



### **New DASH Chart of Accounts Cross Reference Tool is Live**

The new DASH GL Account to DASH Natural Account Cross Reference application is now available on Friends of DASH. The latest version should eliminate any licensing errors. Thank you for your patience as we resolved these issues.

### **Save the Date - FS Summer Picnic on June 18**

Go ahead and mark your calendars for the annual Facilities Services Summer Picnic scheduled for Wednesday, June 18<sup>th</sup> from 11am to 1pm at the Agriculture and Natural Resources Building (ANRB) on the Ag Institute campus! We'll have food, games, fellowship, and prizes! This year's event will be a little different, and more details are coming soon! We can't wait to see you there! Flyer is attached at the end of the newsletter.

### **FS Wellness Fair - June 24, 11am to 1p at the Facilities Services Complex**

Stop by the Facilities Services Complex on June 24 from 11am to 1pm for our wellness fair in Rooms 101 & 102. Doors open at 11am, and a FREE Tai Chi class will be held from 11:30am to 12:30pm in FSC 101. In 102, we'll have a hydration station and healthy snack table, fun swag, and an opportunity to learn more about extra wellness benefits. Be Well will also be on hand with swag and a compliment board to shout out your coworkers. Pulse ox and blood pressure readings are also available on site. A flyer is at the end of this newsletter. Questions? Reach out to Angela at [aeidmil@utk.edu](mailto:aeidmil@utk.edu).

### **Central Supply Year-End Inventory Closure**

The Central Supply Warehouse will be closed for year-end inventory on Friday, June 27, and Monday, June 30, 2025. This will make it necessary for you to estimate as closely as possible the items you will need from the warehouse during this period. These items will need to be ordered early enough to be picked up by 4:00 PM on Thursday, June 26, 2025.

During these two days, any needs for warehouse stock items that cannot wait until Tuesday, July 1, 2025 will have to be handled via purchase orders (POs). If any POs need to be placed prior to the conclusion of our physical inventory please let me know, and I will see to it that they get handled promptly.

### **Microsoft Excel Training Class - Friday, June 20 at 10am**

We'll be offering an Excel Training class for Beginners with Beth and Hope on Friday, June 20<sup>th</sup> at 10am in the FSC computer lab. If you'd like to learn more about using Excel, sign up by emailing [fstraining@utk.edu](mailto:fstraining@utk.edu).



## BUILDING SERVICES

### Student Union:

- G1 phase 2 was dust mopped and auto scrubbed.
- 1st floor back corridor was dust mopped and auto scrubbed.
- Stairwells were swept and mopped.
- The side rails of the monumental stairs in phase 1 were dusted.
- The overlook glass in phase 1 was dusted on both sides and the glass was cleaned.
- The baseboards on G2 and G3 were dusted.
- The ATM area baseboards were dusted.
- Cobwebs were removed from the entrances on G2.
- The connector bridge was dust mopped, scrubbed and high speed.
- The monumental stairs in phase 1 was swept and scrubbed.
- The window ledge slants on the window wall was cleaned.
- Event Vol 103 has kept us busy in phase 2 with event rooms being flipped a few times a day.
- Cardboard baling continues daily.
- The glass tiles on the walls in the dining area of G1 were cleaned.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- No report received

### MOVING & EVENT SERVICES

- Delivered packing supplies to Austin Peay 401, and SERF 420 for upcoming moves.
- Disassembled and removed large cubicle from Black Cultural Center room 204.

- Set up tables & chairs at ANR 101 A&B, and lobby for Enrollment Management All Staff Retreat event.
- Moved desk and chair from Tickle Building 503A to SERF 736.
- Moved furniture & office items from McClung Tower 101 to Walters Academic M405 (M407A).
- Moved furniture and other items between rooms 330, 331, & 336 at Natalie Haslam Music Center.
- Moved furniture and office items between rooms on McClung Tower 5th floor.
- Moved furniture from Austin Peay 401B to 401C.
- Picked up purchased surplus items and delivered them to Army ROTC at Hoskins Library.
- Picked up large filing cabinet and chairs from Claxton 451 and took to surplus.
- Removed all items in Jessie Harris 417 and took to surplus.
- Picked up items from International House and took them to surplus.
- Removed whiteboard from wall in office 117B Natalie Haslam Music Center and took to 3rd floor storage.
- Stacked flat map file cabinets at Strong Hall 615C.
- Moved office from Jessie Harris Building 426 to Claxton Education 449.
- Picked up large filing cabinet and chairs from Claxton Education 451 and took to surplus.
- Picked up furniture and other items from International House and took to surplus.
- Move desks at UT Drive Service Building A from rooms 105 and 129 to room 208E.
- Picked up all items in Jessie Harris room 417 and took to surplus.
- Picked up purchased surplus and took to SERF 517.
- Removed bookcases and chairs from Black Cultural Center and took to surplus and trash.

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### MOVING & EVENT SERVICES (CONT.)

- Broke down cubicles in Plant Biotechnology Building 412 and disposed of all items in the room.
- Picked up purchased surplus and took to Student Union Phase II room 174.
- Delivered and set up tables and chairs at UT Gardens Friendship Pavilion for VolShop Employee Picnic.
- Delivered academic banners to Hodges Library 121 Special Collections Office.
- Delivered packing materials to A&A Admin suite.
- Moved refrigerator from Dabney Hall 481 to Dabney Hall 568.
- Moved event materials from Stephenson Drive Warehouse to Marble Building storage.
- Moved furniture back into Austin Peay Suite 410.
- Moved credenza at Communications 107V.

### 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

## MAINTENANCE & REPAIR

### HOUSING

- No report received

### ATHLETICS

- Neyland Stadium: General maintenance and going through and touching up on preventive maintenance issues.
- Regal Soccer: General Maintenance and getting ready for summer soccer camps.
- Lindsey Nelson Stadium: General building Maintenance, and assistance with contractors on construction.
- Football Complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and getting ready for Softball camps.
- Allan Jones Aquatic: General Maintenance around building, and preparation for summer swim camps.
- Goodfriend Tennis: General Maintenance, and Repairs.
- Thompson Boiling Arena: General maintenance and preparing for construction on new floor club level.

### DINING

- Repaired a pulper at Rocky Top Dining
- PM on steamers at Stokely
- Repaired an oven at the Student Union Phase II
- Repaired a disposal at TB Arena
- Repaired a coffee maker at Student Union Phase I
- Installed gaskets on a 4-door hot box at Anderson Training
- Installed induction cookers at Rocky Top Dining



## M&R (CONT.)

### ZONE 4

- Art + Architecture - worked on stopped up toilet on 1<sup>st</sup> floor men's room
- Andy Holt - worked on AC units in Rooms 507 & 831A
- Communications - worked on a stopped up toilet on the 1<sup>st</sup> floor
- Student Services - worked on AC in 450 and a leak in 211C
- McClung Tower - worked on AC units in 505 & 1201B
- General maintenance throughout the zone

### ZONE 5

- Cleaning gutters, roof drains, dry wells, and down spouts
- AHU repair at Hodges and HPER
- OSHA Training
- Monthly PMs
- On-Demand Work Requests

### ZONE 7

- No report received

### ZONE 8

- We are upgraded the lighting in the lobby of the Business Incubator building.
- We replaced a motor to a fan coil unit in McCord Hall.
- Our One-Call team has been busy with AC calls at Stokely Hall recently.
- Our greenhouses have been keeping us busy with the recent warmer weather.
- We have been recently working with roofing contractors with leaks at some of our buildings.
- The ANRB Building continues to go through many different types of issues.

### M&R SPECIALTIES

- No report received

### LOCK & KEY SERVICES

- South and East Stadium – repaired a door handle at the 50 yard line.
- Communications – Set up a new core and installed on a door that was having an issues with keys not wanting to go in the lock.
- Delta Tau Delta - Changed the code on the front door of a fraternity.
- Dabney Hall – repaired a lock on room 232.
- Housing - Busy setting up cores for all the new buildings coming up on campus.
- 2400 Sutherland Ave – Parking Svcs has a big move on 6/26 - front office has been working with parking on plans for how their space will be keyed. Locksmith's are installing locks on several rooms today.

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## 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

- Buehler- repaired leaks
- Tickle- worked on air compressor
- Mossman- worked on growth chambers
- Mossman- worked on air compressor
- Communications- started install at radio station
- Brenda Lawson- worked on air handler
- Anderson Training- advised on remodel project
- Walters Academic - controls project
- Food Safety- repaired blast freezer
- PTAC Shop- repaired units for dogwood, magnolia, robinson and gier
- Humanities- worked on elevator room
- Terrace Ave. Garage - worked on elevator room

### BUILDING AUTOMATION

- Haul the Fire panel to the penthouse @ Hoskins
- Attach lights and alarm to gate @ Steam Plant
- Work on Access for FS employees @ Facilities
- Assist JCI with alarm Testing @ Hodges, Middlebrook, Communications, Vet Med
- Dirty smoke detector @ SMC, Laurel, Chi O
- Assist with the construction of the Southern Kitchen @ Vol Hall
- Fire Alarm Room 207 @ Alpha Delta Pi
- Fire Alarm Contractor is removing the Ansul system @ Baseball
- Fire alarm Steam leak @ Stokely & A&A.
- Disable for the contractor @ TBA & Vet Med
- Reset the smoke detector in alarm @ Clement
- Connect Meters to BAS @ BAS Ev Charger & C. Greenhouse



## BLDG AUTO (CONT.)

- Design page turn review @ New Chemistry
- Lighting renovations @ Baker Center
- Met with contractors for connecting the meter @ P3 Residence Halls
- Lighting touch panels for the founders' suites @ Neyland Stadium
- Reviewed lighting at Minkao @ Min Kao
- Troubleshoot connectivity issues with the meter @ Admin Garage
- Met with TA to get conduit run for the meter @ G7
- Replace the smoke detector and base @ JARTU
- Replace the smoke detector and duct detector board @ Stokely
- Replace the smoke detector @ Carrick Hall
- Check on water detection @ FSC
- Monthly fire pump with Morristown @ Strong, Mossman
- Assist Simplex @ Alumni
- Power outage at Reese
- Fire alarm contractor drilling @ McClung Museum
- Dirty Duct detector @ Vet Med
- Gate hit by recycling truck @ Steam Plant
- Assist JCI with troubleshooting earth ground @ JARTU, Hess
- Disable for steam @ Tickle
- Programming on the gate @ Steam Plant
- Checking on the buzzing sound @ Hodges
- Disable sprinklers for Morristown @ Taylor Law
- Reset fire panel trouble @ McClung Tower
- Clean dirty smoke detector @ Brown Hall
- Disable smoke detector @ Lake Ave Garage
- Clean dirty smoke detector @ Stokely

## ELECTRICAL SERVICES

- No report received

## PLUMBING SERVICES

- Rocky Top installed 2 bowl sink in Smokeys
- Phi Mu leaking pump on the boiler
- Delta Zeta leak union on the storage tank in the machine room
- Stokely Hall 1 ½ Pex leak on the second floor
- TREC swimming pool machine room 4" flange replaced
- Clement Hall repaired the condensate pump
- Dabney Chiller room repaired the condensate pump
- TREC installed a new bottle filler on 2nd floor
- Dabney repaired heat water leak on 3<sup>rd</sup> floor

## STEAM PLANT

- Check Fluids on all forklifts
- Steam yard walk-through
- Clean the Shop area and floors
- Cob web clean up
- Maintaining air filters

## 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

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## CONSTRUCTION (CONT.)

- 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
- 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)

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This week of Safety Month focuses on Roadway Safety.

There are many times when our work takes us into or near the roadway. Working near moving traffic is one of workers' most immediate dangers. They're often just a few feet away from moving vehicles, which can lead to serious accidents if drivers are distracted, impaired or not following road signs. In 2023, 54 worker-pedestrians were killed annually in work zones due to being struck by vehicles, according to the National Safety Council.



Additionally, the Bureau of Labor Statistics (BLS) reports 310 work-related deaths where pedestrians were struck by vehicles in 2023. In 2021-2022, there were 16,970 DART (Days Away, Restricted, or Transferred) cases, including 11,640 DAFW (Days Away From Work) cases, related to pedestrians being struck by vehicles. Road safety for those who have to work near or in roadways involves a range of measures to protect both the work crews and the public while working near roadways. This includes wearing high-visibility apparel, using traffic control devices, adhering to safe driving practices, and implementing thorough training programs. Planning before the job begins and controlling traffic during the job, such as using traffic cones, signage and/or a flagger, can increase safety. Overexertion and heat emergency also increase when working in the roadways due to the roadway surfaces. Extra care should be taken to ensure workers take breaks and hydrated to prevent heat stress emergencies.

### **Key Road Safety Measures for working near or in roadways:**

#### **High-Visibility Apparel:**

Workers near roadways should always wear brightly colored, high-visibility clothing like vests, jackets, or shirts to ensure visibility to drivers.

#### **Traffic Control Devices:**

Using cones, barricades, and signs to mark work zones, redirect traffic, and communicate potential hazards is crucial.

#### **Safe Driving Practices:**

Workers should follow safe driving principles like maintaining a safe following distance, avoiding distractions (like cell phones), and being aware of their surroundings.



### **Parking:**

Park vehicles completely off the road whenever possible and use emergency warning devices to alert other drivers.

### **Training:**

Departments should provide comprehensive training on safe driving, vehicle operation, and working in traffic zones.

### **Equipment Safety:**

Supervisors and employees should ensure equipment is properly maintained and that safety devices are not removed or disabled.

### **Awareness:**

Being aware of potential hazards and maintaining focus on both the task at hand and the surroundings is essential for preventing accidents.

### **Flagging:**

Using trained flaggers to direct traffic, especially when visibility is obstructed, can significantly improve safety.

### **Vehicle Inspections:**

Regular pre- and post-trip inspections of vehicles and trailers can help identify and address potential issues before they lead to accidents.

### **Safe Work Practices:**

Workers should also be trained on safe work practices specific to work units, such as using tools and equipment correctly and avoiding distractions.



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

FACILITIES SERVICES

ANNUAL SUMMER

# PICNIC

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**WEDNESDAY, JUNE 18**

11am to 1pm - at ANR Plaza & Ballroom

2431 Joe Johnson Dr, Knoxville, TN 37996

**COME ENJOY FOOD, GAMES,  
FELLOWSHIP AND PRIZES!**



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

FACILITIES SERVICES

*Stop by the FS*

**WELLNESS FAIR**



**TUESDAY,  
JUNE 24**



**11AM - 1PM**



**FACILITIES SERVICES COMPLEX ROOMS 101 & 102**



The Wellness Fair begins at 11am in FSC 102, and the party continues with a **FREE Tai Chi class** from 11:30a to 12:30p in FSC 101. Stop by 102 to check out the **hydration station and healthy snacks table** while picking up some **fun swag** and learning more about the **extra wellness benefits** available to all employees.

**Be Well** will also be there with swag and a **shout out board** to compliment your co-workers!

We'll also have a **free blood pressure station and pulse ox readings!**

Questions? Reach out to Angela at [aeidemil@utk.edu](mailto:aeidemil@utk.edu)