



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

MARCH 25, 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!

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 few 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. Ernie Cox will have his retirement reception in 101/102 at 8am on Wednesday March 22nd. His retirement date is June 3rd after 44 years! 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 back corridor near the freight elevator on the second floor was scrubbed.
 - The dining area around Mazavo's floor was scrubbed and high speed.
 - Ballroom A carpet was spot cleaned.
 - Ledges around the monumental stairs were leaf blown.
 - The ledge of the overlook glass on L1 and G1 were blown out to remove debris.
 - The space vac was used to clean the windowsills next to the monumental stairs in phase 1.
 - All stairwells were swept and mopped.
 - Visitor Center office carpets were cleaned.
 - Saturday, we had the New Vol Admit Event with guest count of over 3,000.
 - Auditorium was blown out after the March Madness and movie night event.
 - The hallways on the second and third floors were chariot vacuumed.

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.
- 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)
- 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

Weekly continues on next page



MOVING & EVENT SVCS

- No report received

ZONE MAINTENANCE

ZONE 1

- Working on work orders.
- Finishing up filter changes in some buildings after spring break.
- Had a power outage at Massey over the weekend.

ZONE 2

- A + A - work on heat in rm 225 and addressed a sink in 241 not draining
- HPER - checked and adjust chemicals in pools
- Andy Holt - work on changing filters in Air Handler on P1and P2
- Communications - work on heating problems in 402G and 454
- Student Services - Assisted Plumbing Shop on water fountain by 115 and addressed a ceiling leak in 408
- Hearing & Speech - work on water fountain
- Zone Wide - general building maintenance

ZONE 3

- Zone 3 is working on PMs and other outstanding W.R. getting ready for the switch to Oracle.
- We have been doing a Major Spring Clean Up thru out Zone 3.
- Zone 3 Team works diligently on Customer Service and Customer Satisfaction

ZONE 4

- Repaired walk-in cooler and freezer in Student Union Phase I
- Repaired a food warmer at Stokely
- Repaired a pulper, hot box and dishwasher at Rocky Top Dining
- Repaired an oven in Dunkin at Vol Hall
- Worked on a fryer at Cumberland Ave Food Court

ZONE 5

- Neyland Stadium: work on water leaks from the winter in preparation for Orange and White Game.
- Regal Soccer: Did building maintenance after One Knox Game and prepare for this weeks game.
- Lindsay Nelson Stadium: Building Maintenance for upcoming baseball games.
- Good Friend Tennis: Make sure everything is in good shape for Tennis matches.
- Football complex: Prepare for spring football practice and make sure building is in good shape for Recruits.

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

- Walters Academic – repair/replace lock
- Alpha Tau Omega – replace locks multiple doors
- Cherokee Mills – repair lock
- Bailey Education – change lock function
- Hodges Library – install new hardware
- Music Bldg. – rekey lock
- Exit Door Project – changing cores
- Front Office – Processing key request, key pickup and drop off
- University Housing – many repairs and recores, 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.
- 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

- BESS Lab- Repaired hot water line in Room #167&173.
- UT Drive Building B – Repaired units 205 and Started changing units out.
- Mossman – Worked on process chiller on roof and then the system.
- Business Incubator – Finished piping in pumps and Chiller.
- Zeanah- Worked on units in IT room and piping new heat exchange system.

- Walters life- Changed out another hot water coils on roof.
- Vol Hall – Repaired freezer in POD store.
- JARTU- Worked on walk in cooler.
- A&A Einstein’s – Worked on 2 door freezer.
- SERF – Worked on getting chiller ready for new drive.
- Walter life- Plugged Heat converter.
- International House – Repaired leaked n air chiller.
- Haslam Building – Repaired motor base on cooling tower.
- SMC – Repaired Liebert unit.

ELECTRICAL SERVICES

Fire Alarm:

- Jessie Harris installs smoke detectors in new ceiling tiles.
- Anderson Training assist EHS with fire drills.
- Rocky Top assist EHS with fire drills.
- Reese Hall clean dirty smoke det. rooms 420 and 621.
- Fire watch for TBA event.
- Hodges intersection reset traffic light.
- Business Incubator disable/enable devices for plumbers.
- Old Ag Office reset fire panel trouble.
- Geier cleans dirty smoke in room 171.
- Blount Hall replaced the CO2 detector in the machine room.
- Min Koa disable/enable fire alarm devices for contractors.
- Min Koa disable/enable fire alarm devices for contractors.
- Thorton responds to fire alarm due to contractors working.
- Strong Hall replaced fire panel batteries on the 6th. Floor panel.

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ELECTRICAL SVCS (CONT.)

- Hess Hall reset Won doors.
- Zeanah disables / enables penthouse smoke detectors for contractors.
- Ayres Hall enables smoke detectors in the machine room.
- Greve and Dunford removed the fire panel and security equipment before Demo.

PLUMBING SERVICES

- No report received

STEAM PLANT

- Repair stainless steel line isolators on #3 boiler. Adjusted hanger brackets and installed new wall mount.
- Warranty work done on Forklift.
- Repaired/replaced waterline leaks for ice machine.
- Associated Scaffolding removal of scaffolding in plant was scheduled for Wednesday.
- Tighten fan belts on lube oil unit outside the shop.

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; Paint, carpet, furniture on 2, 3 and 4
- Ayers Hall: Make offices on the 3rd floor
- Baker Center: Office renovations on 1, 2, 3
- Biosystems Offices: new flooring 204 and 314
- 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
- Ceramics Building: Electric for kiln
- 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; New furniture 209; Demo electric and paint 209; Construct wall 3rd floor corridor
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Install monitors for 308; New furniture and electric work 224A; Connect new ovens on 4th floor; Paint 4 offices 314
- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor; Electric 216
- 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

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CONSTRUCTION (CONT.)

- 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
- Haslam Business Building: Switch access controls to UTPD server; Add glass to door 308; Repair tile in mezzanine corridor; Add receptacles 310 and 523
- 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; Paint and electric 630
- 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; Paint and carpet 411
- 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; New blinds on 6th floor; Blind on 8 and 10
- 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; Remove things from wall 199A
- Regal Soccer: 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
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- Strong: 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; Rework receptacle for freezer 376C
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218; Access controls 299G, 299H and 199

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CONSTRUCTION (CONT.)

- 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 and electric work 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; Swap door and add access controls 511; Replace key control for doors with push button G117 and G116
- 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



WEEKLY SAFETY STAND DOWN

LADDER SAFETY TOOLBOX TALK

Use this toolbox talk to brief your crews on proper ladder safety on the jobsite.

Ladder Safety Talk

Ladders are so commonly used on construction sites, it's easy to forget they pose a threat. Ladders are responsible for a significant number of accidents both on and off the job each year. It's important to exercise extreme caution while using a ladder, as a fall from a ladder can lead to serious injury and even death. In this toolbox talk, we'll discuss ladder injuries, common causes of ladder falls, and ladder safety tips.

Ladder Injury Statistics

You may look at a ladder as being a very simple and harmless piece of equipment, but don't be fooled—falls from ladders are the leading cause of deaths on construction sites. That's because any time you are working off the ground on a ladder, you are at risk of falling and injuring yourself.

According to the World Health Organization, falls from ladders result in more than 164,000 emergency room-treated injuries and 300 deaths in the U.S. each year. The United States actually leads the world in ladder deaths.

Even more shocking is that most ladder deaths are from falls of 10 feet or less. That means even when you're using a simple stepladder on the jobsite, proper ladder safety is pertinent.

Common Causes of Ladder Falls

There are a number of reports made every year that compile ladder accident statistics. From these reports, we are able to narrow down some common causes of ladder falls:

1.) Neglecting to Inspect Ladder Prior to Use

It is very important to perform a proper ladder inspection before you use a ladder on the jobsite. Weather and usage can take a toll on ladders over time and cause damage that leads to accidents. If a ladder has cracks, broken rungs, loose bolts, or is in need of repair, you shouldn't use it.

2.) Unsafe Actions When Using Ladders

It is important to follow safe work practices when using a ladder on the jobsite. Too often, workers are participating in unsafe acts which lead to injury. Actions that fall under this list include: standing on the top step of a ladder, climbing a ladder while carrying objects, and leaning to reach something. All of these unsafe actions can result in ladder falls.

WEEKLY SAFETY STAND DOWN

LADDER SAFETY TOOLBOX TALK

3.) Not Using the Correct Ladder

It may seem easier to you to use the same ladder for every job, but make no mistake—not all ladders are created equal. You should always make sure that the ladder you are using, whether a step ladder, a-frame ladder, or extension ladder, is the right one for the job that you are doing. A ladder that is too short for a job, a ladder not stable on the ground, or a ladder not rated for the job you're doing can result in someone getting hurt.

Ladder Safety Tips:

- Ensure you understand the safety hazards of using a ladder
- Choose the correct ladder for the job. Know the different uses for a stepladder, an extension ladder, and an articulating ladder
- Perform an inspection of your ladder before use. If a ladder is damaged remove it from service and identify it with a "Do Not Use" tag.
- Ensure the ladder is firm and level on the ground. You can also have someone spotting you at the bottom and holding on to the ladder ensuring it stays put.
- Always face the ladder when climbing up and down.
- Maintain three points of contact while climbing up or down (two hands and one foot, or both feet and one hand).
- Wear slip-resistant footwear.
- Use a tool belt or a pulley system for carrying tools and materials up/down the ladder. Never carry objects up with you.
- Don't overload the ladder. Make sure you consider the worker weight as well as the equipment/materials weight and don't exceed the rated limit.
- Avoid reaching or leaning to one side. If the job is out of reach of the ladder, reposition the ladder.
- Never stand on the top step of the ladder.
- Do not try to move a ladder while standing on the rungs.
- Remove all tools and materials from the ladder before moving.

Ladder Safety Starts With You

Ladder safety is one of the most fundamental safety talks that you need to know and remember. The next time you use a ladder on the jobsite, ensure you understand the hazards, exercise caution, and make safe decisions. It just may save your life.

Source: <https://www.rakenapp.com/features/toolbox-talks/ladder-safety>

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