



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

JUNE 10, 2024

Beat the Heat FS Photo Contest

Send in your pictures that capture how you safely beat the heat while on the job, and one winner will be chosen from the submissions to receive a VolCard gift card prize! Submissions will be featured on FS social media and may be submitted to OSHA for their version of this Beat the Heat photo contest. Photos can be sent to sjones80@utk.edu or texted to 865-771-1531. Please include your name and a brief description of how you're staying cool in the submitted photo. Photos are due by July 5, 2024.

UTILA and Uconnect Applications Open Now

Applications are open now for the UTILA and Uconnect programs! UConnect (non-exempt) is an inclusive, yearlong immersive leadership and professional development program. The goal of UConnect is to promote growth and development for our highly motivated non-exempt staff who have a minimum of one year of continuous service. Meanwhile, the purpose of the UTILA (exempt) is to provide a thoughtful and intentional learning experience that will equip leaders with the content knowledge, leadership behaviors, and support to effectively lead our diverse workforce and create a culture of inclusion. To learn more and/or apply, click [here](#).

Sick Leave Bank Enrollment

The [Sick Leave Bank](#) provides members who are experiencing a serious illness with an opportunity to request additional paid leave from the bank after they have exhausted all personal accrued leave. Open enrollment runs through June 30.

Upcoming Retirement Parties

Go ahead and mark those calendars as we prepare to celebrate alongside soon-to-be retiree, Roger McDonald. Roger's retirement reception will be on Thursday, June 27 at 8am in FSC 101/102.



BUILDING SERVICES

- The 5th floor restrooms at Haslam Business have been orbited.
- 2 Classrooms on the 5th floor of Haslam Business have been cleaned.
- The mezzanine floor at SMC was stripped and waxed
- The 3rd floor of Haslam Business has been stripped and waxed.
- The reading room, 6th floor break area and common areas, the 5th floor common areas, the 4th floor common areas in Hodges have been shampooed.
- The Toyota room has been shampooed at Baker
- The south commons in Hodges have been shampooed.
- The glass on the 3rd floor of Hodges is complete.
- Blount Hall: Orbit all the restrooms floors and Detailed the restrooms
- Jessie Harris: Neutralized floors in Rms 301, 411 and cleaned carpets in classrooms 308, 323, 224, 243, 244, and 114.
- Strong Hall: Cleaning carpets in classrooms and detail dusting
- UTPD: Cleaning windows inside and outside with the IPC window cleaning system.
- Law College: Detail carpets and detailing dusting in the offices and classrooms.
- Carpet cleaning in Morgan Hall - rooms 102, 112, 105, 302b, c, d, 107.
- Floor scrubbing/high speed buff at Food Science 102, Brehm 135/134 , 142, 136.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- The Circle Park and Humanities turf renovations have wrapped up and the irrigation crew has gone through and tested the system for any issues. We should have fairway quality turf in these areas soon, but no chipping or putting please!
- The mowing crews are at full tilt to keep up as we've had ideal spring growing conditions up to now.
- The Arboriculture crew completed several removals and the security camera clearance projects for Student Housing at Clement and Laurel Halls.
- The recent storms have brought a number of downed limbs including a very large one at JARTU.
- Grounds crews continue to work on projects around campus and, you guessed it, continue to try and stay on top of weeds. Think cool thoughts as the summer temps begin to show up later this week.

MOVING & EVENT SERVICES

- Disassembled and removed shelving from McClung Tower 3rd floor hallway and room 305.
- Disassembled desk for surplus, and moved a desk from first floor to second floor.
- Removed furniture from rooms 142, 165, 166 of the Taylor Law Complex for carpet and paint to be done.
- Picked up tables & chairs from Zeanah Engineering event, and moved lobby furniture back into place.
- Picked up 19 display boards and returned them to Melrose Hall 4th floor.
- Delivered and set up tables to ANR Building for Board of Trustees test run.
- Moved biosafety cabinet from PBB loading dock to 438 ANRB.

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MOVING & EVENT SVCS (CONT.)

- Moved furniture between offices at HPER 369 & 330.
- Moved 2 biosafety cabinets from Third Creek Building to ANRB.
- Removed and disposed of cubicle parts from Baker School 209.
- Delivered and set up tables and chairs to Zeanah ground floor for VOL103 On Campus Experience Event.
- Delivered and set up tables, chairs, stage, podium, to Ayres Hall South Lawn for University Memorial Service.
- Moved items from White Ave Early Learning Center to Lake Ave Daycare.
- Picked up furniture and other items from White Ave Early Learning Center and Delivered them to Surplus.
- Moved furniture between rooms 231, 228, G012A2, G012A1, 205, 219, 226, 125 in Ayres Hall, and some items moved over to Walters Academic Bldg room D205.
- Moved and uncrated new equipment from ANR Building 438 to ANR Building G009B.
- Moved a biosafety cabinet, fridge, & freezer within Mossman 520B2.
- Moved a conference table from 405U Student Services to 405P.
- Provided audio and electrical support for DSS Thanks a Brunch Event at the Student Union Plaza.
- Picked up desk purchased at surplus and delivered to Student Union 371 storage.
- Picked up disassembled furniture in the hallway outside of SSB 401 and hauled away to trash.
- Delivered and set up 3 folding stages to ANR Building for an event.

MAINTENANCE & REPAIR

HOUSING

- Still turning buildings in the resident halls.
- We have more conferences coming in next Monday.

DINING

- Repaired hot wells, freezers, and leaks at Rocky Top Dining
- Replaced door gaskets at the Student Union Phase I
- Repaired an open fryer at Anderson Training
- Replaced door closure and ceiling tiles at Stokely
- Repaired an ice maker at the Student Union Phase II

ATHLETICS

- Lindsey Nelson: general maintenance for Regional and Super Regional this week.
- Allan Jones: general maintenance for dive camps.
- Regal Soccer: general maintenance for youth soccer camp and prep for One Knox games.
- Neyland Stadium and football complex: general maintenance for recruiting weekends and events.

ZONE 4

- A+A - checked/replaced 2nd floor lights as needed
- Andy Holt - worked on AC leak in 641 and P119 temperatures were too cold
- Communications - replaced ceiling tile in 202E
- Student Services - worked on AC problem in 111K
- Hearing & Speech - checked out too hot temps on east side of the building
- Throughout Zone - general maintenance

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ZONE 5

- Machine room clean-up in newly acquired buildings
- Catching up on lighting and ceiling tiles that need to be replaced
- Addressing all issues and making repairs
- Building strong customer service is our goal!

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: Serviced exhaust fans and AHU's. Unstopped floor drain room 415. Repaired fan coil room 401A.
- Perkins Hall: Changed belts on exhaust fans # 1 and # 4. Replaced toilet seat in 204
- Min Kao: working on changing gauges, working on belts. Working on water leaks.
- SERF: changed air handler filters, replaced automatic flush valve batteries, adjusted door handle, moved lab furniture, diagnosed leaks, replaced warm room lights, installed paper towel dispenser in lab, tested emergency showers
- Nursing: Room to room mold checks, Rebuild toilet in 2nd floor women's restroom
- Zeanah: adjusted 2 sticking doors on the ground floor, reset tripped gfci plugs, unclogged 2 toilets on the 2nd floor, pulled a fan shaft on an exhaust fan to be replaced
- Tickle: diagnosed and fixed a leak in the janitor's closet, unclogged 1 toilet and 1 urinal, fixed a leaking packing nut on the condensate pumps, sprayed graphite in some sticking door locks

- AMB: Working on Auditorium Stage and Lighting, repair sinks and toilets, 2nd Floor water fountains filter replacements, repair of seating in room 32 And had the Cox Auditorium floor sanded and resealed
- Walters Academic: Replacing Ceiling throughout the building
- Austin Peay: Located air leak in hvac system, Repair duct that was apart, Calibrated all thermostats in the building
- Hesler Biology: Fixed sink in room 326, Replaced ceiling tiles room 135
- Nielsen Physics: fixed heat in 207
- Dabney/Buehler: Working on ceiling tiles in building, Replaced floor tiles in room 302, Changed water filters on 6th floor, Changed belt on exhaust fan 7th floor penthouse, Replaced faucet seals room 635 and Help ac team with ahu#15.
- Ayres Hall: Change lightbulbs, and Ayres Hall 3rd floor

ZONE 8 - AG CAMPUS

- We replaced a motor in an air handler exhaust at the JRTU Building.
- We are working to make repairs at IAMM 306 after a overhead leak recently.
- We replaced a light fixture at 1525 University Avenue Building.
- We replaced a faucet at the Facilities Complex.
- We repaired a leak at the Food Safety Building.
- We repaired a domestic water line leaking in a fume hood at the Plant Biotech Building.
- We replumbed a water source AC unit at the Middlebrook Building.
- We are working a to assist several departments with a large conference being held this week in the ANRB Building.

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SPECIALTIES TEAM

- No report received.

SUSTAINABILITY

- Recycling Totals:
 - 9,786 lbs of bottles and cans
 - 12,820 lbs of paper
 - 8,000 lbs of cardboard
 - 5,765 lbs of food waste composted
 - 15,900 lbs of animal waste composted
 - 573.4 lbs of material donated to the Free Store
 - 900 lbs of material taken from Free Store

LOCK & KEY SERVICES

- Lindsay Nelson Stadium – Restroom lock broken
- Morgan Hall – Mechanical room – repair
- Baker Building – repair lock
- Law College – replace lock
- Strong Hall – door will not unlock
- Plant Biotech – rekey lock
- Third Creek Bldg. – desk will not unlock
- Blount Hall – replace multiple locks
- Communications – rekey lock
- Student Health Center – door handle broken
- Agriculture & Natural Resources Bldg. – installing cores, assisting as needed
- 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 or 865-771-1531!

TRAINING

- 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!

- TDX Training
- Software Purchases
- Process Surplus Inventory
- Facilities Services Emergency Management Assistance
- Wireless Troubleshooting
- Adobe Troubleshooting
- Office moves for Building Services on Campus
- Conference Room Setup and Assistance
- Move computers for Sustainability



UTILITIES SERVICES

A/C SERVICES

- Repaired rack system to get freezers and coolers back up and running at Rocky Top Dining.
- Set 2 new units on roof of Hodges Library.
- Repaired leaking coil at McClung Museum.
- Worked on unit for hallway at Humanities.
- Worked on AHU #15 at Dabney-Buehler.
- Repaired units HP-1 & HP-23 at Middlebrook.
- Repaired ice machine for catering at Student Union.
- Removed gas from old freezer at Bass.
- Repaired unit at Geier Hall.
- Repaired unit at Fred Brown.
- Worked on changing out units at Sigma Chi.
- Campus Steam Outage
- Replaced tube bundles in heat exchangers at: Ayres, Neyland Thompson, Mossman, Strong, Auxiliary Services, Claxton, and Blount Hall

ELECTRICAL SERVICES

Fire Alarm:

- Assisted MASCO with sprinkler system shutdown at TBA.
- Assisted MASCO with annual sprinkler inspection at Anderson Training, Austin Peay.
- Removed fire alarm and security equipment for demo at Henson Hall.
- Disabled fire alarm devices for door installation at Dougherty.
- Checked sprinkler water pressure after scheduled water outage at Business Incubator, Brehm, Vet School and Golf.
- Turned off fire pump & jockey pump during/restored service after scheduled water outage at Plant Biotech.

Fire Alarm (Cont.):

- Replaced base and smoke in the first-floor mechanical room at Tickle.
- Responded to fire alarm due to loss of pressure on the sprinkler system during scheduled water outage at Fleming Warehouse.
- Responded to fire alarm due to steam leak in tunnel at SERF.
- Worked on fire alarm trouble caused by a bad strobe at Regal Soccer.
- Reset fire alarm in room at Clement Hall.
- Responded to fire alarm issues caused by a bad duct detector at Wolf Kaplan.
- Assisted Simplex with fire hood inspections at 1808,1816,1820,1824 Fraternity Park.
- Cleaned dirty smoke detectors in rooms 932,1143 and 10th floor north stairwell at North Carrick.
- Cleaned dirty smoke detector in room 1118 at Laurel Apartments.
- Disabled/enabled fire alarm devices for contractor at 1816 Fraternity Park.

Electrical Services:

- Modified raceway and terminated condensate pump at Student Aquatic Center.
- Repaired receptacle at Henson Hall.
- Modified existing Lutron lighting controls at Anderson Training Center.
- Programmed Lutron lighting controls at Law Library and classrooms.
- Replaced EV charger behind Haslam Music Center.
- Added a new light switch to Rocky Top Dining Hall.
- Troubleshooting garage lights that are out at Humanities Garage.
- Installed new raceway for DATA conductors at Rec Sports.
- Maintained campus on 2nd shift and emergency calls for Fire Alarm coverage.
- Maintained all electrical calls for Baseball Regionals June 7th-9th.

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ELECTRICAL SERVICES (CONT.)

- Campus Steam Outage:
 - replaced 3 electrical panelboards at Steam Plant

PLUMBING SERVICES

- Unstopped floor drains in Food Safety.
- Replaced pipes in concessions at Lindsey Nelson Stadium.
- Repaired sink in room 120 at Morgan Hall.
- Repaired laundry room sink on first floor at Jones Aquatic Center.
- Snaked drain lines at the Steam Plant.
- Repaired leaking Pex lines at Stokely Hall.
- Repaired elbow on PRV at TREC.
- Repaired leaking roof drain and water line in room 344 at Plant Biotech.
- Replaced kitchen sink drain and replaced sink stack at South Carrick.
- Replaced closet flange at Communications.
- Replaced circulating pump at Jesse Harris.
- Repaired leaking pipe in the ceiling at Haslam Business.
- Installing eye wash station at Hesler Biology.
- Repaired leak in the wall at East Neyland Stadium.
- Campus Steam Outage.
 - Grease expansions, sand expansions and changing gaskets in the tunnel and steam vaults.
 - Exercise and grease valves in steam tunnels.
 - Repair steam vault trap line at Clarence Brown.
 - Repair and rebuild 3 steam vault trap lines at Perkins.
 - Steam vault between Dougherty and creek needs return expansion packed and return valve replaced at Lower Drive.
- Steam vault next to dumpster needs valve flange gasket at Bess.
- Steam vault leak repair at Third Creek and Bee Building.
- Steam vault leak and steam station weld leak repair at Melrose.
- Steam vault at top of steps expansion grease fitting leak repair at Perkins.
- Trap line and vault repair at Burchfiel.
- Repacking expansion joints at TBA Food City Center.
- Return valves and repack and replace Arena feed. Repair overhead trap line leak in TBA Food City Center.
- Install new traps in steam vault at Panhellenic.
- Repair condensate trap at station- Gate 7 Neyland Stadium.
- Repair 12" valve in the vault at Law College.
- Repair hole in vault at Student Aquatics.
- Repair 2" 90 leak in the vault at Hesler.
- Blank off medium pressure steam at Walters Academic.

STEAM PLANT

- Campus Steam Outage
 - Compressor checks! Run and maintain for at least 24 hours.
 - Drain/clean and inspect condensate tanks
 - Drain and inspect DA tanks
 - Replace 10in equalizing valve on DA tanks
 - Repack steam valves on main header
 - Repack feed water valves
 - Replace filters on solar turbine
 - Replace flex joints on fuel oil header
 - Repair piping on water softener
 - Repack other valves throughout the plant
 - Replace several steam traps in plant.

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- Campus Steam Outage (cont.)
 - Replace gaskets on #5 boiler.
 - Replace electrical panel inserts.
 - Repack non-return valve on boiler #4.
 - Remove old condensate piping that is no longer used on D.A. Tank #1.
 - Repack header valve on #1.
 - Insulate exposed piping for retaining heat.
 - Replace flange gasket on #4 (blowing hot air).
 - Replace filter on turbine enclosure air intake.
 - Repair conduit for turbine wash solenoid.
 - Boiler #2 preheater valve leaks.
 - Address leaks on DA valves.
 - Repair blowdown pipe
 - #5 Feed water valve leaks when opening
 - #2 Condensate tank valve leaks
 - Investigate turbine divert damper controls- Closed to 100% would make more “free” steam and use.

CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Panic buttons on 3 and 5; Door controls P103C
- 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
- Austin Peay: Paint and carpet 301F, 410B; Paint, carpet, furniture on 2, 3 and 4
- Auxiliary Services: Repair block walls 108, 114
- Baker Center: Office renovations on 1, 2, 3
- Business Incubator: Access controls 114
- Campus: Water meters for cooling water make-up; Classroom Renovations Summer 2024; Move sculpture from McClung Museum to Hoskins Library; Dining projects FFE, etc.
- Claxton Education: Paint, flooring, other renovations to 101 and 109A; Carpet 450; Paint 418 and 420

- Communications: Renovate 45; Demo and new wall 102 and 103; Access controls 061, 091; Paint 66E, 107J, 107X, 101C, 101D; New furniture 209; Demo electric and paint 209; Construct wall 3rd floor corridor; Carpet 66E, 107X; Relocate outlet for digital signage 227; HVAC for WUOT 299I; Paint 202; Paint Scripps Lab; Remove shelving 333B
- Conference Center Building: Connect new ovens on 4th floor
- Dabney Buehler: Renovations 675, 676, 677; Electric 216; Fume hood replacement in 402 and 404; Electric 349
- Delta Gamma Sorority: Replace 2 showers
- Dougherty Engineering: Renovate restrooms on 1st floor; Paint, carpet, wall 422
- ETREC Johnson Animal: Paint floor in swine area
- Facilities Services: Reinstall wind turbine
- Fred Brown: HVAC, exhaust for food areas
- Glazer Building: Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- Haslam Business Building: Painting and signage 399A
- 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; Renovate 171 for Census Bureau; Paint and wall coverings 235E; Paint and electric 630; Paint 323B
- Hoskins Library: Flooring for Air Force; Concrete pad for art work
- International House: Interior painting on both floors
- Jessie Harris: Paint B016; Paint and carpet 411; Renovations for B012, B023, B024; Paint and carpet on 3rd floor
- Law Complex: Paint and carpet suites 161, 166, 248; Add electric outside of study rooms; Offices, conference rooms 212
- McCord Hall: Electric and concrete work 054; Security door 112

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CONSTRUCTION (CONT.)

- McClung Museum: Access controls and new doors G070; Paint and flooring 103A
- McClung Tower: Replace penthouse ladder; Install LVT 1110; Paint and flooring 711; Renovations on 11th floor; Paint 417; Paint and carpet 717; New blinds on 6th floor; Blind on 8 and 10; Additional electric 1001; Paint and flooring 601 suite, 605 and 616; Paint and carpet 305; Electric for a digital sign 501
- Middlebrook Building: Modify door controls on 137
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118; Paint and carpet 308C
- Music Building: Bulletin board in corridor
- Mossman Building: Renovate labs 343 E & F, 351 E & F; Electric, paint for new monitors 101A, 101B
- Perkins Hall: Renovate multiple rooms for BME
- Presidential Court: Replace ATM
- Regal Soccer Stadium: Dumpster pad, enclosure and landscaping
- Reese Hall: Paint entire building; Resurface deck and parapet
- Senter Hall: Access controls 103; Electric lab 101
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439; Hang a white board 611; Patch, Paint, locking 201
- Sigma Kappa: New flooring in dining and chapter rooms
- Soccer/Softball: Dumpster enclosure
- South and East Stadium: Replace carpet in block shop
- Student Aquatic Center: Mount and ground diving boards
- Student Health: Renovate 288A and 288B for offices
- TREC: Hood up motors in gym
- Student Services: Renovate 116B (paint, signage, glass, cubicles); New cubicles 301
- Student Union: Door operator 373; Add weather stripping to door bottom 174N; Paint 174B-D
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218; Access controls 299G, 299H and 199
- Tickle Engineering: Install 6 cubicles 310; Electric 112, 113; Renovations to high bay 110 for robotics lab; Renovate 525C small meeting room; Make 525K an office; Renovations in 509, 509A and 509B; Convert mailroom 526 into a study room
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Electric work G002/G003; Electric work 172 and G029
- UT Warehouse: New split door and electric work 115
- Vet Med Center: Electric and prep work for 2 new x-ray machines
- Vol Hall: Electric for maintenance shop 465
- Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Install 3 clocks in classroom on 3; Swap door and add access controls 511; Replace key control for doors with push button G117 and G116; Complete access controls on door G199B1



- 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

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WEEKLY SAFETY STAND DOWN

NATIONAL SAFETY MONTH WEEK 2

Roadway Safety

I thought since this week's topic for National Safety Month was roadway safety, it would be a great time to talk about the hazards in our own Facilities Services complex parking area. There have been so many near misses in the parking area lately that it's time to address it.

We all know there is a lot of traffic moving within our small parking area, employees coming to and from work, work trucks in and out, deliveries constantly picking up and dropping off, not to mention the pedestrian traffic.

There are a few things we can do to increase safety in the parking area:



- **SLOW DOWN!** I know we are excited to get to work (or leave work) and I know there is a lot of work that needs to be done but there is not reason anyone should be racing in and out of the parking lot.
- Always be alert for pedestrians. As you know there is no pedestrian walkway within the parking area so pedestrians have to walk along the vehicles. Pedestrians should not walk in the middle of the roadway and should try to stay close to the edges of the roadway.
- Be alert for vehicles pulling out of the back lot onto the main roadway. This intersection has a big blind spot and is hard to see unless you move out into the intersection. (we are working on having the mirror remounted)
- Large vehicles should avoid parking on the end of the building. The vehicle could stick out into the roadway and also cause blind spots for drivers. I have seen this in the back-lot area.

Be a team player and slow down and be on the look out for other team members.



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Annual MLK March and Juneteenth Celebration

Join the [MLK Commemorative Commission](#) for the 2024 MLK March/Parade and Juneteenth Celebration, an event to honor freedom and heritage on Wednesday, June 19. The event will begin with registration and lineup at Chilhowee Park, offering community members the chance to participate actively in this historic annual march. Parade line up begins at 8:30 a.m. with the march starting at 10 a.m. The parade will culminate at Dr. Walter Hardy Park where the Juneteenth Celebration begin at noon with a range of activities, performances, and educational opportunities. Register [here](#).

The Bottom: Stories from the Neighborhood

Curated by [Good Black Art](#) and grounded in the research of [Dr. Enkeshi El-Amin](#), a local sociologist specializing in race, place, and Black communities, The Bottom: Stories from the Neighborhood is an exhibition that delves into life in East Knoxville neighborhoods. While it highlights the narrative of Knoxville, it resonates with Black, Brown, Indigenous, and underprivileged communities across different times and places. The exhibition presents both familiar and imaginative interpretations by two Southern artists through a dialogue of folklore and futurism, drawing from oral histories of former residents and archival sources from The Bottom.

This exhibition will be held at the [Downtown Gallery](#) starting on Saturday June 1 at 10 a.m. to 3 p.m. View more dates [here](#).

Question:

This is my first time receiving a reimbursement for travel. Concur is showing it as Approved and in Accounting for review. It is a rather large reimbursement and causing a hardship. I didn't know who I needed to contact.

Response:

This person will need to contact the Office of Shared Services to see if the travel reimbursement payment has been released to the Treasurer's office for payment. The Shared Services Office can be found at <https://shareservices.utk.edu/> or through Rebecca Walker, Administrative Coordinator, shareservices@utk.edu , Phone +1(865) 974-8727.

If it is Accounting for review, it should be released soon providing there are no issues found with the reimbursement.

Note: Other comments recently received have been addressed privately.