



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

APRIL 28, 2025

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

Zone 1:

- Ayres Hall—Entryways at Front/Back were swept and then scrubbed everyday to remove confetti and champagne due to graduation pictures being taken
- The glass on the entryway doors and the actual doors themselves had to be thoroughly cleaned each day to remove the sticky mess champagne left.
- The concrete walls had to be scrubbed with scrub brush to remove champagne.
- Hallway floors on 1st, 2nd, and 3rd had ride on scrubber to remove sticky film and confetti stuck to floor

Zone 2:

- Andy Holt Tower--- carpet was spot cleaned in the lobby of 8th floor
- Communications/SS—staircases swept
- AMB—210 auditorium was blown out with leaf blower under all stadium chairs from top to bottom

Student Union:

- The ballroom carpet was cleaned to remove food spills
- 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.
- Stairwells in both phases were reassigned & 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, 4/21

- Deliver podium to Student Union Ballroom 272.
- Deliver and set up tables to SU Plaza for SGA Farmers Market Event.

Tuesday, 4/22

- Delivered and set up 60 tables 150 chairs to Student Union Plaza for Earth Day Event.
- Picked up podium from Student Union Ballroom 272.
- Picked up 10 tables from Student Union 21st Mortgage Plaza.
- Cleared out all classroom tables and chairs from Toyota Auditorium for an event.
- Delivered 15 tables 60 chairs to UT Gardens for Ag Econ Spring Picnic.
- Delivered and set up 7 tables 30 chairs to Student Union Cumberland Plaza for Thai & Tie-Dye - Student Leader Celebration Event.
- Delivered packing supplies to Melrose Hall.
- Moved pallets of frames from Student Union Phase I loading dock to University Printing & Mail Services.

Wednesday

- Reset Toyota Auditorium back to a classroom.
- Deliver and set up 68 tables 128 chairs to Student Union Plaza for Artist's Alley Event.
- Deliver and set up 10 tables and 40 chairs to Fiji Island for Pizza Pie with Alpha Chi Event.

Weekly continues on next page



MOVING & EVENT SVCS (CONT.)

- Provided electrical assistance for UT Gardens Gala at UT Gardens Upper Lawn.
- Picked up 15 tables and 60 chairs from UT Gardens event.
- Picked up 7 tables and 30 chairs from Student Union Cumberland Plaza event.
- Picked up 68 tables and 150 chairs from Student Union 21st Mortgage Plaza event.
- Remove Baker Center Toyota Auditorium tables and chairs for Event.
- Delivered packing materials to Art & Architecture Building for upcoming move.

Thursday

- Provided electrical assistance for URHC Carnival Event at HSS North Lawn.
- Assisted in unloading 1000lb pallet of equipment, and taking it inside for UTPD.
- Set up tables and chairs at ANR 101A for Counselor Advisory Board event.
- Delivered coat racks to Innovation South Building for an event.
- Delivered and set up 8 tables 32 chairs to Ferris Hall Courtyard for CBE Spring Cookout event. Picked up same day.
- Delivered podium, shovels, and A-frames to Melrose Hall Courtyard for Student Success Building Groundbreaking event.
- Picked up tables and chairs from Fiji Island.
- picked up surplus items and delivered them to Hoskins Library.
- Picked up tables and chairs from SU Plaza.
- Reset Baker Center Toyota Auditorium tables and chairs to classroom layout.

Friday, 4/25

- Move desk from 826 Andy Holt Tower to room 811.
- Picked up podium, 8 shovels, 4 A-frames from Melrose Courtyard.
- Delivered and set up 19 tables and 100 chairs to HPER Breezeway for Graduation Celebration Event.
- Delivered and set 14 tables 18 chairs to HPER Breezeway for Funtastic Field Day Event.
- Delivered and set up 13 tables 65 chairs to Mossman 199A for Undergraduate Research Symposium event.
- Delivered and set up 12 tables 24 chairs to Zeanah Engineering for Big Orange Preview event.
- Delivered tables and chairs to SVC Tree Park for Senior Send-Off event.
- Picked up 2 coat racks from Innovation South Building.
- Sunday, 4/27
- Set up stage, tables, and chairs at ANR 101 for Gamma Beta Phi Induction Ceremony.
- Picked up tables and chairs from HPER Breezeway.

SUSTAINABILITY

- No report received

MAINTENANCE & REPAIR

HOUSING

- Still working on getting ready for move out.
- We had weekend vandalism at Hess Hall.
- We are still working on pex leaks at Stokely and at Geier Hall.

Weekly continues on next page



ATHLETICS

- Neyland Stadium. General maintenance, and going through and touching up on preventive maintenance issues.
- Regal Soccer: General Maintenance and Prepping for Spring soccer.
- Lindsey Nelson Stadium: Doing general building maintenance and fixing repairs before upcoming home games series this week.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors. Assisting contractors with pool room tile and fixture upgrade.
- Sherri Lee Softball: General Maintenance and preparing for softball games.
- Allan Jones Aquatic: General Maintenance around building.
- Goodfriend Tennis: General Maintenance and preparing for NCAA tournaments, Men's and women's
- Thompson Boiling Arena: General maintenance, and repair from last show/event, and preparing for the next show on Friday.

DINING

- Repaired a fryer at the Student Union I
- Repaired a pasta cooker at Rocky Top Dining
- Repaired a dishwasher at the Student Union II
- Repaired a walk-in freezer at PCB
- Repaired coolers at HSS and Vol Hall

ZONE 4

- Art + Architecture - worked on water leak in 131A and loading dock doors
- Andy Holt - AC work in 531
- Communications - AC work in 333
- Student Services - worked on lights in 101J
- McClung Tower - worked on Europa fountain pump
- General maintenance throughout the zone

ZONE 5

- Cleaning cooling towers and condensing units
- Monthly PMs, OSHA Training, and DASH
- Key focus on customer service and satisfaction

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 104 Buehler lock
- Finished up the Boathouse job
- Installed construction cores at CBT
- Repaired the lock on F113 Walters
- Repaired a broken handle on the 2nd floor restroom at Alumni
- Repaired the main entrance of A&A
- Installed a new lock on 200j in the Arena
- Installed 2 new combo locks at SERF 736
- Installed a new combo lock on 608 Dougherty
- Repaired the lock on Buehler 405
- Repaired the lock on Humanities 212
- Repaired an exit door handle at Hodges
- Continued the work on keying the new dorms and the new Nursing
- Lots of recores
- The office processed a lot of 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

- Fred Brown - repaired water source heat pumps
- Hesler biology- repaired body cooler
- Publications building- repaired unit
- CRC- repaired AAON unit
- Boathouse- repaired multiple units
- Allan Jones inspected the air handler
- Nursing- working on the AC unit
- Volleyball- continued installation of the temporary unit
- Walters Academic - repaired air compressor
- Vol Hall- decided and repaired units

BUILDING AUTOMATION

- Pump Test @ A&A, Taylor Law, Burchfiel, & Student Union
- Reinstalled pedestrian crossing pole @ Campus
- Check the gate after misuse @ Steam Plant
- Cleaned dirty smoke detector @ Laurel Hall
- Smoke & Duct detectors in alarm from steam leak @ Tickle
- Replaced the heat detector in the mechanical room @ Dabney
- Troubleshoot the fire panel troubles @ Rocky Top
- Replace the fire alarm pull station after vandalism @ 1816 Frat
- Fire Alarm trouble @ 1816 Frat
- Reinstall the smoke detector in the ceiling @ Perkins Hall
- Assist JCI in changing the smoke detector to a heat detector @ 1828 Frat

- Troubleshoot the fire panel troubles @ Equine
- Supervisory trouble @ Volleyball
- Frat alarm trouble @ 1823 Frat
- Assist with Morristown patching a leaking pipe @ Vol Hall
- Replace duct detector in the Mechanical room @ Stokely Hall
- Clean dirty smoke detectors @ Massey Hall, Brown Hall, & Laurel Hall
- Readjusted pedestrian walk pole @ Campus

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
- Replaced Resin and gravel in the polisher tank
- Replaced Motor and seals on # 2 Polisher Pump
- Repalced air filters on Huff & Puff System on Solar Turbine
- Repaired leak on #4 Condensate pump
- Installed Water Hardness monitor on Quad Water softener



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
- 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

Weekly continues on next page



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LADDER SAFETY - A CASE STUDY

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

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.