

# Facilities Services Weekly

March 20, 2023

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

Click [here](#) to listen to announcements.

## March is National Ladder Safety Month

Did you know that March is National Ladder Safety Month? Every year, more than 300 people die from a ladder-related accident and thousands suffer from disabling and/or debilitating injuries. These deaths and injuries could be prevented with correct ladder use. Without proper training, we will continue to see far too many fatalities. That's why, UT Facilities Services is excited to participate and support this important initiative by offering new ladder safety training through American Ladder Institute. At the end of each March newsletter, we'll include a few resources to help keep you safe.

## Career Development Fair on March 21 at the Student Union

Human Resources is excited to host the first-ever Career Development Fair on Tuesday, March 21 from 4:30p to 7p in the Student Union Ballroom C! This event will allow current employees the opportunity to connect with campus partners who can assist with different aspects of Career Planning & Development including Recruitment, Learning & Organizational Development, Employee Relations, and more, as well as attend micro-sessions on topics that we find common from those looking to advance. Flyer is included at the end of this week's newsletter.

## Annual Big Green Friday Scheduled for March 31

St. Patrick's Day may be over, but the Annual Big Green Friday event will take place Friday, March 31st this year as we help the Office of Sustainability kick off Earth Month! Big Orange Friday guidelines apply. A graphic is included at the end of the newsletter.

## Upcoming Retirement Parties

Sheena Rhea in Preventive Maintenance will be retiring March 31, 2023. She will be having a breakfast reception on Thursday, March 30 at 8am in Brehm Animal Science, Room 260.

Leo Pedigo will be retiring April 28, 2023. His breakfast reception will be Thursday, April 27, 2023 at 8am in Facilities Services conference rooms 101/102.

## Upcoming Facilities Fundamentals Workshop: Home Organization

Mark your calendars and plan to join us on Thursday, April 13 at 12pm for our Spring 2023 virtual workshop – Facilities Fundamentals: Home Organization. Construction Services' own Greta Buckman will be sharing tips and tricks for home organization. A link will be sent out to registrants the week of the workshop. Click [here](#) to register today!

## Helpful Hints from the Haberdasher

Please familiarize yourself with the Helpful Hints from the Haberdasher sheet. It provides valuable information on: 1) How to get your uniforms to follow you to your new work location on campus 2) get new sizes and 3) How to return your uniforms when leaving UT.

If you don't have a copy of the Helpful Hints, just email me at [TheHaberdasher@utk.edu](mailto:TheHaberdasher@utk.edu) and I will be glad to send you a copy, or stop by my desk (at FSC upper lever, 2nd row from the windows). I have several copies clipped to the divider at the corner of my desk on the aisle way - help yourself to one.

---

## BUILDING SERVICES

- Haslam Business was disinfected and sprayed with the 360. All restrooms were orbited. The entrance carpets were cleaned. Glass was worked on.
- Henson, Greve and Dunford were disinfected and sprayed with the 360
- Tyson Alumni was disinfected and sprayed with the 360
- Melrose was disinfected and sprayed with the 360
- International House was disinfected and sprayed with the 360
- SMC was disinfected and sprayed with the 360. All restrooms were deep cleaned.
- Hodges was disinfected and sprayed with the 360. Carpet work was done on spots. All restrooms were orbited. Glass was cleaned. Study rooms were deep cleaned. Chairs on 2 were deep cleaned, and in the classrooms all carpets were cleaned.
- Scrubbed/waxed supply closet 733 AHT
- Scrubbed/waxed custodial closet 7th floor AHT
- Scrubbed/Burnished hallway floors in Communications/SS on 1st and 4th floor

# Facilities Services

March 20, 2023

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

## BUILDING SERVICES CONTINUED:

- Got all of the Total Cleans in personal office space caught up on 4th, 3rd floor Comm/SS
- Detail cleaned and cleaned carpet in Suite 202 Communications
- Scrubbed out all of the sinks in Comm/SS bathrooms on 1st floor
- Scrubbed bathroom floors on 3 Comm/SS
- Cleaned carpet and detail cleaned offices 609, 611, 635 in AHT
- Carpet cleaned in 412 SS suite
- New Carpet on 7th and 8th floor AHT was spot cleaned
- Office 313 AHT carpet cleaned and room detail cleaned
- Carpet cleaned break room 2016 LAKE AVE DAYCARE
- 1st floor AMB hallway and 2 lobby entrances floor high sped
- Carpet cleaned in 123 AMB
- All ceiling vents in entire building at AMB were dusted
- Partitions in bathrooms on Ground Floor and 2nd floor AMB were dusted and cleaned
- Staircases/windows in staircases/handrails staircases in AMB dusted/cleaned
- Suite 425/426 Claxton cleaned after construction-furniture dusted, windows cleaned, etc.
- Ride on scrubber used on 3,2,and 1 of Claxton
- Offices on 2 and 3 were detail cleaned after being painted in Claxton
- 452, 453, 438, and 439 Claxton detail cleaned after remodel
- Classrooms 424,425,428, 401,301, 328,327 were all detail cleaned including window sills, professors podium area, tables and desk cleaned and disinfected and all microbial sprayed at Bailey Education
- SERF 209 and 210 was stripped and waxed
- McClung Tower - Detailed offices and classrooms, ran autoscrubber on 1st-11th floor, swept and mopped stair wells, and cleaned carpet in the offices
- A+A - All ledges dusted on railing, dusted can lights, dust mopped all he floors, ran autoscrubber on all floors, detailed Room 224, swept and mopped stairwells, cleaned window ledges, and wiped all hand rails on stairs
- Humanities - Detailed all restrooms, dust mopped all floors, ran autoscrubber on all floors, cleaned all the chairs and whiteboards in the classrooms, cleaned carpet in all classrooms, sprayed Clorox 360 in all classrooms and offices, swept and mopped all stairwells
- Temple - Dust mopped/mopped floors B through 2 including clinical rooms, sprayed Clorox 360, detailed offices and restrooms, and cleaned window ledges
- Clarence Brown - Dust mopped the main lobby, ran the autoscrubber in the main lobby, detailed the restrooms, blew leaves surrounding building, and detailed the offices and sound rooms
- Benches in Strong Hall were cleaned
- All classrooms in Strong were detailed
- Atrium floor in Strong was scrubbed and carpet on ramps were cleaned
- All bathrooms stalls in Strong were cleaned and steel wiped
- Mailbox restrooms were scrubbed
- Kitchen floors at Baker were scrubbed
- Carpet at Law was cleaned
- Wooden blinds and walls were cleaned at Law
- Cadet Lounge carpet was cleaned at Hoskins
- Auto scrubber was ran at Mossman
- Suite at Jessie was deep cleaned for new occupants
- Bathrooms were orbited at Strong
- Orbited restrooms in Burchfiel Geography Building, Walter's Academic Building, and Ayres Hall
- Auto Scrubbing Dabney-Buehler Hall and Hesler Biology & Greenhouse
- Detailing of stairwells in Ayres Hall and Dabney-Buehler Hall
- Second shift at Student Union learning the new T380 robot scrubber.
- Student Union - Carpet cleaning in event rooms, 262 A, B and C , 362 A, B and C , Ballroom 272 A, B, C , 367, 377A, 270, 360, Back corridor carpet on the 3rd floor, Seating area carpet first floor , Commuters lounge on G3, Vol Shop carpet, Hallways on second and third floors. Pride Center 373, A, B, D, and F. Offices 273 A, B, C, E, F, G. Conference room 273 H. Worked on stairwells in phase 2. Baseboards were dusted on the first floor and second floors. The furniture in the seating area was cleaned. We also received a new floor scrubber, T380. We trained on it and are in progress of programing it to the first-floor phase 2, G3 and G2 in phase 1. Worked on time studies
- Scrubbed floors in JARTU hallways

OPERATIONS CONTINUED ON PAGE 3

# Facilities Services Weekly

March 20, 2023

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

## OPERATIONS CONTINUED:

### OPERATIONS & LANDSCAPE

#### Landscape Services:

- College of Law: Spruce landscape for 23rd Annual Blackshear Scholarship Gala on March 25.
- Baseball SEC Games: Setup road barricades for closure of Pat Summitt Street during games.
- Hops Yard Research Project Support: Start installation for 80 utility poles and cabling structure for UT Agriculture in preparation for a long-term research project.
- College of Law Landscape Renovation: Order materials and schedule installation work for April.
- Carrick Hall: Plan for surface repairs following the excavation support for steam and condensate repairs
- Sorority Village: Plan for surface repairs following the excavation support for two geothermal repairs
- McCord Hall: Plan for surface repairs following the excavation support for new sanitary sewer connection
- Campus wide: Asphalt patch repairs through campus (cont)
- Urban Forest Master Plan (City of Knoxville): On-going collaboration with the city during plan development
- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations. (cont)
- Sidewalk project between G-16 and Haslam Practice Field: Installation of decorative stone. (cont)
- Providing annual team member performance evaluations (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape bed cleanup and pruning back ornamental grasses in preparation for mulch install (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Sorority Village: Restore event lawn following repair of leaking geothermal system (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- Blanket Landscape Installation Contract: Work with UT Procurement on bid package (cont)
- TREC: Provide excavation support to the Plumbing

team for repair of steam condensate leak (cont)

- Morgan Hall: Participate in monthly progress meetings for window replacement/brick tuck-pointing in order to discuss protection of the landscape (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

#### Rapid Response Team:

- Banners: Performed maintenance on banners throughout campus, Changed out Ped Walkway banners.
- Events: Delivered and set up for events at Buehler Courtyard, UT College of Veterinary Medicine, Mossman Building Lobby.
- Moves: Moved lab equipment at McCord Hall, SERF, Mossman, Hesler Biology. Moved office Furniture at Howard Baker Center, Claxton Education Building, Bailey Education, Perkins Hall, Black Cultural Center, Dougherty.
- Miscellaneous: Transferred special artwork from McClung Museum and Museum Middlebrook Storage facility to Perkins Hall, Delivered purchased surplus items to several locations on campus. Removed window blinds throughout Tyson Alumni House, Removed and disassembled furniture affixed to walls in Claxton, Disassembled and disposed of large picture boxes mounted to walls in Howard Baker Center.

#### Sanitation Safety:

- Completed pest control requests

### ZONE MAINTENANCE

#### Zone 1:

- No new report

#### Zone 2:

- Answer calls
- Working on P/M's
- Cleaned Music and Andy Holt Tower cooling towers

#### Zone 3:

- Zone 3 is starting to clean cooling towers throughout the

---

ZONE MAINTENANCE CONTINUED ON PAGE 4

# Facilities Services Weekly

March 20, 2023

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

## **ZONE MAINTENANCE CONTINUED:**

zone and continues to repair buildings' outdoor lighting

### **Zone 4:**

- Repaired hot boxes in the Student Union Phase II
- Repaired dicers and cooler leaks at the Student Union Phase I
- Cleaned chiller coils at Rocky Top Dining
- Repaired dish machines at Stokely and Vol Halls
- Repaired a fryer basket at Cumberland Ave. Food Court

### **Zone 5:**

- Neyland Stadium: checked and made repairs as needed and worked on 3rd north and west floors, checked for leaks after winterizing
- Allan Jones Aquatic: checked and adjusted chemicals in pools and prepared for women's NCAA meet
- Football Complex: checked and adjusted chemicals in pools and checked/repared LED lighting as needed
- Sherri Parker Lee Stadium: worked on stadium check and repairs after Ole Miss
- Lindsey Nelson Stadium: Checked and made repairs after Morehead State and ahead of Lipscomb
- Goodfriend Tennis: prepared for women's match against Alabama
- All throughout zone General building maintenance.

### **Zone 6:**

- No new report

### **Zone 7:**

- Daily building checks
- Cleaning Cooling Towers
- Serviced AHU in Perkins and Ferris

### **Zone 8:**

- No new report
- Our One-Call team continues to answer calls for the UTK campus 24/7-365 days a year.

### **Zone 9:**

- No new report

### **ZM Specialties:**

- Replacing door operator at Student Union
- Repaired door operator at Geier Hall and roton hinges at Rocky Top Dining
- Supplying batteries for generator at Carrick Hall
- Moved lifts to various campus locations
- Replaced lights at Administration Garage

- Corrected equipment data for Zone 2 and 3
- Revised annual coil cleaning procedures
- Drafting garage lights PM for One call work teams
- Verifying pressure vessels in Zone 2
- Re-caulking windows at Fred Brown and Massey Halls
- Repairing door glass at Hess Hall
- Balancing a newly installed fume hood and snorkel at Zeanah
- Assisted in decommissioning fume hood at Zeanah
- Assisted EHS with lab evaluation
- Took pre-construction air measurements at Hoskins

### **Lock & Key Services:**

- UT Warehouse – set up padlocks
- Andy Holt Tower – change lock on window
- UT Drive Bldg. A – change lock hardware function
- Early Learning Center – repair exit hardware
- Claxton Education – install lock & core
- Greenville Campus – install locks & key
- Bailey Educ., Communications & Min Kao – repair door hardware
- On Campus – assist as needed
- Front Office – Processing key request, key pick up and drop off
- University Housing – many recores and repairs

### **UT Office of Sustainability/Recycling:**

#### **Weekly Recycling Totals:**

- Bottles/Cans: 5,220 lbs.
- Paper: 17,760 lbs.
- Cardboard: 0 lbs.
- Total: 22,980 lbs.

#### **Fiscal Year Recycling Totals:**

- Bottles/Cans: 150,377 lbs./ 75.19 tons
- Paper: 265,340 lbs. /132.67 tons
- Cardboard: 184,620 lbs./92.31 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

SUSTAINABILITY CONTINUED ON PAGE 5



# Facilities Services Weekly

March 20, 2023

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

## SUSTAINABILITY CONTINUED:

- Scrap Metal: 102, 685 lbs./51.34 tons
- Yearly Total: 873,106 lbs./ 437 tons
- Hosted 6 volunteers at the Free Store and 6 at the Grow Lab
- Participated in softball's first Zero Waste Gameday (diversion totals still being estimated)
- Submitted the triennial STARS report

## 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

- APPA has already started a great list of webinars available to all of us for free! Take a look at the list of available learning opportunities at the link [here](#). Register now for those that are in a topic area that interests you. If you have your CEFP, AIA, or any other professional certification, register for these webinars to work on your continuing education credits. Bookmark the link above to check in throughout the year for additional learning opportunities.
- Aerial Lift Training – FSC 101, Concord - Thursday, March 23, 8:00 – 12:00. To attend this training, email Troy Soumeillan at troy@utk.edu. Please ensure you bring your harness to the training session as it is required for the hands-on portion.
- Design Your Life! – FSC 102 on Thursday, March 23, 3:00 – 5:00. This program offers you an opportunity to connect the dots between who you are, what you believe, and what you do to construct a story of meaning and purpose that encompasses your life and career. This process will help you understand why you do what you do, and more importantly, why it matters. To express interest in registering for this course, please contact Rebecca Alcorn at ralcorn@utk.edu.
- Office of Ombuds Services: Getting Unstuck – Virtual Event on Wednesday, March 29, 2:00 – 3:00. Participants will be introduced to a range of free services from Ombuds

Services, perspectives on conflict as a tool for innovation, and key approaches to navigating challenging situations. Register for this training [here](#).

- Stride for Staff on Thursday, March 23, 9:00 – 10:30 Register for this event on K@TE.

### Training News:

- **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:

- Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!
- Printer Installation
- Radio Maintenance
- Desktop Troubleshooting
- Inventory
- Zoom Accounts
- Invoice Payment
- New Phone and Network orders
- Keywatcher Maintenance

## UTILITIES SERVICES

### A/C Services:

- No new report

### Electrical Services:

- No new report

### Plumbing Shop:

- No new report

### Steam Plant:

- No new report

## CONSTRUCTION SERVICES

- Allan Jones Aquatic: Add vent for Paddock evacuator

CONSTRUCTION CONTINUED ON PAGE 6

# Facilities Services

March 20, 2023

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

## CONSTRUCTION CONTINUED:

- Alpha Delta Pi: Renovate 1st floor restroom
- Andy Holt Tower: Renovate 7th and 8th floors
- Art and Architecture: Renovate 455; Paint and ceiling work 231
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Paint and carpet A227; Paint and carpet several rooms on 3rd floor; Paint and carpet 413, 419, 420, A218
- Baker Center: New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Biosystems Office Building: Wiring for cubicles
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; VFI winners 2022; Trash and recycling pads on Lake Ave.; Aramark assistance at several locations; Water meters for cooling water make-up; Sculpture Maintenance; New sidewalk between Vol Parking Garage and Anderson Practice
- Claxton Building: Paint 342; Remove Cabinets and door-patch and paint 425; Move 4th floor furnishings
- Communications: Paint 292 and 333
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Utility connections for leased dish machine 402A; Renovate Suite 313; Redesign suite 309; Paint 308B
- Cumberland Food Court: Digital signage for food area
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Dougherty Engineering: Paint and carpet 423
- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave.-hang a TV and assist with furniture removal; Assist with installation of people counters at Melrose entry
- Equity and Diversity: Install a ramp
- Facilities Services: Modifications to compressor; Reinstall wind turbine; Add grill in supply duct equipment 101; Stabilize marble on Office Building
- 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: Switch access controls to UTPD server; Add glass to doors 443, 444, 445; Remove cabinets, paint and flooring in 445; Install receptacle 443; Repaint wall in 406
- Hesler Biology: Electric work 114; Additional room exhaust 544; Rework HVAC and add mini split 234; renovate 104 and 105 for labs
- HPER: Install concrete pit 135E; Paint and floor repair B025A; Paint 335, 347, 338
- Hodges Library: Voice transmittal over Fire Alarm; Replace elevator lobby lights 3-6; Replace 6 light fixtures in Special Collections; Repair loading dock; Ceiling and light work in Comm. Closet; Cubicles near One Stop; Renovate suites on 1st and 6th floors
- Humanities and Social Sciences: New office and other renovations in Reading Center
- Kingston Pike Building: Paint and carpet majority of building
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Paint and floor work in Egypt gallery
- Middlebrook Building: Renovate offices on 1st floor, front of building; Move Emergency Management to 218
- Morgan Hall: Paint 104 and 308F; Paint, carpet, lighting and blinds Suite 225; Paint and electric 121
- Nielsen Physics: Make 404 an office
- Panhellenic Building: POCA Renovations
- Pendergrass Library: New entry doors
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Reroute sewer line; Replace grow lights 321
- Plant Science Unit (Alcoa Highway): Guardrail and ditch work on new road; Install poles for hops yard; Set wood poles for hops yard
- Presidential Court: Renovation for University Printing and Mail
- SERF: Utility work and drains for polisher in 309; Renovations for 106 and 108
- Sigma Chi Fraternity: Replace window and add bottle filler; Replace HVAC system
- Sigma Kappa Sorority: Replace carpet in library
- Sorority Village: Add card reader to gate
- South College: Paint and flooring 101 and 101A
- Steam Plant: Gates and bollards
- Stokely Hall: Digital signage for cafe

CONSTRUCTION CONTINUED ON PAGE 7

# Facilities Services

March 20, 2023

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

## CONSTRUCTION CONTINUED:

- Strong Hall: Lab renovation in 720F; Add ventilation to equipment 324
- Student Aquatic Center: Convert 102B into an office
- Student Health: Renovate 288A and 288B for offices; ADA operator and access controls 1st floor door; Fire Alarm paging
- Student Rec: Remove wall between studio 8 and 10
- Student Services: Paint 201L, 401F, 401G, 401H; Renovate Suite 413
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Move Big Orange Pantry to Smokey's Closet; Remove panic buttons 383; Digital signage for deli; Raceway for Vol Shop data outside lower entrance
- Temple Hall: Add lights on 1st floor
- Thompson-Boling Arena: digital signage Arena Cafe
- UT Drive Services Building B: Renovation 101 for sculpture studio
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Volunteer Hall: Paint stairways
- Volunteer Parking Garage: Repair block at water line repair
- Walters Academic: New work station A303; Renovate D205
- Zeanah Engineering: Additional electric work in wood and metal shops; Door controls 313; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Add a door to 210B; Electric work in G112; Door holders for 4th floor Dean's suite; Utility connections for polisher in 111; Exhaust work in 237; Modify DI water in 212
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door
- 1817 Melrose Av.: Install a door between 101 and 102
- 2023 Classroom Upgrades: Renovate several classrooms on campus
- 22nd Street Duplex: Make restroom accessible

## FACILITIES SERVICES

### **Employee Comment Box Locations:**

- Facilities Services Complex Break Room & 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).

# DESIGN YOUR CAREER @ UT

Join Human Resources at the first Career Development event dedicated to providing guidance for your next steps at UTK and assisting you in designing your career path!

**TUESDAY - MARCH 21, 2023**  
**4:30 TO 7:00 PM**  
**STUDENT UNION - BALLROOM C**

## ■ Meet Team Members from:

- Recruitment
- Compensation
- Employee Relations
- Career Development
- L&OD
- Records Management

## What to Expect:

- Schedule a Personal Career Development Session
- Discover Training Opportunities
- Attend Sessions to Learn About:
  - Conflict Management
  - Interview Tips
  - LinkedIn & Networking





MARCH  
2023

## Ladder Inspection and Disposal

Are you taking the time to properly inspect your ladders before starting to work? Failing to properly inspect each part of your ladder and your equipment could mean putting yourself in danger.

Here are a few reminders of what you should be inspecting:



Locks  
and Pulleys



Safety  
Shoes



Connections  
and Fasteners



Ropes

### Finding that your ladder is unsafe to use but not sure how to dispose of it?

Remember – if you dispose of a ladder improperly and it is picked up and used by someone else, you could be held liable if that individual is injured on the damaged ladder.

**X** Do **NOT** cut the ladder in half across the rails. It is possible that someone may still see this as a usable ladder and attempt to work with it.



**✓** DO cut the ladder in half by cutting directly down the center of the rungs from top to bottom.



Take safety into your own hands by taking ladder safety seriously.  
Visit [www.LadderSafetyMonth.com](http://www.LadderSafetyMonth.com) to learn more.





MARCH  
2023

# Safety At The Top

Just as it's important to pay attention while climbing and descending a ladder, it is important to follow safety rules while working on the ladder:



- **Don't stand on the top step or top cap.**

If you feel the need to stand on the top cap of your ladder to reach your project, you are not using the right ladder for the job. Standing on the top step, top cap, or straddling the top of the ladder is very dangerous and can easily lead to a loss of balance.

*One of the most common mistakes made by ladder users is choosing the wrong ladder for the job. You should always consider the length of the ladder you need for each job. It is unsafe to use a ladder that is too long or too short.*



- **Maintain Three Points of Contact.**

When working at the top of a ladder — just as you do when you are climbing — it is important to maintain three points of contact with the ladder. When working, this typically means having both feet firmly planted on the ladder, with a hand or your knees resting on the ladder for stability.



- **Don't overreach.**

When you don't maintain three points of contact, you are more likely to overreach. When you overreach, your ladder is more likely to lose balance. You should always keep the center of your stomach between the ladder side rails.



Find everything you need at [laddersafetymonth.com](https://laddersafetymonth.com)



# Facilities Services

March 20, 2023

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

# BIG GREEN FRIDAY



**KICK OFF EARTH MONTH BY  
WEARING GREEN ON FRIDAY,  
MARCH 31**

**TAG US TO BE FEATURED  
@UTKSUSTAINABILITY**

**MAKE  
ORANGE  
GREEN**