



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.

Help Your Haberdasher

Please turn in ALL UniFirst uniforms before Thursday this week. We have extended the UniFirst as far as legally possible.

Stop the Bleed Training

We will be partnering with EHS to offer Stop the Bleed training at the end of April. Email FSTraining@utk.edu if they are interested in participating by Wednesday, April 9.

NUCA 3rd Annual Contractor Demo Day

You're invited to join NUCA of East Tennessee for their 3rd Annual Contractor Demo Day on April 11, 2025 at Chilhowee Park from 8am to 12pm. The event will include live demonstrations and training stations, the opportunity to network with industry professions, and free breakfast and lunch. PPE is required for the day of the event. Register at https://www.flipcause.com/secure/cause_pdetails/MjI3MDQ2

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)

Internal Communications Preferences Survey

To best meet the needs of the university community, The Office of Communication and Marketing is launching an internal communications survey today. We are seeking input on student and employee preferences, including the types of information people are most interested in receiving and how they prefer to receive that information. Click [here](#) to access the survey. Responses are anonymous and participants who complete the survey by April 16 can register to win prizes.

Now Hiring! Facilities Services Training Specialist Positions Open

We have two openings in training for the Training Specialist I position. If you're great with people and interested in moving into a rewarding role that serves all of FS, [check the listing out here!](#) We'd love to hear from you!



BUILDING SERVICES

- Exciting news! The university now has 4 Pringle Robots deployed on campus. You can see them working in Haslam Business, Student Union Ph2, ANRB, and Tickle engineering. These robots help with keeping main walk areas swept, vacuumed, and scrubbed. This will help the service aides shift their time for cleaning high touch point areas more frequently while also creating time for project work in the building.
- Carpet cleaned room 226A Morgan Hall
- Carpet cleaned classroom 345 IAMM
- High sped floors in Food Safety
- Floor scrubbed floor B003 McCord Hall

Student Union:

- Office carpet in 243 was cleaned for a new occupant.
- Offices 243 & 239 were cleaned for new occupants.
- Conference rooms 192, 367 and 383F, the carpets were vacuumed and cleaned.
- Some carpet cleaning occurred in event rooms 362, 262, 270 and 360.
- IQ was used to scrub the floors in phase 1. Chip our new robotic was used to vacuum carpets on the second and third floor of phase 2 and L2 in phase 1.
- We had several large events last week that kept us busy during both shifts with flipping event rooms and keeping the restrooms stocked.
- Stairwells were swept and mopped.
- High dusted on the 3rd floor hallway and event rooms.
- Union Station was cleaned, and the auto scrubber was used on the floor.
- The auto scrubber was used in dining area of phase 2.
- Cleaned handrails & overlook glass on the third floor
- The monumental stairs were swept and mopped.
- Attempted to clean up around the cardboard baler.
- Cardboard was baled.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- No report received

MOVING & EVENT SERVICES

Monday, 3/24

- Picked up items from ANR 101A following weekend event.
- Moved items from Student Services Building to Extra Space Storage, moved items from Extra Space Storage to Student Union 272 B/C for Pre-College STEM Science Fair Event.

Tuesday, 3/25

- Moved cabinets from Lake Ave. daycare to White Ave. Early Learning Center.
- Moved cabinets from loading dock of Strong Hall to room 615C.
- Delivered tables to Presidential Courtyard and picked up & hauled clothing racks and various boxes for Free Store Pop-Up Event.
- Set up tables and chairs at ANR 101 & 101A for Grad School Preview Night.
- Picked up items from Student Union 272 B/C and moved them to Extra Space Storage for Pre-College STEM Science Fair Event.

Wednesday, 3/26

- Delivered and set up tables and chairs at Student Union 21st Mortgage Plaza for 2025 Summer Experiences Fair
- Installation of three large banners on the west courtyard side of Baker School Building.
- Delivered tables to Strong Hall 104 for Turning Point USA Chapter Meeting.

Weekly continues on next page



MOVING & EVENT SVCS (CONT.)

Thursday, 3/27

- Delivered and set up tables and chairs in ANR 101A, Lobby, and Plaza for Environmental Future Symposium event.
- Delivered and set up tables and chairs and provided electrical support at Student Union 21st Mortgage Plaza for Food FiestaVOL event.
- Delivered and set up tables and chairs for TCE SINGO event at Ferris Engineering Quad.
- Delivered table to Walters Academic for exam days.
- Moved items and boxes from SMC 706/707 to Student Union 260 for CSW eVOLve Conference.
- Delivered tables and chairs to Delta Gamma Sorority House for Makeup Sisterhood event.
- Provided sound and electrical support at Neyland Stadium for Volunteer Distinction event.
- Picked up tables from Strong Hall 104.

Friday, 3/28

- Delivered and set up tables and chairs at Zeanah Engineering ground floor for New Vol Admit Day.
- Delivered tables and chairs to FIJI Island for Adpi x Chi-o Crawfish Boil.
- Delivered and set up tables and chairs to Claxton Courtyard for New Vol Admit Day event.
- Delivered and set up tables, chairs, stage, and provided electrical support for New Vol Admit Day event at Student Union Plaza.
- Picked up tables and chairs from Delta Gamma Sorority House.
- Picked up tables from ANR 101.
- Picked up repaired True Cooler from Austin Peay loading dock and returned it to Strong Hall 230.

Saturday, 3/29

- Picked up tables and chairs from Claxton Courtyard.
- Picked up stage, tables, chairs, electrical/sound equipment from Student Union Plaza.
- Picked up tables and chairs from FIJI Island.

Sunday, 3/30

- Delivered and set stage, tables, chairs, and provided sound equipment for Relay For Life event at TREC Fields.

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

- No report received

ATHLETICS

- No report received

DINING

- Repaired hot wells in Stokely
- Repaired induction hot plates at Rocky Top Dining
- Replaced a bad steamer at Vol Hall
- Repaired a coffee maker at Hodges POD Market
- Repaired a fry warmer at the Student Union Chick-Fil-A
- Repaired a cooler at Mossman

ZONE 4

- Art + Architecture - worked on 2 4th floor water fountains and receptacles in 103
- Andy Holt Tower - worked on door in R201 and AC in 611
- Communications - working on AC unit cover in 476 and the handrail in stairwell #4 between floors 3 & 4
- Student Services - worked on thermostat in 209 and leak in 211C
- McClung Tower - worked on AC in 1001 and leak in 211C
- Throughout Zone - General building maintenance

ZONE 5

- HPER renovations remain on schedule. Repairing 3 lights on the rock wall.

- Student Aquatics - filtering tanks are being installed, new electric panel installation, and cleaning cooling towers.
- Cleaned out dry wells in Hodges, installed a urinal and toilet, and repaired lighting
- Cleaned dry wells at 1830 Melrose
- DASH and OSHA training, monthly PMs, and a focus on excellent customer service

ZONE 7

- Ayres Hall-repaired sinks, lights, doors, and changed belts.
- Austin Peay- Clean out dry wells.
- South College - Cleaned machine rooms and replaced lights.
- Hesler- Changes belts AHU # 4 and greases units. Cleaned out roof drains.
- Zeanah- cleaning cooling towers.
- Tickle- fixing lights through the building.
- SERF- Had labs 612, 616, 518, 518A, floor, ground, and polished concrete, working with the paint shop getting these labs repainted.
- Perkins Hall- Have been working with M&R, HVAC, and Electrical to get the new M&R shops finished.
- Dabney/Buehler- Replaced sink faucet in men's restroom, 5th floor. Replaced ceiling tiles 2nd floor hallway, also added some egg crate tiles. Replaced toilet spud on 5th floor women's bathroom. Replaced light at Rays in bathroom. Replaced ceiling tiles 4th floor. Replaced water fountain filter on 3rd floor near elevator. Replaced lights in room 104.
- Nielson- fixed water leak around a window on 5.
- Dougherty- fixed a faucet leak inside a lab.



MAINTENANCE & REPAIR

ZONE 8

- We have been doing monthly PM work on air handlers throughout the month.
- We are starting to clean our cooling towers this week and will soon start on cleaning all of our outside condensing units.
- Our main RTU has failed at the Third Creek building because of an electrical board.
- We continue to work through the exhaust fans at the greenhouses to prepare for warmer weather.
- Our One-Call team has been fairly busy with calls from campus afterhours and on weekends.
- We continue to work with multiple contractors as warranty items are being worked on at the ANRB Building.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Continued working on the keying on the new dorms and nursing buildings.
- Multiple frat and sorority work orders.
- Repaired a door at Early Learning Center.
- Numerous dorm recores and repairs.
- The office received and completed numerous key requests
- Ed McDaniel and Dustin Riley attended training at Lockmasters institute last week and will finish up this week.

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

- IAMM - Worked on air compressor and dryer.
- Rocky Top Dining- Worked on unit in POD store.
- Fleming Warehouse – Removed equipment.
- BREHM #434- Repaired hot water leak in coil.
- Plant Bio – Worked on growth chambers.
- SERF 604 -Worked on cooler.
- SERF Chiller plant – Got new air compressor system up and running.
- Senter Hall- Worked on air problem.
- Stokely, Robinson Halls- Repaired several water source units.
- Communications - Repaired IT unit in 042B.
- Steam Plant – worked on unit.
- Delta Zeta – Repaired 2 units.
- Fred Brown – install new fan assembly in cooling tower
- SERF – repair cooling towers
- KPB – install chilled water valve in Leibert computer room cooling unit
- SMC – install condenser coil in emergency chiller
- Concord -repair mobile chiller
- Rocky Top – repair Trane chiller
- Alumni – rebuild heating water pump

BUILDING AUTOMATION

- Disable/enable for contractors @ Baseball
- Assist EHS with fire drills @ Rocky Top
- Assist sprinkler contractor @ Anderson
- Clean Dirty smoke @ Hess Hall
- Repair MCC @ Music Chiller
- Install VFD P6 @ Hodges
- JCI troubleshoot 32 fire panel troubles @ Rocky Top
- Replace smoke detector @ Jessie Harris

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

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

Weekly continues on next page



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/fscmentbox

WEEKLY SAFETY STAND DOWN

DISTRACTED DRIVING AWARENESS MONTH



April is Distracted Driving Awareness Month. National Safety Council is sharing the message "When you're behind the wheel, your only job is to drive." At least eight people are killed every day in distracted driving-related crashes. That's according to the National Safety Council, which observes Distracted Driving Awareness Month every April.

The council says the three types of distracted driving are:

Visual, causing you to take your eyes off the road. (Example: Turning around to look at someone in the back seat.)

Manual, causing you to take your hands off the wheel. (Examples: Eating or using your cellphone, etc.)

Cognitive, causing you to take your mind off the task of driving safely. (Example: Daydreaming.)

So, how can you avoid driving distracted?

Before setting out, adjust your car's side mirrors and rearview mirror. Pick what you want to listen to. If you'll be using GPS, enter the address of where you're going and check the route so you have an idea of where you're going and can keep your eyes on the road.

When you're driving, don't multitask. Your hands need to always be on the wheel.

If you do need to make a call or help someone in the back seat, first pull over in a safe, well-lit location.

Go to [nsc.org/justdrive](https://www.nsc.org/justdrive) to find more information on distracted driving.



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Global Citizenship Panel

April 7 | 4:00 p.m. – 5:00 p.m. | Alumni Memorial Bldg. 32

What does it mean to be a global citizen? The [International House](#) is hosting a panel discussion with UT faculty from various fields to discuss global citizenship: what it is, why it is relevant, and how students can explore it right here in Knoxville. [Click to learn more.](#)

Vols Walk for Sexual Assault Awareness Month

April 16 | 12:00 p.m. – 2:00 p.m. | 21st Mortgage Plaza, Student Union

Check-in for the [Vols Walk for Sexual Assault Awareness Month](#) begins at 11:45 a.m. After the walk, enjoy lunch and engage in educational activities. [Click here](#) to see the schedule and view the route information.

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.

Tonight! The Environmental Leadership Awards

The annual Environmental Leadership Awards recognizes students, faculty and staff, and members of the greater Knoxville community who help to Make Orange Green through their environmental leadership. The awards are a collaboration between the Office of Sustainability and the [Committee on the Campus Environment](#) (CCE). The 2025 Environmental Leadership Awards Ceremony will be held on Monday, April 7th.

Do you know someone who deserves to be recognized for their environmental leadership? Or are you planning to attend the ceremony? Use the links below to participate!

Nominate a Candidate: Submit your nominations for students, faculty, staff, or community members who make a difference in sustainability.

RSVP for the Ceremony: Let us know you're coming to celebrate these amazing leaders!

Medicare & Social Security Workshop

Educational Event - April 16, 2025 at 2:30pm in FSC 101



Presented by Karen Kakura with Senior Insurance Specialty Group

Medicare Topics for Discussion:

- When/How do I enroll?
- What is Part A,B,C, and D?
- I'm Still Employed
- How much will it cost?
- Medigap Vs. Advantage Plans
- Dental, Vision & More

Social Security Topics for Discussion:

- Will Social Security be there when I am ready to claim?
- Will it be enough to live on?
- When is the best time to claim?
- What are the potential changes to the system?



Scan the QR code or contact Angela Eidemiller at aeidemil@utk.edu

Senior Insurance Specialty Group
141 N Martinwood Road Suite 104-14
Knoxville, TN 37923 ph: 865-203-2040



This is an educational event only.