



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

FEBRUARY 17, 2025

All FS Staff to Complete Self-Evaluations in DASH ASAP

ALL FS staff are required to complete a self-evaluation as part of their annual performance review. This can be completed in DASH under the Me section. We recommend using the Oracle Guided Learning tool and searching “Performance” to take you through the process. If you need assistance with the tech or language, please see FS HR or FS Training.

FS Annual Emergency Management Training

Mark your calendars for this year’s FS Emergency Management Training. Multiple sessions will be offered, and all will last an hour and take place in FSC 101/102. Foremen - please send one email to fstraining@utk.edu to indicate which session(s) your team would like to attend.

Wednesday, February 19 - 8:30am, 10am, 10pm

Thursday, February 20 - 4pm

Thursday, February 27 - 8:30am, 10am, 1:30pm

AARP Hosting Scam Jam to Help Fight Internet Fraud - 2/27 from 10a to 1p at Beck Cultural Center

Join AARP and a lineup of fraud experts to learn the con-artists latest tricks and stay one step ahead of scammers. In addition to presentations, don't miss the Fraud Resource Fair. The AARP Scam Jam will help you fight back against fraud. You can register for this event [here](#).

DASH Drop-In Office Hours (Virtual)

On Thursday, February 20th FS Training will host virtual drop-in DASH Office Hours from 8:30a to 4:30p. During this time, feel free to pop into the Microsoft Teams meeting linked below to ask questions, talk through how DASH aids in performing your job duties, or to receive a refresher on a particular task.

Link to DASH Office Hours: [Join the meeting now](#) | Meeting ID: 259 079 897 602 | Passcode: rS6gwV

Big Orange Family Campaign

Once a year, UT Advancement leads a month-long campaign aimed at reaching a giving percentage goal with donations solely from staff and faculty. Gifts as small as \$1 count toward participation. Please consider donating. Once you donate toward the campaign, you will not be asked again until next year. For more information, visit <http://giving.utk.edu/family/>

Update from Jim Tolbert re: Uniform Communications

Whenever communicating with Jim Tolbert on uniforms for an employee, please make sure you are always providing him with the employee number and not just the name the person answers to. This will help make sure any changes are resolved as quickly as possible.



BUILDING SERVICES

- High-spced 2nd floor of Morgan Hall.
- Deep cleaned Grad Suite 311 of Food Science.
- Scrubbed/waxed additional portion in Maintenance office of Middlebrook Building.

Student Union:

- Ballroom A, B and C carpet was spot cleaned multiple times.
- The auditorium was leaf blown and mopped.
- Event room 169 the carpet was cleaned, and the entire room was detailed cleaned.
- The lobby carpet in CSE was vacuumed and cleaned.
- The dressing rooms were cleaned several times as multiple dance groups were having rehearsals.
- Spot cleaning of carpet outside the ballroom was completed to remove stains.
- The walk off mat at the Cumberland entrance were vacuumed and cleaned.
- One of the walk off mats at the Volunteer entrance was vacuumed and cleaned.
- The chariot vacuum was run in the ballrooms, 262 all, second floor and third floor hallways.
- The auto scrubber was run in Union Station.
- The stairwells were swept and mopped.
- IQ was run on G3, inside the bookstore/back hallway, G2 hallway, G1 dining, L1 dining and first floor.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- The recent weeks brought some mild temperatures which cause some of our trees and shrubs to nod awake a little: tulip bulbs poked out of the ground and buds began to swell; however, the cold weather inevitably returns and so it has.

- Rains came with colder weather and then some wind over the weekend. Arboriculture has continued with winter pruning but their attention has turned to cleaning up some wind-thrown trees. Landscape Ops has been busy implementing more landscape renovations along Volunteer Blvd and a new design at the east side of Strong Hall. Winter also requires us to stay on top of our snow removal equipment. With snow in the forecast, crews are getting equipment ready, loading ice melt and making plans just in case.

MOVING & EVENT SERVICES

Events:

- Smokey's Winter Jam at HSS Plaza
- Vol 106 - Vols Start Back Event at Hodges Library
- Vol is a Verb Event at Student Union Ped Walkway Bridge Section
- Homelands Campus Reception at McClung Museum Lobby
- Tennessee Cello Workshop at Haslam Music Center Atrium & 105
- Pancakes at Pendergrass at Vet Med TLC Concourse
- Chi Alpha Coffee & Questions at Student Union Ped Walkway Bridge Section
- Picked up and returned A-frame signage promoting Smokey's Winter Jam
- Set up Toyota Auditorium at Baker School for a meeting



MOVING & EVENT SVCS (CONT.)

Moves:

- Moved furniture out of Melrose Hall E wing, and F wing to Silverstein-Luper for storage
- Picked up surplus furniture and delivered to Morgan Hall 218D
- Moved furniture from Stephenson Drive Recycling to Silverstein-Luper for storage
- Moved cubicle panels & pieces from 1st floor stairwell Plant Biotech to room 412
- Picked up growth chamber from Plant Biotech and delivered to Austin Peay B111 for repairs
- Unboxed and assembled furniture for Andy Holt Tower room 635 and hauled away old furniture
- Moved palleted items into White Ave. Early Learning Center from a delivery that was left on sidewalk
- Picked up growth chamber from JARTU C111 and delivered to Austin Peay B111 for repairs
- Unboxed and assembled tables and chairs in Communications room 480
- Picked up purchased surplus furniture and other items and delivered to Student Services 211C

SUSTAINABILITY

- On Wed, Feb 5, 2025, from 9:45 am to 12:15 pm our office volunteers as a team with the MLK Jr. Days of Service 2025 at Second Harvest Food Bank of East Tennessee where we helped process donated and bulk food for distribution to local kids food programs.

MAINTENANCE & REPAIR HOUSING

- Staying caught up on work orders for Resident Halls.
- Had a main crack over the weekend at N. Carrick that was repaired.
- Heat was turned back on to the resident halls.

ATHLETICS

- Neyland Stadium. Starting to put stadium back together to prepare for the Orange and White game. General maintenance on premium areas.
- Regal Soccer: General Maintenance and prepping for Spring soccer.
- Lindsey Nelson Stadium: Doing general building maintenance and fixing repairs from the home game series this past weekend.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and preparing for Softball Season.
- Allan Jones Aquatic: General Maintenance, and working swim meets
- Goodfriend Tennis: General Maintenance.
- Thompson Boiling Arena: General Maintenance and preparing for Women's basketball this week.

DINING

- Replaced and repaired heat lamps at Stokely
- Repaired a thaw cabinet and cooler at the Student Union
- Repaired hot wells at Rocky Top Dining
- Repaired a grill at Anderson Training
- Repaired an air curtain cooler at Humanities

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ZONE 4

- Art + Architecture - unclogged sink in 131 and repaired freezer in 117A
- Andy Holt Tower - worked on floor drain on 3rd floor and heat in 321
- Communications - Working on motor installation on roof AH #1
- Student Services - Worked on 3rd floor drain in breezeway and lights in 211
- McClung Tower - Working on heat in 1004 and 1110
- Throughout Zone - General building maintenance

ZONE 5

- Emptied out room 113 in HPER for renovations and cleaned out the 1st floor machine room
- Completed rooftop AHU filter changes at SMC and repaired an induction valve on the 3rd floor
- Repaired lighting in One Stop commons at Hodges and installed a new motor in AHU #2
- Cleaned out dry wells and changed filters in AHU at Melrose 1340
- Repaired lighting at Baker School
- Cleaned machine rooms across zone
- Learning DASH, completing OSHA training and monthly PMs
- Keeping customer service and satisfaction #1

ZONE 7

- No report received

ZONE 8

- We will be prepping our buildings and areas for forecasted winter weather coming this week.
- We made toilet repairs at the UT Warehouse building.
- We have had multiple issues with heating and cooling recently with the wild fluctuations in outside temperatures.
- We made repairs to a drain like in Central Greenhouse.
- Our One-Call team continues to be very busy afterhours and weekends.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Baker School – roof door – replace lock
- Cherokee Mills – installing cores
- Exit Doors Campus – installing secure cores
- Rocky Top Dining – supply keys
- Zeanah – replace lock
- Student Health Center – repair exit device
- Music – plate coming off door
- Biosystems Engr. – door not latching
- Front Office – Processing key request, key pickup and drop off, learning DASH and Planon
- University Housing – many recores and repairs, assisting as needed.



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 or 865-771-1531!

TRAINING

- OSHA Training is now online! Go ahead and log into K@TE to complete your OSHA training as soon as possible for 2025. Failure to do so before June 30 will result in a freeze on administrative leave approvals until the training is complete.
- Training Calendar is available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. Check back often as new events and opportunities are added often!

FS IT

- Conference Room Setups
- 2025 Computer Upgrade Program
- Investigate Printer lost in Shipping..
- Server Management
- DASH support
- Printer Installations
- Register/Troubleshoot SCADA Devices on UT Network.
- Order Network circuits for Campus SCADA Program
- Register Building Access Devices in NetReg
- Installed Video-over-Ethernet in Conference Room 114, Conference Room Upgrade Project is now Complete.
- Adobe Purchase

UTILITIES SERVICES

A/C SERVICES

- Sigma Chi Fraternity- Worked on several units.
- Walters Academic – Worked on the air compressor.
- UT Creamery -repaired unit.
- Hodges Library- worked on the air compressor.
- Andy Holt Tower- Worked on units.
- SERF- Worked on Fan coil unit. And AHU#8.
- Dabney Hall – Repaired cooler.
- Motor Pool – Worked on units.
- Austin Pea- Worked on the unit.
- A2L – Training all day Thursday.

Controls

- Check the panel for outages @Neyland
- Checked the kitchen horn and strobe for the fire alarm @ 840 20th St
- Worked on access for facilities employees @ Facilities
- Installed a meter for P3 Francis Street Utility relocate to monitor@ equality/diversity
- Replaced the meter and the CT @Blount Hall
- Programmed and installed devices for BAS Connectivity @Alumni, Blount, Dabney
- Set up Valentine's Day scene @ Ped Walkway
- Installed a Lutron switch @facilities
- Troubleshoot the lights @ Zeanah
- Worked on the light controller@ Ayres
- Assisted High Voltage pulling wire @Equity/diversity
- Installed raceway for network drops @Dabney
- Assisted with outage @ Neyland
- Ran outage for Massey @Anderson

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Controls (cont)

- Lighting controller died, Bypassed until a replacement arrives @SERF
- Power outage @ Neyland
- Troubleshoot earth ground trouble @ S college
- Replaced pressure switch for sprinkler @ Anderson
- Yearly Sprinkler test @ 1824 & 1828 & 1816 & 1812
- Cleaned dirty smoke detector @ 1848
- Fire Watch for Concert @ Arena
- CO2 smoke detector trouble reset @ 840 20th St.
- Power outage/replace 6 batteries @ Neyland
- Smoke detector in alarm @ Sigma Kappa & Delta Zeta
- Steam plant new pedestal install @ Steam Plant
- Generator running @ East stadium
- Assist BST in replacing the new base at @ 840 20th St
- Clean/replace duct detector at Allen Jones
- Replace the Duct detector @ East sky Box
- Change two duct detectors @ Jones Aqua
- Disable and enable smoke detectors @ Tickle & Best
- Replace the smoke detector/base on Baseball concourse
- Change duct detector @ Neyland
- The smoke detector is wet/ Unhooked until the leak gets fixed @ Hess
- Replace S/V in kitchen @ Rocky Top
- Assist Morristown with sprinkler leak @ TBA
- Replace the smoke detector in the basement duct detector @ Alpha Chi Omega
- Reset alarm because of steam @ ANRB
- Install card readers on the new gate @ Steam Plant
- Pump testing @ Rocky Top & Alumni
- Assist Maintenance in replacing ceiling tile @ Mossman
- Disable smoke detector in pump room for high voltage @ Fred Brown
- Clean dirty smoke detector @ Reese
- Replace lids on traffic signal quartz boxes @ Campus
- Check the trouble on the fire panel @ S. Carrick

ELECTRICAL SERVICES

- No report received

PLUMBING SERVICES

- No report received

STEAM PLANT

- Cleaned the shop
- Check the fluids on all forklifts
- Steam yard walk-through (leak inspection)
- Maintaining air filters Sul Air compressor
- CAT generator test run
- Cleaned cob webs off fire floor



IN-HOUSE CONSTRUCTION

- ANRB: Install cabinets 411; Display cabinet 219
- Anderson Training: Water and drain for Smokey’s
- Architecture Research Annex: Make watertight exterior shell
- Art & Architecture: Install Unistrut grid for camera & lights 235
- Austin Peay: Paint, carpet, furniture on 2, 3
- Campus: Support for dining operations; Locks for CEHHS rooms; Sidewalk repair
- Claxton Education: Paint, flooring, other renovations to 101 and 109A; Access controls for 101
- Communications: Renovate 001-017, 250/251, 294/295, 333 and 420; HVAC for WUOT 299I
- Dabney Buehler: Lab renovation 209-214; Polish concrete floor 633
- Dougherty Engineering: New sink 307A1; Sink M020
- ETREC Johnson Animal: Replace 2 blue phones; Construct dog park
- Facilities Services: Install monitors in 127; Digital signage on conf. rooms; Monitors in 122
- Fred Brown: HVAC, exhaust for food areas; Paint walls, stairways, etc.
- HPER: Paint B020; Mesh gates/offices B001, B002; Level floor 113, 120-124; Wall and door 143
- Haslam Business : Renovate 418 Anderson Center
- Haslam Music Building: Paint and flooring, electric 312 and 313
- Hesler Biology: Renovate 104 and 105 for labs; Remove growth chamber 245; Renovate 606, 608, 609; Install generator for greenhouse electric
- Hodges Library: Renovate 171 for Census Bureau; Sink and room alterations 209 and 211
- Hoskins Library: Flooring for Air Force
- Innovation South: Electric connections for equipment
- Law Complex: Offices, conference rooms 212

- McCord Hall: Renovate for growth room B003
- Middlebrook Building: Modify door controls on 137; Offices on 1st floor
- Morgan Hall: Office renovations 105-112
- Mossman: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Meeting space 604
- Perkins Hall: Renovate multiple rooms for BME
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 & 536; lab renovations 434, 438, 439: Lab renovations for cluster hires; 480 volt electric 610
- South and East Stadium: Emergency electric for weather station
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Safety handles around pool pump motor pit; Electric for pool systems
- Temple Hall: Lighting for compactors 109
- Tickle Engineering: Renovations for robotics lab A100; Build 3 offices in 502
- UT IAMM: Paint 226
- Vet Med Center: Electric and prep work for 2 new x-ray machines; Walls, doors, electric D118, B203; Add a blue phone
- Vol Hall: Electric for truck charger
- Walters Academic: Renovate A203 for storage
- Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Lab renovations for cluster hires; Rad exhaust and moving hoods 1 and 2; Make 275 an office



- 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

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WEEKLY SAFETY STAND DOWN

WINTER WEATHER TOOLBOX TALK

Thank you, Punxsutawney Phil, for your 6 more weeks of winter forecast. Seems the groundhog was right this year as this area will experience another week of cold winter weather. Temperatures are to continue to drop this week and the potential for a winterly mix thrown in mid-week as well.



Making sure we are all prepared this week at work and at home is important. Here are some useful tips and reminders.

Safety tips for winter

Whether your job requires you to be working indoors, outdoors, or on the road, there are many basic precautions to take to help make sure you and your coworkers stay as safe as possible.

Winter Driving Safety

If the job that you are performing requires you to be on the road, you will need to drive more cautiously in winter conditions. Consider making a winter weather driving safety checklist for yourself that includes the following action items:

- Watch the news and monitor incoming weather
- Leave a day early or late to avoid bad conditions
- Don't drive if you don't have to
- Be defensive while driving
- Stay a safe distance away from other vehicles
- Drive slowly!

Winter Slips, Trips, and Falls Safety

When there is snow, ice, and sleet on the ground, driving to work is not the only hurdle to working safely. Walking on, to, or around an icy or snowy jobsite can lead to slips, trips, and falls. Whether you work outdoors or indoors, knowing how to tread carefully on these surfaces is important.

Some things to remember about winter weather that will help prevent injury are:

- Wear weather appropriate footwear with solid tread soles
- Take your time, don't rush
- Make short strides
- Have parking lots shoveled or plowed
- Salt sidewalks, parking lots, and other highly traveled areas before working hours
- Remove any and all trip hazards

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WEEKLY SAFETY STAND DOWN

WINTER WEATHER TOOLBOX TALK

Limit Exposure Times

When you work a job that requires you to be outdoors, you get used to the weather changes. However, it's important to always pay attention to what your body is telling you. If you are exposed to extreme temperatures for long periods of time, it can be harmful to your health.

Each employee should have a limit of exposure time. Break up workers into groups and switch them out periodically during cold weather. That way, workers can take breaks to warm up their body temperatures more frequently. Know the signs and symptoms and how to treat hypothermia and frostbite.

Bring extra clothes along with socks and gloves to change into in the event you get wet.

Prevent Pipes from Freezing

To prevent pipes from freezing, you should: insulate exposed pipes with pipe insulation, open cabinet doors under sinks where pipes are located to allow warm air circulation, let a faucet drip slightly when temperatures are very cold, and maintain a consistent indoor temperature, especially during cold weather, by keeping your thermostat set above 55°F; additionally, disconnect and drain outdoor hoses and cover outside faucets with protective covers when freezing temperatures are expected.

Spring is just around the corner and that means that transition from winter to spring storms. Be prepared for flooding, severe thunderstorms, tornados and what ever else Mother Nature throws at us. Staying prepared is the best way to be ready for all weather and emergency situations.



CAMPUS EVENTS TO EXPAND YOUR BORDERS

McClung Museum Exhibition Opens New Exhibition - Homelands: Connecting to Mounds through Native Art

McClung Museum is proud to present *Homelands: Connecting to Mounds through Native Art* now open to the public at the [McClung Museum of Natural History & Culture](#). This new exhibition, five years in the making, represents the museum's largest renovation in over 20 years. Associate Vice Chancellor for [Assessment, Culture, and Education](#), Dr. Lamar Bryant, will join Chancellor Plowman and others at a campus reception on January 29 at the McClung Museum to celebrate the many partners who made “Homelands” possible.

This groundbreaking exhibition is the result of a meaningful collaboration with four Native Nations connected to Knox County—Cherokee Nation, Coushatta Tribe of Louisiana, Eastern Band of Cherokee Indians, and The Muscogee (Creek) Nation.

“Homelands” centers Native American interpretation to explore Indigenous relationships to mounds and placemaking. Featuring contemporary works by 17 Native artists, the exhibition examines Native American mounds and their continuity as sacred spaces, and emphasizes the enduring ties between Native Nations and Knox County. [Click here](#) to read more about the collaboration, the process, and the new works in this collection.



Interested in a tour of the

GROW LAB?

We offer in-depth tours of the many features of the Grow Lab's Garden and Meadow areas. These educational tours include information on our rainwater harvesting shed, pollinator habitats, current crops, rain garden, and fruit tree orchard, with exciting additions coming soon!

Contact growlab@utk.edu to coordinate a time and date that works best for your group.

 RECYCLING