



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

MARCH 18, 2024

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 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.

Spring Safety Event - April 10, 2024

UT Facilities Services is partnering with UTK Environmental Health and Safety and some of our vendors (Grainger, Southern Safety, and Scientific Sales) to highlight PPE and heat awareness during our Spring Safety Event on April 10th from 10am - 2pm. Lunch will be provided by Buddy's BBQ beginning at 11am and continuing until it's gone. See the last page of the Weekly for an event flyer!

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

- Art + Architecture:
 - Detailing all the restrooms (auto scrubbing all the floors, wiping down restroom stalls, sinks, etc.)
 - Dust mopping all the floors (1st,2nd,3rd,4th)
 - Sweeping stair wells
 - Humanities:
 - Dust mopping hallways (Plaza, 1st, 2nd,)
 - Running auto scrubber on all floors (Plaza, 1st,2nd)
 - Detailing restrooms on all floors (Plaza, 1st, 2nd)
 - Wiping all the desk in classrooms
 - McClung Tower:
 - Neutralizing floor in Rm 711
 - Dust mopping floors
 - Running auto scrubber on all floors
 - Dusting offices
 - Haslam Music:
 - Detailing practice rooms (dusting, sweeping, moping)
 - Top scrubbing Rm G19
 - Dust mopping all the hallways
 - Running auto scrubber on all floors (ground, 1st, 2nd, 3rd)
 - Ag Campus
 - Stripped and wax backside 1st floor Brehm.
 - Carpet cleaned 160 auditorium 1st floor Plant Biotech, and office 130.
 - High-speed burnished 1st and basement floors at Food Safety.
 - High-speed burnished 2nd floor at Morgan Hall, and carpet cleaned classroom 200.
 - Carpet cleaned office 109 at IAMM.
- Student Union:
- Ballroom A, B, and C the carpet was vacuumed and cleaned.
 - Event room 270 the window sills were dusted and cleaned.
 - Event room 362 A, B, and C the carpet was vacuumed and cleaned.
 - Event room 262 A, B, and C the carpet was vacuumed and cleaned.
 - Event room 360 the carpet was vacuumed and cleaned.
 - The corridor outside Smokey's Pantry the carpet was vacuumed and cleaned.
 - The second-floor hallway carpet was vacuumed, edged and cleaned.
 - The third-floor hallway carpet was vacuumed, edged and cleaned.
 - The baseboards on the second and third floor hallways were dusted and cleaned.
 - The hallway carpet in the Center for Career Development was vacuumed and cleaned.
 - All the office carpets (40 in total) in the Center for Career Development were cleaned.
 - The interview rooms in the Center for Career Development carpets were vacuumed and cleaned.
 - The windowsills on L1, G1 and G3 were dusted and cleaned.
 - Stairwell S2 was detailed cleaned.
 - The built-ins on L1, G1, G2 and G3 were detailed cleaned on the inside of the cabinets and extra attention to the openings.
 - Seating area carpet on the first floor was vacuumed and cleaned.
 - Dean of Student office carpets were vacuumed and cleaned 383H, 383I, 383J, 383K, 383L, 383L, 383M, 383N, 383D.
 - Student Life office carpets were cleaned 382 A, B, C, D, E, F, G, H, 373 B, D, E



BUILDING SVCS (CONT.)

- The Administrative offices carpets were cleaned 371 D, 371F, 371H, 371G, 371E.
- Offices 368 A, B, C, D carpets were vacuumed and cleaned.
- The Steak & Shake dining floor was scrubbed and high speed.
- The built-in trash receptacles were cleaned on the inside of Steak & Shake.
- 6 bales of cardboard was delivered to the Concord lot.
- Blount Hall
- G1 entrance and lobby floor were stripped and waxed.
- First floor elevator lobby was stripped and waxed.
- An abatement was done on the 199B and C corridor.
- Training on how to do an abatement.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- 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. (cont.)
- 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)
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- 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

- Changing building filters and catching up on work orders
- Roof repairs at the Carricks

ZONE 2

- A+A - work on 2nd floor, checking/replacing lights as needed
- HPER - checked and adjusted chemicals in pools
- Andy Holt - worked on checking and replacing lights as needed on the third floor
- Communications - Assisted Plumbing in Suite 64 to unstop a drain on AC units
- Student Services - assisted AC Services on heating in Room 111A
- Hearing & Speech - 1st floor lighting
- General maintenance throughout the zone

ZONE 3

- Cleaning Cooling Towers and Working on PMs
- Attending classes, taking OSHA training
- Cleaning machine rooms and maintenance offices
- Working on lighting and daily upkeep/customer service

ZONE 4

- Repaired hot wells at the Student Union Phase II
- Replaced ceiling tiles, lights and ballasts in all buildings
- Cleaned intake vents and repaired a toilet at Stokely
- Installed stainless corners and repaired touchless faucets at Rocky Top Dining

ZONE 5

- Neyland Stadium: Continuing to assist contractors with renovations and put stadium back together to prepare for the Orange and White game.
- Lindsey Nelson Stadium: Go through and prepare for upcoming games this week and weekend.
- Sherri Lee Softball: Go through and repair and prepare for the upcoming games this week.
- Regal Soccer: Prepare for the upcoming One Knox soccer game this weekend.
- Good Friend tennis: General maintenance for SEC tennis matches.
- Football complex: Prepare for the start of spring practice for Orange and White game.

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



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 broken windows at 1828 Fraternity Park
- Secured broken window at Student Aquatic Center
- Repaired door and frame and removed broken mirror at Alumni Memorial
- Secured broken mirror at Hess Hall
- Installed store front windows in Facilities Services Complex
- Transported lifts to various campus locations

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SPECIALTIES TEAM (CONT.)

- Assisting AC shop reading GPM on air cooled chiller on roof at Mossman
- Performing flow test including GPM, pressure and temperature for potential water-cooled chiller at SERF
- Testing Oracle DEV8 environment for creating maintenance programs and forecasting work orders

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

- Rocky Top Dining – repair loading dock doors
- Magnolia Hall – Access panel cores missing multiple rooms
- Min Kao – door handle broke
- Burchfiel Bldg. – repair lock
- ON Campus – Exit door project
- Front Office – Processing key request, 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

- 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!

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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

- Conference Center- Repaired dehumidifier.
- Business Incubator – install new chilled water pumps
- Plant Bio Walk-in cooler 220- Repaired and checked on unit.
- SERF – recover refrigerant from No. 1 chiller in preparation for VFD replacement
- Rocky Top Dining – Worked on blast Freezer.
- Zeanah – start installation of process loop heat exchanger
- Mossman – Worked on process chiller.

- Central Greenhouse – repair Trane unit
- Music - install an air separator in the heating water system
- Hesler Biology – Repaired cold room #340.
- UT Culinary- Repaired Ice Machine.
- Music – repair leaks in the heating water system
- Student Union PH 1 worked on the Ice Link system.
- Haslam – install new tube bundle in heat exchanger
- Hesler Bio- Worked on the system in #606 &607.
- BESS – Repaired 3 hot water lines.
- UT Drive Building B- Worked on the unit.
- Student Union – Work on the VRF system.

ELECTRICAL SERVICES

Fire Alarm:

- Hess Hall lost power to the WON Doors and came in to reset.
- Hodges disable/enable devices for AC shop.
- 1610 assist Simplex with earth ground fire alarm issues.
- Hodges Lib. Crosswalk light issues.
- Laurel Apts. Tamper switch issues on the 9th floor.
- Mossman fire alarm supervisory trouble call-in.
- Campus assist High Voltage with the scheduled power outage.
- Mossman annual sprinkler Inspection.
- Kappa Alpha annual sprinkler Inspection.
- Hodges disable/enable devices for AC shop-.
- Conference fire alarm panel trouble.
- Dougherty disable/enable devices for concrete cutters.
- Campus assist High Voltage with scheduled power outage
- MASCO assists with pump tests daily.
- Rocky Top annual sprinkler Inspection.
- Clarence Brown assisted Simplex with fire alarm inspection.

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ELECTRICAL SVCS (CONT.)

- East Skybox assisted with turning the fire and jockey pumps off and back on after the scheduled outage.
- TBA & Pratt assist with fire drills.
- 1610 assist Simplex with fire panel repairs.
- Taylor Law assists MASCO with sprinkler repairs in room 235.
- Morgan Hall changed batteries in the 3rd. floor fire alarm panel.
- Bio tech assists Century Sprinkler with fire suppression.
- Brenda Lawson assist J&J sprinkler company with water shutdown for construction.

Electrical Service:

- Lights out at the weight room at Anderson Training Center
- Wiring exposed in restrooms at Ayres Hall
- Lights not working at Mossman Engineering Building Room 212
- Power out at Melrose Hall G201A, G204, G205
- Lutron Lights not working at Early Learning Center Lake Ave
- Power boxes not working at Tom Black track
- Missing switch and cover at Haslam Music Center
- Exit Sign Emergency Combo Light at CNC Lab
- Dedicated Circuits added at Rocky Top Dining
- Disconnect power at Stokely Management Center Server Room
- Ran new power for water heater at Barksdale Tennis
- Pole Lights Out at Fred Brown
- Lights not working at Reese Hall by Dumpster
- Lights not working at Lake Avenue Garage G17
- Lights not working at International House
- Loose connection on Pole Light on Volunteer Blvd

PLUMBING SERVICES

- Thompson Boiling Arena dining drains are backed up
- Thompson Boiling Arena heating water leak in the ceiling
- Delta Delta 2620 Sorority Village shower heads are stopped up.
- Anderson Training floor drains stopped up in the kitchen
- Claxton needs new water heater in room 102
- Strong Hall - 2" pipe leaking in 622H1
- Strong Hall B001 corridor acid drain leaking in the hallway
- Vet School room C131 drains stopped up
- Student Aquatic Center installed two bottle fillers 1st and 2nd floor
- Student Aquatic Center rodded storm drain in building
- Dabney-Buchler water leak on value in room 139
- Pumped steam vaults on campus
- Repaired condensate leak at Racheff Greenhouse
- Assisted A/C at Hesler
- Repair steam leak at SERF
- Continue work at SERF
- Repaired steam leak at South Stadium
- Repaired steam leak at Biotech

STEAM PLANT

- Drained and Isolated DA Tank for repairs
- Worked with Associated Scaffolding to get the scaffolding setup for the DA tank repair
- Cleaned around the plant
- Finished working with Stowers on the Annual Maintenance on the 2MW Generator
- Cleaned out gas compressor shed

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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: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- 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

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CONSTRUCTION (CONT.)

- 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
- 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/facommentbox

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WEEKLY SAFETY STAND DOWN

MARCH IS LADDER SAFETY MONTH



Ladder Safety: You don't have to fall far to be fatal.

~ While standing on the fourth rung from the bottom of a ladder, the carpenter held one end of a measuring tape and reached beyond the ladder's side to get a measurement. The ladder fell as a result of this movement, causing the carpenter to fall 46 inches to the concrete floor. The carpenter suffered head and neck injuries in the fall and died three days later.

~ A 33-year old worker was injured after falling only 8 feet from a step ladder. The victim was cleaning windows when he fell onto a tiled floor and hit his head. Although the victim was taken to the hospital quickly, he died the following morning from his injuries.

~ A 52-year-old carpenter with more than 20 years of experience died when his 6-foot fiberglass step ladder tipped over, causing him to fall onto a concrete surface.

As you can see from the reports above that you do not have to fall from extreme heights to have a fatal outcome when working with ladders. Years of experience can lead to over confidence and complacency which often leads to unsafe acts.

Following some simple steps when it comes to working from ladders can be the difference between going home under your own power or being taken to your final resting place.

1. Use the right ladder for the job

It is important to choose a ladder that has the proper load capacity for the job. Consider your own weight as well as the weight of your equipment, tools and materials. The ladder must be long enough to work from without using the top 3 feet.

2. Inspect the ladder before and after use

Before use:

- Check the ladder's stability.
- Ensure that all screws, bolts and hinges are tight and that the base of the ladder is secure.
- Look for loose or damaged rungs, steps, side rails, supports and any other structural damage.
- Check for any dirt, grease or paint that could cause slips and falls.
- Remove ladders with structural damage from service.
- Your ladder should not be in close proximity to electrical wiring.

WEEKLY SAFETY STAND DOWN

MARCH IS LADDER SAFETY MONTH

After Use:

- Check for any new structural damage to the steps, side rails, rungs and supports.
- Check for any bends and any loosened screws, hinges and bolts.
- Recheck the ladder's stability.

3. Set the ladder up correctly

Ladder placement is important. When using a portable ladder, make sure it is placed on a level surface and that it has non-slip base pads. Protect the base of ladder with a barricade in high traffic areas. Be sure to lock or block any nearby doors that open toward you. If you're using a stepladder, ensure that it is fully open before use.

A straight ladder should be placed at a four-to-one ratio, which means that the base should be 1 foot away from the wall or vertical surface for every 4 feet of height to the point of support. When climbing onto a roof or platform from a ladder, the ladder must extend at least 3 feet above the edge and be tied off at the top.

4. Climb and descend the ladder with caution

Stay near the middle and face the ladder while holding onto the side rails with at least one hand when climbing or descending. Carry your tools on a belt or hoist and always keep at least three limbs on the ladder. Look for overhead power lines before handling or climbing a ladder.

5. Be safe and use common sense when using a ladder

- Do not lean outside the ladder rails.
- Keep the ladder and the surrounding area free of clutter.
- Never use a ladder for something other than its intended purpose. Never use a ladder horizontally like a platform.
- Do not carry loads that prevent using at least one hand on the ladder.
- Do not stand on the top step or the top cap, and do not overload your ladder.
- Do not place a ladder on boxes, barrels or other unstable bases.
- Do not move or shift a ladder with a person or equipment on the ladder.

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

Senior Insurance Specialty Group
141 N Martinwood Road Suite 104-14
Knoxville, TN 37923 ph: 865-203-2040



This is an educational event only.

SPRING SAFETY EVENT

APRIL 10, 2024 10AM-2PM

FACILITIES SERVICES CENTRAL SUPPLY WAREHOUSE



Once again, UT Facilities Services is teaming up with some of our vendors and UTK Environmental Health and Safety (EHS) to highlight personal protective equipment (PPE) and heat awareness.

PPE has made some great improvements over the years. Stop by to see what's new and exciting! Vendors will have a variety of PPE and heat-related safety equipment available to view and try on.



Lunch is provided by Buddy's BBQ and will be served from 11am until it's gone



Come out for fun, games, and literature from UTK EHS & FS Safety

For more information, contact Melanie Reese at mreese17@utk.edu