



## ANNOUNCEMENTS

### **STRIDE for Staff**

- Mandatory training for all who serve on a hiring committee. Two sessions will be available to choose from on Thursday, June 6 in FSC 102. The first session will be from 10:00-11:30 am, and the second will be from 2-3:30 pm. These sessions will be announcing the new Facilitating Successful Leaders Program. Please refer to your email for any additional information regarding this meeting!

### **What's New with Concur?**

- For those that attended the DASH town hall, remember that the updated FI0705-Travel policy became effective June 1st. Look out for more informational sessions on the updated policy and changes to the Concur travel system on June 20th, 21st, 22nd, and the 23rd. If you are interested in these upcoming sessions, please register on K@TE! If you have any questions about the updated policy or the Concur platform, please email the UT Travel Team at [travel@tennessee.edu](mailto:travel@tennessee.edu).

### **TCRS/ Retire Ready TN**

- If you are thinking about retiring and would like to plan ahead, schedule a retirement briefing with Jeff Flowers on June 15th between 9am-5pm. For those that are interested contact David Webb in HR for available appointments.

### **Sick Leave Bank**

- Sick Leave Bank open enrollment ends June 30th! Contact David Webb in HR for the appropriate forms.

### **Helpful Hint from the Haberdasher**

- Supervisors and Foremen, your help in the following matter is greatly appreciated. It is VITALLY important that if you move to a new location or more importantly a new shop, that you have your uniforms re-tagged! To get them re-tagged just follow the steps outlined in the Helpful Hints from the Haberdasher" document. If you don't have one, ask your supervisor what to do or see Jim Tolbert in FSC to get one. For more information, contact Jim Tolbert at [thehaberdashe@utk.edu](mailto:thehaberdashe@utk.edu).

### **NEW! Facilities Workout**

- Helen Hennon and Be Well have teamed up to organize a bi-weekly class every Tuesday and Thursday at 5pm in FSC room 101 & 102. This class will include a warm-up, moderate cardio, and stretching. Make sure to bring a water bottle and comfortable clothes! If you have any questions, please email Helen Hennon at [hennon@utk.edu](mailto:hennon@utk.edu).

### **NEW! FS Mini Train**

- There is a lot of research that indicates good meetings can boost employee engagement and retention, and increase overall job satisfaction. Seems like a lot to ask of a meeting, doesn't it? It doesn't have to be that complicated! This Mini Train on Building Effective Meetings spotlights a few tips for structuring a good meeting, and even demonstrates a few ways they can go wrong. Join Beth and the FS Mini Team to check it out [here](#).

### **Weekly Safety Stand Down:**

- It's National Safety Month, and our safety coordinator, Melanie Reese, is bringing you tons of tips to keep you safe on the job and in your every day life. This week's safety stand down focuses on being prepared for CPR! Check out page 13 for more information.

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## BUILDING SERVICES

Carpet cleaned with i-capsule then wet extractor in the following areas at the Hill:

- Dabney-Buehler: room 475, 476, 472, 412, 488, and AUD 415
- Ayres Hall: highway sped all hallway floors.
- Walters Academic: All offices, classrooms, Grad student areas, and auditoriums on 3rd floor were cleaned and vacuumed; Brick floor on 3 & 4 has been floor swept.
- Hesler: All hallway floors scrubbed using the walk behind scrubber or ride on scrubber; Offices, labs, and classrooms were detail cleaned.
- Nursing and Physics: All hallway floors have been mopped using small behind scrubber.

### Center Campus

- AMB: Carpet was cleaned in rooms 33, 158, 212, 41, AUD 27, main hallway carpet on ground floor, and main entryway rug on 2nd floor; 2nd floor bathrooms were scrubbed with Orbiter.
- Claxton: Bathroom floors on 4, 3, 2, & 1 were scrubbed with Orbiter.
- Bailey: Staircases from 5 to ground floor were swept and dusted; completed total cleans.

### Communications

- Suite 412 was cleaned after construction was complete and was prepped for the Deane of Communications to move-in and out of 312.
- Suite 302 was cleaned after move-out to prepare for new customers to move in.

### Weekly Accomplishments - zone 10

- Bathrooms at Mossman were orbited
- Floors at Law were buffed
- Jessie Harris B007 was stripped and waxed.
- Offices in Baker, Strong, and Jessie were deep cleaned in preparation for new faculty.
- Auto scrubber was run at Strong and Mossman
- The glass in conference rooms at Mossman was cleaned.
- Exterior glass at Fibers was cleaned.
- Stairs were swept and mopped at Strong and Law
- Elevators at Mossman were cleaned, swept, mopped, and steel wiped.
- We are working on cleaning custodial closets in all buildings.
- Cobwebs were removed from all doors and windows on the first floor at Mossman.

### Student Union Phase 1 & 2

- Carpet cleaned in room 362A Phase 2
- Windowsills were dusted on G3 Phase 1
- Dusting was done on G1 seating area
- Scrubbing and polishing of the G1 floor in the back section of the dining area is in progress.
- L1 dining seating area was scrubbed and polished.
- The seating area in the air lock outside of the L1 dining was scrubbed and polished.
- The top landing of the monumental stairs was scrubbed and polished.



## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015.
- Event Lawns: Preparation for sod repairs the week of June 12.
- Baseball Super Regionals: Provide support in preparation of hosting on June 9-11.
- Tom Black Track: Provide excavation for water and storm water repairs.
- Summer Utility Projects: Heavy Equipment Team is developing plans with Utility Services to provide excavation support for summer projects (cont)
- College of Law Landscape Renovation: Coordinating with contractor for June installation (cont)
- Irrigation Systems: Monitor, adjust and repair as needed throughout summer (cont)
- Native Burial Mound and Garden: Repair damages to mound and stone council ring from truck incident (cont)
- Sidewalk project between G-16 and Haslam Practice Field: Installation of landscape plantings. (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Dead plant replacements: Plant inventory and replacement planning for dead plants associated with the winter freeze on December 24, 2022 (cont)
- Military War Dog Memorial: Landscape irrigation and planting renovation in preparation for the 25th anniversary celebration in July (cont)
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Carrick Hall: Plan for surface repairs following the excavation support for steam and condensate repairs (cont)
- McCord Hall: Plan for surface repairs following the excavation support for new sanitary sewer connection (cont)
- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations. (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

Weekly continues on next page



## RAPID RESPONSE TEAM

- Spent the week moving critical equipment from SERF to Dabney, Buehler, ETREC Plant Sciences Farm, and Zeanah Engineering in preparation of the outage.
- Delivery, set up, and take down of events at: Pedestrian Walkway, Ayres Hall Lawn, Natilie Haslam Music, Lauricella Center, Strong Hall Atrium, Tyson Alumni House, Sorority Village, Circle Park, Hodges Library, Mossman, Ferris Engineering Quad, Ayres Hall North Plaza, Student Union Phase I Vol Shop.
- Moved furniture and delivered surplus at: Henson Hall, Dougherty, Morgan Hall.
- Maintenance/replacement of worn and weathered banner hardware across campus.

## SANITATION SAFETY

- Completed pest control requests
- Provided customer service for all calls

## ZONE MAINTENANCE

### ZONE 1

- Got work orders caught up for the year.
- Flipping Magnolia and Robinson getting them ready for the first conference.

- Rackley roofing will be doing repairs on Dogwood & Magnolia, and Sorority Village.
- Had a hot water line burst Friday at Geier Hall we got repaired and back online by Saturday morning.

### ZONE 2

- Repaired leak at Clarence Brown Theater
- Repaired leak McClung Museum
- Responded to water line burst in McClung tower and capped off water lines
- Responded to power outage at Bailey/Claxton on Sunday

### ZONE 3

- Zone 3 is continuing to repair outside lighting of buildings around campus.
- Worked on restrooms and air handlers in Hodges Library.
- Checked air handlers and greased equipment at Taylor Law
- Assisted EMS on building inspections.
- General maintenance in Zone 3



## ZONE 4

- Repaired grill in the Student Union Phase II
- Working on PM list at Anderson Training
- Replaced door gaskets at Mabel's Cafeteria
- Repaired cart and cooler wheels at Cumberland Ave. Food Court
- Repaired mixer/steam kettle at Rocky Top Dining
- Working on dish machine and rack washer at Volunteer Hall Southern Kitchen

## ZONE 5

- Neyland Stadium: checked and made repairs as needed, and continuing to work on leaks on 2nd and 3rd south bathrooms
- Football Complex: checked and made adjusted chemicals in pools
- Allan Jones: checked and adjusted chemicals in pools ,and rebuilt motor on pump
- Sherri Parker Lee Stadium: worked on Stadium check and made repairs after Super Regional
- Auxiliary Services: cleaned chiller
- Wayne G Basler Boathouse: replaced damaged ceiling tile General building maintenance throughout Zone 5

## ZONE 6

- No new report

## ZONE 7

- Changed pre-filters in penthouse AHU's
- Rebuilding fan coil units for new tenants at Ferris Hall

## ZONE 8

- We have installed some test lighting with Maxlite to replace our Lutron system.
- We have been cleaning chillers at the Kingston Pike Building.
- Our One-Call team continues to take calls for the entire UTK Campus 24 hours a day, 365 days a year.
- We have been installing new LED lighting in our greenhouse area.
- We still have 1st and 3rd shift openings for our One-Call team available. If anyone knows of anyone wanting a challenge for calls from various parts of campus properties that can include any type of problem . . . please have them apply!

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## ZONE 9

- We are cleaning HVAC units and preparing for much warmer weather.
- We have been clearing up all our Archibus as we near the end of the fiscal year.
- We have been cleaning and monitoring all of our HVAC equipment to make sure it operates at maximum efficiency.

- Secured window for repair at Dogwood Hall
- Replaced plywood with polycarb at Robinson Hall
- Refueled generators at SERF for outage
- Corrected equipment data for migration to Oracle
- Compiling attribute data for Oracle asset groups
- Added labor estimates, technician types, consumable items, and special tools to PM procedure list for Oracle

## SPECIALTIES TEAM

- Repaired door hinges at Kingston Pike Building
- Repaired door operator at Plant Biotech, Geier Hall, Fred Brown Hall, Zeanah Engineering
- Replacing door operator at Howard Baker Center
- Moved track lift to UTIAMM and Thompson Boling Arena
- Replaced lights in G16 and Administration Garage
- Reprogrammed handicap operator at Alumni Memorial Building
- Adjusted pivots and weather-stripping on main entrance doors at UTIAMM
- Adjusted hinge and maglock at Kingston Pike Building
- Measure door glass for replacement at Glazer Building
- Ordered parts for blind repair at Clement Hall

## LOCK & KEY SERVICES

- Andy Holt Tower – Replace lock
- Auxiliary Services – rekey lock
- Physics and Brehm Animal – repair locks
- Haslam Business – rekey lock
- McCord Hall – install lock and key suite
- Strong – secure doors
- Mossman – Switch lock around
- Hodges Library – keypad on combo lock not working
- On Campus – assisting as needed
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recovers and repairs



## SUSTAINABILITY

### Weekly Recycling Totals as of 5/15:

Bottles/Cans: 3,520 lbs.

Paper: 8,640 lbs.

Cardboard: 0 lbs.

Total: 12,160 lbs.

### Fiscal Year Recycling Totals as of 5/15:

Bottles/Cans: 182,157 lbs./ 91.08 tons

Paper: 335,080 /167.54 tons

Cardboard: 184,620 lbs./92.31 tons

Yearly Total: 959,686 lbs./ 479.84 tons

- Composted a total of 20,200 lbs of food waste, 9,400 lbs of animal waste, and 3,650 lbs of landscaping waste.

## COMMUNICATIONS

- 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!
- A date will be announced soon for our summer picnic. Keep an eye out for details.
- Directors - Don't forget that your FPI data is due! Please turn that back into Sam ASAP.

## TRAINING

STRIDE for Staff - Mandatory meeting for all who serve on a hiring committee. Two sessions will be available to choose from on Thursday, June 6 in FSC 102. The first session will be from 10:00-11:30 am, and the second will be from 2-3:30 pm. These sessions will be announcing the new Facilitating Successful Leaders Program. Please refer to your email for any additional information regarding this meeting!

APPA has already started a great list of webinars available to all of us for free! Take a look at the list of available learning opportunities at the link here. Register now for those that are in a topic area that interests you. If you have your CEFP, AIA, or any other professional certification, register for these webinars to work on your continuing education credits. Bookmark the link above to check in throughout the year for additional learning opportunities.

### Training News:

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

IT has been working on:

- Setup remote work laptop
- Assist with new HVAC server setup
- Office Moves
- Computer Classifications
- Inventory
- Printer maintenance
- Software Installations
- Email and Remote Desktop Assistance

Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!

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## UTILITIES SERVICES

### A/C SERVICES

- Worked on the outside freezer at the Body Farm
- Install cooling towers at TREC
- Installed 2 new units for room 234 at Hesler Bio.
- Replaced expansion valve on McQuay chiller at the Museum
- Repaired the reach-in cooler at the Student Union.
- Worked on growth chamber B006B at Hesler Bio
- Repaired unit at HPER
- Worked on 2 units at CRC material science
- Repaired RTU at UT Culinary

### ELECTRICAL SERVICES

- Assisted MASCO with 5year sprinkler test at Strong Hall
- Replace relay IAM for the elevator shunt trip at TREC
- Reset duct detector supervisory trouble at Neilson Physics
- Assist contractors in testing the generator and the emergency power at S&E.
- Replace smoke detector in a closet on the 2nd floor at 1610 Univ. Ave.
- Replace strobe on 2nd level west side at Neyland Stadium

- Replace the smoke detector head of the in-attic duct detector at Geier Hall
- Call in on High Voltage Outage at Claxton, Su1, and SU2, Haslam, Bailey
- Replace the bad smoke detector in the main entrance at 1828 Frat
- Troubleshooting earth ground at Reese Hall
- Smoke Detector on the 11 th floor went into alarm due to construction, reset and cleared at McClung Tower.
- Duct detector in alarm located and cleared at Allan Jones
- Smoke Detector on the 2nd-floor stairs in alarm, reset and cleared at Alpha Chi Omega
- Smoke Detector in alarm set off by painters at Phi Mu
- Two fire alarm NAQ panels are in trouble due to power outages at TBA
- Disable and Enable the fire panel backflow to do testing at 1828 Fraternity Park
- Assist Simplex troubleshooting earth ground at Reese Hall
- Assist high voltage with a scheduled power outage at McClung Museum
- Heat Detector in chiller in alarm due to steam at Dabney
- Fire alarm due to dirty smoke at Lake Ave.
- Replace the smoke detector and base because of a water issue at UT Conference Center
- Clean the dirty smoke detector at North Carrick
- UTPD showing card trouble reset and cleared
- Marked TN 811's

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## ELECTRICAL SERVICES (CONT)

- Coordinated campus events power, assisted contractors with 4 outages at Thompson Boling Arena, and answered fire alarm panel alarms and trouble calls.
- One call reported that circuit 4 was off. Troubleshooting issues with Circuit 3, 4, and 2 due to circuit 3 power outage. Made repairs to circuit 3, and all circuits are back on
- Picked up the 2nd environmental trailer from being serviced for the upcoming steam outage.
- At McClung Museum checked on the site to see if the temp power prep work was finished. Checked out before the outage to hook up the temp power for the job trailer.
- Music Parking lot - met with Garret on site with telephone services, parking services, and Harrison construction, about the project scope. Continuing to make repairs for this area.
- Assisted with circuit repair at Neyland Stadium and assisted installation and testing of new high voltage cable at the south side for the new location of the HV equipment in the steel on concrete platform and in the J box at the Frankenstein room.
- At the pool we were onsite to see if we could install 3 runs of bare copper from the new metal matting and new bonding wire for the new pool deck to the west fencing. Not ready for installation.
- Performed troubleshooting and repair of a 60 AMP breaker tripping at Min Kao, 2 pole breaker tripping at JIAMS; -80 freezer Receptacle not working at SERF
- Installed golf cart chargers at Andy Holt Tower garage and completed the Mossman Engineering Building Duct heater project.
- Lutron Programming was initiated and completed for Lutron drivers at Baker Center room 338 and Lutron lighting controls at Zeneah Building Rooms 458Q, 457B.
- Damaged Light Bollards hit by the Mowing crew were removed at Brehm Animal Science and Ayers Hall. Electrical Services also performed monthly Meter readings and data logging.

## PLUMBING SERVICES

- Student Union the women's restroom was clogged
- Dunford Hall water Fountain next to the elevator is not draining
- Carrick Hall 300 Leslie leaking in the machine room
- Strong Hall room 214 hot water recirculating pump leaking
- Food & Safety bottle Filler is not working in room 199B
- South & East stadium replace mixing valves that feed dressing rooms
- Walters Academic installing bottle fillers in the building
- Horse Barn rodded out sewer
- Andy Holt tower 7th floor kitchen stopped up

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## PLUMBING (CONT)

- South Stadium repair drains on trough urinal
- Music Building die electric unions on 6" flange in the machine room
- TN one calls on campus
- TBA insufficient water in 2nd-floor suites
- Repair backflow at gate 4 South stadium
- Walters Academic men's restrooms faucets not working

## STEAM PLANT

- Yearly inspection on hoist
- Finished the pipeline for the new oil cooler

## CONSTRUCTION SERVICES

- Alpha Delta Pi: Renovate 1st floor restroom
- Anderson Training: Connections for oven in Smokey's
- Art and Architecture: Renovate 455; Carpet 103 A&B
- Austin Peay: paint and carpet 310 E&F
- Ayers Hall: New workstation 313
- Bailey Education: Electric A232; Paint and carpet A227; Paint and carpet several rooms on 3rd floor; Paint and carpet 413, 419, 420, A218; ADA Upgrades; Patch and paint 208, 406, 210
- Baker Center: New offices on 3rd floor

- Bass Building/Body Farm: Replace storage shed
- Biosystems Office Building: Wiring for cubicles
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Business Incubator: Paint 207
- Campus: Refurbish outdoor basketball courts behind Fraternities; VFI winners 2022; Trash and recycling pads on Lake Ave.; Aramark assistance at several locations; Water meters for cooling water make-up; Sculpture Maintenance
- Carrick Hall North: Paint all floors
- Classroom Renovations 2023: Multiple buildings on campus
- Claxton Building: Paint 342; Remove Cabinets and door-patch and paint 425; Move 4th floor furnishings; Paint A525; Paint, door, electric 426; Mount monitor 234; Change 4th floor women's restroom to all gender restroom; Paint and carpet 441, 443
- Clement Hall: Install trash compactor
- Communications: Paint 292, 333, 432A, 432C, 432D and 434; New lobby sign; Add glass to doors 323, 330, 333
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Renovate Suite 313; Redesign suite 309; Paint 308B
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Dougherty Engineering: Paint and carpet 423; Carpet 434, 435; Remove lab equipment 103A; Renovate restrooms on 1st and 3rd floors



## CONSTRUCTION (CONT.)

- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave.- hang a TV and assist with furniture removal; Install new stove
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Add grill in supply duct equipment 101; Stabilize marble on Office Building; Tint 4 windows in Central Supply warehouse; Window graphics
- G-10 Garage: Cable repair
- G-13 Garage: Install counting system
- Glazer Building: Renovation for classroom
- Haslam Business Building: Switch access controls to UTPD server; New atrium signage; Paint around display 327; Add receptacles for digital displays in corridors; Paint and signage 299A
- HPER: Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- HPER: Install concrete pit 135E; Paint and floor repair B025A; Paint 335, 347, 338
- Hesler Biology: Electric work 114; Additional room exhaust 544; Rework HVAC and add mini split 234; renovate 104 and 105 for labs; Emergency electric receptacles 207
- Hodges Library: Voice transmittal over Fire Alarm; Renovate suites on 1st and 6th floors; Assist with installation of people counters at Melrose entry
- Humanities and Social Sciences: New office and other renovations in Reading Center
- International House: Interior painting on both floors
- Kingston Pike Building: Paint and carpet majority of building
- Lindsey Nelson Stadium: Electric and fire suppression 208
- Magnolia Hall: Concrete and curb out
- McClung Museum: Paint and floor work in Egypt gallery; Fence around IT equipment
- McClung Tower: Install lockers 308
- McCord Hall: Renovate 109; Electric work 113
- Melrose Hall: Move signage
- Middlebrook Building: Renovate offices on 1st floor, front of building; Move Emergency Management to 218
- Morgan Hall: Paint 104 and 308F; Paint, carpet, lighting and blinds Suite 225; Paint and electric 121; Paint and carpet 308B
- Mossman Building: Modify 535 for research
- Neyland Stadium: Structural inspection and repairs Gate 22
- Nielsen Physics: Paint, flooring, ceiling M105A
- Panhellenic Building: POCA Renovations
- Pendergrass Library: New entry doors
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Reroute sewer line
- Plant Science Unit (Alcoa Highway): Guardrail and ditch work on new road
- Presidential Court: Renovation for University Printing and Mail
- Reese Hall: Paint entire building
- Senter Hall: Electric and utility work for JEM unit
- SERF: Renovations for 106 and 108; Plumbing 519; Electric and lab exhaust 109

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## CONSTRUCTION (CONT.)

- Sigma Chi Fraternity: Replace window & add bottle filler; Replace HVAC system
- Sigma Kappa Sorority: Replace carpet in library
- Sorority Village: Add card reader to gate; Convert open space to offices on 2nd floor
- South and East Stadium: Repair pedestrian bridge
- Steam Plant: Gates and bollards
- Stokely Hall: Digital signage for cafe
- Strong Hall: Lab renovation in 720F
- Student Aquatic Center: Convert 102B into an office
- Student Health: Renovate 288A and 288B for offices; Fire Alarm paging
- Student Rec: Remove wall between studio 8 & 10
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Move Big Orange Pantry to Smokey's Closet; Digital signage for deli; Paint 193R; Electric work 281; Install wall cubbies 382
- Student Services: Renovate Suite 413
- Thompson-Boling Arena: digital signage Arena Café
- UT Drive Services Building A: Move cubicles to 103
- UT IAMM: Electric and utility work G025; Electric work G026
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Vet Med Center: Paint study rooms in Pendergrass Library
- Volunteer Hall: Paint stairways
- Volunteer Parking Garage: Repair block at water line repair
- Walters Academic: Install receptacles and white boards 2nd floor; Carpet E210
- Zeanah Engineering: Additional electric work in wood and metal shops; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Add a door to 210B; Electric work in G112; Exhaust work in 313; Change receptacle and circuit breaker 111
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting; Paint shutters and columns; Move projector screen, install TV's
- 1610 University Ave.: Hold open on corridor door
- 2023 Classroom Upgrades: Renovate several classrooms on campus
- 22nd Street Duplex: Make restroom accessible



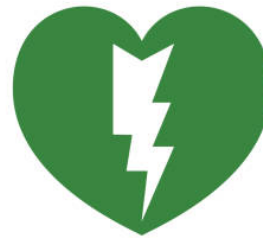
# WEEKLY SAFETY STAND DOWN

Welcome to the Weekly Safety Stand Down. This section will include short safety topics that will hopefully make you think a little deeper about safety. Enjoy!

## HAPPY NATIONAL SAFETY MONTH!

We have teamed up with the National Safety Council to amplify our safety messaging during National Safety Month. Preventable injuries, more commonly known as “accidents,” are the fourth leading cause of deaths in the United States. This month we will highlight 4 common safety topics: emergency preparedness, slips, trips and falls, heat related illness, and hazard recognition.

Speaking of emergency preparedness, this week is also National CPR/AED week! I thought this would be a great opportunity to refresh your CPR/AED skills.



### AED

Automated external defibrillator



### CPR

Cardiopulmonary resuscitation

Being prepared for emergencies includes being prepared to respond to medical emergencies. Being prepared means planning for emergencies before they happen. Our facility has AEDs installed on the walls. Do you know where they are located in the event that you need one? Learning CPR and how to use the AED is also part of being prepared. According to the Sudden Cardiac Arrest Foundation, there are more than 356,000 out-of-hospital cardiac arrests annually in the U.S. That translates to nearly 1,000 people each day experiencing a cardiac arrest event. Early intervention is the key. The sooner we can identify that a cardiac arrest event has happened and get CPR started, the better the outcome for the person experiencing the event.

### Let's review the steps of the cardiac arrest chain of survival.

**Step 1:** Recognize cardiac arrest and activate emergency services (9-1-1)

**Step 2:** Assign someone to get the AED and begin high quality CPR (remember the tempo of the Bee Gee's song “Staying Alive” and I know you just sang the words!) Do not wait to start CPR!

- Compression to ventilation ratio for single rescuer is 30:2.
- CPR compression depth for adults is 2 inches deep.
- High quality chest compression rate for adult CPR is 100 to 120 compressions per minute.
- Untrained bystanders can perform hands-only CPR on adults and older children.

**Step 3:** Apply the AED and follow the prompts. The AED can be applied as CPR is being performed.

**Step 4:** Continue CPR until the AED tells you it has detected a pulse or until EMS crews arrive and relieve you.

The emphasis is on early intervention and providing high-quality CPR, cardiac compressions of adequate rate and depth, full chest recoil with each compression, minimal interruptions, and avoidance of excessive ventilation.

### Here are some links for additional information:

American Heart Association (Hands-Only CPR): [Hands-Only CPR Instructional Video - YouTube](#)

American Heart Association (CPR facts and stats): [CPR Facts and Stats | American Heart Association CPR & First Aid](#)