



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

FACILITIES SERVICES

# FACILITIES SERVICES WEEKLY

JANUARY 13, 2025

## **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!

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

On Tuesday, January 14 and Thursday, January 16, 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

## **Nominations Open for Chancellor's Honors Banquet**

Nominations for the 2025 Chancellor's Honors Banquet are open through the beginning of February. There are many Facilities Services employees who meet the criteria and are deserving of a nomination. The process is relatively simple, and I'd be happy to help with submissions. For most, you'd just need to provide a brief statement. Click [here](#) and select the "Awards for Staff" drop down to learn more about each award. Please let me know if you'd like to collaborate on your nomination(s).

## **Reminder: Bob Evans & John C. Parker Scholarship Submissions Open through January**

the John C. Parker and Bob Evans scholarship applications are open until the end of January. If you have children/step-children, grand/step-grandchildren or legal dependents attending UT in academic year 2025-2026, this is a great opportunity to apply for funds only available to those with family in Facilities Services. Nomination forms were sent out in a reminder email on Wednesday, January 8. If you need the forms printed or emailed to you, contact Sam at [sjones80@utk.edu](mailto:sjones80@utk.edu)



## BUILDING SERVICES

### Student Union:

- Auditorium was detailed clean
- Dining area of Phase 2 floor was scrubbed and buffed.
- The G1 dining area floor was scrubbed and buffed.
- The L1 dining area floor was scrubbed and buffed.
- The carpets in 362 A, B and C were vacuumed and cleaned.
- The Pride Center Carpets were cleaned.
- The Career for Career Development hallway carpets were vacuumed and cleaned.
- All offices in the Center for Career Development were vacuumed and carpets were cleaned.
- The built-ins on the first floor were cleaned inside and out.
- The elevators were swept and mopped.
- The stairwells were swept and mopped.
- The overlook glass & handrail were cleaned in phase 2.
- All event rooms on the second and third floor was 360.
- Cardboard was baled.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Snow prep and clean up

## MOVING & EVENT SERVICES

### Events:

- Holiday Happy Hour (Rocky Top Recovery) at Hodges Library
- CVM Holiday Luncheon at Vet Med Center TLC Concourse
- College of Music Holiday Luncheon at Natalie Haslam College of Music
- CVM 50th Anniversary Gala at Agriculture Natural Resource Building
- Donut Forget - Review Rallies on Study Day at Strong Hall
- Equal Opportunity & Advancement Holiday Luncheon at EOA House

### Moves/Surplus:

- Moved multiple desks around Student Services Building 480, 486C, 486D.
- Picked up furniture from surplus and delivered to HPER 330.
- Picked up desk at SSB and took to surplus.
- Disassembled cubicles and moved them to storage area for surplus pick up at Law School.
- Picked up surplus items and delivered them to Hoskins Library.
- Moved two credenzas within 6th floor of Andy Holt Tower.
- Moved file cabinets from Ayres Hall 303 to 313.
- Moved office furniture from McClung Tower 615 to 614.
- Picked up ultra-low temp freezer from Dabney-Buehler 207 and delivered to Austin Peay loading dock for repairs.
- Picked up surplus items and delivered them to Andy Holt Tower 507,



- Began removing furniture and other items out of old Pediatric Language house on Lake Ave.

### Signage/Packing Materials:

- Picked up A-frame signs from around campus and returned them to Andy Holt Tower P119.
- Delivered boxes, bubble wrap, & tape to 1610 University Ave. Building room 230, and to Andy Holt Tower P119.
- Picked up IPAD signs from Tyson House basement and placed them at five different locations throughout campus.

## 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

- Have been addressing issues in the resident halls repairing steam leaks.
- Getting any and all outstanding work orders completed for the new year.
- Trying to get the spotty ice cleared up in zone 1.

## ATHLETICS

- Neyland Stadium. General maintenance and doing checks on premium areas for events.
- Regal Soccer: General Maintenance.
- Lindsey Nelson Stadium: Doing general building maintenance, and preparing for Baseball season.
- Football complex: General building maintenance & checking all areas for recruits/visitors.
- Sherri Lee Softball: General Maintenance and preparing for Softball Season.
- Allan Jones Aquatic: General Maintenance, and working swim meets
- Goodfriend Tennis: General Maintenance, working tennis matches
- Thompson Boiling Arena: Prepping for and clean up after Monster trucks and also this week's basketball games.

## DINING

- Repaired a dishwasher and steamer leaks at Stokely
- Repaired a broken oven door at Mabels
- Repaired ice makers at Rocky Top Dining and Mossman
- Repaired a men's restroom door in Southern Kitchen at Vol Hall
- Repaired a water fountain at PCB
- Worked on Aramark's maintenance requests in all required buildings

## ZONE 4

- A+A - worked on clogged sinks in 441 and 443
- Andy Holt - worked on heat in Room 308
- Communications - worked on light in hallway by Room 302
- Student Services - working on heat in 486D
- McClung Tower - working on heat in 809 & 811
- General building maintenance throughout zone

Weekly continues on next page



### ZONE 5

- Closing out PMs getting ready for DASH changeover
- Keeping customer service and satisfaction the goal

### ZONE 7

- No report received

### ZONE 8

- We have been monitoring all of our entrances and sidewalks for refreezing after the recent snowstorm.
- We made repairs to several air handlers at the JRTU building that have been having issues.
- We made repairs to a DI faucet in the Plant Biotech building.
- We repaired the steam heaters at Greenhouse 10.
- We replaced a light fixture in the Creamery at the Food Science building.
- We assisted a contractor who removed all of the lab flooring in the Food Safety building.
- We are adapting to the completely different process of using DASH after Archibus was discontinued.

### M&R SPECIALTIES

- No report received

## LOCK & KEY SERVICES

- 840 20th Street – recore locks, provide keys
- SERF – door not secure – repair
- Dabney – replace lock
- Mossman – key for file cabinets
- Thompson Boling Arena – rework locks and repair
- 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!

## TRAINING

- OSHA Training is now online! Go ahead and log into K@TE to complete your OSHA training as soon as possible for 2025.
- 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

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

Weekly continues on next page



## UTILITIES SERVICES

### A/C SERVICES

- Alpha Delta Pi – Charge chiller loop with glycol
- Hoskins – Bring the chiller and chilled water system online
- SERF – replace VFD for condenser water pump no,2
- TBA- brush tubes in chiller no.2
- Alumni – rebuild heating water pump
- SMC – rebuild heating water pump
- Hesler – replace cooling tower motor disconnect on 1A and 1B
- Plant Bio – rebuild heating water pump
- Hoskins – replace VFD for secondary chilled water pump serving Senter Hall

### STEAM PLANT

- Cleaned the shop
- Check the fluids on all forklifts
- Steam yard walk-through (leak inspection)
- Maintaining air filters Sul Air compressor
- patched leak on number 4 blow-down pipe
- CAT generator test run

## IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Install cabinets 411; Display cabinet 219
- Anderson Training: Water & 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
- Architecture Research : Make watertight exterior shell
- 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
- Business Incubator: Paint Suite 108 and hang a monitor
- 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; Sidewalk repair
- 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



### IN-HOUSE CONSTRUCTION (CONT)

- 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; Sink M020; 30 amp disconnect for lathe 101
- ETREC Johnson Animal: Replace 2 blue phones
- 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 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 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 Stadium: 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 and 536; lab renovations 434, 438, 439; Lab renovations for cluster hires; Outlet and 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 Center: Safety handles around pool pump motor pit; Electric for pool systems
- 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

Weekly continues on next page



## CONSTRUCTION (CONT.)



- 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
- Temple Hall: Lighting for compactors 109
- 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; Paint 226
- UT/ETREC Little River Farm: Mount satellite dish on roof
- UT Warehouse: Fence and cameras for recycling; Electric for balers
- Vet Med Center: Electric and prep work for 2 new x-ray machines; Walls, doors, electric D118, B203; Add a blue phone
- 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/fscommentbox](https://tiny.utk.edu/fscommentbox)



# WEEKLY SAFETY STAND DOWN

## WELCOME TO 2025

Welcome to 2025, as we move into the new year, many of us may have taken the opportunity to set personal resolutions and goals for growth and improvement. How many of you have considered applying the same principles to setting workplace safety goals? Prioritizing health and safety is not just a legal requirement, it's a moral commitment to protect our employees and operations. If you are a unit that has experienced a workplace injury that has resulted in days lost or restricted, you understand the impact.

Here's how you can set actionable health and safety goals for your units in 2025:



### **Create and/or Revisit Your Risk Assessments**

Start the year by reviewing your existing risk assessments. Are there new hazards that need addressing? Are your current controls still effective? Involving your team in this process can help identify overlooked risks and foster a culture of safety awareness.

### **Update or Implement New Safety Protocols**

With industry standards constantly evolving, it's essential to ensure our safety procedures are up to date. Evaluate whether new safety equipment, digital tools, or policy updates are necessary to maintain compliance and protect your workforce.

### **Schedule Regular Training Sessions**

Knowledge is power when it comes to safety. Ensure you complete the yearly training calendar that includes essential topics like PPE, fire safety, and role-specific hazards such as fall protection use. Regular training ensures that all staff members stay informed and prepared to recognize hazards within their job and to handle emergencies.

### **Set Measurable Goals**

Aim for achievable outcomes, such as reducing workplace accidents by a specific percentage, increasing the frequency of safety audits, or achieving certain certifications. Setting clear, measurable targets keeps your team focused and accountable.



# WEEKLY SAFETY STAND DOWN

## WELCOME TO 2025

### **Foster a Safety-First Culture**

Engage your employees by encouraging open communication about health and safety concerns. Recognize and reward individuals or teams that exemplify safety best practices to reinforce positive behavior.

### **Partner with Experts**

If you need assistance, consider partnering with one of our Safety Coordinator or safety trainers. Experts can provide tailored advice, training, and audits to ensure your unit remains compliant and proactive.

### **Why It Matters**

By setting health and safety goals, you're not only safeguarding your employees but also enhancing productivity, boosting morale, and protecting your unit from costly incidents. Let's make 2025 the year of proactive safety management!

Start today by gathering your team, evaluating your current practices, and committing to achievable safety goals. Together, we can create a safer and more successful workplace for everyone.

Need help setting or achieving your safety goals for 2025? Contact Melanie Reese, FS Safety Coordinator ([mreese17@utk.edu](mailto:mreese17@utk.edu)) for tailored support. Let's make this your safest year yet!



## CAMPUS EVENTS TO EXPAND YOUR BORDERS

### King Week January 2025

The MLK Commemorative Commission wants you to save the date for King Week 2025, a week of celebration, reflection, and action to honor the legacy of Dr. Martin Luther King Jr. and our exceptional leaders who embody his spirit.

The week begins with an Interfaith Prayer Service on January 15. The annual Leadership Educational Symposium, a highlight of the MLK Celebration, will be held Thursday, January 16, 8:30 a.m. – 11:30 a.m. in the Student Union, Room 362. The symposium provides a forum for dialogue and exchange of information about social justice issues. This year a panel will address “Conversation on Empowering the Beloved Community Post-Election”.

Registration is open for the Thomas “Tank” Strickland Leadership Awards Luncheon slated for that same day (January 16) in the Pilot Ballroom at the Student Union (second floor). The keynote speaker will be Nzinga "Zing" Shaw, President and CEO of [Attack the Glass LLC](#), an organization with a bold mission to amplify diversity across every facet of the human experience.

A Community Forum will be held at the [Beck Cultural Exchange Center](#) on January 17 and the MLK Youth Symposium follows on January 18. The Night with the Arts Tribute will be Sunday, January 19, and the culminating event, the MLK Memorial Tribute Service, will take place Monday, January 20. Explore the full schedule and join the MLK Commemorative Commission in celebrating the dream at [mlkknnoxville.com](#).

(Note: The [mlkknnox.org](#) website is currently down.)