



## UTILA and Uconnect Applications Open Now

Applications are open now for the UTILA and Uconnect programs! UConnect (non-exempt) is an inclusive, yearlong immersive leadership and professional development program. The goal of UConnect is to promote growth and development for our highly motivated non-exempt staff who have a minimum of one year of continuous service. Meanwhile, the purpose of the UTILA (exempt) is to provide a thoughtful and intentional learning experience that will equip leaders with the content knowledge, leadership behaviors, and support to effectively lead our diverse workforce and create a culture of inclusion. To learn more and/or apply, click [here](#).

## Staff Appreciation Week is Coming Up! May 6 - 10

UT's Staff Appreciation Week is on the horizon! Be on the lookout for several events taking place from May 6 through 10 designed to bring some fun to the workday. One way you can get involved is by sending a note of appreciation for a fellow staff member! The first 200 staff members who receive a note of appreciation will also receive a small prize! Get your notes in now to help secure a spot for someone you appreciate. Click [here](#) to send a note. More to come on other Staff Appreciation Week events!

## Don't Forget to Tell Training!

If you've signed up for either Safety Fest TN or the Conference for Women's Leadership, be sure to let Training know so they can track attendance and hours. Don't forget that Safety Fest TN 2024 is now accepting registrations! This event is scheduled for April 29 - May 3. Let Training know if you plan to attend. To learn more, see: <https://safetyfesttn.org/>

## Sick Leave Bank Enrollment

The [Sick Leave Bank](#) provides members who are experiencing a serious illness with an opportunity to request additional paid leave from the bank after they have exhausted all personal accrued leave. Open enrollment runs from April 1 through June 30.

## Upcoming Retirement Parties

Go ahead and mark those calendars as we prepare to celebrate alongside soon-to-be retiree, Ernie Cox! Ernie Cox will have his retirement reception in FSC 101/102 at 8am on Wednesday May 22nd. His retirement date is June 3rd after 44 years! All are welcome to attend. Additional parties are scheduled for Andres Francisco and Billy Matthews, both of Building Services. Andres will have a private reception on Friday, May 31st, and Billy will have an open reception on May 24th at 11am in Thompson Boling Room 132.



## BUILDING SERVICES

- Student Union
  - Extra trash can were placed on the plaza for multiple event last week.
  - The auditorium was cleaned, stage dust mopped and mopped multiple times last week after events ended.
  - The ballroom carpet was spot cleaned due to chocolate and other stains.
  - The chariot was ran on the second and third floor hallways.
  - The stairwells in both phases were swept and mopped.
  - The ballroom carpet was vacuumed and cleaned.
  - The baseboards and windowsills in the ballroom were dusted and cleaned.
  - The monumental stairs in both phases were swept and mopped.
  - The ledges of the monumental stairs were cleaned along with the overlook glass.
  - The space Vac was used to clean the window ledges in phase 1.
  - Reorganization of the custodial closets continues.
  - The carpet in 262 A, B and C were spot cleaned.
  - Event room 362 A, B and C the carpet was vacuumed and cleaned.
  - Event room 360 was detailed cleaned.
  - Carpet cleaning in the SGA office areas continued.
  - The dock area was blown out and swept.
  - The restrooms were high dusted and stall walls cleaned.
  - Union Station outside windows cobwebs were removed and the windows were cleaned.
  - Lobby carpet in front of 262 and the ballroom was cleaned.
  - Event room 262 A, B and C were spot cleaned.

## OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- No report received.

## MOVING & EVENT SVCS

- No report received.

## ZONE MAINTENANCE

### ZONE 1

- Keeping caught up with work orders.
- Ramping up the building ordering to have parts for building turn over.
- we also have some new faces in zone 1.
- Travis Gibbons is the new maintenance man in Hess Hall
- Jesse Lawson is are new man in Fred Brown.
- We have also been training Tanner Lane and Zak Kellerman that will be starting are 2nd shift in June.

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## ZONE 2

- A + A - worked on an AC leak in Room 455
- HPER - checked and adjust chemicals in pools
- Andy Holt - worked on AC in 713 (making noise) and installed dimmer switches on P1
- Communications - checked and replaced lights as needed in Room 11 and assisted AC on chilled water pump
- Student Services - worked on a door lock in 105 and in hallway of 115, replaced lights as needed
- Hearing & Speech - checked and replaced lights as needed
- Zone Wide - general building maintenance

## ZONE 3

- Zone 3 is continuing to work on customer service, monthly PMs, and OSHA training while maintaining customer service as a top priority

## ZONE 4

- Repaired dishwasher at Food City Center
- Repaired an oven and grill at Stokely
- Repaired a hot well and steam kettle at Rocky Top Dining
- Repaired a fryer at Hess
- Repairing faucets at Anderson Training

## ZONE 5

- Neyland Stadium: Continue getting restrooms and concessions ready for football season, and assisting contractors in the renovation process.
- Regal Soccer: Did building maintenance after One Knox Game and prepare for this weeks game.
- Lindsey Nelson Stadium: Building Maintenance for upcoming baseball games.
- Football complex: Go through and do general building maintenance and make sure building is in good shape for Recruits.
- Tom Black Track: Do building checks prior to Meet this weekend.
- Sherri Lee Softball: Do building checks for upcoming softball games.
- Allan Jones Aquatic: Do building check and pool checks for swim meets.

## ZONE 7

- No report received

## ZONE 8

- We replaced an exhaust motor at Greenhouse 10.
- We have been upgrading some lights in the Business Incubator Building.
- Our One-Call team continues to answers calls for the UTK campus and respond 24 hours a day.
- We replaced an exhaust motor at the Racheff Greenhouse.
- We continue to prepare for the opening of the new ANRB Building (formerly EESRB).
- We are focusing on our Air Handler PM's this week.



## ZONE 9

- We have been having issues with the grease trap clogging up at the Early Learning Center on Lake Avenue.
- We made repairs and assisted the AC and Electric shops on a RTU at the UTIA Extension, Easter Region Office.
- We have been concentrating on our weekly PM work requests this week.
- We are getting ready to start our spring cleaning of our coils soon.

## SPECIALTIES TEAM

- Moved switchgear at SERF chiller bldg for AC shop
- Installed handicap operators at new ESSRB building
- Installed door operator at Vol Shop and Student Union Ph I
- Repaired operator arm on door at UTIAMM
- Replaced gearbox motor & arm on Hesler entrance
- Replaced gearbox motors on doors at SU Phase 2
- Transported lifts to various campus locations
- Detailed vehicles and recycling bus
- Installed new battery on generator at HPER
- Replaced broken glass and installed new doors at Glazer building
- Measured, cut, and replaced broken glass on back door of Ferris Hall
- Removed window glass frame and replaced with polycarb at UT Drive Bldg B
- Replaced bad belt on exhaust fan for fume hoods in Dabney-Buehler
- Investigated loud airflow from supply diffusers at Hesler Biology and bridged hallway
- Adding standard operations and work definitions for data transfer to Oracle
- Closing out work orders before fiscal year end

## SUSTAINABILITY

- Some recycling totals:
  - 5,320 lbs of bottles and cans
  - 9,480 lbs of paper
  - 13.87 tons of pallets
  - 25,366 lbs of food waste composted
  - 429 lbs of materials donated to the Free Store
  - 204 lbs of materials picked up from the Free Store

## LOCK & KEY SERVICES

- Veterinary Hospital – rekey locks
- Strong Hall – latch is broken, combination lock not working
- Hesler Biology – rekey lock
- Dougherty Engineer – keypad not working
- Student Health Center – glass door not latching
- Conference Center – repair lock
- Music Center – door lock malfunctioning
- Exit Door Project – changing cores
- Front Office – Processing key request, key pickup 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!

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## 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!

## FS IT

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

- New computer installations and Upgrades
- Staff Meetings
- Send old equipment to Surplus Warehouse
- Laptop Troubleshooting
- Printer Maintenance
- Plotter Move to upstairs location
- Conference Room Setups
- Inventory Management

## UTILITIES SERVICES

### A/C SERVICES

- Repaired ice machine system at the Student Union.
- Rebuilt secondary chilled water pump at Andy Holt.
- Repaired freezer at Mossman.
- Installed secondary chilled water pump at Music.
- Replaced motor starter for No.2 primary chilled water pump.
- Continued installation of the new VFD on chiller No.1 at SERF.

- Worked on unit at Hess Hall Pod.
- Repaired growth system at Plant Biotech.
- Repaired 2 units at Rocky Top Dining.
- Worked on units at Zeta Tau Alpha.
- Worked on air compressor at Hodges Library and Student Aquatic Center.
- Installed new unit at UT Drive.
- Worked on unit at Vet School Pod.

## ELECTRICAL SERVICES

### Fire Alarm:

- Cleaned and repaired detectors in Student Health, Tickle, Mossman, UTFS, TREC, 1844 Fraternity, and Jessie Harris.
- Disabled/enabled detectors for contractors at TBA and Plant Biotech.
- MASCO assist with pump tests at SERF, Dabney, Neyland West, Alumni Memorial, Stokely Hall, Clement Hall, and Vol Hall.
- Reset Won door trouble at Hess Hall.
- Replaced pull station at 1828 Fraternity.
- Reset trouble on fire panel at Communications.

### Electrical Services:

- Repaired defective electrical disconnect at UTIA.
- Replace blow bus duct fuses at UT Print Shop.
- Replaced defective lights at Kingston Pike Building.
- Worked on cubicle power at Stokely Management Center.
- Repaired lights at Mossman.
- Repaired defective heat at Greenhouse 10.
- Repaired lights on 1st floor at Haslam Music Center.
- Checked on collapsed bollard at Allan Jones Aquatic Center.
- Replaced outlets at Claxton Education Building.
- Checked on lights at Tickle Engineering Building.
- Restored power to food truck at Fred Brown Hall.

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## ELECTRICAL SERVICES

### Electrical Services:

- Checked on overhead lights at Communications and Information Building.
- Changed out LED drivers at One Stop at Hodges Library.
- Repaired projector at Strong Hall.

## PLUMBING SERVICES

- Repaired leaking acid drain at IAMMS.
- Investigated low water pressure at Student Health.
- Repaired hot water in bathroom at Rocky Top Dining.
- Unstopped dry well in Austin Peay.
- Repaired leaking urinal at UT Culinary.
- Repaired water leak in fume hood at Dabney Buehler.
- Unstopped restroom drains at Baker.
- Repaired sewer line at Delta Tau Delta.

## STEAM PLANT

- No report received.

## CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Cubicles P121; Dimmable lighting P115; Panic buttons on 3
- 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
- Ayers Hall: Make offices on the 3rd floor
- Baker Center: Office renovations on 1, 2, 3
- Biosystems Offices: new flooring 204 and 314; Connect electric to cubicles 104
- Business Incubator: Access controls 114
- 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; Dining projects FFE, etc.
- Carrick Hall North: Paint walls on all floors
- Ceramics Building: Electric for kiln
- Claxton Education: Paint, flooring, other renovations to 101 and 109A
- 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; Carpet 66E, 107X; Relocate outlet for digital signage 227
- 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





## CONSTRUCTION (CONT.)

- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor; Electric 216; Fume hood replacement in 402 and 404; Electric 349
- 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
- HSS: Paint Writing Center
- 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; Paint 323B
- 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; Renovations for B012, B023, B024; Paint and carpet on 3rd floor
- Kingston Pike Building: Electric, painting, flooring 123
- Law Complex: Refinish desk edges 158; Paint and carpet suites 161, 166, 248; Add electric outside of study rooms
- 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; Additional electric 1001
- Middlebrook Building: Add shelving 131
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118; Paint and carpet 308C
- Music Building: Bulletin board in corridor
- Mossman Building: Renovate labs 343 E & F, 351 E & F; Electric, paint for new monitors 101A, 101B
- 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
- Presidential Court: Replace ATM
- Regal Soccer Stadium: Dumpster pad, enclosure and landscaping
- Reese Hall: Paint entire building; Resurface deck and 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



## CONSTRUCTION (CONT.)

- Sigma Kappa: New flooring in dining and chapter rooms
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- South and East Stadium: Replace carpet in block shop
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Remove small shed from basement; Replace some floor tiles in lobby; Mount and ground diving boards
- 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); New cubicles 301
- Student Union: Paint 383; Door operator 373; Rework receptacle for freezer 376C; Add weather stripping to door bottom 174N
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218; Access controls 299G, 299H and 199
- Tickle Engineering: Install 6 cubicles 310; Electric 112, 113; Renovations to high bay 110 for robotics lab; Renovate 525C small meeting room; Make 525K an office; Renovations in 509, 509A and 509B; Convert mailroom 526 into a study room
- 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)

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# WEEKLY SAFETY STAND DOWN

## APRIL IS STRESS AWARENESS MONTH

### 5 Tips for Stress Awareness Month Stress Awareness Month

April is National Stress Awareness Month, emphasizing the need to navigate the complexities of today's workplace environment, from hybrid work models and economic shifts to job security concerns and political unrest. Highlighting these issues underlines the constant relevance of stress management in fostering a supportive work culture. Therefore, amidst evolving dynamics and uncertainties, prioritizing and addressing work-related stress is imperative for maintaining balance and well-being.



### 5 Ways to Reduce Stress

Dealing with workplace stress with employees in a supportive way and helping them cope day-to-day is its own unique challenge apart from everything else. There are limits to how much an employer can really help, and it's tricky to navigate without causing additional stress. Fortunately, there are many effective approaches out there that can make it much easier. Here are five that come to mind:

- **Expand Mental Health Benefits** – Recognizing the growing need for accessible mental health support, nearly 40% of employers have enhanced their mental health benefits by incorporating digital and telehealth services. This shift allows patients and therapists to connect without the need for in-person meetings, facilitating stress reduction through convenient and immediate access to mental health resources.
- **Encourage Physical Activity** – Stress often stems from an accumulation of cortisol, the “stress hormone,” which is effectively reduced through physical activity. Recognizing this, employers are increasingly offering fitness incentives within wellness programs, encouraging even moderate exercise as a direct and effective way to alleviate stress and anxiety-related behaviors. This initiative not only promotes health but also makes it more convenient for employees to incorporate movement into their daily routines, enhancing overall well-being.
- **Manage Email Overload** – With so many aspects of our daily work life going remote and so many ways to stay in touch at all hours of the day, there is a real risk of over-communicating with employees adding needless amounts of “email anxiety” to the mix. Always balance outreach with a healthy amount of personal space to help keep the lines between work and life separate.
- **Schedule Flexibility** – The traditional “9-to-5” workday is becoming a relic as the lines between work and personal life increasingly blur. In today's dynamic job market, flexibility in scheduling and workload has emerged as a key factor for attracting and retaining talent. This is especially true among millennials, who now form the largest segment of the workforce, with 92% citing flexibility as a crucial consideration in their job search, underscoring the shift towards more adaptable work environments.

# WEEKLY SAFETY STAND DOWN

## APRIL IS STRESS AWARENESS MONTH

- Check-in Personally – Regular one-on-ones, whether by video chat, phone call, or some thoughtful texts, provide the human connection some may have been missing out on in the past couple of years and are becoming a common feature of the new hybrid workplace. They fulfill a massive slot in our standard Hierarchy of Needs: safety and belonging.

### Less Stress, More Success

Blending work, social, and personal life is an integral part of our journey together. Supporting one another in managing stress contributes significantly to creating a more harmonious and productive environment for everyone to flourish. Acknowledging and addressing the ever-evolving challenges of today's workplace is crucial for fostering a resilient and supportive work culture that benefits us all.

March 22, 2024 by Cord Himmelstein

<https://halo.com/stress-awareness-month-5-proven-ways-to-reduce-workplace-stress/>



## CAMPUS EVENTS TO EXPAND YOUR BORDERS

### **Film Screening: Turning Red**

The [Pride Center](#), in collaboration with [MSL](#) and the [Women, Gender, and Sexuality Program](#), will be presenting Pixar film, *Turning Red*. After the film, MSL Diversity Educators will facilitate a conversation about the film's representation and major themes. The movie will be shown on Tuesday, April 30 from 6 p.m. to 8 p.m. with the location to be determined. Add this to your [calendar](#).

### **Introduction to Argentine Tango**

The [International House](#) is offering classes for anyone interested in the Argentine tango culture, music, and dance. Classes are free and no prior dance experience is required. These lessons are held on Tuesdays from 6:30 p.m. to 8 p.m. in the Large room of the International House. View more dates through the end of the semester [here](#).

### **Commissions and Council Membership Application**

Membership applications for the [Commissions and Council](#) have been extended until May 1. If you are a current member as of the 2023-2024 academic year, your membership will remain active and there is no need to reapply. Prospective new members may apply [here](#). If you have any questions, please contact [Sarah Browning](#), Coordinator of the Commissions and Council.