



Departmental Emergency Management Training for 2024

Mark down the dates for 2024 emergency management training. **You MUST register for the session you plan on attending. Please email fstraining@utk.edu to let them know which session you prefer. With last week's weather, many of the sessions were rescheduled so see below for an updated list:**

~~Tuesday, January 23 - Rooms 101/102 at FSC - 8:30am FULL~~

Tuesday, January 23 - Rooms 101/12 at FSC - 4pm

Thursday, January 25 - Rooms 101/102 at FSC - 2:30pm

Tuesday, January 30 - Rooms 101/102 at FSC - 10pm

~~Tuesday, February 6 - Rooms 101/102 at FSC - 10:30am FULL~~

Tuesday, February 6 - Rooms 101/102 at FSC - 2:30pm

Senior Insurance Specialty Group Medicare/Social Security Meeting - POSTPONED

The Senior Insurance Specialty Group meeting originally scheduled for January 18th at 8:30am has been rescheduled to Wednesday, February 21st at 8:30am. Make plans to join as Karen Kakura shares with our team about Medicare options and Social Security.

Applications for John C. Parker and Bob Evans Scholarships Due January 31

You have through January 31, 2024 to turn in applications for the John C. Parker and Bob Evans scholarships. These scholarships are open to children, step-children and grandchildren of Facilities Services employees who will be attending UT for the 2024-2025 school year. Contact Sam Ledford for a copy of the applications.

New Online UT Incident Reporting Process

When reporting on-the-job injuries, auto accidents, and general liability incidents, employees will now report through a new online reporting system called Origami. Paper forms will no longer be used for incident submissions. To learn more about this new procedure, click [here](#).



BUILDING SERVICES

- Performed carpet cleaning in conference room, on the 2nd floor of Sorority Welcome Center.

AMB

- Cleaned carpet on 1st floor rooms 111-138 after customers moved out/in
- Cleaned carpet on Ground floor main hallway
- Cleaned up carpet after leak on Ground in room G001

Hesler

- Stripped and waxed room 440

Walters Academic

- Scrubbed and waxed lab B202
- Dusted and swept all inside brick staircases
- Swept/mopped rooms A304,304A,306A,308 B305,307,309,311 these rooms have been newly renovated after leak last winter

AHT

- Cleaned carpet on P1 in rooms 115,117,and 119
- Cleaned suite 301 after renovation for move in
- Cleaned 1st floor suite being renovated

Comm/SS

- Cleaned carpet in Dean's suite on 4th floor
- Cleaned carpet in lobby area on 4th floor Communications

MOVING & EVENT SVCS

- No new update

ZONE MAINTENANCE

ZONE 1

- Preparing for resident move-in and managing snow/ice

ZONE 2

- In A & A work on lights in pool
- In HPER checked and adjust chemicals in pools
- In Andy Holt work on heating problems on 7th floor and ceiling leak in Chancellor office
- In Communication replaced garbage disposal in 402 and leak on 3rd near janitorial closet
- In Student Services working on heating in 402a
- In Hearing & Speech checked, checked and replaced lights as needed
- Throughout zone gen building Maint

ZONE 3

- Snow and ice removal from building entryways
- Cold weather watch

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- Snow and ice management (cont.)



ZONE 4

- Repaired a rack washer at Rocky Top Dining
- Replaced a steamer with an oven in Phase I of the Student Union
- Replaced a disposal and repaired controls at Anderson Training
- Repaired dishwasher leaks at Stokely
- Connecting cappuccino machine and water filtration for new K Brew at Haslam Business
- Worked on winter break PMs in all buildings

ZONE 5

- Snow and ice removal from building entryways
- Cold weather watch

ZONE 7

- Snow and ice removal from building entryways
- Cold weather watch

ZONE 8

- Snow and ice removal from building entryways
- Cold weather watch

ZONE 9

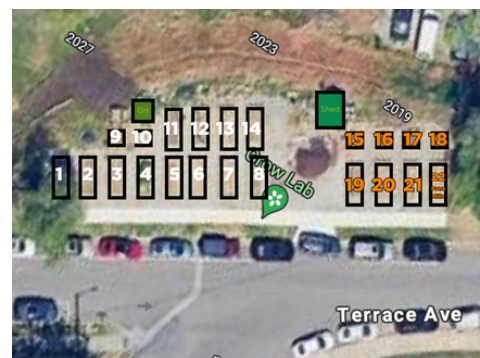
- Snow and ice removal from building entryways
- Cold weather watch

SPECIALTIES TEAM

- No new report

SUSTAINABILITY

- The Free Store is open again this semester and is available to all members of UT community, including students, faculty, and staff. Our Free Store is located at 915 22nd St. The Free Store hours are:
 - M: 1pm - 6pm
 - Tu: 10am - 6pm
 - W: 9am - 4pm
 - Th: 10am - 6pm
 - F: 9:30am - 5pm
- The deadline to get any Green Fee proposals in for the next committee meeting is Tuesday, January 30th. Our meeting will be on Wednesday, February 7th.
- The Grow Lab has 11 garden beds available to be reserved for this semester. These garden beds are available to the UT community. Anybody who is interested in reserving for 2024, please email our Grow Lab coordinator Samantha Daulton (sdaulto2@utk.edu). Attached is a map of the available plots highlighted in orange.



Weekly continues on next page



LOCK & KEY SERVICES

- Lindsay Nelson Stadium – repair lock
- Office of Equity and Diversity – check on keying storm door
- 1610 University Ave. – install lock and key
- Conference Center – install exit device exterior door
- Perkins Hall – install combination lock
- Zeanah – install deadbolt lock multiple doors
- Student Services – repair exit device
- Ferris Hall – install multiple cores cubicle desk units and rekey door
- Laurel Apts. – replace exit device
- Front Office – Processing key request, pick up and return
- University Housing – 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 for Facilities Services Complex Rooms 101/102!
 - Tuesday, January 23 - 8:30am FULL
 - Tuesday, January 23 - 4pm
 - Thursday, January 25 - 2:30pm
 - Tuesday, January 30 - 10pm
 - Tuesday, February 6 - 10:30am FULL
 - Tuesday, February 6 - 2:30pm

- 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!

- Assist with work from Home connections and updates
- HVAC connection assistance
- Workstation Updates
- Online Training

UTILITIES SERVICES

A/C SERVICES

- Student Union – Repaired Ice link.
- Fred Brown – Repaired Subway walk-in cooler.
- Dabney Buehler – Repaired steam coil on AHU#15.
- Kappa Alpha sorority – Reset some units.
- Delta Zeta – Reset some units.
- Sigma Chi Frat – Worked on several units.
- Brenda Lawson – Worked on the hot water supply system.
- Howard Baker Building- Repaired AHU#1 chill water coil.
- Mossman – Repaired hot water coil for AHU# P1 and started on the chill water coil.
- A&A -Repaired AHU#1 hot water coil.
- Student Union – Repaired coils on AHU 8,12, &13.
- Freeze Watch coverage 24hours a day from 1/15 thru 1/21.

Weekly continues on next page



ELECTRICAL SERVICES

Fire Alarm:

- Daily assist MASCO with inspections and monthly pump test
- Performed “Cold Watch” over Campus answering Fire Alarms, Fire Panel Troubles, Busted Sprinkler Pipes, and Steam Leaks.
- Installation of electrical components for the new K-Brew Coffee Shop at Haslam Business College

PLUMBING SERVICES

- Bio System - 3 Soil Water Supply pipe in janitorial closet leaking room 114
- Communication - Street mechanical room tunnel water leaking
- Mossman - backflow 2,3 and 4 repaired
- Anderson - Smokey’s Kitchen Drain stopped up
- Vet Med - room C131 drains stopped up from rags
- Haslam Business - room 502 kitchen sink stopped up
- Student Health Center - bathroom pipes above toilet making noise
- Blount Hall - needs water turns off in Machine Room
- Food City Center - 4” cast iron drain broken so level SE
- Walters Academic - hook up ice maker line in kitchen room A 211
- Morgan Hall - Sink stopped up in room 120
- Go thermal leaks at Sorority Village repairs

STEAM PLANT

- Switched from natural gas to diesel
- Opened fuel header on diesel tanks
- Unloaded fuel trucks
- Cold Weather watch
- Troubleshooting ID damper on #1 Boiler
- Power Outage
- Boiler #2 Maxon Valve
- Boiler #1 Flame Scanner Fault
- Boiler #1 ID damper motor contact cleaned
- Boiler #4 Flame scanner fault
- Maxon Valve #2 Boiler Thermal Limit switch needing adjustment
- Boiler #1 Pressure transmitter, Condensate Pump #2 not holding pressure
- Locked out and unwired #2 condensate pump
- Replaced furnace pressure transmitter
- Inventor, NEC, Coolant oil fan #4
- Monthly report
- Change over to oil, gas low-pressure alarm #4
- Gas low-pressure alarm #4 boiler
- Boiler #1 diverter damper, fixed switch issue
- Diverter, troubleshooting problem boiler #1
- Changed over to gas
- Changed back to oil, Flame scanner boiler #4 no issue



CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- 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; Electric work 227
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Paint 308B; Install monitors for 308; Door bell 221; Window film on door glass 308
- 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 and deadbolt lock in door 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; Cubicle work 209
- 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 Building: 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; Renovate 606
- 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; Remove hood 234
- Kingston Pike Building: Electric, painting, flooring 123
- Landscape Trailer: Add restroom exhaust fans
- Law Complex: Refinish desk edges 158
- Lindsay Nelson Stadium: New sidewalk behind porches
- McCord Hall: Electric and concrete work 054
- McClung Tower: Replace penthouse ladder; Install ground wire for OIT 1203A; Install LVT 1110; Paint and flooring 711; Paint 804
- 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

Weekly continues on next page



CONSTRUCTION (CONT.)

- 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
- Phi Gamma Delta: Replace water heater
- Reese Hall: Paint entire building; Resurface deck and parapet
- Rocky Top Dining: Add bagel making station 110
- Senter Hall: Access controls 103
- SERF: Renovations for 106 &108; Electric & 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; Add receptacle 225
- 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 G035
- UT Warehouse: New split door 115
- Zeanah Engineering: Office furniture 276, 375, 376; Donor plaque; Card reader M167B; Deadbolt locks on suite doors and light switch 161B; Remove rubber floor/polish concrete Nuclear corridor
- 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

Weekly continues on next page



WEEKLY SAFETY STAND DOWN

JANUARY - SLIPS, TRIPS & FALLS

There are various ways to experience a fall while working or walking around the campus. You can slip on something and lose your balance; you can trip over an object left in a walkway; or you can fall from an elevated position such as a ladder or stairs. In a worst-case scenario, a ground-level fall can result in a significant injury or even death.

To prevent a possible fall, concentrate on where you are walking -- distractions leave you vulnerable to unsafe conditions.

Make sure you can see where you are walking. Do not carry loads that you cannot see over.

Keep walking and working areas well lit, especially at night. Turn on the lights!

Be on the lookout for foreign objects or substances on the floor that could cause you to slip and fall. Watch for deposits of water, food, grease, oil or debris—even a small amount or object can be enough.

Wearing the wrong shoes can make you susceptible to a slip/trip/fall. Wear shoes with non-slip soles. Also worn soles can cause you to have less traction.

When entering a building from the outdoors, thoroughly clean the soles of your footwear. Walk-off mats are usually placed at entrances to permit you to remove moisture or debris that may be clinging to your shoes, especially during rainy, snowy weather. Don't walk too fast or take long strides when stepping from the walk-off mat onto the floor. The soles of your shoes may still be damp enough to cause you to slip. Walk with caution and avoid changing direction too sharply.

Be aware of tripping hazards, such as trash, unused materials, electrical cords and any other object left in an aisle or other designated pedestrian traffic path. If maintenance work necessitates leaving equipment or materials in a walkway, make sure the area has warning signs or is barricaded to alert pedestrians.



WEEKLY SAFETY STAND DOWN

JANUARY - SLIPS, TRIPS & FALLS

Help keep all areas clear of trash or trip hazards. If you toss something at a trash container and miss it, or if someone else has left something lying on the floor, by all means, pick it up!

- Walk in designated aisle ways. Taking a short cut through a work area invites an accident.
- Hold on to handrails when using stairs. They are there to protect you should you slip.
- Do not skip steps or run upstairs.

If you're carrying a bulky or heavy load which hampers your ability to climb stairs safely, use the elevator or get help!

The worst falls are from elevated positions like ladders. They can result in serious injury or death. Learn and practice ladder safety.

- Inspect Ladders before using them.
- Ladders must be the proper height (stepladders) or length (straight ladders).
- Do not stand on the top two rungs of a stepladder or the top three rungs of a straight ladder.
- A straight ladder should extend at least three feet, or three rungs, above the landing it is being used to access.
- Position the straight ladder at the proper angle for climbing -- one foot away from the wall for every four feet of height.
- When climbing or descending, always face the ladder and maintain three points of contact with it—two hands and a foot or two feet and a hand.
- Never climb a ladder with anything in your hands. Use a tool belt to carry tools up. Climb to the desired height and then hoist any other tools or materials up with a rope.
- Once you're at the desired working height, never over-reach. Keep your body and legs on the ladder side rails—follow the Belt Buckle Rule! Extend only your arms beyond the side rails and keep your belt buckle within them.

Slips, trips, and falls can occur every day. Their occurrence and the extent of any resulting injuries can be eliminated or minimized through knowledge and application of safe work practices. Lessons learned the hard way may have a permanent effect— serious injury or death. Don't learn your lessons the hard way, practice safety everyday

Medicare & Social Security Workshop

Educational Event - Wednesday, February 21, 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.