



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

OCTOBER 2, 2023

Campus Chest Campaign - ONE WEEK TO GIVE!

- It's time to kick off the 2023-2024 Campus Chest Campaign! This is an employee giving program and opportunity to make a difference by contributing to nonprofit agencies that help our community, provides assistance to those in need, and shows what the Volunteer spirit really means! The campaign runs through Friday, October 6th. Participating in this campaign allows us to exercise our collective responsibility as members of a compassionate community. You can give to agencies that address key social issues, help children achieve their potential, provide food and shelter to those struggling, keep our environment clean and safe, provide supplies and support to animals and improve people's health. Every dollar donated, no matter how big or small, contributes to creating a significant impact. For more information, click [here](#).

Sign Up for PerkSpot

- Have you signed up for your free account at PerkSpot? All employees are eligible to sign up for this free discount program. Rental cars, movie tickets, shopping and much more. Go to teamtn.perkspot.com to sign up today! If you have any questions or need help setting up an account contact Angela Eidemiller at aeidemil@utk.edu

Complete Campus Compliance Training ASAP

- Campus Compliance Training becomes active tomorrow, September 12. Please make every effort to get the training completed as soon as possible. Reach out to fstraining@utk.edu if you have any questions or run into any problems accessing the training. Remember, the computer lab in the complex is available for you to use and your entire team can complete their training at one time!

Register Now for NEXT Conference - October 20

- This year, the NEXT Conference for non-exempt staff is scheduled for October 20th at the UT Space Institute in Tullahoma. Our very own Robert Clark is the keynote speaker for this conference, and we'd love to have some FS support there for him! You can register for this on K@TE. If you have questions, reach out to Rebecca or [Sarah Crichton](#) with EOD. For more information on this conference, click [here](#).

Info for Bid Openings at FSC

- As some of you may know, Purchasing is now using our facility for bid openings. If you are involved in or set up one of these bid openings, please notify bidders that our front reception desk will not accept bid packages, as this may not be appropriate procedure. We will however, be providing a lock box that will be located outside of room 101 for any vendors who wish to drop off bids.

Meeting Scheduling Through 25Live

- Just a reminder that everyone has access to 25Live to reserve rooms in our building & all across campus. The process is very easy and takes just a few minutes to complete. Instructions are available at the end of this newsletter if needed.

Weekly Safety Stand Down:

- This week, our Safety Stand Down from safety coordinator Melanie Reese focuses on fire prevention as part of National Fire Prevention Month!



BUILDING SERVICES

Student Union:

- The carpet was cleaned in event room 262 A, B, and C twice due to multiple events having food and spills.
- The ballroom tables and chairs were cleaned and 360 sprayed.
- The carpet in the ballroom was spot cleaned with the Clipper.
- Auto scrubber was used in the Vol Snack Shop.
- The top of the monumental stair and seating area was auto scrubbed.
- Auto scrubber was used on G1 to help in the areas that IQ cannot get to.
- IQ was used to clean the floors on G3, G2, G1, L1 and the first floor.
- The carpet in event room 270 was spot cleaned then later cleaned.
- The plaza was leaf blown to ensure it was ready for the tailgating event.
- Extra trash cans were placed on the plaza several times last week for the multiple events that took place.
- The cobwebs around all the entrances were removed from both phases.
- The cobwebs from the windows around the plaza and light fixtures were removed.
- The windowsills on G3 were dusted.
- On the second-floor phase 1 the seating area was dusted, and extra attention was given to the interview rooms as the job fair that was held in the ballroom extended to the interview room.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- Campus wide: Aeration and over-seeding of fescue lawns

- Ayres Hall: Installing plant replacements associated with the December freeze event
- Snow equipment: Inspect and prep snow removal equipment for the upcoming winter season.
- UT Arboretum: Seed and straw areas disturbed by excavation of a new 600' underground electrical service (cont)
- Tickle College of Engineering: Begin sprucing up landscape and outdoor spaces in preparation for the Accreditation Board for Engineering and Technology visit in mid-October (cont)
- First Impressions Project (near McClung Museum): Installation of new site furnishings on concrete pad (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)
- Campus Steam/Condensate Leaks: Heavy Equipment Team is supporting excavation for various repairs throughout campus (cont)
- UTIA Business Incubator Bldg: Grade soil and sew grass following installation of new steam and condensate service to the building (cont)
- UTIA EESRB Green Roof: Working with UTIA Administration on a maintenance agreement for the green roof (cont)
- Tom Black Track: Provide excavation for water and storm water repairs (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Irrigation Systems: Monitor, adjust and repair as needed throughout summer (cont)
- Native Burial Mound and Garden: Repair damages to mound and stone council ring from truck incident (cont)

Weekly continues on next page



LANDSCAPE SERVICES (CONT.)

- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Military War Dog Memorial: Landscape irrigation and planting renovation in preparation for the 25th anniversary celebration in July (cont)
- 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)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

OPERATIONS & LANDSCAPE

EVENT & MOVING SERVICES

Events:

- Strengths Packets Event at Fred Brown Hall walkway.
- ISE Fall Bash Event at Tickle Engineering Building.
- Event at Haslam Business Building Atrium.
- Event at Phi Delta Theta 1812 Fraternity.
- Picked up tables and chairs from Haslam Plaza for Family Weekend Tailgate Event.
- Wellness Wednesdays Event at HSS Lawn/Amphitheatre.
- Delivered tables & supplies for Free Store Pop-Up Event at Student Union Plaza.

- Apple Fest Event at HSS North Lawn/Amphitheatre.
- Center for Student Engagement’s Books on the Big Screen Event at Student Union Plaza.
- Tailgate Event at Haslam Business Building Plaza for Accounting and Information Management.

Moves

- Moved bookshelves at Bailey Education Complex room 231.
- Moved items between offices at Austin Peay and a 2nd floor lab.
- Moved equipment pieces from IAMM G033 to Neilson Physics Machine Shop.
- Moved pallet of crates from Walters Academic Building to Stephenson Drive Warehouse for freight pickup.
- Swapped conference tables between rooms at Zeanah Engineering Building.
- Transported percussion instruments from Natalie Haslam Music Building to Alumni Memorial Building for upcoming concert.
- Moved furniture and other items between Greve Hall, Ferris Hall, Perkins Hall, Andy Holt Tower, and Bailey Education Complex.
- Moved furniture within Andy Holt Tower P1 Suite, P1 storage, and removed unwanted/broken furniture to trash.
- Hauled away and disposed of cubicle panels at Kingston Pike Building.
- Removed and trashed large stack of modular furniture from Walters Academic Building room F331A.
- Removed and trashed pallet of divider panels at HPER room B025F.
- Moved lab equipment and other items from ORNL to SERF 705 and 732.
- Reconfigured desks and removed pieces of desks at Conference Center room 311C3.
- Moved Credenza from Conference Center office 309R to office 311A7.
- Moved desks from Baker School of Public Policy room 208 to 207.

Weekly continues on next page



EVENT & MOVING SERVICES (CONT.)

- Moved and assembled furniture at Baker School of Public Policy rooms 207 and 311.
- Moved furniture into Student Health Center room 212.
- Moved office furniture in Communications Building rooms 343, 104, 103A, 103, 98, 327, 103B, and 99.
- Moved and assembled boxed furniture from Ayres Hall to Walters Academic Building.

Surplus/Others

- Removed furniture from Bailey Education Complex and delivered it to surplus warehouse.
- Began removing and replacing Student Success Week banners on Ped Walkway and Circle Park.
- Hauled and helped set up for the Tennessee Tailgate Alumni Relations event at Student Union Plaza.
- Delivered packing materials to numerous offices in Greve Hall, Blount Hall, Andy Holt Tower, Dunford Hall, 1610 University Ave.
- Removed unwanted furniture from Perkins Hall and delivered it to surplus warehouse.
- Picked up purchased surplus and delivered to Conference Center, SERF, Biosystems Engineering & Soil Science Lab, McClung Tower, Austin Peay, and UT Drive Service Building A.
- Delivered and set up tables, chairs, and speaker stands for Bob Kessling's pregame show.
- Preparations for gameday tailgating and other gameday events.

Provided Electricity for Events at:

- Multiple events at Humanities North Lawn/Amphitheater
- Multiple events at Student Union Plaza
- Ped Walkway

ZONE MAINTENANCE

ZONE 1

- Keeping work orders Caught up in the resident halls.
- Got the new roof exhaust fans at the Carrick's wired in and running.
- Got a new maintenance man at Clement hall Joey Hurst.

ZONE 2

- At Clarence Brown replaced pond pump
- Through out zone Gen Building Maint

ZONE 3

- Zone 3 is performing Monthly Cooling Tower Inspection and Maintenance thru out the Zone

ZONE 4

- Replaced can openers at Stokely
- Repaired a tray return at Rocky Top Dining
- Repaired an oven at the Student Union Phase II
- Replaced bad eyewash stations at Anderson & Rocky Top Dining
- Repaired a spray arm on a dishwasher at the Arena
- Repaired a rice cooker at Cumberland Ave. Food Court

ZONE 5

- In Zone 5 we are going through and checking and making repairs after the Austin Peay game at Neyland Stadium.
- Made some plumbing repairs at the Golf facility.
- Football complex we made repairs and did general maintenance for recruits and visitors.
- Regal Soccer did a building check for upcoming Lady Vol soccer and One Knox soccer.
- All the rest of the zone was general building maintenance.

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ZONE 7

- Dougherty : Repaired inoperable light fixtures. AHU and Package Unit filters changed.. Exhaust fan Belt Changes. Coils on Package and Air Handling Units Cleaned.
- Ferris Hall : Serviced AHUs. Repaired AHU in room 208.
- Perkins Hall : Serviced AHUs. Serviced exhaust fans. Sewer backup in Perkins steam tunnel..
- Min Kao : Working on lights, working on restrooms, working on ceiling tile, doing building checks.
- SERF : Repair stairwell doors in North stairwell on floors 4, 2, and 1 Repair door stop at 499S2 Replace lights in 233, Remove condensate water from light fixture in cold room 312 Fixed leak in room 103
- Nursing : Belts and filters on first floor air handler in nursing.
- Zeanah : Fixed light fixture that fell out of ceiling, met with Hufcor contractor for classroom walls, fixed cabinet doors for trash cans, fixed water leak on a VAV box, changed sink batteries, hard piped chemical station to a floor drain.
- Tickle : Changed ballasts and light bulbs, diagnosed and fixed tripped breakers, unclogged floor drains in concrete lab.
- AMB: Changed belts on AHU# 2 and greased bearings and cleanout drain. Changed belt on exhaust fan in machine room 005.
- Student Union: Changed all lights bulbs in stairwell on phase 1
- Changed filters in all air handlers on phase 1

ZONE 8

- We are working to replace an exhaust motor for a fume hood in the Food Safety building.
- We replaced paper towel dispensers in the BESS Office building.
- We made various repairs to high-pressure toilets in the CRC Bioenergy and Environment & Landscape Design buildings.
- We have been replacing some of the blue accent lighting in the Plant Biotech building.
- We are prepping and getting all of our exterior handrails ready for repainting.

ZONE 9

- We are working to gather documents necessary for monthly inspections at all of the Early Learning Centers.
- We are working with Interstate Mechanical to fabricate racks to install prefilters on our cooling tower at the Facilities Services Complex.
- We are working to clear up all of our September Archibus work requests to prepare for all of the October requests.
- We are inspecting all of our air handlers to make sure that they are always operating at maximum efficiency.

SPECIALTIES TEAM

- Working on doors in skyboxes
- Repairing Gate 21 with polycarb awning
- Secured broken window at Communications
- Repaired operators at Hodges Library and Dabney-Buehler
- Installed new operators at Austin Peay and Nielsen Physics
- Upgrading security card swipes on campus
- Transporting lifts to various campus locations

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SPECIALTIES CONTINUED

- Preparing asset nomenclature list for Oracle
- Working with Emergency Management office to design electronic Veoci data collection form
- Created VRF outdoor unit records for Student Union

SUSTAINABILITY

- Recycling Totals: 2,940 lbs. of plastic and cans, 3,880 lbs. of cardboard, 16,850 lbs. of recycled pallets, 356 lbs. of plastic film, 25,100 lbs. of compost, 251.1 lbs. of items donated to Free Store and 479.1 lbs. of items given away by Free Store
- New Student workers:
 - Katy Conner - Event Planning Asst., Free Store
 - Talia Armoza - Data & Media Specialist, Free Store
 - Ciera Shell - Compost Operations Assistant
 - Elizabeth Short - Outreach Assistant
- The Student Environmental Initiatives Committee (SEIC) had its first meeting of the new year last week. They passed three proposals to be funded by the Green Fee:
- Funding for 5 years for AmeriCorps members to continue to be hired by the Office of Sustainability.
- Supplemental funding for the renovation of the UT Gardens Helping Hands Kitchen Garden.
- Funding for SPEAK (Students Promoting Environmental Action in Knoxville) for the Fall of 2023.

LOCK & KEY SERVICES

- Dabney/Buelher – Campus security upgrade punch list
- Biosystems – latch is sticking/repair
- Walters Academic – adjust lock & key doors
- Zeanah – Exterior patio door/lock jammed
- Phi Mu – mailbox lock will not open
- TB Arena – setup new padlocks
- Haslam Business – install combination lock
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

COMM & INFO

COMM & PR

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu 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!
- 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. Once we have the access information for the online portion of the class is available, it will be emailed to you. Keep an eye out here for reminders!

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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!

- New Computer Installations
- Candidate Interviews
- Game Day Assistance
- New Copier Setup
- NetID Assistance
- 2 Factor Assistance
- New Plotter Setup/Installation
- Send inventory to Surplus and Recycling of Electronics
- Relocate equipment in Storeroom 122A
- Conference Room Assistance

UTILITIES SERVICES

A/C SERVICES

- Greve Hall repaired unit
- Volleyball repaired Aeon unit
- Hoskins completed the installation of chilled water coils in AHU no.6
- IAMM installed a heat exchanger in the process chiller no 2
- Neyland prep AC systems for SC ball game
- Plant Biotech Repaired one unit and ordered parts for another one
- Alpha Delta Pi worked on the system
- Dabney Buehler 308 Hallway worked on leaking fan coil
- Dabney Buehler rebuild heating water pump
- IAMM repaired condenser water pump no 1
- IAMM Worked on air compressor system
- Walters Academic rebuild heating water pump

- Rocky Top Dining changed out and worked on the ice machine
- JARTU worked and ordered parts
- Mossman replaced the dielectric union gasket on the third-floor heating water line
- Anderson Training worked on and ordered parts
- Tickle worked on the air compressor
- Neyland repaired ac system serving the north elevator equipment room in the west skybox
- Dabney Buehler repaired the air dryer

ELECTRICAL SERVICES

- Hesler emergency broadcast going off on the speaker circuit reset and cleared.
- Hoskins Disable/enable fire alarm devices for AC shop
- Neyland Stadium fire watch
- Kappa Delta replace sounder base and smoke head
- West Stadium assists MASCO with sprinkler repairs
- Allan Jones disable/enable fire alarm devices for AC shop
- Baseball assists MASCO with the construction area
- Clarence Brown assists Simplex with haze tests and device setups
- Austin Peay move the exit light to accommodate the new handicap operator on the first-floor dock entrance
- Carrick Hall replaced the sounder base
- Communications fire alarm set off due to contractors, reset and cleared.
- Communication disable/enable devices for an elevator contractor
- Dabney replace duct detectors smoke head
- Allan Jones troubleshoot short circuit on the strobes

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ELECTRICAL SERVICES (CONT.)

- Dabney disable/enable for A/C shop on the 7th floor
- 1848 Frat fire alarm due to the contractors
- HPER replaced the dirty smoke detector in the rock-climbing area
- Reese Hall replaced the smoke detector
- Kingston Pike Building replace fire alarm batteries
- 1848 Frat disable/enable devices for contractors.

PLUMBING SERVICES

- McCord Hall Installed an eyewash station in room G057
- Geier Hall in room 347 Hot water line has a pen hole leak
- South and east Stadium N148 wall hung gasket leaking
- TBA kitchen drain backed up and leaking
- Health P.E. Replaced toilet in room 124
- Environment/Landscape installed new bottle filler.
- UT warehouse install a new sewer line
- Stokely Hall water leaking down into kitchen from 5th floor unit
- Backflow repair at Health P.E.
- Andy Holt Tower water fountain replaced on the 4th floor
- Pex line repaired in the ceiling by elevator at Stokely Hall
- Hooked up bathroom trailers at Circle Park
- Dabney Buehler repaired the D.I Line on the 6th floor
- Acid Drain replaced at Dabney 3rd floor and installed a sink in room 655
- Pumped steam valves on campus
- Repaired steam leak at east skybox stadium
- Repaired steam leak at vet school

- Fabricated pipe stands for steam repair at SERF
- Repaired steam leak in Arena Tunnel
- Repaired steam leak at Clarence Brown Theater
- Repaired steam condensate leak at North Carrick
- Prep for football game

STEAM PLANT

- Replaced the seal in the feed water pump
- Cleaned up the oil storage area
- Worked on summer work list
- Ordered Materials for Fuel Tank header
- Cleaned plant

CONSTRUCTION SERVICES

- Anderson Training: Connections for oven in Smokey's
- 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
- 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
- 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

Weekly continues on next page



CONSTRUCTION (CONT.)

- 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
- 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; Paint door between 480 and 481; Repair water damage 302; Paint 614; Wax floor 614; Carpet 481
- Delta Tau Delta: Correct items from inspection
- Dougherty Engineering: Paint and carpet 423; Carpet 434, 435; Renovate restrooms on 1st and 3rd floors
- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave., hang a TV and assist with furniture removal; 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 341 & B020; Paint and carpet 328
- HSS: Blinds 209A
- Haslam Business Building: Switch access controls to UTPD server; Paint around display 327; Paint and signage 299A; Move donor boards 4th floor; Patch and paint 699A; Receptacle 610 & 407
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5
- Hodges Library: Renovate suites on 1st and 6th floors; Cabinets and furniture G016; Remove shelving, paint 235; Extend cubicle space in Veterans Center; Remove low voltage cable 209; Patch and paint 305D
- International House: Interior painting on both floors
- Jessie Harris: new door 229
- Kappa Alpha Fraternity: Interior painting
- Kingston Pike Building: Cubicle repair; Electric, painting, flooring 123
- McClung Tower: Paint and carpet 719; New blinds 610A; Paint 909
- Morgan Hall: Paint and electric 121; Paint and carpet 225
- Nursing: Add portable a/c units in restrooms
- Perkins Hall: Paint and carpet 315
- Plant Biotech: 208 volt power 403
- Plant Science Unit (Alcoa Highway): Guardrail and ditch work on new road
- Pratt Pavilion: Repairs to settled concrete
- Mossman Building: Renovate labs 343 E & F, 351 E & F
- Reese Hall: Paint entire building; Resurface deck and parapet
- Senter Hall: Electric and utility work for JEM unit
- SERF: Renovations for 106 and 108; Plumbing 519; Electric and lab exhaust 109; Electric in 506; Electric in 410; Paint 415 and 415A
- Sorority Village: Add card reader to gate
- Steam Plant: Gates and bollards
- 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

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CONSTRUCTION (CONT.)

- 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; Data raceway; Paint 010
- Student Services: Paint 209B; White boards 327
- 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
- UT Arboretum: Electric service to Holly Garden
- 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
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Walters Academic: Carpet E210; Remove room E202A and repair surfaces
- Zeanah Engineering: Replace key switch with 3 button wall station and card reader G113; Office furniture 276, 375, 376; Install donor plaque
- Zeta Tau Alpha: Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door



- 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

AUTUMN SAFETY



Fire Prevention week is officially October 8-14, 2023, but we are going to celebrate all month long. Each year, the National Fire Prevention Association (NFPA) selects a theme to focus fire safety on and this year's theme is, "Cooking safety starts with YOU! Pay attention to fire prevention". In addition to cooking safety, this month the Safety Stand Down will cover smoke and carbon monoxide detectors, exit drills in the home (E.D.I.T.H.), and general fire prevention.

Where It All Began

Fire Prevention Week is observed annually during the week of Oct. 9 in commemoration of the Great Chicago Fire. That fire began on Oct. 8, 1871, when, as the story goes, Mrs. O'Leary's cow kicked over a lantern in her barn. The conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land.

On the 40th anniversary of the Great Chicago Fire in 1911, the Fire Marshals Association of North America, the oldest membership section of the NFPA, sponsored the first National Fire Prevention Day in an effort to keep the public informed about the importance of fire prevention. In 1911, the deadliest industrial disaster occurred at the Triangle Shirtwaist Factory in Greenwich Village neighborhood of Manhattan, NY. The fire at the factory that caused 146 fatalities, mostly women, also brought to light the need for fire safety and prevention.

In 1919, the NFPA held its 23rd annual meeting in Ottawa at the invitation of the Dominion Fire Prevention Association (DFPA). Both groups passed resolutions urging the governments to support the campaign for a common Fire Prevention Day. In the United States, the first Fire Prevention Day proclamation was issued by President Woodrow Wilson in 1920. Fire Prevention Day was ultimately expanded to Fire Prevention Week for which the NFPA has been the official sponsor since 1922.

In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance. As the week has been observed every year since, Fire Prevention Week is the nation's longest-running public health observance on record. In addition to fire prevention education, on the first day of Fire Prevention Week the National Fire Academy in Emmitsburg, MD holds the annual Fallen Firefighters Memorial Ceremony honoring those who died in the line of duty during the year. Reminding us that the safest and easiest fire to put out is the one that never starts.

Links to Information Shared in Safety Stand Down:

[History of Fire Prevention Weekly](#)

[Triangle Shirtwaist Factory Fire](#)

[National Fallen Firefighters Foundation](#)

<https://25live.collegenet.com/pro/utk#!/home/dash>

Login with your UT Netid & Password.

Click on EVENT FORM

Your screen may not look exactly like this. You can personalize/arrange your dashboard any way you chose.

The screenshot shows the 25Live Pro dashboard for The University of Tennessee Knoxville. The top navigation bar includes links for '25Live Pro', 'Event Form', 'Tasks', and the user name 'Tracy Lea Ann Walker'. A blue arrow points to the 'Event Form' link. Below the navigation bar is a search bar with the text 'Go to Search' and 'Nothing recently viewed'. The dashboard is divided into several sections:

- Your Starred Location Searches:** A list of location searches with star icons, including 'FacilitiesServ-All', 'FSC 101', 'FSC 101 & 102', 'FSC 102', 'FSC 108', 'FSC 110', 'FSC 111', 'FSC 120', 'FSC 121 14', and 'FSC 130'.
- Find Available Locations:** A section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. There is an 'OR' separator between the two prompts.
- Express Scheduling:** A section for scheduling an event. It includes fields for 'Date / Time' (Thu Mar 30 2023), 'Start Time' (10:00 am), 'To:' (11:00 am), and 'Duration' (1 Hour). There is also an 'Express Locations' section with a 'Search spaces' dropdown.
- Your Starred Events:** A section for starred events.
- Your Starred Locations:** A section for starred locations, including 'FSC 101 Facilities Services Complex 101' and 'FSC 102 Facilities Services Complex 102'. It includes a 'See when these locations are available' link.
- Your Starred Resources:** A section for starred resources, with a message: 'You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.' There is a 'Customize Dashboard' link at the bottom.

Event Request Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. ***All requests are subject to approval***

Event Name - Required ⓘ

← Meeting Name

Event Type - Required ⓘ

← Always chose "Meeting" as type

Department/Organization - Required ⓘ

← Always chose "Facilities Services"

Additional Department/Organizations ⓘ

Expected Attendance - Required ⓘ

← You do not have to know exact head-count...just estimate

Event Description - Required ⓘ

Instructions

Please describe your event in detail. The purpose/activities, expected audience, etc. should all be listed here.

File	Insert	Table	View	Format	Tools
↶	↷	B	<i>I</i>	<u>U</u>	A ▾
System Font		▾	12pt	▾	

← Type in "Meeting" *This is a required field

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

Thu Mar 30 2023

← Date of Meeting

10:00 am

← Start Time

To:

11:00 am

← End Time

This begins and ends on the same day

Duration:
1 Hour

Additional time ▾

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern ⓘ

<<	<	March 2023	>	>>		
S	M	T	W	T	F	S
26	27	28	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Locations - Required (i)

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: Only available rooms will appear in the search. If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▼

Saved Searches (optional) ▼ Search Locations ✕

Hint! Type :: to use SeriesQL.

Reset Search

Type in Facilities Services or the appropriate building you want to use. List of rooms will come up. Chose from that list.

Resources (i)

Instructions

Resources are defined as equipment or services that you would like to add to your request. Requested resources may incur additional charges.

Select the resource(s) for your event from the list of recommended resources. Multiple resources may be requested. Some resources are location-specific (e.g. the Student Union).

Recommended Resources

Attached Files (i)

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Upload a file

Comments (i)

Instructions

Please use this field to enter any other relevant information for this event request, including:

- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- clarification on resource requests,
- additional/alternate building and room preferences,
- and any additional information that might be helpful in scheduling your event.

Event State (i)

Instructions

The Event State indicates the status of the event. All events in your environment begin life in the Tentative state. Once a location approver reviews a request and approves it, the state should be changed to Confirmed. If you are the approver for a location and are building an event in that location, you may change the state of the event to Confirmed prior to saving your event.

Tentative ▼

Change To Confirmed

After Saving This Event...

Go To Event Details

Create Another Related Event

Create A Related Copy of This Event

Continue Editing Event

Create Another Event

SAVE

Cancel Preview Silent Save Save