



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.**

- ~~Tuesday, January 16, 2:30- 4:00 in FSC 101/102~~ ← (changed to 1/25)
- Wednesday, January 17, 10:30 a.m. – 12:00 p.m. in the **Student Union Room 169** ← (NOTE: location change)
- Wednesday, January 17, 2:30 – 4:00 in FSC 101/102
- Thursday, January 18, 10:00 p.m. – 11:30 p.m. in FSC 101/102 (Third Shift)
- Tuesday, January 23, 8:30 – 10:00 in FSC 101/102
- Tuesday, January 23, 4:00 – 5:30 in FSC 101/102 (Second Shift)
- Thursday, January 25, 2:30 - 4:00 pm in FSC 101/102

Senior Insurance Specialty Group Medicare/Social Security Meeting

We have an agent coming to the Facilities Services Complex from Senior Insurance Specialty Group on January 18th at 8:30am and again in March 20th at 3:30pm to speak with our team about Medicare options and Social Security. More information is to come, and we'll be looking to get a head count to see how many are interested in attending to plan for additional sessions so be on the lookout!

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 Invoice Distribution List - FS Admin & Support Services

If you work with the Admin & Support Services team to get invoices paid to vendors, take a look at the last page of the Weekly for an updated list of who handles which accounts. This was recently revised so your contacts may have changed.



BUILDING SERVICES

Student Union:

- The first floor of phase 2 at the entrances of Cumberland and Volunteer to the information desk was scrubbed and high speed.
- In front of the art gallery and U copy the floor was scrubbed and high speed.
- G1 phase 1 the floor in front of Twisted Taco to the kiosk near the lot 9 entrance was scrubbed and high speed.
- The dining area to the side of patio was scrubbed and high speed.
- The windows in the event rooms on the second and third floors were cleaned.
- The carpet in 367, 383F, 362 B&C, 260 and the commuter lounge carpet was vacuumed and cleaned.
- The hallway carpet on the third floor was vacuumed and cleaned.
- The hallway carpet in front of the ballroom and event room 260 was vacuumed and cleaned.
- The auditorium was cleaned, and all the chairs were cleaned.
- Overlook glass was cleaned on the second, third floor and on the monumental stairs.
- The stairwells were swept and mopped.
- We had training on the following equipment: Low speed, high speed, auto scrubber, hydro vac, dust mopping, and mop and mop bucket care

Additional Project Work on Campus:

- Deep cleaned stairwells at McCord and Morgan Hall.
- Cleared leaves\debris at Food Safety and McCord parking lot using leaf blower.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- Winter Storm Watch: Monitor snow in the forecast for Jan. 15-17 and plan response as needed.
- Landscape Beds: Campus wide landscape cleanup and mulch installation
- Clarence Brown Theater: Move semi-trailer to and from dock for support of theatrical scenery construction.
- Sorority Village: Excavation support to the Plumbing group for geothermal system repairs.
- Irrigation Systems: Resume GPS location all underground valves, meters, and components.
- Sorority Village Entrance: Order materials for landscape renovation of main entry bus stop circle (cont)
- Regal and Lee Stadium: Finalize estimate for new dumpster enclosure and order trees for screen plantings along railroad tracks.
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board



LANDSCAPE SERVICES (CONT.)

- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

MOVING & EVENT SVCS

- Moving & Event Services moved multiple truckloads of furniture and other items for Humanities Center from Dunford Hall to Cherokee Mills.
- Moved furniture and other items belonging to MARCO from Greve Hall to Cherokee Mills and Ferris Hall.
- Moved furniture and other items for Advancement from Alumni Memorial Building to Cherokee Mills.
- Picked up large antique painting from museum storage at Middlebrook Building and delivered to McClung Museum.
- Delivered roll of orange floor covering to Goodfriend Tennis Center for a weekend event.

ZONE MAINTENANCE

ZONE 1

- Campus is quiet as residents have not yet returned. We've had very few work orders from residence halls that remained open through the break.

ZONE 2

- In A+A, checked and replaced lights as needed
- In HPER, checked and adjusted chemicals in pools.
- In Andy Holt, heating problems on 4th floor with nitrogen blowing out lines
- In Communication, worked on heating problems and assisting contractor on 3rd floor renovation
- In Student Services, working on heating problems
- In Hearing & Speech, checked and replaced lights as needed
- Throughout zone, general building maintenance

ZONE 3

- Working diligently on monthly PMs and customer service
- Conference Center renovations are on schedule and making progress
- New cooling tower install is complete and mag lock install to exterior doors is close to completion
- Hoskins: new carpet installation in Room 119 area is nearing completion
- Greve Hall is closing down for demolition
- Hodges, Haslam Business, and Taylor Law restrooms are getting necessary repairs for the return of students
- Howard Baker Center is undergoing renovations for classrooms and other interior design upgrades
- Gearing up for a new & exciting year on Rocky Top



ZONE 4

- Replaced fryer caster wheels at Rocky Top Dining
- Repaired a steam kettle in phase II of the Student Union
- Repaired a sink at Anderson Training
- Repaired a grill at Stokely
- Replaced cooler/freezer door gaskets at Cumberland Ave. Food Court
- Worked on winter break PMs in all buildings

ZONE 5

- Neyland Stadium: Work on PM'S per Archibus and work on general maintenance for the off season.
- Allan Jones: Prepare for the TYR Pro series swim meet this week.
- Good Friend Tennis: General maint for the upcoming Tennis spring season.
- Football Facility: General maint and PM'S.
- All rest of the zone General Building maint.

ZONE 7

- Dougherty : Repaired inoperable light fixtures. AHU and Package Unit filters changed.. Exhaust fan Belt Changes. Replaced bad lights in fume hoods Relocate light bulb burn in station in penthouse
- Ferris Hall : Adjusted lights in 3rd floor offices. Repaired exterior light at loading dock. Took down and rehung lights for safety in rooms 601 & 602
- Perkins Hall : Replaced window unit room 315. Repaired radiators room 110c and 110d.

- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF: Repair & Reinstall soap dispenser, Set Christmas tree for holiday season
- Nursing: Repair sink 3rd floor men's restroom, repair radiator at 3rd floor entrance, replace cut off on radiator 419
- Repair ac unit and radiator room 421
- Zeanah : adjusted door closure, reset tripped breakers, replace paper towel dispenser, replace soap dispenser, assist a/c shop, greased chiller house pumps, tightened toilet seats
- Tickle : replaced light bulbs, diagnosed outside light issues, replaced electrical box punch out, replaced paper towel dispenser, reset tripped breaker, reset chiller static pressure switch
- AMB: Replacing ceiling Tiles in hallway
- Fiber & composites: Replaced Faucets in bathrooms
- Student Union: Changed all Varicels in phase 1 and phase two. Working on changing filters in phase two.

ZONE 8

- We are busy in all zones going through classrooms and student areas in preparation for the Spring semester of 2024!
- As we get closer to the opening of the new EESRB Building, we will begin regularly touring the facility to identify locations of critical valves and cutoffs of services to the building.
- We are working to finish up all of the December Archibus we can close and complete.
- We welcomed a new addition to our Zone 8 team last week when Mr. Mason Butts joined us. Welcome aboard Mason!

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ZONE 9

- We are working to change some lighting in the UT Extension Office at the Downtown West Shopping Center.
- Our Daycare facilities remain a fairly busy place and require constant attention.
- We replaced a main seal on a toilet at the Glazer Building in Oak Ridge.
- We are working on our weekly and monthly Archibus work requests this week and last week.

SPECIALTIES TEAM

- Refueled multiple generators at Vet School during outage
- Replaced doors at South Greenhouse
- Moved windows in SERF fourth floor
- Boarded up broken window at 1830 Fraternity Park
- Reattached mirrors at Lindsey Nielsen baseball training room
- Working with Emergency Management office on second draft of Veoci data collection form
- Reviewing training scripts for Oracle with internal DASH team
- Recalibrated air monitor for faulty fume hoods at Food Science
- Installed new door operators at Thompson Boling Arena
- Repaired door operators at Stokely Hall, Dunford, and Rocky Top Dining
- Transported lifts to various campus locations

SUSTAINABILITY

- We wrapped up our zero waste football season by collecting all of the bins and frames from the stadium.
- Our team recovered 8197.8 lbs from the Georgia game, 7064.5 lbs from the Vanderbilt game, and a total of 37,580.1 lbs for the entire season.
- We had 10 volunteers help set up for the home game against Vanderbilt, and 11 volunteers assist us on gameday.
- We have been collecting donations from residence halls for winter move out. Bins are available in each of their lobbies for collection.
- Some recycling totals:
 - 9,740 lbs bottles/cans
 - 9,460 lbs paper
 - 15.6 tons of pallets
 - 1,154.8 lbs of supplies donated to the Free Store
 - 904.6 lbs of supplies taken from the Free Store
 - 18.75 tons of food waste composted
 - 14.45 tons of animal waste composted
 - 19.45 tons of landscaping waste composted

LOCK & KEY SERVICES

- Music – keys are not working
- Dougherty – add deadbolt
- 1525 University Ave. – install combination lock
- Env. Landscape Bldg. – make keys for cabinets
- Student Services – replace exit device
- Anderson Training Center – door not secure
- Fibers Bldg. – install lock
- Ayres Hall – change lock on cabinet
- Front office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs

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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 or 865-771-1531!

TRAINING

- Emergency Management Training for 2024 has been scheduled!
 - Wednesday, January 17, 10:30 a.m. – 12:00 p.m. in Student Union Room 169
 - Wednesday, January 17, 2:30 – 4:00 in FSC 101/102
 - Thursday, January 18, 10:00 p.m. – 11:30 p.m. in FSC 101/102 (Third Shift)
 - Tuesday, January 23, 8:30 – 10:00 in FSC 101/102
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 - Thursday, January 25, 2:30 - 4:00pm in FSC 101/102
- 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!

- Assisted with Lock & Key Shop move to new office
- Move Tennessee 811 computer to Electrical Substation on Todd Helton Drive
- New Printer Installations
- New Computer Installations and new staff training
- Telephone Moves and Staff Moves
- Printer Maintenance, Purchases and Installations
- Phishing Email reports
- Conference Room Setups

UTILITIES SERVICES

A/C SERVICES

- IAMM – Removed and installed new Ice machine.
- McClung Museum – Install new chiller and pumps
- Student Union PH 2- Worked on VRF system G169 8 Units.
- Allan Jones – Repair Dectron units
- SMC – Repaired Lobby unit.
- Vol Hall – repair boiler
- Laurel Residence Hall (POD)- Repaired cooler #6.
- A&A - repair perimeter heating water system
- TBA- Repaired walk-in freezer.
- Stokely – repair RTU 2-2
- A&A Einstein's – Removed ice machine from coke machine.
- Magnolia – repair cooling tower
- Haslam Einstein's – Removed ice machine from coke machine.

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A/C SERVICES (CONT.)

- Carrick Halls – replace blower assembly in basement AHU
- ZTA sorority – Repaired system & 2 units.
- Mossman – rebuild chilled water pump serving Senter Hall
- Dogwood – Repaired 2 units.
- Clement Hall – Repaired cooler #3
- Aux. Services – repair boiler
- Robinson Hall – Repaired a unit.
- Communications – Cut in valves and removed and installed 2 new fan coil units.

ELECTRICAL SERVICES

- McClung Museum Building Chiller Upgrade - Installed Electrical Panels, ran 3” Rigid Raceway, pulled 350 kcmil Copper Conductors, and performed essential terminations
- Electrical Power Loss at McClung Tower
- 2 Main Circuit Breakers Tripping at Strong Hall
- Parking Garage Lights Tripping Breaker
- Lights not working at Student Aquatic Center

Fire Alarm:

- Vet School assist with the scheduled power outage.
- International House disable/enable smokes and duct det. for Belford.
- McClung Museum disable smoke det. for AC shop.
- Ayres Hall call in for fire alarm troubles.
- Student Union responded to the fire alarm call reset and cleared the panel.
- Student Union issues with earth ground on the panel.
- Hess Hall assist Simplex with fire alarm inspection.
- McClung Museum disable smoke det. for AC shop.

- Laurel Apts. Replace broken smoke det. on the 10th. Floor
- Communication disable /enable fire alarm devices for AC shop.
- McClung Museum disable smoke det. for AC shop.
- Student Union disable smoke det. for AC shop.
- Sorority House’s assist Rapid Fire with hood inspections.
- Thorton relocate AV on the first floor.
- McClung Museum disable smoke det. for AC shop
- Laurel Apts. Disable/enable smoke det. For AC shop in the POD area.
- Anderson Training responded to the fire alarm (construction workers cleaning set it off) reset and cleared it.
- Hess Hall assist Simplex with fire alarm inspection.
- Allan Jones replaced the heat det. and the base.
- Communication responded to the fire alarm set off by the painters.
- Daily MASCO assist with inspections and pump tests.
- Communication assist with power outage.
- Allan Jones changed out the duct detector in the east penthouse.
- Dabney fire alarm due to steam leak on the 3rd. floor.
- Neyland East respond to a fire alarm on the 5th floor due to construction.
- ELC White Ave. responds to a fire alarm due to smoke in the kitchen.
- Jessie Harris respond to a fire alarm call due to a steam leak on the first floor.
- McClung Museum disable/enable smoke det. for the Ac shop
- Kappa Alpha Frat adjust sprinkler tamper alarm in trouble.

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ELECTRICAL (CONT.)

Fire Alarm continued:

- New Ag turn off the leaking bell line on the sprinkler system.
- Carrick Hall cleaned dirty smoke on the 10th floor.
- UT Conference assisted MASCO with changing out the flow switch.
- Henson disabled devices due to a steam leak in the tunnel.
- ELC White Ave. assist simply in changing the smoke det. in the kitchen into a heat det.
- Thorton met with athletics to discuss changes in the building.
- Vol Hall troubleshoots fire alarm troubles going in and out.
- MASCO assist with pump test and inspections daily.

PLUMBING SERVICES

- Jessie Harris's downspout of the handicapped door stopped up
- Brown Hall pump replaced in the machine room on the circulation system
- Dabney Beuhler room 509 hot water leak in the ceiling
- Middlebrook building drain lines are making a loud noise when toilets flush
- Plant Biotech fernco leaking in machine room
- Stokley Hall's freshly marked drain stopped up
- Vet Med pod leak in wall upper sink
- Sigma Chi 2nd floor urinal stopped up and broken
- Replace bottle filler at TREC 2nd floor
- Walters Academic F321 water fountain stopped up

- Food Safety room 020 needs a new faucet
- Haslam Music floor drains stopped up in the machine room

STEAM PLANT

- Flame scanner software problems, quote for flame scanner
- Boiler#1 ID Damper, switch problem
- Flame scanner software, blowdown for compressor auto shutoff line
- Eye hye checking boiler #3
- Monthly reports, and training
- Report, Boiler #1 ID damper fluctuating
- There was kink in the report, replaced the exhaust fan in the shop& removed the fan from the bathroom
- Replaced gasket on boiler 3 steam drum
- Installed Exhaust fan in welding room
- Cleaned shop
- Test Ran 2mw generator
- Monthly Maintenance on 2mw generator

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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
- 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

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CONSTRUCTION (CONT.)

- Plant Biotech: Electric for new oven
- Pratt Pavilion: Repairs to settled concrete
- Morgan Hall: Paint 104D
- Mossman Building: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- 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 and 108; Electric and 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
- 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/facommentbox

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WEEKLY SAFETY STAND DOWN

JANUARY - SLIPS, TRIPS & FALLS

Happy New year! I hope everyone had a great holiday break and are well rested and ready to take on 2024.

I thought I would start the year off with a review of the 2023 injured worker report. OSHA publishes a list of the most common workplace non-fatal injuries. Every year slips, trips and falls ranks number one followed by struck by/against, and overexertion. Facilities Services has a very similar list.

- 1.Slips, Trips and falls
- 2.Lacerations (cuts)
- 3.Auto Accidents
- 4.Overexertion

As you can see, slips, trips, and, falls are our number one injury type. Often, the cause of the injury was poor housekeeping (I don't mean building services type of housekeeping but, clutter in the walkway), poor walking surfaces and lastly being in a hurry. These types of injuries cause missed days of work and often times, a return to work with restrictions. In addition to the financial cost and the physical pain of a work place injury, there are other effects that happen when there is an injury.

Workplace injuries also cause...

- Affects to the morale of the remaining workforce
- Increases work load because someone has to complete the work of the injured worker
- Less productive because your team is working short
- Increased chance of injuries
- Affects our customer service

August had the highest number of injuries. We have a lot to get done in August to prepare for returning students and staff.

This month we are going to focus on reducing the numbers of Slips, Trips, and falls. With the addition of winter weather, now is a good time to review some tips of maintaining clear, clean walking/working surfaces. Below are two short videos with some great tips.

<https://www.youtube.com/watch?v=zolaiLNtJZM> (3:03) Rod Stickman - Slips and Falls

<https://www.youtube.com/watch?v=8YfwURGbJVg> (2:51) Cold Weather Slips and Falls

Invoice Distribution List

(rev. 1/4/24)

Name	Vendors	Other Responsibilities
Stevin Amonett	Airgas & Graybar	Accountant duties, Luther Holloway's and Ed Maples' P Cards
Susan Gibson	H-L, <u>Plus</u> Elliott's, Evoqua, Express, Graining Paint, InGenesis, Interstate Mech., Trades Max, & UniFirst	Frank Tallman's P Card, payment reviews, e-invoice backup
Ray Graziano	M-Z (<u>Except</u> Rapid Fire, TA, TMS, Tim Payne Painting, & Wm. S. Trimble)	Amanda Ruelle's and Mary Makarewicz's P Cards
Jorgie Gross	A-G, <u>Plus</u> Morristown (<u>Except</u> Airgas, Belfor, Customer Service Electric, Elliott's, Evoqua, Express, Fastenal, Graning, Grainger)	Alberto De La Garza's P Card
Amanda Ruelle	American Paper & Twine, B&H Video, Broadway Flooring, Customer Service Elec., Dell, Fastenal, Fisher Scientific, Grainger, Life Technologies, Pocket Nurse, Rapid Fire, SHI, Sigma-Aldrich, Staples, TA, TMS, Tim Payne, Wm. S. Trimble, & VWR	Projects, Estimates, Tom Anderson's P Card, insurance certificates
Rick Johnson	Waste Connections (review)	Invoice approvals
Tracy Walker	FedEx, Certified Mail	Project/WR billing, Project backup, receive checks
Jim Tolbert	Elliott's, Hanger, UniFirst invoice review & preparation only	Haberdasher
Mitzi Elrod	Utilities	

Medicare & Social Security Workshop

Educational Event - Wednesday, January 17, 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.