



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 let Jim Tolbert know if you have not received your Cintas uniforms. Also as a reminder, any UniFirst uniforms turned should be returned to FSC, bagged up and hanger free and placed in the orange dumper labeled for them. UniFirst is no longer making deliveries or picking up uniforms across campus.

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.

This year's theme, "You Are the Author," highlights leading with resilience, empowerment, and growth. CWL will feature engaging sessions, a dynamic leadership panel, and intentional connection opportunities, with four leadership tracks to choose from:

- Resilient Leadership
- Leading with Purpose
- Personal Growth
- Human-Centered Leadership

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

 Learn more: hr.tennessee.edu/eod/cwl

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

- Scrubbed and waxed floors in 573 Dabney/Buehler
- Detail cleaned lab after abatement 573 Dabney/Buehler
- Scrubbed/waxed 5th floor hallway on Buehler side
- Swept and mopped staircases in Bailey and Claxton
- Scrubbed floors with ride on scrubber in Bailey on 1st, 2nd, and 3rd floors
- Cleaned carpet in Lobby and spot cleaned hallway carpet in office area of 8th floor AHT
- Detail cleaned and spot cleaned carpet in 32 AMB in preparation for Student/Parent New Vol Day on Saturday
- Placed Brute Cans and Recycle Cans in Claxton Courtyard Friday Night for event Saturday Morning
- Placed extra slim jim trash/recycle cans in AHT on several floors and cleaned elevator walls, floors, high dusting extra cleaning of areas on 8,7,5, and 4 for Accreditation Visits all next week

Student Union:

- Elevator rugs were vacuumed and cleaned.
- Glitter removal happened in the auditorium.
- Interview room chairs were cleaned in CCDAE.
- Training of the robotic floor equipment.
- Overlook glass on the third floor was cleaned.
- The monumental stairs in both phases were swept and mopped.
- IQ was used on the terrazzo in both phases.
- The dining on the first floor was blown and auto scrubbed.
- We had a few events on the plaza where extra attention was given.
- The stairwells were swept and mopped.
- Bales of cardboard were made.

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

- Hosted Environmental Future Symposium
 - 23 organizations tabling
 - Talks by Jay Price, Ben Gouffon & Ellie Bernstein
- Facilitated Green Roof Tours
- Gave a tour at the Compost Facility for 24 students in Dr. Chen's Public Health Class
- Hosted 7 volunteers at the UT Compost Facility.
- Hosted Storm Water Pond and Residence Halls Volunteer Clean Up with 10 Students
- Hosted the SEIC committee and approved funding for 2 new projects on campus
- Facilitated Energy Innovation & Efficiency meeting
- Onboarded 2 new Work Study students focused on data analysis and composting
- Hosted Baker School student organization at FSC for tour and discussion on collaboration opportunities
- Judged "Shark Tank" style pitches for green fund projects from the Sustainable Business Organization
- Closed nominations for Environmental Leadership Awards, facilitated winner selection by the Committee on the Campus Environment & ordered plaques
- Compost totals:
 - Animal Waste: 18,050 lbs.
 - Landscaping: 3,850 lbs.
 - Food Waste: 22,544 lbs.
 - Grease water: 4,500 gallons

Weekly continues on next page



MAINTENANCE & REPAIR

HOUSING

- No report received

ATHLETICS

- No report received

DINING

- Repaired a sink at the Student Union
- Repaired a pulper at Stokely
- Repaired a grill and sink basket leak at Rocky Top Dining
- Repaired hot water problems at Vol Hall Status Dough
- Repaired a coffee maker at Hodges Starbucks

ZONE 4

- Art + Architecture - worked on lights in men's restroom on first floor
- Andy Holt Tower - worked on door in P115 and heat in 639
- Communications - worked on lights in Room 11 and unstopped 1st floor women's restroom toilet
- Student Services - worked on heat in suite 91
- McClung Tower - worked on golf cart battery cable
- Throughout Zone - General building maintenance

ZONE 5

- Finishing up machine room cleaning & cleaning cooling towers
- HPER renovations on first floor are on schedule and roof repairs are underway
- Student Aquatics filter system upgrade installation

- DASH and OSHA training
- Monthly PMs, on-demand work requests, and excellent customer service

ZONE 7

- No report received

ZONE 8

- We are getting ready to start cleaning our cooling towers and outside condensing units.
- Our One-Call team has been busy answering calls for the UTK Campus.
- We are working to juggle our heat and cooling waters in our 2 pipe buildings during this transition period of weather.
- We replaced an exhaust fan motor in Greenhouse 17.
- We continue to work in DASH to keep our work orders up to date.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Installed a combination lock at Hodges
- Installed 2 more combination locks at Hesler
- Installed panic hardware at Rocky Top Dining
- Installed a new lock at Fleming Warehouse
- Prepared for keying the new dorms
- Installed more locks at Student Health
- Fulfilled a lot of key requests
- Numerous dorm recores and repairs
- Kicked Chris Blair out of her office!

Weekly continues on next page



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
- Firewatch for Heart @ Arena

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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
- 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

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IN-HOUSE CONSTRUCTION (CONT.)

- 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

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WEEKLY SAFETY STAND DOWN

6 STRATEGIES FOR SAFE SPRING CLEANING



Green grass, flowers and trees budding ... is it any wonder that springtime makes us want our homes to feel fresh and new, too?

But in our eagerness to shake out the rugs and clear those dusty corners, it's easy to overlook the hazards that come with cleaning tasks. To make your yearly ritual safer and easier, follow these six simple tips:

1. Start with a plan. Before launching into a cleaning session, think about what you want to accomplish and what you'll need to get the job done safely. Ask yourself:
 - Do I have the necessary supplies?
 - Will I need to reach any high or low places?
 - Will I need assistance moving furniture or other heavy objects and, if so, when will any helpers be available?
2. Gather the right tools. Once you've got a plan, make sure you have the tools necessary to clean without hurting your back, neck or shoulders. Some tips:
 - Use a stepstool or ladder to reach higher places, or something to sit on if you'll be low to the floor for an extended period.
 - Choose the lightest tools available to avoid unnecessary strain.
 - When cleaning in high or hard-to-reach places, any tool that extends your reach, such as a stepladder or a sponge with a pole attachment, can be a huge help.
3. Respect household chemicals. Just because a cleaning product is widely available doesn't mean it's safe for casual or careless use, according to the Environmental Protection Agency's [Safer Choice program](#). Some tips:
 - Follow label directions
 - Make sure the room you're cleaning is well-ventilated.

In case of unintentional exposure, call the national Poison Help Hotline (800-222-1222), your regional poison control center or 911.

4. Check product labels. How much product should you apply? Where in your home is it meant – or not meant – to be used? Does it emit harmful fumes? It may not be a gripping read, but that fine print on the back of the package will tell you how to work with a household cleaner safely and effectively.
5. Don't mix and match. The EPA strongly warns against mixing household chemicals – especially anything containing bleach. The wrong combinations can produce dangerous (and even deadly) reactions or vapors.
6. Listen to your body. Spring cleaning may call for more physical exertion and repetitive motions than usual. This raises the risk of strain or injury. Stay alert for warning signs that you're working your body in ways you'll regret tomorrow, such as loss of balance, muscle fatigue or abnormal sensations such as numbness or tingling down your arm.

Source: NSC Family Safety & Health April 1, 2024 Photo: seksan Mongkhonkhamsoo/gettyimages



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Thoughtful Thursdays; March - May

The [Office of Assessment, Culture, and Education](#) (ACE) has updated its schedule of the five remaining Thoughtful Thursdays of spring 2025. [Click here to read](#) more about the upcoming sessions, listed below.

Thoughtful Thursdays: March – May

- April 10: Recovery Ally Training
- April 24: Becoming an Active Bystander
- May 8: Courageous Dialogue

Asking for What You Need: A Panel Discussion

The Office of Assessment, Culture, and Education is hosting a panel discussion titled [Asking for What You Need: A Conversation on Self-Advocacy Strategies and Evidence-Based Approach](#) on April 1 at 1 p.m. in the Scripps Convergence Lab (COM 402G).

This engaging discussion will feature panelists from a broad array of backgrounds sharing their experiences and insights on self-advocacy. Attendees will learn about pivotal moments of self-advocacy, contextual factors shaping advocacy approaches, and how leveraging data and evidence can strengthen self-advocacy efforts for themselves, their teams, and for securing resources. The workshop aims to provide participants with actionable techniques to build confidence and effectively advocate for their needs. [Click to register](#).

Upcoming 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!