



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

MARCH 4, 2024

Departmental Zoom Postponed to 3//14 at 4pm

The March departmental Zoom meeting has been postponed to Thursday, March 14 at 4pm. A link will be sent out as we get closer to the meeting date. Consider using this time to attend the DASH Town Hall.

DASH Town Hall - Thursday, March 7 at 3pm

The next DASH Town Hall is scheduled for this Thursday, March 7 at 3pm. As we near DASH implementation, these town halls are increasingly helpful in getting you used to seeing the DASH interface which will help when training soon begins. No registration is needed. To learn more about the Town Hall, click [here](#).

Senior Insurance Specialty Group Medicare/Social Security Meeting

The next Senior Insurance Specialty Group meeting is scheduled for Wednesday, March 20th at 3:30pm. Make plans to join as Karen Kakura shares with our team about Medicare options and Social Security.

Workers Comp Training Make-Up - Monday, March 11 at 9am

Supervisors who have not yet participated in a session of Workers Comp training are expected to attend a virtual make-up session on Monday, March 11 at 9am. This meeting will be held through Microsoft Teams. Reach out to fstraining@utk.edu to sign up.

FSC - DASH UAT Testing March 25 - 28

The Facilities Services Complex will host User Acceptance Training for DASH on March 25 - 28. This will bring additional vehicles to the Facilities Services Complex. Please be patient as parking will likely be a bit tighter on those days.

Shared Services Has a New Travel Assistant

Last week, the Office of Shared Services announced that they've brought in a new Travel Assistant, Belinda Bauer, to help with UT-related travel. If you travel for work, you'll need to go into Concur ASAP to add her as your travel delegate so she can assist you. Instructions are included at the end of the Weekly.



BUILDING SERVICES

Student Union:

- The ledge over the ballroom was dusted using the space vac.
- Auto scrubber was used on G1 phase 2.
- Union Station was auto scrubbed and dusted.
- Union Station window sills were dusted and cleaned.
- First floor phase 2 near the information desk, A black mark was removed, the floor was auto scrubbed with X05 and high speed.
- The overlook glass ledge on the second floor was dusted to remove debris and the glass was cleaned.
- The third floor over look glass was cleaned.
- The auditorium stage was dust mopped and mopped.
- The Visitor Center carpet was cleaned.
- The ballroom carpet was cleaned and spot cleaned several times.
- The carpet in event room 362C was cleaned and spot cleaned several times.
- The stairwells were swept and mopped.
- The monumental stairs in both phases were swept and mopped.
- The monumental stairs in phase 1, the side rails were blown out and dusted.
- Several people worked on their KATE training.
- Evaluations are in progress.
- Supply closet was organized.
- Training on the chariot vacuum.
- Training on the auto scrubber and high speed.
- Deep cleaned offices all A100s offices in JARTU.
- Carpet cleaned conference room 200 in IAMM.
- Deep cleaned office 136 in Plant Biotech.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- Landscape Academy 300 Series training sessions.
- Zeanah Green Roof Research: Collaborating with a graduate student in the Earth and Planetary Sciences for the next 7 months on a ecosystem research project.
- Middle Drive: Planning excavation for Spring Break to replace chill water main for steam. Repaving the area is also in the plan.
- Sorority Village Entrance: Finalize landscape renovation of main entry bus stop circle.
- New Resident's Hall (Lake Loudoun Blvd): Walk site with designers to map out tree protection measures.
- New Student Success Center: Walk old Melrose Hall site with designers to map out tree protection measures.
- UTIA VREC: Provide excavation for new water service line throughout the facility (cont)
- Annual performance reviews (cont)
- Landscape Beds: Campus wide landscape cleanup and mulch installation (cont)
- Sorority Village: Excavation support to the Plumbing group for geothermal system repairs (cont)
- Irrigation Systems: Resume GPS location all underground valves, meters, and components (cont)
- Regal and Lee Stadium: Submitted estimate to UT Athletics for new dumpster enclosure and trees for screen plantings along railroad tracks (cont)
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)

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LANDSCAPE SVCS (CONT.)

- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

MOVING & EVENT SVCS

- No report received

ZONE MAINTENANCE

ZONE 1

- No report received

ZONE 2

- A+A - work on assisting Plumbing Svcs on hot water and replaced a door closer on west end of the bldg
- HPER - checked and adjusted chemicals in pools
- Andy Holt -worked on heating problems in 8th floor board room
- Communications - worked on heating problems and carpet coming up in Room 333A
- Student Services - worked on heating in Room 111A
- Hearing & Speech - work on outside lighting
- General maintenance throughout the zone

ZONE 3

- Zone 3 is diligently working on monthly PMs, OSHA training, and attending mandatory training classes
- Addressing daily issues and scheduling projects for Spring Break
- Maintaining quality customer service

ZONE 4

- Sharpened meat slicers at Student Union Phase I
- Repaired a tray return at Stokely
- Replaced a faucet at Culinary
- Repaired mixers at Rocky Top Dining
- Repaired a fryer at Cumberland Ave. Food Court

ZONE 5

- No report received



ZONE 7

- No report received.

ZONE 8

- We have been touring the new EESRB Building with it's anticipated Spring 2024 opening.
- Two of our One-Call personnel completed their Aquatic Facility Operator training last week.
- We have been busy with our One-Call team taking calls for the entire UTK campus.
- We have been busy in Brehm Animal Science preparing for the annual Rocky Top event.
- We have been having electrical issues that we are working through in the South Greenhouse.

ZONE 9

- We installed a new AC unit at the Early Learning Center, Research & Practice on White Avenue.
- We made repairs after the recent heavy rains have caused a leak in the records warehouse at the Middlebrook Building.
- We installed some fire extinguisher mounts at the Glazer Building in Oak Ridge.
- We are converting fluorescent lights to LED at the UTIA Eastern Region Extension Office at Down Town West Blvd.
- We worked on a water fountain at the Early Learning Center.

SPECIALTIES TEAM

- Repaired door operators at Min Kao, Communications, Clarence Brown Theater, UTIAMM
- Replaced door operator motor and push button battery at BESS Offices
- Reset breaker for lights at Lake Avenue garage
- Repairing women's restroom door operator at Hodges Library
- Transported lifts to various campus locations
- Replaced lighting at Administration garage
- Reseated sliding glass door and adjusted trolley stops in track at Zeanah Engineering
- Replacing mirrors at Alumni Memorial and Hess Hall
- Took measurements for replacement door glass at Hess Hall room K326
- Adjusted interior window glass at greenhouse in Senter Hall
- Replacing broken windows at Presidential Court and Blount Hall
- Transported Specialties equipment and materials from Fleming to Concord storage
- Checked face velocity of fume hoods with low flow at Dabney-Buehler room 430
- Measured flow from all geothermal ground lines and determined flow for HVAC pumps at Alpha Delta Pi



SUSTAINABILITY

- We have our monthly meeting for the Committee on Campus Environment, CCE, next Monday, March 4th at 12 pm.
- We also have our monthly Green Fee committee meeting next Wednesday, March 6th at 4 pm. We are accepting proposals for projects to be funded by the Green Fee, which can be submitted on our website under "Funding Opportunities":
<https://sustainability.utk.edu/funding-opportunities/>
- We are hosting a Pollinator Slope Workday at the Grow Lab next week on Wednesday, March 6th from 1pm - 3pm.
- Jay Price has been invited to present on a webinar with the Green Sports Alliance on Tuesday at 2pm. He will be giving a 7-minute presentation about the Campus Race to Zero Waste competition. As well as the World Record we set in 2022 then broke and reset in 2023
- Call for nominations for the 2024 Environmental Leadership Awards to be submitted. The form can be found on our website: sustainability.utk.edu
- Some recycling totals:
 - 7,240 lbs cans and plastic
 - 10,820 lbs paper
 - 336.9 lbs of material donated to the Free Store
 - 509.9 lbs of material picked up from the Free Store
 - 309 unique visitors to the Free Store

LOCK & KEY SERVICES

- Andy Holt Tower – rekey suite and install lock
- Morgan Hall – make key for cabinets
- Ferris Hall – rekey office furniture
- Bailey Education – change lock functions
- On Campus – Exit door project and make construction padlocks
- Communications – rekey suite
- Dunford Hall & Greve – lock up exit doors
- Front office – Processing key request, key pick up and drop off
- University Housing – many recores and repairs, assist 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!
- There's still time to give to Big Orange Family Campaign! If you have not yet given, you can help us reach our departmental goal of 60% or more by March 9. See your team leader to donate as little as \$1.



TRAINING

- The Conference for Women’s Leadership (CWL) is now open for registration! This will take place on May 22 & 23rd at UTHSC in Memphis. If you have questions, reach out to Training.
- APPA’s Spring Conference is now open for registration. This event is scheduled to take place on April 15 - 17 in Nashville. See Training for more information.
- Training Calendar is available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new events and opportunities are added often!

FS IT

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

- Activate Digital Signage Display for DESIGN Services at FSC
- Phishing Email Reports
- New Monitor Installations, You want one ????
- New Office setup for Zone Maintenance
- New Computer Installations and Upgrades
- Ring Central Training
- Restore Lost folder for User
- LanMan meeting
- Purchase new Microsoft Project License, troubleshoot installations
- Help with Calendar Sharing

UTILITIES SERVICES

A/C SERVICES

- Hesler – Changed out compressor for room #245.
- Tom Black Track press box – replace inverter board on Samsung VRF unit
- Student Union PH 2- Repaired ice machines.
- TREC - rebuild heating water pump
- Fred Brown – Room# 635 Repaired unit
- Lawson - complete chilled water coil installation on AHU no. 2
- SMC – rebuild heating water pump
- Conference Center – Worked with contractors to bring online new cooling towers
- Plant Bio – repaired leaks in heating water system
- Arena - replaced 3 way chilled water valve serving AHU no. 29
- Neilsen Physics – Repaired air compressor.

ELECTRICAL SERVICES

Fire Alarm:

- TREC clean dirty smoke detector in the weight room.
- Tickle assist MASCO with leaking sprinkler Valve
- Clement Hall clean dirty smoke
- Dabney tighten packing on a leaking sprinkler valve.
- UT Conference respond to fire alarm call(Construction workers).
- East Neyland Stadium assist with 8 inch sprinkler line (construction drove a piling thru the line).
- West Neyland Stadium turn off fire pump and jockey for the wiring of a ATS.
- Phi Mu clean dirty smoke in room 236.
- Laurel Hall clean dirty smoke in room 1118.
- Hess Hall replace ceiling tiles with smokes in them 3rd 4th and 5th floor K section.
- Geier Hall replace duct detector in attic.
- MASCO assist with pump test daily.

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ELECTRICAL SVCS (CONT.)

- Circuit Breaker tripping at Geier Hall
- Air Handler power not working at SERF Penthouse
- EV Chargers Completed at Facilities Services Complex
- Defective Time Clock at Clarence Brown Theatre
- 4th Floor Hallway Lights out at Stokely Hall
- Repaired Golf Cart Charging Station that power cable was ripped out of at Andy Holt Tower
- Trace electrical circuits for Belfor at IAMM
- Dedicated Circuits added at Thompson-Boling Arena (Aramark)
- Temporary power for Softball at Sherri Lee Stadium
- Trash Chute warning system power removed at Neyland Stadium
- EV Green Golf Cart for Campus Event Power
- Removal of column receptacles at Communications
- Install electrical power to new Study Area Cubicles at IAMM
- Continued repairs of bad drivers at Strong Hall Outside Lights
- New Bollard lights installed at Allen Jones Aquatic Center
- Monthly Meter Readings
- Installed new Power Quality Meters

PLUMBING SERVICES

- Lindsey Nelson - sewer stopped up at the baseball
- Sherri Parker Stadium - rod out sewer at the stadium
- Stokely Hall - fresh market drain stopped up at pulper
- Dabney Buehler hall - sink drain is leaking room 352
- Hodges library - replace bottler filler past men's restroom
- Vol Hall - replace water heater in kitchen at southern kitchen

- Robinson hall - 1st floor machine room two water leaks
- Vet Med - snake main drain in Pendergrass library
- Conference Center - copper line in ceiling above dishwasher leaking
- HPER - safety shower in room 337 need annual maintenance
- Strong hall - two inch pipe leaking outside mens bathroom b006
- Sigma Kappa 2601- two showers leaking
- Plant biotech - water line leaking outside room344

STEAM PLANT

- Boiler # 1 Damper position level Transmitter
- Maxon valves cleaning and organized, repaired
- maxon valves , welding room Exhaust fan Switch installed, disassembled damaged maxon for parts
- lighting ,boiler #1 Startup problems with boiler #1, meeting with Ronnie with cross for positioner for DA Tank #1 Steam valve ,
- DA Tank #1 Steam valve , DA Tank #1 Level Transmitter ,Cleaned And Calibration drained lines, Refilled
- monthly reports , DA tanks Level



CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Cubicles P121; Dimmable lighting P115
- Art and Architecture: Install Unistrut grid for camera and lights 235; Repaint front, adjust doors and replace flooring in Ewing Gallery 115; Add walls 431
- Austin Peay: Paint and carpet 301F, 410B
- Ayres Hall: Make offices on the 3rd floor
- Baker School: Office renovations on 1, 2, 3
- Burchfiel Geography: Paint 6 offices of 3 and 4
- Campus: Water meters for cooling water make-up; Classroom Renovations Summer 2024; Move sculpture from McClung Museum to Hoskins Library
- Carrick Hall North: Paint walls on all floors
- Clement Hall: Install trash compactor
- Communications: Renovate 45; New furnishings 202 and 239; Demo and new wall 102 and 103; Electric for cubicle 202
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Install monitors for 308; New furniture and electric work 224A
- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor
- Dougherty Engineering: Renovate restrooms on 1st floor; Paint, carpet, wall 422
- Early Learning Center: Install new stove
- ETREC Plant Science Unit: Electric work
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Cubicle work 209
- Glazer Building: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- Haslam Business Building: Switch access controls to UTPD server; Add glass to door 308; Repair tile in mezzanine corridor
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5; Remove growth chamber 245; Paint and carpet 537; Renovate 606
- Hodges Library: Renovate suites on 1st and 6th floors; Frosted glass for door G020C; Renovate 171 for Census Bureau
- Hoskins Library: Flooring for Air Force; Concrete pad for art work
- International House: Interior painting on both floors
- Jessie Harris: Paint B016; Remove hood 234
- Kingston Pike Building: Electric, painting, flooring 123
- Law Complex: Refinish desk edges 158; Paint and carpet suites 161, 166, 248
- Lindsay Nelson Stadium: New sidewalk behind porches
- McCord Hall: Electric and concrete work 054; Security door 112
- McClung Tower: Replace penthouse ladder; Install LVT 1110; Paint and flooring 711
- Middlebrook Building: Remove cubicles, paint 237
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118
- Music Building: Bulletin board in corridor
- Mossman : Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- Perkins Hall: Window film S010; Replace ceiling fans 219
- Regal Soccer Stadium: Dumpster pad, enclosure and landscaping
- Reese Hall: Paint entire building; Resurface deck and parapet
- Senter Hall: Access controls 103; Electric lab 101

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CONSTRUCTION (CONT.)

- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439; Hang a white board 611; Patch, Paint, locking 201
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Remove small shed from basement; Replace some floor tiles in lobby
- Student Health: Renovate 288A and 288B for offices
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Divide 210 into 2 offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles)
- Student Union: Paint 383; Door operator 373
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218
- Tickle Engineering: Install 6 cubicles 310; Electric 112, 113; Renovations to high bay 110 for robotics lab; Renovate 525C small meeting room; Make 525K an office
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A
- UT Drive Building B: Electric work 107
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Exhaust in lab 242; Electric work G002/G003
- UT/Little River Farm: install 3 satellites on roofs
- UT Warehouse: New split door 115; Carpet 208; Larger gate 130A
- Zeanah Engineering: Card reader M167B; Deadbolt locks on suite doors and light switch 161B; Remove rubber floor/polish concrete Nuclear corridor; Move radiation monitors G116; Add access controls for 8 rooms; Install 3 clocks in classroom on 3
- 1610 University Ave.: Move door 230A; Monitors for 4 rooms and blackout shades; Electric for weather station on roof
- 1817 Melrose Ave.: Add door bell and panic buttons



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

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WEEKLY SAFETY STAND DOWN

MARCH IS WORKPLACE EYE WELLNESS MONTH



**Prevent
Blindness**

Prevent Blindness Declares March as Workplace Eye Wellness Month to Encourage Eye Safety Practices, Eye Protection at Work

Prevent Blindness Provides Free Resources on Eye Safety, Blue Light and Digital Eye Strain, and More, to Encourage Employers and Employees to Protect Eyes at Work

Prevent Blindness has once again declared March as Workplace Eye Wellness Month to encourage employers and employees to make eye safety and eye protection a priority on the job. Prevent Blindness offers a variety of free resources including workplace eye safety fact sheets, shareable social media graphics in English and Spanish, and, to help employers educate workers on eye protection and safety, Prevent Blindness offers the Workplace Safety module in the Healthy Eyes Educational Series.

According to a recent report from the U.S. Bureau of Labor Statistics, workers suffered 18,510 eye-related injuries and illnesses in 2020. Contact with objects or equipment led to the majority of eye injuries and illnesses requiring days away from work in 2020. Of these cases, close to 60 percent resulted from the worker rubbing or being abraded by foreign matter in the eye. Another 35 percent resulted from the eye being struck by an object or equipment.

On a global scale, The International Labor Organization and the International Agency for the Prevention of Blindness collaborated to author the 2023 “Eye Health and the World of Work” report. The report showed that an estimated 3.5 million eye injuries occur in workplaces around the world every year.

The American Academy of Ophthalmology recommends eye safety gear that protects eyes from hazards such as:

- Flying shards of metal or glass
- Tools that slip or malfunction
- Particles such as wood splinters, metal shavings or crystalline silica
- Spattered chemicals
- Any combination of these or other hazards

All eye safety gear should meet the eye protection standards set by the American National Standards Institute (ANSI). In the event of any eye injury, Prevent Blindness offers the “First Aid for Eye Emergencies” resource.

WEEKLY SAFETY STAND DOWN

MARCH IS WORKPLACE EYE WELLNESS MONTH



For those who work in an office setting, using digital devices such as computers, tablets, and cellular phones can expose eyes to blue light. Although blue light exposure from digital screens is small compared to the amount of exposure from the sun, there is concern over the long-term effects of screen exposure because of the close proximity of the screens and the length of time spent looking at them.

People using screens for prolonged periods may experience “digital eye strain.” Symptoms include blurred or double vision, eye fatigue, eye redness or discomfort, and headaches.

To help avoid eye strain, Prevent Blindness recommends the following:

- Place your screen 20 to 26 inches away from your eyes and a little bit below eye level.
- Use a document holder placed next to your screen. It should be close enough so you don’t have to swing your head back and forth or constantly change your eye focus.
- Change your lighting to lower glare and harsh reflections. Glare filters over your digital screens can also help.
- Get a chair you can adjust.
- Choose screens that can tilt and swivel. A keyboard that you can adjust is also helpful.
- Computer glasses with yellow-tinted lenses that block blue light can help ease digital eye strain by increasing contrast.
- Anti-reflective lenses reduce glare and increase contrast and also block blue light from digital devices.
-

Whether working at a job site or in a home office, we must make sure to protect our eyes and vision in order to maintain productivity and independence,” said Jeff Todd, president and CEO of Prevent Blindness. “Making vision a priority should be part of everyone’s daily routine to keep our eyes healthy today and for years to come.”

Source: <https://preventblindness.org/2024-workplace-eye-health/>

Medicare & Social Security Workshop

Educational Event - Wednesday, March 20, 2024 at 3:30pm



Presented by Karen Kakura with Senior Insurance Specialty Group

Medicare Topics for Discussion:

- When/How do I enroll?
- What is Part A,B,C, and D?
- I'm Still Employed
- How much will it cost?
- Medigap Vs. Advantage Plans
- Dental, Vision & More

Social Security Topics for Discussion:

- Will Social Security be there when I am ready to claim?
- Will it be enough to live on?
- When is the best time to claim?
- What are the potential changes to the system?



Scan the QR code or contact Angela Eidemiller at aeidemil@utk.edu

Senior Insurance Specialty Group
141 N Martinwood Road Suite 104-14
Knoxville, TN 37923 ph: 865-203-2040

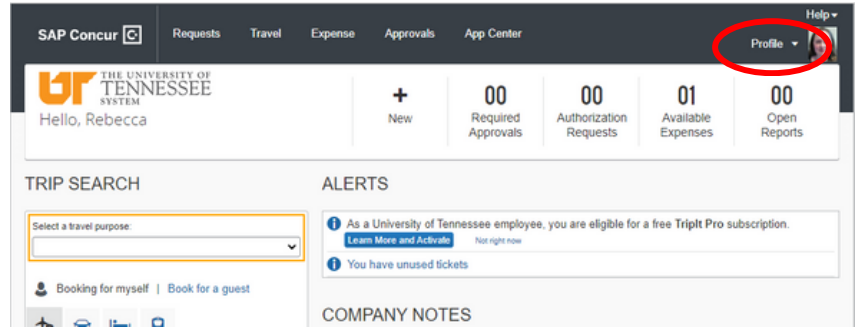


This is an educational event only.

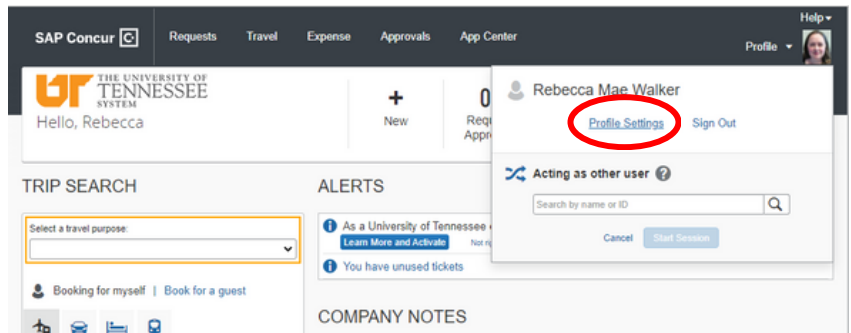
Adding Delegates

Log in to Concur:
<https://travel.tennessee.edu>

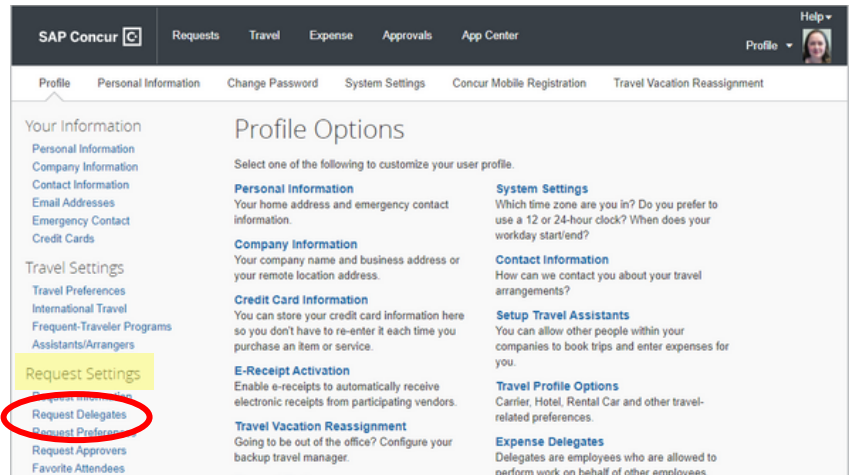
Select "Profile" from the top right corner.



Select "Profile Settings" from the drop-down box.



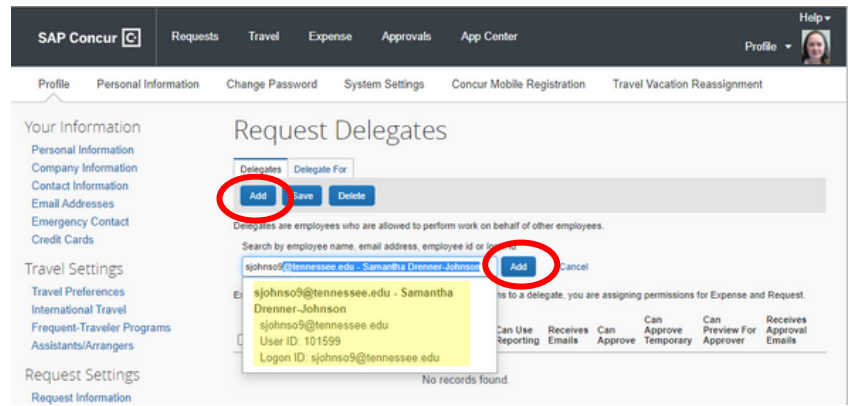
In the left column, select: "Request Delegates" under "Request Settings".



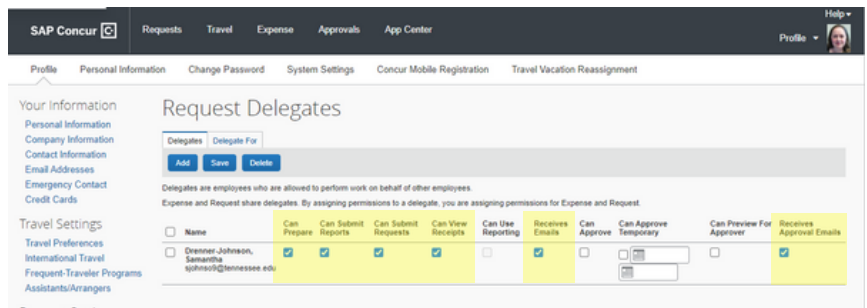
Click “Add”, then search for your delegate by netID or name.

Select the delegate from the drop down box.

Click “Add” to the right of the drop down box.

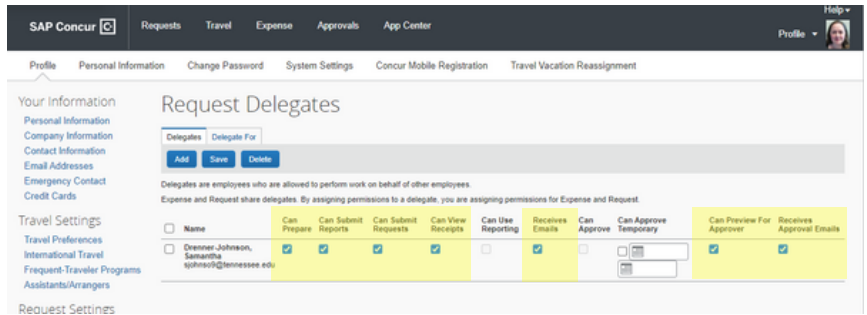


To add a **Request/Expense delegate** who can request travel and prepare expense reports for you, select the highlighted boxes:



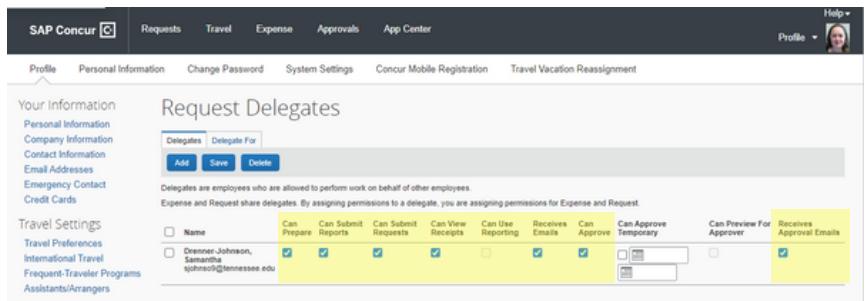
FOR APPROVERS

To add a **reviewer (preview approver) delegate** to review requests and expense reports for your department before you approve them, select the highlighted boxes:



FOR APPROVERS

To add a **delegate approver** to approve your department’s requests and expense reports in your absence, select the highlighted boxes:



Once you have added all of your delegates, click "Save" at the top of your delegate list.

The screenshot shows the SAP Concur user interface for the 'Request Delegates' page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below this, a secondary navigation bar contains 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'Request Delegates' and features a 'Delegates' section with a 'Save' button circled in red. Below this, a table lists delegates with various permission checkboxes.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Drexler-Johnson, Samantha sdjohnso@tennessee.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>