

Facilities Services Weekly

July 12, 2021

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

Zoom Briefing Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <https://youtu.be/lpn8ySy6SLg> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

A Note from the Haberdasher

Transferring - getting your uniforms to follow you.

Employee/Supervisor Part:

- Call or email Jim Tolbert at: 4-2347 or jtolber3@utk.edu to let him know where the uniforms need to be delivered going forward.
- Jim will provide you with the delivery stop number (for example: M518)

Jim's Part:

- Jim will send an email to UniFirst notifying them of the transfer.
- UniFirst will order the code tape (this is the ironed-on tag that is attached each uniform that identifies you, the delivery location & locker.
- UniFirst will let Jim know when the tape is ready.
- Jim will instruct you or your supervisor to tag & bag ONLY ONE WEEK'S WORTH OF UNIFORMS with a tag that says "RETAG FOR DELIVERY TO M5XX (use the number Jim gave you in place of the X's). No need to fill out the tag with anything else, it's already on the code tape.

You will then place the one weeks' worth of uniforms in the short MENDING BIN

Once those uniforms come back at the correct location you can tag & bag the remaining uniforms and place them in the short MENDING BIN

NOTE: Until uniforms are retagged, they will continue to be delivered to the old location and the employee will always be short that number of uniforms at their new location.

ADMINISTRATION

Special Projects:

Reminder: The Employee Appreciation Meal Distribution is this Friday, July 16th. You will be receiving your pick up time from Veronica via email today or tomorrow. Supervisors or their designee are to pick up meals for their work team at their scheduled time at the Student Union (room 272 - ballroom). You will be getting a boxed lunch and the menu is as follows:

Regular Meal (1st, 2nd, 4th Shifts):

Grilled hamburger and hotdog
Fixings & condiments for hamburger and hotdog
Pasta Salad
Fruit Salad
Chips
Cookies
Bottle of Water

Vegetarian/Vegan Meal (1st, 2nd, 4th Shifts):

Black Bean Burger
Fixings and condiments for burger
Shredded Kale Salad with Light Vinaigrette
Fruit Salad
Chips
Vegan Cupcake
Bottle of Water

3rd Shift Breakfast

Egg & Cheese English Muffin
Bacon (on the side - in bag)
Breakfast Potatoes
Fresh Fruit Cup
Bottle of Water

- We are still in the process of completing the Thank you cards for our golf tournament sponsors and teams.

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FS WEEKLY CONTINUED:

- We will also be working on updating the monthly PMs for Building Services.
- Awaiting the arrival of the departmental polo shirts.
- Walters Academic: We deep cleaned and cleaned the auditoriums.
- Temple Hall: We cleaned the inside glass.
- 1525 University Avenue: We orbited the restrooms and we are cleaning the carpets.
- Law College: Room 255 was scrubbed, carpets were cleaned in rooms 351, 385 and 394.
- Blount Hall: Restrooms were detail cleaned and orbited/
- Mossman: All entryway rugs were pressure washed.
- Jessie Harris: The carpet was cleaned in suite 115, 417, 412 and 401.
- Henson Hall: Cleaned up after a steam pipe leak.
- Haslam Business: Carpet in rooms 403 and 423 was cleaned.
- Dunford Hall: We deep cleaned the carpet in several rooms to prepare for new occupants.
- We are spraying microbial spray throughout Campus.

FACILITIES OPERATIONS

Building Services:

- Haslam Music Building: All metal grates have been removed and cleaned on the first floor at both entrances. Room G35 was high top scrubbed and new wax was applied. Rooms 21, 23, 24, 26 and 30 had the cork floors cleaned with cleaner and polished. All entryway rugs have been shampooed. Single bathrooms on the 1st floor were detailed and top scrubbed.
- Clarence Brown Theatre: Carpet in the main seating area is clean. We have been shampooing the carpet and removing gum from the seats. The Green Room seating area has been shampooed and cleaned.
- Art and Architecture: Room 217a was carpet cleaned and detailed. Rooms 425 and 428 have been stripped and waxed. The first floor bathrooms have been top scrubbed and detailed. Bulk trash was removed from the third floor. Spider webs were removed from outside fixtures on the dock and back area of 123.
- Humanities: The carpet was cleaned and blinds were dusted in rooms 104, 105, 106, G70 and G68. We continue to disinfect after each class. Bathrooms on the first and second floor were scrubbed and cleaned with the low-speed machine. Spots on the carpet in the Writing Center were removed.
- McClung Tower: Carpet in rooms 324 and 319 have been carpet cleaned and detailed.
- Student Union: All of the carpet in SU Phase I and II has been shampooed. This includes offices and suites. We have scrubbed and waxed the basement floor and floors one through three. All entryway carpet has been shampooed. Classrooms have been sprayed with microbial spray. Carpet has been replaced inside of all the service elevators.
- Ayres Hall: We cleaned the floors.
- Dabney-Buehler: We deep cleaned and arranged the seating in the classrooms on the fourth floor. We cleaned the auditoriums. Our team worked on scrubbing the restrooms/

Landscape Services:

- Event Lawns: Verti-cut turf to encourage lateral growth and help fill in thin areas
- Gate 21: Begin steam reroute from Alumni Memorial bldg to Phillip Fulmer Way
- New Dining: Take over landscape maintenance from general contractor effective July 1
- Humanities Event Lawn: Sod repair for OIT to repair communication duct bank (on-going)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings
- Sutherland Intramural Complex: Excavate and in-fill two sinkholes in parking lot
- C-7 Lot (Terrace Ave): Excavate and in-fill two sinkholes in parking lot
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont)
- Campus wide irrigation system monitoring and repairs (on-going)
- Concord Street Site: Demolition of select buildings (cont)
- Turf Mgr Search: On-going
- Campus wide: Maintenance pruning to younger trees (on-going)
- Career Path Project: Making final adjustments to

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FS WEEKLY CONTINUED:

- coordinate with new job family classifications before sending to HR for review (cont.)
- Apprentice program development (cont.)
- Recruiting to fill vacant positions

Sanitation Safety:

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

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for July 5 to July 11:

- Bottles/Cans: 2,440 lbs.
- Paper: 9,220 lbs.
- Cardboard: 7,400 lbs.
- Manure: 9,360 lbs.
- Food: 5,334 lbs.
- Total: 42,283 lbs. / 21.41 tons
- Pallets: 58

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 5,660 lbs. / 2.83 tons
- Paper: 22,660 lbs. / 11.33 tons
- Cardboard: 14,500 lbs. / 7.25 tons
- Manure: 17,110 lbs. / 8.56 tons
- Food Waste: 11,188 lbs. / 5.59 tons
- Total: 71,118 lbs. / 35.56 tons

Sustainability Report:

- Grow Lab Workday on 7/10/21, one volunteer assisted for a couple of hours.

ZONE MAINTENANCE

Zone 2:

- We are answering calls and completing work orders.
- The roof repair at Claxton is complete.

Zone 4:

- Repaired freezer door in Student Union Phase I.
- Repaired dish machine at Anderson Training Center.
- Uninstalling more equipment at PCB.

- Recaulking sinks and splash guards at Hodges Library.
- Repairing air handler pan at UT Culinary.
- Repaired cooler at Student Union Phase II.
- Moving equipment for floor grouting at the Cumberland Food Court.

Zone 5:

- Neyland Stadium: We started to prepare for fall football season going through checking lights and restrooms.
- Anderson Training Complex: We are working on lights and repairs for coaching staff and visitors.
- Golf Facility: We repaired lights and worked on the chiller.
- Regal Soccer and Sherri Parker Lee Softball: General maintenance to prepare for more respective camps starting next week.
- All throughout the zone, we are conducting general maintenance.

Zone 7:

- Alumni Memorial Building: General maintenance, working on PMs, cleaning machine rooms, change over to LED lights in machine rooms.
- Min Kao: Working on lights, cleaning roof drains, working on restrooms and conducting building checks.
- Tickle Engineering: Daily and weekly rounds, general maintenance, unstopped a drain and replaced two light bulbs in the trophy case. We replaced bulbs, fixtures and ballasts in two light fixtures in hallways.
- Ferris Hall: Conducted daily walk throughs and our weekly walk through. Serviced AHU 005.
- Perkins Hall: Conducted daily walk throughs and our weekly walk through. Serviced AHU room S002. Serviced AHU room S008. Repaired stairwell light S2 level.
- SERF: Routine building checks, assisting Plumbing Shop as needed to restore steam to heat exchangers, cleared clogged floor drain in tunnel, repaired leaking eyewash station, responded to multiple leaks in hot water system while heat exchanger was down, replaced ceiling tiles that needed to be changed, repairing and replacing lights and assisting contractors.
- Nuclear Engineering: Routine building checks, preparing for the return of students and assisting contractors as needed.

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ZONE MAINTENANCE CONTINUED:

- Jessie Harris: Checked and cleaned elevator tracks, weekly building check and daily equipment check.
- Senter Hall: Weekly building check and daily equipment checks.
- Fibers and Composites: Checked and cleaned elevator tracks, weekly building check and daily equipment check.
- Conducted window glazing class for apprentices.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- Don't forget to send work team photos to Sam whenever you have them. Send them to sjones80@utk.edu or via text at 865-771-1531.
- Most recent zoom briefing links:
- Briefing #36: <https://youtu.be/ftYmWFcScXo>
- Briefing #37: <https://youtu.be/FkFPStTiAZg>
- Briefing #38: <https://youtu.be/eKCa5QNbEhk>
- Briefing #39: <https://youtu.be/osz7FsmPWtm>
- Briefing #40: <https://youtu.be/9GTofz9YRG4>
- Briefing #41: <https://youtu.be/GJ3AHGLOfkY>
- Briefing #42: <https://youtu.be/lpn8ySy6SLg>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training:

- **FS Mini Train** - Once upon a time, the ability to type without looking at the keyboard was a skill only certain people needed – usually those working in the administration industry. But times have changed, and today you would be hard-pressed to find a worker in any industry who couldn't benefit from learning to "touch type". Not only can it substantially decrease the amount of time spent in front of a computer, but it can reduce the effort it takes to get your thoughts from your head and onto the screen. Visit https://youtu.be/31_OMH3GNgs to view Part 1 or visit <https://youtu.be/osGeUmikb6M> to watch Part 2 of this two-part series on Touch Typing, and when you're ready, the Training Team is accepting all challengers!*

(*Tiny trophy not included.)

- Lift Operator training will take place July 13 at 7:30am and 1:00pm, July 14 at 7:30am, July 14 at 1:00pm, July 15 at 7:30am and July 15 at 1:00pm at the Concord Lot for those who are registered to participate.

Training News:

Zone 8:

- We are working through recent issues with many of our branches of our chilled water loop stopping up many of our coils in buildings.
- Our LED lighting upgrade continues in the Plant Biotech building.
- We will start going through our classrooms to make sure they are ready for our students for Fall Semester 2021.
- One-Call will continue to take calls for the UTK campus 24/7-365.

Zone 9:

- We continue to monitor all of our HVAC systems during the hot days of an East Tennessee summer.
- Our LED upgrades to 1525 University Avenue and the Glazer Building continue to progress.
- Our daily, weekly and monthly Archibus work requests are a constant area of focus.

Lock & Key Services:

- Volunteer Hall: Rekeying project.
- Law Library: Duplicate keys.
- 22nd Street Duplex: rekeyed all doors.
- Dougherty Engineering: Repair combination lock.
- Zeanah Engineering: Loading cores and entering data.
- West Campus Dining: Loading cores and entering data.
- On Campus: Assisting as needed.
- Front Office: Processing key requests, pickup and drop off.
- University Housing: Many recores and repairs. Assisting as needed.

ZM Specialties:

- Delivered QR tags for AHUs in Zone 7, 6 and 3.
- Created QR codes and attached survey photos for Mossman, Hesler and Burchfiel AHUs.
- Conducted aerial and scissor lift operator training in collaboration with EHS.

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COMM & INFO CONTINUED:

- K@TE Upgrade – There will be changes coming to K@TE this week. If you have questions, please see Rebecca, Anna or Beth on the Training team, and they'll help you through it. You may have to reacquaint yourselves with the layout for K@TE as it's quite different. The Training team does have access to the demo site, so they can walk through it with you.
- **Have you lost your badge? Need an updated picture? Contact the Training Team!** - If you lose your badge or need an updated photo, we would be more than happy to make a new badge for you. Any position changes will be communicated through Nikki and Hannah and a new badge will be created for you at that time.
- The 2021 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!
- Your 2021 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training Group 1 – Office Staff" but it'll be specific to the group you're actually in. Just like you did with the campus compliance training, you'll open the curriculum and then complete each course inside the curriculum. You'll reach 100% completion when you complete every course within the curriculum.
- **External Training Completions** - If you participate in any training not done through K@TE, make sure you let Training (Rebecca, Anna and/or Beth) know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.

IT Support and Maintenance:

- Printer maintenance, replacement and troubleshooting
- Conference Room 101/102 Microphone Upgrade
- New Computer Installations
- Phone installations and moves.
- Autodesk Licensing
- Adobe Installations
- Retiree Assistance

UTILITIES SERVICES

A/C Services:

- Installing ion generators in HVAC units at Facility Services.
- Installed new condenser fan motor on Aaon CU1.
- Replace control wires for press box HVAC at Lindsey Nelson Stadium.
- Replace AH4 Energy recovery pump at JARTU.
- Assisted plumbing shop with building heat at SERF.
- Installed new pump shaft on chilled water pump SCWP3 at McClung tower.
- Assist contractor with install of new VFD on Trane chiller #1 at TBA.
- Closed compressed air isolation valve to Ferris Hall at Perkins Hall.
- Replaced dewpoint sensor on Airteck air dryer at Nielson Physics.
- Replaced coupling on chilled water pump SCP-102 at Claxton.
- Adjusted cooling tower make bypass valve and installed blowdown on chiller #2 VFD at Mossman.
- Replace TXV serving room 318 at Jessie Harris.
- Assist contractor with electrical outage at Zeanah Engineering.
- Replace coupling, align gearbox and motor on cooling tower #1 at SMC.
- Reset controller at Glazer Bldg.
- Verified equipment status for purchase order
- Delivered VFD cooling fan for Haslam Bldg.
- Reset exhaust fan 6 at Dougherty

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- Replaced 2 blown fuses on drive for return fan 3 at Hesler
- Checked status of RF N2 at Plant Biotech. New motor will be installed on 7/7/21
- Unwired old VFD for RF N2 and delivered new VFD for install
- Adjusted hot water actuator in room 160 at Student Union
- Checked air handler for room 111 and verified it was still cooling at Communications
- Found bad make up water valve for cooling tower at Mossman. Bypass has been opened.
- Found leaking flow sensor on condensing water line at Mossman. Will need to plan an outage to remove and replace.
- Cooling Tower testing and chemical addition on campus.
- Closed Loop testing and chemical addition on campus.
- Set up temporary power in locker rooms for recruiting at Neyland Stadium.
- Assisted Eaton with testing new transformer and HV cables at Zeanah Engineering.
- Installed new LED lights at gate 10 at Neyland Stadium.
- Assisted construction with new electric to charging station on campus.
- Turned lights on and off for event at Neyland Stadium.

Secondary Electrical:

- Lutron controls follow up at Mossman.
- Replacing rec/plugs for lights at North Greenhouse.
- Cost estimate for campus metering.
- Monthly meter readings on campus.
- Water in conduit panels in mechanical room at Dougherty.
- Meter/SCADA cost estimate at Jessie Harris.
- Repairing damaged controls on roof solar panels and storage room lighting at 11th St. Parking Garage.
- Solar panel replacement at Temple Hall.
- Kitchen hoods certification repairs on Campus.
- Disconnecting and replacing circuit breaker for elevator repair at McClung Tower.
- Investigating light controls not working at the Jewel Bldg.
- Cost estimate to replace obsolete lighting control at Plant Biotech.
- Repaired lights at 1812 Fraternity Park.
- Repair Lutron lights not working on 1st floor at Anderson Training.
- Repair flag pole lights not working at Brenda Lawson.
- Program Lutron ballast in room 150 and room 130D at Baker Center.
- Repair no power to outlets in room 344 at Brehm Animal Science.
- Lower existing light fixtures at Dougherty.
- Assist AC with HVAC units at McCord and North Carrick.
- Move/add 208 V outlet at Parking services building.
- Assisted plumbing with electric for bottle filling station at HPER.
- Replaced 2 new VFD's and 2 cooling units in stainless steel enclosure at Alan Jones.
- Install/connect new steam heater at Neyland Thompson

Electrical Services:

Security/Fire Alarm Group:

- Fire alarm/panel trouble and repairs at Dabney, Geier Hall, Presidential Court, Strong Hall, Kappa Alpha, Stokely Hall, Baker Center, Plant Biotech, Hopecote, 11th St. Garage, Austin Peay, Taylor Law, Min Kao, and 1800 Fraternity Park.
- Assisted MASCO with Monthly and Yearly pump tests on Campus.
- Assisted Simplex with replacing CO detector in kitchen area of Hess Hall.
- Disabled and Enabled devices for A/C shop at Jessie Harris.
- Disabled and Enabled devices for Plumbing shop at S&E.
- Assisted EHS with fire alarm drills at Mossman, Baker Center, and Glazer.
- Repaired door contact issues at Dougherty.
- Repaired door locking issues at Vet School.
- Checked on fiber connections issues at Hopecote.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Reading meters on Campus.
- Checked on lights around Campus.
- Drilled holes in electrical manhole at bridge for the contractor at Ellington.

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UTILITIES SERVICES CONTINUED:

indoor practice field.

- Replace circuit breaker for A/C unit at Hess Hall.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Wastewater testing on Campus.
- Repairing fire hydrants on Campus.
- Cut road in preparation for Alumni Steam project.
- Saw cut parking lot C7 for repair.
- Build and installed locking gate at Alan Jones Aquatic.
- Replaced steam regulator at SERF.
- Replaced temp control in PVI at S&E.
- Repaired leak on 4th floor men's bathroom at Hesler.
- Repaired backflow in machine room at Goodfriend Tennis.
- Installed new faucet on wall for track at Fleming Warehouse.
- Repaired shower leak in ceiling at Robinson Hall.
- Rough in for sink on 2nd floor at McCord Hall.
- Repaired water leak at KUB meter vault on Campus.

Steam Plant:

- Repaired sump pump in condensate area.
- Replaced gauge on #4 boiler.
- Greased #4 boiler damper.
- Repaired steam flow transmitter lines #4 boiler.
- Emergency repair on turbine diverter damper.
- General cleaning around plant.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art and Architecture: Lighting controls in 215A; Renovate Ewing Gallery
- Auxiliary Services: Electric and air for new equipment
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; paint A404, A421, A224 and A111; Carpet A421
- Baker Center: Replace carpet on 3rd floor
- Business Incubator: Paint and carpet for 117

- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects; Electric for counting systems G10 and G17 garages; Pressure washing
- Ceramics Annex: Green space and waterproofing
- Classroom Renovations for Summer 2021
- Claxton Building: New signage at breezeway; Rework Dean's suite
- Communications: Paint 466; Water intrusion repairs
- Conference Center Building: Add door 311A
- Dabney Buehler: New HVAC units 550, 552, 553
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410 and 503; Fire Marshal POCA list
- Dunford Hall: Paint and electric 2432
- Equity and Diversity: Paint, flooring and some lighting throughout
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Food Safety: Move fume hood from Ellington to room 10
- Glazer Building: Electric for monitors
- Greve Hall: Water bottle fillers 4th floor; Paint 302, 311, 316 and 317
- Grier Hall: Repair walls 112 & 349
- Henson Hall: Carpet 403
- Hesler Biology: Emergency circuit for freezer 515
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Signage in Veteran's Success Center
- Hopecote Building: Roof repair
- HPER: Paint 387; Replace shower pan on 2nd floor
- HSS: Electric work for new cubicle
- Intramural Fields: Seal parking lot; New pathway lighting; Repair sink hole in parking lot
- JIAM: Electric work for labs G003; Add sink in 150; Add cup sink to hood in 216; 3 receptacles for 135
- Kingston Pike Building: Water bottle filler 136
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513; Paint and flooring 701; Paint 923

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CONSTRUCTION CONTINUED:

- McCord Hall: Lab renovations on 1st floor; Renovate labs on ground floor
- Middlebrook Building: Add card reader to exterior door
- Morgan Hall: Renovations per POCA; Renovate 201A; Paint and carpet 321C; Add sliding door for 121A
- Mossman Building: Remove shelving and sink 539B; Electric for -80 freezer 226
- Music Building: Clean windows
- Neyland-Thompson Sports Center: Renovations per POCA
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; Paint and carpet 503, 504; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Perkins Hall: Fire Marshal POCA list
- Phi Sigma Psi: Repair roof
- Presidential Court: Electric for Package Lockers
- Robinson Hall: Replace shower pan
- SERF: Remove connecting doors and add corridor door 511; Access controls 530
- Sherri Parker Stadium: Corrections for SFMO
- Stokely Hall: Replace some shower pans
- SMC: Paint several offices; Replace faucet
- Student Union: Emergency locking; Door hold open devices for Student Engagement; Move wall mounted storage unit from 273C to 174L; Door hold open devices on breezeway doors; Paint dry erase wall in 193; Move some signage; Paint 382
- Student Services: ADA height toilet; Acoustical ceiling tiles 209
- Taylor Law: Receptacle for server backup; Replace sound panels 132, 135, 136
- Temple Hall: Build a wall 209
- Tickle Engineering: Electrical disconnect for air purifier
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Drive Services Building B: Renovation on lower level for Wind Tunnel
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Add water spigot; Install dock lights
- Vol Hall: Continue painting project
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

T FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Neyland Biology Annex near room 128
- Ellington Plant Science room 4
- SERF outside of room 426
- Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.