



## **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.

## **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 items 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.

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

We'll be offering an Excel Training class 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

### Zone 1—

- Nielsen Physics
  - Carpet cleaned in Classroom-608 and Auditorium 415
  - Carpet Clean in Graduate Student Office—507
- Walters Academic
  - Auditorium—305,307,and 309 detail cleaned, concrete mopped, and carpet cleaned
- Hesler
  - Floors were scrubbed and high sped in classrooms—507 and 508
- South College
  - Rooms 101 and 106 detail cleaned floors scrubbed and buffed

### Zone 2—

- AMB
  - Carpet Cleaned –Classrooms 212 and 158
- Communications
  - Classrooms 314 and 317 carpet cleaned

### Student Union:

- The seating area carpet on the first floor was vacuumed and cleaned.
- The G3 carpet in the commuter lounge was vacuumed and cleaned.
- The window wall near the monumental stairs in phase 1 was dusted with the space vac.
- The carpet in office 368C was vacuumed and cleaned.
- The cleaning of the second-floor hallway carpet continued.
- Training of a new employee started last week.
- Cleaning of event doors in 262 all and 362 all was completed.
- The furniture on the second-floor seating area was done.

- The balcony of the auditorium was vacuumed.
- The elevators were dusted and cleaned.
- The Dean of Students carpet was vacuumed and cleaned.
- The thresholds were cleaned.
- Closets were stocked for the start of the new week.
- Event room 367 windows were cleaned.
- Chip vacuumed the carpet on the second and third floors, Career Development.
- Cleaning up after the event Vol 103.
- The stairwells were swept and moped.
- The overlook glass on the third floor was cleaned.
- Cardboard was maintained throughout the week.
- The recycling room in phase 2 was cleaned.

## OPERATIONS & LANDSCAPE

### LANDSCAPE SERVICES

- No report received

### MOVING & EVENT SERVICES

- Moved all furniture and office items from Ferris Hall 401A into Ferris Hall 421, and all furniture and office items in 421 into 401A.
- Transported pallets of paper towel dispensers from Facilities Services Central Supply to Gate 21 Neyland Stadium.
- Delivered 200 boxes and several packages of packing tape to Andy Holt Tower P115 for upcoming relocation.
- Unloaded outdoor patio tables & chairs at Min Kao and moved the furniture to the 6th floor patio.
- Delivered boxes, tape, bubble wrap to 203 Nursing Education Building for upcoming move.

Weekly continues on next page



## MOVING & EVENT SERVICES (CONT.)

- Delivered and set up tables and chairs at Blueberry Falls for Crepes with CECS event.
- Provided electrical support for the event MSL Fun Activity at Fred Brown Residence Hall Courtyard.
- Moved -80 freezer from Strong Hall clean room lab space 515 to 513 equipment hallway.
- Moved display boards from Marble Building to two separate temporary storage locations.
- Removed and disposed of desk from AHT 6th floor lobby.
- Picked up large patio umbrellas after painting, hauled to Min Kao, and moved them to 6th floor patio.
- Picked up repaired -80 from Austin Peay B111 and delivered it back to Brhem Animal Science post repairs.
- Set up tables and chairs at ANR 101 A&B for Big Orange Bash Live event.
- Moved TV monitor from Plant Biotechnology room 101 to 111.
- Picked up broken furniture from Communications building and hauled away to trash.
- Moved labeled items from office 426 Jessie Harris Building to Claxton Education room 449.

## 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

- 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 summer soccer camps.
- Lindsey Nelson Stadium: Doing general building maintenance and doing repairs from last regional tournaments.
- Football complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and preparing for softball camps
- Allan Jones Aquatic: General Maintenance around building and summer swim meet prep
- Goodfriend Tennis: General Maintenance and Repairs.
- Thompson Boiling Arena: General maintenance and prepping for construction on the new floor club level



## M&R (CONT.)

### DINING

- Repaired a pot washer at Stokely
- PM on EFs and make-up air units at all required buildings
- Installed induction hot plates at Rocky Top Dining
- Repaired coolers at the Student Union and installed can openers
- Installed hot well pan supporters at Anderson Training

### ZONE 4

- Art + Architecture - ceiling tile work in 203C
- Andy Holt - worked on a refrigerator in 201
- Communications - rebuilding an air handler, changed bearings and the squirrel cage
- Student Services - worked on AC in 209 and lights in 211C
- McClung Tower - replaced ceiling tile in 101
- General maintenance throughout the zone

### ZONE 5

- Cleaning gutters, roof drains, dry wells, down spouts, coil pack units, and AC units
- 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

- Lindsey Nelson Stadium- repaired lock on portable restroom.
- Music Bldg.- repaired a piano lock in room 110.
- Thompson Boling – repaired lock on roll up door for grounds.
- Min Kao – lock repairs on room 210 and 350.
- Steam Plant hill – installed a lock on a shed for grounds.
- Housing- recored several rooms in Hess, South Carrick, Stokely hall and Clement.
- Locksmiths have been working hard on setting up cores for the new buildings coming up on campus.
- Front office has been busy with Customer requests and key requests.

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](mailto: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

- Food Safety- repaired walk in cooler and blast freezer
- Boathouse- repaired package unit
- Geier Hall- repaired water pump
- OIT vault- repaired AC unit
- Zeanah- repaired server room unit
- Tickle- repaired air compressor
- Mossman- Repaired air compressor
- Culinary- repaired multiple units
- Haslam- worked on Leibert unit
- Communications- inspected units for repair
- Stokely- started repair on multiple AC units

### BUILDING AUTOMATION

- AV trouble @ Rocky Top Dining
- Disable for contractors @ TBA, Clarence Brown & Vet School
- Replace batteries in fire panel @ Morgan Hall
- Dirty Duct Detector @ Nielsen Physics
- Monthly fire pump with Morristown @ IAMM, Brehm, Laurel, & Stokely
- Trace down the wire path for the fire alarm pull station @ Steam Plant
- Clean all smoke detectors @ Delta Gamma
- Fire Alarm air handler 10 @ SERF
- Assist BST with troubleshooting @ Hesler
- The traffic signal at Joe Johnson is not functioning correctly @ Campus
- Reset the fire panel @ Zeanah
- Take out fire equipment @ Melrose



- Disable smoke detectors @ Hess
- Network trouble @ Zeanah
- Assist JCI with troubleshooting@ Neyland
- Disable for plumbers@ Hodges, Taylor law
- Fire alarm smoke head in med gas room @ JARTU
- Pedestrian crossing signal wiring cut by boring machine@ Campus
- Check traffic signal at Joe Johnson and Volunteer @ Campus
- Dirty Duct Detector @ Lauricella Club
- Fire alarm Contractor stirring dust @ Reese Hall
- Dirty smoke @ Plant Biotech

## ELECTRICAL SERVICES

- No report received

## PLUMBING SERVICES

- South Carrick on the second Floor - the shower drain was repaired
- Stokley Hall - repaired Pex leak
- Dougherty Eng. - Installed a new mop sink on the first floor.
- Physics - we repaired a bottle filler
- A&A - There is a 2" drain leaking in the ceiling in the auditorium
- SERF - an acid drain is leaking in the penthouse
- TBA - dock area storm drain repair
- Stokely - 2<sup>nd</sup> floor 1 1/4" is leaking in the ceiling
- Third Creek - 2<sup>nd</sup> floor, the flow indicator is leaking in the break room
- TBA - installed a water fountain on the 2<sup>nd</sup> floor
- 1812 Fraternity Park - leaking 2<sup>nd</sup> floor shower drain is leaking
- Repaired condensate pumps at Auxiliary Services

## STEAM PLANT

- Check Fluids on all forklifts
- Steam yard walk-through
- Clean the Shop area and floors
- Cob web clean up
- Maintaining air filters
- Shut down Week
- DA Tank #1 Sight glass - leak on the pipe nipple
- Replace the 4" line on bypass at the DA Tank
- Turbine leaking oil out of vents on top of the turbine enclosure, also inside
- Replace valves for the condensate feed to the DA tanks
- Header valve packing was replaced
- The valve was installed on the DA tank
- DA tanks were opened and inspected
- Bypass the strainer on the Condensate polisher supply
- Repacked header, feedwater valves, and steam valves
- Removed and blanked lines on the feed water system for the new feed pump installation
- All boilers to be drained cleaned and inspected

## 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

Weekly continues on next page



## 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



- 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



### 4 reasons why employee engagement is critical for worker safety: A guide for business owners

Employee safety is a top priority for any business owner. Beyond being a moral and legal obligation, ensuring a safe workplace directly impacts productivity, morale, and profitability. . But how do you take workplace safety to the next level? The answer lies in employee engagement.



Engaged employees are not just passive participants in safety protocols, they are active contributors to a safer work environment. Below are 4 reasons why employee engagement is critical for worker safety.

#### 1. Engaging employees improves hazard identification

One of the most effective ways to ensure workplace safety is through early and accurate hazard identification. But here's the catch - business owners and managers can't be everywhere all the time, and they don't interact with the work environment in the same way employees do. This is where engaging your employees can make all the difference.

#### Employees offer unique and vital input

Employees are on the front lines, interacting with equipment, processes, and environments daily. They're in the best position to spot potential hazards before they escalate into accidents. By encouraging employees to share what they notice, you not only create a system where early warning signs aren't overlooked but also foster a culture where their insights and observations are valued.

When employees are actively encouraged to speak up about potential issues, they feel seen and heard, knowing their contributions directly impact workplace safety and efficiency. For example, an assembly line worker might notice that a certain piece of machinery produces unusual vibrations, potentially signaling a maintenance issue that could turn dangerous. When this input is taken seriously and acted upon, it reinforces the idea that their voice matters and their expertise is respected. This sense of recognition can boost morale, strengthen trust in leadership, and create a workplace where employees feel empowered to contribute to larger organizational goals.

#### How to foster engagement in hazard identification

- Regular safety meetings (PDF): Create a platform where employees can openly discuss safety concerns. Make these meetings a constructive and judgment-free zone.
- Anonymous feedback options: Some employees may hesitate to report hazards for fear of criticism. Use suggestion boxes or digital tools to collect anonymous inputs.



- Training programs: Equip employees with the knowledge to recognize less obvious hazards, such as ergonomic risks or chemical exposure.

When employees feel their observations are valued and acted upon, they're more likely to stay vigilant, creating a safer workplace for everyone.

### **2. Collaborating with employees develops effective safety solutions**

Identifying hazards is just the first step, the next crucial move is solving them. While decision-making often rests with management, involving employees in finding solutions can lead to significantly better outcomes. Why? Because those doing the work usually have the most practical insights.

#### **Real-world problem-solving requires real-world input**

Take the example of a warehouse where repetitive lifting has caused back injuries among staff. Instead of unilaterally implementing lifting training, you could consult with employees to understand their work routines. Maybe they'll recommend repositioning storage racks that make lifting heavier items easier, saving time and reducing strain.

#### **Strategies to engage employees in solution development**

- Focus groups: Form small groups of employees who are directly affected by a specific hazard and involve them in brainstorming solutions.
- Pilot programs: Test new safety measures on a small scale. Invite employees to provide feedback on what works and what doesn't before a full rollout.
- Recognition: Celebrate team initiatives that successfully solve safety issues. This fosters pride in ownership and encourages continued involvement.

This collaborative approach ensures any solution is not only effective but also practical and fully supported by the employees required to implement it.

### **3. Engaging employees improves monitoring and evaluating safety success**

Solutions are only effective if they're implemented correctly and continually monitored. Once safety measures are in place, involving employees in tracking their success ensures that everything is functioning as intended.

#### **Employee engagement in monitoring implementation**



When employees take an active role in monitoring, you gain real-time feedback on whether safety protocols are working. For example:

- If employees use newly provided personal protective equipment (PPE), ask them for feedback on comfort, usability, and durability.
- If a new lifting procedure is introduced, employees can provide data on whether it has reduced strain injuries

### **How to build engagement in tracking progress**

- **Safety KPIs:** Establish Key Performance Indicators (KPIs) and involve employees in tracking them. Metrics like "number of reported near-miss incidents" or "compliance rate with PPE usage" work well.
- **Encourage suggestions for continuous improvement:** Make it an ongoing practice for employees to suggest adjustments based on what they observe during their tasks.
- **Reward transparency:** Encourage employees to report issues with safety measures without fear of blame, focusing instead on finding solutions.

When teams actively monitor safety measures and contribute to progress evaluation, the entire workplace benefits from continuous improvement.

### **4. Employee engagement builds job satisfaction and commitment**

A common misconception among business owners is equating employee happiness with employee engagement. While happier employees may coincide with a more engaged workforce, these are not the same thing in the context of workplace safety.

### **The difference between engagement and happiness**

Happiness is an emotional state, influenced by factors like perks, flexible work hours, or positive workplace culture. Engagement, on the other hand, is meaningful and recognized involvement that builds an employee's commitment and willingness to contribute beyond their basic job description.

For example, an employee might love workplace perks like free coffee and Friday socials, but this doesn't necessarily mean they're committed to playing an active role in identifying safety risks or developing solutions. True engagement is when employees feel invested in their work and its outcomes, which directly benefits workplace safety.



### How to foster engagement

Create ownership opportunities: When employees feel their voice matters, they transition from passive to active participants in safety initiatives.

- **Meaningful recognition:** Acknowledge team members whose engagement has improved safety outcomes. Public recognition boosts morale and encourages others to follow their lead.
- **Skill development:** Offer training opportunities that help employees grow professionally while contributing to the organization's goals.

By prioritizing engagement, you align employees' interests with the broader objectives of the organization, particularly in creating a safer work environment.

### Employee engagement builds a safer workplace and work culture

Active employee engagement in workplace safety isn't just a "nice-to-have", it's a strategic approach that fosters a safer, more efficient work environment. By involving employees in hazard identification, encouraging collaboration on solutions, and monitoring success together, business owners can create a deeper sense of ownership and accountability within their teams.

Remember, engagement doesn't require elaborate programs or big budgets. Sometimes, it's as simple as asking employees for their input, valuing their expertise, and acting on their insights.

If you're looking for actionable steps to enhance employee engagement in your own business, start with small, intentional actions. You'll not only build a stronger culture of safety but also gain a workforce that's more committed to the success of your organization.

Source: Nationwide Risk Management and Client Services <https://www.nationwide.com/business/risk-management/>



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

FACILITIES SERVICES

ANNUAL SUMMER

# PICNIC

WEDNESDAY, JUNE 18

11am to 1pm - at ANR Plaza & Ballroom

2431 Joe Johnson Dr, Knoxville, TN 37996

COME ENJOY FOOD, GAMES,  
FELLOWSHIP AND PRIZES!