



## **New! UT Employee Hub Online**

At the beginning of March, UTK officially launched the UT Knoxville Employee Hub, a comprehensive intranet resource housing employee information. The employee hub is part of a larger commitment to enhancing user experiences and improving online interactions for internal and external audiences. Log into [hub.utk.edu](https://hub.utk.edu) using your NetID, get acquainted with this new platform and give us your feedback so we can continue to improve how the university connects you with the information you need.

## **Departmental Zoom Meeting Thursday at 4pm**

The March departmental Zoom meeting has been postponed to Thursday, March 14 at 4pm. A link will be sent out as we get closer to the meeting date. Questions can be sent to Sam Ledford in advance.

## **Senior Insurance Specialty Group Medicare/Social Security Meeting**

The next Senior Insurance Specialty Group meeting is scheduled for Wednesday, March 20th at 3:30pm. Make plans to join as Karen Kakura shares with our team about Medicare options and Social Security.

## **No Orange Dot Parking in Staff Lot 9**

If you haven't already seen it in Tennessee Today, please note that Parking Services is no longer allowing individuals with department-issued Orange Dots to park in Staff Lot 9 (across from Neyland Stadium and adjacent to the Student Union) as of today. Please refrain from parking in this lot in a personal vehicle with an orange dot as we want to be respectful of this change while helping you avoid parking tickets.

## **Upcoming Retirement Parties**

Go ahead and mark those calendars as we prepare to celebrate alongside a couple of our upcoming retirees! Dave Webb's retirement party will be held Wednesday, April 3rd at 8am in FSC 101/102. Tony Arms is retiring on April 1st, but his party will take place on March 27 at 8am in the multipurpose room at Magnolia Hall. All are welcome to attend.

## **Online Performance Reviews Due March 31**

Don't forget that Online Performance Reviews are due by the end of this month! Supervisors should be working diligently to complete those assessments. For more information, click [here](#).



## BUILDING SERVICES

### Student Union:

- The carpet in event room 377 was vacuumed and cleaned.
- Event room 270 the carpet was vacuumed and cleaned.
- The baseboards and chair rails in ballroom A, B and C were dusted and cleaned.
- Ballroom A carpet was spot cleaned from food and coffee spills.
- The trash cans on the plaza were cleaned.
- The trash cans on G2 were cleaned.
- Catering corridor hallway, the floor was scrubbed with an orbiter.
- The back corridors of G2 and G3 were swept and mopped.
- The auto scrubber was run in Union Station's floor.
- The green room and dressing rooms were cleaned multiple times for events.
- Stairwells were swept and mopped.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- Landscape Academy 300 Series training sessions.
- Zeanah Green Roof Research: Collaborating with a graduate student in the Earth and Planetary Sciences for the next 7 months on a ecosystem research project.
- Middle Drive: Planning excavation for Spring Break to replace chill water main for steam. Repaving the area is also in the plan.
- Sorority Village Entrance: Finalize landscape renovation of main entry bus stop circle.
- New Resident's Hall (Lake Loudoun Blvd): Walk site with designers to map out tree protection measures.

- New Student Success Center: Walk old Melrose Hall site with designers to map out tree protection measures.
- UTIA VREC: Provide excavation for new water service line throughout the facility (cont)
- Annual performance reviews (cont)
- Landscape Beds: Campus wide landscape cleanup and mulch installation (cont)
- Sorority Village: Excavation support to the Plumbing group for geothermal system repairs (cont)
- Irrigation Systems: Resume GPS location all underground valves, meters, and components (cont)
- Regal and Lee Stadium: Submitted estimate to UT Athletics for new dumpster enclosure and trees for screen plantings along railroad tracks (cont)
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)



### LANDSCAPE SVCS (CONT.)

- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

### MOVING & EVENT SVCS

- No report received

## ZONE MAINTENANCE

### ZONE 1

- No report received

### ZONE 2

- A+A - work on cleaning out paint traps
- HPER - checked and adjusted chemicals in pools
- Andy Holt - worked on checking and replacing as needed on the third floor
- Communications - working on a ceiling leak on the third floor and restored power to bTV on 3rd floor
- Student Services - assisted AC Services on heating in Room 111A
- Hearing & Speech - work on stairwell lighting
- General maintenance throughout the zone

### ZONE 3

- Zone 3 is working on spring break projects in some common areas
- Final adjustments are being made to the cooling tower and controls at UT Conference Center

- Finished cleaning of the Haslam cooling tower
- Working on PMs and OSHA training while maintaining excellent customer service

### ZONE 4

- Repaired a dish machine and grill at the Student Union Phase II
- Replaced hot well elements at Stokely
- Fixed leaks and cleaned chillers at Rocky Top Dining
- Fixed a touchless faucet at Vol Hall
- Repaired a fryer at Fred Brown Hall

### ZONE 5

- Neyland Stadium: We are putting the stadium back together in preparation for the Orange and White game. First level.
- Lindsay Nelson Stadium: Going through and doing repairs for previous and upcoming baseball games.
- Sherri Lee Stadium: Going through and doing repairs for previous and upcoming softball games.
- Regal Soccer: Putting back together the upstairs restrooms for upcoming One Knox Soccer games, and Lady Vol Soccer camp.
- All over the rest of the Zone general building maintenance.

### 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

Weekly continues on next page



### ZONE 7 (CONT.)

- Ferris Hall : Ferris 101 installed door closer. Ferris 414 fixed sink drain.
- Perkins Hall : Perkins 101C replaced thermostat and adjusted balance valve. Perkins 204 fix soap dispenser. Perkins S006 replaced soap dispenser..
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF : Converted lights to LED room 531,Clean chiller house
- Nursing : Room to room mold checks
- Zeanah : replaced faucet batteries, repaired door closer, diagnosed leaks, installed soap dispensers, replaced toilet vacuum breaker, cleaned machine rooms, assisted zone
- Tickle : replaced light bulbs, diagnosed outside light issues, replaced electrical box punch out, replaced paper towel dispenser, reset tripped breaker, reset chiller static pressure switch
- AMB: Replaced motor on exhaust fan in room G009, repaired flush valve room 217, replaced belt on exhaust fan in the loading dock, replaced batteries on urinal room G018, repaired lock on room 32.
- Fiber & composites: Going through replacing lights changing ballast cleaning out machine rooms
- SENTER Hall: Changed lights washed out the louvers washed out the machine room
- Student Union: Vacuumed elevator tracks walked through all the restrooms checking toilets ,sinks and urinals, lights, checked equipment had KUB Gas training this week at facilities, took all paper filters to the trash compactor.

### ZONE 8

- We are working with the Garland Company to repair several leaks that have recently started in the Zone.
- We are servicing the main exhaust fans for the animal holding area at the Brehm Animal Science building.
- Our One-Call has been busy leading up to spring break this week in all of the student housing facilities.
- We replaced and balanced a new shaft for the fume hood exhaust fan for Brehm 365.
- We are replacing bottle filling station filters as they near the end of their life cycle.

### ZONE 9

- We repaired a light at the Early Learning center at 2016 Lake Avenue.
- We replaced frog eye emergency light at the Early Learning Center on White Avenue.
- Our monthly Archibus PM's will be our area of focus this week.
- We repaired a sink at the Early Learning Center last week.

### SPECIALTIES TEAM

- Replaced door closer at Art & Architecture
- Replaced and reprogrammed touchless door opener at Rocky Top Dining
- Adjusted close latch speed on door operators at 1610 University Avenue
- Replacing door brush seals on north entrance of UTIAMM
- Replacing and sealing windows at Art & Architecture

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## SPECIALTIES TEAM (CONT.)

- Replacing window glass at South Carrick Hall
- Removed trophy case glass at Anderson Training Center
- Measuring airflow at Subway in Fred Brown Residence Hall
- Measured and ensured correct airflow for fume hoods by resetting drives for Strobic units for labs 220, 221, 222, and 223 at Dougherty Engineering
- Checked airflow and found all hoods in working condition for room 531 in SERF
- Checked air balance to ensure negative pressure in B106 at ETREC Johnson Animal Research
- Checking airflow for AHU 1 at Senter Hall and AHU 1 at Jessie Harris
- Installing store front windows at Facilities Services Complex
- Transported lifts to various campus locations
- Testing Oracle DEV8 environment for creating maintenance programs, forecasting work orders, and missing context segment attribute fields

## SUSTAINABILITY

- We welcomed our new Compost Supervisor, Ella Dohrmann, for their first week in that role last week!
- We hosted our monthly Green Fee Committee meeting last week, and were able to pass 4 proposals for projects to fund.
- We are currently accepting nominations for our Environmental Leadership Awards. All nominations are due on March 25th. You can find the form at the page linked [here](#).

- Recent recycling totals:
  - 306 lbs plastic film
  - 6,320 lbs bottles and cans
  - 21,570 lbs paper
  - 27.78 tons of cardboard
  - 22,215 lbs food waste composted
  - 625.3 lbs of materials donated to the Free Store
  - 526.2 lbs of materials taken from the Free Store

## LOCK & KEY SERVICES

- Communications – repair exit device, rekey department
- Vet School Library – Door will not secure
- Hodges Library – adjust lock
- Blount – install locks and push pulls
- Delta Tau Delta – repair or replace locks
- Kingston Pike Bldg. – install locks and repairs
- Andy Holt Tower – rekey suite entrances P1
- Cherokee Mills – setting up and installing cores
- 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](mailto:sjones80@utk.edu) or 865-771-1531!
- Know a business that might like to sponsor the Facilities Services Scholarship Golf Tournament as a hole sponsor? Let Sam know! We could use a few more sponsorships at this level.



## TRAINING

- The Conference for Women’s Leadership (CWL) is now open for registration! This will take place on May 22 & 23rd at UTHSC in Memphis. If you have questions, reach out to Training.
- APPA’s Spring Conference is now open for registration. This event is scheduled to take place on April 15 - 17 in Nashville. See Training for more information.
- 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!

- Laptop upgrades for 2 Utilities Staff
- Microscope assistance in Pest Control
- Laptop Testing at Arena
- User Login training at Arena
- Phishing email reports
- Conference Room Assistance
- Upgrades for 3 computers on Steam Plant Hill, Engine Shop
- ERC and Staff Meetings
- Recycling
- Webcam installs
- Keyboard-Mouse replacment, Admin Services
- New Staff setup for Sustainability/Recycling
- Microphone Maintenance in Conference Rooms

## UTILITIES SERVICES

### A/C SERVICES

- Repaired cold room #607 at Hesler.
- Replaced motor in fan array in AHU P2 at Strong Hall.
- Repaired unit in room #606 at Hesler.
- Replaced tube bundle in heat exchanger at Haslam Business College.
- Installed new chiller at the Business Incubator.
- Replaced steam coil in AHU No. 4 at Hodges Library.
- Repaired leaks in chilled water coil in AHU NWA2 at Walters Academic.
- Cleaned condenser tubes in No. 2 chiller at Hesler.
- Repaired cooling tower No. 1 at Haslam.
- Repaired ice link at Student Union Phase I.
- Repaired ice machine at UT Culinary.
- Worked in air compressor at Neilson Physics.
- Repaired unit at NEB.
- Repaired rack system at Rocky Top Dining.

## ELECTRICAL SERVICES

### Fire Alarm:

- Cleaned dirty smoke detectors at the Boat House, Clement Hall, Reese Hall, Chi Omega, Delta Zeta, Carrick Hall, and Laurel Apartments (Room 611).
- Assist with traffic lights at Hodges Library crosswalk.
- Assisted MASCO with sprinkler repairs at Dogwood and Fred Brown.
- Assisted MASCO with remodeling at Student Health.
- MASCO assist with pump test daily.
- Responded to fire alarm in basement that was due to cleaners at Equal Opportunity and Accessibility.
- Assisted Simplex with fire alarm inspections at Early Learning Center, McClung Museum and Boat House.

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### ELECTRICAL SVCS (CONT.)

- Reset supervisory trouble on duct detector at Mossman.
- Zones 7, 8 and 9 sprinkler orientation with ZM.
- Checked out possible sprinkler leak at Alpha Delta.
- Cleared WON door troubles at Hess Hall.
- Replaced smoke detector and base at Tickle.
- Responded to fire panel trouble at Austin Peay.
- Responded to fire panel trouble earth ground fault at 1610 University Ave.
- Disabled/enabled smoke detectors for plumbing at Clarence Brown.
- Assisted Rapid Fire with hood suppression system at Baker Center.

#### Electrical Service:

- Repaired defective contactors in 2 exhaust fans at SERF.
- Repaired a tripped circuit breaker to and AC unit at Sherri Parker Lee Softball Stadium.
- Troubleshooting cubicle power at Conference Center.
- Repaired electrical panel door at Student Aquatic Center.
- Repaired defective Watt-stopper lighting relays at Allen Jones Aquatic Center.
- Repaired a damaged power cord on the EV charging station at UTIA.
- Restored lost power to electric bookcase at Strong.
- Installed new lighting sensors and reprogrammed at Stokely Management Center.
- Troubleshooting EV charger at Andy Holt Tower.
- Removed electric base power feed at cubicles in Haslam Business College.
- Repaired bad circuit breaker for TV power at Haslam Business College.
- Troubleshooting flashing conference room lights at Stokely Management Center.

- Assisted with steam leak repair at the 150KVA transformer at Racheff Greenhouse.
- Restored power loss to rooms on the 1st and 3rd floors at Massey Hall.
- Installed new exit lights in the stairwell at Fiber and Composites.
- Installed new raceway for cooling tower at Fred Brown.
- Installed a new male plug for the EHS snorkel unit at the SERF Hazardous Waste Disposal Room.
- Installed a new raceway for power to the water heater at Barksdale Tennis.
- Repaired bollard lights at Basler Boathouse.
- Repaired lights on the 2nd and 4th floor at 11th Street Garage.
- Replaced defective bollard lights at Plant Biotech.
- Restored lights to the flagpole at the Vet School.
- Restored lights at Strong Hall.
- Replaced bollard at Ayres Hall.
- Worked scheduled outage to Circuits 2 and 10 to replace switch and PMH.
- Manually transferred defective ATS and maintained during outage at Hesler Biology.
- Turned off normal and emergency power for North and South Jumbotrons and Ribbon at Neyland Stadium to prevent voltage spikes to sensitive equipment.
- Installed 2 GE power quality meters during scheduled power outage at Ferris Hall transformers.
- Performed mandatory OSHA training.
- Attended DASH User acceptance testing meeting.
- Performed monthly meter readings.
- Attended GE Multi-Net conference in Nashville.

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## PLUMBING SERVICES

- Cleaned and repaired Leslies at Massey Hall.
- Repaired leaking copper line at UT Conference Center
- Unstopped AC drain on second floor at Geier Hall.
- Repairing heating water leak in room 308 at Food City Center.
- Unstopped drain in restroom at Pendergrass Library.
- Repaired leaking hot water from ceiling in the Claxton Building.
- Repairing sink in lab 455 in Dabney.
- Replaced 100-gallon water heater in Southern Kitchen in Vol Hall.
- Investigated gas leak at Hodges Library. No problems found.
- Restored hot water to Clarence Brown.
- Pumped steam vaults on campus.
- Repaired steam leak at the Vet School.
- Repaired steam leak at Early Learning Center.
- Repaired steam leak at Rocky Top Dining.
- Repaired steam leak at Thornton Athletics.
- Repaired steam leak at South Stadium.
- Continued steam and condensate work at SERF.

## STEAM PLANT

- Test ran 2MW Generator
- Worked with Stowers on repairs for the generator.
- Drained and isolated #1 DA tank to repair pressure problem.
- Worked in drain line for DA tanks.

## CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Cubicles P121; Dimmable lighting P115
- 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
- Ayers Hall: Make offices on the 3rd floor
- Baker Center: Office renovations on 1, 2, 3
- Burchfiel Geography: Paint 6 offices of 3 and 4
- Campus: Water meters for cooling water make-up; Classroom Renovations Summer 2024; Move sculpture from McClung Museum to Hoskins Library
- Carrick Hall North: Paint walls on all floors
- Clement Hall: Install trash compactor
- Communications: Renovate 45; New furnishings 202 and 239; Demo and new wall 102 and 103; Electric for cubicle 202; Access controls 061, 091; Paint 66E, 107J, 107X, 101C, 101D
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Install monitors for 308; New furniture and electric work 224A
- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor
- Dougherty Engineering: Renovate restrooms on 1st floor; Paint, carpet, wall 422
- Early Learning Center: Install new stove
- ETREC Johnson Animal: Paint floor in swine area
- ETREC Plant Science Unit: Electric work
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Cubicle work 209
- Glazer Building: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002

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## CONSTRUCTION (CONT.)

- Haslam Business Building: Switch access controls to UTPD server; Add glass to door 308; Repair tile in mezzanine corridor
- 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; Frosted glass for door G020C; Renovate 171 for Census Bureau; Paint and wall coverings 235E
- Hoskins Library: Flooring for Air Force; Concrete pad for art work
- International House: Interior painting on both floors
- Jessie Harris: Paint B016; Remove hood 234
- Kingston Pike Building: Electric, painting, flooring 123
- Law Complex: Refinish desk edges 158; Paint and carpet suites 161, 166, 248
- Lindsay Nelson Stadium: New sidewalk behind porches
- 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; Paint 417; Paint and carpet 717
- Middlebrook Building: Remove cubicles, paint 237
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118
- Music Building: Bulletin board in corridor
- Mossman: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- Perkins Hall: Window film S010; Replace ceiling fans 219; Renovate multiple rooms for BME
- Regal Soccer: Dumpster pad, enclosure & 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
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Remove small shed from basement; Replace some floor tiles in lobby
- Student Health: Renovate 288A and 288B for offices
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Divide 210 into 2 offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles)
- Student Union: Paint 383; Door operator 373
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218
- 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
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A
- UT Drive Building B: Electric work 107
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Exhaust in lab 242; Electric work G002/G003; Electric work 172
- UT/Little River Farm: install 3 satellites on roofs
- UT Warehouse: New split door 115; Carpet 208; Larger gate 130A
- Vol Condos: Charging station

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## CONSTRUCTION (CONT.)

- Zeanah Engineering: Card reader M167B; Deadbolt locks on suite doors and light switch 161B; Remove rubber floor/polish concrete Nuclear corridor; Move radiation monitors G116; Add access controls for 8 rooms; Install 3 clocks in classroom on 3
- 1610 University Ave.: Move door 230A; Monitors for 4 rooms and blackout shades; Electric for weather station on roof
- 1817 Melrose Ave.: Add door bell and panic buttons



- 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](https://tiny.utk.edu/fscommentbox)

# WEEKLY SAFETY STAND DOWN

## MARCH IS LADDER SAFETY MONTH



March is ladder safety month. Now is a great time to inspect your ladders and review the safe use of ladders

### Ladder Safety DOs and DON'Ts

To prevent workers from being injured due to falls from various types of ladders, including extension ladders and stepladders, employers are encouraged to adopt the following practices:

#### Safe Extension Ladder Use - DO:

- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/descending a ladder.
- Face the ladder when climbing or descending.
- Keep the body inside the side rails.
- Use extra care when getting on or off the ladder at the top or bottom.
- Avoid tipping the ladder over sideways or causing the ladder base to slide out.
- Carry tools in a tool belt or raise tools up using a hand line. Never carry tools in your hands while climbing up/down a ladder.
- Extend the top of the ladder three feet above the landing.
- Keep ladders free of any slippery materials.

#### Safe Extension Ladder Use - DON'T:

- Place a ladder on boxes, barrels, or unstable bases.
- Use a ladder on soft ground or unstable footing.
- Exceed the ladder's maximum load rating.
- Tie two ladders together to make them longer.
- Ignore nearby overhead power lines.
- Move or shift a ladder with a person or equipment on the ladder.
- Lean out beyond the ladder's side rails.
- Use an extension ladder horizontally like a platform.

# WEEKLY SAFETY STAND DOWN

## MARCH IS LADDER SAFETY MONTH

### Step Ladder Use - DO:

- Read and follow all the manufacturer's instructions and labels on the stepladder.
- Look for overhead power lines before handling or climbing a ladder.
- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/descending a ladder.
- Stay near the middle of the ladder and face the ladder while climbing up/down.
- Use a barricade to keep traffic away from the ladder.
- Keep ladders free of any slippery materials.
- Only put ladders on a stable and level surface that is not slippery.

### Step Ladder Use - DON'T:

- Use stepladders for a purpose other than that for which they were designed.
- Use a stepladder with spreaders unlocked.
- Use the top step or cap as a step.
- Place a ladder on boxes, barrels or other unstable bases.
- Move or shift a ladder with a person or equipment on the ladder.
- Use cross bracing on the rear of stepladders for climbing.
- Paint a ladder with opaque coatings.
- Use a damaged ladder.
- Leave tools/materials/equipment on stepladder.
- Use a stepladder horizontally like a platform.
- Use a metal stepladder near power lines or electrical equipment.

For more information, see the OSHA Safe Use of Extension Ladders – Fact Sheet or the OSHA Safe Use of Stepladders – Fact Sheet.

Source: <https://osha4you.com/ladders/ladder-safety-dos-and-donts/>

# Medicare & Social Security Workshop

Educational Event - Wednesday, March 20, 2024 at 3:30pm



Presented by Karen Kakura with Senior Insurance Specialty Group

## Medicare Topics for Discussion:

- When/How do I enroll?
- What is Part A,B,C, and D?
- I'm Still Employed
- How much will it cost?
- Medigap Vs. Advantage Plans
- Dental, Vision & More

## Social Security Topics for Discussion:

- Will Social Security be there when I am ready to claim?
- Will it be enough to live on?
- When is the best time to claim?
- What are the potential changes to the system?



Scan the QR code or contact Angela Eidemiller at [aeidemil@utk.edu](mailto:aeidemil@utk.edu)

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This is an educational event only.