

Facilities Services Weekly

August 16, 2021

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

Congratulations to Our August Employee of the Month Shawn Benson!

Zoom Briefing Updates

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

NEXT Conference

The NEXT Conference is a one-day conference that will be held October 20, 2021. This is an excellent opportunity for all non-exempt employees presented by Employee Organizational Development. Registration is now open. See the flyer at the end of this newsletter for more information!

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:

- We are working on updating the monthly PMs for Building Services.
- Awaiting the arrival of the departmental polo shirts.

FACILITIES OPERATIONS

Building Services:

- We have managed to get a ton of work orders, enhanced carpet cleaning, move ins/outs on top of our regular daily duties thanks to the hard work of our team.
- We stripped, scrubbed, waxed and orbited 4 classrooms, 5 bathrooms, 2 kitchens, 1 entryway and 2 hallways in 2010 and 2016 Lake Ave Daycare---moved lots of furniture in and out of areas in order to complete

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floorwork and enhanced furniture when we returned to area after floor work completed. Cleaned windows inside and out and entry door glass in/out at 2010 and 2016 Lake Avenue. Enhanced and swabbed the 2023, 2010, and 2016 Lake Ave Daycares.

- Cleaned carpet in 209, 329, 330, 331, 404 Bailey Education. We also cleaned windows, window tracks, enhanced cleaned all furniture and touch points in 329, 330 and 331 in preparation for new occupants moving in these areas. We cleaned 12 upholstered chairs in Bailey Education for use on 4th floor. 418 Claxton we detailed and enhance cleaned. We cleaned, enhanced, swabbed and microbial sprayed 40 chairs and 5 tables in Suite 104 Claxton
- Cleaned and enhanced all of the shelving, tabletops, window ledges in 2124 Terrace Ave Architect Annex
- For Movie Night at Circle Park, we cleaned/enhanced all bathrooms on 3rd and 4th floor of Communications/SS after the event.
- Cleaned/enhanced Conference Room 234 and Kitchen/Lounge 328 in College of Nursing after event where food was served.
- Classroom 427 had new desks delivered and we microbial sprayed them at Hesler.
- 5th floor hallway was dust mopped and auto scrubbed at Dabney. Classroom 575 new desks were delivered and we microbial sprayed them. Classroom 488 new desk were delivered and we Microbial sprayed them. Classroom 476 desks from storage were delivered and we detail cleaned and Microbial sprayed them.
- Carpet in R303 was cleaned at Nuclear Engineering.
- Smokey statues were cleaned in front of Ayers Hall and Gate 21.
- Hallways in Ayers Hall were dust mopped and Auto scrubbed. Detailed wood and halls. Custodial closet 1st floor Ayers Hall was completely reorganized.
- Walk off mats at Hoskins were orbited. First floor at Hoskins was scrubbed.
- We worked events at Howard Baker and the Law College.
- We cleaned up a flood at Jessie Harris
- Our team helped clean bathrooms in Neyland Stadium.
- We had a big event on the first floor of Mossman.

Landscape Services:

- Residence Halls: Prep landscape for student move-in.
- Gate 21: Provide excavation and support for steam infrastructure reroute from Alumni Memorial bldg to Phillip Fulmer Way (cont)
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings
- C-7 Lot (Terrace Ave): Pave 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)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (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 August 9 to August 15:

- Bottles/Cans: 11,000 lbs.
- Paper: 2,900 lbs.
- Cardboard: 9,920 lbs.
- Manure: 20,150 lbs.
- Food: 6,200 lbs.
- Total: 50,170 lbs. /25.09 tons
- Pallets: 109

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 25,940 lbs. / 12.97 tons
- Paper: 66,400 lbs. / 33.20 tons
- Cardboard: 45,380 lbs. / 22.69 tons
- Manure: 99,753 lbs. / 49.88 tons

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ENERGY MANAGEMENT CONTINUED:

- Food Waste: 30,264 lbs. / 15.13tons
- Total: 267,737 lbs. / 133.87 tons

Sustainability Report:

- We have welcomed, began training and onboarded seven new AmeriCorps members. Say hello to them!
- UT Office of Sustainability 2021-22 AmeriCorps Team:
 - Amythest Devlin, Alternative Energy & Transportation Coordinator
 - Deb Bethel, Social Impact Coordinator
 - Ella Dohrmann, Compost Logistics Coordinator
 - Emily Stiles, Outreach Coordinator
 - Jessica GerberDolan, Data Analyst and Office Administrator
 - Max Hastings, Zero Waste Operations Coordinator
 - Savannah Seeber, Academic Engagement Coordinator
- Set up 70 waste stations at Zeanah Engineering.
- We staffed move-in cardboard recycling.
- We staffed three zero waste events with the following diversion rates.

Faculty and Staff Picnic on 8/13/21, diverted 91.35%

Approximately 2000 attendees

Total waste= 577.8 pounds

Total Diverted=527.8 pounds

Band Picnic at Neyland Stadium on 8/13/21, diverted 90.58%

Approximately 400 attendees

Total waste= 199.6 pounds

Total Diverted=180.8 pounds

New Student Picnic at HSS Lawn, diverted 86.92%

Approximately 5000 attendees

Total waste= 1385.3 pounds

Total Diverted=1204.1 pounds

- We staffed move-in cardboard recycling.
- We provided support to an several additional events including: the High School Football Jamboree, Libraries Fall Welcome, Movie Night, Fred Brown Tie event, Fred Brown Hot Dog event, Panhellenic Recruitment, and the Ice Cream Social

ZONE MAINTENANCE

Zone 1:

- Our main focus has been student move-in in each of our residence halls.

Zone 2:

- The CBT fountain just had the main drain valve replaced.
- Communications and Student Services is getting a fire alarm upgrade.
- We are ready for students!

Zone 3:

- Blount Hall: Repaired AC units in Rooms 107, 108 and 111, completed daily walk throughs and generator tests, replaced an exit sign and repaired a handicap button on the 1st floor entrance.
- UTPD: Completed daily walk throughs and generator tests and serviced generator on 11th Street.
- Stokely Management Center: Completed a ceiling tile repair in Room 528, repaired an induction unit on the 3rd floor, worked on condensate water on the ceiling of the G4 stairwell, and worked on the domestic hot water supply
- Haslam Business: Met with Stowers for generator repairs, met with contractors for M floor information, treated water fountain and bottle filler drains, built shelves for Room 436C and placed in 402A, changed filters on bottle filler stations on 1st and 2nd floors, installed keyboard trays in Room 529, and completed a lighting repair in Room 342.
- Howard Baker Center: Completed equipment checks and general maintenance and assisted on ice machine and lighting repairs.
- International House: Completed equipment checks, general maintenance and lighting repairs
- Vol Shop: Equipment checks and general maintenance

Zone 4:

- Completing ceiling tile replacement at UT Creamery.
- Brought in new CFA fryers at the Student Union.
- Repaired the exhaust fan at Stokely.
- Replaced heating element on the dish machine at Anderson Training.
- Installing LED lights at Thompson-Boling Arena.

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ZONE MAINTENANCE CONTINUED:

- Installing toilet paper dispensers and ice scoop holders at West Campus Dining.
- Fibers & Composites: Daily equipment check, weekly building check, checked old exhaust & vents.

Zone 5:

- At Neyland Stadium, we checked and made repairs as needed in preparation 2021 football season and prepared for High School Football Jamboree.
- At Anderson Training Complex, we checked and adjusted chemicals in pools and installed new auto flush valves in team restrooms.
- At Allan Jones Aquatics, we checked and adjusted chemicals in pools and filled comp pool.
- At Regal Soccer, we checked and made repairs ahead of Expedition game.
- At Parking Services, we worked on A/C unit.
- At Auxiliary Services, we checked and replaced LED lights.
- Throughout zone, we conducted general building maintenance.
- SERF: Routine building checks, replaced leaking vacuum breakers, replaced faulty flush valves, changed leaking gaskets on toilets, changed batteries in automatic sinks, replaced belts on exhaust fans, assisted electric shop as needed, assisted other buildings in zone as needed.
- Nuclear Engineering: Routine building checks, unclogged condensate drain lines, repaired leaking P-trap, replaced belts on air handlers, assisted other buildings in zone as needed.
- Ferris Hall: Conducted daily walk throughs and weekly walk through. Repaired leak on domestic hot water line in ceiling 2nd floor lobby.
- Perkins Hall: Conducted daily walk throughs and weekly walk through. Replaced kitchen sink faucet 205A. Serviced AHU 5009.

Zone 6:

- Generally maintaining environmental equipment.
- Generally addressing work order issues.
- Continue QR Coder initiative.
- Unlock doors.
- Air filter changing zone wide.
- Dabney control valve replacement.
- Power outage coverage.
- General led lighting project.

Zone 7:

- AMB: General maintenance, AHU PMs, ceiling tile replacement and cleaning of machine rooms.
- Min Kao: Working on lights, working on filters, working on restrooms and doing building checks.
- Tickle Engineering: Building checks, lights out in building, emergency power outage.
- Dougherty: General maintenance going through bathrooms changing lights out getting building ready for students.
- Jessie Harris: Daily equipment check, weekly building check, checked & cleaned elevator tracks, checked generator, replaced guard on air compressor.
- Senter Hall: Daily equipment check, weekly building check, checked & ran generator, repaired lights in restrooms, changed filters in main air handler.

Lock & Key Services:

- McClung Tower – repair locks
- Dunford Hall – repair locks
- Racheff Research – rekey lock
- Student Union Phase I – rekey lock
- Zeanah Engineering – installing cores, cutting keys & distributing, entering data
- A&A – check lock
- Hodges Library – change function of lock
- On Campus – assisting as needed
- Front Office – very busy with processing key request, key pickup and drop off
- University Housing – move in weekend, many recores and repairs, assisting as needed

ZM Specialties:

- Assisted AC Controls
- Repaired exhaust fans at Vol Hall
- Installed door closers at East Stadium Hall
- Repaired door operator at Ayres Hall
- Tracing air leaks at Walters Academic, Alumni Memorial, and Dabney-Buehler
- Testing CMMS demos
- Scheduled PMs for Zone 4 at West Campus Dining Hall

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COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- As a reminder, the 2021 Annual Report is currently being compiled. Please send all updated information to Anna Best by August 27.
- 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>
- Briefing #43: <https://www.youtube.com/watch?v=p9WDklQKMyw>
- Briefing #44: <https://youtu.be/IXDzdsINBRU>
- 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:

- **Mandatory Football Training:** It's that time of year again! As Terry mentioned in yesterday's departmental Zoom meeting, football training is coming up. The times are below. If you will be working any football games, please plan on attending one of these mandatory training sessions.
- Mandatory Football Training Session Options:
- Wednesday, August 18 8:30-10:00 a.m.
- Wednesday, August 18 2:30-4:00 p.m.
- Wednesday, August 25 10:00-11:30 a.m.
- Wednesday, August 25 4:00-5:30 p.m.
- Thursday, August 26 10:00-11:30 p.m.
- Friday, August 27 1:00-3:30 p.m. via Zoom (<https://tennessee.zoom.us/j/94585410372>)
- With temperature and humidity on the rise in recent weeks, Heat and Cold Exposure Management 2021 has

been added to K@TE transcripts for all employees who have the potential for working in extreme temperature conditions. This is required training for 2021 and will be an annual training requirement going forward. As a reminder, K@TE training can be accessed at <https://fs.utk.edu/comminfo/training/>. Once you login, select the 'My Active Courses' icon on the home page to view your active training transcript. Please contact the Training Unit with any questions you may have.

Training News:

- We have six new employees in New Employee Orientation this week. If you see them around, say hello and make them feel like a welcome member of the facilities services family!
- **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

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COMM & INFO CONTINUED:

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:

- New computer set up
- Device classifications.

UTILITIES SERVICES

A/C Services:

- Replaced bad poppet and diaphragm on GEX valve in room 317 at Plant Biotech.
- Switched secondary hot water pump from hand to auto at JIAM.
- Began verifying controls at Neyland Stadium for upcoming season.
- Verified operations on all rooftop units after fire alarm outage at Walters.
- Continued verifying controls at Neyland Stadium for upcoming season.
- Recalibrated fire dampers at Thornton Building after power outage.
- Replaced fire damper actuator on AHU 7 at Neyland Stadium.
- Began trouble shooting room pressure in room 312 at SERF.
- Replaced faulty transformer on wall unit in room 1102 of McClung Tower.

Electrical Services:

Security/Fire Alarm Group:

- Fire alarm/panel trouble and repairs at S. Carrick, Hill, Dabney, Tickle, Allan Jones, Brehm, and Student Services.
- Assisted EHS with fire drills at Melrose, Hopecote, Frieson Black Cultural Center, and International House.
- Assisted MASCO with Monthly and Yearly pump tests on Campus.
- Disabled and Enabled devices for contractors at Hoskins,

ELC-White Ave and Brenda Lawson.

- Disable/Enable devices for plumbers at N. Carrick.
- Installed bed shaker at S. Carrick.
- Installed bed shaker light at Massey Hall.
- Worked with Stowers on the generators display board at Fred Brown.
- Assist BST with fire panel data card troubles at Law College.
- Worked on door contact issues at Humanities.
- Replace door strike at Anderson Training.
- Inspect card reader problems at Sigma Kappa.
- Panic troubleshooting in room 405P.
- Check MAC address of the controller for OIT in Fiber Vault.
- Replaced emergency exit button on 1st floor.
- Repaired 2 Handicap door issues at Student Union.
- Card reader issue at Perkins Hall.
- Replaced LSP panel at Reese Hall.
- Repaired wires in the panic bar hardware at 2600 Sorority Village.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Reading meters on Campus.
- Checked on lights around Campus.

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.
- Repairing damaged controls on roof solar panels and storage room lighting at 11th St. Parking Garage.
- 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.
- Lower existing light fixtures at Dougherty.
- Assist HVAC with 2 AC units at McCord.

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- Circuit breaker tripping. Scheduled floor outage for 4th floor at Nuclear Building.
- VFD replacement at JARTU.
- Motor connection and outdoor pool repair at TREC.
- Field replacement with LED lights at Neyland Stadium.
- Support electrical contractor- new manhole cover extension at JW Mall Extension.
- New camera poles in new parking area at Kingston Pike.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.
- Wastewater testing on Campus.
- Repairing fire hydrants on Campus.
- Working on Alumni Steam Project.
- Unstopped sewer in restroom at A&A.
- Repaired urinal at HPER.
- Unstopped toilet at Reese Hall.
- Repaired leaking water line at Student Rec.
- Replaced leaking wall drain at Reese Hall.
- Replaced shower drain that was broken between floors at N. Carrick.
- Rodded manhole at South College.
- Repaired hot water on 2nd floor at Brown Hall.
- Replaced toilet on 3rd floor at Baker Center.
- Rodded out stopped up stack at S. Carrick.
- Repaired hot water at Dogwood Hall.
- Removed floor sink and capped off lines at Presidential Court.
- Repaired leaking shower drains at Reese Hall and Massey Hall.

Steam Plant:

- Worked on #2 boiler roof exhaust fan.
- Replaced water level probes in #3 boiler.
- Replaced boiler alarm in #5 boiler.
- Installed VFD for #4 condensate pump.
- Finished replacing valves on main softeners.
- Worked on steam driven feed water pump bases.
- Worked on overhead lighting.

CONSTRUCTION SERVICES

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door G002
- Art and Architecture: Renovate Ewing Gallery
- Austin Peay: Carpet 303H
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; paint 113, 114, 223, 227, A224 and A111; Carpet A421
- Baker Center: Construct new office spaces 313 and 325
- 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
- Ceramics Annex: Green space and waterproofing
- Ceramics Building: Install 3 air filtration units in studio spaces
- Classroom Renovations for Summer 2021
- Claxton Building: New signage at breezeway; Rework Dean's suite
- Communications: Renovate 302B; Renovate 64C and 77
- 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; Electric work in 110
- Dunford Hall: Paint and electric 2432
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Paint, flooring and some lighting throughout
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Fleet Management: 2 Electric vehicle chargers; Relocation for EcoCar program
- Greve Hall: Blinds for 316
- Grier Hall: Repair walls 112 & 349
- Hesler Biology: Emergency circuit for freezer 515
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605; Signage in

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- Veteran's Success Center; Correct locking issues per Fire Marshal; Donor plaque for Vet Center
- Hopecote Building: Roof repair
- HPER: Paint 387; Replace shower pan on 2nd floor
- Jessie Harris: Paint 229D, 336, 337, 341
- JIAM: Add sink in 150; Add cup sink to hood in 216; 3 receptacles for 135; Connect glove box to exhaust 256; Electric for chiller G026
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513, 1106, 1107, 1113, 1119; Paint and flooring 701; Paint 923
- McCord Hall: Lab renovations on 1st floor; Renovate labs on ground floor
- Melrose G: Paint restrooms, reception area
- Middlebrook Building: Add card reader to exterior door
- Morgan Hall: Renovations per POCA; Add sliding door for 121A
- Mossman Building: Remove shelving and sink 539B; Electric for -80 freezer 226
- Neyland-Thompson Sports Center: Renovations per POCA
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Repair ceiling 106
- Perkins Hall: Fire Marshal POCA list
- Phi Sigma Psi: Repair roof
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Access controls 530; Electric 108
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Replace faucet
- Student Union: Emergency locking; 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; Move point of sale registers in Vol Shop
- Student Services: ADA height toilet; Acoustical ceiling tiles 209
- Taylor Law: Replace sound panels 132, 135, 136
- Temple Hall: Build a wall 209
- Tickle Engineering: Electrical disconnect for air purifier; Utilities for new equipment
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

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.



NON-EXEMPT EMPLOYEES
EXCELLING TOGETHER

New!

The **NEXT** "Non-Exempt Employees Excelling Together" Conference is a new learning opportunity presented by Employee and Organizational Development. **NEXT** is designed to meet the specific needs of non-exempt staff on all campuses. This conference is an investment in the growth and development of non-exempt staff that serves and supports our campuses. This conference will provide opportunities for rigorous learning, professional community building, and connection to the BE ONE UT values.

Highlights!

- One-day conference experience
- 4 in-person sessions & 2 breakout sessions
- Rigorous learning opportunities focused on growth
- Professional community-building opportunities



Register for NEXT!

Employee and Organizational Development is accepting applications for 2021 NEXT Conference!

Registration will begin
August 4, 2021

Register in K@TE
<https://kate.tennessee.edu/>

Registration will close
September 15, 2021

Payment of \$100 is due by
October 13, 2021

The conference will be held
October 20, 2021
UT Conference Center, Knoxville

Questions? Please email:
jtennan4@tennessee.edu

Please consider applying for the Career Development Fund to cover the cost of the conference.

<https://hr.tennessee.edu/eod/career-development-fund/>