



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

FEBRUARY 24, 2025

All FS Staff to Complete Self-Evaluations in DASH ASAP

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 to indicate which session(s) your team would like to attend.

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

AARP Hosting Scam Jam to Help Fight Internet Fraud - 2/27 from 10a to 1p at Beck Cultural Center

Join AARP and a lineup of fraud experts to learn the con-artists latest tricks and stay one step ahead of scammers. In addition to presentations, don't miss the Fraud Resource Fair. The AARP Scam Jam will help you fight back against fraud. You can register for this event [here](#).

DASH Drop-In Office Hours (Virtual)

On Tuesday, February 25 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

Once a year, UT Advancement leads a month-long campaign aimed at reaching a giving percentage goal with donations solely from staff and faculty. Gifts as small as \$1 count toward participation. 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/>

Update from Jim Tolbert re: Uniform Communications

Whenever communicating with Jim Tolbert on uniforms for an employee, please make sure you are always providing him with the employee number and not just the name the person answers to. This will help make sure any changes are resolved as quickly as possible.



BUILDING SERVICES

- Carpet cleaned in Room 310 at IAMM
- Collected Slim stations (trash and recycle) set them up throughout newly remodeled Ground floor at Walters Life! We also detail cleaned this new area after renovations were done.
- Rode the ride on scrubber on 1st floor Comm/SS
- Detail vacuumed & edged all carpeted areas on 1st Comm/SS
- Swept staircases at AMB
- Replaced soap dispenser at Dabney-Buehler on 4th floor men's restroom
- Replaced toilet paper dispenser Dabney-Buehler 3rd floor women's restroom

Student Union:

- The Lobby carpet in 3rd floor hallway was cleaned.
- The back corridor on the 1st and 2nd floor was dust mopped and mopped.
- The carpet was cleaned in event rooms 362 A,B,C.
- The carpet was cleaned in Ballroom A,B,C.
- The Carpet area outside suite 193 was cleaned.
- Elevators were detail cleaned.
- Elevator rugs were cleaned in Phase 2.
- Orange chairs in Union Station were deep cleaned.
- The area outside smoke doors on G3 had trash and leaves removed.
- The stairwells were swept and mopped.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- The recent weeks brought some mild temperatures which cause some of our trees and shrubs to nod awake a little: tulip bulbs poked out of the ground and buds began to swell; however, the cold weather inevitably returns and so it has.

- Rains came with colder weather and then some wind over the weekend. Arboriculture has continued with winter pruning but their attention has turned to cleaning up some wind-thrown trees. Landscape Ops has been busy implementing more landscape renovations along Volunteer Blvd and a new design at the east side of Strong Hall. Winter also requires us to stay on top of our snow removal equipment. With snow in the forecast, crews are getting equipment ready, loading ice melt and making plans just in case.

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



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 palletted 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

- New Collaboration with CEB on Earth Day Festival
- Collaboration with SGA on the Confetti Initiative
- Setting up volunteer events: Clean up at 2nd Creek with Keep Knoxville Beautiful & Stormwater pond clean up with Asian American Society
- Zero Waste Event with Geography Department: 7.5 lbs of food waste collected
- Compost Weights
 - Food Waste: 33,705 lbs
 - Animal Waste: 14,400 lbs
 - Landscaping Waste: 7,500 lbs

MAINTENANCE & REPAIR

HOUSING

- Keeping up with all work orders in resident halls.
- Have completed the drain repair at Phi Kappa Tau.
- More vandalism at Hess Hall over the weekend.

ATHLETICS

- Neyland Stadium. General maintenance on premium areas.
- Regal Soccer: General Maintenance and prepping for Spring soccer.
- Lindsey Nelson: Doing general building maintenance and fixing repairs from the home game series this past weekend.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Softball: General Maintenance and preparing for softball games and tournaments this week.
- Allan Jones Aquatic: General Maintenance, and working swim meets
- Goodfriend Tennis: General Maintenance.
- Thompson Boling: General Maint. & preparing for Basketball game & Blake Shelton concert.

DINING

- Replaced and repaired heat lamps at Stokely
- Repaired a thaw cabinet and cooler at the Student Union
- Repaired hot wells at Rocky Top Dining
- Repaired a grill at Anderson Training
- Repaired an air curtain cooler at Humanities

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ZONE 4

- Art + Architecture - addressed a sink in the all-gender bathroom that wasn't draining
- Andy Holt Tower - worked on 4th floor urinal
- Communications - Worked on heat in Room 208
- Student Services - Worked on 3lights in 209C
- McClung Tower - Worked on loose door handles in 2nd and 4th floor restrooms
- Throughout Zone - General building maintenance & weather watch

ZONE 5

- Cold weather coverage around the clock Wednesday through Friday
- On-demand work requests
- Cleaning machine rooms at HPER and Student Aquatics
- Learning DASH, completing OSHA training and monthly PMs
- Keeping customer service and satisfaction #1

ZONE 7

- No report received

ZONE 8

- We will be prepping our buildings and areas for forecasted winter weather coming this week.
- We made toilet repairs at the UT Warehouse building.
- We have had multiple issues with heating and cooling recently with the wild fluctuations in outside temperatures.

- We made repairs to a drain like in Central Greenhouse.
- Our One-Call team continues to be very busy afterhours and weekends.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Glazer – install exit devices
- Haslam Business – install combination lock
- Andy Holt Tower – repair lock
- Student Union – provide key box to be mounted
- Greenville Property – install locks
- Brenda Lawson – door not secure
- Front Office – Processing key request, key pick up and drop off.
- University Housing – many recores and repairs, assisting as needed

COMM & INFO

COMM & PR

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

Weekly continues on next page



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

- No report received

ELECTRICAL SERVICES

Controls

- Monthly Fire pump w/Morristown @ A&A, West Skybox, East Skybox, Stokley Hall, Massey Hall, Clement, Laurel, Strong, Taylor law, Dabney
- Annual Sprinkler inspection w/Morristown @ 1836 Frat, 1840 Frat, Alpha Gam Delta
- Fire watch men's, and women's basketball @ Arena
- Fire Alarm @ Neyland , Comm
- FA Smoke Detector Mech room Steam Leak @ South College, South Carrick
- Dirty smoke room 814 @ South Carrick
- Drain-All low point drains & Campus
- Change batteries in the penthouse @ Hodges
- Walk with Johnson Controls to look at the clock system @ Hesler
- Fixed wiring on the vol card door @ Massey
- Disable for High voltage@ Fred Brown
- Assist Chattanooga fire with Sprinkler shutdown@Anderson, conference
- Clean out the Fire pump drain leaking @ Clement
- FA smoke head @ Reese
- Disable for plumbers@1832
- Check Traffic signals for power outages @ campus
- Warm start fire panel @ Rocky Top
- Freeze Watch @ Campus
- Supervisory alarm @ 2601 Anne Baker



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
- Cleaned cobwebs off the fire floor
- TRIVACO/ UTK Steam Lunch
- Pumped out water softeners and refilled tanks with 70 Bags of brine

IN-HOUSE CONSTRUCTION

- ANRB: Install cabinets 411; Display cabinet 219
- Anderson Training: 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 : 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
- Innovation South: Electric connections for equipment
- Law Complex: Offices, conference rooms 212



CONSTRUCTION (CONT.)



- 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 & 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

WEEKLY SAFETY STAND DOWN

WORKING AND WALKING SURFACES

lips, trips, and falls remains Facilities Services number one injury cause. We are a busy group of people and **Nearly all slips or falls have one or more of these factors as a cause:**



- Substandard walking surfaces;
- Slippery surface contaminants, such as oil or soap;
- Footwear;
- Walking style of the person.

Proper housekeeping and lighting of working and walking surfaces can prevent most slips, trips, and falls. Sometimes surface contaminants can be very difficult to recognize as a hazard and once the hazard is noticed, must be cleaned up to prevent any risk of injury. Wearing the proper footwear for current weather conditions, as well as the surfaces being traveled, is important to prevent slips, trips or falls, and reduce fatigue.

Incidents that can occur on walking and working surfaces:

1. Trips occur when an obstruction catches the worker's foot and causes him or her to stumble forward. Tripping hazards include cords, equipment, uneven floor mats, and unseen or unexpected objects. Good housekeeping practices can help prevent these types of incidents.
2. Slips occur when an person foot slides along a surface causing a loss of balance. Slipping hazards include wet, icy, greasy, or soiled ground or floors. Wearing the proper footwear, such as sturdy work boots and slip resistant shoes help prevent these types of slip injuries in the workplace. Be mindful if you see a substance on the floor to clean up any spills and prevent an injury to yourself or others
3. A fall can happen from any surface higher than four inches such as ladders, hydraulic lifts, large equipment, elevated walkways, ramps, or platforms. The majority of falls occur from heights less than 10 feet, so safety precautions need to be taken, even at lower heights.

Safe practices for individuals to avoid a slip, trip or fall:

- Be aware of the surface conditions you are walking on, take extra caution on uneven or gravel surfaces.
- Utilize handrails or grab bars in areas where there are stairs or changes in elevation.
- Use 3 points of contact when mounting or dismounting equipment (1 hand/2 feet) or (2 hands/1 foot).
- In wet or icy conditions, take smaller steps and try to ensure your torso stays balanced over your feet.
- Use slip-resistant matting or provide textured surfaces in potentially wet areas.
- Minimize distractions to remain alert to hazards and avoid carrying bulky items that block your view.
- Remove obstructions from travel areas, such as extension cords, power cords, hoses, boxes, or tools.
- Stay alert to parts projecting from machines or equipment.

Remember if you see a hazard, notify your manager or supervisor and take actions to prevent an incident from occurring.

See Something ~ Say Something ~ Do Something ~ Safety Begins with Teamwork



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Climate Change and Human Health Virtual Seminar - 2/27 at 12pm (Zoom)

Click here to join the [Zoom](#). Daniel Mason-D'Croz, a senior research associate in the Department of Global Development at Cornell University, presents a virtual seminar [Climate Change and Human Health Seminar: Contending with the Polycrisis in the Anthropocene](#). His research focuses on food system transformation in a range of topics including assessing climate adaptation and mitigation challenges and exploring the role of technology and innovation to contribute to alternative food systems.

A Haines-Morris Seminar with Dr. Clint Carroll - 2/27 at 4:30pm at McClung Museum

A central aspect of Cherokee worldview is "standing in the middle". Join Dr. Clint Carroll, associate professor of Ethnic Studies at the University of Colorado Boulder, for [Knowing the Land: Access, Conservation, & Land-Based Education in the Cherokee Nation](#). This lecture will explore how standing in the middle informs ecology, conservation, management practices, epistemology, and science communication in the face of unprecedented anthropogenic (human-caused) change.

Fleming-Morrow Lecture in African American History & Symposium - 3/6 at 8:15am at the Student Union 169

The annual Fleming-Morrow Distinguished Lecture series honors pioneering professors at UT while bringing nationally recognized scholars of African American history to campus. This year, organizers are marking the 10th anniversary with a daylong symposium that will feature two morning panels of scholars discussing their latest research on African American history and a luncheon conversation with the professors who inspired the endowed lecture. [Click here to register](#), see the agenda, and the keynote speaker.

Women in Business, Entrepreneurship & Leadership Summit - 3/7 at 9am in the Student Union Auditorium

Registration is open for the UT [Haslam College of Business](#) 10th annual [Women in Business, Entrepreneurship & Leadership Summit](#). The annual event, hosted by the [Office of Access and Community Connections](#), connects Haslam administrators, faculty, staff, students, and friends with accomplished female leaders who can help nurture and cultivate leadership skills. The list of speakers, conference agenda, and registration form are available [here](#).