

Facilities Services Weekly

July 25, 2022

Upcoming TNAPPA Educational Opportunities

TNAPPA will be hosting bi-monthly "roundtable" events via Zoom that will feature a presentation from one of the TNAPPA campuses, open discussion around the chosen topic, and open discussion for future topic ideas. These sessions are open to anyone in Facilities Services and will take place on September 7 at 3pm EDT and November 2 at 3pm EDT. You can register for the September roundtable [here](#), and registration for the November roundtable can be found [here](#).

Travel Training Opportunities

This week, the UT Travel team is hosting several Zoom sessions on everything related to traveling for work at UT. You'll find topics on everything from conference travel to an open Q&A on Concur. If you're interested, enroll today by visiting the [Concur Topics](#) and/or [Concur Open Q&A](#) areas of the K@TE learning management system.

UT Family Fun Day

Our friends in the Office of Community Engagement and Outreach are planning a UTK Family Fun Day, and you're invited! The attached flyer at the end of this week's newsletter mentions August 6th as the date of the event, but this is subject to change. If you are interested in attending with your family, please reply back to me (sjones80@utk.edu) ASAP. This free event will feature a bouncy house, inflatable slide, free food, and free school supplies for attendees.



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

ADMINISTRATION

Special Projects:

- Serving on the Culture Committee
- Logistics and planning for Coffee & Conversation events
- TCO Inventory
- Pre-planning for upcoming events
- FEMA Training

BUILDING SERVICES

- All the halls at South College were scrubbed and waxed.
- All the halls at Hesler were auto scrubbed.
- All the stairs at Hesler were detailed.
- All the halls at Ayers Hall were auto scrubbed.
- Buffed the floors at Jewel Building.
- Rooms 410, 411, and 421 at Nursing Education Building were buffed and waxed.
- Room 424 and 425 were scrubbed and waxed.
- Carpet was cleaned in room 119 at Perkins,
- Carpet was cleaned in room 645 at Min Kao
- Floor scrubber was used in SERF, Dougherty, and Perkins
- Carpet was cleaned in the entrances at SERF
- Lab 616 was swept and mopped after a freezer had stopped working

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BUILDING SERVICES CONTINUED:

- carpet cleaning on the 2nd floor of Morgan Hall
- Scrubbed hallway floors at JARTU

OPERATIONS & LANDSCAPE

Landscape Services:

- NOAC Conference Support at Circle Park and other locations as needed
- Begin Mid-year performance evaluations
- Sorority Village: Prep and mulch landscape beds for recruitment (cont.)
- Fraternity Park Volleyball Court: Begin renovation (cont.)
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)
- Smokey 11 Statue: Demolition of existing sidewalk on Ag Campus and prep site for construction of new plaza (cont.)
- Concord Street Site: Removal, testing, and disposal of underground fuel tank
- Campus wide tree pruning to address spring flush of growth (cont.)
- Claxton Chiller bldg.: Provide excavation for steam leak (cont.)
- CDL training for job-specific staff members during the month of June (cont.)
- Assist UT Gardens with mowing until they can fill vacant positions (cont.)
- Burchfiel Geography: Repair irrigation and landscape following fire supply water main break repair (cont.)
- Robinson Hall First Impression Sidewalk: Irrigation and landscape repairs (cont.)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (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.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

Sanitation Safety:

- Completed pest control requests

ZONE MAINTENANCE

Zone 1:

- We have Wellness Scouts coming in this week on campus 6k.
- We had some issues at Robinson over the weekend the a/c shop addressed.

Zone 2:

- McClung Tower - Fixed one of the upstream nozzles on the bull fountain then cleaned and refilled it, changed filters on the leibert units, and repaired fan coil unit in 803
- Humanities - Installed and repaired all barricade switch covers in classrooms
- Clarence Brown Theatre - Cleaned, vacuumed, and filled the plaza fountain, replaced filters in the lower machine room, and checked theater seating lights
- Temple Hall - Worked on the air handler on the 1st floor cooling
- Communications - Assessing generator for no start fault
- All Buildings - fulfilling work orders and completing building checks

Zone 3:

- Zone 3 is repairing lighting in classrooms at Haslam Business Building

Zone 4:

- Repaired an ice bin and coolers at the Student Union Phase I
- Replaced a gas hose at Student Union Phase II
- Repaired a rack washer and tray return at Rocky Top Dining
- Descaled and fixed a steamer at Thompson Boling
- Repaired flat top grills at Stokely
- Replaced broken pavers and ramp lights at PCB

Zone 5:

- At Neyland Stadium, checked and made repairs as needed and began working on second north bathrooms
- At the Football Complex, checked and adjusted

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

chemicals in the pools and cleaned light shades in the weight room

- At Allan Jones, checked and adjusted chemicals in pools for a city swim meet
- At Sherri Parker Lee Stadium, checked and made repairs after camps
- At Lindsey Nelson Stadium, checked and made repairs after camps
- At Regal Soccer, worked on an AC unit in the team room
- Throughout the zone, conducted general building maintenance

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, Repair of some small leaks, helped through out Zone, worked power outage at SERF.
- Dougherty : General maintenance, air handler PM's, fixed leaks, replaced ceiling tiles, repair sinks, replaced urinal flush batteries, assist controls, assist zone, clean roof drains, , diagnose roof leaks, room to room walkthrough, adjust door handles.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's. Repaired exhaust fan room 209.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Replaced window AC unit room B065.
- SERF: Routine building checks, dealt with outages in building, adjusted air flow to offices, restored house nitrogen to correct pressure, traced leaks, 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, unclogged Air handler drain that was causing a leak into an office, assisted contractors as needed, assisted other buildings

in zone as needed.

- Zeanah : Work on PM's, Daily walkthrough, Reported problems to contractors.
- Tickle : Worked on PM's, Daily walkthrough, Changed belts in AHU's, Changed filters in AHU 4.
- Jessie Harris : Checked generator, Checked elevator door tracks, Daily equipment check, Weekly building check, Changed filters on overhead ACs in classroom, Replaced belts on kitchen air handlers.
- Fiber & Composites : Checked elevator tracks, Daily equipment check, Weekly building check.
- SENTER Hall : Checked & ran generator, Daily equipment check, Weekly building check.
- Min Kao : Working on lights, working on restrooms, A-H9 changed bearings, working on ceiling tile, doing building checks.

Zone 8:

- We are working to upgrade the lighting in Plant Biotech building.
- We have been in process of a LED lighting upgrade at the Brehm Animal Science building.
- Our One-Call team is gearing up for the start of the fall semester in a few weeks.
- We will focus on keeping all of our Archibus work request up to date.

Zone 9:

- We continue to work with our stormwater team and CSX to make necessary changes to prevent flooding in the Record Management warehouse.
- We will be working on some lighting at the 1610 University Avenue building.
- Our daily Archibus requests will be an area of focus this week.

ZM Specialties:

- Installed new door operators at Student Services and Hodges Library
- Repaired door operators at Andy Holt Tower, International House, Clement Hall, and Claxton Education
- Installed new lights at G10 and G12 garages
- Moved 125' lift to Thompson-Boling Arena cooling towers
- Refueled generators

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ZONE MAINTENANCE CONTINUED:

- Scheduled new PM procedures for Zone 10 and Zone 11 work teams for August rollout
- Scheduled barricade lock PM for Ayres, Humanities, Jessie Harris, Min Kao, Mossman, Strong and Zeanah for August
- Updated Nielsen Physics air handler equipment data
- Created and scheduled custodial cleaning PM for Rocky Top Dining
- Working with plumbing shop to reschedule backflow preventer testing
- Trending water usage for cooling towers at Mossman
- Replaced windows at SERF
- Adjusted doors at 1844 Fraternity Park
- Removed glass from west skyboxes on 5th floor and resealing front windows

Lock & Key Services:

- Science & Engineering – repair lock
- Mossman – desk drawers – combo desk drawers/repair/replace
- Claxton Education – rekey file cabinet
- Student Union II – repair access doors
- Dougherty Engineer – repair lock
- College of Nursing – repair lock
- ON Campus – assisting as needed
- Delta Tau Delta – provide keys
- Front office – processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

UT Office of Sustainability/Recycling:

Recycling Totals for June 13 - 20

- Bottles/Cans: 2,100 lbs.
- Paper: 700 lbs.
- Cardboard: 5,820 lbs.
- Agriculture Waste: 17,050 lbs.
- Food: 2,000 lbs.
- Landscaping Waste: 8,400 lbs.
- Grease Water: 0 lbs.
- Total: 36,070 lbs. /12.02 tons
- Pallets: 0

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 277,760 lbs. / 138.88 tons
- Paper: 413,200 lbs. / 206.6 tons
- Cardboard: 398,210 lbs. / 199.11 tons
- Agriculture Waste: 916,663 lbs. / 458.33 tons
- Food Waste: 622,360 lbs. / 311.18 tons
- Landscaping Waste: 742,609 lbs. / 371.3 tons
- Total: 2,628,193 lbs. / 1,314.10 tons
- While many on the Sustainability team took vacation time to rest and recover, they were still able to serve 33 people through the Free Store!

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:

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

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

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:

- New Computer installations
- Office Moves for Utilities
- Conference Room Upgrade Coordination
- Helping users with Phishing Emails (they are doing a great job)

UTILITIES SERVICES

A/C Services:

- Replaced UPS battery backup for Phoenix server at IAMMS.
- Replaced NAE 1 building ddc controller at SMC.
- Troubleshooting AHU 3 then repaired at Nursing.
- Verified room conditions for 408 in Dougherty.
- Reset the processed chilled water system at SERF.
- Installed and reprogrammed new Phoenix card for fume hood in room 104 at Senter Hall.
- Found faulty relay in VFD of AHU # 11 at SERF.
- Troubleshooting heating issues on 3rd floor of Claxton.
- Repaired overcurrent issues with AHU #107 at Claxton.
- Assisted AC shop with fan coil unit on 1st floor of Stokely.
- Found faulty pressure regulators for hot water converter at Rocky Top Dining.
- Opened faulty isolation valve to cooling tower 1A at Strong Hall.
- Repaired refrigerant leak and charge AC system serving IT rooms at Stokely.
- Repaired steam coil in AHU No. 1 at Auxiliary Services.
- Rebuild chilled water pump at Middlebrook.
- Replace coupling in cooling tower No. 1 at SMC.
- Adjust cooling tower make up valves at Mossman.
- Replace cooling tower make up valves at Music.
- Repaired refrigerant leak RTU No. 2 at CRC.
- Repaired RTU No. 3 at KPB.
- Installed expansion valves in growth chamber B006C.
- Repaired ice machines at Student Union.

- Repaired unit CU No. 1 AC system at South Greenhouse.
- Repaired freezer No. 1 at Rocky Top Dining.
- Repaired freezer at Animal Science.

Electrical Services:

- Daily 1-800's.
- Repaired devices and cleared alarms at CRC, Greve Hall, Vol Hall, Middlebrook Pike, JARTU, Kappa Gamma, Zeanah, Strong, Thornton, Plant Biotech, and 1804 & 1844 Fraternity.
- Assist Simplex in yearly fire alarm inspections.
- Disabled/Enabled smokes for AC Shop at Stokely Hall.
- Disabled/Enabled beam detectors for maintenance at TBA.
- Assisted MASCO with daily pump tests across campus.
- Assisted MASCO with five-year inspections at West Skybox at Neyland.
- Assisted MASCO with repairs at Laurel Hall and Vol Hall.
- Assisted Simplex with fire alarm panel repairs at Dogwood and Rocky Top Dining.
- Assisted Rapid Fire with new hood inspection at the Student Union.
- Changed fuse and replaced request to exit at SERF.
- Changed batteries in the LSP at HPER, Jesse Harris, McCord, and Strong Hall.
- Checked on mag lock at Allan Jones.
- Replaced request to exit on the dock door at the Creamery.
- Performed maintenance on substations.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Checking campus lighting and making a list of what is out.
- SPD Protection installed at Senter Hall.
- Replaced drivers and power supplies for one stop lights at Hodges Library.
- Completed thermal scans on bus duct at South Carrick Hall.
- Troubleshooting and repair of ug circuit at Anderson Training Center.
- Installed panel board on exterior wall for permanent VIP toilet power at Student Services.
- Replaced faulty dimmer switch and reprogrammed

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UTILITIES CONTINUED:

lights at Haslam Business College.

- Troubleshooting and repaired lights at Student Aquatic Center.
- Changed cord ends for new equipment and re-wired motor at CRC Biosystems.
- Relocated wall outlet for 3rd floor bottle filling station at Min Kao.
- Installation of receptacles at SERF.
- Reprogrammed faulty lights and installation of new sensors at Min Kao.
- Troubleshooting AC unit power at 12th floor lobby in North Carrick Hall.
- Troubleshooting and repair of lighting at Stokely Management.
- Assisted Lutron Tech with repairs at Neyland Stadium.
- Troubleshooting and repair 227v AC circuits at Hess Hall.
- Troubleshooting and repair 100A circuit breaker at Lindsey Nelson Stadium.
- Repaired fire alarm AC power circuitry at South Carrick Hall.
- Worked campus outage on Circuits 3&4.
- Worked scheduled SERF outage.
- Checking campus lighting.
- Troubleshooting no power in outlet and found tripped breaker at Mossman.
- Continue Tracing out old in ground lights and removing them at JARTU.
- Making repairs to piping that was hit during construction at the Hill entrance off Cumberland.
- Onsite checking on new duct bank being installed for the Nursing project.
- Onsite checking on project for new generator and pad at the SERF project.
- Checking with GC for lower bowl light needs and checked with EC for panel locations on 3rd floor at Neyland Stadium.
- Reinstalled bollard light that was hit during water leak repairs at Sutherland Intermural Fields.
- Assisted Massey with turning off temp power for GC job trailer at Mall Extension Phase II.
- Coordinated electrical needs with Sam A. and landscaping to remove a tree in lot N9 at 2124 Terrace

Ave.

- Working on obtaining sidewalk pole lights for the Vet Med project.
- Made repairs to piping under sidewalk that was damaged for new storm drain install at Chamique Holdsclaw.
- Met AC shop to look for power for temp chiller at Music Chiller Building.
- Checked on main switch gear in sub-basement where leak is present at Hoskins Library.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Installing storm drain piping at Chamique Holdsclaw.
- Ran water lines for coffee machines at West Skybox in Neyland.
- Remove toilets and installing sink and shower at Regal Soccer Stadium.
- Scheduling a water leak repair at Dabney Buehler.
- Scheduling a water leak repair at HPER.
- Installed new connection for washing machines at Anderson Training Center.
- Unstopped toilets in Stokely Hall.
- Unstopped drain in Equine Animal Building.
- Installed new bottle fillers at UT Drive Services Building A.
- Repaired water main break at Sutherland Intramural Fields.
- Repaired leaking sink at Regal Soccer Stadium.
- Installed new eyewash in room 409 at Hesler Biology.
- Installing 3 bay sink at water heater at West Skybox in Neyland.
- Unstopped floor drain at Jesse Harris.
- Repaired leaking pipe in basement at Delta Tau Delta.
- Replaced steam regulator at Rocky Top Dining.
- Repaired steam leak at HPER.
- Replace pressure relief valve at CRC.

Steam Plant

- Continued to replace valves on dealkalizers.
- Put oil back in turbine after shut down.
- Cleaned up oil spill.
- Replaced union on #5 boiler.
- General plant clean up.

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CONSTRUCTION SERVICES CONTINUED:

- Replaced eye-hye sensors on #3 boiler.

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; Cumberland Food Court-painting and FRP
- Art and Architecture: Replace lights and controls 215A; Office furniture 210 and 213; Electric, patch, paint 341
- Austin Peay: Paint 312B and 416F
- Ayers Hall: Access control for 227L
- Bailey Education: Electric A232; Remove shelving on 2nd floor
- Baker Center: Paint 213
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Black Cultural Center: Stain the reception desk
- Blount Hall: Paint and carpet 104 and 105
- Burchfiel Geography: Paint, cabinet reface and floor polishing 318; Furniture for 318 and 304C; Divide 402 and 403 into smaller rooms
- Campus: Replace elastomeric couplings on fire pumps with metal grid couplings; Refurbish outdoor basketball courts behind Fraternities; Armed Forces Memorial; Classroom Renovations for Summer 2022; Bike racks in Vol Parking Garage; Repair fallout under sidewalk at Cherokee Farms
- Claxton Building: Rework Dean's suite 344L; Painting, etc. 203A; Paint 225; New rooms 407; Paint 442 and 447
- Communications: Renovate 302B; Paint 66B, C, D, 107M, 473, 462; track lighting 089; Paint and other work 81
- Conference Center Building: Paint 211 and 311E; Move State Comptroller 307; New sign 432; Paint suite 412
- CRC Materials Science: Flooring 207
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab
- Early Learning Center: Fence for playground expansion on White Ave.; Additional sidewalk
- 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; Install ice machine 102
- G16 Parking Garage: Car counting system
- Glazer Building: Renovation for classroom
- Greve Hall: Renovate G005 for Smokey's Pantry; Year around steam to HVAC units on 1st floor
- Hesler Biology: Paint and carpet 541
- HPER: Paint 336 and 330
- 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; Paint 513; Paint 43
- Hesler Biology: Expand cage on loading dock
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint, carpet, millwork 605; Seal serving line floor in Starbucks; Paint 552
- Jessie Harris: Build offices in 102; Paint 239 and 414; Paint 236
- 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: 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; LVT flooring and paint 716
- McCord Hall: Lab renovation 054;
- Melrose: Sign E section; Paint G202; New furniture G301 and G302; Paint G102; Paint glazed brick in G stairways
- Middlebrook Building: Carpet in suite 221; Add a door with access controls to 2nd floor office suite; Carpet 201-210
- Min Kao: Sediment trap on chilled water 117; Make 401K an office; Electric work 234
- Morgan Hall: Paint 126C and 102A; Power and data for monitor 302F1; Paint 105 and 105A; Replace projector/ Smartbd. With monitor

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CONSTRUCTION SERVICES CONTINUED:

- Mossman Building: Tie cooler in vivarium into building alarm system
- Nielsen Physics: Remodel room 217 into a lab
- NEB: Turn cabinets into mailboxes 104
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Paint 232; Install new lighting in 156 and 157
- SERF: Utility work and drains for polisher in 309
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring; Install chandeliers; Electric circuit for exhaust fan; Kick plate for the back door
- SMC: Door film on 2nd floor; Sound dampening system for 2nd floor; Move faculty from 3 to 6
- South Carrick Hall: refinish tub 103
- South Greenhouse: Repair cooling units
- Steam Plant: Gates and bollards
- Stokely Hall: Repair shower pan
- Strong Hall: New tables 514
- Student Health: Repair flooring seams on 1st floor
- Student Services: Paint 401F; Renovate Suite 413
- Student Union: Painting in Suite 383
- 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; Paint 1st floor rooms and corridor; Add a sidewalk; Paint 10 office doors on the 2nd floor
- 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
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Additional electric work in wood and metal shops; Make lab space 517
- Zeta Tau Alpha: Paint bathroom; Poles for outdoor lights; Replace some indoor lights; Remove wall in tv area and parlor; Remove hump in shower floor; Pulley system for porch/banners; Misc. painting
- 1610 University Ave.: Repair crack in building brick veneer

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.

Help us

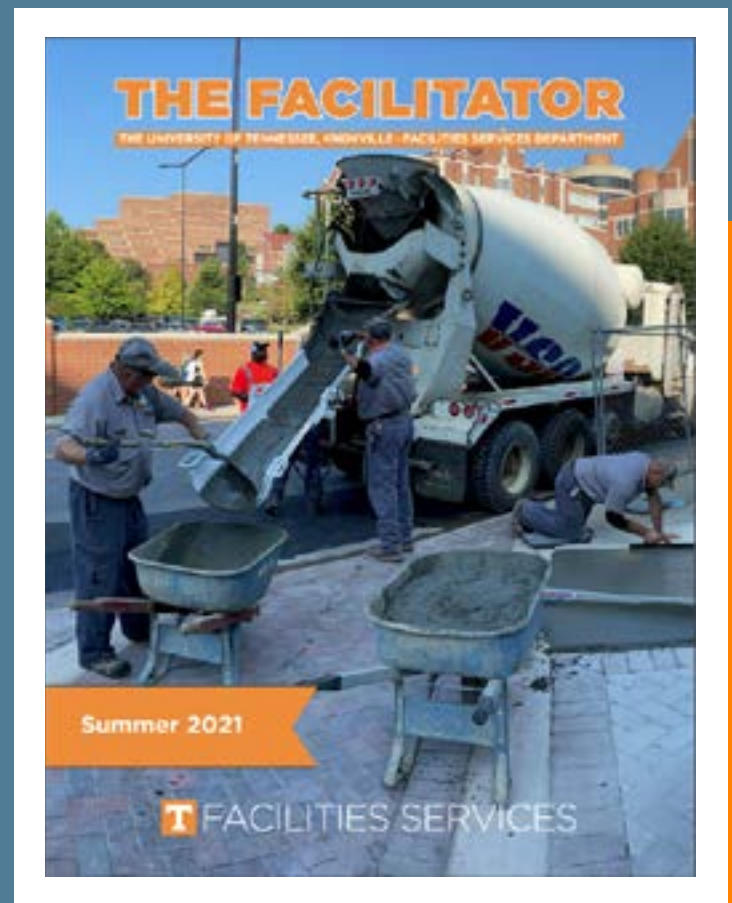
Rename

The Facilitator

"The Facilitator" is a name that has served us well for six years, but as UTFS and the university move forward, we think it's time to try on a new name. That's where you come in!

Submit your ideas to rename "The Facilitator" to Sam Ledford at sjones80@utk.edu

Winner will receive recognition for their contribution, a swag bag, and a \$50 VolCard gift card



UPDATED: Training & Support Offerings for Summer 2022

Spend the week of July 25 with the UT Travel team meeting Concur for the first time or building your travel knowledge. Training sessions have been condensed to a one-hour format, unless noted otherwise, and will be recorded and posted at [Learn More About Concur](#). **NOTE:** All sessions are scheduled for the eastern time zone.

Concur Open Q&A

Join the UT Travel Team on Wednesday's at 2 pm on the following dates. August 3, 10, 17, 24, 31 | September 7, 14, 21, 28 | October 5, 12, 19, 26, November 2, 9, 16, 30 | December 7, 14 (10 person minimum to conduct)

Traveling for the University

Learn more about the University's travel system, policy related to travel and the resources available to assist you. **1.5 hours**
Monday, July 25 at 9:30 am

Booking Travel with World Travel * new date and time *

Travelers and delegates interested in using the Concur Travel (booking) service provided by World Travel. In this session, attendees will realize the benefits of using Travel and the basics of arranging travel.
Monday, July 25 at 2 pm

Travel Card Overview

Open to any individual interested in learning about the University's Travel Card Program and how it can reduce the out-of-pocket burden for employees, guests, and students who travel on behalf of the university.
Monday, July 25 at 3:30 pm

In-state Travel

Travelers or delegates processing expenses for in-state travel will learn how to claim expenses for day, overnight and mileage only trips, including when and how to claim a travel allowance.
Tuesday, July 26 at 9:30 am

Out-of-state Travel

Travelers or delegates will learn when and how to submit requests for out-of-state travel and claim (out-of-pocket and travel card) expenses, as well as when and how to claim a travel allowance.
Tuesday, July 26 at 11 am

International Travel

Travelers and delegates will learn approaches for preparing for international travel with your campus office, submitting a request to travel, and claiming expenses.
Tuesday, July 26 at 2 pm

Conference Travel

Travelers and delegates will learn the details of preparing for conference travel, including collecting required documentation, requesting approval and guidance on claiming expenses. Tuesday, July 26 at 3:30 pm

Registration

Enroll by visiting the [Concur Topics](#) and/or [Concur Open Q&A](#) areas of the K@TE learning management system. Zoom details will be provided in the confirmation email.

Preparation

Have a working knowledge of the University's [FI0705 – Travel](#), [FI0531 – Travel Cards](#) and related [policies](#).

Attending Sessions

Use a headset with microphone for optimal audio. Cameras are welcome but not required. Consider reserving a conference room and attending with colleagues to create a focused-learning environment.

Additional Training

[View](#) recorded sessions and access curriculums.

Stay Connected

[Subscribe](#) to the travel listserv for information on system changes, travel tips, and more.

HR128 Credit

All sessions, with the exception of Open Q&A sessions, are eligible for credit.

Questions

Browse for answers to in the UT Travel knowledge base, travelfaq.tennessee.edu or ask travel@tennessee.edu.

UTK FAMILY FUN DAY

The University of Tennessee, Knoxville appreciates staff, faculty and families. UTK Family Fun Day will have a free bouncy house, slide, food, and school supplies for attendees.



WHEN

AUGUST 6 | 12:30 PM-2:30 PM

WHERE

CHANGE CENTER
203 HARRIET TUBMAN STREET
KNOXVILLE, TN 37915