

# Facilities Services Weekly

May 1, 2023

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

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

## Lunch and Learn Vendor Fair - 5/4 at the Facilities Services Complex

Join us for a lunch and learn vendor fair in partnership with Ferguson Enterprises on May 4 from 10a to 2p here at the Facilities Services Complex! Lunch will be served from 11a to 1p, and you'll have the opportunity to interact with vendors such as Delta, DeWalt, Sloan, and more! There will also be door prize drawings! For more information, contact Ed Maples at [emaples@utk.edu](mailto:emaples@utk.edu) or 974-4344. Flyer at the end of the newsletter.

## DASH Town Hall

Save the date! If you want to see more of what is on the horizon for DASH, save the date for our first DASH Townhall on May 3 at 3:00 PM ET. We are excited to share project updates, hear from leadership, and answer questions as we move closer to our July 1, 2024 go-live date. To register, click [here](#). If you have issues with that link, try this one: <https://events.teams.microsoft.com/event/c659cb92-6856-406a-b7ba-29a4588e5362@515813d9-717d-45dd-9eca-9aa19c09d6f9>

## UT Conference for Women's Leadership, May 24-25

The UT System Conference for Women's Leadership will be held on May 24-25 at the Knoxville Convention Center to address the professional development needs of UT women. The Conference for Women's Leadership will explore the meaning of women's leadership in our current higher education environment. We are duty-bound to prepare women who lead at all levels to learn, develop, and grow their leadership abilities. In our current environment, there are calls for persistent, tenacious, and resilient leadership. The 2023 CWL theme is Sustaining Growth: Grow and Glow! This year's event includes a luau. Wear your boots and sundresses for the "We wear sundresses at night!" luau. Cost for this event is \$250. Register for this event on K@TE.

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## BUILDING SERVICES

- Nursing Building—All offices were dusted, vacuumed/swept, and mopped. Hallways dust mopped and ride on scrubber was used on all floors. Glass on entrance doors was cleaned. Classrooms and auditoriums were vacuumed/dust mopped, white boards cleaned. Main supply closet was organized and stocked.
- Nielsen Physics—Cobwebs were removed from around entry way doors, and blower was used to remove leaves and debris from entrances and sidewalks as well. The glass on doors was cleaned. Classrooms and auditoriums were detailed vacuumed.
- Hesler—cleaned floor in 409 after tile was removed so new tile could be installed, 4th floor and 2nd floor were detail cleaned all offices were dusted, vacuumed, dust mopped/mopped, labs were dust mopped, hallway floors were dust mopped and ride on scrubber was used, classrooms and computer labs were dust mopped/mopped, tables and desk were cleaned and disinfected.
- Burchfiel Geography—Custodial closets were cleaned out and stocked, all offices were dusted, swept, and mopped,

classrooms were vacuumed and desk were cleaned and disinfected, geography labs were dust mopped, mopped, tables cleaned, and stocked with paper towels. The hallways were dust mopped/mopped.

- Faculty work/break room suite 303 floors were stripped and waxed
- Walters Academic —following office floors were scrubbed/waxed, furniture dusted and cleaned, and floors high sped: F203,F217,F219,F421,F423,F425,F431,F431A,F435 and The carpet was cleaned with I-capsule and then with carpet extractor 2x in office F433
- Walters Academic —C209 Research Lab is being converted into a Geography lab so we scrubbed the floors with low speed scrubber and put 4 coats of sealer on.
- Walters Academic —Brick floors in center hallway on 3 were swept with sweeper machine and scrubbed with scrubber, the concrete Corridor floors A-F were all dust mopped and ride on scrubber was used, the concrete floors on 2 were dust mopped in entirety, floors in front of elevator, vending machines, main hall in front of bathrooms, and corridor A and F were mopped and high speed was ran on them.

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## BUILDING SERVICES CONTINUED:

- The entrance rugs at Walters Academic at both entrances on 3rd floor were changed out to New Power T matting, the front and back entryways had cobwebs removed and blower was used to remove leaves and other outside debris.
- Ayres Hall --- Everyday this week the front entrance, front patio, back entrance and back sidewalk area have had to be scrubbed and swept 2x per shift to remove confetti and champagne to prevent it from being tracked throughout building as Graduating Class celebrating taking pictures in cap and gown
- We had events all week in Baker, Mossman, and Law.
- Auto scrubber was ran on all floors at Strong and Mossman.
- Closets were cleaned out at Jessie Harris.
- Stairwells at Fibers were detailed.
- Carpet in room 110 at Hoskins was treated.
- Student Union Phase 1 & 2 - Carpet in 362 A, B, C, 193 A, B, 193T, and 193U were cleaned. Carpet was cleaned in the second-floor hallway in front of the catering corridor. Spot cleaning of the carpet in all the other event rooms. These areas were 360 sprayed: 302 A,B,C, G3031, G3030, G3029 D,B,C,A, G3028, G3027, G3026, G3025, G3024, G3023 B,C,A, G3022, G3021, G3021, G3019, G3018, G3015, G3017, G3016, G3001D, G3012, G3011, G3008, G3009, G3001 A,B,C, Commuter Lounge on G3, G201A, G201A1 and G201B1.
- the winter freeze on December 24, 2022 (cont)
- 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)
- 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)
- 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)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (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

## **OPERATIONS & LANDSCAPE**

### Landscape Services:

- Irrigation Systems: Spring start-up and test of all systems.
- Native Burial Mound and Garden: Repair damages to mound and stone council ring from truck incident.
- UTIA Service Drive: Support Plumbing team with excavation and repair of broken steam condensate pipe.
- Faculty and Staff Picnic on the Plaza: Prepare surrounding lawns and landscape for event on April 28.
- Sidewalk project between G-16 and Haslam Practice Field: Installation of landscape plantings. (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Dead plant replacements: Plant inventory and replacement planning for dead plants associated with

### Rapid Response Team:

- Events: 7 events at HSS Plaza, 4 events at Haslam Business building, Brehm Animal Science Lawn, Greve Hall Lawn, Student Union Plaza, Hodges Library, Plant Biotech Building, Alumni Memorial Building, Circle Park (Volapalooza), Veterinary School, JIAM, Ferris Engineering Quad, Lindsay Nelson Stadium (Block Party).
- Moving: Relocated furniture from Student Services to Andy Holt Tower, Hauled poster boards for Melrose,

**ZONE MAINTENANCE CONTINUED ON PAGE 3**

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## ZONE MAINTENANCE CONTINUED:

load & delivery of floor coverings for Pratt Pavilion, relocation of offices from SERF to Dabney, moves from McClung Tower to HSS, Band instruments from Natalie Haslam Music Bldg to AMB, moved equipment within JIAM, hauled off unwanted furniture from Law Library, un-crated equipment at Disability Services. Delivery of purchased surplus to several locations.

- Banners: General maintenance/changing of pole banners.

### Sanitation Safety:

- Completed pest control requests

## ZONE MAINTENANCE

### Zone 1:

- Had a roof leak at Robinson hall we had to address.
- Multiple floors vandalized at Hess over the weekend.
- Staying caught up on building work orders as the end of the year approaches.

### Zone 2:

- Answering calls
- Doing P/M's
- Unlocking doors
- Keeping fountains clean

### Zone 3:

- Zone 3 is working on roof repairs at Hoskins Library

### Zone 4:

- Repaired a prep table in the Student Union Phase II
- Repaired a hot box and cooler at Anderson Training
- Repaired a fryer at Stokely
- Replaced bad outlets at Rocky Top Dining
- Repaired/adjusted door closures at Presidential Court
- Repaired a steamer at Thompson Boling Arena

### Zone 5:

- Neyland Stadium: checked and made repairs as needed and replaced 5 hose bibs on 3rd floor west
- 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 made repairs after Florida
- Lindsey Nelson Stadium: Checked and made repairs after Vanderbilt and ahead of Mississippi State
- All throughout zone General building maintenance.

### Zone 6:

- No new report

### Zone 7:

- AMB: General Maintenance, finished up PM's, changed some batteries in restrooms, Working shows and events.
- Min Kao: Working on lights, working on ceiling tile, doing building checks.
- SERF: Walk throughs painted tracks on ahu.
- NEB: Changed water fountain filters changed lights on the outside of building changed ceiling tiles.
- Ferris Hall: Conducted daily walkthroughs and weekly walkthroughs. Assisted plumbing shop repairing leaks Ferris 102-104. Rehabbing offices for new tenants. .
- Perkins Hall: Conducted daily walkthroughs and weekly walkthroughs.
- Zeanah Engineering: Daily and Weekly maintenance and up keep preformed. Assisting contractors with additional building maintenance and new in adding on additional in building structures. Monthly air handling unit filter changes and in-depth assessment of unit condition and performance. Assisting contractors as needed.
- Tickle Engineering: Daily and Weekly maintenance and up keep preformed. Changing and repairing light fixtures and bulb. Assisted AC Shop in diagnosis and repair of chiller unit for the High Bay Area.
- Dougherty: General maintenance, assist zone, assist shops, air handler monthlies, replaced ceiling tiles, replaced light bulbs, diagnosed A/C cooling issues, diagnose breaker tripping, replace filters, mold inspection, spring cleaning, repair clogged sink.
- Jessie Harris : Changed filters & belts on air handlers, Building check, Daily equipment check, cleaned elevator tracks.
- Fiber & composites : Changed filters on split units, cleaned elevator tracks, Daily equipment check, Building check.
- SENTER Hall : Changed filters on main air handler,

LOCK & KEY CONTINUED ON PAGE 4

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## LOCK & KEY CONTINUED:

Building check, Daily equipment check.

### Zone 8:

- We have been busy working in the greenhouses to maintain the bays to maximum efficiency
- Our One-Call team is staying busy taking calls 24/7.
- We are working to shade a clean room in the Food Safety building to help keep temperatures down.
- We have been cleaning coils and cooling towers to prepare for warmer weather.

### Zone 9:

- We are putting final touches on the small block building at the Middlebrook building that will be used by EHS.
- We will be cleaning coils in preparation of warmer temps.
- Finishing up our April Archibus will be an area of focus this week.

## ZM Specialties:

- Replaced window at North Carrick
- Boarded up window at Communications window
- Cleaned up broken window at G16 garage
- Conducting emergency lighting inspection at G16 garage
- Installed door operators at Thompson Boling Arena
- Repaired door operator at Ayres Hall
- Transported lifts to various campus locations
- Provided Biology Services Facility with autoclave inspection certificates
- Scrubbing equipment data for migration to Oracle
- Categorizing equipment standards into asset groups for Oracle

## Lock & Key Services:

- Brehm Animal – install locks on cabinets
- 11th Street Garage & Student Health Center – repair locks
- Middlebrook Pike Bldg. – rekey locks for department moves
- Conference Center – remove lock for dept. separation
- Hesler Biology – lock is spinning
- Dougherty Engr. & Haslam Business – rekey locks
- Front Office – Processing key request, key pick up and drop off

- University Housing – many recores and repairs, assist as needed
- On Campus – assist as needed

## UT Office of Sustainability/Recycling:

### Weekly Recycling Totals:

- Bottles/Cans: 3,020 lbs.
- Paper: 6,900 lbs.
- Cardboard: 0 lbs.
- Total: 9,920 lbs.

### Fiscal Year Recycling Totals:

- Bottles/Cans: 175,817 lbs./ 87.91 tons
- Paper: 308,120 lbs./154.06 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: 926,066 lbs./ 463.03 tons

- Ella Dohrmann and Wyatt Miner with the Compost Facility will be interviewing with WUTK tomorrow (Tuesday) about Zero Waste Softball Games. Be sure to tune in and check it out!

## **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

- The last two Stop the Bleed courses are scheduled for May 2nd. Reminders have been sent to all who are already signed up.
- Stress Relief Class with Be Well: On May 18th, we'll host a

COMM & INFO CONTINUED ON PAGE 5

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## COMM & INFO CONTINUED:

- 30-minute lunch and learn style session where participants will learn about stress relief and how it may impact their health and wellness. During this presentation, there will be opportunities for engagement and Q&A. This session will take place in FSC 101 at 2pm.
- The UT System Conference for Women's Leadership will be held on May 24-25 at the Knoxville Convention Center to address the professional development needs of UT women. The Conference for Women's Leadership will explore the meaning of women's leadership in our current higher education environment. We are duty-bound to prepare women who lead at all levels to learn, develop, and grow their leadership abilities. In our current environment, there are calls for persistent, tenacious, and resilient leadership. The 2023 CWL theme is Sustaining Growth: Grow and Glow! This year's event includes a luau. Wear your boots and sundresses for the "We wear sundresses at night!" luau. Cost for this event is \$250. Register for this event on K@TE.
- 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).

## 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!

- Laptop Upgrades
- Student Training
- Department Inventory
- Surplus Inventory
- New Computer Setup
- Dept Calendar Maintenance
- Listserv Maintenance
- Adobe re-install

## UTILITIES SERVICES

### A/C Services:

- Assisted the AC shop with heating issues at the Student Union
- Ran test for Alarm notification system at Mossman
- Began troubleshooting the heating water issues at Student Health
- Adjusted the alarm settings at Mossman
- Repaired the communication issues at Anderson training.
- Assisted the contractor with the installation of the new duct heating unit at Grazer.
- Began troubleshooting air flow issues in room 625 at Mossman
- Assisted maintenance with pool fill tank overflowing at Student Health.
- Began troubleshooting VFD issues at Baker Center.
- Found faulty heat exchanger at Student Health.
- Began changing alarm set points and alerts on Mossman Vivarium.
- Adjusted schedules for classrooms at Mossman.
- Began troubleshooting DX unit issues at South Greenhouse.
- Verified operations of thermostats in room 320 at Haslam.
- Worked on the lobby unit at Massey Hall.
- Rebuilt condenser water pumps no 1 at SERF.
- Replaced dielectric union on AHU no 2 at BESS
- Repaired bathroom units at Geier Hall
- Assisted with the installation of a new VFD on Chiller no 2 at Hesler.
- Installed a 3" strainer on the chilled water line feeding AHU no. 3

UTILITIES CONTINUED ON PAGE 6

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## UTILITIES CONTINUED:

- Repaired motor baseplate on AHU chilled water pump at SMC
- Repaired the cooling towers at the Humanities
- Repaired the elevator room unit at Plant Bio
- Repaired 2 units at TU Drive Building A
- Repaired ice link at Student Union PH 1
- Worked on the air compressor at Dunford Hall
- Repaired 3-door cooler at UT Culinary Institute
- Repaired 2-door cooler at Hodges Library
- Repaired cooling tower at Hesler Bio.
- Reset the fire alarm caused by someone cooking at 1848 Frat.
- Disabled/ Enabled smoke detectors for plumbers at Ferris Hall.
- Replaced duct detector board on the 3rd floor at Magnolia.
- Assisted with Fire drills at the Frat Houses.
- Cleaned dirty smoke detectors in two rooms at Laurel.
- Assisted Maintenance in replacing ceiling tile with smoke detector attached at Fred Brown.

## Electrical Services:

- Troubleshoot fire alarm panel trouble at the Vet school
- Reset the panel to clear point trouble at Perkins
- Fire watch for the event at TBA.
- Troubleshoot trouble with the clock at Min Koa. (resolved)
- Assisted MASCO with repairs on the dry air suppression system at Pratt.
- Reset supervisory on the Duct detector that was set off by AC contractors at Delta Gamma.
- The heat detector in the alarm was because of moisture. Replaced base and the head at Stokely Hall.
- Replaced fire alarm batteries on the 5th floor of Greve Hall.
- Assisted high voltage with the campus scheduled power outage.
- Assisted MASCO with repairs on the dry air suppression system at Pratt.
- Disabled / enabled the fire panel for the sprinkler contractors at TBA
- Cleaned dirty smoke detector at Fred Brown.
- Troubleshoot battery charger problem at Stokely Hall.
- Disabled / enabled smoke detectors for the AC shop at Brehm.
- Reset the fire panel at Nelson.
- Troubleshoot why the generator is running at Science & Eng.
- Disabled / enabled firm alarm for contractors at Burchfiel.
- Replaced bad smoke detector at Humanities.
- Assisted Simplex in troubleshooting a short circuit issue at Fred Brown.
- Troubleshoot duct detector on the 3rd floor at Magnolia.
- Reset the smoke detector on the 3rd level that was set off by contractors at the White Ave garage.
- Assisted with a fire drill at the Sorority houses.
- Daily assist MASCO with pump tests.
- Troubleshooting and repair of electrical components at the Hesler Chiller Building
- Troubleshooting and repair of rooftop light at Massey Hall.
- Troubleshooting and repair of the back-parking lot lights at Laurel Hall.
- Troubleshooting and repair of pole light at SERF
- Troubleshooting and repair of stairwell lights at Parking Services.
- Troubleshooting and repair of lighting at the Tickle Engineering Building
- Scheduled power outage at Thompson-Boling Arena
- Installation of photocell at Barksdale Tennis
- Installation of electrical power for Mossman Engineering Building Duct Heater Upgrade Project
- Troubleshooting and repair of lighting at Ballroom C at the Student Union Phase II
- Troubleshooting and repair of lighting at Haslam Business College.
- Troubleshooting and repair of Lighting at Tickle Engineering.
- Troubleshooting and repair of the tripped circuit breaker at the Dougherty Engineering Building
- Troubleshooting and repair of power at art and Architecture
- Troubleshooting and repair of lighting at Baker Center for Public Policy
- CAMPUS – reported loss of power to circuits 3 / 4 (fed

UTILITIES CONTINUED ON PAGE 7

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## UTILITIES CONTINUED:

by UTK21 at main S.S.) Contacted KUB to see if they had an operation. Reported our side. Found UTK 21 tripped along with circuit 3. But circuit 4 was not tripped just no power. Able to reset UTK 21 to restore power to circuit 4. Then able to switch Student Union Phase I / II to Circuit 4 via Vista switch. Then started inspecting the manhole that had circuit 3. Was able to check all, but the 3 on Pat Head Summit in front of Baseball (game).

- assisted Utilities Plumbing shop with Boom truck to pull vac trailer to the complex to make repairs to the sewer pumps in the back lot.
- Marked and logged in TN 811 for the Campus
- Grounded the cables for circuit 3, to be able to make the repairs at the Main SS

## Plumbing Shop:

- Leaks under the sinks in the Men's & Women's restrooms on Stokely Management Center's 7th floor.
- Two showers need to be cleaned out at Kappa Delta 2515
- Replace the drain in room 149 at Brown Hall.
- Replace the water fountain on the 2nd floor at 1525 University Ave.
- At Stokely Management, the tenant dropped a gold earring down the 2nd-floor women's bathroom sink.
- There was a urinal line stopped up at Hodges Library on the 2nd floor.
- Water fountain drain was stopped up at Regal Soccer.
- The eye stations at Bass Anthropology are not working properly.
- Disconnected Fume hood at Walter's life E31B.
- Cleared the washing machine drains at Carrick Hall.
- Cleared the AC drain lines in room 311 in Geier Hall.
- TN One call on Campus
- Added a new toilet and Water heater at Gate 4 South East Stadium
- Water leak from fume hood at Dabney-Buehler room 607
- AC drain was clogged in room 310 at Dogwood Hall

## Steam Plant:

- Test ran 2mw generator
- Installed new water filter system
- Installed new air hose and reel
- Drained air tanks for compressor
- Swapped over air compressors for service

## **CONSTRUCTION SERVICES**

- Alpha Delta Pi: Renovate 1st floor restroom
- Andy Holt Tower: Paint 733
- Art and Architecture: Renovate 455; 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; ADA Upgrades
- 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
- Carrick Hall North: Paint all floors
- Claxton Building: Paint 342; Remove Cabinets and door-patch and paint 425; Move 4th floor furnishings; Paint A525; Paint, door, electric 426
- Clement Hall: Install trash compactor
- Communications: Paint 292, 333, 432A, 432C, 432D and 434; New lobby sign
- 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; Window graphics
- G-13 Garage: Install counting system

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## CONSTRUCTION CONTINUED:

- 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; New atrium signage
- Hesler Biology: Electric work 114; Additional room exhaust 544; Rework HVAC and add mini split 234; renovate 104 and 105 for labs; Emergency electric receptacles 207
- 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 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; Fence around IT equipment
- McClung Tower: Install peep holes in doors on 11th floor
- McCord Hall: Renovate 109; Electric work 113
- 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
- Nielsen Physics: Paint, flooring, ceiling M105A
- 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
- Senter Hall: Electric and utility work for JEM unit
- SERF: Utility work and drains for polisher in 309; Renovations for 106 and 108; Plumbing 519
- 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; Convert open space to offices on 2nd floor
- 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; Paint 193R
- Thompson-Boling Arena: digital signage Arena Café
- UT Drive Services Building A: Move cubicles to 103
- UT IAMM: Electric and utility work G025; Electric work G026
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Vet Med Center: Paint study rooms in Pendergrass Library
- 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; Electric work 211
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Interior painting; Paint shutters and columns
- 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



# Facilities Services

May 1, 2023

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

## CONSTRUCTION CONTINUED:

- 22nd Street Duplex: Make restroom accessible
- 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/fscommentbox](https://tiny.utk.edu/fscommentbox).

# Facilities Services

## Comment Box Response

### ***Comment:***

I've heard building services isn't allowed to take sick or vacation days if they have a family emergency and need to take off. Is this true? That seems like a gross violation of ones wellbeing denying income when they likely need it most. What's the point of having PTO as a benefit if you're not allowed to use it.

### ***Response:***

Facilities Services is required to abide by the applicable leave policies established by the University of Tennessee, that are discussed below. Any violations of these policies should be addressed with your supervisor and/or the Department's HR team. It should be noted that given the nature of operational support Facilities Services provides the University, it is necessary to require that employees provide their supervisor adequate notice. This is so that coverage can be arranged so that co-workers and the University are not negatively impacted. Per the FS Departmental Attendance Guidance and Procedure:

"The number of days' notice given to a supervisor must be equal to or greater than the amount of scheduled annual leave time an employee is requesting. This is interpreted as a day in advance for each day of leave requested, i.e. Five days prior notice for five days leave or one day prior notice for one day leave. Notification on the day the leave begins is not acceptable except for rare circumstances or emergencies for which approval must be given by a director or the associate vice chancellor."

UT System Policies HR 0305-Annual Leave, HR 0373-Personal Leave, HR 0380-Sick Leave, and HR 0338 Family and Medical Leave provide specific guidance related to each leave type. These policies can be found at <https://policy.tennessee.edu/>.

In general, the following is applicable to all leave types:

Firstly, employees with or without accrued leave have the right to take time off work for personal or family reasons, such as illness, caring for a sick family member, or attending to a personal emergency. This could include a combination of paid and unpaid leave, as well as flexible working arrangements, such as working from home or part-time hours.

Secondly, the UT System Policies referenced above clearly detail the types of leave available, and the FS Department Attendance Guidance and Procedure found at <https://fs.utk.edu/deptpolicies/> details the conditions for taking leave, the process for requesting leave, how much notice employees need to give before taking leave.

Thirdly, the UT System Policies regarding different leave types and the FS Departmental Attendance Guidance and Procedure document are intended to be fair and non-discriminatory, ensuring that all employees are treated equally regardless of their gender, race, age, disability, or other characteristics. This includes accommodating employees with disabilities or chronic illnesses who may require additional time off work, as well as supporting parents who may need parental leave or time off to care for children. These two aforementioned leave types are governed by additional UT System Policies such as the Family Medical Leave Policy and the Parental Leave Policy.

Finally, the policies and guidance are intended to promote a healthy work-life balance and help prevent burnout by encouraging employees to take regular breaks and time off work while allowing for planned work time absences for workload scheduling purposes.

It is important to have accrued leave and have available balances for emergent needs. As a reminder, the Sick Leave Bank is open for contributions until June 30th. The Sick Leave Bank provides members who are experiencing serious illnesses an opportunity to request additional paid leave from the bank after exhausting all personal accrued leave. The application form is found at <https://hr.utk.edu/wp-content/uploads/sites/56/2023/03/2023-SLB-Enrollment-Application.pdf>

To be eligible, you must be a regular UT employee accruing sick leave, with a sick leave balance of at least 48 hours or six days (prorated for regular part-time employees) by June 30. Employees meeting these requirements who wish to join the bank must complete an open enrollment application and agree to donate 24 hours of sick leave to the bank.

If you are not enrolled in the Sick Leave Bank, others are not permitted to donate their leave to you in case of need even if they contact HR specifically for the purposes of donating their leave to you.

# Facilities Services

## Comment Box Response

**Comment:**

The work our folks have done to clean and paint our building's original 100+ year old compressor has it looking like new. Excellent job! I think it would be great to put up a small historical placard next to it explaining the background and history of both it and the old tower. That way folks can learn some of the fascinating history of our building, and understand that they are more than just industrial yard art.

**Response:**

First, I would like to echo the praise for the work to clean up the compressor that sits in front of the Facilities Services building. Great job! It looks fantastic. Second, I think that adding a placard would be a great way to inform FS employees and building visitors of the building's historical significance. We've got our resident historian working on gathering the information.

# FERGUSON

## LUNCH AND LEARN VENDOR FAIR



Hosted by Facilities Services Central Supply in  
Partnership with Ferguson Enterprises



Join us May 4, 2023 from 10:00 AM to 2:00 PM at  
the Facilities Services Complex

Lunch will be served from 11:00 AM to 1:00 PM

Vendors:

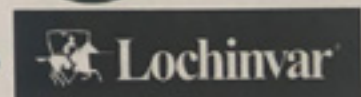


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For more information about the vendor fair,  
contact Ed Maples at [emaples@utk.edu](mailto:emaples@utk.edu) or 974-4344

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