

# Facilities Services Weekly

April 17, 2023

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

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

## Upcoming Retirement Parties

Leo Pedigo will be retiring April 28, 2023. His breakfast reception will be Thursday, April 27, 2023 at 8am in Facilities Services conference rooms 101/102.

## Help Be Well Create a Healthier UT! Take the ACHA National Faculty and Staff Health Assessment

Be on the look out for an email with a link to the ACHA-NFSHA designed to assess faculty, staff and graduate student employees' health behaviors in order to provide better services and support for University of Tennessee-Knoxville employees.

The survey has been sent at random so you may not receive it. If you do, we ask that you take the time to complete it thoughtfully.

## Next Week is Staff Appreciation Week!

At the end of this week's newsletter, you'll find a flyer with more information on all of the fun ways you can celebrate Staff Appreciation Week with special discounts, events, and a Picnic on the Plaza! Take a moment to read through and plan to attend events that interest you.

## Helpful Hints from the Haberdasher

Please familiarize yourself with the Helpful Hints from the Haberdasher sheet. It provides valuable information on: 1) How to get your uniforms to follow you to your new work location on campus 2) get new sizes and 3) How to return your uniforms when leaving UT.

If you don't have a copy of the Helpful Hints, just email me at [TheHaberdasher@utk.edu](mailto:TheHaberdasher@utk.edu) and I will be glad to send you a copy, or stop by my desk (at FSC upper lever, 2nd row from the windows). I have several copies clipped to the divider at the corner of my desk on the aisle way - help yourself to one.

## BUILDING SERVICES

- A+A: Ran auto scrubber on floors 1-4, swept and mopped main stairs, and cleaned carpets in Rooms 229 & 230
- Clarence Brown Theatre: Blew the leaves at the entrances and swept/mopped the stairwells
- Haslam Music: Dust mopped floors 1-3, ran auto scrubber on all floors, and maintained an event on Saturday, April 15, of approximately 1,200 people including high school band members with parents plus regular Pride of the Southland members
- Student Union: Monumental stairs in phase 1 were scrubbed, Smokey statue on the Plaza was cleaned, Room 367B and B1 were detail cleaned, Spot cleaned carpet in event rooms where needed (270, 272 ABC, 362 ABC and 262 ABC), Dusting in the hallways on floors 1-3 in Phase II, T-380 IQ scrubbed floors throughout Phase I and first floor in Phase II
- Worked on detail cleaning under the lip of the women's restroom sinks, and We cleaned in front of the trash compactor in Phase I

## OPERATIONS & LANDSCAPE

### Landscape Services:

- Urban Forest Master Plan (City of Knoxville): Preparation for campus presentation and input forum on April 19 for students, faculty, and staff.
- Volapalooza: Setup and support for student concert and activities in Circle Park on April 21.
- Dead plant replacements: Plant inventory and replacement planning for dead plants associated with the winter freeze on December 24, 2022.
- CDL Driver Training and Licensing: Alexander McConnell is attending a four week course which includes course instruction, on-road training, and licensing test (cont)
- Military War Dog Memorial: Landscape irrigation and planting renovation in preparation for the 25th anniversary celebration in July (cont)

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## LANDSCAPE CONTINUED:

- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- College of Law Landscape Renovation: Order materials and schedule installation work for April (cont)
- Carrick Hall: Plan for surface repairs following the excavation support for steam and condensate repairs (cont)
- Sorority Village: Plan for surface repairs following the excavation support for two geothermal repairs (cont)  
McCord Hall: Plan for surface repairs following the excavation support for new sanitary sewer connection (cont)
- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations. (cont)
- Sidewalk project between G-16 and Haslam Practice Field: Installation of decorative stone. (cont)
- Providing annual team member performance evaluations (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)
- 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)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

## Rapid Response Team:

- Events: Mossman, Vet School, Student Union Ballroom, Phi Delta Beta Fraternity, Neyland Stadium Lauricella Center, Nielsen Physics, Delta Gamma Sorority, Student Union Plaza, Art & Architecture Atrium, Alumni Memorial Building, Z e a n a h

Engineering Building, Strong Hall, Circle Park.

- Lab Equipment Relocation: SERF, McCord Hall, Plant Biotech(2), Austin Peay.
- Office Moves: NEB(3), UT Drive Building C & A, Temple Hall, Andy Holt Tower(2), Henson Hall, Dougherty Engineering, Bailey Education Complex, Art & Architecture, Student Union Phase II, Buehler, Howard Baker Center, Claxton Education, Ferris Hall, Cherokee Mills, Conference Center Building, Middlebrook Building, Tickle Building, Greve Hall.
- Banners/Miscellaneous: Banner maintenance across campus, Assisted Arena with moving for concert preparations.

## Sanitation Safety:

- Completed pest control requests

## **ZONE MAINTENANCE**

### Zone 1:

- Staying caught up with work orders in Resident Halls.
- We had 3 leaks in the Carrick's that was addressed last week.
- Had a power outage yesterday that effected White Ave. Daycare Zone 1.
- We also have 2 new maintenance men to Zone 1 Abraham Bates is at Student Union and Scottie Davis is at the Student Aquatics.

### Zone 2:

- Answering calls
- Doing P/M's
- Unlocking doors
- Cleaning cooling towers at Humanities
- Cleaning and turning on fountains throughout zone

### Zone 3:

- Zone 3 is working on roof repairs at Hoskins Library

### Zone 4:

- Repaired doors in the Student Union Phase II
- Repaired a grill at Anderson Training
- Cleaned AC coils at Stokely and TBA

**ZONE MAINTENANCE CONTINUED ON PAGE 3**

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## ZONE MAINTENANCE CONTINUED:

- Repaired a steam kettle at Rocky Top Dining
- Connected and started a new fryer at the Cumberland Ave. Food Court

### Zone 5:

- Neyland Stadium: checked and made repairs as needed and prepared for the Orange and White Game
- Allan Jones Aquatic: checked and adjusted chemicals in pools
- Football Complex: checked and adjusted chemicals in pools
- Sherri Parker Lee Stadium: worked on stadium check and repairs after the Tennessee Invitational
- Lindsey Nelson Stadium: Checked and made repairs after Florida
- Goodfriend Tennis: made repairs after Florida
- All throughout zone General building maintenance.

### Zone 6:

- No new report

### Zone 7:

- Changed AHU motor
- Working show and events at Alumni Memorial Building
- Replacing broken towel dispenser

### Zone 8:

- We have been working on exterior lighting at the Plant Biotech building.
- Our One-Call team has been busy recently with every type of call you can imagine.
- We are upgrading the lighting in the stairwells at the Plant Biotech building.
- We are replacing outlets in Greenhouse 14 to upgrade to new GFCI outlets.
- We are working on exterior lighting at the CRC Material Science and Environment & Landscape buildings.

### Zone 9:

- We have been changing filters at the Middlebrook building.
- Our weekly Archibus work requests will be an area of focus this week.
- We have been assembling stand up desks at the 1525 University Avenue building.
- We are working to prepare the small block building at the Middlebrook building for EHS radiations safety.

## ZM Specialties:

- Cleaned security cameras at Min Kao, Ferris Hall, Nielsen Physics
- Installed and repaired door operators at Vet Med Center
- Attended scaffolding training
- Checking air pressures at UTIAMM
- Working with AC Controls on air temps at Zeanah POD store
- Transported lifts to various campus locations
- Edited and rescheduled annual emergency garage lighting inspection PM
- Corrected pressure vessel and boiler data for zone 2, 3, and fraternities
- Added equipment data to Strong Hall for TCO project
- Scrubbing equipment data for migration to Oracle

## Lock & Key Services:

- Panhellenic Bldg. – rekey door
- Veterinary Hospital – replace deadbolt lock
- Cherokee Mills – file cabinet – replace core
- Physics – repair lock – will not lock
- Strong – combination locks not working
- Nursing Education – check lock master not working
- On Campus – assisting as needed
- Front Office – Training new Admin., Processing key request, key pickup and drop off.
- University Housing – many recores and repairs, assisting as needed

## UT Office of Sustainability/Recycling:

### Weekly Recycling Totals:

- Bottles/Cans: 3,360 lbs.
- Paper: 0 lbs.
- Cardboard: 0 lbs.
- Total: 3,360 lbs.

### Fiscal Year Recycling Totals:

- Bottles/Cans: 164,857 lbs./ 83.93 tons
- Paper: 300,820 lbs. /150.41 tons
- Cardboard: 184,620 lbs./92.31 tons
- Pallets: 159,972 lbs./79.99 tons

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SUSTAINABILITY CONTINUED ON PAGE 4

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## SUSTAINABILITY CONTINUED:

- 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: 926,066 lbs./ 463.03 tons
- The Environmental Leadership Awards were held on Monday. Jaimie Armitage won the Student Academic Leadership Award. Chris Cimino won the John Nolt Lifetime Achievement Award.
- Big thanks to the grounds crew, who helped our staff move 170 yards of compost to ETREC for Jaimie Armitage and Garrett Ferry's Living Shoreline Project
- Softball totals from last week: 215lbs of compost, 424lbs of singletream, 500 lbs of cardboard, and 275lbs of trash for an 80.5% diversion rate
- 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.
- Design Your Life! – This program offers you an opportunity to connect the dots between who you are, what you believe, and what you do to construct a story of meaning and purpose that encompasses your life and career. This process will help you understand why you do what you do, and more importantly, why it matters. To express interest in registering for this course, please contact Rebecca Alcorn at [ralcorn@utk.edu](mailto:ralcorn@utk.edu).

## **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](mailto:sjones80@utk.edu) or 865-771-1531
- The electronic employee comment box can be found at [tiny.utk.edu/fscommentbox](http://tiny.utk.edu/fscommentbox).

### Employee Training & Development:

#### Upcoming Training

- Forklift Assessments - Central Supply Warehouse - Thursday, April 20 - You must complete the K@TE training program "Forklift Safety Awareness 2023" prior to attending the assessment. To schedule an assessment, reach out to Troy Soumeillan at [troy@utk.edu](mailto:troy@utk.edu).
- Stop the Bleed - FSC 101 - Tuesday, April 25 - During a crisis, no matter how quickly professional emergency responders arrive, bystanders will always be first on the scene. This class will teach you how to take simple actions immediately to help save a life. This public education course is part lecture and part hands-on skills training. Email [FSTraining@utk.edu](mailto:FSTraining@utk.edu) to get signed up for this class. Times will be announced when we have an idea of how many participants are signed up.
- Stride for Staff - Thursday, April 20, 9:00 – 10:30 - Register for this event on K@TE.

#### Training News:

- **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!

#### Information Technology:

- Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!
- Check systems after weekend power outage.
- Setup new Copy/Print/Scan machines in HR, Design and Admin Services
- Setup New Employees
- Finished 2023 Inventory
- Conference Room Assistance
- Adobe reinstallations
- Phone Replacement and Migration
- New Computer Setups
- Phishing email assistance (Good Job Everyone!)

## **UTILITIES SERVICES**

### A/C Services:

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UTILITIES CONTINUED ON PAGE 5



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## UTILITIES CONTINUED:

- Prepared West Skyboxes for the upcoming Orange and White game.
- Reset controller at Philander Claxton Bldg.
- Adjusted temperatures at Allan Jones Aquatic Pool.
- Reset VFD bypass on return fan 4 at Student Services.
- Finished replacing bad VFD on AHU 5 of Hodges.
- Resolved heating/cooling issues at Clarence Brown Theatre.
- Assisted contractor with replacing Phoenix valve in room 256 of IAMS.
- Wired up new VFD on condenser pump Walter's Life.
- Walters Life – removed and installed a new chill water coil for AHU-0002.
- Humanities – rebuild primary chilled water pump
- UT Police - repair Daikin chiller
- Steam Plant – replace compressors in the Trane rooftop unit
- Walters life – install VFD for condenser water pump
- Creamery – repair RTU no. 4
- West Skybox – Repair refrigerant leak on the south chiller
- Physics – install new chilled water coil in AHU in room 415
- Andy Holt – repair air compressor
- Humanities – repair cooling tower no. 1
- Humanities -Repaired unit on the roof.
- Henson Hall – Repaired the second VRF system.
- VOL Hall POD – Repaired cooler.
- NEB- Repaired units room #400 and 419.
- Humanities – rebuild heating water pump
- Stokely Hall – Repaired cooler.
- Blount Hall – Repaired air compressor.
- Neyland – prep AC equipment for the Orange and White game
- Greve Hall reset a smoke detector alarm on the 1st. floor.
- SMC smoke detector in alarm on the 6th floor was reset and cleared.
- disable/enable smoke detectors for plumbers at Strong Hall
- Assists Simplex with yearly fire alarm inspection at Pratt
- Assists Simplex with yearly fire alarm inspection at Allan Jones
- Reset smoke det. in alarm on the 1st. the floor at Alpha Chi Omega
- Cleaned two dirty smoke det.at North Carrick
- Neyland Stadium troubleshoot fire alarm troubles and supervisory troubles on the main West fire panel.
- Cleared trouble on the Simplex panel at Vol Hall.
- Fire alarm due to burnt popcorn reset and cleared at Dogwood Hall
- Replace 18 broken smoke detectors (broken outside housings) at Laurel Apts.
- Food Safety trouble shoot hood fire suppression system in kitchen.
- Daily assist MASCO with pump tests and inspections.
- safety meeting at Nursing / Bailey check transformer to test the electrical meter, then operated the HV switch, then removed the fuses to the new Bailey transformer. Then re-operated the switch to turn on the transformer for the Claxton Chiller plant and retested the Bailey transformer. Then re-check Bailey's transformer with the Electrical contractor. Off and they started working inside chancing out the main panel board for the Capitol Project. After they finished with work, we check all work. We then turn to switch off – installed fuses – turn it back on and tested all new work.

## Electrical Services:

- Assisted with a scheduled power outage at Bailey complex.
- Replace duct det. on the first floor at Dunford Hall.
- Called MASCO in resetting the high-pressure switch on the fire suppression system at VOL Hall.
- Assist the plumbing shop with a smoke test on the sewer system at Neyland Stadium.
- Assist Simplex with Yearly fire alarm inspection at TREC
- Respond to a fire alarm due to burnt toast SMC.
- Student Health replace a broken pull station.
- Student Union there was a report that a globe on the C.S. light pole was loose and leaning. Made the repairs using the new bucket truck.
- Transformer report, checking, inspecting, and logging info. It is done monthly across campus.
- Tom Black Track we turned off temp. generator and unhooked wires to the TV trailer.
- Daily markings and logging in Tennessee 811 for the campus.
- Re-hooked up power to the fixtures at the top of the pole and install a new photocell to the pole to operate the two fixtures at lot 9 parking lot.

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

- Neyland Stadium Gate 22-23 there were some issues with several fixtures staying on. Upon inspection, there is water getting into the fixtures. We have made the repairs.
- W.L.S assisted the AC shop with the boom truck in the back alley and set up the truck to assist them in loading plywood and 3 large coils onto the roof.
- Two temporary generators needed to be grounded for athletics for an event at Pratt Pavilion.
- Lindsey Nelson Baseball had an issue with no lights in the men's and women's restroom and the patio deck, along with no power to Vol Shop. Located the panel and found tripped breaker. Turned on Held.
- Allen Jones Swim Facility reported trouble in the panel. On arrival, the panel was showing normal.
- Vols Common Reported an issue with the panel. Checked the panel and it is showing offline reported it to the dayshift.
- Student Union Phase I reported trouble on the panel. Checked out showing negative earth ground. Reported to dayshift.
- Replaced smoke detector in room 622 at Laurel APTS
- 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
- Business Incubator: Paint 207
- 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; New sidewalk between Vol Parking Garage and Anderson Practice
- Claxton Building: Paint 342; Remove Cabinets and door-patch and paint 425; Move 4th floor furnishings; Paint A525
- Communications: Paint 292, 333, 432A, 432C, 432D and 434
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Renovate Suite 313; Redesign suite 309; Paint 308B
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Install dishwasher 302
- Dougherty Engineering: Paint and carpet 423: Carpet 434, 435
- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave.-hang a TV and assist with furniture removal;
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Add grill in supply duct equipment 101; Stabilize marble on Office Building; Tint 4 windows in Central Supply warehouse
- G-13 Garage: Install counting system
- Glazer Building: Renovation for classroom
- HPER: Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Switch access controls to UTPD server
- 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 6 light fixtures in Special Collections; Ceiling and light work

## Plumbing Shop:

- Pump steam vaults on campus
- TN 1 800s

## Steam Plant:

- Continued to work on the oil cooler Platform
- Measurements for header on fuel tank
- Painted hand rails
- Swapped over air compressor

## **CONSTRUCTION SERVICES**

- Alpha Delta Pi: Renovate 1st floor restroom
- Anderson Training: Utilities for new steam oven Smokey's kitchen
- Art and Architecture: Renovate 455; Paint and ceiling work 231; Paint 223
- 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, A218
- HPER: Fire Alarm paging; Paint and repairs B025A; Paint and carpet 119
- Haslam Business Building: Switch access controls to UTPD server
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## CONSTRUCTION CONTINUED:

- in Comm. Closet; Cubicles near One Stop; Renovate suites on 1st and 6th floors; Assist with installation of people counters at Melrose entry
- Humanities and Social Sciences: New office and other renovations in Reading Center
- Kingston Pike Building: Paint and carpet majority of building
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Museum: Paint and floor work in Egypt gallery
- McCord Hall: Renovate 109
- Middlebrook Building: Renovate offices on 1st floor, front of building; Move Emergency Management to 218
- Morgan Hall: Paint 104 and 308F; Paint, carpet, lighting and blinds Suite 225; Paint and electric 121; Paint and carpet 308B
- Neyland Stadium: Structural inspection and repairs Gate 22
- Panhellenic Building: POCA Renovations
- Pendergrass Library: New entry doors
- 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; Install poles for hops yard
- 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 and East Stadium: Repair pedestrian bridge
- South College: Paint and flooring 101 and 101A
- Steam Plant: Gates and bollards
- Stokely Hall: Digital signage for cafe
- Strong Hall: Lab renovation in 720F; Add ventilation to equipment 324
- Student Aquatic Center: Convert 102B into an office
- Student Health: Renovate 288A and 288B for offices; Fire Alarm paging
- Student Rec: Remove wall between studio 8 and 10
- Student Services: Paint 201L, 401F, 401G, 401H; Renovate Suite 413; Adding light dimming 209
- Student Union: Painting in Suite 383; Hold open closers on 2 connector doors; Move Big Orange Pantry to Smokey's Closet; Remove panic buttons 383; Digital signage for deli; Raceway for Vol Shop data outside lower entrance; Paint 193R
- Thompson-Boling Arena: digital signage Arena Cafe
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Volunteer Hall: Paint stairways
- Volunteer Parking Garage: Repair block at water line repair
- Walters Academic: New work station A303
- Zeanah Engineering: Additional electric work in wood and metal shops; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Add a door to 210B; Electric work in G112; Exhaust work in 237
- 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

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## FACILITIES SERVICES

### **Employee Comment Box Locations:**

- Facilities Services Complex Break Room & 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/fsccommentbox](https://tiny.utk.edu/fsccommentbox).



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE  
HUMAN RESOURCES

For more information on events, visit:



Celebrate Our Staff During

# Staff Appreciation Week

April 24 - 28, 2023

**Tunes on Tuesday**

Tuesday, April 25  
Humanities Plaza  
1:00 - 2:30 p.m.

**Mindfulness for Appreciation**

Wednesday, April 26  
Yoga at UT Gardens  
12:00 - 1:00 p.m.  
Virtual Meditation  
1:00 - 2:00 p.m.

**Vol Shop 30% off Discount**

Monday - Friday  
Use Code:  
SAW23

**Online Office Games**

Thursday, April 27  
Virtual  
11:00 - 12:00 p.m.

**Picnic on the Plaza**

Friday, April 28  
McClung Tower and Plaza  
10:30 - 1:30 p.m.

Staff are critical to the mission of our campus! Below are some suggestions for ways to celebrate staff on your team all week long!



Have lunch with board games or card games.



Volunteer as a team.



Plan a teambuilding activity.



Hold a potluck.



Have a walking meeting.



Thank someone for a job well done.



Hand-write a thank you note



Provide a snack cart.



Leave a treat on someone's desk (or for your team).



Engage in BeWell activities as a team.



Create a gratitude wall to post notes for staff.



Buy a colleague coffee or lunch.