

# Facilities Services Weekly

October 11, 2021

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE  
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

## Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/NvJoxXci3cU> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

## 2021 Pink Day

It's that time again! **Pink Day** will be held this Wednesday, October 13th. As in the past, on this day, we will be collecting donations for Susan G. Komen Foundation. If you'd like to donate online, you can do so by visiting our team link at <https://tiny.utk.edu/FSVols4Cure>. More details can be found at the end of this newsletter.

We will have a group photo at the Facilities Services Complex at 11AM on October 13th. If you are unable to make it to the complex for the group photo, please take photos of yourself or with teammates and email them to Veronica Huff at [vhuff@utk.edu](mailto:vhuff@utk.edu)! We love seeing our team supporting Breast Cancer Awareness Month.

## Campus Chest Campaign

It's time to kick off the annual Campus Chest Campaign! This is an employee giving program that promotes the support of health and social service nonprofit agencies to help our community, provide assistance to those in need, and show what the Volunteer spirit really means!

The campaign will extend through **November 5**. Login to the pledge portal at <https://tiny.utk.edu/campuschestfs> with your Net ID and Password to see how your support is powering United Way of Greater Knoxville, Community Shares, and other independent agencies to keep doing critical work for our community all year long.

## Helpful Hints from the Haberdasher

Did your uniform come back with a stain, rip or other issue that was not present when it was sent off. Send a photo to Jim Tolbert at [jtolber3@utk.edu](mailto:jtolber3@utk.edu) with your name. It would be helpful to include your ID number with the photo of the garment.

## Benefits Annual Enrollment

Benefits annual enrollment is upon us. Annual enrollment will take place from October 1 - 15, 2021. As a reminder: if you want to keep your current coverage options for 2022 you do not need to do anything. If you want to add, remove, or make changes to your coverage you can access Edison Employee Self Service via the link in the menu bar of IRIS Web at <https://iris.tennessee.edu/my-iris-web-portal/> during annual enrollment. Sign up information for flexible benefits and long term disability insurance will be sent directly to eligible employees. LTD open enrollment from Lincoln Financial Group will be from October 1-15. Flexible benefits enrollment through Optum Bank runs the entire month of October. More information including upcoming benefit & carrier webinars can be found at <https://www.tn.gov/partnersforhealth/ae/about-enrollment.html>. If you have questions please visit Partners for Health at <https://www.tn.gov/partnersforhealth/>, or contact Payroll/Insurance at 974-5251 or [UTinsurance@tennessee.edu](mailto:UTinsurance@tennessee.edu).

## ADMINISTRATION

### Special Projects:

- Chuck Thompson Nominations are now closed. The committee will be meeting later this month to select our exceptional employees of 2021.
- Working with campus EOC processing isolation forms and performing space tracing and room closures.
- Serving on the Culture Committee
- FS polo shirt distribution
- Planning of upcoming events
- TCO Inventory
- Evaluation software demos for Archibus Replacement Committee

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## FS WEEKLY CONTINUED:

### **FACILITIES OPERATIONS**

#### Building Services:

- Humanities: Room 209, 219, P012, 128 and 133 have had the carpet cleaned and treated with the Clorox T-360.
- Art & Architecture: Classroom 112 and 114 have been detailed cleaned and sprayed with 360 machines.
- McClung Tower: Rooms 307 and 109 have been carpet cleaned, also classroom on 12th floor was top scrubbed to remove black marks.
- Haslam Music: Practice rooms, 007, 009, 010, 012, 014 and 018 have been cleaned and had the floor resealed with cleaner. Outside light poles and fixtures were dusted to remove spider-webs and leaves.
- Neyland Stadium: Completed the trash removal and completed clean-up of the seating areas.
- Austin Peay: Carpets were cleaned in rooms 312F, 312F, and 305.
- Ayers Hall: The halls were scrubbed on all floors.
- Neilsen Physics: Rooms 609 and 603 were stripped and waxed. Room 604 had the carpets cleaned.

#### Landscape Services:

- Ole Miss gameday tailgate preparations and support.
- Begin planting fall/winter flowers throughout campus.
- Leaf removal has begun.
- Campus wide: Aeration and over-seeding of lawns (cont.)
- Zeanah Engineering: Monitor landscape contractor during installation (cont.)
- Buehler/SERF staircase: Backfill excavation from sanitary sewer repair.
- Cherokee Farm: Prep various locations for numerous special events in October (cont.)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings (cont)
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont)
- Campus wide irrigation system monitoring and repairs (on-going)
- Concord Street Site: Demolition clean-up and fence repairs (cont)

- Campus wide: Maintenance pruning to younger trees (on-going)
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Recruiting to fill vacant positions

#### Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

### **ENERGY MANAGEMENT**

#### UT Office of Sustainability/Recycling:

##### Recycling Totals for October 4 to October 3:

- Bottles/Cans: 6,460 lbs.
- Paper: 34,080 lbs.
- Cardboard: 0 lbs.
- Manure: 0 lbs.
- Food: 5,950 lbs.
- Total: 46,490 lbs./ 23.25 tons
- Pallet: 0

##### Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 90,260 lbs. / 45.13 tons
- Paper: 142,860 lbs. / 71.43 tons
- Cardboard: 124,020 lbs. / 62.01 tons
- Manure: 178,613 lbs. / 89.31 tons
- Food Waste: 108,057 lbs. / 54.03 tons
- Total: 643,810 lbs. / 321.91 tons

##### Sustainability Report:

- Food recovery- 3752 lbs recovered from the football game alone
- Sunday had a new stadium cleaning group
- Football game day had 14 volunteers who worked for 4 hours
- POWER (Programs of water, energy, and recycling) challenge started October 5th

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## FS WEEKLY CONTINUED:

### **ZONE MAINTENANCE**

#### Zone 1:

- Staying caught up on work orders.
- Plumbing Shop has started their quarterly cleaning of the Leslies.
- The residence hall maintenance is finishing up room filter changes.

#### Zone 2:

- McClung Museum: Water leak found from hot water coil.
- Clarence Brown Theatre: Changed lighting in dye room to LED. Changed pre filters in scene shop. Cleaned generator area
- Art and Architecture: Worked on eye wash stations in room 241 and in Ceramics.
- HPER: Repaired water leak on chilled water line in ceiling of ground floor.
- Communications: Getting Simplex upgrade.

#### Zone 3:

- Haslam Business: We fixed lighting, unjammed towel dispensers and hung a whiteboard.
- Hodges Library: We worked on can lights, restrooms, PMs and general maintenance.
- Melrose Hall: General maintenance .
- Blount Hall: Repaired air compressor leak, daily walk through, generator test and repairing outside lights.
- UTPD: Daily walk through, generator test and repaired ice machine.
- Conference Center: Opened building, unlocked doors daily, turn on lighting, chiller & boiler logs, mechanical room check, building walk through, daily Archibus logs, restroom inspection and repairs, mold inspection, outside clean up, trash removal, clean elevator track and fixed generator issue.
- Stokely Management Center: Repaired lock in Mezz floor room M2. Repaired leaking induction units in room 512 and 309. Troubleshoot “room too cold” on 2nd floor. Clean elevator tracks. Perform corrective maintenance and cleaning in induction units on 4th floor. Perform light survey inspection throughout. All doors inspected for looseness, noise and sag.
- Baker Center: Equipment checks, greased HWP and

CWP, changed ceiling tiles on third floor and inspected and greased all four AHUs.

- International House: Equipment checks, greased CWP, inspected and greased all five AHUs.
- Vol Shop: PM checks and repaired lighting on second floor.

#### Zone 4:

- Repair wok and grill at the Student Union.
- Work on repairing leaks at Stokely.
- Repaired two A/C units at Cumberland Food Court.
- Replaced bad faucets in restrooms at UT Culinary.
- Repaired walk-in cooler at Mossman.
- Repaired oven display problem at Fred Brown.
- Repaired hot boxes for games. This is on-going in all buildings.

#### Zone 5:

- At Neyland Stadium, we checked and made repairs as needed ahead of South Carolina.
- At Football Complex, checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools .
- At Regal Soccer, we checked and made repairs ahead of Florida.
- At Parking Services, we checked and replaced LED lights as needed.
- At Sherri Parker Stadium, we checked and made repairs ahead of Lee.
- At Goodfriend Tennis Center, we checked and made repairs in 1st floor men's restroom toilets.
- At Auxiliary Services, we worked on storing filters for upcoming filter changes.
- Throughout the zone, we conducted general building maintenance.

#### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Code initiative.
- Hesler head house vent fan replacement.
- Unlock doors.
- Air filter changing zone wide.

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## ZONE MAINTENANCE CONTINUED:

- Dabney control valve replacement.
- General LED lighting project.

### Zone 7:

- AMB : General maintenance , working on PMs, replaced aerators on sinks in 2nd floor restrooms, organizing maintenance shop, helping throughout the zone, ordering parts and trouble shooting problems at SERF.
- Ferris Hall: Conducted daily walk throughs and weekly walk through. Serviced AHU 001 and AHU 002.
- Perkins Hall: Conducted daily walk throughs and weekly walk through. Serviced AHU 001 and AHU 002.
- Jessie Harris: Working on steam line to Autoclave, cleaned elevator tracks, weekly building check, daily equipment check and roof/leaf check.
- Senter Hall: Weekly building check, daily equipment check and roof/leaf check.
- Fibers & Composites: Cleaned elevator tracks, weekly building check, daily equipment check and roof/leaf check.
- Min Kao: Working on lights, working on ceiling tile and working on restrooms.
- Tickle Engineering: General maintenance and daily walk throughs.
- Dougherty: Took eyewash machine apart to clean the calcium build up. Going through restrooms. Changing ceiling tiles and filters.
- SERF: General maintenance, working on leaks, daily walk throughs and cleaned the chiller house.

### ZM Specialties:

- Conducted ultrasonic leak detection at Buehler
- Corrected equipment records
- Created and scheduled PMs for non-chargeable monthly material costs for each maintenance zone
- Installed three door operators at McClung Tower
- Repaired door operator at Stokely Hall
- Moved forklift to Fibers and Composites
- Changing lab air pressures at Mossman
- Correcting restroom exhaust issues at Dougherty
- Measuring process chilled water flow in helium lab at JIAM
- Moving barricades
- Performed generator maintenance at Conference Center

### Lock & Key Services:

- Henson Hall – repair lock
- College of Nursing – rekey file cabinets
- Facilities Services Complex – install lock & key
- Student Union Phase II – install exit hardware
- McCord Hall – change lock function
- Art and Architecture – repair combination lock
- Zeanah Complex – install cores & assist as needed
- Dabney/Buehler – install exit devices
- Football – Installing locks on Portables, changing locks, assisting as needed
- On Campus – assisting as needed
- Front Office – processing key requests, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

## COMMUNICATIONS & INFO SERVICES

### Communications & Public Relations:

- Don't forget to send work team photos to Sam whenever you have them. Send them to [sjones80@utk.edu](mailto:sjones80@utk.edu) or via text at 865-771-1531.
- Most recent zoom briefing links:
- 8/26/21: [https://youtu.be/mrnEbV\\_55Ic](https://youtu.be/mrnEbV_55Ic)
- 9/9/21: <https://youtu.be/okbZLPBxPXY>
- 9/23/21: <https://youtu.be/MSMAzso8ZsA>
- 10/7/21: <https://youtu.be/NvJoxXci3cU>
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training:

- In-person CPR/AED Training will take place 10/19, 10/21, and 11/4. If you are registered to attend the training, please complete the online training portion and email your certificate to Anna Best at [ahamil24@utk.edu](mailto:ahamil24@utk.edu).
- **New Training Class – Computer Basics** - The Training Unit is offering a basic computer-use class for beginners! Intended for employees who have little to no experience using computers, students will leave this class having practiced how to:

COMM & INFO CONTINUED ON PAGE 5

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## COMM & INFO CONTINUED:

- Start up and shut down a computer
- Properly use and understand the mouse and keyboard
- Navigate the Windows Operating System and start Applications
- Perform basic functions of file management
- Perform basic functions in a word processor
- Manage print settings and print documents
- Receive and send emails
- Use a web browser to navigate the internet

This 2.5 hour training class is fun and very interactive, but class size is limited. Classes are open to all shifts and will be scheduled based on interest. If this training opportunity would benefit you or one of your employees, contact the Training Unit at [fstraining@utk.edu](mailto:fstraining@utk.edu), or at 974-6247, to be placed on the Training Roster.

## Training News:

- **Don't forget to complete your 2021 OSHA!** Your 2021 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training.
- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training (Rebecca, Anna and/or Beth) know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.
- **The 2021 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!

## IT Support and Maintenance:

- We said goodbye to Tim Baker on Friday, October 11, as he makes the move to Colorado. We will miss him!
- Teletime Troubleshooting
- New Computer Setups
- Game Day EOC Setup

- COVID-19 EOC Setup and Assistance
- Windows Updates
- Laptop and Accessories Purchasing
- Be looking for a new version of Windows to show up on your computers in the next 2 or 3 months. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at [jym@utk.edu](mailto:jym@utk.edu) with any questions.

## UTILITIES SERVICES

### A/C Services:

- Repairing fan shaft on cooling tower No. 1 at JARTU.
- Replacing oil sight glass on York chiller at SERF.
- Installing new fan coil units at Communications.
- Repairing heating water pump at Pratt.
- Replaced expansion valve on circuit No. 2 on York AC system at Baseball.
- Pre-Game check on AC equipment at Neyland Stadium.
- Repairing secondary chilled water pump at Music.
- Repairing heating water pump at Blount.
- Assisted Fire Alarm team with new fire damper system at College of Nursing.
- Assisted Electrical shop with faulty fire damper at Geier Hall.
- Began running communication wire for room 203 at Dougherty.
- Installed new condenser water valve actuator for cooling tower CT2A at Strong Hall.
- Replaced faulty air sensor in room 319 at SERF.
- Replaced faulty fire damper actuator at Tickle.
- Verified operation of chill water valve for AHU in room 9 of Hoskins Library.
- Repaired hot water actuator for room 303 at Plant Biotech.
- Replaced VAV controller in room 724 at East Skybox.
- Uploaded new programming for room 114 at Hoskins.
- Rebooted main controller serving West Campus Dining.
- Met with Interstate Mechanical to inspect faulty damper at College of Nursing.

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## UTILITIES CONTINUED:

- Verified operation of VAV boxes and air handlers at Neyland Stadium.
- Fixed loud VAV box for room 224 at Claxton Education.
- Cooling tower testing and chemical addition.
- Closed loop testing and chemical addition.
- Repairing and testing fire hydrants.
- Installed new bottle filler and repaired broken acid waste stack at Science and Engineering.
- Added two hoses at the Jewel building.
- Tied in 3" water line for box at Animal Science.
- Repaired cracked and clogged drain at Jessie Harris.
- Unstopped sink in 1st floor restroom at Nursing.
- Unstopped manhole at Dougherty Engineering.
- Unstopped cage washer floor sink at Mossman.
- Repaired toilets at the Steam Plant.
- Repaired steam leak at Gate 7 in Neyland Stadium.
- Ran steam line to autoclave at Jessie Harris.
- Changed a bad trap at Blount Hall.
- Repaired a steam regulator at Senter Hall.
- Repaired a condensate pump in the south east area of Neyland Stadium.
- Game day prep

## Electrical Services:

### Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Made repairs and cleared alarms at Massey Hall, Alpha Delta Pi, Dougherty, N. Carrick, Stokely Hall, Communications, Student Union Phase II, JARTU, and S. Carrick.
- Disabled/Enabled devices for contractors at UT Conference Center and Communications.
- Disabled/Enabled devices for A/C shop at Baseball.
- Assisted Rapid Fire with testing at Anderson Training Center.
- Troubleshooting network issues on the dorm fiber system at Clement Hall.
- Repaired door that wasn't locking at Tickle and UT Conference Center.
- Controller 1 was offline and replaced device at Tickle.
- Controller offline due to Wi-Fi issues-Cleared at UT Commons.
- K@te Training at FSC.

### High Voltage:

- Daily 1-800 marking.
- Pumping electrical manholes on Campus.
- Checking on parts and wire layout for Ellington electrical information.
- Set up and took down locations for temporary power at Circle Park and Humanities.
- Talked with TA for repair of LSD drive coming on Saturday morning for Stadium lighting.
- Pre-game set up and Fire Watch for game day at Neyland Stadium.
- 2nd- Set up for TV trucks on game day.

## Plumbing Shop:

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- Wastewater testing.

### Steam Plant:

- Welded new valve on #4 water level probe line.
- Changed air inlet valves on turbine.
- Replaced v-belt on #5 exhaust fan.
- Opened up #4 boiler mud drum and inspected.
- Inspected turbine exhaust plenum.
- Worked on #4 boiler water level probes and diverter positioner.

## **CONSTRUCTION SERVICES**

- Alumni Memorial Building: Fire Marshal POCA list
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center
- Austin Peay: Carpet 303H
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; Paint and carpet A414
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects

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## CONSTRUCTION CONTINUED:

- Ceramics Annex: Green space and waterproofing
- Ceramics Building: Install 3 air filtration units in studio spaces
- Claxton Building: New signage at breezeway; Rework Dean's suite 344L
- Communications: Renovate 302B; Renovate 64C and 77; Paint 473
- Dabney Buehler: New HVAC units 550, 552, 553
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab
- Dunford Hall: Paint and electric 2432
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Paint, flooring and some lighting throughout
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press
- HPER: Clean tennis courts
- Jessie Harris: Renovations 336, 337, 341
- Jewel Building: New garage door for basement
- JIAM: Add cup sink to hood in 216; Connect glove box to exhaust 256; Electric for chiller G026; Install utilities to ventilated cylinder cabinet
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513, 1106, 1107, 1113, 1119; Paint and flooring 701; Paint 923
- Middlebrook Building: Add card reader to exterior door; LED lighting retrofit in 129
- Morgan Hall: Renovations per POCA; Remove a window for envelope repair project
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Repair ceiling 106
- Perkins Hall: Fire Marshal POCA list; Replace window a/c unit 220; Paint suite 219
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Exhaust for equipment 522
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Replace faucet; Paint and furniture 312
- Student Health: Repair flooring seams on 1st floor
- Student Union: Move some signage; Move point of sale registers in Vol Shop
- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- Zeanah Engineering: Install plaques
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

## **T** FACILITIES SERVICES **Employee Comment Box Locations:**

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



To suggest an additional box location, or for more information, please contact Sam Ledford at [sjones80@utk.edu](mailto:sjones80@utk.edu).

CONSTRUCTION CONTINUED ON PAGE 8



YOU'RE INVITED TO PARTICIPATE IN THE EIGHTH ANNUAL

# UTFS PINK DAY

## WEDNESDAY, OCTOBER 13

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Facilities Services invites all employees to wear pink in support of Breast Cancer Awareness Month! Big Orange Friday guidelines will apply.

We will be collecting donations for Susan G. Komen Foundation this day and online leading up to October 13. If you are on campus, see Veronica Huff to donate. If you are not on campus and would like to contribute, feel free to make a donation to our FS Team, "Volunteers For a Cure" at <https://tiny.utk.edu/FSVols4Cure>

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For more information about Pink Day, please contact:  
Veronica Huff at 974-2391 or Sam Ledford at 297-3027