

# Facilities Services Weekly

September 19, 2022

## Register Now: Flu Shot & COVID Booster Clinic at FSC on 10/5

Student Health will be at the Facilities Services Complex on Wednesday, October 5th from 9a-2p for anyone who would like to receive a flu shot or keep their COVID vaccination status up to date. All FS employees are eligible to receive flu vaccines, and fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. COVID boosters are free, and flu vaccines are free to employees enrolled in the state's health insurance plan. Otherwise, flu shots are \$25 payable by cash or check. Financial assistance may be available. See flyer at end of Weekly for additional details (including sign-up information).

## Nominations for the Chuck Thompson Awards Are Open!

We are now accepting nominations for the 2022 Chuck Thompson Facilities Services Outstanding Employee Awards. An email was sent out by Veronica Huff last week with criteria and eligibility. You may submit nominations for more than one eligible employee. Nominations can be electronically submitted at <https://fs.utk.edu/cta/ctaward/> or dropped off at Veronica's desk. Nominations will be accepted until 5PM on Friday, September 30th.

## Sign Up for Facilities Fundamentals: Air Conditioning in Your Home DIY Workshop

Registration is now open for the next Facilities Fundamentals DIY Workshop! Our focus this fall is on "A/C in Your Home" with our very own Cody Mabes (HVAC Specialist) presenting information on basic maintenance for your heating and cooling system(s). You'll also have the opportunity to ask questions at the end of the session. This session will take place on Wednesday, September 28 from 12p - 1p on Zoom with the link sent to registered participants the week before the workshop.

Visit [tiny.utk.edu/fsfundamentals](https://tiny.utk.edu/fsfundamentals) to register.



## 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	Painter
E01-7202	Facilities Space Coordinator	E01-7218	Plumbing & Heating Specialist I
E01-7202	Project Manager	E01-7220	Building Services Aides
E01-7205	Steam Plant Mechanic (SR)	E01-7224	STAR Team Member
E01-7212	HVAC Spec I	E01-7230	Landscape Aide I
E01-7214	Line Installer		
E01-7217	Painter Asst III		



## ADMINISTRATION

### Special Projects:

- Serving on the Culture Committee
- Logistics and planning for Coffee & Conversation events
- TCO Inventory
- Chuck Thompson Awards prep
- FEMA Training

## BUILDING SERVICES

- Room 207 at Dougherty - we cleaned the walls, removed a stains, cleaned baseboards, stripped the floor, and waxed the floor.
- The floors at Min Kao and SERF were auto scrubbed

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ADMINISTRATION • BUILDING SERVICES • OPERATIONS • ENERGY MANAGEMENT • DESIGN • UTILITIES  
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## OPERATIONS CONTINUED:

### **OPERATIONS & LANDSCAPE**

#### Landscape Services:

- Armed Forces Memorial Dedication: Spruce landscape prior to dedication event
- Florida Game: Pre-game support and post-game clean-up campus wide
- Ayres Hall South Lawn: Provide support for ESPN Game Day setup and production
- Ayres Hill Entrance: Installation of irrigation and landscape improvements (cont)
- Smokey 11 Statue: Assist the construction team placing statue on new plaza and sprucing up the site until landscape improvements this fall
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)
- Burchfiel Geography: Repair irrigation and landscape following fire supply water main break repair (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:

- Had a water main break over the weekend
- Staying caught up on work orders

#### Zone 2:

- McClung Tower - Chemical treated the bull fountain and repaired fan coil units on various floors
- Clarence Brown Theatre - Chemical treated the fountain and worked on the belts on the return fan

for concessions, repaired a water leak in the costume classroom and replaced a complete toilet fixture in the women's dressing room

- Art + Architecture - Cleaned strainers on pumps 3 & 4 and incoming chilled water filter and blew out coil on air handler #5
- McClung Museum - Addressed a humidity alarm and stopped a leak from the ceiling
- Humanities - Lighting repairs on various floors
- Andy Holt Tower - Handicap door repair and lighting repairs
- Nursing - Retrieved VFDs from air handlers
- Bailey - Blew out stopped up coil on roof air handler

#### Zone 3:

- Zone 3 is performing Annual Inspection of Roofs and Drains for all buildings

#### Zone 4:

- Repaired a hot box at the Student Union Phase I
- Repaired a pulper at Rocky Top Dining
- Repaired a Hatco booster at UT Culinary
- Repaired a grill at Stokely
- Repaired a rice cooker at the Cumberland Ave. Food Court
- Repaired an oven at the Student Union Phase II

#### Zone 5:

- At Neyland Stadium, checked and made repairs as needed ahead of the Akron game
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools and checked/made repairs after high school swim meet
- At East Stadium, worked on A/C in Room 314
- At Sherri Parker Lee Stadium, repaired a heater in the men's and women's bathroom on the west side
- At Regal Soccer, checked and made repairs after the Queen University of Charlotte game
- Throughout the zone, conducted general building maintenance

#### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Dabney repair gutter.

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ZONE MAINTENANCE CONTINUED ON PAGE 3

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## ZONE MAINTENANCE CONTINUED:

- Unlock doors.
- Cleaning cooling towers
- Air filter changing zone wide.
- Dabney control valve replacement.
- General led lighting project

### Zone 7:

- AMB : General Maintenance, replace 3 lights in Auditorium, Clean Roof Drains, Working on PM's, working shows and doing walk throughs of AV equipment.
- Zeanah Engineering : Daily and Weekly maintenance and up keep preformed. Assisting contractors with additional building maintenance and new in adding on additional in building structures. Monthly air handling unit filter changes and in-depth assessment of unit condition and performance. Assisting contractors as needed.
- Tickle Engineering : Daily and Weekly maintenance and up keep preformed. Changing and repairing light fixtures and bulb. Assisted AC Shop in diagnosis and repair of chiller unit for the High Bay Area.
- SERF: Routine building checks, replaced photocell for lobby entrance, repaired flickering lights & lights that were out, traced leaks, reset tripped breakers, 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, installed desk brackets, cleaned window A/C unit filters, assisted contractors as needed, assisted other buildings in zone as needed.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. . Serviced AHU's. Serviced exhaust fans.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's. Serviced exhaust fans.
- Dougherty : General maintenance, air handler monthlies, changed filters, replaced bulbs, assisted zone, assisted contractors, assisted pest control, assisted A/C shop, door hinge repair, diagnose leak, paper towel dispenser repair.
- Min Kao : Working on lights, working on restrooms, working ceiling tile, doing building checks.
- Jessie Harris : Weekly building check, Daily equipment check, Checked elevator tracks, Checked generator,

Checked for mold, Installed window AC/heater in office, Checked roof & gutters for leaves.

- Fiber & Composites : Weekly building check, Daily equipment check, Checked elevator tracks, Checked for mold, Checked roof & gutters for leaves.
- SENTER Hall : Weekly building check, Daily equipment check, Checked & ran generator, Checked for mold, Worked on greenhouse exhaust fan, Checked roof & gutters for leaves.

### Zone 8:

- We are working through issues in our greenhouses with the controls systems.
- We are working on gutters at the JARTU building with the track lift.
- We will be replacing an explosion proof motor in an exhaust fan at the IAMM building.
- Our One-Call team is very busy with calls to our after-hours phone lines.
- Our chill water loop on the AG campus continues to be a challenge to remove sediment and debris from the system.

### Zone 9:

- We are working with Tremco to find a solution to our foundation leaks at the Glazer building in Oak Ridge.
- We are exploring our storm drains with a camera system at the Middlebrook Building.
- Our monthly Archibus requests will be an area of focus this week.

### ZM Specialties:

- Replacing glass at Clement Hall, South Carrick, and Neyland Thompson Sports Center
- Caulked windows at North Carrick
- Repairing windows in East skyboxes
- Repaired door operators at Student Health Center, Geier, Stokely, Magnolia, and Fred Brown
- Transported lifts to various campus locations
- Cleaning campus security cameras
- Corrected airflows on fume hoods at Dabney Buehler, Strong Hall, and SERF
- Monitoring data retrieval at Rocky Top Dining
- Attached survey photos to equipment records for Auxiliary Services and Student Services

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ZONE MAINTENANCE CONTINUED ON PAGE 4

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## ZONE MAINTENANCE CONTINUED:

- Scheduled cleaning PMs for day shift buildings

### Lock & Key Services:

- Rekeyed locks at Alumni Memorial Building
- Changed combination locks in Haslam Business
- Repaired locks at Fraternity Park and Sorority Village
- Prep for football game
- Set up cores for outside door project
- Front Office – Processing many key request, key pickup and drop off
- University Housing – assisting as needed, many repairs and recores

## UT Office of Sustainability/Recycling:

### Weekly Recycling Totals:

- Bottles/Cans: 1,440 lbs.
- Paper: 5,340 lbs.
- Cardboard: 6,820 lbs.
- Weekly Total: 13,600 lbs.

### Fiscal Year Recycling Totals:

- Bottles/Cans: 43,720 lbs./21.86 tons
- Paper: 90,520 lbs./45.26 tons
- Cardboard: 27,160 lbs./13.58 tons
- Pallets: 16,992 lbs./8.5 tons
- Plastic Film: 1,340 lbs./0.67 tons
- Yearly Total: 178,392 lbs./89.2 tons
  
- Over 3,700 lbs of food was recovered from last Saturday's game with only 4 volunteers and two staff members
- 19 students and AmeriCorps members volunteered for the game
- Office of Sustainability staff spoke at three events throughout the week, providing information about the office and volunteer opportunities on campus
- Hosted Melissa Callahan and Dr. Arthur Raguaskas with Green Chemistry & Biofuels
- Jay Price was appointed to the ISSE Advisory Board
- The Compost Coalition has been given permission to restart the Residence Hall Composting Pilot, this year including Volunteer Hall

## **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](mailto:sjones80@utk.edu) or 865-771-1531
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training

- 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](#).
- Computer Basics Class - this class will take place in the FSC computer lab on Thursday, September 22 from 8:30a-11a. This class is perfect for anyone who is new or very unfamiliar with using computers. Register by emailing [FSTraining@utk.edu](mailto:FSTraining@utk.edu)
- Facilities Fundamentals DIY Workshop - Don't forget to register for our upcoming Facilities Fundamentals workshop! HVAC Specialist Cody Mabes will be presenting tips for Air Conditioning in your home. Register at [tiny.utk.edu/FSfundamentals](http://tiny.utk.edu/FSfundamentals).

#### 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](mailto: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.

COMM & INFO CONTINUED ON PAGE 5



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## COMM & INFO CONTINUED:

<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:

- Game Day EOC Support
- New computer Setups
- Conference Room Assistance
- InTune Testing
- Lutron Lighting assistance

## UTILITIES SERVICES

### A/C Services:

- Turned on all AHU's at Humanities.
- Continued preparing skyboxes for upcoming football season.
- Assisted AC shop with boiler issues at International house.
- Began trouble shooting pool temp issues at HPER.
- Reset Phoenix server at IAMM.
- Met with contractor on locker room AHU project.
- Repaired unit at 2600 Ann Baker- Sororities.
- Set new air compressor at Hesler Chiller Building.
- Completed setting AHU #5 and bolting together at Communications.
- Worked on the air compressor at Plant Biotech.
- Worked on cooler in #718 at Strong Hall.
- Repaired leaking drain pan at SMC.
- Prepared stadium AC systems at Neyland.
- Repaired AC system at Sigma Phi.
- Rebuilt chilled water pump and repaired refrigerant leaks in the York Chiller at Music.

- Replaced tube bundle in heat exchanger at the Vet Hospital.
- Repaired AC system serving the elevator equipment room.

### Electrical Services:

- Repaired devices and cleared alarms at Vet School, Pi Beta Phi, Jessie Harris, Mossman, TBA, Zeanah, Stokely Hall, Delta Zeta, HPER, Student Health, 1804 Fraternity Park, Laurel Apts., Sorority Village (3), Carrick Hall, Alumni Hall and Kappa Alpha.
- Disabled/Enabled devices for plumbers at Clement Hall.
- Disabled/Enabled devices for contractors at Student Health.
- Assisted MASCO with daily pump tests across campus.
- Performed fire watch for First Lady visit at Student Union.
- Installed 30A receptacle at Student Health.
- Lighting upgrade in room 215 A at A&A.
- Troubleshooting and repair of receptacle at Frieson Black Cultural Center.
- Troubleshooting and repair at South Greenhouse.
- Troubleshooting and repair of emergency lighting at HPER.
- Installed new switches at Hopecote.
- Troubleshooting and repair of motor at Steam Plant.
- Removed power from office furniture in room 209 at Student Services.
- Troubleshooting and repair of Lutron lighting at Mossman.
- Infrared camera testing at the Substation.
- Gameday support- VIP toilets for tailgating.
- Gameday support- Fire watch.
- Worked with landscaping to resolve blocked photo cells at JW Pedestrian Mall.
- Changed fuse and restored power in electrical room near gate 4 at Neyland Stadium.
- Reset tripped breaker in roadway pole light cabinet at Cherokee Farms.
- Straightened up loose globe at South College.
- Relocated photo cell that was being hit by mowers at Andy Holt Tower.
- Provided light tower to Plumbing Shop for Chamique Holdscraw project.

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

- Installed new quazite box lid at 1816 Fraternity Park.
- Repaired faulty breaker and ordered materials to replace panel and breakers at Sheri Lee Softball.
- Assisted with connecting T.V. trucks for First Lady visit at the Student Union.
- Met with TA at different spots on campus to provide power for food trucks and trailers.
- Assisted electrical contractors at Nursing project with pulling new cables from new manhole to transformer for Bailey.
- Worked with AC shop to finish connecting power to the temporary chiller.
- Continued changing out old light fixtures to LED at AHT upper parking lot.
- Working with plumbing to install new pipe from utility pole for KUB lights on upper side of Pat Head Summit.
- Met with GC to discuss added support piece in the field troughs to help hold up lids at Neyland Stadium Lower Bowl.
- Assisted with location of pipes running to MH #8A from existing duct bank at the old Morrell site for the new Storm Pond project.
- Checked hit duct bank onsite and found the outer area was damaged but not the wire. Repairs are planned at the new Storm Pond Project.
- Pre-game set up for materials to run temporary power to A/C seats for visiting teams at Neyland Stadium.
- Installed new AED at Main Substation.
- Performed maintenance on substations.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

## Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Replaced water heater in room 401 at Min Kao.
- Repaired leaking union on water heater at Goodfriend Tennis.
- Repaired water leaks in ceiling on second floor of Plant Biotech.
- Move supply line for toilet at Southeast Neyland Stadium.

- Unstopped kitchen sink at Taylor Law.
- Unstopped sink at Bass Anthropology.
- Repaired leaking pipe in closet at Crops Genetic Lab.
- Repaired broken drain at Equity and Diversity.
- Repaired leak in ceiling of room 261 at Brehm Animal.
- Installed new water heater at Taylor Law.
- Repaired broken drain at Reese Hall.
- Repaired eye wash station at Dougherty Engineering.
- Installed new bottle fillers in room 658 and 516 at Dabney Buehler.
- Repaired water leak at Hesler Greenhouse.
- Ran piping to water spigot on roof at Jones Aquatic.
- Installed storm water pipe on Chamique Holdsclaw.
- Replaced steam regulator at Bess Lab, Walters Life, and Food Science.
- Repaired steam trap in tunnel.
- Repaired concrete expansions in stadium.
- Repaired steam trap in the vault under the Jumbotron.

## Steam Plant

- Monthly Generator Maintenance
- Emptied Fuel Containment dykes
- Test run 2MW Generator
- Isolated #2 DA Tank
- Removed #2 Condensate Pump
- Put #2 DA tank pack in service
- Put turbine pack online

## **CONSTRUCTION SERVICES**

- Alpha Tau Omega: Interior fence for storage area; Repairs for new occupants
- Anderson Training Center: Hand sink in Smokey's
- Andy Holt Tower: Paint 635
- 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; Paint and carpet 303A
- Ayers Hall: Access control for 227L
- Bailey Education: Electric A232; Remove shelving on 2nd

CONSTRUCTION CONTINUED ON PAGE 7

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## CONSTRUCTION SERVICES CONTINUED:

- floor
- Baker Center: Paint 213; New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Blount Hall: Paint and carpet 104 and 105; Rework walls 407
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; Armed Forces Memorial; Classroom Renovations for Summer 2022; Bike racks in Vol Parking Garage; Volunteer First Impressions winners 2022; Trash and recycling pads on Lake Ave.
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 275, 283; LED lights 469
- Conference Center Building: Move State Comptroller 307; Paint suite 412; Assist with camera installation 221L; Utility connections for leased dish machine 402A
- CRC Materials Science: Flooring 207
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302; Electric work 430
- Dougherty Engineering: Renovate 101 for welding and robotics lab
- Early Learning Center: Rework upper playground on White Ave.; Fire Alarm paging White Ave.
- Equity and Diversity: Install a ramp
- Ferris Hall: Patch and paint on 2 and 5
- Food Science Building: Renovate 215 for Creamery kitchen; Install ice machine 102; Additional electric 215
- Glazer Building: Renovation for classroom
- Hesler Biology: Paint and carpet 541
- HPER: Paint 321B, 331, 336, 330, 351 and 360A2; Fire Alarm paging
- Haslam Business Building: Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Paint 499A
- Hesler Biology: Expand cage on loading dock; Electric work 114
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint 220E and 552
- Jessie Harris: Build offices in 102; Paint 239 and 414; Paint 236,112B
- JIAM: Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Tower: Vinyl flooring 5; Paint and carpet 207A; LVT flooring and paint 716
- Melrose: Paint 3rd floor restrooms; 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; Paint 215
- Mossman Building: Access controls 221
- Nielsen Physics: Remodel room 217 into a lab; Electric and data to desks 603
- NEB: Turn cabinets into mailboxes 104
- Pendergrass Library: New entry doors
- Perkins Hall: Electric work S001
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Install new lighting in 156 and 157
- Regal Soccer Stadium: Concrete work behind benches
- SERF: Utility work and drains for polisher in 309; Receptacles 109A; Electric work 108
- Sigma Chi Fraternity: Replace window and add bottle filler
- 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; Carpet 706
- South Carrick Hall: refinish tub 103
- Steam Plant: Gates and bollards
- Student Health: Renovate 288A and 288B for offices
- Student Services: Paint 201L, 401F and 401H; Renovate Suite 413; Fire Alarm paging
- Student Union: Painting in Suite 383
- Taylor Law: Paint and carpet floors 1, 2, 3; Paint 249
- Temple Hall: Paint 2nd floor corridor
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson-Boling Arena: Replace drain line
- Tickle Engineering: Alterations to 503 for offices and meeting space

CONSTRUCTION CONTINUED ON PAGE 8

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## CONSTRUCTION CONTINUED:

- UT Culinary Institute: Flooring 112
- UT Drive Services Building A: Add a sidewalk; Blinds on 2nd floor; Paint 106; Shelving 128
- UT Drive Services Building B: Renovation 101 for sculpture studio
- 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; Access controls and electric work 313, 315, 317; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Connect CNC milling machine G117
- 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
- 1817 Melrose Av.: Install a door between 101 and 102

## 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](https://tiny.utk.edu/fscommentbox).



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).



# GET UP TO DATE

## Updated COVID-19 boosters and flu vaccines are available now!



Staying up-to-date on seasonal and recommended vaccines is the best way to protect yourself from serious illness. To support our staff, Facilities Services and the Student Health Center are partnering to host an employee vaccine clinic. Vaccines are also available Monday - Friday at the Student Health Center Pharmacy.

### WHAT VACCINES ARE AVAILABLE

Seasonal flu vaccine and updated COVID-19 boosters

### WHO IS ELIGIBLE

All Facilities Services employees are eligible to receive flu vaccines. Fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. Employees interested in primary series COVID-19 vaccines should visit [tiny.utk.edu/vaccines](https://tiny.utk.edu/vaccines) for an appointment

### WHAT IS THE COST

COVID-19 boosters are free. Flu vaccines are free to employees who are enrolled in the state's health insurance plan. Otherwise flu shots will cost \$25 payable in cash or check. Financial assistance may be available. Contact [cnorth1@utk.edu](mailto:cnorth1@utk.edu) for information.

### WHAT TO BRING

All attendees should bring a copy of their CVS/Caremark card, and completed consent forms. Forms will be emailed in advance. Hard copies can be found with Sam Ledford. Attendees wanting a COVID booster should bring their COVID vaccine card.

**Facilities Services Vaccine Clinic**

**FSC 114 - HR Room**

**Wednesday, October 5**

**9AM - 2PM**



Scan the QR code or email Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu) for an appointment