



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

NOVEMBER 18, 2024

UT Verse's New AI Assistant Rolls Out Today! Interested? Let Training Know!

UT Verse, UT's secure AI platform, is rolling out a new AI Assistant today! If you are interested in utilizing this virtual tool to enhance your productivity and streamline your tasks, reach out to fstraining@utk.edu. Training is putting together a class on this tool and wants to gather a list of those who may be interested in taking the class!

Holiday Food Box Donations Needed

Part of being a Volunteer is stepping up when your own team needs you, and there's no better time or way than by donating food items toward this initiative now. A flyer is attached with information on what your unit or sub-unit is asked to donate. For more information, see Nikki Woolsey in HR or Sam Ledford.

TCRS Processing for Retirement Benefit Estimates and Advising

TCRS is currently handling a high volume of requests for Retirement Benefit Estimates and advises allowing 30-45 days for processing. To request an estimate, you can email TCRS at tcrs.counseling@tn.gov or call 1-800-922-7772. Be sure to include your full name, employee number and the date of birth for your beneficiary to ensure accurate calculations for any beneficiary options you may select. If you have any questions or need assistance, please contact Angela Eidemiller in HR at Facilities or call her directly at 865-974-1141.

New Procedure for Reporting Phishing Emails

OIT is introducing changes to our phishing email reporting process. Please note that all phishing and spam emails should now be reported using the Report button in Outlook. We're also consolidating the reporting buttons to a single button (a red shield with an exclamation point) to avoid confusion and enhance our response. Moving forward, only those using the Gmail platform should report phishing and spam emails using the abuse@utk.edu.

[Learn how to report suspicious messages within Outlook.](#) | [Stay up-to-date on recent email scams.](#)

Grow Lab Hunger and Homelessness Awareness Week Event - Wednesday from 3p to 5p

Join UT Recycling, the Grow Lab, the Free Store, the Office of Sustainability and Food4Vols for the Grow Lab's first Hunger and Homelessness Awareness Week Event. We will be serving free vegetarian chili, hosting a winter coat pop-up from the Free Store, offering resources for basic needs on campus as well as opportunities to get involved in the community. We will also be holding a winter coat drive and request attendees donate their gently used, unwanted coats for those recently impacted by flooding. Flyer included at the end of the newsletter.



BUILDING SERVICES

- L2 Hallway carpet was spot cleaned in several areas to remove stains.
- The glass around the dining area was cleaned.
- The auto scrubber was ran through the Vol Shop.
- Extra trash cans were placed on the plaza for events.
- The stairwells were swept and mopped in both phases.
- The overlook glass was cleaned on the second and third floor.
- The plaza was cleaned up removing trash and debris from the area.
- Union Station was dust mopped, and the auto scrubber was used on the floor.
- The monumental stairs in both phases were swept and mopped with extra attention to the side rails.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- No report received

MOVING & EVENT SERVICES

- No report received

SUSTAINABILITY

- Created a workshop focused on garden design strategies at UT Gardens for the Sustainability Internship for Wednesday, December 4th.
- Wrote a portion of a book chapter on the UN Sustainable Development Goals (SDGs) in collaboration with several UT professors and researchers that will be published as an open-source book.

- Hosted a group of university students and professors from Uruguay sustainability-related the Free Store
- Collaborating with various Ambassador programs on campus to create and design a peer mentoring program and an ambassador program for the Sustainability and Geography Department and the Office of Sustainability.
- POWER Challenge ended
 - Laurel won and prizes include an ice cream bar provided by UT and a free individual pothos plant giveaway for the winning floor provided by The Grow Lab.
- Submitted the Sustainable Development Goals (SDG) report for the Times Higher Ed SDG Ranking
- Compost:
 - WBIR Channel 10 composting for gameday story: [Tabled for 3 hours at Hodges Library about the Power Challenge and other Sustainability-related programs.](#)
 - Week of 11/11-11/17
 - 21,263 lbs of food waste
 - 16,900 lbs animal waste
 - 24,150 lbs landscaping waste
 - Delivered 8 cubic yards of compost to the Grow Lab
 - 6 Volunteers. 5 worked for 3 hours. 1 worked for 2 hours. Picked up trash and contamination.
 - Gave a presentation to SPEAK about composting at UTK.
 - Week of 11/4 - 11/10
 - 2,083 lbs of food waste from the Miss State game
 - 19,357 lbs of food waste (21,440 lbs including football)
 - 25,150 lbs animal waste
 - 25,500 lbs landscaping waste
 - 17,600 lbs grease water

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MAINTENANCE & REPAIR

HOUSING

- Staying caught up on work orders in the residence halls.
- Still having issues with vandalism in Hess Hall.
- Working on schedules for the holidays.

ATHLETICS

- Neyland Stadium: Going through and making repairs from the UTEP football game. Also checking premium areas for events during the week.
- Regal Soccer: General Maintenance
- Lindsey Nelson Stadium: Doing general building maintenance.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance.
- Allan Jones Aquatic: Prepping for the Tennessee Invite swim meet this week.
- Goodfriend Tennis: General Maintenance.
- Thompson Boiling Arena: Prepping for Justin Timberlake concert tomorrow night and unloading trucks.

DINING

- Repaired ice cream machine at Rocky Top Dining
- Repaired grill at Student Union I
- Repaired a cooler and hot well at Stokely
- Repaired a hot box and steamer at Vol Hall
- Repaired a meat slicer at the Arena

ZONE 4

- A+A - worked on a ceiling leak in 241
- Andy Holt - worked on heat in 220
- Communications - working on lights in 304
- Student Services - working on lights in 211 & 107L
- McClung Tower - work on changing water fountain filter on 8th floor
- General building maintenance throughout zone

ZONE 5

- Zone 5 is cleaning dry wells, gutters, roof drains. Winterization plan is being formatted
- Each building is getting thorough inspections in doing our part to be successful in minimizing damage in spaces.
- Zone 5 is transitioning into the Maintenance and Repair Teams going building to building in separate Teams.
- This will grow our skill set, increase our productivity, solve problems with issues and improve our approach and response time to on demand issues and communication.
- Zone 5 works diligently on Customer Service and Customer Satisfaction.

ZONE 7

- No report received

ZONE 8

- No report received



M&R SPECIALTIES

- Adjusted door closer at Perkins Hall
- Removed construction materials from road at 17th and Clinch Ave for UTPD
- Checked and adjusted door operator on 3rd floor Hodges Library and ground level at Baker Center
- Transported lifts to various campus locations
- Replaced door closer at Publications and Services
- Replacing door operator at Glazer building
- Adjusted door operator and closing speed at Music
- Adjusted operator button on door at Student Union II
- Trimmed door and removed buildup on snagging doors at Alumni Memorial Building
- Repairing blinds at Stokely Hall
- Repairing broken window at Geier Hall
- Correcting equipment data for Dabney, Buehler, Andy Holt Tower
- Facilitated DASH training sessions for creating assets

LOCK & KEY SERVICES

- Haslam Business – change codes – combination locks
- Austin Peay – Repair Bathroom door
- Student Health Center – door will not lock
- Plant Biotech – lock not working
- Physics – install latch protector – roof door
- Front Office – Processing key request, key pick up and drop off
- University Housing – many recores and repairs, assisting as needed

COMM & INFO

COMM & PR

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531!

TRAINING

- Don't forget to check your email for this week's DASH Training Update. Those with questions or who need to sign up for sessions can reach out to the Training team. Don't forget to sign up for the DASH Office Hours session on Chart of Accounts on 11/21. This general discussion will cover chart segment values and how to use the crosswalk tool to navigate the differences in IRIS Legacy cost centers and DASH cost centers. Register in K@TE [here](#).
- 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!

- No report received



UTILITIES SERVICES

A/C SERVICES

- Auxiliary – Finished installing and starting up fan coil units.
- SERF- Worked on walk in cooler unit.
- A&A -Repaired unit.
- JARTU- Repaired steam coil.
- Laurel Hall – Repaired Freezer #5 .
- Stokely Hall – Repaired Cooler # 3.
- Alpha Delta PI- Reset and flushed hole system.
- Alumni Hall – Worked on busted coil.
- Strong Hall – Worked on cooler in room #514.
- Tickle – Got heat going in building.
- Robinson Hall – Repaired some units.
- Environmental Landscape- Finished installing new unit.

ELECTRICAL SERVICES

Fire Alarm:

- Assisted Morristown with stadium renovation
- Worked on heat detector on top of elevator @ Conference
- Sprinkler System testing at Dabney Hall
- Dirty Smoke detector H room 704 @ Hess hall
- Dirty smoke detector room C13 @ Massey Hall
- Dirty Duct detector in attic @ Pi Beta Phi
- Replaced UFD @Taylor Law
- Annual sprinkler inspection with Morristown @ Dabney Hall, Third creek, Lindsey Nelson, Vet school
- Dirty Duct detector Room104 @ 1832 Frat
- Replace 2 35 ah batteries on the 5th-floor panel @South Carrick
- Check fire panel for trouble @Middlebrook

- Move audio-visual @ Temple Hall
- Changed ceiling tile with smoke detector @ Carrick
- Relocate AV from wall to ceiling 2nd floor @Neyland
- Sprinkler system testing @ Vet school
- Disable the AC Shop @JARTU
- Fire pump running due to underground break at Fleming @ Regal Soccer
- Assisted JCI with fire panel issues @ Laurel Hall
- Assisted JCI with replacing duct detectors@ Neyland
- Fire Alarm @ Haslam
- Replaced Clock @ Andy Holt
- Replaced UFD @ Allan Jones

Electrical Services

- Porthole Lights out at Thompson-Boling Arena
- Changed all breakers in Emergency Panel at Thomson-Boling Arena
- Changed VF Drive for Pool Pump at Student Aquatic Center
- Defective GFCI receptacles at Senter Hall
- Floor lights defective at Rocky Top Dining
- Conference Room lighting not working (Lutron) at JIAM's Rooms 145/147
- Receptacles not working at Walters Academic Building
- Hanging Power Outlets not working at the Art and Architecture Building
- Lights not working at Buehler Hall Room 415
- Wall pack not working at Andy Holt Tower Administrative Garage
- Dedicated circuit added at Student Services Building

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ELECTRICAL SVCS (CONT.)

- Power for new AC Units at Environmental Landscape
- Cupola Lights not working at UT entrance Joe Johnson and Neyland by Vet School

PLUMBING SERVICES

- Mossman Building has no hot water on the 5th floor and 6th floor
- West Sky box addition 732 Leaking pipe in the ceiling
- Student services water line on 3rd floor leaking in ceiling room 202
- South Carrick Leak in the ceiling outside of the lobby
- The Basler Boathouse shower drain is leaking to the first floor
- Volunteer Hall Drain outside next to the compactor is stopped up
- Hess Hall leak in the chase on the first floor
- Hodges Library's ground floor needs a new water fountain
- North Carrick needs a new bottler filler installed
- Student Services floor drain in the machine room is backed up
- Ayres Hall replaced the Emax water heater in the basement
- Phi Gamma Delta there are two toilets not working
- Claxton Building sink on the 3rd floor is stopped up
- Stadium gate 15 repaired the castiron drain
- Smokey's Kitchen under the dishwasher is clogged
- Student Health room 130 the drain is stopped up

STEAM PLANT

- Check Fluids on forklifts
- Clean Shop area and floors
- Cob web clean up on fire floor
- Maintaining the air filters on the compressors
- Disassemble softener line to clean the strainer
- Eye high probe leak repaired on #3
- Shut down lower steam line for repairs
- CAT generator test run was completed



CONSTRUCTION SERVICES

- Agriculture and Natural Resource Building: Install cabinets 411; Display cabinet 219
- Anderson Training Center: Water and drain for Smokey's
- Andy Holt Tower: Phase II renovations; Panic buttons on 3 and 5; Signage 505; Electric for cart P2
- Aramark Food Court Cumberland: Repair basement access ladder
- 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; Remove wall and counter, paint 215C
- Austin Peay: Paint, carpet, furniture on 2, 3 and 4; Keypad lockset 401C
- Baker Center: Remove shelving 334
- Campus: Water meters for cooling water make-up; Move 2 bus shelters; Rework bollards between Student Union and SMC; Support for dining operations; Locks for CEHHS rooms
- Claxton Education: Paint, flooring, other renovations to 101 and 109A; Access controls for 101; Paint 105 and 118; Paint 441
- Communications: Renovate 001-017, 250/251, 294/295, 333 and 420; Demo and new wall 102 and 103; New furniture 209; Demo electric and paint 209; HVAC for WUOT 299I; Paint 202; Paint Scripps Lab; Remove shelving 333B; Panic buttons 209, 244; Electric for digital signage 429; Wall graphics 296; Door opener 106
- Conference Center Building: Paint 309 D, G and R
- Dabney Buehler: Fume hood replacement in 402 and 404; Nitrogen 216; Lab renovation 209-214; Remove/cap emergency shower 676, Polish concrete floor 633
- Dougherty Engineering: New sink 307A1; Electric and air 605; Electric in 102B
- Facilities Services: Install monitors in 127; Digital signage on conf. rooms; Monitors in 122
- Food Science: Rework lights and counter tops in 105
- Fred Brown: HVAC, exhaust for food areas
- HPER: Paint B020; Mesh gates/offices B001, B002; Paint and patch 301; Level floor 113, 120-124; Wall and door 143
- Haslam Business Building: Renovate 418 Anderson Center
- Haslam Music Building: Paint and flooring, electric 312 and 313
- Hesler Biology: Renovate 104 and 105 for labs; Remove growth chamber 245; Renovate 606
- Hodges Library: Renovate 6th floor; Renovate 171 for Census Bureau; Painting 255 and 256; Paint and carpet 642; Sink and room alterations 209 and 211
- Hoskins Library: Flooring for Air Force
- Jessie Harris: Renovations for B012, B023, B024; Paint and signage 236; Paint and flooring suite 112
- Law Complex: Offices, conference rooms 212; Painting on 1, 2 and 3 Law Library; Electric work 222, 223
- McClung Tower: Flooring and paint 420; Blinds 1106; Carpet and blinds 104
- McCord Hall: Renovate for growth room B003
- Middlebrook Building: Modify door controls on 137; Shelving in Vol Shop storage
- Morgan Hall: Change light switch 119B; Office renovations 105-112
- Mossman Building: Renovate labs 343 E & F, 351 E & F; Eyewash and sink 521
- Nielsen Physics: Renovate offices 210, 501
- Perkins Hall: Renovate multiple rooms for BME
- Plant Biotech: Install a UV light

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CONSTRUCTION (CONT.)

- Regal Soccer: Dumpster pad, enclosure and landscaping
- Rocky Top Dining: Door protectors and ice/water dispensers 3rd floor; Trough drain inspection 399C
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 & 536; lab renovations 434, 438, 439: Lab renovations for cluster hires; Outlet & push button lock 719; Connection for equipment 531; 480 volt electric 610
- South and East Stadium: Emergency electric for weather station
- South Greenhouse: Footing for gantry crane and electric for equipment 132
- Stokely Hall: Winter Break work in dining
- Stokely Management Center: Room signage on 5 and 7; Light switch 530; Electric for cart charger on plaza
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Safety handles around pool pump motor pit
- Student Health: Renovate 288A and 288B for offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles); New cubicles and outlet for tv 301; Panic buttons 413A and 413C; Patch and paint 202; Carpet 101C; Carpet repairs 345A
- Student Union: ADA operators in connector; Paint 180; FRP on walls in Choollaah; Table for 4 eye burner and Ice bin BOH; Patch concrete at service elevator ph. II; Repair mop sinks G1 and G2
- Thompson Boling Arena: Pads and electric for balers
- Tickle Engineering: Renovations for robotics lab A100
- UT IAMM: Modify fence around nitrogen tank; Panic button at reception desk; Relocate electric outlet 228; Support for conference room G001; Ground bar and exhaust for equipment G007; Lab faucet G027
- UT/ETREC Little River Farm: Mount satellite dish on roof
- UT Warehouse: Fence and cameras for recycling; Electric for balers

CONSTRUCTION (CONT.)

- Vet Med Center: Electric and prep work for 2 new x-ray machines; Walls, doors, electric D118, B203
- Vol Shop University Commons: Rework lights
- Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Access controls on door G199B1; Lab renovations for cluster hires; Rad exhaust and moving hoods 1 and 2; Raise platform for water jet cutter G171; Electric for cabinet G158; Connections for laser cutter G166; Make 275 an office



- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox

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WEEKLY SAFETY STAND DOWN

NATIONAL GREAT AMERICAN SMOKE OUT

Great American Smoke Out

The American Cancer Society marks the third Thursday of every year as the Great American Smoke out, encouraging smokers to use the date to make a plan to quit, or to plan in advance and quit smoking that day.

Smoking is costly not just to your wallet but to your overall health and wellbeing. Smoking increases your chances of cancer, heart disease and stroke, lung disease, type 2 diabetes, and can affect your eye sight.



Do the Math:

- Cost of one pack of cigarettes
- Multiply that by how many packs a week.
- Multiply that number 52 weeks.
- Equals the annual cost of smoking
- Don't forget if your spouse or significant other smokes, calculate theirs as well.

Resources available from your UT benefits

Cigna

Cigna offers a free tobacco cessation program for patients with Cigna medical coverage. The program is called CIGNA Quit Today and is part of Cigna's Lifestyle Management Programs. It's designed to help patients develop a personal plan to quit tobacco and stay tobacco-free.

The program includes: Coaching, Behavior change support, Nicotine replacement therapy, and A series of calls with a health advocate.

Patients can choose to participate in the program online, by phone, or both. The phone program offers individual coaching with a dedicated wellness coach. The online program provides a personalized program.

The program can help patients:

- Understand the health consequences of tobacco use
- Learn techniques and products to resist urges and deal with withdrawal symptoms
- Make the choice to live a healthier, tobacco-free life

Cigna also offers other resources for quitting smoking, including information on coping with cravings and withdrawal, dealing with weight gain, getting support, helping someone quit, and preventing slips or relapses

WEEKLY SAFETY STAND DOWN

NATIONAL GREAT AMERICAN SMOKE OUT

Blue Cross Blue Shield of Tennessee

Blue Cross Blue Shield of Tennessee offers interventions to help with quitting smoking as part of their preventive care. Most Blue Cross members have access to tobacco cessation benefits, which may include:

Screening for tobacco use

- Behavioral interventions, such as counseling sessions
- FDA prescription drugs such as Zyban
- Over-the-counter tobacco (OTC) cessation products
- You can call the customer service number on your ID card to check your benefits coverage.

The earlier you quit smoking, the more you're likely to benefit. It's never too late – because quitting will improve your health whatever your age and no matter how long you have smoked.



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Growing Up Cherokee: A Conversation with John Martin

The College of Education, Health, and Human Sciences is honored to welcome alumni John Martin to share insights from his new book *Perseverance: Growing Up Cherokee*. Martin will recount his experiences growing up Cherokee in East Tennessee and offer a unique perspective on resilience, culture, and identity. His stories promise to inspire and educate, highlighting the rich heritage and enduring spirit of the Cherokee people.

Tuesday, November 19, 1:30 p.m. to 3 p.m.

Ed Ingle Theater (COM 402-G) 1345 Circle Park Drive

Zoom Link: <https://tennessee.zoom.us/j/87669300089#success>

Safe Zone at UT: Tier 2 Training

The Pride Center is offering Safe Zone, an educational workshop series focusing on:

- Basic language and terminology related to gender and sexuality
- Awareness and understanding of the intersections of gender, sexuality, and other social identities
- Skills to intervene in situations of discrimination and injustice
- Knowledge about LGBTQ+ resources available on UT's campus

Safe Zone is open to all current faculty, staff, and students at the University of Tennessee, Knoxville.

Tuesday, November 19, 11 a.m. to 1 p.m. | Virtual

Zoom link: <https://pridecenter.utk.edu/safezone/>

Free Store Movie Screening for Homelessness Awareness

The Free Store will be hosting a movie to help bring awareness to hunger and homelessness. *A Road to Home* tracks the lives of six homeless LGBTQ youth through New York City over the course of 18 months. Four have grown up in poverty, five are people of color. All have been rejected. Their lives typify the experience of the 500,000 homeless youth on American streets every night, 40% of them LGBTQ.

Thursday, November 21, 3 p.m. to 5:30 p.m.

Comms Building, 402G

Rocky Top Cares Holiday Food Box Collection List

Admin & Support/ Comm & Info	Jelly, ramen noodles & pancake syrup
Building Services	Canned Yams
Bldg Svcs - Arena	Chocolate Santas & Canned Corn
Construction	Cranberry Sauce
Design/Space Mgmt/ Capital Construction	Spaghetti Os
Maintenance & Repair	Canned Green Beans & Canned Fruit Cocktail
Operations	Boxed Cookies
Utilities	Canned Soup & Boxed Potatoes

Other Items We're Collecting: Throw Blankets, Cash & Gift Cards

Donations go to FSC Room 114D (in the HR Suite)
After Hours donations can be placed
on the bench outside HR.



Hunger and Homelessness Awareness Week

November 17th-23rd, 2024

Join the Grow Lab, Food4Vols, UT Recycling and the Office of Sustainability in raising awareness about food insecurity and homelessness in our community.



November 20th
3 to 5 PM

The Grow Lab (2019 Terrace Ave)

- vegetarian chili from Food4Vols
- winter clothing pop up from the Free Store
- information on basic need resources on campus and in Knoxville
- opportunities to get involved!

Bring your unwanted, gently used winter coats to donate to our winter coat drive for those impacted by the recent extreme flooding.