



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

FACILITIES SERVICES

# FACILITIES SERVICES WEEKLY

DECEMBER 2, 2024

## **UT Verse's New AI Assistant Rolls Out Today! Interested? Let Training Know!**

UT Verse, UT's secure AI platform, is rolling out a new AI Assistant today! If you are interested in utilizing this virtual tool to enhance your productivity and streamline your tasks, reach out to [fstraining@utk.edu](mailto:fstraining@utk.edu). Training is putting together a class on this tool and wants to gather a list of those who may be interested in taking the class!

## **Holiday Food Box Donations Needed**

Part of being a Volunteer is stepping up when your own team needs you, and there's no better time or way than by donating food items toward this initiative now. A flyer is attached with information on what your unit or sub-unit is asked to donate. For more information, see Nikki Woolsey in HR or Sam Ledford.

## **Carl Weaver Retirement Breakfast**

It's bittersweet to share that Carl Weaver, Maintenance & Repair, is retiring on January 4th. His retirement breakfast will take place on Wednesday, December 11th at 8am in Min Kao 435/434. This breakfast is open to all who can attend and would like to wish Carl well as he retires from a job well done.

## **TCRS Processing for Retirement Benefit Estimates and Advising**

TCRS is currently handling a high volume of requests for Retirement Benefit Estimates and advises allowing 30-45 days for processing. To request an estimate, you can email TCRS at [tcrs.counseling@tn.gov](mailto:tcrs.counseling@tn.gov) or call 1-800-922-7772. Be sure to include your full name, employee number and the date of birth for your beneficiary to ensure accurate calculations for any beneficiary options you may select. If you have any questions or need assistance, please contact Angela Eidemiller in HR at Facilities or call her directly at 865-974-1141.

## **New Procedure for Reporting Phishing Emails**

OIT is introducing changes to our phishing email reporting process. Please note that all phishing and spam emails should now be reported using the Report button in Outlook. We're also consolidating the reporting buttons to a single button (a red shield with an exclamation point) to avoid confusion and enhance our response. Moving forward, only those using the Gmail platform should report phishing and spam emails using the [abuse@utk.edu](mailto:abuse@utk.edu).

[Learn how to report suspicious messages within Outlook.](#) | [Stay up-to-date on recent email scams.](#)



## BUILDING SERVICES

- The student's lounge carpet was vacuumed & cleaned.
- 377 EDR carpet was vacuumed and cleaned.
- The area around the cardboard baler was cleaned.
- Corridor 273 was vacuumed and cleaned.
- Removed Cobwebs and leaves in the dock
- The orange circle carpet in 282 the Visitor Center was vacuumed and cleaned.
- Classrooms 225 and 229 the carpet was vacuumed and stains cleaned.
- The wall was cleaned in classroom 225 from spills.
- G1 and L1 women's restrooms were detailed cleaned.
- Office 231 in CCDAE area had its carpet vacuumed and cleaned. The office was also detailed cleaned for its new occupant.
- Phase 2, G1 was dust mopped and auto scrubbed.
- The windows around the dining on the first floor were cleaned to remove the homecoming paintings.
- The stairwells were swept and mopped.
- The monumental stairs were swept and mopped.
- The overlook glass was cleaned.
- Phase 1 supplies were ordered.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Landscape crews are fully in swing with a multitude of fall maintenance activities. Tulip bulbs have been planted in the entrance beds and area crews are raking and removing leaves in support of the turf crews who have pretty much packed away their mowers, picked up their blowers and started making piles of leaves around campus to be picked up by our vacuums and taken to the compost lot.

- The irrigation crew is winterizing irrigation systems and working are with OIT to improve centralized control of the irrigation systems across campus.
- It's tree planting time in Tennessee and the Arboriculture Team shifts gears every fall and plants dozens of trees around campus. Our first order of 32 trees arrived from Middle Tennessee on 12/2.

## MOVING & EVENT SERVICES

No report received

## SUSTAINABILITY

- Compost weights:
  - Landscaping waste: 18,300 lbs
  - Animal waste: 12,850 lbs
  - Food waste: 16,316 lbs
  - Grease water: 12,000 lbs

## MAINTENANCE & REPAIR

### HOUSING

- More vandalism over the weekend at Hess.
- We had all resident halls switched over to heat.
- Staying caught up on work orders as holidays approach.



## ATHLETICS

- Neyland Stadium: Double checking premium areas for events and waiting on the call if we are hosting a playoff game.
- Regal Soccer: General Maintenance and winterized the 2nd floor restrooms and concession.
- Lindsey Nelson Stadium: Doing general building maintenance.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance.
- Allan Jones Aquatic: Prepping for the Tennessee Invite swim meet this week.
- Goodfriend Tennis: General Maintenance.
- Thompson Boiling Arena: Prepping for upcoming Men's and Women's basketball games.

## DINING

- Repaired combi oven at Rocky Top Dining
- Repaired sinks at Student Union I
- Repaired a steamer at Stokely
- Repaired a slicer and spray hose at Vol Hall
- Working on pre-freeze inspection for all required buildings

## ZONE 4

- A+A - worked on clogged toilet in 2nd floor women's restroom
- Andy Holt - worked on heat in 721
- Communications - working on heat in 230
- Student Services - working on heat in 115
- McClung Tower - working on heat in 1109
- General building maintenance throughout zone

## ZONE 5

- Zone 5 has been busy at HPER making repairs throughout the space
- PMs are being caught up on AHU
- Prepping for winter weather
- Repairs at Student Aquatics for the fiberglass filter tank
- Cleaning indoor pool and pool drains. Clean filters are ready to be installed once pool filling begins.
- Building checks, PMs, and a constant focus on customer service and satisfaction.

## ZONE 7

- No report received

## ZONE 8

- No report received

## M&R SPECIALTIES

- No report received

## LOCK & KEY SERVICES

- Jessie Harris – door handle broken
- Music – door lock jammed
- Tickle – lock not secure
- Dabney – lock will not unlock
- Student Union – interior door
- Morgan Hall – will not unlock with master
- Front office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed.

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## 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

- Don't forget to check your email for this week's DASH Training Update. Those with questions or who need to sign up for sessions can reach out to the Training team.
- 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 Laptop Installs
- Desktop Computer Troubleshooting
- Printer Replacements and Printer Software Updates for Users at FSC
- Conference Room Setup
- Bluebeam software purchase
- Photo Printing Assistance
- Wireless Troubleshooting
- DELL and Microsoft Updates for everyone !

## UTILITIES SERVICES

### A/C SERVICES

- Repaired units at Magnolia, Dogwood, Fred Brown, McClung Museum, Delta Gamma, Dabney Buehler, Hesler Growth Chamber B006E, and UT Culinary
- Worked on units at 1832 Sigma Phi, Dabney Hall, NEB, Strong Hall, ELL, BESS Lab, Sigma Phi Fraternity, and Hodges Starbucks
- Food Science- Worked on the vacuum pump.
- UT Culinary and Creamery- Worked on the walk-in cooler.
- Zeanah – Worked on the air compressor.
- Lawson – replace evaporator coil is unit serving Ray Hand Studio
- A&A – rebuild heating water pump for perimeter heat
- SMC – replace shaft seal in York chiller no. 1
- Zeanah – replace the cooling tower makeup valve
- Culinary Arts – repair boiler
- Business Incubator - brought online new heating water system online
- Neyland - prepped AC systems for the UTEP football game
- Boathouse – repaired furnace serving locker room area
- Taylor law- Repaired leak .
- Food Science – Worked on vacuum pump and piping.



### Controls:

- Cleaned dirty smoke detectors at Chi Omega, South Carrick, and Dogwood
- Bio Cabinet alarm not working @ Mossman
- 421 Hoods Placed back into operation @ SERF
- Leibert Machine install/Water metering device, @Hess Hall
- Valve photos @ Zeanah
- Air Temp too cold in 612 @ Min Kao
- Circuit setter noise flow machine alarm @ Hess Hall
- H2O read 2 towers have no flow @ Stokely Hall
- Heat at 86 balance 611-614 TSTA Change/ Calibrate box @ Min Kao
- Hobo placed in 612-614 @ Min Kao
- Fume Hood Alarm @ Dougherty
- Gather numbers for Saturday's disables @ Dougherty
- Monthly Fire pump run with Morristown @ Taylor Law, Mossman, A&A, Student Union, Hesler, Bio Tech, Hodges
- Disconnect power to clocks @ Hesler
- Simplex deficiency @ Massey
- Clock works fault detection diagnostics webinar @AMB
- No Air to 5 offices low static pressure @ Dabney
- Replace Clock @Andy Holt
- Justin Timberlake concert @ TBA
- Jockey pump issues @ Massey
- AHU Full read @ HPER
- Fire Alarm @ ANRB
- Dirty Duct Detector @ Geier
- Fire trouble @ Brehm
- Supervisory Alarm @ Soccer
- Annual Sprinkler inspection with Morristown @ Fleming, Delta Zeta, Sigma Kappa, Conf. Center, Alpha Omi PI, Morrel Pump, Laurel

- Disable Fyke system for Ac shop @ Brenda Lawson
- Assist Morristown With a Leak on the dry system @ Regal soccer
- Clean dirty smoke detector @ Hess Hall
- Assist SCI in changing the smoke detector to a heat detector @ Fred Brown
- Casambi Commission/troubleshoot vendor @Ped. Bridge
- AHU Full read @ HPER
- Dirty Smoke detector in Vestibule @JARTU
- Disable/ enable for interstate @1804 Frat
- Short circuit on strobe circuit 1st Floor @ Middlebrook
- AHU full read @ HPER

## ELECTRICAL SERVICES

- Supplied new power for Motor at Art + Architecture
- Added new electrical power for furniture whips at College of Law
- Installed new pendant lights at Stokely Management
- Lutron Lighting out Neyland Stadium 5th Floor
- Overhead Lights are slow to respond due to noise on the link at Zeanah Engineering Building Room 457B
- Lights will not come on at Baker Center Room 302
- 3rd Floor Lights out at Rocky Top Dining
- 100A Disconnect defective at Neyland Stadium Replaced
- Provide Temporary Electrical Power and support for 10 Restroom Trailers for Tailgating
- Fire Watch provided for Basketball Game
- Fire Watch provided for Justin Timberlake concert
- Cleared Fire Panel Trouble at 1824 Fraternity Park
- Fire Alarm at 1828 Fraternity Park/ Steam from Shower

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## PLUMBING SERVICES

- Walter Academic Room 406 leak going down into A306
- McCord Hall Hot water line leaking in the tunnel
- North Green House leaking PRV in greenhouse 1,3&6
- Senter Hall Leak in the ceiling above the Electrical equipment
- Student Aquatic installing 6" HDPE water lines to tanks
- Zeanah Engineering West Vent pipe leaking onto roll-up door
- Student Union Replaced pumps at the street
- Dabney Buhler PUI Water Heater leaking in the chiller building
- Clement Hall Room 417 broken drain in the wall behind the sink
- Allan Jones Aquatic room 127 has a leak in the wall
- Student Union replaced two pumps at the street
- Plant Biotech room 401 repaired the eyewash
- Vet school replaced broken cast iron pipe in room 226

## STEAM PLANT

- Check Fluids on forklifts
- Clean Shop area and floors
- Cob web clean up on fire floor
- Maintaining the air filters on the compressors
- Finishing installation of New condensate pump
- Unclogged condensate sample line
- Fixed the leak on #5 condensate pump
- CAT generator test run was completed

## CONSTRUCTION SERVICES

- Agriculture and Natural Resource Building: Install cabinets 411; Display cabinet 219
- Anderson Training Center: Water and drain for Smokey's
- Andy Holt Tower: Phase II renovations; Panic buttons on 3 and 5; Signage 505; Electric for cart P2
- Aramark Food Court Cumberland: Repair basement access ladder
- 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; Remove wall and counter, paint 215C; Renovate office 354
- Austin Peay: Paint, carpet, furniture on 2, 3 and 4; Keypad lockset 401C
- Baker Center: Remove shelving 334
- Campus: Water meters for cooling water make-up; Move 2 bus shelters; Rework bollards between Student Union and SMC; Support for dining operations; Locks for CEHHS rooms
- Claxton Education: Paint, flooring, other renovations to 101 and 109A; Access controls for 101; Paint 105 and 118; Paint 441
- Communications: Renovate 001-017, 250/251, 294/295, 333 and 420; Demo and new wall 102 and 103; New furniture 209; Demo electric and paint 209; HVAC for WUOT 299I; Paint 202; Paint Scripps Lab; Remove shelving 333B; Panic buttons 209, 244; Electric for digital signage 429; Wall graphics 296; Door opener 106
- Conference Center Building: Paint 309 D, G and R
- Dabney Buehler: Fume hood replacement in 402 and 404; Nitrogen 216; Lab renovation 209-214; Remove/cap emergency shower 676, Polish concrete floor 633
- Dougherty Engineering: New sink 307A1; Electric and air 605; Electric in 102B





## CONSTRUCTION (CONT.)

- Facilities Services: Install monitors in 127; Digital signage on conf. rooms; Monitors in 122
- Food Science: Rework lights and counter tops in 105
- Fred Brown: HVAC, exhaust for food areas; Paint walls, stairways, etc.
- HPER: Paint B020; Mesh gates/offices B001, B002; Paint and patch 301; Level floor 113, 120-124; Wall and door 143; Outlet for vending
- 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
- Hodges Library: Renovate 6th floor; Renovate 171 for Census Bureau; Painting 255 and 256; Paint and carpet 642; Sink and room alterations 209 and 211
- Hoskins Library: Flooring for Air Force
- Jessie Harris: Renovations for B012, B023, B024; Paint and signage 236; Paint and flooring suite 112
- Law Complex: Offices, conference rooms 212; Painting on 1, 2 and 3 Law Library; Electric work 222, 223
- McClung Tower: Flooring and paint 420; Blinds 1106; Carpet and blinds 104
- McCord Hall: Renovate for growth room B003
- Middlebrook Building: Modify door controls on 137; Shelving in Vol Shop storage
- Morgan Hall: Change light switch 119B; Office renovations 105-112
- Mossman Building: Renovate labs 343 E & F, 351 E & F; Eyewash and sink 521
- Nielsen Physics: Renovate offices 210, 501; Make meeting space 604
- Perkins Hall: Renovate multiple rooms for BME
- Plant Biotech: Install a UV light
- Regal Soccer: Dumpster pad, enclosure and landscaping
- Rocky Top Dining: Door protectors and ice/water dispensers 3rd floor; Trough drain inspection 399C
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 & 536; lab renovations 434, 438, 439; Lab renovations for cluster hires; Outlet & push button lock 719; Connection for equipment 531; 480 volt electric 610
- South and East Stadium: Emergency electric for weather station; Seal floor E108
- South Greenhouse: Footing for gantry crane and electric for equipment 132
- Stokely Hall: Winter Break work in dining
- Stokely Management Center: Room signage on 5 and 7; Light switch 530; Electric for cart charger on plaza
- Strong Hall: Lab work 726A1
- Student Aquatic: Safety handles around pool pump motor pit
- Student Health: Renovate 288A and 288B for offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles); New cubicles and outlet for tv 301; Panic buttons 413A and 413C; Patch and paint 202; Carpet 101C; Carpet repairs 345A
- Student Union: ADA operators in connector; Paint 180; FRP on walls in Choollaah; Table for 4 eye burner and Ice bin BOH; Patch concrete at service elevator ph. II; Repair mop sinks G1 and G2; Wider door 399
- Thompson Boling Arena: Pads and electric for balers
- Tickle Engineering: Renovations for robotics lab A100; Build 3 offices in 502
- UT IAMM: Modify fence around nitrogen tank; Panic button at reception desk; Relocate electric outlet 228; Support for conference room G001; Ground bar and exhaust for equipment G007; Lab faucet G027
- UT/ETREC Little River Farm: Mount satellite dish on roof
- UT Warehouse: Fence and cameras for recycling; Electric for balers

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DECEMBER 2, 2024

## CONSTRUCTION (CONT.)

- Vet Med Center: Electric and prep work for 2 new x-ray machines; Walls, doors, electric D118, B203
- Vol Shop University Commons: Rework lights
- Walters Academic: Renovate A203 for storage
- Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Access controls on door G199B1; Lab renovations for cluster hires; Rad exhaust and moving hoods 1 and 2; Raise platform for water jet cutter G171; Electric for cabinet G158; Connections for laser cutter G166; Make 275 an office
- 2023 Lake Avenue: Paint and carpet rooms



- 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/facommentbox](https://tiny.utk.edu/facommentbox)

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# WEEKLY SAFETY STAND DOWN

## the Twelve Days of SAFETY

01

Never leave a burning candle unattended.



02

Turn off tree lights, decorations and portable space heaters when away or asleep.



03

Never burn wrapping paper.



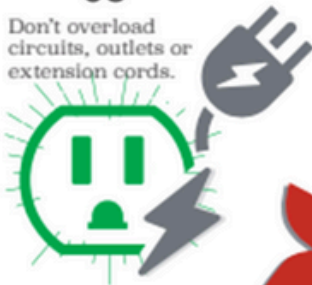
04

Use indoor/outdoor lights as indicated on packaging.



05

Don't overload circuits, outlets or extension cords.



06

Poinsettias and mistletoe are poisonous. Keep away from children and pets.



07

Never leave cooking or baking unattended.



08

Check batteries in smoke alarms.



09

Don't drink and drive. Pick a designated driver.



10

Choose an artificial tree that is labeled fire-resistant. Water natural trees daily.



11

Clean and maintain wood-burning fireplaces and chimneys.



12

Don't post holiday plans on social media.





## CAMPUS EVENTS TO EXPAND YOUR BORDERS

### **Building a Supportive Culture and Climate Through Design Thinking Approaches**

In this interactive workshop, participants will explore proven design thinking models to drive improvements in organizational culture and climate. You'll gain valuable tools and strategies to help you shape a more positive, collaborative environment within your team.

Key Takeaways:

- Practical frameworks for assessing and enhancing organizational culture and climate using design thinking principles
- Effective strategies for fostering open communication and strengthening team dynamics

Wednesday, December 4 from 11 a.m. to 12:30 p.m.

Virtual - Link: <https://forms.office.com/pages/responsepage.aspx?id=2RNYUX1x3UWeypqhnAnW-TVgIf1f7TFImOD-OYI9czpUMkJJS0s1NzNCTERFOFozVEg2QVVYV0JCNC4u&route=shorturl>

### **International Coffeehouse Wednesday**

Every first and third Wednesday of the month, during the fall and spring semesters, the International House partners with an international group or student organization for International Coffeehouse. This program is an opportunity for students, staff, and scholars to connect and experience different cultures through food and drink. Take a break and taste a traditional coffee or tea paired with a small taste of food native to the presenting culture group, country, or region. Student organizations and individual volunteers assist the International House for this informal activity that provides an opportunity to share ones culture and learn about others. If you are interested in assisting with an event, please email [ihouse@utk.edu](mailto:ihouse@utk.edu).

Wednesday, December 4 from 1 p.m. to 3 p.m.

John C Hodges Library, Mary E Greer Room (near Starbucks)

### **Meet Your Title IX Coordinator**

Students, faculty, and staff are invited to learn more about Title IX at a meet and greet with Ashley Blamey, UT's Title IX Coordinator. Blamey will be available to field Title IX-related questions, provide an update on the Office of Title IX, and share how we can improve our work to create and maintain a safe and non-discriminatory environment. With expertise in distressed students, crisis management, bystander intervention, and sexual assault, Blamey will present the importance of creating learning, living, and working environments that are free from Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking), Sexual Exploitation, and Retaliation.

Light refreshments will be provided.

Friday, December 6 from 12 p.m. to 1 p.m.

John C Hodges Library, by Starbucks



## CAMPUS EVENTS TO EXPAND YOUR BORDERS

### **Leaders of Honor: Demonstrating Everyday Honor as We Lead People**

The [Department of Learning and Organizational Development](#) (LOD) offers a supportive peer community for managers, supervisors, and aspiring leaders. LOD invites you to join their open-forum-style leadership session and share relevant leadership challenges, experiences and successes. This session will focus on the concept of honor and what that means in your daily practice.

Wednesday, December 11, 10 a.m. – 11:30 a.m.

Student Union, Room 262A

### **The Compassionate Professional Series Session 3: Self-Compassion, Empathy & Service**

In the third and final session of the Compassionate Professional Series, participants will discover the benefits of self-compassion and its impact on resilience and well-being. Participants will explore various tools to practice self-care, extend empathy, and engage in transformative service to become more compassionate colleagues. Learn how to strengthen your impact on campus through the principles of compassion and service. Registration is available in [K@te](mailto:K@te).

Thursday, December 12, 10 a.m. – 11:30 a.m.

Student Union, 362 A

# Rocky Top Cares Holiday Food Box Collection List

Admin & Support/ Comm & Info	Jelly, ramen noodles & pancake syrup
Building Services	Canned Yams
Bldg Svcs - Arena	Chocolate Santas & Canned Corn
Construction	Cranberry Sauce
Design/Space Mgmt/ Capital Construction	Spaghetti Os
Maintenance & Repair	Canned Green Beans & Canned Fruit Cocktail
Operations	Boxed Cookies
Utilities	Canned Soup & Boxed Potatoes

## Other Items We're Collecting: Throw Blankets, Cash & Gift Cards

Donations go to FSC Room 114D (in the HR Suite)  
After Hours donations can be placed  
on the bench outside HR.

