



### All FS Staff to Complete Self-Evaluations in DASH ASAP

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

### FS Annual Emergency Management Training

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

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

Thursday, February 20 - 4pm

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

### DASH Drop-In Office Hours (Virtual)

On Wednesday, February 12. FS Training will host virtual drop-in DASH Office Hours from 8:30a to 4:30p. During this time, feel free to pop into the Microsoft Teams meeting linked below to ask questions, talk through how DASH aids in performing your job duties, or to receive a refresher on a particular task.

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

### Big Orange Family Campaign

The Big Orange Family fundraising campaign officially kicked off today! Once a year, UT Advancement leads a month-long campaign aimed at reaching a giving percentage goal with donations solely from staff and faculty. This year's goal is 61% participation for all of campus, and we have a goal of 61% participation for Facilities Services as a whole. Every gift matters, no matter the size. Gifts as small as \$1 count toward participation. Beginning Monday, you'll receive email communications about the campaign on a UT level and at the FS level. Please consider donating. Once you donate toward the campaign, you will not be asked again until next year. For more information, visit <http://giving.utk.edu/family/>

### Upcoming Medicare and Social Security Workshop - April 16

Karen Kakura from Senior Insurance Specialty Group will be here at the Facilities Services Complex at 2:30pm in FSC 101 on April 16th to educate interested team members on retirement and planning for the future. There will be time for questions at the end of the session. You can sign up using the QR code in the attached flyer or by emailing Angela Eidemiller at [aeidemil@utk.edu](mailto:aeidemil@utk.edu)



## BUILDING SERVICES

- Andy Holt - 8th floor lobby, conference room, and hallway carpet cleaned
- Communications/Student Success - 2nd floor scrubbed with low speed and burnished
- Student Services - Cleaned carpet in 211C

### Student Union:

- The carpet on the second floor connector Bridge was vacuumed and cleaned.
- The carpet in front of 260 was cleaned along with the hallway between the ballrooms and 262.
- Spot cleaning of the carpets occurred in multiple event rooms where needed.
- 3rd floor hallway in front of the elevators was cleaned.
- A portion of the jewelry counter was removed in the Vol Shop and the flooring under it was cleaned.
- The stairwells were swept and mopped in both phases.
- With sickness on the rise, event rooms, restrooms, seating areas and offices were 360 sprayed in phase 2.
- IQ was used throughout phase 1 and on the first floor of phase 2 to clean the floors.
- The elevators were cleaned.
- Union Station was dust mopped and auto scrubbed.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Well, if you believe Punxsutawney Phil, we should brace ourselves for six more weeks of winter weather, but the Landscape teams aren't sitting around waiting for spring. There's work to be done to get ready for the upcoming growing season.

- The turf crews are finishing up leaf removal and going through their mowers, blowers and line trimmers to make sure everything is ready to go when the grass starts to grow. The grounds crews are putting down the final loads of mulch, making plans for spring annuals and pruning shrubs for the start of the growing season. We completed a significant landscape renovation at the front of Walters Life Sciences Building that included new landscape beds and irrigation. The Arbor Ops crew has been planting trees around campus and continuing to work on the winter pruning schedule as well. Arboriculture is teaming up with Sustainability this year for UTK Arbor Day on March 7th so stay tuned for more information on our annual tree celebration.

## MOVING & EVENT SERVICES

### Events:

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

Weekly continues on next page



### MOVING & EVENT SVCS (CONT.)

Moves:

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

### SUSTAINABILITY

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

### MAINTENANCE & REPAIR HOUSING

- Staying caught up on work orders in the resident halls.
- The new PVI's in Fred Brown should be online this week.
- We are thawing out and getting issues resolved after cooled blast has moved out.

### ATHLETICS

- Neyland - General maintenance on premium areas.
- Regal Soccer: General Maintenance & prepping for Spring soccer camp.
- Lindsey Nelson Stadium: Doing general building maintenance and preparing for Baseball season.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and preparing for Softball Season.
- Neyland - General maintenance on premium areas.
- Regal Soccer: General Maintenance & prepping for Spring soccer camp.
- Lindsey Nelson Stadium: Doing general building maintenance and preparing for Baseball season.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and preparing for Softball Season.
- Allan Jones: Gen. Maintenance & working swim meets
- Goodfriend Tennis: General Maintenance, working tennis tournaments.
- Thompson Boiling Arena: Prepping for this week's basketball games.

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## DINING

- Repaired exhaust on a dishwasher at Stokely
- Repaired a fryer at Volunteer Hall
- Repaired hot wells and sinks at Rocky Top Dining
- Replaced a ballast and repaired AC at Culinary
- Repaired a wok, grill, and cooler at the Student Union

## ZONE 4

- Art + Architecture - Water leak in 241C
- Andy Holt Tower - Installing a drawer in 635
- Communications - Working on lights in 467
- Student Services - Working on heating problems in 267 and a faucet in 204
- McClung Tower - Working on heat in 1204 and 1210
- Throughout Zone - General building maintenance

## ZONE 5

- Replacing AHU motors in Hodges
- Filter changes at Stokely Management
- Ongoing renovations at HPER
- Cleaning out machine rooms throughout zone
- Learning DASH, completing OSHA training and monthly PMs
- Keeping customer service and satisfaction #1

## ZONE 7

- No report received

## ZONE 8

- We changed air handler filters at IAMM
- We assisted the plumbing shop in emergency building heat repairs at the BESS Office & Lab bldgs

- We repaired multiple toilets in various locations throughout the week.
- Our One-Call team remains busy with calls from the UTK campus afterhours and weekends.
- We are working through a transition of uniform suppliers in the next week or so.
- DASH continues to offer multiple challenges in working through our work requests.
- We are working on drainage issues in the upper parts of the South Greenhouse building.

## M&R SPECIALTIES

- No report received

## LOCK & KEY SERVICES

- Ayres Hall – repair lock
- UT Drive Bldg. A – Door will not unlock
- Student Health Center – lock out of adjustment
- Cherokee Mills – setting up cores for new suite
- Thornton Athletics – door not unlocking, adjust exit devices
- Neyland Stadium – exit hardware repair
- Front office – Processing key request, key pick up and drop off, Learning the ends and outs of DASH and Planon
- University Housing – many recores and repairs, assisting as needed.



## COMM & INFO

### COMM & PR

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531!

### TRAINING

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

### FS IT

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

## UTILITIES SERVICES

### A/C SERVICES

- Walter Academic - Repaired chilled water coil on the RTU unit and a VAV coil.
- SERF- Replaced butterfly valves on AHU #8.
- SERF- Started back piping in a new air compressor.
- CRC- Repaired on the unit.
- Third Creek Building- Worked on the unit.
- JARTU- Set up new ice machine.
- Anderson Training - Worked on the unit.
- Softball- Worked on air distribution in the meeting room.
- Robinson, Dogwood, Magnolia- Repaired several water source units for dorm room.
- Fred Brown- Worked on the unit.
- Geier Hall – Worked on the unit.
- Senter Hall - replace chilled water coil in Leibert unit serving Ion beam Lab
- Bess - rebuild heating water pump
- Serf - remove VFD on chiller no. 4
- WLS – replace supply fan motor in AHU SEA1
- Neyland Thompson – replace steam gaskets in the heat exchanger
- Business Incubator – replace chilled water sensors in Carrier chiller
- SMC – replace motor baseplate on cooling tower no. 2
- Mossman- repair cooling tower make-up lines
- AUX. Services – repair Daikin chiller
- SMC – re-locate chilled water lines in the IT room



### ELECTRICAL SERVICES

- No report received

### PLUMBING SERVICES

- No report received

### STEAM PLANT

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

### IN-HOUSE CONSTRUCTION

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

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## CONSTRUCTION (CONT.)



- Innovation South: Electric connections for equipment
  - Law Complex: Offices, conference rooms 212
  - McCord Hall: Renovate for growth room B003
  - Middlebrook Building: Modify door controls on 137; Offices on 1st floor
  - Morgan Hall: Office renovations 105-112
  - Mossman: Renovate labs 343 E & F, 351 E & F
  - Nielsen Physics: Meeting space 604
  - Perkins Hall: Renovate multiple rooms for BME
  - SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439; Lab renovations for cluster hires; 480 volt electric 610
  - South and East Stadium: Emergency electric for weather station
  - Strong Hall: Lab work 726A1
  - Student Aquatic Center: Safety handles around pool pump motor pit; Electric for pool systems
  - Temple Hall: Lighting for compactors 109
  - Tickle Engineering: Renovations for robotics lab A100; Build 3 offices in 502
  - UT IAMM: Paint 226
  - Vet Med Center: Electric and prep work for 2 new x-ray machines; Walls, doors, electric D118, B203; Add a blue phone
  - Vol Hall: Electric for truck charger
  - Walters Academic: Renovate A203 for storage
  - Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Lab renovations for cluster hires; Rad exhaust and moving hoods 1 and 2; Make 275 an office
- Facilities Services Complex Break Room & Shop Area
  - Steam Plant (near time clock)
  - Steam Plant Hill (Landscape Trailer)
  - Hodges Library 1st Floor Service Hallway
  - SERF Outside of Room 426
  - The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](https://tiny.utk.edu/fscommentbox)

# WEEKLY SAFETY STAND DOWN

## FEBRUARY IS BURN AWARENESS MONTH

February is Burn Prevention Month. Burn injuries are common both at home and in the workplace. The American Burn Association states that there are over 40,000 hospitalizations each year due to burns. There are a few different types of burn injuries.



### Types of Burns

**Thermal-** Thermal burns are what most people think of first when burns are mentioned. These burns occur due to contact with a hot surface, fire, hot liquids, or an explosion. Sunburn could be considered a separate type of burn, but we will consider it a thermal burn as well.

**Chemical-** Chemical burns result from skin or eye contact with a strong acid, corrosive, caustic, or alkaloid. Many of the chemicals used in different processes at many job sites can result in a chemical burn injury. Some common household products can also produce severe chemical burns if not handled correctly.

**Electrical burns-** Electrical burns occur where an electrical current has passed through the body. When the current travels through the body, the tissue gives it resistance which results in burns. These burns can be both inside and outside of the body. Usually, where the burns are on the outside of the body will tell where the electrical current entered and exited the body.

### Burn Prevention

**Thermal-** The best way to reduce your chances of suffering from a thermal burn is to eliminate the source of the heat if possible. If there are pipes or other objects that heat up to dangerous temperatures, then it is important to place guards or barriers on them to protect individuals from being burned. The last line of defense would be to use proper PPE that will protect you from being burned by a hot object or material.

**Chemical-** Eliminate the use of dangerous chemicals whenever possible. Substitute a chemical that burns the skin quickly with one that does not burn as easily. Block areas or processes that have the chance to expose individuals to hazardous chemicals. Have emergency showers or eyewash stations available for immediate use if exposed to a chemical.

**Electrical-** Safe work practices need to be followed to work safely around electricity. Locate and stay away from both underground and overhead powerlines. Inspect all tools for defects in insulation as well as missing ground prongs. Properly repair or discard any compromised cords. Do not operate electrical tools in moist or wet environments. Always properly lock and tag out equipment before performing your work on them. Try to turn the equipment on to ensure no power is still being given to it. The last line of defense is to wear PPE that protects you from electrical current.

### Summary

Know the sources of burns both at work and at home. Eliminate as many sources as possible before turning to engineering control or PPE to protect yourself from these hazards. Always take the necessary time to mitigate burn hazards on the job.





## CAMPUS EVENTS TO EXPAND YOUR BORDERS

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

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

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

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



# Interested in a tour of the

# GROW LAB?

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

Contact [growlab@utk.edu](mailto:growlab@utk.edu) to coordinate a time and date that works best for your group.

 RECYCLING



*Seed Paper  
Valentine's Day Card  
Workshop*

*Join the Grow Lab for a zero-waste card  
tutorial and let your love bloom!*

***February 13th  
4-5pm***

***Register with the  
QR Code:***

