



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

NOVEMBER 6, 2023

Welcoming our New Director of Administrative & Support Services, Michael Howze

Please join me in welcoming our new Director of Administrative & Support Services, Michael Howze!

Michael has been with the University of Tennessee for three years. Most recently, he served as the Chief of Staff for Undergraduate Admissions. Michael brings more than 20 years of leadership and operational experience from across several industries where he's managed budgets, human resources, independent schools, and diverse not-for-profit organizations.



Originally from Pittsburgh, Pa., Michael had an extensive career in the armed forces having served in both the Army and Air Force for a total of 21 years. He earned his Bachelor of Science in Business and Organizational Behavior from Duquesne University, his Master of Education from Point Park University, and is currently pursuing his doctoral degree. After many years of working in corporate America, he transitioned into higher education, first serving as the Director of Auxiliary Services and then Director of Budget and Planning for Ithaca College prior to coming to UT.

In his spare time, Michael enjoys relaxing and traveling with his wife and daughter, and on occasion playing a round of golf.

In his new role, Michael will be overseeing the Central Supply and Warehousing Office managed by Ed Maples, the Business Services Office managed by Rick Johnson, and the Human Resources Office managed by Dave Webb. He will be joining our department and begin assuming his new duties on October 30th.

Financial Wellness Series: Making the Holidays Happier - November 8 from 12p to 1p

- Participants will identify some of the factors that contribute to holiday stress. It also explores a variety of ways to create the kind of holiday celebration that meets individual needs. Attendees will be able to make better choices for the holidays while lowering stress levels, improving family relationships and having more fun. Register today through K@TE. This is a virtual event.

Weekly Safety Stand Down:

- This week, our Safety Stand Down from safety coordinator Melanie Reese focuses on general fire prevention as we wrap up National Fire Prevention Month!



BUILDING SERVICES

- Getting ready for Phase 3 of new paper towel dispensers on campus. We are currently counting and getting the new Tork Peak Serve paper towel dispensers changed out in campus. Coming soon to all buildings on the Hill and others around campus like Tickle and Zeanah. We have counted around 920 new dispensers will be replaced during the Winter break from December 15- January the 2nd.
- Hesler Biology—Cleaned carpet in 524 and 537
- Austin Peay—Staircases swept, dusted, and mopped
- Comm/SS-3rd floor—Ride on scrubber used
 - 1st floor—replaced paper towel dispenser women's restroom
- 2023 Lake Ave Daycare—PLC—spot cleaned carpet
- AMB—swept staircases
- Dabney-Buehler—Auditorium 555 and 300—used blower to blow out both auditoriums, mopped up spills,
- 2016 Lake Ave Daycare—scrubbed floors with small scrubber in 2 classrooms and large main hallway and ran high speed on all 3 floors
- Used leaf blower to blow all leaves off outside sidewalk and play area

Student Union:

- Carpet was cleaned in event room 362 A, B and C
- Stain removal on the third-floor hallway carpet
- Detailed dusting on the restrooms in phase 2
- The dock area was swept and debris was removed.
- The seating area carpet on the first floor was cleaned
- The auditorium was leaf blown and vacuumed.
- Dressing rooms were detailed clean twice
- The carpet in front of the windows in ballroom A was cleaned.
- 273 office and conference room carpet were cleaned.
- Event room 262C stains were removed from the carpet.
- Event room 262 A the carpet was cleaned.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- No new report.

EVENT & MOVING SERVICES

Events:

- Picked up tables and chairs from Buehler Courtyard, and Humanities Building weekend events.
- Delivered tables and chairs to Min Kao 647 and removed lounge furniture to set up Legislative Breakfast event.
- Delivered and set up VolFest Homecoming Concert event at Circle Park.
- Tables & chairs for Engineering Exchange Conference at ZEC 4th floor atrium.
- Delivered tables & chairs for Bake Sale event at HSS/Ped Walkway.
- Delivered tables & chairs for two events at UT Gardens Pavilion.
- Delivered tables & chairs to Ped Walkway UT Seal for Homecoming event.
- Delivered and set up tables & chairs to UTCVM TLC Main Hall for Job Fair Event and picked up later in the week.
- Picked up event supplies from Western Ave. Storage and delivered and set up at Student Union Plaza for Alumni Gameday Tailgate.
- Delivered tables, chairs, and risers to Torchbearer Plaza for Homecoming Parade for judges stand.
- Delivered tables and chairs to Fiji Island for NPHC Homecoming Tailgate event.

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EVENT & MOVING SERVICES (CONT.)

- Delivered and set up tables and chairs for MLS Homecoming Tailgate at HSS Lawn & Amphitheatre.
- Delivered tables & chairs to Ped Walkway by Student Union Plaza for Student Organization Event.
- Provided electrical assistance for multiple events at: Circle Park, Ped Walkway, Student Union Plaza, HSS Lawn, Fiji Island, Torchbearer Plaza, A&A Quad, Ayres Hall South Lawn, McClung Museum, Student Union Ph2.
- Delivered and set up speaker stands, tables, and chairs to Alumni Memorial Amphitheatre for Gameday Pre-Game Call-In Show.

Moves:

- Moved furniture at SMC 409A, 408, and 409B.
- Picked up purchased surplus furniture and delivered to Hoskins Library G05.
- Moved furniture at Conference Center Building 231A and 215E.
- Moved furniture out of the Dean's office at Law Complex: George C Taylor Wing to make room for new furniture.
- Moved items from Greve Hall 119 and 122 to Claxton 424 and Bailey A231.
- Swapped furniture between rooms 621 & 622 at Andy Holt Tower.
- Delivered purchased surplus to Nursing Education Building & UT Drive Service Building A.
- Moved chairs from Greve Hall to Andy Holt Tower.
- Moved furniture from Claxton Education 123 to Austin Peay 401C, and Hesler 537.

- Moved furniture within room at Andy Holt Tower P209.
- Removed old console and wood bookshelf from room 338 Baker School of Public Policy and stored it in the basement storage room.
- Moved furniture from SMC 408 to SMC 529.
- Moved furniture at Melrose Hall 305A.
- Removed and disposed of broken standing desk from 529 Andy Holt Tower.
- Relocated desk within the room at Baker Center of Public Policy 137.
- Moved biosafety cabinet from Hallway into room 10 at Food Safety & Processing Building.

Banners, Surplus, Misc.:

- Assisted with unloading 1,000 pie pumpkins at HSS Lawn for Homecoming event.
- Picked up new Haslam Business Building pole banners and installed them around the building, removed and disposed of old HBB banners.
- Delivered boxes, bubble wrap, and packing tape to Dunford Hall 2427, and Andy Holt Tower P119, Baker School of Public Policy 302.
- Repaired damaged pole banner hardware around campus.

ZONE MAINTENANCE

ZONE 1

- Staying caught up on work orders .
- Had some vandalism in several buildings over the weekend.
- We have 3 new techs in housing - Carley Welsby at Stokely Hall and Joey Hurst at Clement Hall and Casey Macklemore a Fred Brown.



ZONE 2

- In HPER checked and adjust chemicals in pools
- In Andy Holt - continuing to change filters in air handlers
- In Communications continued switching from AC to heat, check and replaced lights as needed
- In Student Services work on switching from AC to heat, checked replaced lights as needed ,unstopped drain in man bathroom
- Though out zone worked on heating problems , and checked and replaced lights as needed
- Also though out zone Gen Building Maint

ZONE 3

- Zone 3 is continuing fall season Inspection of Roofs and Drains thru out the Zone.

ZONE 4

- Repaired a grill at Stokely
- Repaired a fryer at Rocky Top Dining
- Repaired a flat top grill at the Student Union
- Repaired a walk-in freezer drain at Culinary
- Repaired a sink at the Vet Med POD Market
- Repaired a hot well leak at Anderson Training

ZONE 5

- No new report

ZONE 7

- Tickle: replaced ballasts and lightbulbs, installed paper towel dispensers, ballast bypassed wallpack lights
- Zeanah: replaced led driver in a fixture for a office, hung 2 dry erase boards, replaced paper towel dispensers, took a toilet off the wall to get it unclogged.
- SERF: Replace eye wash in rooms 705 & 506, Change receptacle in room 204
- Min Kao: Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- Ferris Hall: Conducted daily walkthroughs and weekly walkthroughs. Switched two pipe system to heat.
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs. Replaced AC units in room 319. Reset toilets in 1st floor ladies room.
- Dougherty: Daily maintenance checks and weekly maintenance checks preformed. Repaired inoperable light fixtures. AHU and Package Unit filters changed. Exhaust fan Belt Changes. Coils on Package and Air Handling Units Cleaned.
- Zeanah: Replaced faucet batteries, replaced ceiling tiles, replaced ballasts, unclogged toilet, replaced paper towel dispenser, reset tripped breakers, drained fire sprinkler end caps, replaced outlet covers
- Tickle: Replaced ballasts and bulbs, replaced paper towel dispensers, reset chiller, diagnosed steam trap issues



ZONE 8

- We had a significant water leak in a lab at the IAMM Building over the weekend due to a rupture in a supply line.
- We keep bouncing back and forth between heating and cooling in our 2 pipe buildings.
- We are cleaning the outdoor patio area of the Plant Biotech building.
- We are painting handrails in many locations this week.
- Our One-Call team remains busy with frequent calls to the dorms for various reasons.

ZONE 9

- We are busy in the Early Learning Center locations with various issues.
- We will be focusing on our November Archibus requests in all categories this week.
- We will soon be installing new filters on our cooling tower at the Facilities Services Complex.

SPECIALTIES TEAM

- No new report

SUSTAINABILITY

- We wrapped up our POWER challenge for the month of October and the winning residence hall is Clement. Congrats to them! They will be awarded a trophy and we will be hosting a pop-up free store at their residence hall.
- We also wrapped up our Biketoberfest promotions this month culminating in our attendance of the spooky campus celebration with a tent advertising
- We hosted the Tower of Cans food drive and received over 46,000 lbs of cans from 32 Greek organizations on campus.
- We hosted plenty of volunteers last week:
- Tower of Cans - 20
- Game Day set-up Thursday- 13
- Gameday shifts 1&2- 4 people,
- Food Recovery- 20 volunteers, lots of leftover food
- Grow Lab - 9 working on pollinator slope
- Free Store- 4
- We helped divert waste from 12 events last week and had a successful Zero Waste Gameday on 11/4 for the home game against UConn.
- Some recycling totals:
 - 225 lbs of materials donated to the free store
 - 191 lbs of materials picked up from the free store
 - ~45,000 lbs of composted food waste
 - ~25,000 lbs of landscaping waste composted
 - 12,060 lbs of paper
 - ~2000 lbs of single stream plastic
 - 75 lbs of plastic film



LOCK & KEY SERVICES

- SERF – replace lock
- Student Services – replace core/exit door
- Stadium – elevator machine room – door handle broke
- Andy Holt Tower – make key for desk
- Blount Hall, Stokely Management, Perkins Hall & McClung Tower – loading cores for department moves
- Student Rec. Center – Repair exit device
- Claxton Education – Exit not secure
- McClung Museum – exit rods need repaired
- Front Office – Processing key request, key pick up and drop off
- University Housing – many recovers and repairs, assisting as needed
- Packing up for our move!

- CPR/AED/First Aid training has been scheduled for November 7 and 8. This will be a hybrid course: you will complete an online portion prior to attending class in person. Everyone participating in the program has already been signed up. Rebecca sent out an email to all participants.

FS IT

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

- New Computer installations
- Recycling
- Surplus old inventory
- Assist with Elevator Switch
- Assist Work From Home Staff
- Printer Installation
- Video Monitor purchase
- Conference Room Setups
- Printer Assistance

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

- 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!

UTILITIES SERVICES

A/C SERVICES

- Changed 2 pipe Building system for cooling to heat.
- Hesler Bio.- Repaired wiring for cooling tower #2.
- Zeanah- Added by pass valves for process chill water system.
- TBA- Continue installing 2 split systems in media area.
- IAMM - Repaired pump for boiler.

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A/C SERVICES (CONT.)

- Hodges Library- Replaced display for chiller.
- Alumni – Repaired heating water pump and a leak.
- Plant Bio – Replaced sensors on process chill water system.
- Student Union PH 2 - Replaced bad compressor on rack system for coolers.
- Hoskin Library – Removed and installed new steam coil for AHU#2 .
- Andy Holt tower – PM on Air compressor.
- Hodges Library – Worked on air compressor.
- Fred Brown (Twisted Taco)- Repaired unit.

ELECTRICAL SERVICES

- New Outdoor Lighting at Auxiliary Services
- Upgrade exterior Lighting at Clarence Brown Theatre
- Raceway and wiring for new A/C Units at Thompson-Boling Arena Media Room
- Circuit Breaker Tripping at UT Conference Center Room 412B
- Electrical Power Loss to Lighting and Receptacles at Crops Genetics Building Basement
- Light Switches programmed incorrectly at Temple Hall Rooms 209A and 209B
- Broken Quazite Box at Pedestrian Walkway
- Circuit Breaker Tripping at Morgan Hall
- Circuit Breaker Blanks at Mossman Engineering Building

Fire Alarm:

- International House disable/enable duct det. for contractors.
- Communications disable beam det. for maintenance.

- 1816 Frat Park clean dirty smoke det.
- UT Conference Center enables hotkeys for the contractors.
- 1812 Frat Park clean dirty smoke det.
- Dogwood Hall replaced batteries in the NAC panel.
- Carrick Hall looks at ATS issues causing the generator to run.
- A&A assists EHS with fire drills.
- International House disable/enable duct det. for contractors.
- Allan Jones installed a new board in a duct det.
- TBA enable beam detectors.
- Dogwood Hall replaced batteries in the NAC panel.
- Music reset duct det. on the second floor.
- Hess Hall assists MASCO in fire pump repairs.
- Neilsen rest duct det. on the roof.
- Tickle reset duct det. on the first floor.
- Bio Systems 5-year inspection MASCO.
- Music fire alarm due to frying pancakes in the breezeway (reset and done fire watch for an hour).
- UT Conference met Leak detection to search for leaks in the tunnel area.
- International House disable/enable duct det. for contractors.
- Dougherty Fire alarm due to wet heat det. caused by steam in the area.
- Golf Facility fire alarm due to contractors working on a water heater.

PLUMBING SERVICES

- No new report

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STEAM PLANT

- Repaired 4" line on the De alkalizer
- Replaced 2" valve on De alkalizer
- Replaced 2 3" feed water valves on boiler #4
- Packed #4 steam header valve
- Replaced safety valve on # 2 Boiler
- Repaired Packing leak on # 2 steam header valve

CONSTRUCTION SERVICES

- Anderson Training: Connections for oven in Smokey's
- Andy Holt Tower: Phase II renovations; Cubicles on P1
- Art and Architecture: Build a wall 312; Remove walls 431; Pressure wash and repair pavers on 3rd floor terrace; Install Unistrut grid for camera and lights 235; Receptacle and data 117
- Austin Peay: paint and carpet 310E & F; Paint baseboard white 312C; Paint and carpet 301F, 410B
- Auxiliary Services: Electric work for equipment 139
- Ayers Hall: Make offices on the 3rd floor; Patch and paint 314 and 326
- Bailey Education: Paint A527; Paint and carpet A509
- Baker Center: Office renovations on 1, 2, 3; New sign
- Biosystems Office Building: Wiring for cubicles; Flooring for 110
- Brehm: Add 2 receptacles and raceway for data ports 148
- Campus: Water meters for cooling water make-up; Wayfinding from Vol Hall parking to Student Union
- Carrick Hall North: Paint walls on all floors
- Classroom Renovations 2023: Multiple buildings on campus
- Claxton Building: Change 4th floor women's restroom to all gender restroom; Paint and carpet 441, 443; Paint 121
- Clement Hall: Install trash compactor
- Communications: Remove door and fill in wall 107E; Remove shelving, paint, carpet 98, 99, 100; Renovate 45
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Renovate Suite 313; Redesign suite 309; Paint 308B
- Dabney Buehler: Renovate 204G for students lounge; Renovate 655 for staff lounge; Install dishwasher 302; Repair water damage 302; Carpet 481
- Dougherty Engineering: Renovate restrooms on 1st and 3rd floors; Carpet 322; Pushbutton lock 217; Paint and carpet 422; Close door openings 217; Paint 4th floor door frames
- Early Learning Center: Install new stove
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Remove doors into 101A and 101B-add door from foyer into rooms
- G-3, G-4, G-13 Garages: Install counting systems
- Glazer Building: Renovation for classroom
- HPER: Paint B020; Paint and carpet 328
- Haslam Business Building: Switch access controls to UTPD server; Move thermostat 236
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5; Remove growth chamber 245
- Hodges Library: Renovate suites on 1st and 6th floors; Cabinets and furniture G016; Extend cubicle space in Veterans Center; Patch and paint 305D
- International House: Interior painting on both floors
- Jessie Harris: new door 229
- Kingston Pike Building: Cubicle repair; Electric, painting, flooring 123
- McClung Tower: Paint and carpet 719; New blinds 610A; Replace penthouse ladder

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CONSTRUCTION (CONT.)

- Morgan Hall: Paint and electric 121; Paint and carpet 225
- Perkins Hall: Paint and carpet 315
- Pratt Pavilion: Repairs to settled concrete
- Morgan Hall: Paint 104D
- Mossman Building: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space
- Reese Hall: Paint entire building; Resurface deck and parapet
- Rocky Top Dining: Add bagel making station 110
- Senter Hall: Electric and utility work for JEM unit
- SERF: Renovations for 106 and 108; Electric and lab exhaust 109; Electric in 506; Electric in 410; Remove server rack 233
- Sigma Kappa Sorority: Add water detection system to attic mechanical spaces
- Sorority Village: Add card reader to gate
- Stokely Hall: Receptacle and data for menu board
- Stokely Management Center: receptacle for digital signage; Data Center move from M2 to M3
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Health: Renovate 288A and 288B for offices; Fire Alarm paging
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Repair fence at basketball courts; Concrete work
- Student Services: Paint 209B
- Student Union: Electric work and counter top G3002C; Paint 246; Install monitor 382D
- Taylor Law: Carpet Dean's suite 278 and conference room 277
- Temple Hall: Blinds 1st floor corridor
- Thompson Boling Arena: Utilities for compactor; Electric and data for digital menu board
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A
- UT Drive Building B: Receptacle in wind tunnel
- UT Drive Building C: Assemble 4 beds for Nursing
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Whiteboard 332; Electric work G034
- UT Warehouse: Paint and carpet 115
- Vet Med Center: Repair awning
- Zeanah Engineering: Office furniture 276, 375, 376; Door for 302B; Donor plaque
- Zeta Tau Alpha: Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door; Move door 230A
- 1817 Melrose Ave.: Add door bell



COMMENT
BOX
LOCATIONS

- 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

COMPRESSED GAS CYLINDERS SAFETY

Compressed gas cylinders present a variety of hazards due to their pressure and/or their content. There is also a potential for simultaneous exposure to both mechanical and chemical hazards depending on the particular gas. Take a few minutes to look around your work area(s) and ensure you are storing and handling compressed gas cylinders safely and properly.

Compressed gases are categorized as:

Flammable or Combustible	Reactive	Acidic
Explosive	Toxic	Corrosive
Inert		



Physical Hazards

Compressed gas cylinders have very high internal pressures, in some cases up to 2,500 psi. Exposing these cylinders to heat, knocking them over, or banging them together can weaken the cylinder wall or damage the valve. This makes the cylinder vulnerable to:

- Tipping over onto the user causing injury to the user or bystander.
- The cylinder wall rupturing and exploding, sending metal shrapnel flying into the air or persons nearby.
- Having the valve broken off which rapidly releases all of the gas contents and possibly spinning out of control or actually becoming airborne like a missile or torpedo.

Storage of Compressed Gas Cylinders

Proper storage of gas cylinders is paramount to the safety and health of anyone using compressed gas cylinders. Cylinders should be stored in assigned places away from elevators, stairs, or gangways. Assigned storage places should be located where cylinders can be properly secured and will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Follow these simple guidelines to ensure that cylinders are guarded against damage:

- Store cylinders upright, in well-ventilated areas, and out of inclement weather.
- Place cylinders in a location where they will not be subject to damage, heat, or electrical contact
- Do not store cylinders in exits or egress routes, like public hallways or other unprotected areas.
- Store gases with the same hazard class in the same area.
 - Inert gases are compatible with all other gases and may be stored together.
- Mark the storage area with proper precautionary signs, such as no smoking, fuel gas storage, or oxidizer storage.
- Properly secure tanks to a stable object, using chains, straps, or cages (not bungee cords).
 - Fix or secure tanks at approximately 2/3 the height of the cylinder – secured above the midpoint but below the shoulder.
 - Cylinders approved stands or wall brackets may ensure less than 18" tall

WEEKLY SAFETY STAND DOWN

COMPRESSED GAS CYLINDERS SAFETY

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 - Cylinders approved stands or wall brackets may ensure less than 18" tall
- Never store acetylene cylinders on their sides to prevent the gas separating from the acetone.
- Completely close the valves, and keep the valve protection caps on cylinders when not in use or attached to a system.
- Keep oxygen cylinders at least 20 ft. away from all flammable, combustible, or incompatible substances or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
- Store empty cylinders separately from full cylinders.
- Ensure that empty tanks are labeled or tagged, indicating that the tank is “empty” and that the valves are closed with the protective cover in place.

Here is the link from EHS on the guideline for compressed gases and cryogenics and a very cool short video on what happens to a cylinder when the valve is damaged!

EHS Compressed Gases and Cryogenics <https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/compressed-gases-and-cryogenics/>

MythBusters Air Cylinder Rocket (2:14) <https://www.youtube.com/watch?v=C4kb-8CjVYg>