

# Facilities Services Weekly

November 7, 2022

ADMINISTRATION • BUILDING SERVICES • OPERATIONS • ENERGY MANAGEMENT • DESIGN • UTILITIES  
ZONE MAINTENANCE • ADMIN. & SUPPORT • COMMUNICATION & INFORMATION • CONSTRUCTION

## Congratulations to the 2022 Chuck Thompson Award Winners!

Congratulations to Mike Duncan (Construction Services) and Jacob Capps (Landscape Services - Turf Management) on being selected as the 2022 Chuck Thompson Award winners! Both of these men are dedicated to their work and their teams, and they both go above and beyond the call of duty to make sure campus is in top shape. Students, staff and faculty often comment on the quality of their work, and we are grateful for their many contributions. If you see them around, be sure to congratulate them!

## Returning Uniforms When Leaving UT

If you are retiring or taking a position with another organization, it's your responsibility to return all uniforms to UT. These uniforms should be counted in front of your supervisor. You'll then bag all shirts together and all pants together with a yellow/salmon colored tag. On the tag, please note that you have quit or retired. Bags should be placed in appropriate cleaning bins, and FS coats should be left with your supervisor or dropped off at Jim Tolbert's desk. If pieces are missing, the cost of the missing pieces can be deducted from your last paycheck.

## Reminders on Accident Reporting

The UT System Office of Risk Management has provided their most recent flyers detailing how to avoid departmental penalties for Auto and Workers' Compensation accidents from the state. Digital copies of these flyers are posted at the end of this week's newsletter. Please take a few moments to review them and familiarize yourself with the process. While we hope you never need this information, it's better to stay informed than to risk non-compliance. Supervisors - feel free to post these flyers in your work area as a reminder for your teams.



## 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             |          |                                 |

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## ADMINISTRATION

### Special Projects:

- Serving on the Culture Committee
- TCO Inventory
- FEMA Training
- Holiday party planning

## BUILDING SERVICES

- SERF- detailed the entrances on each floor, cleaned windows and window seals on all floor, ran the auto scrubber on all 7 floors, Swept and mopped all the stair wells
- Min Kao- using a low speed buffer we scrubbed the lab floor in 125 to remove stains and scuffs, we detailed cleaned all entrances, cleaned windows and window seals on every floor, detailed classrooms, swept and mopped all stairwells and the main stair case

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## OPERATIONS CONTINUED:

### OPERATIONS & LANDSCAPE

#### Landscape Services:

- Missouri game prep and clean-up
- Irrigation Systems: Begin winterization.
- Sorority Village: Assist Plumbing with excavation for repair of leaking geothermal pipe.
- Vet Med: Attend weekly progress meetings for irrigation and landscape installation.
- Leaf Removal
- Seasonal Flower Beds: Changing out summer flowers and replacing with winter pansies and tulip bulbs (cont)
- Native Burial Mound: Begin erosion repairs and sod installation (cont)
- Morgan Hall: Participated in monthly progress meetings for window replacement/brick tuck-pointing in order to discuss protection of the landscape (cont)
- First Impression Projects: Working with FS Design on landscape enhancement plans.
- College of Law: Working with FS Design on landscape enhancement plans. Campus wide: Aeration and over-seeding (cont)
- Snow Equipment: Prep and test equipment for winter season (cont)
- Burchfiel Geography: Finalize landscape enhancements following fire supply water main break repair (cont)
- Ayres Hill Entrance: Installation of irrigation and landscape improvements (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:

- Staying caught up with work orders.
- We have a water outage at the Carricks this morning.

#### Zone 2:

- Art + Architecture - Fulfilling a checklist for the building, replacing a pump motor in the lower machine room, and removing a urinal for repairs
- McClung Tower - Changing from cooling to heat in various offices and prepared the bull fountain for orange dye during Homecoming
- Clarence Brown - Air handler repair in scene shop and wall outlet replaced in lab area
- HPER - Working on fan coil unit in machine room
- Fulfilling work orders across zone

#### Zone 3:

- Zone 3 is working diligently on lighting and turning on heat throughout zone
- Working on PMs
- Cleaning out dry pits and guttering ahead of winter
- Working on outside lighting throughout zone

#### Zone 4:

- Repaired a rice cooker in Phase 1 of the Student Union
- Repaired an oven in Phase 2 of the Student Union
- Repaired handicap doors and serving line lights at Rocky Top Dining
- Repaired dish machines at Anderson Training and Stokely
- Repaired a holding cabinet and oven at Vol Hall
- Repaired a grill at UT Culinary
- Repaired a sink at Fred Brown Hall

#### Zone 5:

- At Neyland Stadium, checked and made repairs as needed after Kentucky
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools, prepared for Florida swim meet
- At East Stadium, checked and replaced lights as needed
- At Regal Soccer, checked and made repairs after

ZONE MAINTENANCE CONTINUED ON PAGE 3

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## ZONE MAINTENANCE CONTINUED:

Vanderbilt

- Throughout the zone, conducted general building maintenance

### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Unlock doors.
- Air filter changing zone wide.
- General led lighting project.
- Service Generators.

### Zone 7:

- AMB: General Maintenance, working events at AMB, repairing outside lights.
- Dougherty: Changed auditorium lights, replaced sink batteries, changed belts in air handlers, greased bearings, replaced package units.
- Farris Hall: Conducted daily walkthroughs and weekly walkthroughs.
- Fibers & Composites: Daily equipment check, Weekly building check, Checked roof for leaves, Repaired exit signs, Checked elevator tracks.
- Jessie Harris: Daily equipment check, Weekly building check, Checked generator, Checked roof for leaves, Checked elevator tracks.
- Min Kao: Working on lights, working on restrooms, working ceiling tile, doing building checks.
- NEB: Routine building checks, adjusted steam radiators throughout building, replaced batteries in automatic faucet, assisted other buildings in zone as needed.
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Replaced steam traps and cutoff valves on radiators.
- SERF: Routine building checks, replaced eye wash station, repaired leaking sink, prepped rooftop Christmas tree, fixed door handle that was stuck locked on the inside, replaced exhaust fan belts, assisted electric shop, assisted STAR team as needed, assisted construction services as needed, assisted A/C shop as needed, assisted contractors as needed, assisted other buildings in zone as needed.
- Senter Hall: Daily equipment check, Weekly building check, Checked & ran generator, Cleaned leaves off roof.
- Tickle: Daily and Weekly maintenance and up keep

performed. Changing and repairing light fixtures and bulb. Assisted AC Shop in diagnosis and repair of chiller unit for the High Bay Area.

- Zeanah: Daily and Weekly maintenance and up keep performed. 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.

### Zone 8:

- We are working to mark up small scale drawings with locations of all of our main shut-offs for all of our liquid building utilities.
- We continue to work on leaf removal from our roofs and gutters with the true arrival of fall.
- Our One-Call team is now at full strength with 3 employees on each shift and after a training period, all employees will be in there scheduled shift position.
- A delicate balance of turning pumps on and off and valving off supply lines continue in our 2 pipe buildings with warmer and cooler temperatures bouncing back and forth the past couple of weeks.

### Zone 9:

- We continue to prepare the Middlebrook building for new customers coming in the next few months.
- We are getting quotes to do multiple types of work at the Glazer building in Oak Ridge.
- Our monthly Archibus work requests are an area of focus that we are concentrating on this week.

### ZM Specialties:

- Fabricated brackets for belt guards at Andy Holt Tower
- Repaired door operators at Zeanah, Rocky Top Dining and Fred Brown
- Assisted with aerial lift training
- Repaired broken window at Morgan Hall
- Resealed window at Conference Center
- Repaired loose roof tiles at Baker Center
- Transported lifts to various campus locations
- Replaced fire extinguisher cabinet glass at SMC
- Correcting air handler and exhaust fan data for Dabney Buehler
- Air balancing at Haslam Business

ZONE MAINTENANCE CONTINUED ON PAGE 4

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## ZONE MAINTENANCE CONTINUED:

- Certified fume hoods at UTIAMM
- Assisted A/C Controls at various campus locations

## Lock & Key Services:

- Bailey Education – unlock cabinets for surplus
- Jewel Bldg. – remove lock
- Middlebrook Pike Bldg. – EHS move – key plan & rekey area
- Glazer Bldg. – rekey lock
- Student Union Phase II – repair lock
- TB Arena – Exit door – not locking
- Sigma Kappa – door lock is broken
- NEB – replace lock & key door
- UT Drive Bldg B – replace door lock and key door
- On Campus – assisting as needed
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

## UT Office of Sustainability/Recycling:

### Weekly Recycling Totals:

- Bottles/Cans: 4,100 lbs.
- Paper: 0 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 4,100 lbs.

### Fiscal Year Recycling Totals:

- Bottles/Cans: 85,477 lbs./40.69 tons
- Paper: 137,500 lbs./68.75 tons
- Cardboard: 139,380 lbs./69.69 tons
- Pallets: 159,972 lbs./79.99 tons
- Electronics: 5,893 lbs./2.95 tons
- Batteries: 1,978 lbs./0.99 tons
- Plastic Film: 2,242 lbs./1.12 tons
- Scrap Metal: 102, 685 lbs./51.34 tons
- Yearly Total: 635,126 lbs./317.56 tons

- Presented at the climate symposium titled "Regeneration: Healing the Earth to End Climate Change"
- Free Store hosted 11 volunteers
- Grow Lab hosted 13 volunteers

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

### Employee Training & Development:

#### Upcoming Training

- Reminder: The APPA Supervisor's Toolkit will take place on Monday, November 14 here at FSC. If you are signed up, make sure this is on your calendar!

#### Training News:

- **2022 OSHA Training** - If you have not yet completed your OSHA Training for 2022, please do so ASAP.
- **2022 Compliance Training** - 2022 Compliance Training is loaded in K@TE. If you have not already completed this required training for 2022, please do so. The deadline for completion is in mid-December.
- **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:

- Gameday Support
- Time Clock Installation
- New Employee Setup
- Teletime Maintenance
- Phishing Help

## **UTILITIES SERVICES**

### A/C Services:

- Fixed open cooler at Vet POD store.
- Installed ice machine at Key shop break area.
- Fixed walk in coolers at 710 SERF and Food Science 106.
- Repaired A/C unit at SERF IT room #233B.
- Repaired ice machine at Food Science.

COMM & INFO CONTINUED ON PAGE 5

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## COMM & INFO SERVICES CONTINUED:

- Repaired hot water leak in ladies restroom at Bio System & Soil.
- Changed out sensor at BASS Farm.
- Worked electrical outage at Claxton & Bailey.
- Prep work at skyboxes for upcoming game.
- Troubleshoot heat issues at Tickle 309.
- Adjustments to hot water pumps at Hess Hall.
- Wired new controller for AHU at Dougherty
- Worked on humidity issues at Mossman Vivarium.
- Assisted with pump pressure issues at TREC
- Completed work on exhaust at A&A.
- Worked on heat issues at 319/320 Haslam Bldg.
- Repaired faulty VAV box at 113 Baker Ctr.

## Electrical Services:

- Reset smoke detectors in alarm due to steam disabled at Conference Ctr.
- Disable/enable smoke det in penthouse for contractors at Science & Eng
- Installed fire alarm batteries at 1525 University Ave
- Fire watch & electrical needs at Neyland Stadium for football game.
- Cleaned dirty smoke det on 3rd Fl Dunford Hall.
- Assist Simplex with fiber optic issues at the True Site/Dorms
- Reset supervisory on fire panel caused by a duct detector at Alpha Chi Omega.
- Disable smoke detector for AC shop at Fred Brown.
- Replace fire alarm batteries in Node 4 at Vet School.
- Daily assist MASCO with pump test and 5 year inspections.
- Worked on pole lights at Cherokee Farm.
- Turn off PMH switch at Claxton Chiller & tested/assisting contractors.
- Begin work on replacing sorority village sidewalk pole light fixtures.
- Replaced bad induction sidewalk pole at entrance of sorority village.
- Cleaned manhole #24 on Payton Manning Pass .
- Repair wiring to contractor's control cabinet at Humanities Grassy Plaza.
- Outage planning for Nursing/Bailey with contractors.
- Installed 4 new breakers at Adm Parking Garage for new LED fixtures.
- Ran 50amp cords from Tennis floor to garage door for

week long event.

- Work on fire panel for Lady Vols Basketball game.
- Checking & listing lights out and need replaced on campus.
- Fire alarm issue on duct detector at 2912 Sorority Village Center.
- Assist Simplex with fire panel problems at Fred Brown & Dogwood Hall.
- Replaced knocked over light at Fraternity Park.
- Checked reported power outage at Cherokee Farm

## Plumbing Shop:

- Worked on broken stack drain at South Carrick 605/606.
- Unstopped pit drain at A&A
- Installed gas line in fume hood at Dabney/Buehler.
- Installed bottle filling stations at Plant Biotech and Jesse Harris
- Repaired water leak inside wall at Reese Hall.
- Unstopped urinal in men's room at Dougherty Eng.
- Unclogged shower drain at Kappa Kappa Gamma.
- Corrected water pressure in Dabney Buehler 308 sink faucet.
- Removed chemical fume hoods at McCord Hall G053.
- Repaired drains in kitchen trailer at East Stadium.
- Repaired sink in womens restroom at Nursing Bldg (414A).
- Daily Tennessee One Calls on campus.

## Steam Plant:

- Monthly maintenance on 2 MW generator.
- Drain #2 & #5 boilers open for inspection.
- Following inspection and corrections if needed close and refill boilers.
- Lite off #2 & #5 boilers and place in stand-by status.
- Fixed drain on #1 boiler.
- Isolated blowdown line for plumbing shop to facilitate water lancing.
- Worked on #5 boiler eye-hye.
- Worked on fuel oil pump.
- Replaced flow sensor on polisher.
- Completed monthly reports.
- Worked on lighting.
- Had kick off meeting with Yokogawa about controls upgrade.

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

## CONSTRUCTION SERVICES

- Allan Jones Aquatic: Outlet for chemical pumps
- Alpha Delta Pi: Renovate 1st floor restroom
- Andy Holt Tower: Paint 635; Renovate 7th and 8th floors
- Art and Architecture: Electric, patch, paint 341; Paint 224
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Remove shelving on 2nd floor; Paint and carpet A227
- Baker Center: Paint 213; New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; Impressions winners 2022; Trash and recycling pads on Lake Ave.; Repair brick landscaping wall at ped. Walkway; Aramark assistance at several locations
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 81, 91, 275, 283, 472
- Conference Center Building: Move State Comptroller 307; Paint suite 412; Assist with camera installation 221L; Utility connections for leased dish machine 402A; Renovate Suite 313
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302
- Dougherty Engineering: Renovate 101 for welding and robotics lab
- Early Learning Center: Fire Alarm paging White Ave.
- Equity and Diversity: Install a ramp
- Facilities Services: Modifications to compressor; Reinstall wind turbine; Add grill in supply duct equipment 101
- Food Safety Building: Connect a dishwasher
- Food Science Building: Renovate 215 for Creamery kitchen; Install ice machine 102; Additional electric 215
- Glazer Building: Renovation for classroom
- HPER: Paint 331, 336, 330, 351, and 360A2; Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Paint 499A; Switch access controls to UTPD server
- Hesler Biology: Electric work 103 and 114; Additional room exhaust 544
- HPER: Install concrete pit 135E
- Hodges Library: Voice transmittal over Fire Alarm; Replace elevator lobby lights 3-6
- JIAM: Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio; Rework cubicles in 103 and 132
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Raceways for wireless routers
- Middlebrook Building: Add a door with access controls to 2nd floor office suite
- Morgan Hall: Paint 104 and 308F
- Mossman Building: Access controls 221
- Nielsen Physics: Electric and data to desks 603
- NEB: Turn cabinets into mailboxes 104
- Pendergrass Library: New entry doors
- Perkins Hall: Electric work S001
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Install new lighting in 156 and 157
- Presidential Court: Security fence around HVAC unit
- 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; Move faculty from 3 to 6; Carpet 706
- South Carrick Hall: refinish tub 103
- South College: Paint and flooring 101 and 101A
- Steam Plant: Gates and bollards
- Student Health: Renovate 288A and 288B for offices; ADA operator and access controls 1st floor door; Voice transmittal over Fire Alarm
- Student Services: Paint 201L, 401F, 401G; Renovate Suite 413; Fire Alarm paging
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Additional electric and lighting upgrade 383H

CONSTRUCTION CONTINUED ON PAGE 7

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## CONSTRUCTION SERVICES CONTINUED:

- Taylor Law: Paint and carpet floors 1, 2, 3; Paint 249
- Temple Hall: Paint 2nd floor corridor; Blinds in classrooms
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson-Boling Arena: Replace drain line; Repair handrails on bridge
- Tickle Engineering: Alterations to 503 for offices and meeting space
- 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; Anchor air tank 107
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- Walters Academic: New work station A303; Renovate D205
- 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; Replace some indoor lights; Remove wall in tv area and parlor; Remove hump in shower floor; Misc. painting
- 1610 University Ave.: Hold open on corridor door
- 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).



## OFFICE OF RISK MANAGEMENT

# How To Avoid State Automobile Accident Penalties

The State of Tennessee assesses a **\$1,000 penalty** to the department ***each time*** UT drivers do not report a third-party automobile accident within 24 hours after the accident to the **State of TN 24/7 Auto Accident Call Center** at **855-253-0629**

### WHAT TO DO TO AVOID A PENALTY

- DISTRIBUTE**  
Ensure all shared employee locations on your campus have access to posters and flyers in case of an auto accident.
- REPORT**  
When a third-party auto accident has occurred, call the State of TN 24/7 Auto Accident Call Center to report the incident.
- NOTIFY**  
If an auto accident results in an employee injury, Workers' Compensation reporting applies. It should be reported to CorVel by calling 866-245-8588.
- TRAIN! TRAIN! TRAIN!**  
Educate new employees on the process for auto accident reporting. All personnel should know what to do in the event of an auto accident.
- REFRESH**  
On a regular basis, refresh all employees on how to handle an auto accident and where to locate additional information.
- CONTACT**  
When in doubt regarding reporting, please contact the UT System Office of Risk Management by phone or email for guidance.



Office of Risk Management: 865-974-5409  
[riskmanagement@tennessee.edu](mailto:riskmanagement@tennessee.edu) | [riskmanagement.tennessee.edu](http://riskmanagement.tennessee.edu)





## OFFICE OF RISK MANAGEMENT

# How To Avoid State Workers' Compensation Penalties

The State of Tennessee assesses a **\$500 penalty** to the department ***each time*** an injured worker either seeks treatment (**unless the injury is serious or life-threatening**) or waits longer than 3 business days to report an injury to **CorVel** at **866-254-8588**.

### WHAT TO DO TO AVOID A PENALTY

- REPORT**  
Any time there is a workplace injury, **CorVel** must be notified by either the injured worker or his/her supervisor via a phone call to 866-254-8588.
- DISTRIBUTE**  
Ensure all shared employee locations on your campus have access to posters and flyers in case an employee gets injured.
- COMMUNICATE**  
When you are alerted that an injury has occurred, communicate with the injured worker and their supervisor about the injury.
- GET A STATEMENT**  
If you think an injury may assess a penalty, get a statement from the injured worker/supervisor regarding why they didn't call **CorVel** before treatment or within 3 business days.
- TRAIN! TRAIN! TRAIN!**  
Onboard new employees with the process for injuries, ensuring that they are aware of penalties if requirements are ignored. All employees should know who they need to call if they are injured on the job. On a quarterly basis, refresh all employees with this information.



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