



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

FACILITIES SERVICES

# FACILITIES SERVICES WEEKLY

**JULY 17, 2023**

## Retirement Tips and Reminders

- Did you know that UT offers monthly retirement informational sessions on retirement? No need to pre-register just add it to your calendar and log in! Sessions are offered and tailored to Non-exempt and Exempt employees.
  - Non-Exempt employees on the first and third Wednesdays of each month from 11:00 am – 12:00 Noon ([Click here to join\(opens in a new tab\)](#) with meeting ID: 913 6162 7178 and password: 818032)
  - Exempt employees on the second and fourth Wednesdays of each month from 11:00 am – 12:00 Noon ([Click here to join\(opens in a new tab\)](#) with meeting ID: 969 2012 1922 and password: 082946)

## ParTNers for Health: ActiveHealth Wellness Program

- ActiveHealth will be at the Facilities Services Complex on July 20th to share more about their wellness program and the rewards available to participants (specifically cash rewards). Sessions will be held in FSC 101 and will take place at 8am, 11am, 2pm and 4pm. A flyer is included on pages 14/15 of this week's newsletter.

## 401K Matching Increased July 1

- The state is now matching 401K contributions up to \$100 dollar for dollar. If you currently contribute less than \$100, you will need to visit RetireReadyTN to change your contribution. Be sure you select dollars and not percentage on contribution option. If you need help making this change, see our FS HR team.

## Helpful Hints from the Haberdasher

- When item(s) go missing like 2 shirts or a pair of pants, please email with DETAILS. Not a message saying you only got back 3 pairs of pants. That does no good because I don't know how many you turned in. I am interested in how many you are missing not what you have.
- Emails should also be timely. For the most part uniform delivery is on Thursdays. If items are missing you should send an email to [TheHaberdasher@utk.edu](mailto:TheHaberdasher@utk.edu) no later than the following Monday. Telling me 3 months later means you don't really miss them.

## Community Wellness Screenings on Campus July 20

- The Mobile Mammography Bus will be at Circle Park on July 20th for community wellness screenings. Appointments are required and can be made at 865-839-7416

## Upcoming Retirements

- Tim Bull and Norris Samuel will be honored with a private joint retirement reception on July 26th prior to their official retirement dates.
- Bill Pace is retiring from Design Services on August 1st with an open reception at 2pm in FSC 101/102 on the same day.

## Weekly Safety Stand Down:

- This week, our Safety Stand Down focuses on avoiding dangerous workplace short cuts.



## BUILDING SERVICES

### Student Union:

- The dock area where the cardboard containers sat was cleaned.
- The monumental stairs in phase 1 were mopped with stripper and cleaned mopped.
- The glass on the monumental stairs was cleaned along with the handrails.
- The windowsills in the commuter lounge on G3 were cleaned using the space vac.
- Vacuuming of the edges on the second and third floor carpets.
- Scrubbing the floors in the front area of the dining in phase 2 was completed.
- The student lounge's carpet was cleaned.
- Scrubbing the G1 dining floor was completed.
- Hallway G3 was scrubbed and polished.
- Second floor hallway carpet was cleaned.
- G3 restrooms floors were scrubbed.
- G2 hallway floor was scrubbed and polished.
- G2 restrooms floors were scrubbed.
- Freight elevator was detailed cleaned.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus.
- E.J. Chapman Drive: Emergency tree clean-up on July 6.
- Campus Steam/Condensate Leaks: Heavy Equipment Team is supporting excavation for various repairs throughout campus.

- Sorority Village: Installing plant replacements associated with the December freeze event (cont)
- UTIA Business Incubator Bldg: Grade soil and sew grass following installation of new steam and condensate service to the building (cont)
- UTIA EESRB Green Roof: Working with UTIA Administration on a maintenance agreement for the green roof (cont)
- UTIA GATOP Gardens: Working with UTIA Administration on a common area maintenance plan for the property (cont)
- Tom Black Track: Provide excavation for water and storm water repairs (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Summer Utility Projects: Heavy Equipment Team is developing plans with Utility Services to provide excavation support for summer projects (cont)
- College of Law Landscape Renovation: Coordinating with contractor for June installation (cont)
- Irrigation Systems: Monitor, adjust and repair as needed throughout summer (cont)
- Native Burial Mound and Garden: Repair damages to mound and stone council ring from truck incident (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Military War Dog Memorial: Landscape irrigation and planting renovation in preparation for the 25th anniversary celebration in July (cont)
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)

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## OPERATIONS & LANDSCAPE

### LANDSCAPE (CONT.)

- Carrick Hall: Plan for surface repairs following the excavation support for steam and condensate repairs (cont)
- McCord Hall: Plan for surface repairs following the excavation support for new sanitary sewer connection (cont)
- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations. (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

### EVENT & MOVING SERVICES

- Moves: Moved offices at McClung Tower, Nursing Education Building, Haslam Business Building, Stokely Management Center, Senter Hall, Ayres Hall, Walters Academic Building, Morgan Hall, Conference Center Building, Austin Peay, Claxton Education Building.
- Events: Set up/Take down events at Circle Park, Sutherland Ave. Rec Fields, Strong Hall Atrium.

- Surplus: Picked up purchased surplus items and delivered to McCord Hall, McClung Tower, and Nursing Education Building. Picked up items for surplus at Haslam Business Building and McClung Tower.
- Miscellaneous: Delivered packing materials to multiple offices, Removed and hauled away broken furniture and trash from Black Cultural Center, Claxton Education Building, Haslam Business Building. Uncrated equipment and moved into lab at Senter Hall.

## ZONE MAINTENANCE

### ZONE 1

- The drain was repaired at North Carrick running through the lobby and water is restored.
- Had water main on Cumberland burst over the weekend.
- 26 days until residents return to campus.

### ZONE 2

- Addressing a number of heating/cooling calls from customers throughout zone

### ZONE 3

- Zone 3 is working on replacing air handler filters and belts in buildings throughout the zone.

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### ZONE 4

- Repaired dish machine in the Student Union Phase II
- Repaired a fryer at Cumberland Ave. Food Court
- Repaired a door at Rocky Top Dining
- Repaired an oven at Stokely
- Repair cooler at Anderson Training
- Working on existing PMs across all units in zone

### ZONE 5

- Neyland Stadium - checked and made repairs as needed and worked on 1st floor bathrooms
- Football Complex - checked/adjusted chemicals in pools
- Allan Jones - checked/adjusted chemicals in pools
- Auxiliary Services - worked on AC problem in print room
- Throughout zone, general building maintenance

### ZONE 6

- No new report

### ZONE 7

- Dougherty : Repaired inoperable light fixtures. AHU and Package Unit filters changed. Exhaust fan Belt Changes. Coils on Package and Air Handling Units Cleaned.
- Ferris Hall : Repaired handicap door button. Repaired flush valve 4th floor men's room

### ZONE 7 (CONT.)

- Perkins Hall : Repaired handicap door button. Room 106 repaired ceiling cooling unit. Fixed leak urinal 2nd floor men's room.
- Min Kao : working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF : Repaired Exit Lights , Changed Air Handler Filters, Assisted Plumbing Shop with Water Leak
- Nursing : Cleaned window a/c units and replaced bad lights
- Zeanah : Assist elevator repair, replaced sink batteries, replaced toilet batteries, repaired leaking toilet, repaired leaking drain pipe for air handler, assisted contractors repair glycol leak, assisted controls in lobby temp changes
- Tickle : Replaced desk light bulbs, repaired leaking sink, replaced return fan belt on an air handler, greased bearings.
- AMB: Replaced filters AHU #12, replaced 4 lights on 1st floor, help contractors.

### ZONE 8

- We want to welcome a new member to our Zone in Mr. Logan Hollon. Logan has joined us as an apprentice and brings some good experience to our zone.
- We are having issues with our process chilled water system at the UT IAMB building that we are working with our water treatment team to find a resolution to.
- All of our staff is constantly reminded to be ever aware of the heat stress to our bodies during the summer months, especially when they are outside and in the greenhouses.

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## ZONE 8 (CONT.)

- Our One-Call team has been busier than usual with the heat and recent busted water lines and clogged drains.
- We will focus on our weekly Archibus requests this week to maintain our building systems to maximum efficiency.

## ZONE 9

- We are working to maintain our HVAC systems during these much warmer months when it is more challenging to maintain temps in our buildings.
- We will focus on our monthly Archibus requests this week to keep up to date on our work requests.
- We will continue to maintain a good working relationship with all of our customers in all of our buildings.
- Hopefully, work will begin soon at the Glazer Building in Oak Ridge on repairs to seal parts of the outer part of the building.

## SPECIALTIES TEAM

- No new report

## LOCK & KEY SERVICES

- Facilities Complex/Marble Building – repair lock
- Student Union – repair locks
- Lambda Chi Alpha – repair/replace combination lock front door
- Haslam Business – combo lock not working
- Walters Academic – door knob is broken

- Dougherty Engr. – door will not lock
- Hodges Library – lock is sticking
- McCord Hall – back exit not secure
- Volunteer Hall – door leading to elevator needs to be secured
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

## SUSTAINABILITY

### Fiscal Year Recycling Totals as of 5/15:

Bottles/Cans: 182,157 lbs./ 91.08 tons

Paper: 335,080 /167.54 tons

Cardboard: 184,620 lbs./92.31 tons

Yearly Total: 959,686 lbs./ 479.84 tons

- Composted a total of 20,200 lbs of food waste, 9,400 lbs of animal waste, and 3,650 lbs of landscaping waste.

## COMM & INFO

### COMM & PR

- 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!
- Save the date! The Summer Picnic will take place Tuesday, July 25th at noon at the Student Union Ballroom. A flyer is available at the end of this week's newsletter.

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## TRAINING

- New Leader Advantage has an upcoming session on July 25th at 3pm via Zoom and will focus on Discussions of Belonging. Register for this session in K@TE.
- July 18 9a to 10a - Professional Development Session: Laying the Foundation: Building and Leveraging Trust will take place in the Student Union Room 362B. Register in K@TE.
- July 18 12p to 1p - United Rentals Excavation Safety Lunch in FSC 102. All eligible staff have been notified.
- Available now: Facilitating Successful Leaders Program - To help ensure that we are hiring and developing successful leaders, in 2023 Facilities Services will begin to employ a new approach to how it onboards new leaders. This learning period will include targeted training and real time feedback on your performance. If you are a new supervisor that has been promoted in the first half of 2023, Rebecca will be reaching out to you to discuss the opportunity to participate in the FSL Program to help enhance your leadership skillset.

### 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!

## FS IT

IT has been working on:

- Conference Room Assistance
- Adobe License Maintenance
- Teletime Maintenance
- Project Charging Assistance
- Badge Printer Upgrade
- ZOOM Assistance
- Conference Room Assistance
- CUP installations and Inventory

Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!

## UTILITIES SERVICES

### A/C SERVICES

- Panda Express- Repaired freezer.
- TREC – repair oil pump wiring on chiller no.2
- UT Drive Build B 209- Worked on one unit and ordered another.
- Neyland Thompson – installed new condenser fan VFD on chiller no. 1
- Baker – Worked on ice machines.
- Aux. Services – repair leak on microchannel condenser on Daikin chiller
- Claxton IT room – Repaired units.
- WUOT – repair AC system at the radio station
- Strong – repair cooling tower fan assembly
- Walters Academic – Insulated chill water line.

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### A/C SERVICES (CONT.)

- Hodges Library – Worked on AHU#1.
- McCord Hall – Repaired units.
- Jewel Building -Repaired 2 units and ordered parts for the other unit.
- Facilities Services – Repaired unit #5.

### ELECTRICAL SERVICES

- BONE YARD HILL – check on work request from Sam A. – requesting overhead power lines to be turned off and lowered, for them to cut dead tree limbs. Contacted KUB to let them know and plan a date to move forward.
- CLAXTON CHILLER – working on installing the sheet metal around the base of the H.V. PMH switch and putting NP1 caulk on too.
- Completed Daily TN 811 calls.
- LINDSEY NELSON BASEBALL AND FRAT PARKING - working with the contractor doing the test core drilling for the new dorm and addition to Baseball. Checking in with them daily and when they move to the new site.
- TOM BLACK TRACK – met the crew at the warehouse to pick up material (wire) and pull lube for the repairs on the track in-field.
- SERF (PIT) – met with Steam Foreman, to talk about their plan to run the new steam lines feeding SERF Chiller Plant, in the air of the HV area in the pit. This is to replace the old lines and is very deep and cannot get to, because of the location under the step and landing between the 2 buildings.
- CLAXTON CHILLER – checking on the sheet metal and removing the strap around the base of the PMH switch. Installing NP1 caulk when needed.
- OLD FACILITIES MAIN BUILDING – met with Frankie (A/C Shop Foreman) on-site to examine the main building height. To see if we could lift the new replacement unit onto the roof and lower the old one. Waiting on the new unit.
- TOM BLACK TRACK – finish gathering equipment and material to make the 2 pulls on the track infield from the panel to the 2 boxes for power to track equipment.
- NURSING (C.P) – installed chain around the fencing at the temp PMH and transformer and installed UT lock. To keep people from being too close to the H.V. equipment.
- UT Conference assists Simplex in fire alarm inspection.
- Kingston Pike Building clean dirty smoke det.
- South Carrick clean dirty smoke det. outside room 1103.
- Dabney disabled smoke det. In the machine room due to a steam leak.
- Laurel Apts. Check the smoke det. that went into alarm on the 3rd. floor
- Jewel Building replace LSP batteries.
- Magnolia Hall reset duct det. supervisory trouble.
- Robinson Hall fire panel showing low air pressure turned the switch back on.
- Zeta Tau Alpha set the clock on the fire panel.
- Law School trouble shoot PIV trouble (dug up by landscape contractors) fixed.
- Presidential Court reset CO2 detector.
- TBA disable/enable smoke det. for contractors.
- Communications disable/enable beam det. for contractors.
- SERF assists MASCO with FM-200 inspection.

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### ELECTRICAL SERVICES (CONT)

- Dabney assist MASCO with the FM-200 inspection.
- UTPD assist MASCO with FM-200 inspection.
- Magnolia replace batteries in the NAC fire panel.
- TBA assist Simplex in fire alarm inspection.
- SMC assist MASCO with FM-200 inspection.
- WLS assist MASCO with FM-200 inspection.
- Kingston Pike assist MASCO with the FM-200 inspection.
- UT Conference assist MASCO with FM-200 inspection.
- Geier Hall reset smoke det. that went into alarm.
- Student Union 2 reset beam det. that Belford set off while building scaffolding.
- Reese Hall reset the smoke det. that went into alarm.
- Communications reset beam det. that went into alarm caused by contractors.
- Law School replace the broken pipe and wire on the PIV.
- South Carrick assist Simplex in repairs.
- Student Health, 1828 Frat, Kappa Kappa Gama assist Simplex with fire alarm device repairs

### PLUMBING SERVICES

- Replaced toilet in women's restroom at Baker School of Public Policy
- Floor drain at the Ceramics Annex was clogged.
- Replaced the main water line at North Carrick in the main lobby.
- Hooked up water and gas to the stove at Anderson Training.
- Installed new bottle filler on the 5th floor of Andy Holt.
- Repaired the gas meter at Kappa Alpha

- Installed new bottle filler on the 2nd floor of A&A.
- Repaired water supply at East & South Stadium room 121.
- Repaired backflow in the machine room at Food Safety
- Urinal was clogged at Anderson training room ag017.
- Repaired the cast iron drain on the 1st floor of TBA.
- Replaced the filter on the bottle filler in the PA lab at UT Drive Services
- The eye wash station was leaking at SERF
- Replaced the acid drains on the 6th & 5th floors at Dabney Buehler Building.
- Water lines were leaking in the 1st floor dressing rooms at TBA
- Sewer was backed up in the 1st-floor men's room at Dougherty Engineering.
- The urinal in Lawson Athletics was clogged
- Broken Hose bib was replaced at the International House

### STEAM PLANT

- Worked on flow in standby mode on water softeners
- Full service on Sulair Compressor
- Isolated all steam heaters in the plant
- Repaired steam trap on pre-heater on #5 boiler

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## CONSTRUCTION SERVICES

- Anderson Training: Connections for oven in Smokey's
- Art and Architecture: Renovate 455; Carpet 103A & B; Build a wall 312; Remove walls 431
- Austin Peay: paint and carpet 310E & F
- Ayers Hall: New work station 313; Make offices on the 3rd floor
- Bailey Education: Electric A232; Paint and carpet A227; Paint and carpet several rooms on 3rd floor; Paint and carpet 413, 419, 420, A218; ADA Upgrades; Patch and paint 208, 210, 406, 522, 523
- Baker Center: New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Biosystems Office Building: Wiring for cubicles
- Business Incubator: Paint 207
- 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
- Carrick Hall North: Paint all floors
- Classroom Renovations 2023: Multiple buildings on campus
- Claxton Building: Paint 342; 4th floor furnishings; Paint A525; Paint, door, electric 426; Mount monitor 234; Change 4th floor women's restroom to all gender restroom; Paint and carpet 441, 443
- Clement Hall: Install trash compactor
- Communications: Paint 292, 333, 432A, 432C, 432D and 434; New lobby sign; Add glass to doors 323, 330, 333; Remove door and fill in wall 107E
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Renovate Suite 313; Redesign suite 309; Paint 308B
- CRC Material Science and Tech: Replace flooring in corridor 1st floor
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Delta Tau Delta: Correct items from inspection
- Dougherty Engineering: Paint and carpet 423; Carpet 434, 435; Remove lab equipment 103A; Renovate restrooms on 1st and 3rd floors
- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave.- hang a TV and assist with furniture removal; Install new stove; Build storage shed and mud kitchen
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Add grill in supply duct equipment 101; Stabilize marble on Office Building; Tint 4 windows in Central Supply warehouse; Window graphics
- G-10 Garage: Cable repair
- G-3, G-4, G-13 Garages: Install counting systems
- Glazer Building: Renovation for classroom
- HPER: Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Switch access controls to UTPD server; New atrium signage; Paint around display 327; Paint and signage 299A; Convert 456 into an office; Add duplex receptacle 401
- Hesler Biology: Electric work 114; Additional room exhaust 544; Rework HVAC and add mini split 234; Renovate 104 and 105 for labs; Emergency electric receptacles 207; Repair ceilings on 5
- Hodges Library: Voice transmittal over Fire Alarm; Renovate suites on 1st and 6th floors; Assist with installation of people counters at Melrose entry; Remove cabinets and furniture G016

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### CONSTRUCTION (CONT.)

- International House: Interior painting on both floors
- Magnolia Hall: Concrete and curb cut
- McClung Museum: Fence around IT equipment
- McClung Tower: Install lockers 308
- Melrose Hall: Move signage
- Middlebrook Building: Install plywood on shelving in Vol Bookstore storage
- Morgan Hall: Paint 104 and 308F; Paint and electric 121; Paint and carpet 308B
- Mossman Building: Modify 535 for research
- Neyland Stadium: Structural inspection and repairs Gate 22
- Nielsen Physics: Paint, flooring, ceiling M105A
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Reroute sewer line; Paint 138
- Plant Science Unit (Alcoa Highway): Guardrail and ditch work on new road
- Reese Hall: Paint entire building
- Senter Hall: Electric & utility work for JEM unit
- SERF: Renovations for 106 and 108; Plumbing 519; Electric & lab exhaust 109; Electric in 506; Electric in 410
- 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; Convert open space to offices on 2nd floor
- South and East Stadium: Repair pedestrian bridge
- Steam Plant: Gates and bollards
- Stokely Hall: Digital signage for café
- Stokely Management Center: receptacle for digital signage; Data Center move from M2 to M3
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Convert 102B into an office
- Student Health: Renovate 288A and 288B for offices; Fire Alarm paging
- Student Rec: Remove wall between studio 8 and 10
- Student Services: Renovate Suite 413; Paint 209B
- Thompson Boling Arena: Utilities for compactor
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Signage for deli; Paint 193R; Electric work 281; Install wall cubbies 382; Electric work and counter top G3002C
- Taylor Law: Carpet Dean's suite 278 and conference room 277
- UT Arboretum: Electric service to Holly Garden
- UT IAMM: Electric and utility work G025; Electric work G026; Electric, utilities, pit modifications G007
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Vet Med Center: Paint study rooms in Pendergrass Library
- Volunteer Parking Garage: Repair block at water line repair
- Walters Academic: Carpet E210; Remove shelves E202 and E206; Remove room E202A and repair surfaces
- Zeanah Engineering: Additional electric work in wood and metal shops; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Exhaust work in 313; Replace key switch with 3 button wall station and card reader G113; Add snorkels in 417; Office furniture 276, 375, 376

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## CONSTRUCTION (CONT.)

- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting; Paint shutters and columns; Move projector screen, install TV's
- 1610 University Ave.: Hold open on corridor door
- 2023 Classroom Upgrades: Renovate several classrooms on campus
- 22nd Street Duplex: Make restroom accessible



- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- 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)

# WEEKLY SAFETY STAND DOWN

## NEVER TAKE SHORTCUTS WITH SAFETY

### Why workers engage in shortcuts

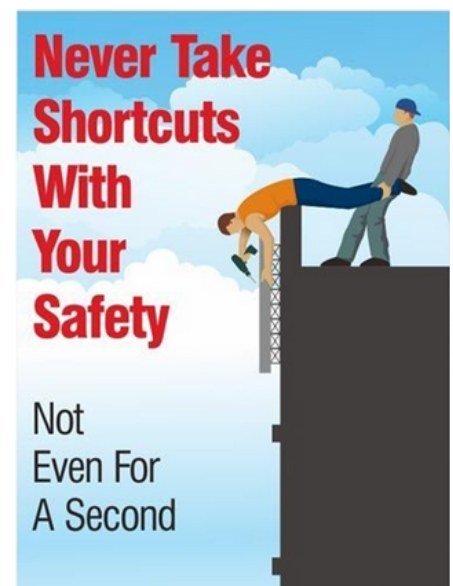
We all have done it, taken a shortcut to get a task done. The bad thing about shortcuts is they become the normal way of doing things. We've taken shortcuts so often and nothing bad happened, that it makes us believe that it really is not unsafe or dangerous. Workers are statistically six times more likely to experience an accident or injury as a result of taking shortcuts, than unsafe working conditions.

Common types of safety shortcuts that occur in many workplaces:

- Not implementing all necessary safeguards. Almost every work task has several safeguards that are to be implemented prior to starting work (example: Lock out-tag out). Each safeguard that is implemented is one more way to protect yourself and others from injury.
- Not wearing the necessary PPE. PPE is the last line of defense for workers. You never know when you may need it, such as safety glasses and gloves but, we still leave them in a drawer or in our truck.
- Rushing during tasks or not taking the necessary time to do certain tasks. Many things can be missed when rushing during a work task. This can and often does lead to accidents and injuries.
- We know what safety guards do but, we remove those guards to save a few extra seconds or do not replace them at the end of the repair/maintenance.
- We shouldn't take a chance when driving or operating equipment, yet we do not use the seat belt and we talk on our phones.
- We know the safe way to climb and use a ladder but, we climb it without anyone around, with our hands full, lean to far, and stand on the top.
- We know better than to use chemicals without reading the label or the SDS but, we use the chemical anyway or use the wrong chemical for the task.

Workers take shortcuts for various reason, including:

1. They are in a rush to get the job done due to:
  - Organizational deadlines
  - Running behind schedule
  - Heavy workloads
  - A 'time is money' attitude
  - The drive to work quickly
2. They are unaware of the safety hazards associated with a task.
3. They are experienced at their job and have become complacent in following safety procedures.
4. They actively decide to ignore safety rules.



Even if the job will only take a few minutes, it is not worth risking your safety and health for those few minutes. It all boils down to this; shortcuts are an individual choice. There are many factors that influence whether an individual will make the choice to use a shortcut, but it is ultimately a choice that is made. Ask yourself this question if you consider using a shortcut. What are of the potential risks and consequences of taking this shortcut? Hopefully you will make the right choice.

# UPCOMING EVENTS

## FS SUMMER PICNIC

The poster is set against a background of a repeating orange and white checkerboard pattern. A central white rectangular area with an orange border contains the event details. At the top, a curved banner reads "FACILITIES SERVICES". Below it, the words "SUMMER" and "PICNIC" are stacked in large, bold, dark grey sans-serif font. In the center is a stylized orange line-art illustration of a hamburger. To the left of the burger is a dark grey circle containing the text "TUES. JULY 25th" in white. To the right is another dark grey circle containing "12:00 PM" in white. Below the burger, the text "JOIN US FOR HAMBURGERS, HOTDOGS, AND DOOR PRIZES!" is written in bold dark grey. A thin orange horizontal line separates this from the location information: "STUDENT UNION BALLROOM 272" and "SHUTTLE SCHEDULE TO BE ANNOUNCED" in bold dark grey. Below that, "THIS EVENT WILL BE ZERO WASTE" is written in bold dark grey. At the bottom, in a smaller font, it says "For more information, contact: Alyssa Antal at 974-7778 or aantal@utk.edu".

**FACILITIES SERVICES**

# **SUMMER PICNIC**

**TUES.  
JULY  
25th**



**12:00  
PM**

**JOIN US FOR HAMBURGERS,  
HOTDOGS, AND DOOR PRIZES!**

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**STUDENT UNION BALLROOM 272**  
**SHUTTLE SCHEDULE TO BE ANNOUNCED**

**THIS EVENT WILL BE ZERO WASTE**

For more information, contact:  
Alyssa Antal at 974-7778 or aantal@utk.edu

# UPCOMING EVENTS

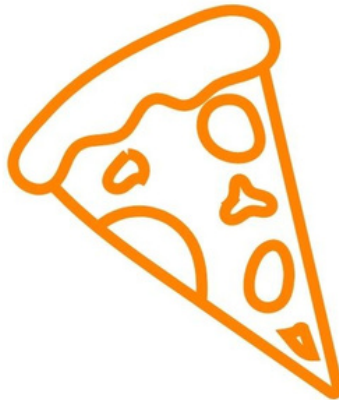
## THIRD SHIFT SUMMER PARTY

**FACILITIES SERVICES**

**3RD SHIFT**

# **EMPLOYEE APPRECIATION PARTY**

WEDS.  
JULY  
19th



10:00  
PM

**JOIN US FOR PIZZA AND DOOR PRIZES!**

**JOIN US AT THE FACILITIES SERVICES  
COMPLEX: ROOMS 101 & 102**

For more information, contact:  
Alyssa Antal at 974-7778 or [aantal@utk.edu](mailto:aantal@utk.edu)



## Wellness Program for State and Higher Education Employees and Spouses

Now is a great time to get healthier –  
and **earn up to \$250**

**PARTNERS  
FOR HEALTH**

**ActiveHealth**  
MANAGEMENT

### Get started in 3 easy steps

#### Step 1:

**Activate your wellness program – on the web or with our app.**



**On the web:** Go to [MyActiveHealth.com/WellnessTN](https://MyActiveHealth.com/WellnessTN) and click on the link “Create an Account.”

**With our app:** Search for “ActiveHealth” in your app store. Then download the ActiveHealth app on your smartphone or tablet. When you open the app, click on the “Register” button.

**Step 2:** After logging in to the website or the app, complete the Health Assessment. This will take about 5 minutes to do.

**Step 3:** Now complete your choice of activities to start earning your cash incentives. See the back of this page for details on the activities to earn your cash incentives. Your progress is tracked by ActiveHealth in your online account.

Active employees and enrolled spouses: **Earn up to \$250 each**  
with your wellness incentives – deposited in your paycheck.

### Your wellness program includes:

A personalized weight management program • Coaching support – online or on the phone  
Support for long-term health conditions such as asthma, diabetes, COPD, and other conditions  
Help with quitting tobacco • And more

Get started with the **ActiveHealth app** or  
online at [MyActiveHealth.com/WellnessTN](https://MyActiveHealth.com/WellnessTN)

Questions? We're here to help. 888-741-3390, Monday – Friday 8 AM to 8 PM CT.



The information provided by the ActiveHealth Management health and wellness programs is general in nature. It is not meant to replace the advice or care you get from your doctor or other health professional. If you have specific healthcare needs or would like more complete health information, please see your doctor or other healthcare provider.

This material is for informational purposes only and is neither an offer of coverage nor medical advice. It contains only a partial, general description of programs and services and does not constitute a contract.

Information is believed to be accurate as of the production date; however, it is subject to change. For information about your Partners for Health plan, refer to <https://www.tn.gov/partnersforhealth.html>. ActiveHealth, the ActiveHealth Management logo, and MyActiveHealth are trademarks of ActiveHealth Management, Inc. 01/2022

## Rewards activities for 2023

First complete your health assessment online. Then do your choice of activities listed below to earn rewards. Log in online to see details.

Biometric screening	\$50
Weight management program	Attend 1 class = \$50 Attend 2 classes = wearable fitness device and Bluetooth scale 8th class = \$50 16th class = \$100
Digital Coaching (online activities)	Complete online activities and earn hearts Digital coaching: Earn 750 hearts = \$50 Earn 6,000 hearts = \$150
Online group coaching for lifestyle or disease management	Attend 1 class = \$50 Attend 3 classes = additional \$150
Healthy You single group coaching sessions	Attend first class = \$50 Attend second class = additional \$50 Attend third class = additional \$50 Max \$150 for calendar year
Telephonic coaching: Lifestyle coach or disease management nurse	First call = \$50 Third call = \$150 Note: Calls must be at least three weeks apart.
Telephonic coaching for tobacco cessation	First call = \$50 Third call = \$150
Online group coaching for tobacco cessation	Attend 1 class = \$50 Attend 3 classes = additional \$150
Quarterly wellness challenges	\$25 per completed challenge – earn up to \$100
Preventative exams	Complete an exam or screening to earn \$50
Case management	Participation = \$150
Take Charge at Work (TCAW)	Complete TCAW engagement activity = \$150
Target biometric screening values	\$150 for meeting target range either through a Quest onsite screening or Quest Physician Screening Form.

Log in or use the QR code to get started  
earning your rewards today.

[MyActiveHealth.com/WellnessTN](https://MyActiveHealth.com/WellnessTN)

