

Facilities Services Weekly

February 20, 2023

ADMINISTRATION • BUILDING SERVICES • OPERATIONS • ENERGY MANAGEMENT • DESIGN • UTILITIES
ZONE MAINTENANCE • ADMIN. & SUPPORT • COMMUNICATION & INFORMATION • CONSTRUCTION

Click [here](#) to listen to announcements.

Reminder! Only Small Sedans in Compact Spots at FSC

This is just a reminder that parking spaces at FSC that are marked for compact cars should only be filled by small sedans. These spots are marked because larger vehicles can cause blind spots and safety issues. Please refrain from parking in these spots if you are in a larger vehicle so those coming from the lower lot can see vehicles driving from the front of the complex.

Career Development Fair on March 21 at the Student Union

Human Resources is excited to host the first-ever Career Development Fair on Tuesday, March 21 from 4:30p to 7p in the Student Union Ballroom C! This event will allow current employees the opportunity to connect with campus partners who can assist with different aspects of Career Planning & Development including Recruitment, Learning & Organizational Development, Employee Relations, and more, as well as attend micro-sessions on topics that we find common from those looking to advance. We are excited to welcome all current staff and hope to provide resources and information to help you design your career at UTK! Flyer is included at the end of this week's newsletter.

Be Ready! Make Sure You're Prepared to Act in an Emergency

The Office of Emergency Management has kicked off a new campaign to encourage preparedness through knowledge of basic individual response actions focused on when to evacuate, when and how to shelter, and what to do in an active shooter situation. Everyone has a role in this campus effort to be prepared, and you are part of a critical part of the response. Take a look at the poster at the end of this week's newsletter to remind yourself how to apply your individual knowledge to unique circumstances at the time of an emergency.

Nominations Open for Environmental Leadership Awards

The Office of Sustainability will be hosting the annual Environmental Leadership Awards Monday, April 3rd, from 6-8pm this year, and nominations are now open! Categories range from student to staff to community awards, and you can nominate for any/all of the categories. The nomination form will close March 3rd, so that the Committee on the Campus Environment (CCE) is able to vote on nominees in the March meeting. Click [here](#) to nominate someone today!

Big Orange Family Campaign is Underway!

The Big Orange Family Campaign is underway, and we need your help! The Big Orange Family Campaign is an annual month-long initiative to encourage faculty and staff to donate as a way of giving back to UT.

We aren't asking you to contribute beyond your means. Believe me when I say that every single dollar counts! The dollar amount you give doesn't matter as much as your willingness to give at all. If you'll give even \$1, you are helping further the University's mission. If you can give \$1, please do! If you can give \$1,000, fantastic! Any and all gifts are welcome, and the best part is that YOU get to choose where your money goes. More information is available at the end of the Weekly.

If you haven't already, you'll be hearing from your team leader soon, and we hope that you will make a contribution.

ADMINISTRATION

Special Projects:

- TCO Inventory

BUILDING SERVICES

- Zone 1 has been working on stocking and cleaning and organizing equipment in custodial closets.
- Student Union - First floor swept and auto scrubbed. G1, G2, G3, and L1 was swept and auto scrubbed. Handrails and overlook glass was cleaned on the second and third floor. The catering corridor was scrubbed. Auditorium was blown out and stage was dust mopped.

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BUILDING SERVICES CONTINUED:

- SU Continued: All dressing rooms and their bathrooms were cleaned. Chariot was ran in the ballroom, second, third and L2 floors.
- enhancement plans. (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

OPERATIONS & LANDSCAPE

Landscape Services:

- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations.
- College of Law: Preparing the landscape for ABA accreditation event Feb. 25-30.
- Sidewalk project between G-16 and Haslam Practice Field: Begin excavation and ordering landscape and irrigation materials.
- UT Ag Extension Unit: Provide storm water drainage improvements adjacent to new Maloney Rd. entrance.
- Providing annual team member performance evaluations (cont)
- Arboriculture: Planning Arbor Day event scheduled on March 3, 2023 (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape bed cleanup and pruning back ornamental grasses in preparation for mulch install (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Lindsey Nelson Stadium: Remove trees, grade, and prepare site along Todd Helton Drive for expansion of The Porch (cont)
- Sorority Village: Restore event lawn following repair of leaking geothermal system (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- Blanket Landscape Installation Contract: Work with UT Procurement on bid package (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (cont)
- Morgan Hall: Participate in monthly progress meetings for window replacement/brick tuck-pointing in order to discuss protection of the landscape (cont)
- College of Law: Working with FS Design on landscape

Sanitation Safety:

- Completed pest control requests

ZONE MAINTENANCE

Zone 1:

- Had multiple leaks at Carrick and Reese Hall. Plus, had hot water issues at Carrick and Reese Hall.

Zone 2:

- Drained Student Services and replace stops for toilets.
- Drained Communications and replaced stops for toilets
- Answer calls
- Unlock doors
- Change ceiling tile in Andy Holt Tower P-2 area every time it rains.

Zone 3:

- Zone 3 is finishing Annual Inspection of Roofs and Drains for all buildings.

Zone 4:

- Repairing Pitco fryer at the Student Union Phase II
- Repaired dish machine and flat top grill at Rocky Top Dining
- Repaired faucets at Cumberland Ave. Food Court
- Repaired a freezer at Stokely
- Repaired a make-up air unit at Vol Hall
- Repairing steam leaks at Presidential Court

Zone 5:

- Neyland Stadium: checked and made repairs as needed and started replacing can lights on Terrace
- Allan Jones Aquatic: checked and adjusted chemicals in pools and prepared for CCSA swim meet
- Football Complex: checked and adjusted chemicals in pools and filter changes
- Sherri Parker Lee Stadium: worked on heat in coach's

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

office

- Lindsey Nelson Stadium: Working on getting stadium ready for the season
- All throughout zone General building maintenance.

Zone 6:

- No new report

Zone 7:

- Daily building checks
- Replacing light panels
- Replacing VAV box filters

Zone 8:

- We have air handling units that are being problematic in the CRC Material Science building.
- Main drains backing up in Crops Genetics Laboratory is still a problem being currently worked on.
- Our One-Call team is busy taking calls for the UTK campus 24/7-365.
- We are installing new wall units in McCord Hall for the photo lab.

Zone 9:

- We are working on making repairs in the main front suite on the Middlebrook Building.
- Our monthly Archibus work requests will be an area of focus this week.
- We are working with our roofing contractor to make repairs at the Middlebrook building.

ZM Specialties:

- Assisting Construction with glass project at Andy Holt Tower
- Installed blinds at Humanities
- Repaired window blinds at Clement Hall
- Boarded up window 1840 Fraternity Park
- Reattached window at 1820 Fraternity Park
- Moved glass at Neyland Stadium
- Caulked windows at 451 Dogwood Hall
- Repaired door operators at Bailey Education, Stokely Hall, Student Health Center, Student Union, Vet Med Center
- Programmed door operator remote at Massey Hall
- Replaced computer board and gear box on door operators at Neyland-Thompson Sports Center

- Replacing emergency lights at Dabney-Buehler
- Transported lifts to various campus locations
- Checking air flows at Art & Architecture
- Measured air pressures and commissioned procedure room at Third Creek Building
- Corrected and added equipment data for Mossman for TCO project

Lock & Key Services:

- Science & Engineering and HPER – repair locks
- Bailey Education – replace lock ..change function
- Hoskins Library – change lock combination
- Henson Hall – rekey lock
- Ayres – replace core
- On Campus – Assisting as needed
- Front Office – processing key request, key pick up and drop off
- University Housing – many recores and repairs

UT Office of Sustainability/Recycling:

Weekly Recycling Totals:

- Bottles/Cans: 4,400 lbs.
- Paper: 8,920 lbs.
- Cardboard: 0 lbs.
- Total: 13,320 lbs.

Fiscal Year Recycling Totals:

- Bottles/Cans: 139,937 lbs./ 69.97 tons
- Paper: 247,580 lbs. /123.79 tons
- Cardboard: 184,620 lbs./92.31 tons
- Pallets: 159,972 lbs./79.99 tons
- Electronics: 5,893 lbs./2.95 tons
- Batteries: 1,978 lbs./0.99 tons
- Plastic Film: 2,242 lbs./1.12 tons
- Scrap Metal: 102, 685 lbs./51.34 tons
- Yearly Total: 844,906 lbs./ 422 tons

- We had 15 volunteers at the Grow Lab, 8 at the Free Store, and 4 at the Compost Facility
- The Compost Facility diverted 27,400 lbs. of food waste, 11,100 lbs. of agricultural waste, and 4,200 lbs. of landscaping waste

COMM & INFO CONTINUED ON PAGE 4

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COMM & INFO CONTINUED:

- Sustainability staff members attended the Vol Dining "A Walk Through the Amazon" event as part of the Campus Race to Zero Waste competition
- **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!

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- 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
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training

- APPA has already started a great list of webinars available to all of us for free! Take a look at the list of available learning opportunities at the link [here](#). Register now for those that are in a topic area that interests you. If you have your CEFP, AIA, or any other professional certification, register for these webinars to work on your continuing education credits. Bookmark the link above to check in throughout the year for additional learning opportunities.
- OPR training sessions are underway and contain a brief summary of the OPR Performance Review process (introduced to Facilities Services for the 2021 Review period), and a more detailed overview of the evaluation scale that we are now asking all supervisors to use. All supervisors are welcome, whether you are new to a supervisory position and are doing your first employee evaluations, or you are an old hand at the annual review but would like a better understanding of how our standardized rating system has changed. All sessions will be held in FSC 101. Final session is scheduled for Wednesday, Feb 22. at 2:30pm.
- STRIDE for Staff is a great tool and resource for all staff who will serve on exempt and non-exempt searches. To register for any STRIDE for Staff session, log into K@TE, access the event calendar, and click on the session title for the date and time you wish to attend. UT Knoxville will host STRIDE for Staff sessions on the following dates:

1. March 23, 9:00 – 10:30 a.m., In-person
2. April 20, 9:00 – 10:30 a.m., Virtual

Training News:

Information Technology:

- Troubleshooting ListServ emails
- New computer setups
- New Printer setups
- Computer Upgrade Program
- New Employee Assistance
- Steam Plant Upgrade Assistance
- Server Setups

UTILITIES SERVICES

A/C Services:

- Reviewed and answered TN 811 tickets
- Reviewed, completed, and verified work requests
- Replaced and rewired the tower bypass actuator at the Natalie Haslam Music Building (Chiller)
- Rewired VFDs for Cooling tower fans at the Natalie Haslam Music Building (chiller)
- Replaced faulty outside air temp on ahu 3 at Jartu.
- Replaced battery on AHU 6 at Min Kao
- Met with the electric shop to discuss the new VFD installation at the Steam Plant.
- Reset the rooftop air handler at SURGE.
- Troubleshot VAV issues at Steam Plant.
- Assisted maintenance with air pressure issues at Student Aquatic.
- Changed Thermostat in room 314 at IAMM
- Worked with a contractor to address alarm issues at Mossman.
- Found tripped breaker on the hot water pump at the baseball stadium.
- Blunt Hall – Installed new motor and got air system up and running.
- Baseball – rebuild secondary heating water pumps
- Sherry Lee Stadium- Installed new thermostats in bathrooms.
- Clement - install chilled water coils in fresh air AHUs
- Facilities – Installed parts on break area ice machine.

UTILITIES CONTINUED ON PAGE 5

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- Dabney Buehler – repair heat exchanger for building heat system
- Hoskins – Re-piped new chilled water coils in penthouse air handling units
- Vol Pod store – repaired one open cooler.
- Kingston Pike building – Replace ball valve on chilled water system serving data center
- Hess Hall- Room #501 unclogged drain on unit
- Dabney Buehler – rebuild heating water pumps
- Hesler – rebuild heating water pump
- CRC -Repaired hot water coil.
- Music – repair cooling tower fill valves
- Brenda Lawson – repair leak on the heat exchanger
- A&A – worked on under-the-counter cooler.
- Dabney Buehler #615 – Installed new hot water coil. (by Neyland Stadium)
- Acquisition of electrical parts required for Scheduled Outage at Neyland Stadium
- Answered Fire Alarm calls on Campus
- Operated Fire Alarm Panel for Cody Johnson Concert at Thompson-Boling Arena
- Massey Hall fire alarm call in room 829 reset and clear.
- Dabney Hall smoke detector issues in room 104 cleared.
- JIAMS replace a bad module and a smoke detector.
- Dabney Hall heat detector going in and out of alarm reset.
- Allan Jones Aquatic heat detector going into trouble and disabled until the swim meet is finished.
- Laurel Hall clean the dirty smoke detector in room 308.
- Ferris Hall change the base and smoke detector in the Elevator Shaft.
- Basler Boat House change out the duct detector board and smoke head in the 3rd. floor mechanical closet.
- Perkins Hall reset panel trouble cleared.
- Clement Hall disabled/enable smoke detectors in the machine room for the AC shop.
- Steam Plant upper gate not working adjusted the safety sensor.
- Main Substation Project Cameras the piping inside for the cameras (outside) and the piping to the main camera cabinet.
- Met AC Shop to assist them with the boom truck to help lift the new unit on the roof.
- Cherokee Farm Fallout project after daylight, turn off the breaker and the temp generator. Being used to power the area lighting will KUB has re-routed the power for the repairs to the fallout.
- NEYLAND STADIUM SOUTH DEMO (C.P.) – check the vista switch at Gate7, to see the switch position for the 500KVA transformer (open and grounded). Tested at transformer – no power. Unplugged the L.B.'s cables and installed parking boots over the L.B. Then reground the cables, boots, and the pipe ground to the ditch ground. So, the elect. The contractor could relocate the 500 KVA transformer.
- INTERMURAL FIELDS (on campus) – issue with the capacitors not fitting in the fixture, and T.A. Electrical is working on changing bulbs and ballast. Check to see

UTILITIES CONTINUED ON PAGE 6

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- if we had any. (no). Using some from Softball, (till new style comes in for Intramural)/ Order new type.
- Lindsey Nelson Baseball picked up cam-locks, spider box, and cable for the temp power needed for the 3rd base power for the season
- O.D.L. / H.V. / CHEROKEE FARM FALLOUT (P) – met KUB, and they rerouted the power back to normal for the whole area. While they were doing their switch, we turn off the temp generator, removed the wire from the generator to the disconnect, and hook up the original wires in the disconnect. KUB then landed their wires back onto the transformer. We then turn on the disconnect- the power to the lights.
- H.V. / LINDSEY NELSON BASEBALL / EVENT (season) – started running the rented cam-locks from 1 of the disconnects to the area for the temp power for the season. / Later pick up the distro box to split the power, for Monday.
- O.D.L. / UT POLICE DEPT. – work request to repair wall sconce light at the front door. Issue locating the breaker to take out the ballast and install new LED bulbs.
- O.D.L. / CHEROKEE FARM FALLOUT – turn on the temp generator, then the main breaker, to power the area lighting during the repair of the fallout.
- O.D.L. / REESE HALL DORM – reported C.S. sidewalk pole lights not working (back side of the dorm). On-site; to check out. Found the breaker feeding the lights was off. Turned on and checked out.
- O.D.L. / REESE HALL CHILLER BUILDING – reported 3 wall lights not working. Check the power to the lights -good- Then got info on the LED Drivers. Turn into foreman. (checking to locate where the contractors purchased them. Around 1 year old, they are warranted for 5 years.)
- NEYLAND STADIUM GATE 22/23 – checking the power to the roadway pole lights
- U.T. POLICE ENTRANCE WALL LIGHTS – working on changing to LED 1) the one on left changed and working. 2) issue with one on right – having to take down and check the power in the box behind the fixture.
- 11 street PARKING GARAGE G13 UP LIGHTS – returned to finish pulling wire to the last light. The issue with the wiring and finally being able to pull in the wire.
- Vet school reported an alarm in the Necropsy Room from the duct detector. Checked out and reset the panel.
- Checked and replaced dirty smoke detector head at Reese Hall
- Checked the front bollard lights that are out at the Music Building. If they can be switched to LED Bulbs.
- Put a smoke detector back online from being disabled at Allen Jones.
- Scheduled Powered Outage on Rooftop mechanical equipment at Clement Hall
- Installation of electrical Circuitry for Recirculating pumps at Thompson – Boling Arena Mechanical Room

Plumbing Shop:

- Hot water issues at Chi Omega
- Replaced 6” drain line in the West sky box
- Steam plant Hill needed two new toilets
- Replaced shower valve in Reese Hall
- There is a leak in the cast iron pipe in room B022 in Veterinary Medicine
- Capped off water lines at the Stadium 2-5
- Installed new bottle filler on the 5th floor of Dabney Buehler
- There was a leak in the supply line going to the water heater at Melrose Hall
- There was a main drain stopped up at Johnson Animal
- The bathroom over the handball court had a cast iron pipe leaking at Health Recreation.
- There was a drain backed up at Hodges Library in the basement
- Completed TN One calls on campus
- Repaired PU at Reese Hall Machine Room
- Tennessee One Calls / Check old site for remarks also
- Checking and Pumping water from the manholes on campus

Steam Plant:

- Worked on the VFD for both the Condensate pump and feed water
- Isolated 4 softeners and 1 polisher
- Removed resin from softeners and polisher
- Reinstalled resin in the 4 softeners and put them back on standby
- Suspended polisher tank and cut off the head of the tank for repairs
- Worked on Chemical injections controller
- Replaced air separator on #4 boiler

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- Took Fuel Samples
- Test ran the 2mw generator
- Cleaned under the fuel dikes

CONSTRUCTION SERVICES

- Allan Jones Aquatic: Add vent for Paddock evacuator
- Alpha Delta Pi: Renovate 1st floor restroom
- Andy Holt Tower: Renovate 7th and 8th floors
- Art and Architecture: Renovate 455
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Paint and carpet A227; Paint and carpet several rooms on 3rd floor; Paint and carpet 413, 419, 420
- Baker Center: New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Biosystems Office Building: Wiring for cubicles
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; VFI winners 2022; Trash and recycling pads on Lake Ave.; Aramark assistance at several locations; Water meters for cooling water make-up; Sculpture Maintenance
- Claxton Building: Paint 342; Remove Cabinets and door-patch and paint 425
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Utility connections for leased dish machine 402A; Renovate Suite 313; Redesign suite 309
- Cumberland Food Court: Digital signage for food area
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Dougherty Engineering: Paint and carpet 423
- Early Learning Center: Work on White Ave. playground
- Equity and Diversity: Install a ramp
- Facilities Services: Modifications to compressor; Reinstall wind turbine; Add grill in supply duct equipment 101; Stabilize marble on Office Building
- Glazer Building: Renovation for classroom
- HPER: Paint 331, 336, 330, 351, and 360A2; Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Switch access controls to UTPD server; Add glass to doors 443, 444, 445; Remove cabinets, paint and flooring in 445; Install receptacle 443; Repaint wall in 406
- Hesler Biology: Electric work 114; Additional room exhaust 544; Rework HVAC and add mini split 234; renovate 104 and 105 for labs
- HPER: Install concrete pit 135E; Paint and floor repair B025A; Paint 335, 347, 338
- Hodges Library: Voice transmittal over Fire Alarm; Replace elevator lobby lights 3-6; Replace 6 light fixtures in Special Collections; Repair loading dock; Ceiling and light work in Comm. Closet; Cubicles near One Stop
- Kingston Pike Building: Access control on back door
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Paint and floor work in Egypt gallery
- Middlebrook Building: Add a door with access controls to 2nd floor office suite; Renovate offices on 1st floor, front of building
- Morgan Hall: Paint 104 and 308F; Paint, carpet, lighting and blinds Suite 225
- Nielsen Physics: Make 404 an office
- Panhellenic Building: POCA Renovations
- Pendergrass Library: New entry doors
- Perkins Hall: Push button locks on 5 doors in basement
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Reroute sewer line; Replace grow lights 321
- Plant Science Unit (Alcoa Highway): Guardrail and ditch work on new road
- Presidential Court: Renovation for University Printing and Mail
- SERF: Utility work and drains for polisher in 309; Renovations for 106 and 108
- Sigma Chi Fraternity: Replace window and add bottle filler; Replace HVAC system
- Sigma Kappa Sorority: Replace carpet in library
- Sorority Village: Add card reader to gate
- South College: Paint and flooring 101 and 101A
- Steam Plant: Gates and bollards
- Stokely Hall: Digital signage for cafe

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CONSTRUCTION CONTINUED:

- Strong Hall: Lab renovation in 720F; Add ventilation to equipment 324
- Student Aquatic Center: Paint locker rooms 107 and 108
- Student Health: Renovate 288A and 288B for offices; ADA operator and access controls 1st floor door; Fire Alarm paging
- Student Rec: Remove wall between studio 8 and 10
- Student Services: Paint 201L, 401F, 401G, 401H; Renovate Suite 413
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Paint 1 orange wall in 371C and 371E; Move Big Orange Pantry to Smokey's Closet; Remove panic buttons 383; Digital signage for deli
- Temple Hall: Add lights on 1st floor
- Thompson-Boling Arena: digital signage Arena Cafe
- UT Drive Services Building B: Renovation 101 for sculpture studio
- Volunteer Hall: Paint stairways
- Volunteer Parking Garage: Repair block at water line repair
- Walters Academic: New work station A303; Renovate D205
- Zeanah Engineering: Additional electric work in wood and metal shops; Door controls and electric work 313, 315, 317; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Add a door to 210B; Electric work in G112; Door holders for 4th floor Dean's suite; Utility connections for polisher in 111; Exhaust work in 237; Modify DI water in 212
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door
- 1817 Melrose Av.: Install a door between 101 and 102
- 2023 Classroom Upgrades: Renovate several classrooms on campus
- 22nd Street Duplex: Make restroom accessible
- polisher in 111; Exhaust work in 237; Modify DI water in 212
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door
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- 2023 Classroom Upgrades: Renovate several classrooms on campus
- 22nd Street Duplex: Make restroom accessible

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.

DESIGN YOUR CAREER @ UT

Join Human Resources at the first Career Development event dedicated to providing guidance for your next steps at UTK and assisting you in designing your career path!

TUESDAY - MARCH 21, 2023
4:30 TO 7:00 PM
STUDENT UNION - BALLROOM C

■ Meet Team Members from:

- Recruitment
- Compensation
- Employee Relations
- Career Development
- L&OD
- Records Management

What to Expect:

- Schedule a Personal Career Development Session
- Discover Training Opportunities
- Attend Sessions to Learn About:
 - Conflict Management
 - Interview Tips
 - LinkedIn & Networking

BE READY

IN THE MOMENT

If the unexpected happens, keep yourself and others safe by knowing what to do.



GET OUT

Evacuate: Leave calmly but quickly.

Fire, bomb threat, lab emergency, natural gas leak



STAY PUT

Shelter in place: Stay indoors—if possible in an interior room, away from windows.

Severe weather, earthquake, chemical spill outside



DECIDE

Determine your best action:

- **RUN** if you have a clear escape path
- **HIDE** behind a locked door or barricade
- **FIGHT**—only as a last resort

Active shooter





This year's Big Orange Family Campaign will run from February 6 to March 3.

The campaign will push to enhance a culture of philanthropy and family among faculty and staff through increasing participation as donors. As staff there is a solid history of giving back in many ways, including financial support. The university's collective support is essential to show corporations, foundations and individuals that faculty and staff believe in the mission and vision of this university. Gifts and pledges will make a strong statement to the region and our alumni that the university is worthy of support.

If you have made a gift to any fund at UT since July 1, 2022, THANK YOU! You have already participated in the Big Orange Family Campaign and will receive a special thank you soon (if not already).

If you have not contributed, a team leader for your unit will be coming by to talk to you about the Big Orange Family Campaign in the coming weeks. You can also give online or change your payroll deduction anytime at giving.utk.edu/family.

Facilities Services Team Leaders

Campus Executive Committee: Sam Ledford

Arena, Building Services Custodial Athletics:
Sandra Britt

Plumbing Services: Justin Brooks

Electrical Services: David Bryant

Lock & Key Services: Jeromey White

Construction Services: Chip Pennoyer

Administrative & Support Services: Trinity McCulley

Steam Plant: Frank Wyrick

Air Conditioning Services: Conner Wright

Zone Maintenance Section A: Paul Hash

Zone Maintenance Section B: Paul Hash

Landscape Services, Sanitation Safety, Rapid Response Team: Curtis Pique

Building Services: Gordon Nelson

Exempt Staff: Dan Smith

Facilities Services Specific Funds

Our department has four funds that you can give to through this campaign:

The Facilities Services Student Assistant Scholarship Fund (FACIL_05) - The Facilities Services Student Assistant Scholarship Fund benefits current student assistants working within our department. The fund is meant to provide a scholarship opportunity for students who are receiving real world experience at Facilities Services in their chosen field of study. The scholarship will be awarded this spring for the 2023-2024 academic year.

The Chuck Thompson Outstanding Employee Award (THOMP_C05) - Mr. and Mrs. Richard C. Thompson, son and daughter-in-law of a former Assistant Director of the Facilities Services Department, have established a \$15,000 endowment with the University. The income from this endowment will be used to make two (2) annual cash incentive awards for non-exempt employees of the Facilities Services Department in the name of Charles F. (Chuck) Thompson.

The Bob Evans Memorial Scholarship Fund (EVANS_B02) - This scholarship is open to candidates who are children, grandchildren, step-children or step-grandchildren of individuals who are currently employed or retired from the UT Knoxville Facilities Services Department.

The John Parker Scholarship Endowment (PARKER_J) - Mrs. Martha Parker has established the John C. Parker, Sr. Memorial Scholarship Endowment in memory of Mr. Parker. The scholarship is given to a student who is a legal dependent of a Facilities Services employee (current, retired, or deceased).

You can designate your donation to one of these funds by writing the fund's name on your donation card or by entering the fund's name online at the payroll deduction website. Please remember that if you do not specify a fund with your donation card then your gift will go to a general UT fund.

If you have any questions about the campaign please contact Sam Ledford at sjones80@utk.edu. More information can also be found at the Big Orange Family Campaign website at giving.utk.edu/family.