



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

JUNE 25, 2024

Thank You from the Haberdasher - Jim Tolbert

A big THANK YOU to everyone for your efforts in filling out the Uniform Audit Form and returning them promptly.

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!

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.

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MAINTENANCE & REPAIR

HOUSING

- Keeping up with work orders.
- Still working on flipping buildings down to are last 4.
- Starting to see progress at the KA house with the new paint and lights

DINING

- Repaired a steam kettle at Rocky Top Dining
- Repaired a coffee maker at the Ag Campus POD Market
- Repaired rack washer problems at Stokely
- Worked on Summer break PMs on all equipment throughout zone
- Repaired a water fountain at Presidential Court

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 leaking water fountain near B343 and AC problem in 225
- Andy Holt - worked on AC in 711 and cleaning rust from ceiling grid
- Communications - worked on AC in 296 and 321
- Student Services - dealing with AC problems in Suite 408
- Hearing & Speech - continued to assist AC Services on a heat problem on east side of building
- General maintenance throughout the zone

ZONE 5

- Working on PMs
- Checking air handlers to ensure customers are as comfortable as possible during heat wave
- Making repairs in classrooms
- Cleaned all induction units on 6th floor of SMC
- Focusing on customer service and satisfaction

ZONE 7

- Dougherty: 4th Floor Women's Restroom Handicap Stall Vacuum Breaker and Spud Replaced, Basement Level Radiator Valve South Side Stairwell Replaced, EASTMAN Lab Top Level Steam Valve Repaired, Women's 3RD Floor Restroom Handicap Stall Toilet Seat Replaced, EASTMAN Lab Top Level DI Faucet and Hose Replaced and Assisted in Construction of Women's Restroom on The Basement Level
- Ferris Hall: Fixed exhaust fan for bathrooms ,Fixed leaking fan coil room 301.
- Perkins Hall: Changed window AC unit room 207A. Installed soap dispenser third floor men's room. Replaced receptacle room 211C

Weekly continues on next page



ZONE 7

- Min Kao: cleaned off front steps, changed water filter, cleaning drains.
- 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: greased all equipment, changed the led driver in a light fixture in room 457A
- Tickle: changed all pre-filters in the ahu's, greased all ahu's, ballasted bypassing wallpack lights around the building
- AMB: Working on outside Lights, working on stage lights, assist through out Zone.
- Walters Academic: Replacing Ceiling throughout the building and Repair lights
- Austin Peay: Located air leak in HVAC system, Repair duct that was apart, Calibrated all thermostats in the building, Change filters in Austin Peay dock. During projects in Walters Academic
- Hesler Biology: Change light in room 535 Hesler, Change Light Men's bathroom 3rd floor Hesler
- Nielsen Physics: fixed heat in 207
- Dabney/Buehler: Changed belts on ahu4, Changed filters and varicells in AHU's and Replaced more ceiling tiles.
- Ayres Hall: changed pre-filters in all AHU's and Replace flush valve 3rd floor
- South College: Change air filters in basement South College

ZONE 8 - AG CAMPUS

- We replaced a motor for the exhaust drive on a air handler at the JRTU Building.
- The One-Call team has been rather busy checking equipment all over campus and providing access to buildings after hours and on weekends.
- We are working to close all of our FY24 Archibus work requests once work has been completed.
- We replaced a cooling water cut off valve at Central Greenhouse.
- We rebuilt 2 toilets in the double wide trailer at the UT Warehouse.
- We have had multiple AC units fail in the past week during the stress of the current heat wave.
- Demolition has begun at the old Radiation Safety building to make way for a new addition to the Bass Anthropology building.

SPECIALTIES TEAM

- No report received.



SUSTAINABILITY

- Recycling Totals:
 - 9.17 tons of cans and plastic
 - 10.74 tons of paper
 - 14.63 tons of cardboard
 - 14.98 tons of pallets
 - 302 lbs of plastic film
 - 7.58 tons of food waste composted
 - 17.83 tons of animal waste composted
 - 8.75 tons of landscaping waste composted
 - 1,307 lbs of material donated to the Free Store
 - 956 lbs of material taken from the Free Store

LOCK & KEY SERVICES

- McClung Tower – repair lock
- Student Union Phase 1 – Back Stairwell not secure
- Andy Holt Tower – Rekey 5th floor
- Blount Hall – install locks
- Hoskins Library – install combination locks
- Zeta Tau Alpha- rekey house
- Anderson Training – replace exit device
- Front Office – Processing key request, key pick up 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

- Student Union Ph1- Repaired ice machine for Union Deli.
- Business Incubator – Repaired a/c unit for electrical room.
- Hesler – Repaired growth chamber B006C.
- SERF- Worked on cold room 719A & 711.
- NEB- Worked on the unit for 302.
- Dougherty- Repaired unit for 317 & 317B.
- Facilities Service Complex- Repaired unit in 201.
- Hesler Biology Building – Repaired leaking union.
- Senter Hall – Finished work on air dryer.
- Food Safety – Repaired air compressor and dryer.
- Sigma Chi – Continue working on changing out room units.
- Student Aquatic – Worked on units.
- Aux. Services – Repair Daikin chiller
- Hess – Repair McQuay chiller
- Tyson - Repair Carrier chiller
- TREC – replace the oil pump in the Trane chiller
- Hodges – Commissioned new VFDs for primary and secondary chilled water pumps and condenser water pumps
- Fred Brown - repair cooling towers
- Hesler - repair cooling tower 1 A
- Football - repair York chiller
- Claxton -repair Daikin chiller

ELECTRICAL SERVICES

Fire Alarm:

- Vet School assists Simplex with fire alarm inspection.
- Hodges replaced the duct detector board in the penthouse AHU#6.

Fire Alarm (Cont.):

- 1844 Frat removed bad AV, a new device was ordered.
- Phi Mu checked on moving AV to a new location.
- Hess Hall clean dirty smoke in room 611.
- South Carrick replaces the smoke head in room 905.
- Communications fire alarms set off by contractors.
- Daily Assist MASCO with pump tests and repairs.
- Stokley Hall assist Simplex with fire alarm inspection.
- 1816 Frat disable/enable devices for the contractor.
- HPER responds to a fire alarm due to an air handler start-up.
- Delta Zeta disables devices for contractors.
- WLS respond to the fire alarm dirty duct detector on the rooftop unit.
- North Carrick assisted MASCO with a sprinkler leak on the 6th. Floor.
- Dabney assisted MASCO with the FM-200 inspection.
- SERF assists MASCO with FM-200 inspection.
- FPB assist MASCO with FM-200 inspection.
- UTPD assist MASCO with FM-200 inspection.
- Conference Center assists MASCO with FM-200 inspection.
- WLS replaced the duct detector on the rooftop unit.
- UT Support Services assist MASCO in installing new heads in the conference room.
- Delta Zeta assisted MASCO with leak on main rise.
- Neyland inspection for the freeze protection project
- North Carrick high temp alarm in the camera equipment room.
- ELC white Ave. annual sprinkler test.
- Volley Ball annual sprinkler test.
- Rocky Top assist Simplex with fire panel troubles.
- Ayres Hall fire alarm AVs putting out audible noise, warm started the panel.
- TBA disable/enable devices for contractors in the Ray Mears Room.

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ELECTRICAL SERVICES (CONT.)

Fire Alarm (Cont.):

- Delta Zeta respond to a fire alarm due to painters in room 315.

Electrical Services:

- Installed a new electrical raceway for new AC units at the Student Aquatic Center
- Repaired Lutron Lighting controls at Anderson Training Center
- Repaired Fork Lift Charger at JARTU
- Provided temporary electrical power for VIP Restroom Trailers for UT Baseball College World Series Watch Party at Vol Village
- Provided On Campus support for the Baseball Watch Party
- Electrical power Outage at Andy Holt Tower to put Radio Station on Emergency Power
- Fire Alarm call 1832 Fraternity Park
- Fire Alarm call at Ayres Hall
- Fire Alarm call at North Carrick Hall

PLUMBING SERVICES

- Hesler Biology 2nd Floor Water fountain was turned off per request
- Dabney Buehler leak from the heat water room 670
- Stadium Gate 21 pipe is bulging and rattling
- Stadium gate 21 replacing 8 shock stops
- Reese AC Drain was clogged in the machine room
- N. Carrick chilled water leak in the Machine Room
- S. Carrick Tub valve replacement in room 1212
- Blount Hall replacing Zurn Wall Hydrant
- Min Kao Room 125B water leaking in the ceiling
- North Green House repaired a 2" PRV Valve

- Morgan Hall Both toilet flanges are broken in 2nd floor women's room
- Temple Hall room 205 Heat water line is leaking
- Hesler Biology room 409 a new eye wash was installed

STEAM PLANT

- Maintaining air filters
- Installed new sight glass
- Put in Fuel Treatment
- Test ran Cat Generator
- Cleaned cobwebs off the fire floor
- Rebuilt blow-down valve
- Restocked Bolts and bushings
- Looked for steam leaks in the steam yard
- Fabricated blow-down caps for Bloier 2&3

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



CONSTRUCTION (CONT.)

- 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; Remove chair rail and paint wall 199; 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
- 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
- Pi Kappa Alpha: Pour concrete pad



CONSTRUCTION (CONT.)

- 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; Paint and carpet 210 and 211
- Vet Med Center: Electric and prep work for 2 new x-ray machines
- Vol Hall: Electric for maintenance shop 465; Renovation for Status Dough
- Walters Academic: Wiring for cubicles E204; Rework light switches A313E
- 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 4



This is the last week National Safety Month and this week's topic is on preventing slips trips and falls. Slips, trips, and falls continues to be the number one cause of workplace injuries according to OSHA.

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:

1. concentrate on where you are walking -- inattention leaves you vulnerable to unsafe conditions.
2. Make sure you can see where you are walking. Do not carry loads that you cannot see over.
3. Keep walking and working areas well lit, especially at night.
4. 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.
5. Wearing the wrong shoes can make you susceptible to a slip/trip/fall. Wear shoes with non-slip soles.
6. When entering a building from the outdoors, thoroughly clean the soles of your footwear. Walk-off mats have been placed at each entrance to permit you to remove moisture or debris that may be clinging to your shoes, especially during rainy 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.
7. 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.
8. If you find equipment or material left in a walkway, report it. If it is maintenance equipment and supplies, let the proper personnel remove it. Help keep passageways 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.
9. Walk in designated aisle ways. Taking a short cut through a work area invites an accident.
10. Hold on to handrails when using stairs. They are there to protect you should you slip. Do not skip steps or run up stairs. If you're carrying a bulky or heavy load which hampers your ability to climb stairs safely, use the elevator or get help!

WEEKLY SAFETY STAND DOWN

NATIONAL SAFETY MONTH WEEK 4

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

- 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 within the ladder side rails—follow the Belt Buckle Rule! Extend only your arms beyond the side rails, and keep your belt buckle within them.
- In summary, to prevent falls:
 - Pay attention to where you are walking—be on the lookout for slip-and-trip conditions.
 - Hold on to hand rails when using the stairs.
 - Wear the proper footwear.
 - Practice good housekeeping.
 - If you see an unsafe condition that could result in a slip/trip/fall for someone, e.g., water on the floor or an electrical cord stretched across a walkway, either try to correct it or report it to someone who can.

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.