



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

FACILITIES SERVICES WEEKLY

MAY 5, 2025

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.

Staff Appreciation Week

This week is Staff Appreciation Week and it is chock-full of events and discounts to take advantage of! Read all about it [here](#).

Take 4 Minutes to Reboot Your Computer

Our operating system and software providers tirelessly work to defend against attackers. However, they depend on us to do one thing: restart our machines. While inconvenient, restarting your machine on a regular basis is an important part of our information security hygiene. It typically takes four to five minutes to complete an update.

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.

Social Engineering Awareness

Social engineering is a significant threat that leverages human psychology and trust to deceive individuals into providing sensitive information or performing actions that compromise security for fraudulent purposes. It relies on exploiting human behavior rather than technical vulnerabilities. Understanding social engineering, recognizing its various forms, and knowing how to protect oneself from such attacks are crucial for maintaining security in both personal and professional environments.

Social engineering can take many forms, including

1. Phishing: Attackers send fraudulent emails or messages that appear to come from legitimate sources, tricking recipients into providing sensitive information such as passwords or credit card numbers.
2. Pretexting: The attacker creates a fabricated scenario to obtain personal information from the victim, such as pretending to be from the IT department and asking for login credentials.
3. Baiting: Attackers leave physical devices like USB drives in public places, hoping someone will pick them up and plug them into their computer, thereby installing malware.

Read more about social engineering types and ways to avoid them in [the OIT Information Security Learning Library](#).

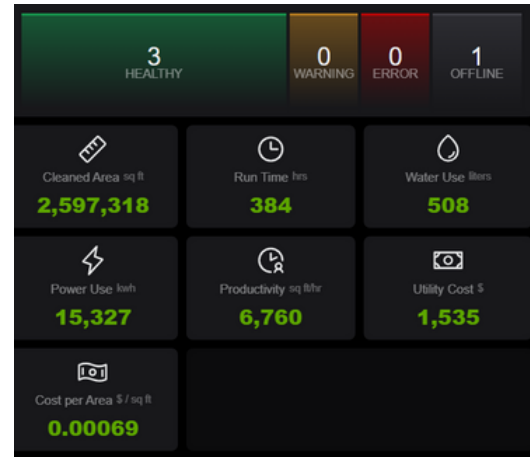


BUILDING SERVICES

- Cleaned Carpet in Lobby of 3rd fl Communications
- Cleaned entryway rugs in Lobby of 3rd fl Communications
- Cleaned up trash from Circle Park, and cleaned Portopots before and after Volapoloosa Friday Night
- Cleaned the Front and Back Entryway areas of Ayres Hall to remove Confetti and Champagne off of walls, windows, and concrete
- Took Brute cans and Recycle cans to Claxton Courtyard for event on Monday

Student Union:

- Vacuumed/cleaned seating area carpet in OSFL
- We worked on paint removal in Union Station that was on the LVT.
- Completed Paint removal in the SGA carpet and LVT.
- Hallway carpet on the second floor was vacuumed and cleaned near the ballrooms and the torch area.
- Visitor Center 282 in the seating area the carpet was vacuumed and cleaned. Carpet cleaning in 262 A,B and C was completed.
- Completed stain spot removal in ballrooms A,B and C
- Chip scrubbed the first floor of phase 1.
- Chip vacuumed the second and third floors.
- The stairwells were swept and mopped.
- Cleaned overlook glass on the second and third floors
- Stock was ordered for both phases and put away.
- Cardboard was worked on daily last week.
- IQ was run in phase 1 daily.
- Monumental stairs in both phases were swept and mopped.



- Pringle robot reporting above

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- No report received

MOVING & EVENT SERVICES

No report received

SUSTAINABILITY

- No report received

MAINTENANCE & REPAIR

HOUSING

- Hess Hall had more vandalism that we are repairing.
- Working on the geothermal at Stokely Hall.
- In the process cleaning the cooling towers.

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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

- Replaced an induction top at Rocky Top Dining
- Repaired a glass rinse at the Student Union
- Repaired an oven at Mossman
- Repaired an exhaust fan at Thompson Boling Arena
- Replaced a hose reel leaking hose and water gun at Stokely

ZONE 4

- Art + Architecture - worked on a door lock in 341B and elevator stuck on 3rd floor
- Andy Holt - AC work in 723 (fan motor)
- Communications - worked on AHU #1 for 4th floor
- Student Services - worked on leak in 211C and AC in 509
- McClung Tower - worked on AC in 509 & 1106
- 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

- Repaired locks at Jessie Harris
- Installed combo lock at Facilities for the OIT department
- Rekeyed 114 Facilities
- Keyed 107 Plant Biotech
- Repaired several locks at Zeanah
- Repaired several locks at Alumni
- Had 2 after hours emergencies we took care of over the weekend
- Lots of recores in the dorms for 2nd shift
- 2nd shift installed panic hardware at the conference center
- 2nd shift repaired a mullion in Humanities
- Continue working on getting all the keying ready for the new buildings to open
- Office completed 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

- Volleyball- finished installation of temporary unit
- Geier Hall- Installed new fan coil
- Food Safety- Repaired blast freezer
- Food Safety- Finished installation of air compressor
- Senter Hall- Installed drain pan
- Delta Zeta- repaired water source heat pumps
- Baseball- Repaired the unit for UMPs' room
- SERF- worked on refrigerators
- Hoskins Library- repaired leak on air compressor
- Nursing- Repaired 2 rooftop units
- Magnolia Hall- Repaired AC unit
- Fleming - started clearing out shelves

BUILDING AUTOMATION

- Check Won Door @ Hess Hall
- Dirty Smoke detector @ Hess Hall, Reese Hall, Pi Beta Phi
- Fire Panel Trouble @ Rocky Top
- Cleaned out warehouse @ Fleming
- Card trouble warm start fire panel @ Rocky Top
- Assist with fire drills @ Sorority Village
- Checking buzzing doorbell @ Kappa Delta
- Install a new doorbell receiver @ 1817 Melrose
- PIV trouble cleared @ Pratt Pavillion
- Disable beam detectors for contractors @ TBA
- Earth Ground @ Communication
- Troubleshoot a short circuit on A/V @Equine
- Disable and enable smoke detectors for plumbers @ Plant Biotech
- Look for the wire path @ Hoskins
- Check traffic signals for parts to order @ Campus
- Replace smoke detectors @ 1812 frat, 1816 Fraternity Park

- Disable for HVAC @ Delta Zeta
- Disable for maintenance @ Hodges
- Work on the duct detector @ Boat House
- Disable the smoke detector for contractors @ East Sky Box
- Alarm in the men's room replaced the smoke detector @ SMC
- Assist with Fire Drills @ Fraternities
- Disable for A/C shop @ Hodges, Delta Zeta
- Fire drill @ McClung tower, Strong Hall
- Disable for HVAC @ Delta Zeta
- Disable for maintenance @Hodges
- Gate arm hit by truck @ Steam Plant
- Power outage @ Bailey Education
- Disable for sprinkler contractor @ Anderson
- Assist JCI in troubleshooting the earth ground @ Communications

ELECTRICAL SERVICES

- Repaired pump motor at Bull Pond Humanities and Social Sciences Building
- Electrical Power Hookup at Mossman Engineering Building
- Electrical Power Hook Up at Senter Hall
- Lutron Programming at IAMM
- Repaired Electric Motor at Communications and Information Building
- Re-worked Electrical Power for receptacles at Kingston Pike Building
- Repaired Campus Standard Pole Lights On Campus
- Installed Electrical Power for Motor at JARTU
- Answered Fire Alarm Calls (Second Shift)
- Electrical Temporary Power for Restroom Trailers

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PLUMBING SERVICES

- Repaired condensate pump in machine room @ Allan Jones
- Repaired condensate pump @ Pratt Pavillion
- Serf tunnel repaired heat exchanger @ Hess Hall
- Condensate line repaired in the machine room @ Plant Biotech
- Repaired condensate line @ Strong Hall
- Repaired condensate pump @ East Sky Box

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
- 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

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CONSTRUCTION (CONT.)

- 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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MAY IS ELECTRICAL SAFETY MONTH

LITHIUM-ION BATTERY SAFETY HOW TO SAFELY USE LI-ION BATTERIES

electricalsafety
FOUNDATION INTERNATIONAL

Lithium-ion powered devices are everywhere. If you have a rechargeable device, it is probably powered by a lithium-ion (li-ion) battery. These batteries are safe **if used correctly** but if you use or charge devices that are **not listed or certified by testing labs**, or if you **dispose of the battery or device incorrectly**, you may be **risking a fire**.

LI-ION BATTERIES ARE EVERYWHERE

Devices that commonly use **li-ion batteries** include, but are not limited to:



WHAT YOU PURCHASE MATTERS



A recent survey by the Electrical Safety Foundation International found that **31% of consumers would purchase a lithium-ion powered device anywhere**, including secondhand or at market stalls / flea markets. Additionally, **only 25% were aware of nationally recognized safety certification**.

Using non-certified batteries, chargers, and devices **may increase the risk of fires**.

WHERE TO BUY

Only purchase batteries, chargers, and devices from **reputable retailers** that stand by their products. Be aware of online and other marketplaces that **may sell counterfeits** or **non-certified devices**.



HOW TO DISPOSE OF DEVICES AND BATTERIES

Never dispose of li-ion batteries or li-ion powered devices in the regular trash or recycling as this could **lead to a fire**.



VISIT CALL2RECYCLE.ORG TO FIND A LOCAL BATTERY DISPOSAL CENTER

ESFI.org



www.facebook.com/ESFI.org



www.twitter.com/ESFI.org



www.youtube.com/ESFI.org



CAMPUS EVENTS TO EXPAND YOUR BORDERS

Courageous Dialogue

May 8 | 9am to 11am | Frieson Black Cultural Center

Courageous dialogue is designed to foster meaningful and transformative conversations. In today's world, engaging in open, honest, and authentic dialogue is essential for personal growth, community building, and creating lasting change. This event provides a safe and supportive space for participants to explore their individual comfort with different conversations, learn effective communication strategies, and practice engaging in courageous dialogue. Register [here](#).

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.