



## **DASH Reminders - Stop Ordering Through Work Orders & Training Opportunities**

Please remember, we have asked everyone to stop ordering through work orders and only using the procurement app for all requisitions. If you have a requisition that connects to a work order, please add the miscellaneous costs to the resources section.

Training is partnering with your favorite buyers to conduct some DASH Procurement refresher training. This training will be held in FSC 120 (the computer lab) on Wednesday, June 4 and Thursday, June 5. There will be two sessions each day: Wednesday: 8:30 and 1:00 and Thursday: 10:00 and 2:00. The topics covered in this 90-minute session are Order Forms, Contracts, and Understanding vital procurement processes.

## **Computer Sign In Change for Windows Users**

On May 21, the OIT Information Security team will implement the Ctrl+Alt+Delete keystroke sequence for signing in to all UT-owned and grant-funded computers. On this date, upon waking your Windows computer, the only way to activate the familiar computer sign-in process is by entering Ctrl+Alt+Delete on your keyboard.

## **Chuck Tidler Retirement Breakfast**

Chuck Tidler will be having his retirement breakfast on Friday, May 30<sup>th</sup> at 7:30am in FSC 101/102. Stop by to wish him well on his next adventure and to thank him for his service to UT Facilities Services.

## **Change to Visitor Parking Registration at FSC**

Parking Services is no longer issuing paper parking passes for our visitor spots here at Facilities Services. All visitors are now required to self-register using the link below or by scanning the QR code attached (the QR will be displayed at our front desk). <https://www.offstreet.io/location/UDG1T1YZ>

## **Uniform Updates from Jim Tolbert**

Starting this week all replacement uniforms will be delivered to Jim Tolbert. Once received, he'll notify the employee and their supervisor advising that in order to get the new uniforms they must return the old ones. If people are lacking their full complement of uniform pieces (for example: only turn in 10 out of the 11 shirts they were issued) Jim will notify their supervisor of the discrepancy and its cost for follow up. Second shift will have to drop off their old uniforms at my desk with a note and pick up the new ones the next day.

Thanks to the technology used by Cintas, every item is scanned when picked up, when off loaded at the plant and scanned again when delivered, so no more unexplainable "lost items" that can be blamed on the supplier like we experienced before.

## **OIT UT Verse Week**

Interested in learning more about UT Verse and how AI can help with you? OIT is hosting UT Verse Week next week with lots of interesting virtual sessions. See link for more: <https://oit.utk.edu/news/learn-more-about-ut-verse/>



## BUILDING SERVICES

- Cleaned hallway carpet Ground floor AMB
- Cleaned 1<sup>st</sup> and 6<sup>th</sup> floor with Taski at Hesler
- Swept and mopped staircases at AMB
- Swept staircase at NEB
- High dusted 3<sup>rd</sup> floor NEB
- Spot cleaned carpet 8<sup>th</sup> floor AHT
- Ride on scrubber used on lobby floors on 1<sup>st</sup> and 2<sup>nd</sup> AHT

### Student Union:

- G1 patio was cleaned up with cobwebs and leaf removal completed.
- G3 the lower windowsills were dusted.
- The entrances in phase 2 had cobwebs removed.
- The connector bridge on the first and second floor was dusted, and the glass was cleaned.
- Gum removal on the seats in the auditorium.
- G1phase 2 was dust mopped, and the auto scrubber was used to clean the floor.
- The back corridor on the first floor was dust mopped, and the auto scrubber was used.
- The stairwells were swept and mopped.
- The dressing rooms were cleaned a few times during the Dream Dance Showcase.
- Glitter removal from the stage was completed after their practice and show.
- The third-floor hallway carpet auditorium side was vacuumed and cleaned.
- Cardboard bales were made and currently five bales are in the dock.
- IQ was used in phase 1 to scrub the floors after the areas were dust mopped.

- Chip continues to vacuum the upper floors and scrubs the first floor in phase 2.
- Extra trash cans were placed on the plaza for the Summer Bash.
- The tables in the seating area on the third floor was detailed cleaned.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- No report received

### MOVING & EVENT SERVICES

#### Monday:

- Removed round tables and chairs from Toyota Auditorium and replaced with classroom tables and chairs.
- Delivered bubble wrap to Melrose Hall Building G.
- Moved large shelves and several boxes of copy paper from White Ave Early Learning Center to Lake Ave Daycare.
- Picked up 3 cabinets from surplus and delivered to HPER 202A.
- Moved four boxed kiosks from HPER 322 to Jessie Harris Building 301A.

#### Tuesday:

- Picked up commencement supplies from Andy Holt Tower 8<sup>th</sup> floor and delivered them to Food City Center media entrance.
- Picked up and delivered podiums, Academic banners, Mace, Mace stand, 3 coat racks, 6 A-frame signs, and 2 cocktail tables to Food City Center.



### MOVING & EVENT SERVICES (CONT.)

- Picked up 5 large IPAD signs from Tyson Alumni House basement and placed them at 5 different locations around campus.
- Moved Center for Global Engagement from Melrose Hall Building G to Kingston Pike Building suites 132 & 133.
- Picked up and disposed of broken furniture in the 4th floor hallway of Ferris Hall.
- Moved furniture items from Ferris Hall room 319 to room 325.
- Replaced furniture back into McClung Tower room 1102 after painting was completed.

#### Wednesday:

- Reset Baker Center Toyota Auditorium back into a classroom.
- Delivered and set up 8x12 stage, 8x8 stage, podium, A-frame signs, captain's chairs at Ayres Hall for the event: Torch Night, A Farewell to Thee.
- Set up tables and chairs at ANR 101A, B, & Plaza for the Herbert Graduation Celebration event.
- Continued moving support. Melrose Hall Center for Global Engagement to Kingston Pike Building suites 132 & 133.
- Moved 62 chairs from Cherokee Mills to 4th floor of SMC & Haslam Business Building storage.

#### Thursday:

- Set up 18 tables 160 chairs in Plant Biotechnology 156/157 for the BESS Senior Design event.
- Moved lobby furniture and delivered and set up tables and chairs at CVM TLC Concourse for the CVM Senior Luncheon event.
- Delivered and set up stage at Circle Park for CCI Send-Off event.
- Removed all classroom furniture from Baker Center Toyota Auditorium.

- Provided electrical support for the Nursing Hooding Reception event at Circle Park.
- Picked up stage, podium, captain's chairs, A-frame signs from Ayres Hall Lawn Torch Night event.
- Delivered 4 A-frame signs to Food City Center for use during Commencement.
- Continued moving support for the Center for Global Engagement relocation.
- Provided electrical support for CCI Send-Off event at Circle Park.

#### Friday:

- Delivered and set up tables and chairs to the Engineering Quad for TCE Graduation Celebration event.
- Delivered and set up tables at Art & Architecture Atrium for the 2025 Graduation Celebration.
- Moved all furniture from Blount Hall 1<sup>st</sup> floor lobby to room 118.
- Delivered tables and chairs to Haslam Music Center 135 for COM Commencement Brunch.
- Picked up stage from Circle Park CCI Send-Off event.
- Picked up Student Disabilities Services chairs from classrooms across campus and returned them to Blount Hall.

### SUSTAINABILITY

- Sustainability lost 3 AmeriCorps members (Anish Krishnan, Morgan Furman, Ben Gouffon) and Recycling lost 3 AmeriCorps members (Emily Amann, Rebecca Torres, and Sarina Hermanto) due to federal cuts to the program

Weekly continues on next page



## SUSTAINABILITY (CONT.)

- 2 tractor trailer loads of baled cardboard with approximately 40 bales each were shipped for recycling
- Moved dumpsters at Concord for the paving project
- 24 gaylords of e-waste were shipped out for recycling
- Coordinated the Zero Waste efforts from the Chancellor's Staff Appreciation Picnic, collecting 15 compost bins weighing 550 lbs, 124 lbs of cardboard, and only 20 lbs of trash for a diversion rate of 97.1%!!
- Green Graduation intern group awarded cords and medals to 33 graduating students who qualified for the program by being involved in volunteering and other engagement activities
- Met with Geography & Sustainability Department Head and another professor to discuss greater collaboration opportunities and outlined next steps
- Hosted Campus Bike Ride with the Bicycle Advisory Committee
- Hosted 4 Eastman staff for a Compost Facility Tour and partnership discussion
- Sold 7yds of finished Compost to UT Arboretum
- Composted 22,900 lbs of food waste from campus
- Attended Energy Audit of the HPER building with TVA staff
- Sent out Green Leaf monthly e-newsletter

## MAINTENANCE & REPAIR

### HOUSING

- More vandalism at Hess and a lot of work order for students leaving for the summer.

### ATHLETICS

- Neyland Stadium. General maintenance, and going through and touching up on preventive maintenance issues.
- Regal Soccer: General Maintenance and getting ready for Softball regionals.
- Lindsey Nelson Stadium: Doing general building maintenance and repairing things from this past weekend home series.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and preparing for NCAA regionals.
- Allan Jones Aquatic: General Maintenance around building, and preparing for TNAQ Swim meet.
- Goodfriend Tennis: General Maintenance, and Repairs.
- Thompson Boiling Arena: General maintenance, and repair from last show/event and preparing for Graduations.



## M&R (CONT.)

### DINING

- Repaired a walk-in cooler at Rocky Top Dining
- Repaired a soak sink at the Student Union Phase II
- Repaired a steamer at Stokely
- Repaired an oven at Fred Brown
- Repaired a soda dispenser drain at Hess in Dippers

### ZONE 4

- Art + Architecture - worked on a clogged toilet in the first floor men's restroom
- Andy Holt - worked on an installed dehumidifier in 271
- Communications - worked on a door lock in 17
- Student Services - Worked on lights in 202
- McClung Tower - worked on lights and a leak by a window in 617
- General maintenance throughout the zone

### ZONE 5

- Replaced front and rear bearings in an AHU
- Repaired lighting in Hodges 110
- Repaired lighting at UT Drive Building B
- Completed a filter change at Howard Baker School
- Cleaned condensing units at HPER
- General maintenance throughout the zone
- Monthly PMs, OSHA Training, and DASH
- Key focus on customer service and satisfaction

### ZONE 7

- No report received

### ZONE 8

- Our Plant Biotech cooling tower cleaning was placed on hold until issues concerning 1 of our chillers is resolved.
- We are cleaning outside condensing units.
- We replaced an exhaust fan assembly at the JRTU building that serves a fume hood.
- Our One-Call team continues to serve the entire UTK campus 24/7-365.
- We have been replacing many of our air handler pre filters because of the spring pollen season.
- We have converting some old HPS lighting to LED in some of the greenhouse bays.

## M&R SPECIALTIES

- No report received

## LOCK & KEY SERVICES

- Key shop is exceptionally busy with housing recores.
- Andy Holt Tower project- install door hardware on several doors.
- Food Safety and processing- repaired push bar on hallway door.
- Ayres Hall- repaired door lock on room 312



## 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

- Tickle- repaired ac units
- Min Kao- repaired liebert unit on first floor
- Min Kao- started repair on liebert on sixth floor
- Kingston pike- repaired chilled water leak
- IAMM - repaired vacuum system
- NEB- repaired roof top unit
- SERF- repaired walk in cooler
- Dabney- finished install of compressed air dryer
- Culinary- repaired multiple AC units

### BUILDING AUTOMATION

- Fire Watch for Jeff Dunham @TBA
- Sprinkler System flow switch trouble @ Fleming
- Dirty Duct detector mech room on the ground @ Stokley
- Earth ground broken wire to PIV @ Lake Elc
- Fire Panel showing power supply trouble @ Thornton
- Fire Alarm at Burchfiel (sprinkler flow switch)
- Turned off field lighting for Neyland (was overridden unnecessarily)
- Installed more RGBW lighting at Ayres rooftop @ Ayres
- Worked with the design on lighting control upgrades at HPER
- Work with the design on lighting control upgrades and the Anderson Training Center
- Commissioned 32 RGBW lights around campus





## BLDG AUTOMATION (CONT.)

- Troubleshoot and Repaired BigAss Fans at Facilities Services Complex in the warehouse @ Facilities
- Met with engineers about grid-scale battery storage feasibility study @ Campus
- Troubleshooting problems with the ICONICS server @ Campus
- Working on a solution to strengthen the BLE network for exterior lighting. @ Campus
- Commissioned an electrical meter for NEB @NEB
- Troubleshoot issues with the meter at Hesler Biology East @Hesler
- Scheduled Orange color lights for the Ayres Hill Torchbearer event on Wednesday night @Ayres
- Assist vol card with the door issue @Dogwood
- Work on leak detection @Zeanah
- Install Carbon Monoxide detector @ Hopecote, 1817 Melrose, Equity & Div
- Attic dry system reset and replace the air regulator @Burchfield
- Fire panel trouble Node 58 @ Dogwood
- Monthly fire pump run with Morristown @ Zeanah, Regal, Strong, Mossman, Dougherty, Min Kao, Biotech
- Assist JCI with troubleshooting the fire panel @ CBT
- Replace the IAM for sprinkler tamper @ Plant Bio
- Replace the smoke detector in the penthouse @ Student Union
- Training for traffic signals @ FSC
- Repair the gate after being hit @Steam Plant
- Dirty smoke in room 606 @Hess Hall
- Vandalism to smoke heads and tiles, K 2nd floor @Hass Hall

- Fire Alarm @ 1836 Frat
- Fire Panel going in and out of trouble @ Softball
- Fire watch for Hooding @ TBA
- Assist Morristown with shutdown @ Vol Hall
- Replace batteries in won doors @Brehm
- Troubleshoot generator not running @ Massey
- Replace batteries in 4<sup>th</sup> Floor fire panel @ Laurel
- Fire watch for commencement @ TBA
- Assist Chattanooga Fire with sprinkler shutdown @ Anderson
- Replace the contactor in the jockey pump controller @ West Skybox
- Sprinkler system shutdown @ Golf Facility

## ELECTRICAL SERVICES

- No report received

## PLUMBING SERVICES

- South Carrick's second-floor shower drain was repaired
- Stokley Hall's second-floor three pex leaks were repaired
- Daugherty Eng. Installed a new mop sink on the first floor
- Physics' second-floor bottle filler was repaired
- A&A, a two-inch drain was leaking in the ceiling of the auditorium
- Serf acid drain was leaking in the penhouse
- TBA storm drain was repaired at the dock
- Stokley Hall second-floor 1 ¼ pex was leaking in the ceiling
- The Third Creek second-floor indicator was leaking in the break room



## PLUMBING SERVICES

- TBA installed a water fountain on the second floor
- The 1812 Fraternity Park second-floor shower drain was leaking
- Repaired condensate pumps at Auxiliary Services

## 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
- Condensate polisher by air filters on compressor
- Met with the scaffolding company to prepare for Shut down week

## 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: 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: 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





## CONSTRUCTION (CONT.)

- 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



COMMENT  
BOX  
LOCATIONS

- 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](https://tiny.utk.edu/fscommentbox)

Weekly continues on next page



# SAFETY STAND DOWN

## MAY IS WATER SAFETY MONTH

The weather heating up and we know one of the most popular ways to cool off is to jump into some water. May is Water Safety month and here are some tips to keep you and your family safe this summer as you cool off.

Not including boating incidents, on average about 10 people die from drowning every day in the United States, according to [Injury Facts®](#) the annual statistical report on unintentional injuries produced by the National Safety Council.



### Pool Safely This Summer; Take the Pledge

NSC and the Consumer Product Safety Commission are encouraging everyone to keep water safety top of mind and reduce child drowning in pools and spas. The **Pool Safely** campaign reminds everyone to follow five simple steps to stay safer in and around water. [Take the Pool Safety Pledge](#) today and get a free Pool Safety Toolkit.

The [CDC reports](#) more children ages 1 to 4 die from drowning than any other cause, and it's the second leading cause of death for children age 5-14:

- Most drowning incidents for children younger than 15 occur in residential locations
- Boys younger than 15 die from drowning at twice the rate as girls
- Emergency departments treat about 6,400 pool and spa injuries in children younger than 15 every year

### Teens and Young Adults Often Don't Think About Water Safety

While drowning deaths are the leading cause of death for 1- to 4-year-olds, drownings continue to be the second leading cause of preventable death through age 15. According to [NSC research](#), 676 people ages 5 to 24 drowned in 2022.

Swimmers should keep a [few safety precautions](#) in mind:

- Don't go in the water unless you know how to swim; swim lessons are available for all ages
- Never swim alone
- Learn CPR and rescue techniques
- Make sure the body of water matches your skill level; swimming in a pool is much different than swimming in a lake or river, where more strength is needed to handle currents
- If you do get caught in a current, don't try to fight it; stay calm and float with it, or swim parallel to the shore until you can swim free



- Don't push or jump on others
- Don't dive in unfamiliar areas
- Never drink alcohol when swimming; alcohol is involved in about half of all male teen drownings, according to KidsHealth.org

### The Younger the Child, the Greater the Risk

Most parents think water safety is first and foremost on their minds whenever they are enjoying summer activities with their young kids. But when the unthinkable happens, caregivers often say, "I only looked away for a second."

NSC statistics point to drowning as a leading cause of death for young children – mostly due to children falling into a pool or being left alone in the bathtub. Bathtubs, toilets and even buckets also can pose a danger for very young children.

### Distractions Make for Tragedies

Parents are cautioned all the time about water safety, but drownings still occur. Always be aware and be in the present moment with your children. Following are a few water safety precautions:

- Never leave your child alone; if you have to leave, take your child with you
- Find age-appropriate swim lessons for your child, but keep in mind that lessons do not make your child "drown-proof"
- Lifeguards aren't babysitters; always keep your eyes on your child
- Don't let children play around drains and suction fittings
- Never consume alcohol when operating a boat, and always make sure everyone is wearing U.S. Coast Guard-approved life jackets
- Don't underestimate the power of water; even rivers and lakes can have undertows
- Always have a first aid kit and emergency contacts handy
- Get training in CPR
- If a child is missing, check the water first

Every pool, every lake and every warm summer day holds the possibility of new, fun summer experiences. All you need to add is your undivided attention.

Also of Interest:

- [Recreational Boating: Stay Safe on the Water](#)
- [Hurricanes Among the Most Destructive Forces in Nature](#)

Link Source: <https://www.nsc.org/community-safety/safety-topics/seasonal-safety/drowning>