



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

JUNE 17, 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.

DASH Fair - July 10, 11a to 2p

The Division of Finance & Administration is excited to announce the DASH Fair, a Knoxville campus event to preview the Oracle System! The event will provide an overview of select processes.

Engage directly with members of the DASH project team, ask questions, and gain insight into the most up-to-date advancements such as processing invoices, requisition supplies, initiating work requests, recruiting processes, temp hiring, and more. Demonstrations will occur every 15 minutes!

This is an excellent opportunity to grab a treat, enter a prize drawing, and be introduced to the system's basic functionalities and how they directly impact our day-to-day work. Fiscal officers, business managers, and HR & Financial staff who perform transactions in IRIS and personnel who request work from Facilities Services are encouraged to attend and actively participate in demonstrations.

To ensure we have an accurate headcount and can plan accordingly, [RSVP for DASH Fair in K@TE by Friday, June 28](#). Also, please bring any DASH questions to help build a [FAQ section for the EPR page in the Employee Hub](#). See you at the DASH Fair!

Childcare Facility Feasibility Survey

The University of Tennessee, Knoxville, is exploring the feasibility of establishing a childcare center on or near campus to support the childcare needs for over 8,000 faculty, staff, and graduate student employees. The facility would operate competitively with local Knoxville market rates and offer care for children ranging in age from six weeks to five years old. The purpose of this survey is to assess the current state of childcare needs in the campus community. Please fill out the survey linked [here](#) by Friday, June 21, 2024.

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

- Carpets were clean in event rooms 362 A, B, and C, 360, 367, 377A, 383F, 272 B, C, 270.
- Hallway carpets on the third floor.
- Hall corridor next to the food pantry carpet was cleaned.
- The administration corridor carpet was cleaned.
- Carpets in the Pride Center were cleaned.
- Classroom 169 carpet was cleaned.
- The Dean of Students common area carpet was cleaned.
- A stain in the kitchen area of Dean of Students was cleaned.
- The catering corridor was scrubbed with the auto scrubber.
- The Rocky Top corridor was scrubbed and high speed.
- The airlock area near the plaza was auto scrubbed and high speed.
- The first floor from the bank to the seal was scrubbed then high speed.
- The base boards in event rooms 362 all, 377 and 360 were cleaned.
- The chairs on L1 and G1 were stacked in preparation for floor work to begin.
- All the women's restrooms in phase 1 were detailed cleaned: Stalls, walls, baseboards, sinks and toilets.
- More cardboard bales were made.
- Terrazzo at Blenz on G1 was scrubbed.
- G1 in front of the Twisted Taco dining area floor was scrubbed and high speed. The tables and chairs were placed back in their positions.
- The Dining area on L1 in front of Union Deli floor was scrubbed and high speed. The tables were moved and the area in front of the counter was scrubbed.
- The windows in L1 dining were cleaned inside and out along with the windowsills.
- The windows in dining phase 2 were cleaned inside and out along with the windowsills.
- The first floor from the information desk to the Cumberland entrance floor was scrubbed and high speed.
- Event room 262 A, B and C carpets were vacuumed and cleaned. The baseboards were also cleaned.
- The second-floor hallway carpet was vacuumed and cleaned including the seating areas.
- The auditorium was leaf blown several times and the stage was swept and mopped.
- The monumental stairs in both phases were swept and mopped.
- G1 dining the column bases were cleaned.
- The stairwells were swept and mopped in both phases.
- The dressing rooms were cleaned and make-up was removed from the dressing tables.
- The Green room was cleaned from the dance group.
- The carpet was cleaned in front of the 281-meeting room.
- Trash cans and tiny trash cans were removed from Panhellenic first and second floors.
- Terrazzo cleaning training at Zeanah on the first floor.
- L1 dining area floor was scrubbed and high speed.
- The seating area between the dining on L1 and the Rocky Top Corridor was scrubbed and high speed.
- The entrance at the pedestrian bridge was scrubbed and high speed.
- The top landing area of the monumental stairs in phase 1 was scrubbed and high speed.
- The dining floor in phase 2 first floor was scrubbed and high speed.
- The outside entrances in phase 2 Cobwebs were removed.



BUILDING SVCS (CONT.)

- The outside window wall in phase 2 cobwebs were removed.
- Ballroom A carpet was vacuumed and cleaned.
- The G3 commuter lounge carpet was vacuumed and cleaned.
- The auditorium was swept and mopped.
- The overlook glass in both phases was cleaned.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- Landscape Operations crews are continuing to work on maintenance and summer projects.
- Now that we are in our first period of high heat, we're hand watering new landscapes and trees and making sure irrigation systems are running at full capacity.

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.

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.

Weekly continues on next page



MAINTENANCE & REPAIR

HOUSING

- We have conferences coming in this week starting 6/17/24 at Hess ,Fred Brown , Clement Hall.
- Had a sprinkler line bust over the weekend at the Carrick's.
- Keeping up with work orders coming in from building inspection and conferences in the other resident halls.

DINING

- Repaired a dish machine and cooler at Rocky Top Dining
- Repaired a wok and grill at the Student Union
- Replaced a conveyer chemical pump at Stokely
- Repaired a coffee maker at Humanities
- Worked on summer break PM on all equipment throughout the zones

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 - work on checking and replacing lights as needed on the third floor
- Andy Holt - worked on replacing lights in 304C and worked a toilet in 302
- Student Services - dealing with AC problems in 305
- Hearing & Speech - assisted AC Services on a heat problem on east side of building
- General maintenance throughout the zone

ZONE 5

- Machine room clean up and going through classrooms/spaces we can access that would normally be occupied
- Working on curb appeal in priority buildings like Haslam Business, SMC, and Hodges Library (focusing on outside lighting and main entrances)
- Navigating a big learning curve on buildings acquired and bringing them up to UT standards
- Zone 5 is a fantastic group that always steps up to issues and challenges, and Perry is proud of this team!
- Customer service & satisfaction remain the main goal

ZONE 7

- No report

ZONE 8 - AG CAMPUS

- No report



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

- Zeta Tau Alpha – Rekey house
- Music Building – Install new hardware main doors
- Anderson Training Center – Exit device needs replaced
- Brehm Animal Science – Door handles fell apart
- Bailey Education – rekey doors
- Delta Tau Delta – front door not latching correctly
- Physics – repair lock
- Middlebrook Pike – rekey locks
- 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

- Replaced tube bundles in heat exchangers at Strong Hall, Neyland Thompson, Claxton, and Ayres.
- Repaired leak on steam supply line for heat exchanger at Student Union.
- Replaced a heat exchanger at Neyland Thompson.
- Repaired No. 1 Chiller at Thompson Boling Arena.
- Replaced discharge pressure transducer on a Daikin chiller at Auxiliary Services.
- Repaired leaks on tube bundle in heat exchangers at Mossman.

ELECTRICAL SERVICES

Fire Alarm:

- Assisted MASCO with daily pump tests.
- Assisted MASCO with annual inspection at Burchfiel.
- Assisted MASCO with 6th floor renovation at Hodges.
- Assisted Simplex with speaker and strobe testing at Hodges.
- Responded to fire panel trouble at Kappa Kappa Gama and Zeanah.
- Enabled duct detector in the penthouse at Hodges.
- Disabled/enabled smoke detectors for AC contractors at 1816 Fraternity Drive.
- Reset the fire alarm at Plant Biotech.
- Responded to fire alarms at Kappa Delta, TREC, Taylor Law,
- Reset the dry suppression system at Delta Gama.
- Assisted Simplex in troubleshooting the fire panel at Rocky Top Dining.
- Assisted Simplex in trouble-shooting an earth ground at Anderson.

Fire Alarm (Cont.):

- Warm started panels to clear trouble issues at TBA.
- Assisted Simplex with fire alarm inspections at the Alumni and Vet School.
- Replaced smoke and base in the mechanical room at Clement Hall.
- Clean dirty smoke detector in room 905 at South Carrick and Laurel Apartments.
- Replace the wet base and smoke detector in the first-floor safe room at Neyland Thompson.
- Disable/enable smoke detectors at Carrick Hall.
- Assisted with a scheduled power outage at the East Skybox at Neyland Stadium.
- Remove the old fire panel on the M level at SMC.

Electrical Services:

- Provide electrical power for the temporary Air Handler Unit at Volleyball.
- Removed temporary power cables and concessions generator at Lindsey Nelson Stadium.
- Removed lighting whips for HVAC upgrades at Student Aquatic Center.
- Installed temporary power whip for floor sanding operations at SERF.
- Removed power whips at James R. Cox Auditorium.
- Provided raceway and electrical disconnects for HVAC upgrade at Student Aquatic Center.
- Troubleshooting tripping circuit breakers for pool pumps at Anderson Training Center.
- Troubleshooting flashing lights at the Communications and Information Building.
- Troubleshooting power issues with CPU for pump power at Plant Biotechnology.
- Troubleshooting emergency exit lights not working at Strong Hall.
- Repaired the new forklift charger at ETREC Johnson Animal Research.

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PLUMBING SERVICES

- Repaired heating water leaks in room 622 at Strong Hall.
- Repaired leaking DI line at Plant Biotech.
- Repaired water leak in the machine room at Anderson Training.
- Repaired leak in women's restroom at Hoskins Library.
- Repaired water leak in room 562 at Dabney-Buehler.
- Repaired shower drain in Reese Hall.
- Replaced 4" cast iron drain in Lindsey Nelson Stadium.
- Unstopped drain at UTPD.
- Unstopped urinal at Culinary Institute.
- Repaired toilets at Morgan Hall.

STEAM PLANT

- No report received.

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; Add monitor 213; Remove wall and counter, paint 215C
- 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.
- Ceramics: Paint interior walls
- 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; Pant and floor tile 531
- 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/offices B001, B002; Paint and patch 301; Level floor 113, 120-124; Wall and door 143
- 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; Add a wall in opening between 519 and 520; Install electric for growth chambers 535
- 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

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CONSTRUCTION (CONT.)

- 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
- 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; New blinds on 6th floor; Blind on 8 and 10; Additional electric 1001; Paint and flooring 601 suite, 605 and 616; Paint and carpet 301A, 304, 305, 307, 307; 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; Install lockers 640
- Neyland Thompson Sports Ctr.: Base for General Neyland statue
- 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
- South Greenhouse: Footing for gantry crane and electric for equipment 132
- Student Aquatic Center: Mount and ground diving boards
- Student Health: Renovate 288A and 288B for offices
- Student Rec and Fitness Center: Hood up motors in gym
- Student Services: Renovate 116B (paint, signage, glass, cubicles); New cubicles 301; Carpet 401J
- 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: 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
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Electric work G002/G003; Electric work 240, 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

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CONSTRUCTION (CONT.)

- Vol Hall: Electric for maintenance shop 465; Renovation for Status Dough
- 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
- 617 West Main: Install electric for monitors room 100



- 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 3

Roadway Safety

As expected the heat and humidity has returned. Working and playing in the heat can be dangerous so make sure you are prepared to work or be out in it. Plan for working in the heat by monitoring the weather. Knowing what the temperatures are expected to be can assist you in planning the work day.



Hydrate, hydrate, hydrate! Don't start hydrating when you arrive at work, arrive at work already hydrated. Know the signs of heat illness and watch out for your team members. Below are a few more tips on beating the heat, link to the OSHA-NIOSH Heat Safety Tool app that is a useful resource for planning outdoor work activities, and a review of heat exhaustion and heat stroke.

Ten Hot Weather Safety Tips:









1. Stay hydrated. Drink plenty of fluids; drink about 16 ounces before starting and 5 to 7 ounces every 15 or 20 minutes.
2. Avoid dehydrating liquids. Alcohol, coffee, tea and caffeinated soft drinks can hurt more than help.
3. Wear protective clothing. Lightweight, light-colored and loose-fitting clothing helps protect against heat. Change clothing if it gets completely saturated.
4. Pace yourself. Slow down and work at an even pace. Know your own limits and ability to work safely in heat.
5. Schedule frequent breaks. Take time for rest periods and water breaks in a shaded or air-conditioned area.
6. Use a damp rag. Wipe your face or put it around your neck.
7. Avoid getting sunburn. Use sunscreen and wear a hat if working outside.
8. Be alert to signs of heat-related illness. Know what to look for and check on other workers that might be at high risk.
9. Avoid direct sun. Find shade or block out the sun if possible.
10. Eat smaller meals. Eat fruits high in fiber and natural juice. Avoid high protein foods.

OSHA-NIOSH Heat Safety Tool

The [OSHA-NIOSH Heat Safety Tool](#) is a useful resource for planning outdoor work activities based on how hot it feels throughout the day. It has a real-time heat index and hourly forecasts specific to your location. It also provides occupational safety and health recommendations from OSHA and NIOSH. Available for Apple and Android phones.

WEEKLY SAFETY STAND DOWN

NATIONAL SAFETY MONTH WEEK 3

HEAT EXHAUSTION	OR	HEAT STROKE
Faint or dizzy		Throbbing headache
Excessive sweating		No sweating
 Cool, pale, clammy skin	 Body temperature above 103° Red, hot, dry skin	
Nausea or vomiting		Nausea or vomiting
Rapid, weak pulse		Rapid, strong pulse
Muscle cramps		May lose consciousness 
<ul style="list-style-type: none">• Get to a cooler, air conditioned place• Drink water if fully conscious• Take a cool shower or use cold compresses	<h2>CALL 9-1-1</h2> <ul style="list-style-type: none">• Take immediate action to cool the person until help arrives <p><small>© 2014 NIOSH</small></p>	



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](#) on select dates through June 28 listed [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.