



IMPORTANT: DASH Work Order Assignments

When you are assigning work orders in DASH, pay close attention to the name and location of the person you are assigning the work order to. For instance, we have multiple OPS-BS-Blair and OPS-LK-Blair or MR-ELEC-Bryant and OPS-LS-Bryant. If you're not paying attention, the work order will not go to the right team.

Register Now: UT Conference for Women's Leadership

The 2025 Conference for Women's Leadership (CWL), hosted by UT System HR Office of Employee Engagement & Organizational Development, is coming up on May 21-22 at the Hilton Knoxville! Staff and faculty of all leadership levels and experiences are welcome to register—whether you're an aspiring leader or a seasoned professional.

🔗 Register by May 7: [CWL Registration in K@TE](#) (you may need to [log into K@TE first](#), then revisit the link)

Secure Materials on FS Vehicles

Lately, a number of Facilities Services employees have gotten flat tires in the parking lot at Facilities Services Complex and/or Concord. Please make sure you're securing all materials on your vehicles (screws, nails, etc.) to help make sure there's no further damage to personal or university vehicles.

Sick Leave Bank Enrollment Open Now through June 30

Open enrollment for the University of Tennessee System's centralized sick leave bank is currently open now through June 30. To join, employees must have a minimum balance of 48 hours of sick leave by July 1, 2025, and are required to donate 24 of those hours to the bank upon enrollment.

Requests for membership in the University's sick leave bank can be made through DASH. Our HR team can walk you through it.

Picnic on the Plaza - Monday, May 5

10:30am to 1:30pm - HSS Plaza

Mark your calendars now for the Picnic on the Plaza! FSC staff - this would be a great opportunity to take the bus to campus and enjoy the festivities!



BUILDING SERVICES

- Cleaned out the Garage and Dock area at AMB on Ground Floor
- Cleaned up and organized Custodial Closet AMB
- Changed out worn out matting at AHT for new matting on all Elevators, Entrance doors 1st and 3rd, and Lobby area where exit Elevator onto light gray carpet on 8th, 7th, 6th, 5th, and 4th floors.
- Cleaned and Re-organized the Main Cage at Communications
- Cleaned Front and Back Entrances of Ayres Hall every night this week from the Confetti and Champagne from graduation pictures

Student Union:

- The ballroom carpet was cleaned to remove food spills from an event.
- Entrance rugs in the Vol Shop were cleaned.
- The power T wall inside the Visitor Center was cleaned to remove footprints.
- The back corridors in phase 2 were dust mopped and mopped.
- The G1 corridor was dust mopped and auto scrubbed.
- The monumental stairs were detailed cleaned including the side rails, handrails and overlook glass.
- Our equipment was checked to ensure proper storage over the break.
- The windowsills on L1 were dusted and cleaned.
- The stairwells in both phases were reassigned and cleaned.
- Cleanup in the dock area was started on phase 2 side.
- Cardboard was worked on and a few bales were made.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- No report received

MOVING & EVENT SERVICES

Monday, 4/14

- Moved 15 carts of display boards from storage to Student Union Ballroom.
- Moved event supplies from Student Services Building to Student Union Ballroom.
- Delivered and set up stage, round tables, bar, podiums, & garden chairs to ANR 101, 101B, and Plaza.
- Delivered and set up tables for Paint the Rock for SAAM event at Rock Plaza.
- Delivered tables to SU Plaza for Sustainable Graduation event.
- Picked up tables and chairs from IAAM room 147 from weekend event.
- Picked up tables from Strong Hall from weekend event.
- Picked up tables and chairs from UT Gardens Pavilion for Law Women End of Year Banquet.

Tuesday, 4/15

- Cleared the Toyota Auditorium of tables and chairs for an event.
- Delivered and set up tables and chairs to 21st Mortgage Plaza for Collegiate Recovery Day (CSE) event.
- Moved Air Screen cooler from Stokely to Rocky Top Pod Market.



MOVING & EVENT SVCS (CONT.)

- Picked up stage and podiums from ANR, and delivered Cocktail tables.
- Provided electrical assistance for event at SU Plaza.

Wednesday, 4/16

- Moved display boards from Student Union Ballroom back to storage.
- Moved furniture and other items from Claxton 103, 103A, & 104 to Buehler Hall room 530.
- Moved leftover event supplies from Student Union Ballroom back to Student Services Building.
- Delivered and set up tables and chairs to 21st Mortgage Plaza for Vols Walk for SAAM event.
- Picked up tables and chairs from SU Plaza Collegiate Recovery event.
- Picked up cocktail tables, round tables, garden chairs, & folding bar from FIFA event at ANR.
- Picked up tables and chairs from HPER from Rocky Top Climbing Competition 2025 event.
- Provided electrical assistance for SAAM event at SU Plaza.

Thursday, 4/17

- Picked up -80 freezer from Austin Peay dock and returned it to BAS 160.
- Repaired desk at Morgan Hall 101B.
- Moved two centrifuges from Hesler 331 to Hesler 309.

SUSTAINABILITY

- The Sustainability Blog is back! Check it out here: <https://sustainability.utk.edu/about/connect-with-us/news-and-information/>
- Sustainability and Recycling had a combined team meeting
- Sustainability team members assisted with Tree Fest Knoxville planting trees and tabling
- Hosted 5 volunteers at the Compost Facility
- Delivered 24 yards of finished compost to the Organic Crops Unit
- Compost totals
 - Animal Waste: 18,950 lbs
 - Landscaping: 7,750 lbs
 - Food Waste: 28,071 lbs
 - Grease water: 1500 gallons

MAINTENANCE & REPAIR

HOUSING

- Preparing for move out in May



ATHLETICS

- Neyland Stadium. General maintenance on getting ready for spring game, and on premium areas.
- Regal Soccer: General Maintenance and Prepping for Spring soccer.
- Lindsey Nelson Stadium: Doing general building maintenance and fixing repairs from the home game series this past weekend.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors. Making repairs for spring practices
- Sherri Lee Softball: General Maintenance and preparing for softball games.
- Allan Jones Aquatic: General Maintenance around building.
- Goodfriend Tennis: General Maintenance, and preparing for Tennis matches this week.
- Thompson Boiling Arena: General Maintenance, Starting to change filters in AHU's.

DINING

- Repaired a grill and sink at Stokely
- Repaired a pot washer at Rocky Top Dining
- Repaired doors on a hot box and combo oven at the Student Union
- Repaired a disposer at the Arena
- Repaired a cooler at Hodges

ZONE 4

- Art + Architecture - worked on clogged sink in Room 449
- Andy Holt - AC work on 4th floor
- Communications - assisted the Electric shop in working on a motor in AHU #1
- Student Services - worked on AC in HR Suite Room 109 C&D
- McClung Tower - worked on AC in Rooms 301 and 402
- General maintenance throughout the zone

ZONE 5

- Aquatic Center filtering tank is nearing completion
- Repairs on restroom faucets at Hodges
- HPER renovations keep moving ahead
- Monthly PMs, OSHA Training, and DASH

ZONE 7

- No report received

ZONE 8

- We are currently in process of a total exterior update to the Glazer building in Oak Ridge.
- We are replacing a complete exhaust fan assembly at the Business Incubator.
- We are cleaning cooling towers and will be cleaning all of our condensing units soon.
- Our One-Call team continues to provide coverage for the entire UT Campus, 24-7/365.
- We are eagerly awaiting arrival of our new Kubota UTV to replace a failing golfcart at the JRTU and IAMM facilities.



MAINTENANCE & REPAIR

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Repaired doors on the row team boathouse.
- Repaired and keyed 2 doors at Andy Holt Tower.
- Replaced a lock at Dougherty.
- Opened and replace a lock on HPER classroom.
- Installed a new lock on Clarence Browns roof access.
- Replaced lock on room 521 SMC.
- Re-keyed 5 doors for the AC shop on UT building B.
- Re-keyed room 107 in Plant Biotech.
- Continued working on the new dorm keying.
- Lots of re cores and repairs in the old dorms.
- The office filled many key requests.

COMM & INFO

COMM & PR

- 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!

TRAINING

- OSHA Training is now online! Log into K@TE to complete your OSHA training as soon as possible for 2025. Failure to do so before June 30 will result in a freeze on administrative leave approvals until the training is complete.
- Training Calendar is available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. Check back often!

FS IT

- Work on moving FS_IT folders to SharePoint
- Inventory
- CUP machine installations
- NetReg device Registrations, SCADA, Robots, Computers
- New Circuits/ports for SCADA project
- Software License Management
- Desktop Troubleshooting
- Printer Replacements on campus
- Conference Room Support
- Office Setup for new Staff
- Recycling



UTILITIES SERVICES

A/C SERVICES

- ADP- compressor replacement and air flow repair
- Perkins- worked on ac
- Steam plant- installed new AC and repaired others
- Student union- repaired AC
- Taylor law- Inspected chilled water lines
- Conference center- Repaired walk in cooler
- Boat house- Repaired lead
- Volleyball- Ordered parts for unit
- Student Aquatics- Installed air compressor

BUILDING AUTOMATION

- Work on programming hubs for water detection @ Zeanah
- Repaired gate @ steam plant after it was hit
- Connect gate 21A,21B,21C cell tower meters 1,2 and 3 to BAS @Neyland
- Troubleshoot the lighting issues at Vivarium and recommend a solution to lab staff @ mossman
- Install CTs for the north jumbo tron @ Neyland
- Reattach the pedestrian push button@ Volunteer and Pat summit
- Connect Zeanah engineering's lighting controls to BAS

ELECTRICAL SERVICES

- No report received

PLUMBING SERVICES

- No report received

STEAM PLANT

- Cleaned the shop
- Check the fluids on all forklifts
- Steam yard walk-through (leak inspection)
- Maintaining the air filters, the Sul Air compressor
- CAT generator test run
- Cleaned cobwebs off the fire floor
- Tunnel Walk through looking for leaks
- Painted wall in softener area
- Removed scrap metal from the shop
- Evacuated Water from blockage on the roof
- Blew out floor drain on fire floor

IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Install cabinets 411; Display cabinet 219
- Anderson Training: Water and drain for Smokey's
- Architecture Annex: Make watertight exterior shell
- Austin Peay: Paint, carpet, furniture on 2, 3
- Campus: Support for dining operations; Locks for CEHHS rooms; Sidewalk repair
- Claxton Education: Paint, flooring, other renovations to 101 and 109A; Access controls for 101
- Communications: Renovate 001-017, 250/251, 294/295, 333 and 420; HVAC for WUOT 299I
- Dabney Buehler: Lab renovation 209-214; Polish concrete floor 633
- Dougherty Engineering: New sink 307A1; Sink M020
- ETREC Johnson Animal: Replace 2 blue phones; Construct dog park
- Facilities Services: Install monitors in 127; Digital signage on conf. rooms; Monitors in 122



IN-HOUSE CONSTRUCTION (CONT.)

- Fred Brown: HVAC, exhaust for food areas; Paint walls, stairways, etc.
- HPER: Paint B020; Mesh gates/offices B001, B002; Level floor 113, 120-124; Wall and door 143
- Haslam Business : Renovate 418 Anderson Center
- Hesler Biology: Renovate 104 and 105 for labs; Renovate 606, 608, 609; Install generator for greenhouse electric
- Hodges Library: Renovate 171 for Census Bureau; Sink and room alterations 209 and 211
- Innovation South: Electric connections for equipment
- Law Complex: Offices, conference rooms 212
- McCord Hall: Renovate for growth room B003
- Middlebrook Building: Modify door controls on 137; Offices on 1st floor
- Morgan Hall: Office renovations 105-112
- Mossman: Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Meeting space 604
- Perkins Hall: Renovate multiple rooms for BME
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 & 536; lab renovations 434, 438, 439; Lab renovations for cluster hires; 480 volt electric 610
- South and East Stadium: Emergency electric for weather station
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Safety handles around pool pump motor pit; Electric for pool systems
- Tickle Engineering: Renovations for robotics lab A100; Build 3 offices in 502
- Vet Med: Electric & prep work for 2 new x-ray machines; Walls, doors, electric D118, B203; Add a blue phone
- Vol Hall: Electric for truck charger
- Walters Academic: Renovate A203 for storage
- Zeanah Engineering: Card reader \ Add access controls for 8 rooms; Lab renovations for cluster hires; Rad exhaust and moving hoods 1 and 2; Make 275 an office



- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox



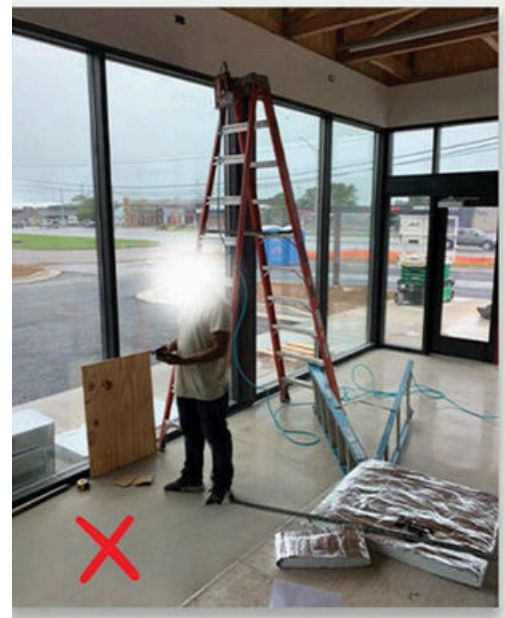
Ladders are a tool that we use every day all over campus. It is so easy to get complacent with their use. Here is a reminder to use the right tool for the job and within their limits.

FACE Report: Carpenter dies after fall from 6-foot ladder
March 23, 2025

Case report: #23KY096

Issued by: Kentucky State Fatality Assessment and Control
Evaluation Program

Date of report: Nov. 3, 2023



A 52-year-old finish carpenter with 20 years of experience and a co-worker were at a newly erected commercial building to install plywood panels on the ceiling. Their employer had no formal safety program. The rafters into which the plywood panels were being secured measured 11 feet, 6 inches from the concrete floor below, requiring both men to work at height.

According to witnesses, several scissor lifts were available for use; however, the victim opted to use a 6-foot fiberglass stepladder. Approximately seven hours and 45 minutes after the workday began, the pair ascended their ladders to obtain measurements for the next panel. According to the co-worker, the victim was standing on the fourth rung from the bottom of the ladder. The victim was holding one end of a tape measure with his left hand and reaching beyond the ladder side rails to obtain the proper measurement. While doing so, the co-worker stated, the ladder began leaning to the victim's left. The victim fell about 46 inches to the concrete surface below, landing on his head and neck. The co-worker immediately descended his ladder, moved the victim's ladder from its original position to access the victim and attempted to provide aid.

The co-worker yelled for help, and a contractor who was nearby hurried over and called emergency medical services. While waiting for EMS to arrive, the co-worker repositioned the victim, who was unconscious, and elevated his head. EMS arrived a short time later, rendered aid onsite and then transported the victim to a hospital. The victim was later transported to a larger hospital but succumbed to his injuries three days later. Cause of death was listed as blunt force trauma.



How did this accident happen?

- Rushing to get done before the end of the workday. The accident occurred 7 hours and 45 minutes into the hour workday.
- Scissor lifts were available to use, which would have been the safer choice with the height they needed to reach. The victim chose to use a 6 ft. ladder to reach 11 ft. 6 inches.
- The victim was standing at the highest point they could for the ladder design. The victim reached beyond the ladders side rail (overreached).

How can incidents like this be prevented:

- Implement a job hazard analysis process.
- Ensure employees use equipment that is inspected and safe to use and is appropriate for the work task (ladder type and height or aerial lift) to reduce the risk of injury.
- Ensure employees are trained on proper ladder inspection and use.



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Earth Day

April 22 | 11:00 a.m. – 2:00 p.m. | 21st Mortgage Plaza, Student Union

The [Center for Student Engagement](#) is partnering with the [Campus Events Board](#) to celebrate Earth Day 2025. There will be activities, food, and organizations from across campus participating.

The Bystander Effect

April 24 | 12:00p.m. - 1:30p.m. | I-House Great Room (100)

Part of Sexual Assault Awareness Month, Title IX staff will lead a discussion on the bystander effect and the critical role we all play as Volunteers in speaking up and taking care of our UT community. Learn how you can be an active bystander and intervene in potentially harmful situations before they escalate. Every Volunteer has a part to play—come find out how you can make a difference. Click [here](#) to learn more.

McClung Museum in Spanish | Museo McClung en Español

May 17 | 11:00 a.m. – 12:30 p.m. | McClung Museum of Natural History

[Museo en Español](#) offers a unique opportunity to experience the McClung Museum's new exhibitions—[Homelands](#) and [X-ray Vision](#)—in Spanish. Immerse yourself in the rich stories, cultures, and beauty of the exhibits while hearing everything in Spanish.

[Museo en Español](#) es la oportunidad perfecta para explorar las nuevas exposiciones del Museo McClung—[Homelands](#) y [X-ray Vision](#)—en español. Sumérgete en las historias, la cultura y la belleza de las exposiciones, disfrutando del relato en español.