stokely and Sigma Kappa.
- Assisted MASCO with daily pump tests and repairs at Rocky Top Dining, Senter Hall, and ELC White Ave.
- Assisted SIMPLEX at Rocky Top Dining.
- Assisted with fire drills at Fraternities and Sororities.
- Placed controller back online at ERC.
- Replaced batteries in the LSP at Taylor Law.
- Assisted construction with installation of devices at Student Health.
- Checked door contacts at KPB.
- Checked on card reader at Mossman.
- Attended Confined Space Training.
- Substation maintenance on Campus.
- Met crane company onsite to look in moving the damage HV switch and install replacement at Ferris Hall.

- Picked up the environmental trailers for the steam outage that were serviced at Stowers.
- In site for testing 2 new transformers with the testing company at Ellington.
- Disconnected wires from the PMH-12 switch to the PMH-9 switch and removed PMH-12 then extended pipes for the Ferris change out at Dougherty.
- Started cleaning, sanding, priming and operating the switch to test it out at Ferris Hall.
- Completed the last 4 cad welds for the fire line replacement at Burchfiel.
- Connected and disconnected temporary generators and panel at Lindsey Nelson Baseball.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Repaired leak in ceiling at Reese Hall and Carrick Hall.
- Repaired leak in machine room at Dougherty Engineering.
- Unstopped drain in kitchen floor at Frieson Black Cultural Center.
- Relocated ductile iron water line at Hesler Biology and Greenhouse.
- Repaired backflows at Alumni Gym Rec Fields.
- Unstopped floor drains at Panda Express.
- Unstopped sink at Sigma Kappa Sorority.
- Repaired leaking urinal at Middlebrook Building.
- Repaired drain pipe for a sink at Hodges Library.
- Repaired leak at mixing valve at Lindsey Nelson.
- Repaired a water leak in ceiling at Plant Biotech.
- Repaired floor drain in the Fresh Market.
- Unstopped drain in Clement Hall.
- Installing new touchless fixtures in TREC.
- Unstopped sink at Equity and Diversity.
- Replaced copper line for AC lines in Ferris Hall.

Steam Plant

- Confined spaced training.
- Rebuilt shaft for steam feed pump #1.
- Collected fuel oil samples on all tanks to generator.
- Changed belts on #5 roof fan.
- Test ran 2 MW generator.
- Worked on level alarms on boilers #2 and #5.

UTILITIES CONTINUED ON PAGE 7

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UTILITIES CONTINUED:

- Worked on conductivity on boiler #3.

CONSTRUCTION SERVICES

- Alpha Tau Omega: Interior fence for storage area
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP
- Austin Peay: Repairs to 410E
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247; Access control for 227L
- Bailey Education: Paint and carpet A414; Paint 231, 511, 513, 516, 517
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Blount Hall: Paint and carpet 104 and 105
- Burchfiel Geography: Paint, cabinet reface and floor polishing 318; Furniture for 318 and 304C
- Campus: Replace University Seals; Sculpture Maintenance; Replace elastomeric couplings on fire pumps with metal grid couplings; Refurbish outdoor basketball courts behind Fraternities; Add receptacles for Aramark at various locations; Armed Forces Memorial; Classroom Renovations for Summer 2022; Dumpster pad by Central Greenhouse; Concrete pad install and set statue of Smoky 11
- Ceramics: Repair work to Seigy kiln
- Claxton Building: Rework Dean's suite 344L; Painting, etc. 203A; Paint 225
- Communications: Renovate 302B; Paint 66B, C, D, 107M, 473, 462; track lighting 089
- Composting: New stairs for office trailer
- Conference Center Building: Paint 211 and 311E; Move State Comptroller 307; New sign 432
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608; Paint 481
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Dunford Hall: Paint 2633 and 2640
- Early Learning Center: Additional A/C unit for kitchen at 2010 Lake; Fence for playground expansion on White Ave.
- Equity and Diversity: Storm door and awning
- Facilities Services Complex: Security film on conference room glass; Bird repellent
- Ferris Hall: Paint 414; Patch and paint on 2 and 5
- 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; Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Window film 258
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint, carpet, millwork 605; Seal serving line floor in Starbucks
- International House: Divide 110 into 2 offices
- Jessie Harris: Expand server room 208/209; Build offices in 102
- Jewel Building: New garage door for basement
- JIAM: Electric work G026; Install utilities to ventilated cylinder cabinet; Cylinder straps, electric and chilled water 158B; Project for 5G Research G004
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio; Renovate south end of 135-cubicles, paint, flooring; Paint 121
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Panic buttons in lobby
- McClung Tower: Vinyl flooring 5; Paint and carpet 609 and 613
- McCord Hall: Lab renovation 054;
- Melrose: Sign E section; Paint G202
- Morgan Hall: Paint 126C and 102A
- Nielsen Physics: Remodel room 217 into a lab
- Perkins Hall: Fire Marshal POCA list
- Pratt Pavilion: Camera raceways on roof
- SERF: Utility work and drains for polisher in 309; Emergency power 510
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring
- SMC: Signage for 2nd floor; Carpet 303
- South Carrick Hall: refinish tub 103
- Student Health: Repair flooring seams on 1st floor; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- TREC: renovate space for Blenz

CONSTRUCTION CONTINUED ON PAGE 8

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CONSTRUCTION CONTINUED:

- Taylor Law: Replace sound panels 132, 135, 136, 241, 242
- Third Creek Building: Add for emergency messaging to fire alarm system
- Tickle Engineering: Alterations to 503 for offices and meeting space
- UT Drive Services Building B: Renovation 101 for sculpture studio; Exhaust, electric and cylinder rack for wind tunnel
- Vet Med Center: Utility connections for sanitizer
- Volunteer Hall: Painting on 7 and 8
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Chilled water manifolds
- Zeta Tau Alpha: Paint bathroom; Poles for outdoor lights
- 1610 University Ave.: Repair crack in building brick veneer
- 1817 Melrose Avenue: Carpet the stairs
- 11th Street Garage (UTPD): Office cubicle for 132
- 22nd Street Duplex: Painting, 1 door replacement, ramps

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 us in Room 101 for

COFFEE AND CONVERSATION

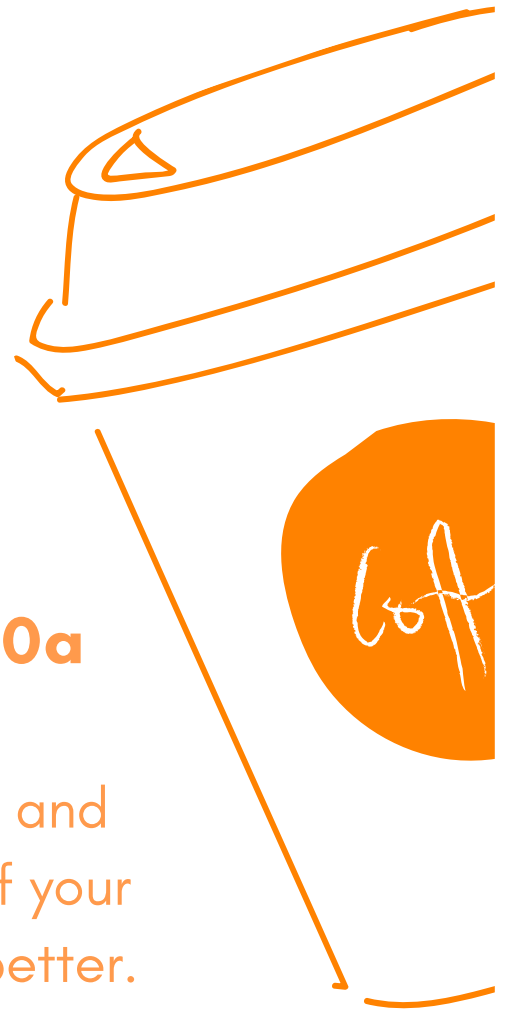
Tuesday, June 7 | 8:30a-9:30a

Come spend an hour enjoying coffee and donuts while you get to know some of your fellow Facilities Services team a bit better.

This is a chance for you to learn something new about others with different jobs and backgrounds within our department.

Sign up at tiny.utk.edu/FScoffee by Thursday, May 26

Contact Sam Ledford with questions at sjones80@utk.edu





T FACILITIES SERVICES

**Join us for an in-person
4th of July
Employee Appreciation Party**

Friday, June 17 at 11:30a

Student Union Ballroom

Prizes | Food | Fun

Shuttle Schedule:

10:45a - Conference Center | 11:00a - FSC | 11:15a - Ag Campus

Ag Campus Pick-up at Joe Johnson and Service Drive

**If you have questions about the event or shuttle service, please
contact Veronica at 974-2391 or vhuff@utk.edu**

