



NASEM Public Summit on Preventing Sexual Harassment in Higher Education

- The Office of Title IX with the Office of the Provost would like to share an exciting opportunity to participate in the National Academies of Sciences, Engineering, and Medicine's (NASEM) 2023 Public Summit on Preventing Sexual Harassment in Higher Education. The University of Tennessee, Knoxville, was a founding member in NASEM's National Action Collaborative, and this annual event brings together a diverse group, including members and partner network organizations of the Action Collaborative, the broader higher education community, sexual violence and harassment researchers, sexual harassment response practitioners, grassroots and nonprofit organizations, public and private foundations, and federal and state policy makers.
- The 2023 Summit features a combination of panel discussions, expert presentations, and poster sessions through which attendees can share research and novel ideas and practices currently being explored or implemented. This two-day event October 17 and 18 is free of charge, and participants can attend virtually through the [Virtual Summit Platform](#). To register for the event, visit the [Summit Event Site](#).

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!

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 hallway carpet on floor 2 phase 1 was vacuumed and cleaned.
- L2 the reception area and seating area carpet were cleaned.
- Event room 270 the carpet was vacuumed and cleaned.
- The second-floor connector bridge carpet was vacuumed and cleaned.
- The corridor behind the ballroom was auto scrubbed.
- Event room 262 A, B and C the carpet was vacuumed and cleaned.
- The Second-floor hallway carpet in phase 2 was cleaned.
- The carpet was cleaned in the seating areas throughout the second floor.
- Event room carpet in 362 A, B and C was cleaned.
- High dusting of vents in all the restrooms.
- Windowsills and high dusting were done in Union Station.
- Commuter Lounge windowsills were dusted.
- The stairwells were cleaned, and gum was removed from several areas

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)
- 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)

Weekly continues on next page



LANDSCAPE SERVICES (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.
- Moved and assembled furniture at Baker School of Public Policy rooms 207 and 311.
- Moved furniture into Student Health Center room 212.



EVENT & MOVING SERVICES (CONT.)

- 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

- No new report.

ZONE 2

- Communications - checked & replaced light as needed
- Student Services - replaced faucet
- Throughout zone - Gen Building Maint

ZONE 3

- Zone 3 is Performing Air Handler Monthly Preventive Maintenance throughout the zone

ZONE 4

- Repaired a stove at Stokely
- Repaired a water dispenser at Rocky Top Dining
- Repaired a fryer and a grill at the Student Union
- Repaired a walk-in cooler door at Vol Hall
- Replaced plugs and installed new cutting boards at Arena Dining
- Repaired a sink at Cumberland Ave. Food Court

ZONE 5

- Neyland Stadium: Going through for pre game prep before the Texas A/M game.
- Allan Jones: changed out a back wash valve that was leaking.
- Football complex: general maintenance for recruits and visitors.
- Regal soccer: doing building check prior to ladies and One Knox soccer games this past weekend.
- Softball: doing building check prior to weekend softball tournament.

Weekly continues on next page



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 : Repaired grid system and replaced ceiling tiles room 101. Repaired AHU 2nd floor hallway ceiling.
- 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 eyewash room 603,Remove canister holder room 712,Repair doors by service elevator 2nd floor
- Nursing : 4th floor men's restroom repair sensor on toilet 208 cleaned A/C unit to remove dust build up
- Zeanah : replaced urinal batteries, unclogged toilet, replaced vacuum breaker and flush valve, diagnose leaks, adjusted door closers distributed dehumidifiers.
- Tickle : replaced ballasts, replaced light bulbs, unclogged floor drain, replaced faucet adjusted door closures repaired handicap door closer.
- AMB: Replaced belts on AHU 2, repaired 3 toilets Flush valves
- Fiber & composites: Replaced Faucets in bathrooms
- 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

- Fueled portable diesel air compressor at UTIAMM
- Transported lifts to various campus locations
- Replaced door operator at Dabney-Buehler
- Checked door operator at Humanities
- Replaced batteries in door operator at Student Union Ph II
- Installing Tile locators on all lifts
- Checked faulty fume hoods at Dougherty Engineering

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SPECIALTIES CONTINUED

- Replaced fan belt on faulty fume hood at Bass Anthropology building
- Replaced bulletin board glass at HPER building
- Repairing door at Magnolia Hall
- Preparing asset nomenclature list for Oracle

SUSTAINABILITY

- Waste diversion totals have been calculated for our Zero Waste Game Day World Record Competition with the University of Michigan, and we beat last year's record by nearly 6,500 lbs! Our grand total of waste diversion came to 44,950 lbs.
- Sustainability kicked off the annual POWER Challenge across campus last week with competition taking place across residence halls as they seek to lower water/electricity usage, increase recycling totals and attend sustainability promotions.
- Our Alternate Energy and Transportation Coordinator, Samantha Daulton, has started Biketoberfest to help inform students about bicycling infrastructure on campus and promote biking as a form of transportation.
- We recovered 3.42 tons of food from the UT vs USC game September 30th.
- We received 480 lbs of material donated to the Free Store last week.
- Recent recycling totals: 282 lbs. of plastic film, 1,796 lbs. of scrap metal, 9,200 lbs. of single stream recycling, 11,840 lbs. of paper, 1,300 lbs. of cardboard, and 29,800 lbs. of compost.

LOCK & KEY SERVICES

- Austin Peay – rekey locks
- Haslam Business – check combination lock
- Ayres – check/repair lock
- Communications – rekey suites
- Student Union – repair lock
- Zeanah – atrium/pation door jammed
- Blount Hall – install cores for department moves
- UT Drive Bldg. A – install lock new door
- Student Services – Exit not secure
- 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. Rebecca sent out an email to all participants.

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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

- IAMM – Continue working with the temp air compressor to keep air up and running.
- West Skybox – replace the compressor in Leibert unit
- Lake Ave Early Learning- Repaired cooler in the Kitchen.
- International House- Repaired Ice Machine.
- Glazer Building- Finished work on remodel.
- IAMM - replace heat exchanger in process chiller
- Geier Hall- Repaired unit
- Hesler – rebuild heating water pump
- Stokely- repaired WSHPs serving meeting rooms
- Tyson House – rebuild heating water pump
- Plant Bio – replace chilled water sensors on no. 1 chiller
- TREC – install new purge unit on chiller no. 1

- Hess – replace two condenser fan motors on McQuay chiller
- Fred Brown – Repaired several water source units.
- Dabney Buehler Hall – Repaired unit in front of room #308.
- Greve Hall – Repaired unit in the elevator room.
- Food Science – Worked on air dryer.
- Removed Thermostats off the wall in room 311 of the Conference Center
- Adjusted the airflow in room 417 of Hesler Biology
- Made repairs to VFD that controls AHU 4 at Hodges.
- Adjusted supply air valve in room 619 of Mossman
- Assisted with adjusting AC 5 at Hoskins to control humidity.
- Blew down coils in VAV in room 508 of Hesler
- Made repairs to faulty fan coil unit at Alumni Memorial.

ELECTRICAL SERVICES

- Monthly Meter Readings and SCADA Software implementation
- Lights staying on at Ferris Hall Room 308
- Back of “House” Men’s Bathroom lights at Student Union Phase 1
- Defective Outlets at Dunford Hall
- Defective Light at 22nd Street Duplex
- Lights not working at SERF
- Burned wiring for Strobic Fan at Dougherty Engineering Building
- 1st Floor Hall Light Fixture not working at Tickle Engineering Building
- Defective Air Compressor at Steam Plant
- Charging Station for Golf Cart at Perkins Hall
- New Electric Vehicle Chargers at Facilities Services Complex

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ELECTRICAL SERVICES (CONT.)

- Relocation of “Job Trailer” power at McClung Museum
- Campus Standard Pole Light Globe at Circle Park
- Pole Light at Hess Hall

Fire Alarm:

- Neyland east side, replaced Iam module on the east side water flow sprinkler valve
- HPER cleaned the dirty smoke detector in the rock-climbing area
- Neilson replaced dirty smoke detector on the 5th floor.
- Neyland Stadium conducts a fire watch
- Dogwood replaced batteries in the NAC fire alarm panels.
- Clement Hall replaced the sounder base in Rm 403
- Creamery dry sprinkler system tripped out, called NASCO in to refill.
- Alan Jones replaced the smoke detector and relay in a duct detector in the 1st-floor machine room
- TBA fire watch during Men’s Basketball photoshoot
- Neyland Stadium (Verizon building) assisted MASCO with the FM-200 inspection.
- Softball responded to a fire alarm set off by contractors
- TBA replace batteries in NAC panel.
- SERF assists EHS with fire drills.
- Min Kao disable/enable smoke detectors for contractors
- Hodges assists MASCO with sprinkler work.
- TBA disable/enable smoke detectors for contractors
- Sigma Kappa fire alarm set off by burnt toast, reset and cleared

- Robinson Hall replaced the penthouse duct detector
- JARTU installed a new PIV tamper switch
- Daily assists MASCO with pump tests and inspections.

PLUMBING SERVICES

- Mossman Building room 440 E1 Acid drain pipe was leaking
- Food Safety eyewash runs brown water through it
- Clement Hall room 613 sink drain stopped up and broken
- Morgan Hall toilet flange is leaking in room 304
- Silverstein Luper bldg. replaced hose bib on the south side of the building
- Environmental Landscaping 1st floor install new bottle filler
- McCord Hall installed a new eyewash station
- Alpha Delta Pi replaced the gas regulator in the kitchen
- Stokely Hall repaired Pex water line in room 630
- The Conference Center women’s restroom has a faucet leaking in room 240
- 22nd Street Duplex drain line leaking from the third floor
- TBA mop sink stopped up in room 128
- Vet school eye wash not working in room A145
- Communication Building 290 kitchen water yellow color
- Dabney no water pressure in the building
- New sewer line at Fleming warehouse

STEAM PLANT

- Fixed line 3” line on softener
- Started the fabrication line for the fuel tank header

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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
- Ayres 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
- 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

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CONSTRUCTION (CONT.)

- 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
- 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

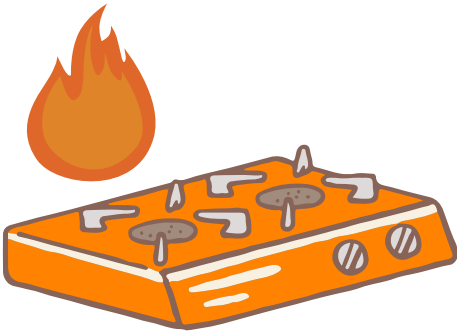


- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox

Weekly continues on next page

WEEKLY SAFETY STAND DOWN

COOKING SAFETY



Cooking fires are still the leading cause of home fires and the leading cause of home injuries. Unattended cooking is the leading cause of home cooking fires and related deaths. Cooking is the only major cause of fire that resulted in more fires and fire deaths in 2014-2018 than in 1980-1984. These numbers tell us that there needs to be more public awareness around cooking safety. We live in such a distracted, fast paced world that often we are not paying attention and that is when things happen.

Here are some important steps you can take to help reduce the risk of fire when cooking at home:

- Always keep a close eye on what you are cooking. For foods with longer cooking times, such as those that are simmering or baking, set a timer to help monitor them carefully.
- Clear the cooking area of combustible items and keep anything that can burn, such as dish towels, oven mitts, food packaging, and paper towels.
- Turn pot handles toward the back of the stove. Keep a lid nearby when cooking. If a small grease fire starts, slide the lid over the pan and turn off the burner.
- Create a “kid and pet-free zone” of at least three feet (one meter) around the cooking area and anywhere else hot food or drink is prepared or carried.

Cooking safety is not just for indoor cooking, care needs to be taken with outdoor cooking.

Prep

- Place the grill on a flat surface **AWAY** from any structures, overhangs, and overhanging tree branches.
- For propane grills, open the lid before starting it and check the gas tank hose for any leaks.
- For charcoal grills, use caution with starter fluid and other heating agents.

Grill

- Never leave the grill unattended while it is on.
- Always keep children and pets three feet away from the grill area.

Clean

- Once the grill has cooled, brush and scrape the grates and racks to remove food particles.
- Wipe down the grates and racks with a damp rag to remove other residue or brush bristles.
- If using coal, wait until it is cooled and place it in a metal can with a lid. Keep flammable materials, such as hair, clothing, or plastics away from the grill area.

Kitchen Safety Videos:

[Cooking Safety Tips from FEMA](#)

[How to Safely Put Out a Kitchen Fire](#)

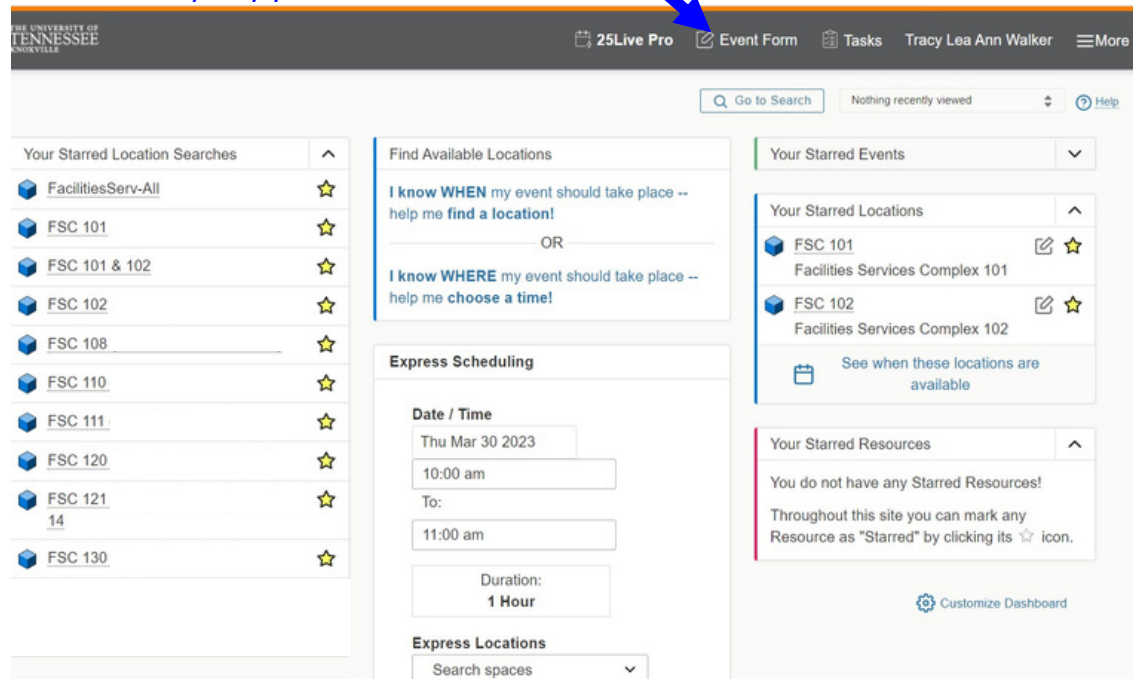
[Grill Safety](#)

<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, Tracy Lea Ann Walker, and More. A search bar and a 'Nothing recently viewed' dropdown are also present. The main content area 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!".
- Express Scheduling:** A section for scheduling events, including fields for Date / Time (Thu Mar 30 2023), start time (10:00 am), end time (11:00 am), and Duration (1 Hour).
- Express Locations:** A section with a search box labeled "Search spaces".
- Your Starred Events:** A section with a dropdown arrow.
- Your Starred Locations:** A section listing starred locations: FSC 101 (Facilities Services Complex 101) and FSC 102 (Facilities Services Complex 102), each with a star icon and a link to see when these locations are available.
- Your Starred Resources:** A section stating "You do not have any Starred Resources!" and providing instructions on how to mark a resource as "Starred" by clicking its star icon.

A blue arrow points to the "Event Form" link in the top navigation bar.

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

View All Occurrences

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