



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

DECEMBER 18, 2023

VolTech Payroll Deductions for the Holidays

For the first time ever, VolTech is offering payroll deduction for more than just computers! You can now payroll deduct for anything except gift cards without having to make a computer purchase. This is a great way to check off some of the gifts on your holiday shopping lists! To explore more, visit the VolTech website [here](#).

Senior Insurance Specialty Group Medicare/Social Security Meeting

We have an agent coming to the Facilities Services Complex from Senior Insurance Specialty Group on January 18th at 8:30am and again in March 20th at 3:30pm to speak with our team about Medicare options and Social Security. More information is to come, and we'll be looking to get a head count to see how many are interested in attending to plan for additional sessions so be on the lookout!

Facilities Services Holiday Party - Tuesday, December 19

Join us on Tuesday, December 19th in the Student Union Ballroom at noon for a fun time of food, prizes and fellowship. A shuttle schedule will be sent out as we near the event date, and this event will be Zero Waste thanks to our partnerships with Aramark and the Office of Sustainability! We can't wait to celebrate with you. A flyer is attached, and we'll remind you as the date nears. If you have work photos you'd like to submit for the party slideshow, email those to me, Sam Ledford, at sjones80@utk.edu or text them to me at 865-771-1531. Contact Alyssa Antal with questions about the party at aantal@utk.edu.

Departmental Emergency Management Training for 2024

Mark down the dates for 2024 emergency management training. See below for options.

Tuesday, January 16, 2:30- 4:00 in FSC 101/102

Wednesday, January 17, 10:30 a.m. – 12:00 p.m. in FSC 101/102

Wednesday, January 17, 2:30 – 4:00 in FSC 101/102

Thursday, January 18, 10:00 p.m. – 11:30 p.m. in FSC 101/102 (Third Shift)

Tuesday, January 23, 8:30 – 10:00 in FSC 101/102

Tuesday, January 23, 4:00 – 5:30 in FSC 101/102 (Second Shift)



BUILDING SERVICES

- Used a leaf blower to clear all the leaves from all entryways of Food Safety, cleared up the back outside stairwell that had a 5-inch pile of leaves, and cleared the parking lot of leaves as well.

Zone 1:

Neilsen Physics:

- M105—Scrub and wax floor
- 2nd floor office 218—Scrub and wax floor
- All classrooms—desks/chairs cleaned and disinfected and sprayed with Microbial

Hesler:

- Lab 329: Strip and wax floors
- Elevators: Strip and apply Wiiwax to rubber floors in both Elevators

Walter's Academic:

- All of new area for Lock and Key on 2nd floor Corridor A has been cleaned, floors vacuumed, mopped, cabinets vacuumed and dusted, glass cleaned, hallways dust mopped/mopped, baseboards scrubbed to remove debris from Construction A206-A215
- A208-Strip and Wax floor
- Brick floors in main corridor on 3rd and 4th floor sweeper used on brick

Zone 2:

AHT:

- Cleaned carpet in 515 and 517
- P1 room 121 cleaned carpet
- Cleaned carpet in 6th floor kitchen 624 after refrigerator leaked
- Spot cleaned carpet on 8th floor lobby

Claxton:

- Cleaned carpet in Deane's suite 337

Bailey Education:

- Scrubbed hallway floors with ride on scrubber 5th,4th, and 3rd floors

AMB:

- Scrubbed toilets and sinks in Women's bathroom with Foamy Q&A on Ground and 1st floor
- Room 309 serf scrubbed and waxed
- Room 442 scrubbed.
- Room 218 carpet cleaned.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- Sorority Village Entrance: Order materials for landscape renovation of main entry bus stop circle.
- Regal and Lee Stadium: Finalize estimate for new dumpster enclosure and order trees for screen plantings along railroad tracks.
- Vet Medicine Research Farm: Replace several round fence posts.
- UTIA Extension Holston Research Unit: Provide excavation for new water supply.
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- UT Sub-station: Excavation support for installation of new lighting (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- Leaves: Campus wide leaf-drop management (cont)
- Snow equipment: Inspect and prep snow removal equipment for the upcoming winter season (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)

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LANDSCAPE SERVICES (CONT.)

- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)
- Campus Steam/Condensate Leaks: Heavy Equipment Team is supporting excavation for various repairs throughout campus (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- 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)
- 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

MOVING & EVENT SVCS

Events:

- Picked up tables and chairs from a weekend Microbiology Luncheon event at Mossman 3rd floor lobby.
- Provided and set up tables and chairs for Holiday Party event at Tyson Alumni Center.
- Provided and set up tables and chairs at TREC for Housing Winter Celebration Event.
- Set up tables and chairs at Student Union VolShop for VolShop Holiday Party.
- Delivered and set up 40ft of pipe & drape and three cocktail tables for Communications Leadership Academy at UT Culinary Institute & Creamery.

Banners/Other:

- Picked up A-frame signs from Ped Walkway, Student Union Plaza (2), Ferris Quad, Ag Campus, Hodges level 1 & 2, SU near Henson Crosswalk and returned them to AHT P1.
- Installed banner out front of Tyson Alumni Center.
- Picked up large ipad signs and set out at TBA, Ayres, Torchbearer Plaza, UT Seal.
- Picked up Items from surplus and delivered to Nursing Education Building 419.
- Picked up items from surplus and delivered to UT Drive Services Building A rooms 202 & 208D .
- Picked up items from surplus and delivered to Bailey Education Building room A401.
- Delivered boxes, bubble wrap, tape to Perkins Hall, Greve Hall, Dunford Hall, Andy Holt Tower.



MOVING & EVENTS (CONT.)

Moves:

- Moved furniture, boxes, and other items from Greve Hall 3rd, 5th, 6th floors to Cherokee Mills Suites 123 & 223.
- Picked up mace, mace stand, academic banners, A-frame signs, podium, and three coatracks and delivered to TBA Media entrance for Commencement.
- Moved podium from Mossman 604 to Claxton and back to Mossman 604 days later.
- Moved furniture and other items from Austin Peay 3rd floor to Blount Hall 410.
- Moved large L-shaped desk from Greve Hall to Student Union PhII 383H.
- Moved a long piece of equipment from NEB to SERF 722B.
- Moved large Diorama map of campus from Student Union back to Hoskins Library 2nd floor.
- Hauled 3 truckloads of furniture, boxes, statues, and other items from Perkins Hall 3rd floor to McClung Tower 12th floor.
- Removed all furniture and boxes from room 481 Dabney Buehler for abatement.
- Removed and hauled away partitions from HPER.
- Removed all boxes and furniture from HPER.
- Reset room at Disabilities services after finals.
- Picked up pallets of dispensers from Central Supply and delivered to 6 buildings across campus.

ZONE MAINTENANCE

ZONE 1

- Got work orders caught up .
- Having roof repaired on N & S Carrick hall over break.
- Parking services now have Caledonia Ave. closed. Behind Reese Hall.

ZONE 2

- In A+A, worked on clay trough out
- In HPER, checked and adjusted chemicals in pools.
- In Andy Holt, heating problems on 8th floor
- In Communication, worked on heating problems in Room 91 and removed baseboard electric heater for renovation
- In Student Services, replaced lights in VolCard and 4th floor women's bathroom
- In Hearing & Speech, checked and replaced lights as needed
- Throughout zone, worked on heating problems
- General maintenance throughout zone

ZONE 3

- Gutter and dry pit clean outs
- Blount Hall renovations and upgrades continue to progress
- At Greve and Dunford, cleaning out/preparing for demolition
- Renovations at Hoskins are complete
- Working diligently on PMs and customer service

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ZONE 4

- Repaired a pizza dough press at Rocky Top Dining
- Repaired a fryer and replaced a fan motor on a walk-in in phase I of the Student Union
- Repaired combi oven leaks at Anderson Training
- Adjusted oven doors at Stokely
- Repaired cabinet doors at Cumberland Ave. Food Court

ZONE 5

- Neyland Stadium: Went through Home locker room for Recruiting weekend and went through premium areas for Holiday events. Also assist contractors with remodeling needs.
- Jones Aquatic: went through and set up and adjusted chemicals and did general maintenance for upcoming swim meets.
- Football complex: General building maintenance and prepared for recruits and visitors. Assisted plumbing shop with steam heater leak on indoor field.
- All over rest of Zone General maintenance.

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
- Ferris Hall : Adjusted lights in 3rd floor offices. Repaired exterior light at loading dock. Took down and rehung lights for safety in rooms 601 & 602
- Perkins Hall : Replaced window unit room 315. Repaired radiators room 110c and 110d.
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF: Repair & Reinstall soap dispenser, Set Christmas tree for holiday season
- Nursing: Repair sink 3rd floor men's restroom, repair radiator at 3rd floor entrance, replace cut off on radiator 419
- Repair ac unit and radiator room 421
- Zeanah : adjusted door closure, reset tripped breakers, replace paper towel dispenser, replace soap dispenser, assist a/c shop, greased chiller house pumps, tightened toilet seats
- 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: Replacing ceiling Tiles in hallway
- Fiber & composites: Replaced Faucets in bathrooms
- Student Union: Changed all Varicels in phase 1 and phase two. Working on changing filters in phase two.

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ZONE 8

- We are making modifications to our ventilation exhaust and supply ducts in the Third Creek mechanical room with the help of Interstate Mechanical.
- We are doing a thorough inspection of our buildings during the winter break to make sure we are fully ready for Spring semester 2024.
- Our One-Call team has been very busy with floods in Strong Hall and the Vet School/Hospital recently.
- We are repairing several of our condensate drains in the upper part of our Greenhouse bays.

ZONE 9

- We replaced a pump and motor for the boiler to provide building heat to the warehouse at the Middlebrook building.
- We have initiated changes with the help of Chris Webb to change the type of smoke head in the kitchen of the Early Learning Center, Research & Practice to prevent false alarms to our fire alarm system.
- We will be making sure to inspect all of our buildings thoroughly with the lighter staff load during the holidays to get ready for the return after the holidays.

SPECIALTIES TEAM

- Balanced air pressure in new offices at Conference Center
- Replaced belt on exhaust fan for fume hoods at Dabney-Buehler
- Investigated building pressure issues at Mossman found that tripped fire alarm had shut off air flow. Verified fume hoods were working normally after system was back online.
- Checked and turned on handicap doors at Clarence Brown Theatre with Zone 3 maintenance
- Reinstalled arm on handicap door, adjusted arm length, and adjusted two manual closers at Music Center
- Adjusted door operator push button and installed new battery at Walters Academic
- Repaired door arm, reset operator, set timing on door operators at Student Health Center
- Repairing door at Stokely Hall, will be installing new roton hinge
- Repairing broken glass windows at Phi Kappa Psi and Sigma Chi fraternity houses
- Repaired broken glass at Blount Hall
- Repairing leaking window at Fred Brown Hall
- Removing laminate wall paneling for renovation project at Communications
- Practicing in Oracle SIT1 DEV environment and going through help documents
- Transported lifts to various campus locations
- Assisted electricians with adding SF6 gas to switchgear at Laurel Substation



SUSTAINABILITY

- We wrapped up our zero waste football season by collecting all of the bins and frames from the stadium.
- Our team recovered 8197.8 lbs from the Georgia game, 7064.5 lbs from the Vanderbilt game, and a total of 37,580.1 lbs for the entire season.
- We had 10 volunteers help set up for the home game against Vanderbilt, and 11 volunteers assist us on gameday.
- We have been collecting donations from residence halls for winter move out. Bins are available in each of their lobbies for collection.
- Some recycling totals:
 - 9,740 lbs bottles/cans
 - 9,460 lbs paper
 - 15.6 tons of pallets
 - 1,154.8 lbs of supplies donated to the Free Store
 - 904.6 lbs of supplies taken from the Free Store
 - 18.75 tons of food waste composted
 - 14.45 tons of animal waste composted
 - 19.45 tons of landscaping waste composted

LOCK & KEY SERVICES

- Hodges Library – door lock handle broke
- 1525 University Ave. – install combination lock
- ETREC – latch is broken
- Zeta Tau Alpha – install deadbolt
- Mossman – rekey rooms
- Andy Holt Tower – install locks on cubicles & key
- A & A – lock is broken
- Student Health Center – install locks and key doors
- 22nd Street Duplex – install lock on restroom
- Cherokee Mills, SMC, Blount – loading cores for department moves

- 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 or 865-771-1531!

TRAINING

- Emergency Management Training for 2024 has been scheduled!
 - Tuesday, January 16, 2:30- 4:00 in FSC 101/102
 - Wednesday, January 17, 10:30 a.m. – 12:00 p.m. in FSC 101/102
 - Wednesday, January 17, 2:30 – 4:00 in FSC 101/102
 - Thursday, January 18, 10:00 p.m. – 11:30 p.m. in FSC 101/102 (Third Shift)
 - Tuesday, January 23, 8:30 – 10:00 in FSC 101/102
 - Tuesday, January 23, 4:00 – 5:30 in FSC 101/102 (Second Shift)
- 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!

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FS IT

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

- Assisted with Lock & Key Shop move to new office
- Move Tennessee 811 computer to Electrical Substation on Todd Helton Drive
- New Printer Installations
- New Computer Installations and new staff training
- Telephone Moves and Staff Moves
- Printer Maintenance, Purchases and Installations
- Phishing Email reports
- Conference Room Setups

UTILITIES SERVICES

A/C SERVICES

- Student Union – Repaired 2-unit heaters
- Dogwood -Repaired unit.
- Robinson Hall – Repaired unit.
- Student Union – Repaired catering kitchen ice machine.
- Plant Bio – Repaired walk in cooler room 305.
- Student Union Twisted Taco – Repaired line cooler.
- Clement Hall – Repaired open cooler.
- Anderson Training -Worked on walk in freezer.
- Auxiliary break room- Worked on ice machine.
- Hesler third floor- Worked on lights in growth room.

ELECTRICAL SERVICES

- Exhaust fan won't turn off at Hesler Biology Greenhouse
 - Bad breaker at Fleming Warehouse
 - Lights not working on 12th Floor at McClung Tower
 - Tripped breaker at Massey Hall due to steam leak
 - Defective Heaters at UT Warehouse
 - Lights strobing at UT Drive Building A
 - HBB403 Light is defective and flickering at Haslam Business Building
 - H Side Dryer Fan electrical wiring short at Hess Hall
 - Repairing damaged raceway support at Andy Holt Tower Parking Garage
 - Demolition of receptacles and raceway at Communications 2nd Floor Lobby
 - Remove the old energized junction box at EHS request Nielson Physics Building
 - Replaced defective Pole Light at 1610 University Ave.
 - Repaired Lighting Contactor at 1525 University Ave.
 - Full Building Outage at UT Veterinary Hospital
 - Emergency Outage for breaker replacement UT Warehouse
 - Vandalized water fountain damage leaking water into the Main Building Switch Gear at Strong Hall
- Fire Alarm:
- Allan Jones disabled/enabled fire alarm devices for the AC shop.
 - Stokely Hall clean dirty smoke det. in room 434.
 - Stokely Hall assists Simplex in troubleshooting earth-ground trouble.

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ELECTRICAL (CONT.)

Fire Alarm continued:

- Communication assist with power outage.
- Allan Jones changed out the duct detector in the east penthouse.
- Dabney fire alarm due to steam leak on the 3rd. floor.
- Neyland East respond to a fire alarm on the 5th floor due to construction.
- ELC White Ave. responds to a fire alarm due to smoke in the kitchen.
- Jessie Harris respond to a fire alarm call due to a steam leak on the first floor.
- McClung Museum disable/enable smoke det. for the Ac shop
- Kappa Alpha Frat adjust sprinkler tamper alarm in trouble.
- New Ag turn off the leaking bell line on the sprinkler system.
- Carrick Hall cleaned dirty smoke on the 10th floor.
- UT Conference assisted MASCO with changing out the flow switch.
- Henson disabled devices due to a steam leak in the tunnel.
- ELC White Ave. assist simply in changing the smoke det. in the kitchen into a heat det.
- Thorton met with athletics to discuss changes in the building.
- Vol Hall troubleshoots fire alarm troubles going in and out.
- MASCO assist with pump test and inspections daily.

- Law School trouble issues on the PIV outside, called in BST.
- Haslam replaced bad smoke det. in the penthouse
- Allan Jones disable/enable duct det. for AC shop.
- Golf adjust air pressure on the sprinkler system.
- Henson Hall assisted BST in programming a new pull station in the basement

PLUMBING SERVICES

- UT Warehouse needs gas heaters turned on and repaired
- Dabney Buehler Freight elevator drain stopped up
- Walter's Academic 2nd Floor men's room water pipe broken
- McClung tower mop sink drain leaking in the room
- Anderson Training floor drain clogged in Smokey dish room
- Vet School second Floor bathrooms stopped up
- Alpha Delta P Nine P Trap needs drain guards installed
- Hodges Library no hot water in the building
- Reese Hall 6th floor leak in the ceiling from the drain
- Zeta Tau Alpha replaced PRV on the Heat water system

STEAM PLANT

- Rebuilt the strainer on the fuel oil line
- Change check valve on #1 boiler feed water pump
- Continued the clean up on the shop
- Mud Drum gasket on #2 boiler

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CONSTRUCTION SERVICES

- Andy Holt Tower: Phase II renovations; Cubicles on P1
- Art and Architecture: Build a wall 312; Remove walls 431; Pressure wash and repair pavers on 3rd floor terrace; Install Unistrut grid for camera and lights 235; Receptacle and data 117
- Austin Peay: Paint and carpet 301F, 410B
- Auxiliary Services: Electric work for equipment 139
- Ayers Hall: Make offices on the 3rd floor; Blinds 308F; Check receptacles 227M
- Bailey Education: Paint A527; Paint and carpet A509
- Baker Center: Office renovations on 1, 2, 3
- Biosystems Office Building: Flooring for 110
- Campus: Water meters for cooling water make-up
- Carrick Hall North: Paint walls on all floors
- Claxton Building: Change 4th floor women's restroom to all gender restroom; Paint 121
- Clement Hall: Install trash compactor
- Communications: Remove door and fill in wall 107E; Remove shelving, paint, carpet 98, 99, 100; Renovate 45; New furnishings 202 and 239
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Paint 308B; Install monitors for 308; Door bell 221
- Dabney Buehler: Renovate 204G for students lounge; Renovate 655 for staff lounge; Install dishwasher 302; Repair water damage 302; Carpet 481
- Dougherty Engineering: Renovate restrooms on 1st and 3rd floors; Carpet 322; Pushbutton lock 217; Paint and carpet 422; Close door openings 217; Paint 4th floor door frames; Install glass in doors 405; Carpet 404
- Early Learning Center: Install new stove; Replace floor
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Remove doors into 101A and 101B-add door from foyer into rooms; Access controls 101, 102, 103, 104
- G-3, G-4, G-13 Garages: Install counting systems
- Glazer Building: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- Haslam Business : Switch access controls to UTPD server; Move thermostat 236; Add glass to door 308
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5; Remove growth chamber 245; Paint and carpet 537
- Hodges Library: Renovate suites on 1st and 6th floors; Cabinets and furniture G016; Extend cubicle space in Veterans Center; Patch and paint 305D; Electric 630
- Hoskins Library: Flooring for Air Force
- International House: Interior painting on both floors
- Jessie Harris: new door 229; Paint B016
- Kingston Pike Building: Electric, painting, flooring 123
- McCord Hall: Electric and concrete work 054
- McClung Tower: Replace penthouse ladder; Install ground wire for OIT 1203A
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118
- Music Building: Bulletin board in corridor
- Perkins Hall: Paint and carpet 315
- Plant Biotech: Electric for new oven
- Pratt Pavilion: Repairs to settled concrete
- Morgan Hall: Paint 104D
- Mossman : Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- Reese: Paint entire building; Resurface deck & parapet
- Rocky Top Dining: Add bagel making station 110

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CONSTRUCTION (CONT.)

- Senter Hall: Access controls 103
- SERF: Renovations for 106 and 108; Electric and lab exhaust 109; Electric in 506; Remove server rack 233
- Sigma Kappa Sorority: Add water detection system to attic mechanical spaces
- Sorority Village: Add card reader to gate
- 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: Remove small shed from basement
- 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; Repair fence at basketball courts; Concrete work; Divide 210 into 2 offices
- Student Services: Paint 209B; Renovate 116B (paint, signage, glass, cubicles)
- Student Union: Install closers on dressing room doors G201
- Thompson Boling Arena: Utilities for compactor; Electric and data for digital menu board
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A
- UT Drive Building B: Electric work in wind tunnel area
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Whiteboard 332; Electric work G034
- Zeanah Engineering: Office furniture 276, 375, 376; Donor plaque; Card reader M167B; Deadbolt locks on suite doors and light switch 161B
- 1610 University Ave.: Move door 230A; Monitors for 4 rooms and blackout shades; Electric for weathers station on roof
- 1817 Melrose Ave.: Add door bell and panic buttons
- 11th Street Garage (UTPD): Paint 105



- 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 DRIVING TIPS

As we enter this holiday season of joy and celebration with our families and friends, remember that this joyous season is historically a period of time that is often marred by an increased number of mishaps and accidents. As you take advantage of this time to visit with families and friends or just enjoy the downtime of the long Christmas break, please continue to look out for one another. We know that some of our team members will be working through the holiday break. Continue to exercise sound judgement and take precautions to avoid mishaps. Let's all make this the safest and most joyful holiday season ever by keeping safety first. Let's end this year and begin next year on a safe note!



My wish is that you all enjoy the holidays and return to work safely, refreshed, and healthy!!
Merry Christmas to all!





Facilities Services

Holiday PARTY



TUESDAY, DEC. 19TH - 12:00 P.M.

**JOIN US FOR A FESTIVE LUNCH
& DOOR PRIZES!**

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

Medicare & Social Security Workshop

Educational Event - Wednesday, January 17, 2024 at 8:30am



Presented by Karen Kakura with Senior Insurance Specialty Group

Medicare Topics for Discussion:

- When/How do I enroll?
- What is Part A,B,C, and D?
- I'm Still Employed
- How much will it cost?
- Medigap Vs. Advantage Plans
- Dental, Vision & More

Social Security Topics for Discussion:

- Will Social Security be there when I am ready to claim?
- Will it be enough to live on?
- When is the best time to claim?
- What are the potential changes to the system?



Scan the QR code or contact Angela Eidemiller at aeidemil@utk.edu

Senior Insurance Specialty Group
141 N Martinwood Road Suite 104-14
Knoxville, TN 37923 ph: 865-203-2040



This is an educational event only.