

Facilities Services Weekly

September 26, 2022

Register Now: Flu Shot & COVID Booster Clinic at FSC on 10/5

Student Health will be at the Facilities Services Complex on Wednesday, October 5th from 9a-2p for anyone who would like to receive a flu shot or keep their COVID vaccination status up to date. All FS employees are eligible to receive flu vaccines, and fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. COVID boosters are free, and flu vaccines are free to employees enrolled in the state's health insurance plan. Otherwise, flu shots are \$25 payable by cash or check. Financial assistance may be available. See flyer at end of Weekly for additional details (including sign-up information).

Nominations for the Chuck Thompson Awards Close Friday!

We are now accepting nominations for the 2022 Chuck Thompson Facilities Services Outstanding Employee Awards. An email was sent out by Veronica Huff with criteria and eligibility. You may submit nominations for more than one eligible employee. Nominations can be electronically submitted at <https://fs.utk.edu/cta/ctaward/> or dropped off at Veronica's desk. Nominations will be accepted until 5PM on Friday, September 30th.

Sign Up for Facilities Fundamentals: Air Conditioning in Your Home DIY Workshop

Registration is now open for the next Facilities Fundamentals DIY Workshop! Our focus this fall is on "A/C in Your Home" with our very own Cody Mabes (HVAC Specialist) presenting information on basic maintenance for your heating and cooling system(s). You'll also have the opportunity to ask questions at the end of the session. This session will take place on Wednesday, September 28 from 12p - 1p on Zoom with the link sent to registered participants the week before the workshop.

Visit tiny.utk.edu/fsfundamentals to register.



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	E01-7217	Painter
E01-7202	Facilities Space Coordinator	E01-7218	Plumbing & Heating Specialist I
E01-7202	Project Manager	E01-7220	Building Services Aides
E01-7205	Steam Plant Mechanic (SR)	E01-7224	STAR Team Member
E01-7212	HVAC Spec I	E01-7230	Landscape Aide I
E01-7214	Line Installer		
E01-7217	Painter Asst III		

ADMINISTRATION

Special Projects:

- Serving on the Culture Committee
- Logistics and planning for Coffee & Conversation events
- TCO Inventory
- Chuck Thompson Awards prep
- FEMA Training

BUILDING SERVICES

- Ayres Hall halls auto scrubbed.
- Dabney 5th floor buffed.
- Nursing Education 4th floor auto scrubbed.
- Dabney 4th and 6th floors auto scrubbed.
- Detail cleaned carpets at the Conference Center in Rooms 400B and 411
- Detailed classrooms in Perkins and Ferris Halls
- Detailed entrance ways in Zone 6

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OPERATIONS CONTINUED:

OPERATIONS & LANDSCAPE

Landscape Services:

- Armed Forces Memorial Dedication: Provide pedestrian panels to divert students around ceremony
- Florida Game: Aeration and over-seeding to help repair damage to event lawns
- Ayres Hall South Lawn: Aeration and over-seeding to help repair damage from ESPN Game Day production
- Ayres Hill Entrance: Installation of irrigation and landscape improvements (cont)
- Smokey 11 Statue: Assist the construction team placing statue on new plaza and sprucing up the site until landscape improvements this fall
- Irrigation Systems: Test, monitor, adjust and repair systems as needed. (cont.)
- Burchfiel Geography: Repair irrigation and landscape following fire supply water main break repair (cont.)
- Campus-Wide Mowing: Making adjustments to route schedules to meet campus demands (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.)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Recruiting to fill vacant positions

Sanitation Safety:

- Completed pest control requests

ZONE MAINTENANCE

Zone 1:

- Had a water main break over the weekend
- Staying caught up on work orders

Zone 2:

- Art + Architecture - Disassembled bottle fill station for flow problems and Light repair in various rooms
- McClung Tower - Bathroom toilet repair on 10th floor, Drained, cleaned and refilled the Bull fountain,

Fan coil unit repair in Room 910, and Replaced urinal plumbing on 6th floor

- Clarence Brown - Replaced 2 light fixtures above the stage on the catwalk, repaired a broken audience seat and checked/repared all lights at aisle seating
- Changed oil and filters on generators across the zone

Zone 3:

- Zone 3 is performing Annual Inspection of Roofs and Drains for all buildings

Zone 4:

- Repaired deep fryers at Vol Hall
- Cleaned cooler coils at Cumberland
- Repaired exhaust fan at Student Union Phase 1
- Repaired dish machine at UT Culinary
- Repaired sink drain at Student Union Phase 2
- Repaired grill at Stokely Hall
- Repaired dish machine at Rocky Top Dining

Zone 5:

- At Neyland Stadium, checked and made repairs as needed after the Akron game and ahead of Florida
- At the Football Complex, checked and adjusted chemicals in the pools
- At Allan Jones, checked and adjusted chemicals in pools
- At East Stadium, worked on toilet on the 3rd floor women's bathroom
- At Sherri Parker Lee Stadium, checked AC in the team room
- At Regal Soccer, checked and made repairs ahead of Alabama
- Throughout the zone, conducted general building maintenance

Zone 6:

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

Zone 7:

ZONE MAINTENANCE CONTINUED ON PAGE 3

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ZONE MAINTENANCE CONTINUED:

- AMB : General Maintenance, replace 3 lights in Auditorium, Clean Roof Drains, Working on PM's, working shows and doing walk throughs of AV equipment.
- 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.
- SERF: Routine building checks, replaced photocell for lobby entrance, repaired flickering lights & lights that were out, traced leaks, reset tripped breakers, 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, installed desk brackets, cleaned window A/C unit filters, assisted contractors as needed, assisted other buildings in zone as needed.
- Ferris Hall : Conducted daily walkthroughs and weekly walkthroughs. . Serviced AHU's. Serviced exhaust fans.
- Perkins Hall : Conducted daily walkthroughs and weekly walkthroughs. Serviced AHU's. Serviced exhaust fans.
- Dougherty : General maintenance, air handler monthlies, changed filters, replaced bulbs, assisted zone, assisted contractors, assisted pest control, assisted A/C shop, door hinge repair, diagnose leak, paper towel dispenser repair.
- Min Kao : Working on lights, working on restrooms, working ceiling tile, doing building checks.
- Jessie Harris : Weekly building check, Daily equipment check, Checked elevator tracks, Checked generator, Checked for mold, Installed window AC/heater in office, Checked roof & gutters for leaves.
- Fiber & Composites : Weekly building check, Daily equipment check, Checked elevator tracks, Checked for mold, Checked roof & gutters for leaves.
- SENTER Hall : Weekly building check, Daily equipment check, Checked & ran generator, Checked for mold,

Worked on greenhouse exhaust fan, Checked roof & gutters for leaves.

Zone 8:

- We are working on louvers in several of the greenhouses with the cooler temperatures.
- AG day was a tremendous success this years with several thousand passing through the Brehm Animal Science arena.
- We are repiping some condensate lines in the Food Safety building.
- We are working on exterior lighting at the Plant Biotech building.
- With production beginning at the new UT Creamery in the Food Science building, we are working to make sure that all of our utilities are operating properly in the production area.

Zone 9:

- We will be changing a timer for the exterior lighting at the Glazer Building in Oak Ridge.
- We installed a new light fixture for added wattage in the hallway at the Middlebrook Building.
- Our monthly Archibus will be an area of focus for us as we close out the month of September in Archibus.

ZM Specialties:

- Replacing glass at Clement Hall, South Carrick, and Neyland Thompson Sports Center
- Caulked windows at North Carrick
- Repairing windows in East skyboxes
- Repaired door operators at Student Health Center, Geier, Stokely, Magnolia, and Fred Brown
- Transported lifts to various campus locations
- Cleaning campus security cameras
- Corrected airflows on fume hoods at Dabney Buehler, Strong Hall, and SERF
- Monitoring data retrieval at Rocky Top Dining
- Attached survey photos to equipment records for Auxiliary Services and Student Services
- Scheduled cleaning PMs for day shift buildings

Lock & Key Services:

- McClung Tower – repair cabinet lock
- A& A – repair lock core
- South Stadium – Install cabinet locks

ZONE MAINTENANCE CONTINUED ON PAGE 4

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ZONE MAINTENANCE CONTINUED:

- Middlebrook Pike Bldg. – install locks and key
- SMC – repair roof maintenance door
- Plant Biotech – install patio door lock
- On Campus – assisting as needed
- Front Office – Processing key request, key pickup and drop off
- University Housing – many repairs and recores, assisting as needed

UT Office of Sustainability/Recycling:

Weekly Recycling Totals:

- Bottles/Cans: 5,600 lbs.
- Paper: 0 lbs.
- Cardboard: 0 lbs.
- Weekly Total: 5,600 lbs.

Fiscal Year Recycling Totals:

- Bottles/Cans: 53,680 lbs./26.84 tons
- Paper: 90,520 lbs./45.26 tons
- Cardboard: 22,800lbs./11.4 tons
- Pallets: 16,992 lbs./8.5 tons
- Plastic Film: 1,340 lbs./0.67 tons
- Yearly Total: 183,992 lbs./92 tons

- 4,172 pounds of food was recovered from the Florida game
- The UT Free Store hosted its first pop-up event of the semester
- The Compost Facility delivered 32 cubic yards (34,550 lbs) of compost to UTIA Organic Crops Unit
- Led a trash pickup on the Tennessee River in cooperation with the UT Compost Coalition, UTOP, and Knoxville Stormwater
- The Compost Facility has welcomed a new student Operations Assistant, Mary McWaters

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 or 865-771-1531
- The electronic employee comment box can be found at

tiny.utk.edu/fscommentbox.

Employee Training & Development:

Upcoming Training

- TNAPPA will be hosting bi-monthly "roundtable" events via Zoom that will feature a presentation from one of the TNAPPA campuses, open discussion around the chosen topic, and open discussion for future topic ideas. These sessions are open to anyone in Facilities Services and will take place on September 7 at 3pm EDT and November 2 at 3pm EDT. You can register for the September roundtable [here](#), and registration for the November roundtable can be found [here](#).
- Computer Basics Class - this class will take place in the FSC computer lab on Thursday, September 22 from 8:30a-11a. This class is perfect for anyone who is new or very unfamiliar with using computers. Register by emailing FSTraining@utk.edu
- Facilities Fundamentals DIY Workshop - Don't forget to register for our upcoming Facilities Fundamentals workshop! HVAC Specialist Cody Mables will be presenting tips for Air Conditioning in your home. Register at tiny.utk.edu/FSfundamentals.

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 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

COMM & INFO CONTINUED ON PAGE 5

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COMM & INFO CONTINUED:

your department isn't paying out of their budget! More information at this link: <https://hr.tennessee.edu/eod/career-development-fund/>

- **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:

- Gameday Support
- InTune Testing with OIT
- New Computer Setups
- File Storage management and Backup Searches
- Printer Installation
- Conference Room setup and assistance
- Phone Line conversions to RingCentral assistance
- Radio Management
- 2 Factor Authentication assistance

UTILITIES SERVICES

A/C Services:

- Continued preparing skyboxes for upcoming football season.
- Trouble shot VFD overheating issues at Music.
- Trouble shot pool temp issues in the dive well of Alan Jones Aquatic.
- Replaced chilled water valve on upper RTU unit at Kingston Pike.
- Trouble shot HRU issues at SERF.
- Trouble shot heating issues at Taylor Law.
- Found faulty chilled water actuator at Tickle.
- Adjusted on Phoenix server for room 248 at IAMM.
- Installed new controller and unclogged units in room # 910 at McClung Tower.
- Repaired under counter unit and 2 door cooler at the Student Union Chick-fil-A.
- Repaired freezer and undercounter unit at Stokely Hall.
- Piped in the chilled water coil in AHU #5 at Communications.
- Worked on the air compressor at Hodges Library.
- Repaired the growth chamber at Hesler.
- Repaired leak in room 107 at Food Science.

- Repaired walk-in in room 105 at Plant Biotech.
- Repaired leak on compressor at JARTU.
- Replaced motor on the air compressor at Dunford.
- Installed new wye strainers on chiller No. 2 at Mossman.
- Installed new heating water coil in penthouse AHU at Blount.
- Repaired leaks on the York portable chiller at Music.
- Rebuilt heating water pump in the West Skybox at Neyland.
- Performed the pregame prep of the AC equipment at Neyland.
- Repaired McQuay chiller at Alan Jones.
- Repaired hot tub at Anderson Training Center.
- Repair processed chiller system at IAMM.

Electrical Services:

- Repaired devices and cleared alarms at Bailey, 1804 Fraternity, 2505 Sorority, TBA, Laurel Apartments, HPER, Geier, Rocky Top Dining, Lindsey Nelson Baseball, Hess Hall and North Carrick.
- Disabled/Enabled devices for plumbers at UT Conference Center.
- Disabled/Enabled devices for contractors at TREC, Student Health, Communications, Neyland, S&E, Vol Hall, and Music.
- Performed fire watch at Neyland Stadium.
- Repaired door props at Alan Jones.
- Repaired door issue in room 224 at UT Conference Center.
- Enabled access doors at the Steam Plant.
- Assisted MASCO with daily pump tests across campus.
- Performed maintenance on substations.
- Troubleshooting and repair of Lutron lighting at Neyland Stadium.
- Replacement of lighting control at Jewel Building.
- Tracing electrical branch wiring circuitry at Food Science Building.
- Reset clock at Andy Holt Tower.
- Parts procurement and preliminary work for NEMA 5 Motor Starter changeout at TBA.
- Relocation of Ground Fault Circuit Interrupter receptacles at Mossman Engineering building.
- Troubleshooting and repair at Mossman Engineering Building Room 642.
- Troubleshooting and repair of receptacle at Neyland

UTILITIES CONTINUED ON PAGE 6

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UTILITIES CONTINUED:

- Stadium elevator machine room.
- Troubleshooting and repair of gas leak in switchgear at Substation.
- Troubleshooting and repair of receptacle for popcorn machine at Neyland Stadium.
- Changed receptacle to Ground Fault Circuit Interrupter type receptacle per EH & S at Mossman Engineering Building Room 642A.
- Replaced damaged receptacle at 2601 Sorority Village.
- Troubleshooting and repair of branch wiring and tripped circuit breaker at South & East Neyland Stadium.
- Installation of NEMA 5 Motor Starter at TBA.
- Troubleshooting and repair of track lighting at Haslam Music.
- Replaced defective light at Stokely Hall men's restroom main floor.
- Replaced faulty GFCI receptacles at 1844 Fraternity Park.
- Replacement of electric meter at 11th Street Garage.
- Current Transformer at G-10 Garage.
- Troubleshooting and repair of electrical outlet at Henson Hall Room 215.
- Troubleshooting and repair of main entrance lighting at Haslam Business College.
- Locate Lutron controls for defective lighting at Tickle Engineering Building.
- Pre-game connection of power to TV Trucks, A/C benches, generators, and VIP toilets.
- Pre-game meeting with James Barr, Skycam, Athletics, Facilities, and TV trucks to go over plans for the game.
- Worked with Skycam and Massey to address issues with Skycam house equipment.
- Changed light switch and photo cell at Gate 3 at Neyland.
- Picked up all generators and temporary power materials after game.
- Game day set up locates at Ayres Hall Courtyard.
- Worked in Zeanah to monitor fire panel and perform fire watch during game.
- Checked power and generator at Kingston Pike Building.
- Troubleshooting outside bridge lights at Tickle Engineering.
- Working on 11th Street Parking Garage lights.

- Repaired parking lot light timing at Facilities Services.
- Checking on storm pond HV duct bank repairs.
- Checking on Nursing/Bailey MH 24 and secondary runs for duct banks and refeeds.
- Met with contractors at Zeanah to discuss repairs left on the contract.
- Troubleshooting issues with pole lights at Lake Ave Old Parking Garage.
- Checking and pumping HV manholes.
- Marking and logging in daily Tennessee 1-800's
- Monthly meter readings.
- Checking campus lighting.

Plumbing Shop:

- Pump steam vaults on campus
- Daily 1-800's.
- Repaired geothermal leak in yard at 2515 Sorority Village.
- Replaced water heater at Wolf Kaplan Center at Neyland.
- Replaced water heater at Taylor Law.
- Unclogged main drain line at Brehm Animal Science.
- Repaired sewer line in ceiling at the Steam Plant.
- Installed PRV at the Early Learning Center.
- Repaired hot water in lab at Strong Hall.
- Installed a new bottle filler at Physics and Bass Anthropology.
- Repaired leak in the drain at Hess Hall.
- Unstopped tub drain at Clement Hall.
- Filled water tanks for ESPN game day.
- Coverage for game day at Neyland Stadium.

Steam Plant

- Took down #2 feed pump for bearing replacement.
- Repaired 3" water line on condensate tank.
- Core drilled holes for new blow-down pipes.
- Began re-piping and installing the #2 condensate pump.
- Cleaned photocell on the turbine fire system.
- Repaired 3" line on the softener.
- Met with the inspector for the air tank inspection.
- Troubleshooting condensate pump #1.
- Rewiring, checking controls and loading software for condensate pump #2.

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CONSTRUCTION SERVICES CONTINUED:

CONSTRUCTION SERVICES

- Alpha Delta Pi: Renovate 1st floor restroom
- Alpha Tau Omega: Interior fence for storage area; Repairs for new occupants
- Andy Holt Tower: Paint 635; Renovate 7th and 8th floors
- Aramark Food Areas: Install FRP in multiple locations; Cumberland Food Court-painting and FRP
- Art and Architecture: Replace lights and controls 215A; Office furniture 210 and 213; Electric, patch, paint 341
- Austin Peay: Paint 312B and 416F; Paint and carpet 303A
- Ayers Hall: New work station 313
- Bailey Education: Electric A232; Remove shelving on 2nd floor; Paint and carpet A227
- Baker Center: Paint 213; New offices on 3rd floor
- Bass Building/Body Farm: Replace storage shed
- Blount Hall: Paint and carpet 104 and 105; Rework walls 407
- Burchfiel Geography: Divide 402 and 403 into smaller rooms
- Campus: Refurbish outdoor basketball courts behind Fraternities; Armed Forces Memorial; Classroom Renovations for Summer 2022; Bike racks in Vol Parking Garage; Volunteer First Impressions winners 2022; Trash and recycling pads on Lake Ave.
- Claxton Building: Carpet 302, 303, 442
- Communications: Make 028F an office; Fire Alarm paging; Weatherproof TVs on patio; Paint 275, 283; LED lights 469
- Conference Center Building: Move State Comptroller 307; Paint suite 412; Assist with camera installation 221L; Utility connections for leased dish machine 402A
- CRC Materials Science: Flooring 207
- Dabney Buehler: Replace fume hoods in 408, 507, 508, 607, 608; Paint 481; Install dishwasher 302
- Dougherty Engineering: Renovate 101 for welding and robotics lab
- Early Learning Center: Rework upper playground on White Ave.; Fire Alarm paging White Ave.
- Equity and Diversity: Install a ramp
- Ferris Hall: Patch and paint on 2 and 5
- Food Safety Building: Connect a dishwasher
- Food Science Building: Renovate 215 for Creamery kitchen;
- Install ice machine 102; Additional electric 215
- Glazer Building: Renovation for classroom
- HPER: Paint 331, 336, 330, 351 and 360A2; Fire Alarm paging
- Haslam Business Building: Window glass in doors 318, 321, 322; Combine 319 and 320 for offices; Renovate 308 for Marketing & Comm. staff; Paint 499A; Switch access controls to UTPD server; Paint 430
- Henson Hall: Paint 211 and 214
- Hesler Biology: Electric work 114
- Hodges Library: Renovate 252; New lighting and painting 199A; Paint 552
- Jessie Harris: Build offices in 102; Paint 236,112B
- JIAM: Electric work 272
- Kingston Pike Building: Renovate 135 into on-line studio
- Lindsey Nelson Stadium: Electric and fire suppression 208
- Melrose: Paint 3rd floor restrooms; Paint glazed brick in G stairways
- Middlebrook Building: Add a door with access controls to 2nd floor office suite; Carpet 201-210
- Min Kao: Sediment trap on chilled water 117; Electric work 234; Paint 215
- Mossman Building: Access controls 221
- Nielsen Physics: Remodel room 217 into a lab; Electric and data to desks 603
- NEB: Turn cabinets into mailboxes 104
- Pendergrass Library: New entry doors
- Perkins Hall: Electric work S001
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: Install new lighting in 156 and 157
- SERF: Utility work and drains for polisher in 309; Receptacles 109A; Electric work 108
- Sigma Chi Fraternity: Replace window and add bottle filler
- Sigma Kappa: Remove a section of wall to open room; Paint and flooring; Install chandeliers; Electric circuit for exhaust fan; Kick plate for the back door
- SMC: Door film on 2nd floor; Sound dampening system for 2nd floor; Move faculty from 3 to 6; Carpet 706
- South Carrick Hall: refinish tub 103
- Steam Plant: Gates and bollards
- Student Health: Renovate 288A and 288B for offices
- Student Services: Paint 201L, 401F and 401H; Renovate

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- Suite 413; Fire Alarm paging
- Student Union: Painting in Suite 383
- Taylor Law: Paint and carpet floors 1, 2, 3; Paint 249
- Temple Hall: Paint 2nd floor corridor
- Third Creek Building: Add for emergency messaging to fire alarm system
- Thompson-Boling Arena: Replace drain line
- Tickle Engineering: Alterations to 503 for offices and meeting space
- UT Culinary Institute: Flooring 112
- UT Drive Services Building A: Add a sidewalk; Blinds on 2nd floor; Paint 106; Shelving 128
- UT Drive Services Building B: Renovation 101 for sculpture studio
- Vol Shop Cumberland: Lighting and slat wall repair in the Vol Shop
- Walters Academic: New work station A303
- Zeanah Engineering: Install plaques; Add for emergency messaging to fire alarm system; Additional electric work in wood and metal shops; Make lab space 517; Access controls and electric work 313, 315, 317; Electric and lab exhaust 402; Move lab from SERF 108 to 517; Connect CNC milling machine G117
- Zeta Tau Alpha: Paint bathroom; Replace some indoor lights; Remove wall in tv area and parlor; Remove hump in shower floor; Misc. painting
- 1817 Melrose Av.: Install a door between 101 and 102

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.



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

GET UP TO DATE

Updated COVID-19 boosters and flu vaccines are available now!



Staying up-to-date on seasonal and recommended vaccines is the best way to protect yourself from serious illness. To support our staff, Facilities Services and the Student Health Center are partnering to host an employee vaccine clinic. Vaccines are also available Monday - Friday at the Student Health Center Pharmacy.

WHAT VACCINES ARE AVAILABLE

Seasonal flu vaccine and updated COVID-19 boosters

WHO IS ELIGIBLE

All Facilities Services employees are eligible to receive flu vaccines. Fully vaccinated individuals are eligible for updated COVID boosters if it has been at least 2 months since their last dose of vaccine. Employees interested in primary series COVID-19 vaccines should visit tiny.utk.edu/vaccines for an appointment

WHAT IS THE COST

COVID-19 boosters are free. Flu vaccines are free to employees who are enrolled in the state's health insurance plan. Otherwise flu shots will cost \$25 payable in cash or check. Financial assistance may be available. Contact cnorth1@utk.edu for information.

WHAT TO BRING

All attendees should bring a copy of their CVS/Caremark card, and completed consent forms. Forms will be emailed in advance. Hard copies can be found with Sam Ledford. Attendees wanting a COVID booster should bring their COVID vaccine card.

Facilities Services Vaccine Clinic

FSC 114 - HR Room

Wednesday, October 5

9AM - 2PM



Scan the QR code or email Sam Ledford at sjones80@utk.edu for an appointment