

Facilities Services Weekly

February 8, 2021

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

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefing, visit https://youtu.be/Rt6j2As_DR8. If you missed any of the previous COVID-19 briefings, they can be found at the links located on page 5 under Communications & PR.

VolCard Updates

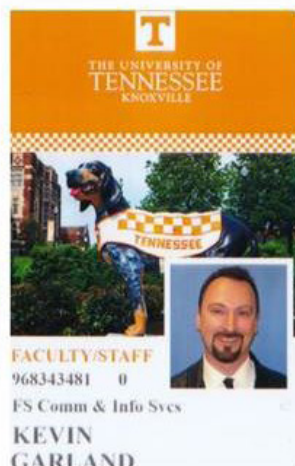
The university is upgrading VolCards and the way buildings are electronically secured to improve physical security on campus. UTPD has put together a post that details those changes and how they affect faculty and staff. Details are available at <https://utpolice.utk.edu/2021/02/04/ut-upgrades-volcard-access-control-to-improve-physical-security-on-campus/>.

The big take away here is, if anyone doesn't have a vertical-facing VolCard they should turn in their old one to the VolCard office in 408 Student Services, and get a new one.

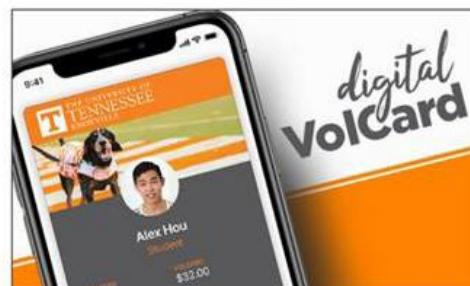
Old Card



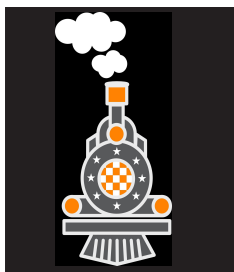
New Card



Digital Card



It is extremely important that you call to schedule an appointment before coming to the VolCard Office. Photo upload ahead of time is essential to you receiving your card when you come. (VolCard Office 865-974-3430)



FS Mini Train

Welcome to the FS Mini Train! The Training Unit is introducing a series of short videos touching on a wide variety of topics. The focus will be on useful tips, practical strategies, and helpful ideas that you can immediately apply in your work and personal life (and Trainer Beth promises it won't be as boring as all that sounds.) Today we'll look at a few simple ideas to make your best impression when appearing in an online meeting. Click here <https://youtu.be/8i3eioVXpWw> to check out the 4-minute video now.

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FS WEEKLY CONTINUED:

ADMINISTRATION

Helpful Hints from the Haberdasher:

Returning Uniforms When Leaving UT - If you are not sure how to process your uniform please ask your supervisor or email your friendly neighborhood haberdasher at jtolber3@utk.edu and I will be more than happy to help and answer your questions. - Jim Tolbert

Your part:

- Return all uniforms to UT
- Count them in front of your supervisor/foreman
- Bag all shirts together with a yellow tag. Tag should simply read: QUIT
- Bag all pants together with a yellow tag. Tag should simply read: QUIT
- Place bag in appropriate cleaning bin

Our part:

- Supervisor/foreman will send me an email with the actual number of the count* (i.e. "John Doe turned in 10 shirts and 11 pants.")*
- I will compare that number to what was issued and what is out to be cleaned
- If those numbers equal what you were issued – no charge
- If pieces are missing, you will have the cost of the missing pieces deducted from your last paycheck

*It is very important for supervisors and foreman to send the Counted Uniforms email as soon as they have the count.

Special Projects:

- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that this is a really challenging time for most of us. If your household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at vhuff@utk.edu or 865-382-1779.

FACILITIES OPERATIONS

Building Services:

- We have done enhanced cleanings in Strong, Mossman, Hoskins and Buehler.
- Our team did an excellent job sweeping and scrubbing the lab floors in Mossman.
- We vacuumed the stairwells at Mossman.
- We swept out the breezeway at Jesse Harris.

Landscape Services:

- Engineering Wind Tunnel project: Provide excavation for electrical service upgrades and driveway modifications
- Annual Arbor Day Celebration: Planning Second Creek reforestation event on 3-5-2021.
- Mulch installation in landscape beds campus wide
- First Impression Projects: Plants ordered for landscape improvements at McCord Hall. Meeting with stakeholders at McClung Museum to review landscape improvement plan.
- Submit proposal for robotic mower program
- Auxiliary Services: Assist with stormwater improvements and new building egress (cont.)
- Campus wide tree replacements: Procurement and planting (on-going)
- White Hall landscape and irrigation remediation project: Final irrigation punch walk
- UTIA Surge Bldg: Take ownership of maintenance from contractor
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Performance Reviews: On-going
- Apprentice program development (cont.)

Sanitation Safety:

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

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ENERGY MANAGEMENT CONTINUED:

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for February 1 to February 7:

- Bottles/Cans: 3,340 lbs.
- Paper: 7,040 lbs.
- Cardboard: 4,700 lbs.
- Manure: 7,480 lbs.
- Food: 10,768.5 lbs.
- Total: 33,329 lbs. / 16.66 tons
- Pallets: 93

Recycling Totals for Fiscal Year 20:

- Bottles/Cans: 106,640 lbs. / 53.32 tons
- Paper: 175,660 lbs. / 87.83 tons
- Cardboard: 300,200 lbs. / 150.10 tons
- Manure Compost: 265,060 lbs. / 132.53 tons
- Food Compost: 251,265 lbs. / 125.63 tons
- Total: 1,098,825 lbs / 549.41 tons

ZONE MAINTENANCE

Zone 1:

- Staying caught up on work orders.
- Finishing A/H filter changes in the residence halls.
- Starting to see a few students at Massey.
- We have two new maintenance employees: Walter Dooley at Fred Brown and James Moore at Hess Hall.

Zone 2:

- We have been busy answering calls and completing work orders.

Zone 3:

- Hodges Library: Replaced toilet on ground floor men's restroom, installed door closer on room 605 and working on air handlers and filters.
- Melrose Hall: Repaired lights, repaired flush valve in 4th floor women's restroom.
- Dunford Hall: Equipment checks and general maintenance.
- Henson Hall: Equipment checks and general maintenance.

- Baker Center: Equipment checks, assisted Morristown Sprinkler in clearing water lines, repaired lighting, daily walk throughs and general maintenance.
- International House: Equipment checks and conducted general maintenance.
- VolShop: PM checks.
- Conference Center:
- Daily walk throughs, logging equipment, weekly generator test run, assisted construction and boiler crew, daily building lock down trash removal, elevator track cleaning, restroom checks and repairs, chiller and boiler shut down issue and restarts, mold inspection, accessible grab rail repair and faucet replacement in kitchen.
- SMC: Lighting repairs on 7th floor, custodial faucet replaced on 3rd floor, 7th floor induction unit repair and general maintenance.
- Haslam Business: Two faucets repaired on 1st floor, drains in restroom floors have all been treated, drains on bottle fill stations has been treated, 3rd floor return fan had new belts installed and ceiling tiles replaced in loading dock lobby.
- Blount: Repaired lights on 1st floor, generator test and replaced damaged ceiling tile
- UTPD: Generator test, replaced light in restroom, changed filter and checked air handler 2.
- Hoskins Library: Maintenance on ASH-1, 2 and 3 in Penthouse.
- Taylor Law: Mold checks, building check and assessing one half of building.

Zone 4:

- Repair rotary slicer at Fred Brown.
- Check steam trap operation on air handlers in PCB.
- Garland oven repair at Stokely.
- Work on grease filtering unit at Hess.
- Repair hot well at PCB.
- Replace gas hose at Student Union.
- Replace ceiling tiles at Anderson and Thompson-Boling Arena.

Zone 5:

- At Neyland Stadium, we converted toilets in locker room to automatic flush.
- At Football Complex, we checked and adjusted chemicals

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ZONE MAINTENANCE CONTINUED:

in pools and began changing filters in air handlers.

- At Allan Jones Aquatic Center, we checked and adjusted chemicals in pools and also rebuilt the pool vacuum.
- At Regal Soccer Stadium, we began putting toilets back together.
- Through out zone, we conducted general maintenance.

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Mossman heat recovery leak.
- Performance general reviews.
- Mossman Catwalk installation.
- Dabney general motor upgrade.
- Hesler heating makeup water regulator failure.
- Arranging repair parts for One Call program.
- General led lighting project.

Zone 7:

- Jessie Harris: Greased bearings on air handlers & changed belts, cleaned tracks in elevators, weekly building check, checked building for mold and daily equipment check.
- Fiber & Composites: Cleaned tracks in elevator, weekly building check, checked building for mold and daily equipment check.
- Senter Hall: Weekly building check, checked building for mold, daily equipment check, greased bearings and changed filters on main air handler.
- Ferris Hall: Conducted daily walk throughs and weekly walk through. We replaced flexible connector on recirculation pump #2.
- Perkins Hall: We conducted daily walk throughs and weekly walk through. We replaced steam traps and cutoff valves.
- SERF: Replaced floor tiles room 437, diagnose sink leak, replaced exhaust fan belts and replaced bulbs.
- Nuclear Engineering: Seal window units, diagnose fume hood issues, vacuum up condensation in penthouse, move furniture for lab, reset breaker, unlock doors, empty dehumidifiers and replace ceiling tiles.

Zone 8:

- One-Call continues to answer calls for campus 24/7-365 and transport students to various location across town.
- We continue make significant progress on our LED

lighting project at the Plant Biotech building.

- Ellington Plant Science has been turned over to the contractors for abatement and demolition for the construction of the new EESRB Building.
- JARTU is needing a complete rework of the controls system for the surgery wash sinks.

Zone 9:

- We will continue to work on our LED lighting upgrade at the Glazer building in Oak Ridge.
- Our Archibus PM work requests will be an area of focus this week.
- We have ordered new LED drivers and modules for repairs at the Facilities Complex.

ZM Specialties:

- Trained Zone 7 to collect equipment data for all large and small air handling units in Dougherty
- Corrected equipment inventory for Dougherty
- Working with Zone 1 to correct and verify pressure vessel data and attach boiler inspections
- Photographed and collected equipment data for air handling units in SERF
- Replaced window at Communications
- Measured for blinds replacement at Clement Hall
- Measured windows at Art & Architecture
- Balanced air and water at head coach's office at Anderson Training Center
- Working on fume hoods and exhaust fans at Dabney-Buehler

Lock & Key Services:

- Kappa Delta Sorority – Replace lock.
- UT Drive Building A – All second floor, reconfigure and rekey.
- Ayres – Mailroom replace core, exit door repairs/reconfigured.
- Clarence Brown Theatre – Classroom upgrades cont.
- South Stadium –Combination lock changed.
- Facilities Complex – Doors rekeyed and secured.
- On Campus – Assisting as needed.
- Front Office – We welcome Sara Scott to our team in the front office, processing key request, open for key pickup/dropoff.
- University Housing – Assisting as needed, many recores

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ZONE MAINTENANCE CONTINUED:

and repairs.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Most recent COVID-19 briefing links:
- Briefing #30: <https://youtu.be/9YOV1-pzG3k>
- Briefing #31: <https://youtu.be/XjZ4Rh1mWBs>
- Briefing #32: <https://youtu.be/UArgRfse6Wg>
- Briefing #33: <https://youtu.be/Vtiu7cYb-4I>
- Briefing #34: <https://youtu.be/jM7oY4DiHVY>
- Briefing #35: https://youtu.be/Rt6j2As_DR8
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

- Welcome to the FS Mini Train! The Training Unit is introducing a series of short videos touching on a wide variety of topics. The focus will be on useful tips, practical strategies, and helpful ideas that you can immediately apply in your work and personal life (and Trainer Beth promises it won't be as boring as all that sounds.) Today we'll look at a few simple ideas to make your best impression when appearing in an online meeting. Click here <https://youtu.be/8i3eioVXpWw> to check out the 4-minute video now.
- Concur Training will be offered this week and next week in K@TE through the UT System. Below are dates and times for the training. See the Training calendar at <https://fs.utk.edu/comminfo/training/> for more details on each course.
- Concur Orientation on 2/9 @ 10am or 2/16 @ 2pm
- Concur Essentials for Entry Professionals, Request Focused on 2/10 @ 10am or 2/17 @ 2pm
- Concur Essentials for Entry Professionals, Expense Focused on 2/11 @ 10am or 2/18 @ 2pm
- Concur for Basic Approvers and Preview Approvers on 2/9 @ 2pm or 2/16 @ 10am
- Financial Postings for Business Managers on 2/11 @ 2pm or 2/18 @ 10am

- Performance Review Training will continue to be offered throughout the coming weeks. This week, training will be available February 9 at 10am or February 10 at 4pm. You can find the Zoom link on the FS Training calendar here: <https://fs.utk.edu/comminfo/training/>

Below are the future available dates and times for the training:

- February 25 at 8:30 am
- March 4 at 10 am

Training News:

- The 2021 Training Calendar is now 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.
- 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. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training Group 1 – Office Staff" but it'll be specific to the group you're actually in. Just like you did with the campus compliance training, you'll open the curriculum and then complete each course inside the curriculum. You'll reach 100% completion when you complete every course within the curriculum.
- In 2021, you will notice that you are being assigned a Bias and Diversity Training curriculum. This curriculum is being assigned to every member of the department.

IT Support and Maintenance:

- Apple has released an update for iOS (14.4) and recommends that users immediately update iPhones and iPads to this new version in order to gain the latest security patches.
- New Computer Installations
- Inventory
- Recycling
- Desktop Troubleshooting
- Printer Maintenance

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UTILITIES SERVICES CONTINUED:

UTILITIES SERVICES

A/C Services:

- Reset AHUs after the control air was restored to the proper pressure at Plant Biotech.
- Assisted the Specialties Team with air balancing VAV 234 which serves room A204 at Anderson Training.
- Repaired AHU 1's reheat valve at Greve Hall.
- Adjusted end switch on main gas valve feeding steam boiler at Auxiliary Services.
- Repaired steam leak on unit heater in bay area at Motor Pool.
- Rebuild heating water pump at Hess.
- Repaired compressed air system and replaced temperature sensors on chiller No. 3 at Plant Biotech.
- Repaired steam control at Greenhouse 13.
- Reset low limit controls for AHUs 1 & 6 at Humanities.
- Replaced hot surface igniter for RayPal boiler at the Business Incubator.
- Repaired leak on heating water system at Student Aquatic.
- Repaired the VFD serving the swimming pool pump at Alan Jones.
- Troubleshooting heating issues along with replacing a bad sensor on RTU 1 at Temple Hall.
- Installed relays on all AHU safety circuits for future notifications at Carrick Hall.
- Replaced reheat steam coil in archives area at McClung Museum.
- Repaired refrigerant leak in AC system serving IT rooms at Dogwood.
- Replaced coupling and hubs on secondary chilled water pump No.1 at Humanities.
- Repair A/C unit serving IT room on 2nd floor at the Vet Hospital.
- Installing new ice machine at the Student Union.
- Removed VAV controls for the vestibule area between buildings for demolition at Plant Biotech and Ellington.
- Reset several AHU's and repaired leaks in heating water system at Dabney Buehler.
- Assisted with temperature issue in room 202 at Mossman.

- Replaced solenoid valve on steam line for tower No. 3 basin heater at Plant Biotech.
- Replaced motor bearings in heating water pump at Alumni.

Electrical Services:

Security/Fire Alarm Group:

- Fire panel trouble and repairs at JARTU, Perkins Hall, Alan Jones Aquatic, Anderson Training Center, Laurel Apartments, Ellington, 1844 Fraternity Park, Vet School, and Fred Brown.
- Assisted Morristown Sprinkler with annual, monthly and 5-year testing and repairs at TREC, Student Union, SERF, Laurel Apartments, and Clement Hall.
- Assisted Simplex with deficiencies found from the fire panel inspection they performed in December 2020 and making repairs at Reese and Carrick.
- Repaired alarm on door contact at Hoskins Library.
- Troubleshooting door issue and making repairs in rooms 116 and 316 at Mossman.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Reading electrical meters on all campus buildings.
- Truck lift maintenance and yearly inspections.
- Meetings with GC and Electrical contractor for West Campus Dining.
- Checking outdoor lights and making a list of lights that are out on Campus.
- Installing dehumidifier in electrical room at Neyland Stadium Amphitheater.
- Removed 3 bollards and made wires safe in from courtyard at Ellington.
- Checking vista control cabinets on Campus.
- Checking for materials and extra termination parts at ESF/Engineering.
- Changed LED bulbs at CRC.
- Changed bulbs in bollards at Blueberry Falls.
- Replaced ballast and bulb in pole light at parking lot C4.
- Pre-demo prep for manhole 51 and marking high voltage lines at Ellington.
- Replaced LED bulb on blue phone at the Law College.

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UTILITIES CONTINUED:

Secondary Electrical:

- Installed a jumper on Lutron panel for lights on upper floors and in restrooms at Pratt Pavilion.
- Replacing switches to correct voltage switches at White Hall.
- Chanced Occ sensors to Vac sensors at Facilities Complex.
- Removed the 220/120 Volt outlet and blanked off box at A&A.
- Meeting and training with Lutron reps at Surge.
- Troubling shooting lighting issue at North Carrick.
- Moving devices for boiler at the Business Incubator.
- Replaced the Occ sensor and programmed at SMC.
- Assisted maintenance with no power for outlets in room 2610 at Dunford Hall and room 506 at SERF.
- Installed a timer on the light switches in room G055 at McCord Hall.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Wastewater testing on Campus.
- Unstopped drain in room 218 at Magnolia Hall.
- Repaired steam trap leak at South Stadium.
- Repairing hot water at 11th St. Garage.
- Repaired steam leak on station in basement at Melrose Hall.
- Steam leak repaired in cooling tower at Walters Life.
- New bathroom installation and repaired hot water at Baseball.
- Repaired steam leak at Main Station.
- Repaired steam regulator at A&A.
- Replaced condensate line at Stokely Hall.

Steam Plant:

- Regenerated dealkalizer and put back into service.
- Worked on #1 boiler burner logic.
- Worked on softeners.
- Completed Monthly Logs.
- Worked on #2 boiler O2 analyzer.
- Took stairs down at #1 boiler to allow for lift.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art & Architecture: Repair carpet in 224; Lighting controls for lighting 215A
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Biosystems Engineering and Soil Science Lab: Projector screen in classroom
- Black Cultural Center: Repair lobby tiles
- Burchfiel Geography: Paint 5 offices; Paint, furniture and white board in office
- Brehm Animal Science: Cap off exhaust ducts; Cabinet work in lab
- Campus: Window replacements- Perkins Hall; Replace University Seals; Wellness Screens
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renovations 83; Paint 230; Paint 472; Water intrusion repairs; New fan coil units in 208, 209, 310, 314, 316, 317; Painting on 1st floor
- Conference Center Building: Paint, carpet and furniture 210
- Dabney Buehler: New fume hoods
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503; Electric and ventilation for welding lab in 101; Electric work in lab on M level
- Dunford Hall: Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Fibers and Composites: Remove equipment in 199; Utilities for new Wabash Press
- Food Safety: Move fume hood from Ellington to room 10; Enclose part of room 100
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power; Receptacle in 307
- Greenhouse #10: Replace tile floor in 103
- Haslam Business Building: Install a light bar in 401
- Henson Hall: move card reader to 109
- Hesler Biology: Receptacles for growth chambers B006

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CONSTRUCTION CONTINUED:

- Intramural Fields: Seal parking lot
- Jessie Harris: Paint 418 and 421; Painting on 2nd and 3rd floors
- Jewel Building: Electric work for new equipment
- JIAM: Electric work for labs G002 and G003; Electric work in 152; Add sink in 150; Add cup sink to hood in 216
- McClung Museum: Wiring for new desk location in lobby
- McClung Tower: Fire Marshal POCA list
- McCord Hall: Lab renovations on 1st floor
- Morgan Hall: Renovations per POCA; Paint corridor near 320; Renovate 201A
- Mossman Building: Add door seals to darken lab
- Neyland Thompson Sports Center: Haslam Field expansion
- North Greenhouse: New lights 109
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Construct display area
- Presidential Court: Repair doors at loading dock
- SERF: Remove connecting doors and add corridor door 511; Remove walk-in cold room 626
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device
- Sigma Kappa: Fire protection for new fryers
- SMC: Renovate 2nd floor-paint, carpet, lighting
- Sherri Parker Stadium: Corrections for SFMO
- Student Union: Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; Install shelving in Smokey's Closet
- UT Drive Services Building B: Renovation on lower level for Wind Tunnel
- UT Visitor Center: Renovation for Creamery; Receptacle in Culinary Institute
- Vet Med Center: Fire Marshal POCA list
- 2121 Stevenson Drive: Fire Marshal POCA list