

# Facilities Services Weekly

April 25, 2022

## UT Payroll, Benefits & Retirement Office Has Moved!

In case you didn't know, UT's Payroll, Benefits and Retirement Office has moved to the new UT Tower at 400 W. Summit Hill Drive. The office is now located on the tower's 9th floor. If you need assistance, you can also reach this office by email at payroll@tennessee.edu, retirement@tennessee.edu, or insurance@tennessee.edu. You can call them at 865-974-5251.

## Kimberly Clarke Recycling Program

Building Services is testing out a new glove from Kimberly Clarke, and with any new type of PPE, there are questions about whether or not it can be recycled. Building Services is currently testing an innovative new program that enables our customers to turn previously hard-to-recycle single-use apparel like nitrile gloves and safety eyewear into recyclables helping to eliminate this type of litter throughout campus. The green box in near Room 111 is one such box where safety eyewear, single use gloves/nitrile gloves, and Tyvek suits can be discarded. We're asking for your help in taking the next step toward zero waste by choosing to recycle these items. Boxes can be found at Hodges Library, FSC, the Student Union, Thompson Boling Arena, and Min Kao.

## Conference for Women's Leadership: E4 Symposium

UT System Administration HR, Employee & Organizational Development presents the Conference for Women's Leadership: E4 Symposium scheduled for May 26 & 27, 2022. The conference will address the professional development needs of UT's female leaders while providing sessions on topics relevant to women who are emerging as leaders to women in advanced leadership roles. The E4 Symposium will build community through engagement in learning and professional development through 4 tracks. To learn more about this event, click [here](#). If you have questions, contact Rebecca Alcorn.

## Training Needs Assessment

Everyone should have received an email from Rebecca Alcorn this morning with a unique link to an electronic needs assessment for their specific work area. We ask that you please take a few moments to complete the assessment to give Training insight that will help them develop beneficial and impactful training tailored to the needs of your work team.

## Internal Positions Open

We currently have several open positions! If you are interested in applying, visit <https://hr.utk.edu/staff-positions/> and click the "Staff Positions for Internal Candidates" link.

E01-7220	Building Services Foreman	E01-7224	STAR Team Member
E01-7211	Buyer	E01-7212	HVAC Foreman
E01-7202	Facilities Space Coordinator	<b>Multiple openings for -</b>	
E01-7205	Steam Plant Mechanic (SR)		Building Technician
E01-7212	HVAC Spec II (SR)		Maintenance Spec II
E01-7212	HVAC Spec I		
E01-7217	Painter Asst III		
E01-7217	Sign Design Spec		
E01-7218	Plumbing & Heating Specialist I		

## ADMINISTRATION

## FACILITIES OPERATIONS

### Special Projects:

- Serving on the Culture Committee
- Finalizing scholarship and golf tournament details
- TCO Inventory

### Building Services:

- Haslam Music - sanitized all hand rails on stairs, cleaned all stairwells and detailed entrance ways
- Dusted and cleaned part of duct work and got a good start on the top of the pods
- Humanities - Carpets cleaned in Rooms 113, 114, and 115 and entry way outside windows cleaned

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## BUILDING SERVICES CONTINUED:

- McClung Tower - Scrubbed and cleaned all the bathroom sinks
- Student Union Phase 1 - Connector bridge window sills were dusted, and the floor on the connector bridge was dust mopped and auto scrubbed. L1 and G1 were dust mopped and auto scrubbed as well.
- Student Union Phase 2 - The carpet was vacuumed and cleaned in the Ballroom (272 A,B & C), and the window sills were dusted. In Meeting Rooms 262 A, B, & C and Meeting Room 270, the carpets were vacuumed and cleaned. Rising Roll floor was scrubbed with the low speed, the first floor was auto scrubbed, and entrance walk off mats were cleaned.
- Cleaned stairwells at SERF (swept and mopped)
- Orbited bathrooms on the 5th floor at SERF
- Mopped and scrubbed floors at Tickle Engineering

## Landscape Services:

- Congratulations to Rick LeMaster on promotion to Heavy Equipment Supervisor!
- Rotation of seasonal flowers beds campus wide
- Burchfiel Geography: Response to fire supply water main break and support with installation of new supply
- Provide support with semester-end outdoor events
- Caledonia rain garden First Impression project: Begin excavation for drainage improvements (cont)
- UTIA Greenhouse 14: Assisted with moving research plants to another greenhouse due to wind damages to GH 14 (cont)
- Irrigation Systems: Pressurize main lines, test, and repair as needed (cont)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (cont)
- Sorority Village: Finalize excavations to locate a geothermal leak (cont)
- 22nd Street house: Adjust grade of back parking area to improve drainage (cont)
- Tickle Engineering: Assist Plumbing with installation of concrete slurry/soil sediment wash tank (cont)
- Campus wide: Pruning shrubs and mulch install for spring (cont.)
- Robinson Hall: Sidewalk being poured this week and reconfigure landscape irrigation for new sidewalk to

follow (cont.)

- Tom Black Track: Landscape, irrigation and site work remediation (cont.)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings (cont.)
- Concord Street Site: Demolition clean-up and fence repairs (cont.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

## Sanitation Safety:

- Removed a sickly raccoon from the Body Farm
- Completed pest control requests

## **ZONE MAINTENANCE**

### Zone 1:

- Eskola finished sealing back of building at Geier Hall Last week.
- We had a few a/c issues over the weekend.

### Zone 2:

- Art + Architecture - installing touchless faucets and flushers
- Ceramics - Installing new motor for paint booth
- Clarence Brown Theatre - Installing new exhaust fan motor on the roof
- Haslam Music- Looking into air flow issues in Rooms 207 and 208
- Cleaning machine rooms and maintenance offices across zone

### Zone 3:

- Zone 3 is up grading Lights in the Ball Room at the Conference Center

### Zone 4:

- Cleaned evap. coils in the walk-in cooler and freezer at Raising Cane's at the Cumberland Ave. Food Court
- Repaired a Blodgett oven at Anderson Training
- Repaired a spray arm at Stokely

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ZONE MAINTENANCE CONTINUED ON PAGE 3

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## ZONE MAINTENANCE CONTINUED:

- Repaired a leaking water valve at Art + Architecture
- Repaired a fryer at Thompson Boling Arena
- Working on a pizza oven and hot well at Rocky Top Dining

### Zone 5:

- At Neyland Stadium checked and made repairs as needed and assisted Electrical Services and Massey Electric with the completion of work in the East Skybox
- At Football complex, checked and adjusted chemicals in pools
- At Allen Jones checked and adjusted chemicals in pools
- At Goodfriend Tennis, made needed repairs after Alabama
- At East Stadium, checked and replaced lights as needed and worked on a sink in Room 132
- At Sherri Parker Lee Stadium, checked and made repairs as needed after ATM and ahead of the Lady Vols Challenge
- At Lindsey Nelson, checked and made repairs as needed after the Alabama series
- At Tom Black Track, checked and made repairs after Auburn
- Throughout zone, Gen Building maint

### Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Unlock doors.
- Cleaning cooling towers
- Air filter changing zone wide.
- Dabney control valve replacement

### Zone 7:

- AMB : General Maintenance, working on cleaning AHU coils, completing PM's, finishing touchless faucets installation, working shows, ordering parts for the Zone.
- SERF : Routine building checks, serviced cooling towers, repaired bathroom door handle, changed belts on AHUs, changed pneumatic actuator/series valve on AHU, assisted occupants with getting equipment in building, assisted construction services as needed, assisted A/C shop as needed, assisted contractors as needed, assisted other buildings in zone as needed.
- Nuclear : Routine building checks, assisted movers, assisted other buildings in zone as needed.

- Min Kao : Working on lights, working on restrooms, working on doors, doing building checks.
- Tickle : Daily equipment checks, Run generator, Aiding roofers, Working on PM's.
- Zeanah : Daily equipment checks, reported problems to contractors, Aided contractors when needed.
- Jessie Harris - Replacing Filters in air handling units. Assisting in assembling parts for building occupants. Daily Building preventive maintenance. Weekly Building preventive maintenance. Replacing Non-Automatic flush valves and Facets.
- Senter Hall – Daily preventive building maintenance walkthrough. Replaced bad light bulbs and replaced and put in new ballasts. Replacing non-automatic flush valves and facets. tables. Replaced filters in small air unit in the labs. Replacing Non-Automatic flush valves and Facets.
- Fiber and Composite -Daily preventative maintenance walkthrough. Replaced air handling unit filters and assisted AC shop with heater unit repair. Assisted in repair of overhead bay doors.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's.
- Dougherty : General Maintenance, helped with cleaning of cooling towers.

### Zone 8:

- We are working through many issues after a week long steam outage at the Brehm Animal Science and Food Science Buildings.
- Our One-Call team continues to serve the entire UTK campus 24/7-365 days a year.
- We have been having several issues addressed on our heating system at the JRTU Building for Insurance purposes.
- We recently had all of the ductwork cleaned at the BESS Office building.

### Zone 9:

- We are working to repairs leaks at the Glazer Building in Oak Ridge.
- We recently had a swarm of bees trying to move into the VOL shop at the Middlebrook Building.

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ZONE MAINTENANCE CONTINUED ON PAGE 4

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## ZONE MAINTENANCE CONTINUED:

- Our Archibus work requests will be an area of focus for us this week.
- We recently replaced instant water heaters with small tank water heaters in the 1610 University Building.

## ZM Specialties:

- Scheduled annual safety shower PM for buildings in zones 6, 7, 8, and 9
- Updated weekly building inspection PM to include safety eye wash station checks for zones 6, 7, 8, and 9
- Re-worked LOTO safety precaution guidelines for HVAC equipment
- Corrected air handler equipment data and PMs for Publications and Services, CRC Bioenergy Science, Environment & Landscape Lab, South Greenhouse, Central Greenhouse, Third Creek Building, Business Incubator, Crops Genetics Lab, and rooftop units for BESS Labs
- Completed compiling data for Clarence Brown Theatre ventilation verification report
- Checking air pressures for room 312 SERF
- Checking coil operations for Hoskins Library project
- Checking air pressures at Stokely Hall dining area
- Air balancing 11 VAVs for Haslam Business mezzanine office renovation
- Replaced glass at Nursing Education Building, North Carrick Hall, and Sherri Parker Lee softball stadium
- Transported lifts to various campus locations

## Lock & Key Services:

- Glazer Bldg. – repair lock
- Early Learning Center – door not latching
- Zeanah – rekey locks, assist as needed
- Hesler Biology – check lock
- A & A – need keys made for cabinets
- Morgan Hall- repair lock
- Humanities – door not locking
- On Campus – assisting as needed
- Front Office – processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

## UT Office of Sustainability/Recycling:

### Recycling Totals for April 11 - April 17

- Bottles/Cans: 3,840 lbs.

- Paper: 6,760 lbs.
- Cardboard: 4,780 lbs.
- Agriculture Waste: 3,500 lbs.
- Food: 1,240 lbs.
- Landscaping Waste: 4,500 lbs.
- Grease Water: 0 lbs.
- Total: 24,620 lbs. /8.21 tons
- Pallets: 0

### Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 243,500 lbs. / 121.75 tons
- Paper: 353,220 lbs. / 176.61 tons
- Cardboard: 315,350 lbs. / 157.68 tons
- Agriculture Waste: 715,263 lbs. / 357.63 tons
- Food Waste: 537,960 lbs. / 268.98 tons
- Landscaping Waste: 702,309 lbs. / 351.15 tons
- Total: 2,165,293 lbs. / 1,082.65

- The Chancellor's Picnic at the Plaza had a diversion rate of 95.5%
- New compost screener has been approved
- New pickup truck conversion to bi-fuel propane and gas approved
- EV Strategic Plan consultants approved at \$30k!!!
- Campus Sustainability Panel is coming up
- Pot Painting Party with students to use finished compost went well last week.

## **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:

- **FS Mini Train** - Do you know about Facilities Services dirty little secret? We have a Compost Facility! And if you've ever put food scraps into the Compost bin in the breakroom,

COMM & INFO CONTINUED ON PAGE 5



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## COMM & INFO CONTINUED:

you're helping! Find out what happens when your food waste leaves the building in this Mini Train [here](#).

### Training News:

- **2022 OSHA Training UPDATE** - There have been department-wide changes made to the required OSHA training for calendar year 2022. If you have already completed your OSHA training for this calendar year, please log into K@TE to verify that nothing has been added to your transcript. Almost every unit has seen changes to their training requirements and therefore almost every person still has training to complete. Please contact Rebecca at [ralcorn@utk.edu](mailto:ralcorn@utk.edu) should you have questions pertaining to your OSHA training.
- APPA has resumed in-person training! If you're interested, check out the link to learn more.  
<https://www.appa.org/continuous-learning/aoc/>
- Are you a non-exempt staff member that has found training that you're interested in but need a little extra money to attend the event? Don't forget to use the Career Development Fund. You can qualify for \$150 each fiscal year for career development training. That's money that you're not paying out of your pocket and your department isn't paying out of their budget! More information at this link: <https://hr.tennessee.edu/eod/career-development-fund/>
- Look for a needs assessment coming to your inbox soon! We're looking to see how training can help you in your career in Facilities Services.
- **The 2022 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:

- Intune testing in Computer Lab 120
- Computer Upgrade Program.
- Inventory

## UTILITIES SERVICES

### A/C Services:

- Assisted electric shop with new VFD installation on

AHU 15.

- Assisted fire alarm shop with fire damper issue between 3rd and 4th floor of Mossman.
- Made adjustment to static air sensor that serves AHU 4 at Mossman.
- Replaced leaking diaphragm in control top that serves fresh air intake at Dabney Hall.
- Began trouble shooting heating issues on Mezzanine floor at Haslam Business Bldg.
- Met with construction and Greenhouse 17 operators for repairing or replacing the control system.
- Changed faulty 24 volt electric to pneumatic switch on Ahu 15 at Dabney Hall.
- Reset rooftop AHUs at Kingston Pike Bldg.
- Assisted air balance team with heating issues on mezzanine floor at Haslam Business Bldg.
- Assisted air balance team with rebalancing room 312 at SERF.
- Adjusted pneumatic controls system on AHU 15 to resolve heat issues at Dabney Hall.
- Assisted air balance team with heating issues on mezzanine floor at Haslam Business Bldg.(75 % complete)
- Reset overcurrent on AHU 3 VFD and checked status on new Pump VFD installation at humanities.

### Electrical Services:

- Daily 1-800's.
- Installation of Variable Frequency Drive at Dabney-Buehler Penthouse.
- Installation of GFCI circuit breaker and repair of damaged circuitry Burchfiel Geography Bldg. elevator pit.
- Troubleshooting and repair of equipment power at Print Services.
- Installation of dedicated circuit for equipment at SERF room 705.
- Repaired transformer at Baseball Stadium.
- Repair of circuits at Burchfiel Geography.
- Troubleshooting and repair of contactor at Anderson Training Center.
- Added power for Fryers at UT Baseball Concession Stand.
- Re-connected power to Emergency Power Panel board at TBA.
- Installation of power for Office Trailer Compost Lot.

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

- Replacement of GFCI receptacle at Facilities Services Complex.
- Troubleshooting faulty RV receptacle at Pratt Pavilion Parking Garage.
- Installation of power at SERF room 705.
- Replacement of 50A circuit breaker at Pratt Pavilion.
- Installation of variable Frequency Drives at Humanities Parking Garage Mechanical Room.
- Completed Megger Training.
- Weekend- Turned on the temp generator and panel for power to the Beer Garden. Hooked up power to food trailer and the worked the game. After game, turned off temp power and generator at Lindsey Nelson Baseball.
- Unlocked and removed our lock on the transformer for contractors and watching over setting and wire pulls for transformers at Ellington.
- Assisted with locating leak and making area safe due to the main fire line leaking at Burchfiel.
- Responded to no power on score bored call and found a breaker in the outside panel had turned off. Restored power at Goodfriend Tennis.
- Marked emergency 1-800 and pumped out 2 manholes in the area that had water from the fire line leak. Also checking on digging for concrete removal and the location of the ground wire at Burchfiel.
- Performed safety meeting and outage/restore for the Neyland Stadium East Skyboxes.
- Checking and pumping manholes on campus.
- Ordered new LED driver and several bollards for Cherokee Farms.
- Ordered globes for pole lights in the courtyard at Ayres Hall.
- Relocated electrical in the area of the Burchfiel leak.
- Assisted in pulling cabled for the vista to the 2nd new transformer and made terminations at Ellington.
- Cleaning the high voltage shed at Bone Yard Hill.
- Checked area after outage at Neyland Stadium East Skyboxes.
- Repaired short circuit issue at Dogwood Hall.
- Changed photo cell for pole lights and replaced wires at Dogwood and JARTU.
- Replaced blown bulbs with LED bulbs at the small parking lot beside the Steam Plant.
- Checked fire panel trouble at Dogwood.
- Reported fire alarm and reset fire panel due to burnt food at Senter Hall.
- Replaced smoke detector at Reese Hall, Magnolia Hall, Fred Brown and Burchfiel.
- Cleaned dirty smoke detector at Laurel Hall.
- Reset supervisory alarm on duct detector at Mossman.
- Cleaned duct detector in mechanical room at Brehm.
- Disabled/enabled smoke detectors for AC shop at Stokely Hall.
- Assisted with power outages at Neyland East Skyboxes and TBA.
- Disabled/enabled fire alarm for welders at Plant Biotech.
- Assisted Simplex with replacing CPU card in the front desk fire alarm panel.
- Fire alarm trouble at Laurel Hall.
- Assisting MASCO with repairs to fire water pipe at Burchfiel.
- Assisting MASCO with repairs on the 5th floor at Hodges.
- Replace ceiling tile for fire alarm speakers at Robinson Hall.

## Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Repaired domestic water leak at Third Creek Building.
- Unstopped drain at the Student Union.
- Repaired a drain leak in the wall at SMC.
- Unstopped floor drain at Panda Express.
- Unstopped sink drain at Clement Hall.
- Installed touchless faucets on campus.
- Installed new PRV at the North Greenhouse.
- Repaired geothermal at Sorority.
- Main fire line repair at Burchfiel.
- Checked high water meters at Neyland Stadium.
- Repaired Leslie water heaters.
- Storm drain investigations.
- Pumped steam vaults on campus.
- Worked on new steam station at Greve Hall.
- Repaired steam leak at Greenhouse 10.
- Replaced steam regulator at the Vet School.
- Marked steam lines at Burchfiel.

UTILITIES CONTINUED ON PAGE 7

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## UTILITIES CONTINUED:

- Welded door brace at Biotech.
- Turned off steam for contractors at Ellington.
- Repaired steam leak at Food Safety.

## Steam Plant

- Worked on dealkalizer controls.
- #3 boiler steam flow transmitter.
- Met with structural engineer about installing lube oil cooler.
- Serviced Quincy air compressor.
- Repaired steam line on #5 boiler.
- Worked on portable equipment in shop.
- Cleaned and organized tool cage.
- Continue to train new employee.

## **CONSTRUCTION SERVICES**

- Alpha Tau Omega: Interior fence for storage area
- Alumni Memorial Building: Fire Marshal POCA list
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP
- Austin Peay: Repairs to 410E
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247; Access control for 227L
- Bailey Education: Paint and carpet A414; Paint 231, 511, 513, 516, 517
- Bass Building/Body Farm: Clearing and new fences for Body Farm expansion
- Biosystems Engineering Lab: 480-volt power in 161
- Blount Hall: Paint and carpet 104 and 105
- Burchfiel Geography: Paint, cabinet reface and floor polishing 318
- Campus: Replace University Seals; Sculpture Maintenance; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Refurbish outdoor basketball courts behind Fraternities; Add receptacles for Aramark at various locations; Armed Forces Memorial; Classroom Renovations for Summer 2022; Dumpster pad by Central Greenhouse; Concrete pad install and set statue of Smoky 11
- Ceramics: Repair work to Seigy kiln
- Claxton Building: Rework Dean's suite 344L; Add electric receptacles (emergency power); Painting, etc. 203A; Paint 225
- Communications: Renovate 302B; Paint 66B, C, D, 107M, 473, 462; track lighting 089
- Composting: New stairs for office trailer
- Conference Center Building: Paint 211 and 311E; Move State Comptroller 307; New sign 432
- Dabney Buehler: New HVAC units 550, 552, 553; Replace fume hoods in 408, 507, 508, 607, 608; Paint 481
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Carpet 407, 407A, 407C; Renovate 101 for welding and robotics lab; Painting 508
- Early Learning Center: Additional A/C unit for kitchen at 2010 Lake; Fence for playground expansion on White Ave.
- Equity and Diversity: Storm door and awning
- Facilities Services Complex: Security film on conference room glass; Bird repellent
- Ferris Hall: Paint 414; Patch and paint on 2 and 5
- Food Science Building: Renovate 215 for Creamery kitchen
- Fred Brown Residence Hall: Underground conduit for OIT
- G7 Parking Garage: Replace transformer and electric panels
- Greenhouse #10: Patch block
- Greve Hall: Renovate G005 for Smokey's Pantry; Year around steam to HVAC units on 1st floor
- Haslam Business Building: Paint the building interior; Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint, carpet, millwork 605; Renovation for UT Press; Seal serving line floor in Starbucks
- International House: Divide 110 into 2 offices
- Jessie Harris: Expand server room 208/209
- Jewel Building: New garage door for basement
- JIAM: Electric work G026; Install utilities to ventilated cylinder cabinet; Cylinder straps, electric and chilled water 158B; Project for 5G Research G004
- Kingston Pike Building: Install Opticool rack system; Renovate 135 into on-line studio; Renovate south end of 135-cubicles, paint, flooring; Paint 121
- Lindsey Nelson Stadium: Electric and fire suppression 208
- McClung Tower: Vinyl flooring 5; Paint and carpet 609 and 613
- McCord Hall: Lab renovation 054;
- Melrose: Sign E section; Paint G202

CONSTRUCTION CONTINUED ON PAGE 8

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## CONSTRUCTION CONTINUED:

- Min Kao: Lockers in 337; Marker boards in several Conference Rooms; Emergency stop for fiber and move thermostat 117
- Morgan Hall: Paint 126C and 102A
- Neyland Thompson Sports Center: Renovate 118 for new cryotherm tubs
- Nielsen Physics: Remodel room 217 into a lab
- Perkins Hall: Fire Marshal POCA list; Classroom renovations
- Plant Biotech: Emergency electric circuits for freezers 361
- Pratt Pavilion: Camera raceways on roof
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Exhaust for equipment 522; Utility work and drains for polisher in 309; Sediment trap 335; Emergency power 510
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring
- SMC: Signage for 2nd floor; Carpet 303
- Student Health: Repair flooring seams on 1st floor; Replace back entry door adding ADA operator
- Student Rec and Fitness Center: Replace lighting
- TREC: renovate space for Blenz
- Taylor Law: Replace sound panels 132, 135, 136, 241, 242
- Temple Hall: Compactor shelving system
- Third Creek Building: Add for emergency messaging to fire alarm system
- Tickle Engineering: Alterations to 503 for offices and meeting space
- UT Drive Services Building B: Renovation 101 for sculpture studio; Exhaust, electric and cylinder rack for wind tunnel
- Vet Med Center: Utility connections for sanitizer
- Volunteer Hall: Painting on 7 and 8
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Chilled water manifolds and grounding bar in 117
- Zeta Tau Alpha: Paint bathroom
- 1610 University Ave.: Repair crack in building brick veneer
- 1815 Highland Avenue: Security system
- 1817 Melrose Avenue: Carpet the stairs
- 11th Street Garage (UTPD): Office cubicle for 132
- 22nd Street Duplex: Painting, 1 door replacement, ramps
- 1817 Melrose Avenue: Carpet the stairs
- 11th Street Garage (UTPD): Office cubicle for 132
- 22nd Street Duplex: Painting, 1 door replacement, ramps

## **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).

**Comment Box Response on page 9.**



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## THE • COMMENT • BOX

*The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Associate Vice Chancellor Mike Brady.*

*front desk so that Geneva can take her well deserved leave and so that she can enjoy her lunch without being interrupted.*

**Comment:** When Geneva Andrews is away from the Front Reception Desk for her lunch time, while on annual or sick leave; why is there not someone there to cover her absence?

Given the Active Shooter drill we just went through it seems to serve as a reminder of the importance of this desk coverage. I believe I understand that this desk area has the availability to provide silent notification to UTPD that there is a danger present.

Additionally, I think from a professional business perspective it's important to have a presence at this location to serve visitors that enter our facility.

**Response:** *You are correct in your understanding of the importance of having the front desk covered. But this is not just for the safety and security of those who work in the building. It is also so that we can provide optimal customer support throughout an individual's interaction with Facilities Services.*

*There are no second chances to make a good first impression, and for many of our customers, their first impression of Facilities Services is Geneva...who does an outstanding job!*

*We will be identifying options to cover the*