

Facilities Services Weekly

May 23, 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:

- Stage in Cox Auditorium at AMB was scrubbed with low speed and burnished
- Carpet on the bottom of Cox Aud. In AMB was cleaned
- All of the seating area in Cox Aud in AMB was blown out with leaf blower and all spills were mopped up.
- The 3rd, 2nd and 1st floor of Comm/SS was scrubbed with ride on
- Staircases in Claxton were swept and spot mopped

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BUILDING SERVICES CONTINUED:

- Staircases in Nursing were swept and mopped
- 1st, 2nd floor of Bailey scrubbed with ride on
- All floors in Zeanah were scrubbed with ride on all week
- Carpet in kitchen of suite 115 on P1 were cleaned following move in
- Thompson Boling Arena crew supported 11 commencement ceremonies in three days. Congrats to all of the graduates!
- Athletics crew also supported the NCAA softball regional tournament over the weekend. Sandra Britt expressed her thanks to all who worked these events.
- Michael used the high speed buffer on floors 2 and 3 at Austin Peay
- Entrances were detail cleaned at Austin Peay, Dabney, Burchfiel and Hesler and at Walters
- Floors were auto scrubbed and detailed due to construction dust on 2nd and 4th floors
- The small elevator at Walters was detail cleaned
- Katie brown scrubbed and Jack Hammock waxed 203 at nursing
- 2,3,4 floors at nursing were auto scrubbed
- All floors were auto scrubbed at hesler
- Humanities- Detailed desks, done carpet in classrooms 50,61,60,62,65,59,69
- A&A- Finished waxing room 332, currently doing studio and removing trash, Ran the orbiter in each floor's bathrooms
- McClung- Floors 6-12 all the doors have been scrubbed inside and out for dirt
- Music- Scrubbed and cleaned all the entry way rugs
- Stripping the eating area floors where the band sets up on G1 in Phase 1
- Worked on stairs well's in Phase 1 and 2
- Scrubbed the floors in Steak and Shake and Risen Roll in Phase 2
- Cleaned all the entry rugs in Steak and Shake
- Dusted the 3rd floor in Phase 2
- Carpets were cleaned on first floor of strong.
- Law has done an excellent job of taking care of their floors and preparing for upcoming events.
- Hoskins had a major event Friday. Even on very short notice, my people showed up and made an excellent impression.
- Blount is being detailed from top to bottom.

Landscape Services:

- Trench and excavation safety training
- Assist UT Gardens with mowing until they can fill vacant positions
- Burchfiel Geography: Repair irrigation and landscape following fire supply water main break repair (cont)
- Robinson Hall First Impression Sidewalk: Irrigation and landscape repairs (cont)
- 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 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:

- Working on room to room in all resident halls .
- We have a small conference coming in at Geier Hall on the 29th.

Zone 2:

- Art + Architecture - Addressing problems with exhaust fan in Room 131

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- HPER - Working on a water fountain leak and troubleshooting why a classroom is too hot
- Humanities - Fixing lights in various rooms on the 1st and 2nd floors
- McClung Tower - Drain from the Europa the Bull fountain removed twice this week so it had to be cleaned and refilled
- Clarence Brown - Plaza fountain was really cloudy from unknown debris and is now cleared up
- Carousel Theatre - assisting contractors in preparation for building removal
- Answering calls across the zone

Zone 3:

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

Zone 4:

- Repaired hot well and sink at Qdoba in the Student Union Phase I
- Replaced door gaskets in catering at the Student Union Phase II
- Repaired and ran clean cycles on ice makers at Stokely
- Repaired doors and spray guns at Rocky Top Dining
- Repaired a cooler at the Cumberland Ave. Food Court
- Repairing an exhaust fan at Mabel's in McCord Hall

Zone 5:

- At Neyland Stadium checked and made repairs as needed and began checking the 1st North bathrooms
- At Football complex, checked and adjusted chemicals in pools
- At Allen Jones checked and adjusted chemicals in pools
- At Sherri Parker Lee Stadium, checked and made repairs as needed ahead of regionals
- At Lindsey Nelson, checked and made repairs as needed after the Georgia series and ahead of Belmont
- 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 events at AMB, working on PM's, Replacing burnt bulbs, worked on portable AC units exhaust at Senter Hall.
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Servicing fan coil units. Repairing fan coil room 327.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Repaired flush valve ladies room B1 floor. Repairing ceiling AHU's suite 101.
- Zeanah : Helped contractors, worked on motion sensors, daily building checks, worked on PM's
- Tickle : Ran generator, worked on PM's, daily building checks, Tested safety showers.
- Dougherty : General maintenance, assist zone, replaced belts, greased bearings, cleaned coils, unclog drains, adjust door closer, diagnose cooling issues, replace ceiling tiles
- Jessie Harris : Weekly building check, Daily equipment check, Checked elevator tracks, Checked generator, Mold check.
- Fiber & Composites : Weekly building check, Daily equipment check, Checked elevator tracks.
- SENTER Hall : Weekly building check, Daily equipment check, Checked & ran generator, Replace bearings & shaft on main building supply AC/Heat.

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.

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- 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:

- Updated air handler equipment data and PMs for UTIAMM, Music Center, Claxton Education
- Finished updating equipment records for geo-located outdoor HVAC equipment for TCO project
- Replaced door glass at Hess Hall
- Balancing exhaust for Facilities Services Complex restrooms
- Following up on Hoskins Library coil replacement
- Completed Clarence Brown Theater ventilation report
- Replaced cedar wall packs at G10 garage
- Replaced door operator at Vet Med Center
- Repaired door operator at Magnolia Hall

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 15-22

- Bottles/Cans: 8,160 lbs.
- Paper: 0 lbs.
- Cardboard: 7,060 lbs.
- Agriculture Waste: 14,340 lbs.
- Food: 17,325 lbs.
- Landscaping Waste: 9,800 lbs.
- Grease Water: 11,100 lbs.
- Total: 67,785 lbs. /22.6 tons
- Pallets: 0

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 263,860 lbs. / 131.93 tons
- Paper: 376,660 lbs. / 188.3 tons
- Cardboard: 381,470 lbs. / 190.74 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: 2,364,213 lbs. / 1,182.11 tons
- Tiny trash is moving forward in a new building!
- Recovered 1379 pounds of food from dorms!
- Compost had 2 volunteers for 2 hours each
- Grow lab had 2 volunteers for 2 hours each
- Recycling center hired a new operations assistant

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 (mrrios3@utk.edu), Training Admin, to get signed up. If you have questions, please contact Rebecca.
- Conference for Women's Leadership: E4 Symposium - UT

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

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.

- 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:

- Repaired faulty thermostat that serves cabinet cooling fan in AHU NE-1 at Walters.
- Reprogrammed controller that serves AHU 5 at SERF.
- Rebooted and reprogrammed controller for indoor pool at HPER.
- Found chill water actuator with a busted diaphragm at Thompson Boling.
- Rewired chilled water valve for AHU P-2 and replaced bad HW actuator on SV-301E at Mossman.
- Found bad VFD for Supply fan that serves AHU1 at A&A.
- Replaced two poppets in lab 308 at Plant Biotech.
- Installed controls for new VFD that serves AHU 5 at Claxton.
- Restarted exhaust fan 5 at JARTU.
- Prepared VFD that serves return fan #5 for new installation at A&A.
- Ran new pneumatic airlines and installed new thermostat in room 323 at Hodges Library.
- Adjusted new Supply Fan VFD that serves ahu 107 at Claxton.
- Wired up controls and commissioned new VFD for AHU 1 at A&A.
- Rebooted NAE controller at SERG.

Electrical Services:

- Daily 1-800's.
- Repaired devices and cleared alarms at Phi Mu, South Carrick, Senter Hall, Claxton, Hess Hall, Vet school, Laurel Hall, JARTU, Min Kao, Sigma Kappa, Magnolia Hall, Dogwood, Fred Brown, and Clement Hall.
- Assisted MASCO with daily pump tests and repairs at 1824 Fraternity.
- Fire pump test and worked on issues with ATS on the system at West Neyland Stadium.
- Disabled/ Enabled smoke detectors for the AC shop at

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- Senter Hall and Baseball.
- Replaced the door strike at Hodges Library.
- Reset controller at Strong Hall and Mossman.
- Checked on motion detectors going into alarm at Radiology.
- Replaced batteries in AC fault and checked on door contact at the Student Union.
- Repaired mag lock that was loose at JARTU.
- Check on AC fault at Hesler and Greve.
- Worked the game, connected and disconnected temporary generators and panel at Lindsey Nelson Baseball.
- Checking campus lighting and making a list of what is out.
- Sanding the PMH 12 replacement prep for paint then applied first coat of paint at Ferris Hall.
- Working on a list for all PMH high voltage switch serving campus buildings.
- Started changing out light fixtures on poles at the back-parking lot of Communications.
- Coordinating with Athletics for regional baseball game generator needs.
- Working with Stowers for camlocks needed for upcoming season AC seat power at Neyland Stadium.
- Contact Progression to make repairs at Lake Loudoun and Volunteer traffic lights.
- Contacted KUB to repair a blow light arrestor at Vet Med Center.
- Lower West Bowl onsite meeting to talk about chiller and new transformer.
- Locating pipes not shown on drawings at SERF.
- Assisted Chris W. with fire pump issue at Neyland Stadium.
- Started working on changing out old fixtures at Andy Holt Tower.
- Checked out a report of a pole light hit in front of Vet School. Only hit the concrete base.
- Installation of Exterior Lighting Controls at Plant Biotech.
- Troubleshooting and Repair of Lighting at Andy Holt Tower Rm P205.
- Installation of Variable Frequency Drive at Claxton Hall Penthouse.

- Troubleshooting and Repair of Lights at SMC.
- Relocation of Jumbotron Electrical Switching Components at Neyland Stadium.
- Installation of Variable Frequency Drives at Art and Architecture Bldg.
- Responded to water leak into Electrical Panel Boards at Sigma Kappa.
- Project Coordination for Lighting upgrade at FSC.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Repaired leak in restroom ceiling at Hess Hall.
- Repaired leaking actuator at Bailey Education Complex.
- Repaired leaking pipes in the pool mechanical room at HEPR.
- Repaired leaking supply line at Carrick Hall.
- Repaired leaking bottle filler at Auxiliary Services.
- Replace regular drinking fountains at Brehm Animal Science.
- Replaced hot water ball valve at A&A.
- Unstopped drains in the basement at Alpha Omicron Pi.
- Adjusted temperature on water at Sigma Kappa.
- Replaced toilet flange in bathroom at Dogwood.
- Repaired water leak in ceiling at Hesler Biology.
- Repaired leaking water line at Geier Hall.
- Replace 2- 4" PRV valves and butterfly valves at Dougherty Engineering.

Steam Plant

- Changed oil on the Quincy air compressor.
- Finished rebuilding pump shafts for feed water pumps.
- Continue to make preps for steam outage.
- Test Ran 2MW generator.
- Allen Bradley training.
- Placed aux. softeners back in service.

CONSTRUCTION SERVICES

- Alpha Tau Omega: Interior fence for storage area
- Anderson Training Center: Hand sink in Smokey's
- Aramark Food Areas: Install FRP in multiple locations;

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UTILITIES CONTINUED:

- Cumberland Food Court-painting and FRP
- Art and Architecture: New chairs 213, 345, 345A; Replace lights and controls 215A; Office furniture 201 and 213
- 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; Bike racks in Vol Parking Garage
- Ceramics: Repair work to Seigy kiln
- Claxton Building: Rework Dean's suite 344L; Painting, etc. 203A; Paint 225; New rooms 407
- Communications: Renovate 302B; Paint 66B, C, D, 107M, 473, 462; track lighting 089; Paint and other work 81
- Composting: New stairs for office trailer
- Conference Center Building: Paint 211 and 311E; Move State Comptroller 307; New sign 432; Push button lock 309
- 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.
- Equine Animal Building: Replace damaged awning
- 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; Paint 552
- International House: Divide 110 into 2 offices
- Jessie Harris: Expand server room 208/209; Build offices in 102; Paint 239 and 414
- 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: Lab utilities 258A
- 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; New furniture G301 and G302; Paint G102
- Min Kao: Sediment trap on chilled water 117
- Morgan Hall: Paint 126C and 102A; Power and data for monitor 302F1
- Music Building: Paint and electric work 131
- 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; Receptacle in 228; Paint 306A; Door film on 2nd floor
- South Carrick Hall: refinish tub 103
- Student Health: Repair flooring seams on 1st floor; Replace

CONSTRUCTION CONTINUED ON PAGE 8

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CONSTRUCTION CONTINUED:

back entry door adding ADA operator

- Student Rec and Fitness Center: Replace lighting
- TREC: renovate space for Blenz
- 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 A: Paint bookcases 208B
- 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

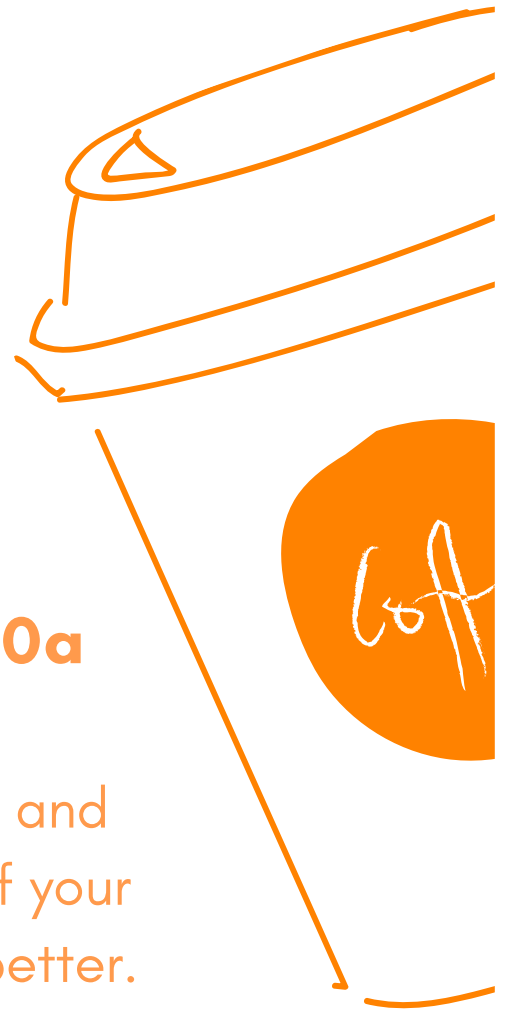
Tuesday, June 7 | 8:30a-9:30a

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**

