



## **New! UT Employee Hub Online**

At the beginning of March, UTK officially launched the UT Knoxville Employee Hub, a comprehensive intranet resource housing employee information. The employee hub is part of a larger commitment to enhancing user experiences and improving online interactions for internal and external audiences. Log into [hub.utk.edu](https://hub.utk.edu) using your NetID, get acquainted with this new platform and give us your feedback so we can continue to improve how the university connects you with the information you need.

## **Annual Arbor Day Celebration - Friday, April 5 at 10am**

The Facilities Ops Arboriculture Team is hosting our annual Arbor Day this Friday, April 5th from 10am to noon. This year we will be hosting a service learning tree seedling planting on Second Creek at the east side of campus. We'll be teaming up with students from the Society for Ecological Restoration to plant roughly 250 seedling of various native species. As a National Arbor Day Foundation Tree Campus, one of our annual requirements is to host an Arbor Day. The project this week will meet this requirement for this year.

## **Spring Safety Event - April 10, 2024**

UT Facilities Services is partnering with UTK Environmental Health and Safety and some of our vendors (Grainger, Southern Safety, and Scientific Sales) to highlight PPE and heat awareness during our Spring Safety Event on April 10th from 10am - 2pm. Lunch will be provided by Buddy's BBQ beginning at 11am and continuing until it's gone. See the last page of the Weekly for an event flyer!

## **Upcoming Retirement Parties**

Go ahead and mark those calendars as we prepare to celebrate alongside a few of our upcoming retirees! Dave Webb's retirement party will be held Wednesday, April 3rd at 8am in FSC 101/102. Ernie Cox will have his retirement reception in 101/102 at 8am on Wednesday May 22nd. His retirement date is June 3rd after 44 years! All are welcome to attend.

## **New Layout/Design for Concur Travel Debuts April 10**

If you access Concur for UT-sponsored travel on or after April 10, you'll notice a new layout and design theme. This is designed to improve the overall consistency and accessibility of the page over the current design. The most noticeable changes are to the top of the screen. Instead of tabs for Request, Expense, Approvals and Reporting, there is now an arrow in the upper left to a dropdown menu for these options. Secondly, in the upper right of the screen, Profile has been replaced with an icon reflecting the user's initials. Click on the icon to act as a delegate. To learn more about this update, check out the Concur [demo video](#) or [FAQ](#).



## BUILDING SERVICES

- Student Union
  - Office carpets 273 B,F and G were vacuumed and cleaned.
  - Conference room 273 H carpet was vacuumed and cleaned.
  - In the restrooms on 1st, 2nd and 3rd floor the grout on the walls under the hand dryers was scrubbed.
  - Detailed cleaned around the faucets in the restrooms.
  - Monumental stairs in phase 1 were scrubbed with X05 from L1 down to G3.
  - Offices 273 D and E carpets were vacuumed and cleaned.
  - Th inside of the built-ins were cleaned on L1 and G1.
  - Carpet spotting was accomplished in ballrooms A, B and C.
  - High dusting in the ballrooms.
  - Stairwells were swept and mopped.
  - Training on the stairwells.
  - Refresher training on the walk behind auto scrubber
  - Training on the ride on chariot vacuum.
  - Handrails and glass around the overlook glass was cleaned.
  - Dusting of the hallways on the 1st, 2nd and 3rd floors was completed.
  - 6 bales of cardboard were made and moved to the Concord lot.
- Other Campus Areas:
  - Carpet cleaned office 414 in Plant Biotech.
  - Auto-scrubbed 1st floor in Brehm/Food Science.

## OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- Landscape Beds: Campus wide landscape cleanup and mulch installation (cont)
- Irrigation Systems: Resume GPS location all underground valves, meters, and components (cont)
- Regal and Lee Stadium: Submitted estimate to UT Athletics for new dumpster enclosure and trees for screen plantings along railroad tracks (cont)
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)
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- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions
- Zeanah Green Roof Research: Collaborating with a graduate student in the Earth and Planetary Sciences for the next 7 months on a ecosystem research project.
- UTIA VREC: Provide excavation for new water service line throughout the facility (cont)



## MOVING & EVENT SVCS

- No report received

## ZONE MAINTENANCE

### ZONE 1

- Staying caught up on work orders as they are starting to pick up as end of year draws near
- Had a cooling tower shut down at Reese Chiller Bldg. over the weekend causing an outage in N & S Carrick and Reese Hall.
- Also the chilled water pump went down over the weekend effecting MagWood.

### ZONE 2

- A + A - work on air handler in the welding shop
- HPER - checked and adjust chemicals in pools and changed hallway light over to LED
- Andy Holt - work on heating problems on 3rd floor
- Communications - work on light covers in 408
- Student Services - Assisted Plumbing Shop on water fountain by 115 and replaced floor tile near fountain
- Hearing & Speech - checked and replaced as needed
- Zone Wide - general building maintenance

### ZONE 3

- Zone 3 is working on PMs and other outstanding W.R. getting ready for the switch to Oracle.
- We have been doing a Major Spring Clean Up thru out Zone 3.
- Zone 3 Team works diligently on Customer Service and Customer Satisfaction

### ZONE 4

- Repaired a sink and replaced hoses in Student Union Phase I
- Repaired an oven at Stokely
- Repaired a fryer and hot box at Rocky Top Dining
- Repaired a steamer at Mabel's
- Repaired a steam well and oven at Twisted Taco in Fred Brown

### ZONE 5

- Neyland Stadium: work on water leaks from the winter in preparation for Orange and White Game.
- Regal Soccer: Did building maintenance after One Knox Game and prepare for this weeks game.
- Lindsay Nelson Stadium: Building Maintenance for upcoming baseball games.
- Good Friend Tennis: Make sure everything is in good shape for Tennis matches.
- Football complex: Prepare for spring football practice and make sure building is in good shape for Recruits.

### ZONE 7

- Dougherty : Repaired inoperable light fixtures. AHU and Package Unit filters changed. Exhaust fan Belt Changes. Replaced bad lights in fume hoods Relocate light bulb burn in station in penthouse



## ZONE 7 (CONT.)

- Ferris Hall : Ferris 101 installed door closer. Ferris 414 fixed sink drain.
- Perkins Hall : Serviced bottle fillers. Fixed tile floor. Repaired door closer. Repaired light over handicap toilet
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF : Annual maintenance on HRU 1 – 6, Change motor on RAF 4
- Nursing : Room to room mold checks, Rebuild toilet in 2nd floor women's restroom
- Zeanah : replaced ceiling tile, replaced faucet batteries, diagnosed leaks, repaired desk drawer, repaired door handle, replaced toilet seat, installed more soap dispensers, mold inspection, assisted A/C shop, assisted zone,
- Tickle : replaced light bulbs, diagnosed outside light issues, replaced electrical box punch out, replaced paper towel dispenser, reset tripped breaker, reset chiller static pressure switch
- AMB: Changed water filters 1st and 2nd floor water fountains, replacing exit signs that stopped working after power outage , working shows and events
- Jessie Harris: CHANGED STEAM TRAP  
CLEANED FILTERS IN CEILING
- Fiber & composites: CHANGED LIGHTS DONE  
MOLD CHECKS CLEANED MACHINE ROOM
- SENTER Hall: Changed lights washed out the louvers washed out the machine room

- Student Union: Vacuumed elevator tracks walked through all the restrooms checking toilets ,sinks and urinals, lights, checked equipment had KUB Gas training this week at facilities, took all paper filters to the trash compactor.

## ZONE 8

- We assisted the Department at the CRC Material Science building set in place new equipment for research.
- We continue to complete as many Archibus work requests as possible to prepare for the upcoming conversion to Dash.
- Our One-Call team has been answering calls for campus 7 days a week, all year long.
- We are starting to prepare for our annual coil cleaning for spring as we move into cooling season.

## ZONE 9

- We have been converting lights to LED and preparing to service the HVAC equipment at the Eastern Region Extension Office.
- We have been working on monthly PM requests at several of our buildings.
- We replaced photocells at the Eastern Region Extension Office at Downtown West.

## SPECIALTIES TEAM

- Replaced broken windows at 1828 Fraternity Park
- Secured broken window at Student Aquatic Center
- Repaired door and frame and removed broken mirror at Alumni Memorial
- Secured broken mirror at Hess Hall
- Installed store front windows in Facilities Services Complex
- Transported lifts to various campus locations

Weekly continues on next page



## SPECIALTIES TEAM (CONT.)

- Assisting AC shop reading GPM on air cooled chiller on roof at Mossman
- Performing flow test including GPM, pressure and temperature for potential water-cooled chiller at SERF
- Testing Oracle DEV8 environment for creating maintenance programs and forecasting work orders

## SUSTAINABILITY

- We welcomed our new Compost Supervisor, Ella Dohrmann, for their first week in that role last week!
- We hosted our monthly Green Fee Committee meeting last week, and were able to pass 4 proposals for projects to fund.
- We are currently accepting nominations for our Environmental Leadership Awards. All nominations are due on March 25th. You can find the form at the page linked [here](#).
- Recent recycling totals:
  - 306 lbs plastic film
  - 6,320 lbs bottles and cans
  - 21,570 lbs paper
  - 27.78 tons of cardboard
  - 22,215 lbs food waste composted
  - 625.3 lbs of materials donated to the Free Store
  - 526.2 lbs of materials taken from the Free Store

## LOCK & KEY SERVICES

- Hesler Biology – install keypad locks
- Pi Kappa Phi – change codes outside doors
- Blount Hall – change locks out multiple doors
- Exit Door Project – changing locks
- SMC – repair or replace lock, setting up cores for Social Work move 5th & 7th floors
- Dabney/Buehler – change lock function to permanently lock
- Stadium – install lock hardware
- Front office – Processing key request, key pick up and drop off
- 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](mailto:sjones80@utk.edu) or 865-771-1531!

## TRAINING

- The Conference for Women's Leadership (CWL) is now open for registration! This will take place on May 22 & 23rd at UTHSC in Memphis. If you have questions, reach out to Training.
- 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!

Weekly continues on next page



## FS IT

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

- Laptop upgrades for 2 Utilities Staff
- Microscope assistance in Pest Control
- Laptop Testing at Arena
- User Login training at Arena
- Phishing email reports
- Conference Room Assistance
- Upgrades for 3 computers on Steam Plant Hill, Engine Shop
- ERC and Staff Meetings
- Recycling
- Webcam installs
- Keyboard-Mouse replacment, Admin Services
- New Staff setup for Sustainability/Recycling
- Microphone Maintenance in Conference Rooms

## UTILITIES SERVICES

### A/C SERVICES

- Sigma Kappa- check and restart equipment.
- Business Incubator – Commission new chiller
- Zeanah – Install heat exchanger in the process loop.
- Central Greenhouse – repair AC system
- Robinson Hall – Repaired several units.
- Volunteer Hall – Repaired ice cream freezer.
- Art/Architecture – repair leak in the heating water system
- Fred Brown – Repaired equipment.
- A&A – Removed and installed a new 2-door freezer.
- Student Union – Worked on ice system PH1

- UT Drive Building A – Removed and installed a new unit.
- TBA – Worked on the air compressor.
- SERF – Finished removing old vacuum pumps and installing a new pump.
- Stokely Hall – Repaired RTU.
- A&A – Repaired leaking chill water line

## ELECTRICAL SERVICES

Fire Alarm:

- Bailey - adjust the tamper switch on the sprinkler valve.
- Greve Hall - remove sprinkler equipment.
- Dunford Hall - remove sprinkler equipment.
- Henson Hall - Re-install fire connection sign.
- Clement Hall - replaced the smoke detector on the 6th. Floor hall.
- South College - smoke detector went into alarm at Rays Place was reset and restored.
- SERF - disable/enable smoke detectors in the tunnel area for the AC shop.
- Neyland - east side fire pump went into alarm reset and turned on the jockey pump.
- Claxton - smoke detector in elevator pit in alarm, cleaned and reset.
- Massey Hall - assists with power loss on the North side.
- Plant Biotech - assist Century Sprinkler Company with tie-in to new Ellington.
- Massey Hall - replaced the heat detector and base in the basement.
- Reese Hall - cleaned the dirty smoke detector.
- Fred Brown - cleaned the dirty smoke detector.
- Hoskins - set off duct detectors in pent house area for testing.
- Anderson Training - fire panel trouble coming in reset and cleared.

Weekly continues on next page



## ELECTRICAL SVCS (CONT.)

- Massey Hall - rebooted the 8th-floor panel after the fiber path was interrupted.
- Fred Brown - replaced the smoke detector in the elevator pit.
- Student Union - replaced smoke head in the 3rd. floor duct detector.
- Magnolia - assists OIT with fiber re-routing.
- 2601 Ann Baker - smoke detector in alarm reset and cleared.
- Massey HALL - assist MASCO in re-packing the fire pump.
- Alpha Chi Omega - assists MASCO in repairing the sprinkler leak.
- Neyland Stadium - responds to fire alarm calls caused by contractors.
- Vol Hall - 4th floor smoke detector in alarm
- UTFS - assist with new generator install and testing.
- TREC - fire panel troubles with beam detector and smoke detector with no answers.

### Electrical Services:

- Coordinated efforts and repaired arc-blasted Bus Duct from a steam leak at Massey Hall
- Lost power to receptacles at Stokely Management Center Room 630
- Energized conductor found in ceiling at Third Creek Building
- Freezer receptacle lost power and burned plug at Kappa Delta Sorority
- Bypassed contactor to lights at 11th Street Garage
- Lights not working at G-7 Parking Garage
- Installed new power to the Generator at Facilities Services Complex
- Redo Lights after remodeling at Anderson Training
- Reconfigure lighting in the Utilities Room at Facilities Services Complex

## PLUMBING SERVICES

- Brown Hall - PVi in machine room not working
- UT IAMM - mixing valve on safety shower not working
- Anderson Training - lower two water lines for two new grills to be installed
- Third Creek Building - leak above the ceiling at room 110A
- Ayres Hall - both urinals stopped up the second floor
- Student Services - repaired the water leak above the bottle filler
- Stokely Hall - no hot water in the prep sink in Fresh Market
- Sutherland Intramural - training room shower and utility sink stopped up drains
- Barksdale Tennis - room 103 leak on hot water for restrooms

## STEAM PLANT

- Forklift repairs were diagnosed and we are waiting on a quote
- Associated scaffolding came to take down the scaffolding and broke the return waterline. Plumbing shop was able to repair it.
- Repaired leak in heater in the shop with new couplers
- Cleaned sight glass holes for condensate tank #1
- Installed new pressure gauges for condensate pumps.

Weekly continues on next page



## CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Cubicles P121; Dimmable lighting P115
- Art and Architecture: Install Unistrut grid for camera and lights 235; Repaint front, adjust doors and replace flooring in Ewing Gallery 115; Add walls 431
- Austin Peay: Paint and carpet 301F, 410B; Paint, carpet, furniture on 2, 3 and 4
- Ayres Hall: Make offices on the 3rd floor
- Baker Center: Office renovations on 1, 2, 3
- Biosystems Offices: new flooring 204 and 314
- Burchfiel Geography: Paint 6 offices of 3 and 4
- Campus: Water meters for cooling water make-up; Classroom Renovations Summer 2024; Move sculpture from McClung Museum to Hoskins Library
- Carrick Hall North: Paint walls on all floors
- Ceramics Building: Electric for kiln
- Clement Hall: Install trash compactor
- Communications: Renovate 45; New furnishings 202 and 239; Demo and new wall 102 and 103; Electric for cubicle 202; Access controls 061, 091: Paint 66E, 107J, 107X, 101C, 101D; New furniture 209; Demo electric and paint 209; Construct wall 3rd floor corridor
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Install monitors for 308; New furniture and electric work 224A; Connect new ovens on 4th floor; Paint 4 offices 314
- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor; Electric 216
- Dougherty Engineering: Renovate restrooms on 1st floor; Paint, carpet, wall 422
- Early Learning Center: Install new stove
- ETREC Johnson Animal: Paint floor in swine area
- ETREC Plant Science Unit: Electric work
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Cubicle work 209
- Glazer Building: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- Haslam Business Building: Switch access controls to UTPD server; Add glass to door 308; Repair tile in mezzanine corridor; Add receptacles 310 and 523
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5; Remove growth chamber 245; Paint and carpet 537; Renovate 606
- Hodges Library: Renovate suites on 1st and 6th floors; Frosted glass for door G020C; Renovate 171 for Census Bureau; Paint and wall coverings 235E; Paint and electric 630
- Hoskins Library: Flooring for Air Force; Concrete pad for art work
- International House: Interior painting on both floors
- Jessie Harris: Paint B016; Remove hood 234; Paint and carpet 411
- Kingston Pike Building: Electric, painting, flooring 123
- Law Complex: Refinish desk edges 158; Paint and carpet suites 161, 166, 248
- Lindsay Nelson Stadium: New sidewalk behind porches
- McCord Hall: Electric and concrete work 054; Security door 112
- McClung Museum: Access controls and new doors G070; Paint and flooring 103A
- McClung Tower: Replace penthouse ladder; Install LVT 1110; Paint and flooring 711; Renovations on 11th floor; Paint 417; Paint and carpet 717; New blinds on 6th floor; Blind on 8 and 10

Weekly continues on next page





## CONSTRUCTION (CONT.)

- Middlebrook Building: Remove cubicles, paint 237
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118
- Music Building: Bulletin board in corridor
- Mossman: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- Perkins Hall: Window film S010; Replace ceiling fans 219; Renovate multiple rooms for BME; Remove things from wall 199A
- Regal Soccer: Dumpster pad, enclosure & landscaping
- Reese: Paint entire building; Resurface deck & parapet
- Senter Hall: Access controls 103; Electric lab 101
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439; Hang a white board 611; Patch, Paint, locking 201
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Remove small shed from basement; Replace some floor tiles in lobby
- Student Health: Renovate 288A and 288B for offices
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Divide 210 into 2 offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles)
- Student Union: Paint 383; Door operator 373; Rework receptacle for freezer 376C
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218; Access controls 299G, 299H and 199
- Tickle: Install 6 cubicles 310; Electric 112, 113; Renovations to high bay 110 for robotics lab; Renovate 525C small meeting room; Make 525K an office
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A
- UT Drive Building B: Electric work 107
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Exhaust in lab 242; Electric work G002/G003; Electric work 172
- UT/Little River Farm: install 3 satellites on roofs
- UT Warehouse: New split door and electric work 115; Carpet 208; Larger gate 130A
- Vol Condos: Charging station
- Zeanah Engineering: Card reader M167B; Deadbolt locks on suite doors and light switch 161B; Remove rubber floor/polish concrete Nuclear corridor; Move radiation monitors G116; Add access controls for 8 rooms; Install 3 clocks in classroom on 3; Swap door and add access controls 511; Replace key control for doors with push button G117 and G116
- 1610 University Ave.: Move door 230A; Monitors for 4 rooms and blackout shades; Electric for weather station on roof
- 1817 Melrose Ave.: Add door bell and panic buttons



- 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 continues on next page



# WEEKLY SAFETY STAND DOWN

## APRIL IS DISTRACTED DRIVING MONTH



### Does Your Vehicle Have an Open Recall?

April is distracted Driving Month. This month we will look at driving, whether in a work vehicle or a personal vehicle to help reduce distracted driving and improve driving skills.

The first thing we should all do before jumping into vehicle and taking off is to ensure it is safe to operate. Trying to figure out what is wrong with a vehicle while you are driving is a form of distracted driving. A quick walk around the vehicle could identify some common causes for roadside break downs. Check the tires, the lights, wipers, and adjust the mirrors and seat so you can reach the pedals and see properly out of the mirrors. The Click to Protect campaign led by the National Safety Council is another great program designed to identify any vehicle recalls. More than 50 million vehicles on the road today have unresolved safety recalls. That's more than one in five vehicles. This poses an urgent and serious risk to drivers and passengers and others on the road. Getting a recall repaired is free at any dealership, whether you purchased the vehicle there or not. Just call to schedule an appointment and to make sure parts are available. The service is not only for individual vehicle owners. Businesses and other organizations that operate fleets can conduct bulk recall checks.

Click on the link to check if your vehicle or work vehicle has an open recall. <https://www.checktoprotect.org/#/>

# SPRING SAFETY EVENT

APRIL 10, 2024 10AM-2PM

FACILITIES SERVICES CENTRAL SUPPLY WAREHOUSE



Once again, UT Facilities Services is teaming up with some of our vendors and UTK Environmental Health and Safety (EHS) to highlight personal protective equipment (PPE) and heat awareness.

PPE has made some great improvements over the years. Stop by to see what's new and exciting! Vendors will have a variety of PPE and heat-related safety equipment available to view and try on.



Lunch is provided by Buddy's BBQ and will be served from 11am until it's gone



Come out for fun, games, and literature from UTK EHS & FS Safety

For more information, contact Melanie Reese at [mreese17@utk.edu](mailto:mreese17@utk.edu)