



DASH Reminders - Stop Ordering Through Work Orders & Training Opportunities

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.

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.

TNAPPA Webinar - Elevators 101 - June 4

TNAPPA has an Elevator 101 webinar scheduled for June 4 at 2pm presented by Schindler Elevator. The webinar will last approximately 90 minutes including time for questions and will be hosted through Microsoft Teams. Register at this link: <https://events.teams.microsoft.com/event/40c8a1ff-cde3-49d3-bb9c-030570db7d49@a45657c5-d996-48ce-803c-4267cb5ab373>

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 18th 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 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 with lots of interesting virtual sessions. See link for more: <https://oit.utk.edu/news/learn-more-about-ut-verse/>



BUILDING SERVICES

Hesler Biology:

- 407,409,414,415,416,418,418A,502,507,508,544 floors were scrubbed with low speed and burnished
- 432 and 433 floors swept and mopped as requested in labs
- Dock cleaned up and trash removed

Nursing Education:

- Classrooms on 4th floor and 2nd floor were detail cleaned, window sills wiped out, desk tops cleaned, boards cleaned, and podium cleaned and dusted

Communications:

- 314 Carpet cleaned in classroom

Dabney-Buehler:

- Cleaned outside around trash/cardboard containers
- Rode scrubber on 6th and 5th floor
- Auditorium 555 and 300 were blown out with leaf blower and detail vacuumed

Student Union:

- Cleaned carpet in event room 362 A, B, C.
- Cleaned carpet in event room 377.
- Worked on 2nd and 3rd floor hallway carpets
- Cleaned carpet in event room 262 A, B, C.
- Scrubbing on the G1 floor phase 1 has started and is being continued.
- Restroom detailing was done with the all-purpose machine in phase 2.
- Clean up in the upper dock area.
- Cardboard was worked on, and Cardboard bales were made.
- Stairwells were swept and mopped.

OPERATIONS & LANDSCAPE

LANDSCAPE SERVICES

- No report received

MOVING & EVENT SERVICES

Monday:

- Memorial Day

Tuesday:

- Picked up tables from Student Union VolShop ATM lobby area from the Athletics Surplus Sale Event.
- Picked up desks and chairs from surplus and delivered them to Baker School of Public Policy.

Wednesday:

- Moved all furniture back into Blount Hall first floor lobby from room 118.
- Moved items out of McClung Tower room 1101B for renovations.
- Hauled away furniture that was discarded in the hallway to the trash.
- Moved 60 boxes from Conference Center rooms R209B & R209D to R224.
- Picked up purchased surplus furniture and delivered it to Vet Med C226B.
- Moved locations of desktop centrifuge and incubator in Hesler 307.

Thursday:

- Delivered and set up table & stage at Middlebrook Pike for Library Storage Annex Groundbreaking Ceremony, and picked up later that afternoon.
- Moved items from Stephenson Drive Warehouse storage cage into Marble Building basement.



MOVING & EVENT SERVICES (CONT.)

Thursday (continued):

- Moved tables, shelves, & coolers from McCord Hall G056 to Plant Biotech room 101.
- Provided electrical/sound support for Library groundbreaking.

Friday:

- Swapped office tables from Bailey Education A331 to A303.
- Moved keyboard tray from room 112 to room 120M at 1525 University Ave.
- Moved furniture from Student Services Building 111K to 111 lobby.
- Moved event supplies from Student Services Building Suite 209 and Alumni Memorial Building room 101 to Geier Hall Basement.
- Moved Facilities Services supplies out of Stephenson Drive Warehouse cage into Marble Building basement.

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 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

- PM on steam kettles at Stokely
- PM on dishwashers at Rocky Top Dining
- PM on EFs and Make-Up Units at the Stokely Roof
- Repaired sinks at Anderson Training
- Conducting hood cleaning on all required buildings

ZONE 4

- Art + Architecture - worked on toilets on first floor (all were stopped up)
- Andy Holt - replaced a door closer on P2
- Communications - worked on a leak in Room 29 and replaced a squirrel cage on AHU #1
- Student Services - Worked on ceiling leak in 211C
- McClung Tower - worked on AC in 1118B
- General maintenance throughout the zone

ZONE 5

- Filter changes throughout zone
- OSHA Training
- Monthly PMs
- On-Demand Work Requests

ZONE 7

- No report received

ZONE 8

- Now that steam week is in full swing. We will be doing all that we can to help our customers deal with the cold temperatures.
- We repaired an exhaust fan at Central Greenhouse.
- We repaired and anchored a head gate panel in the animal holding area at Brehm Animal Science.
- One-Call has been busy with many calls concerning clogged toilets and urinals.
- As the HVAC upgrades slowly continue at the JARTU building, we face the challenges of changing all of the actuators for the VAV's to assist with the project.
- The recent rains have shown us a few new roof leaks and several older ones that have been a challenge, to say the least.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Vet School – Lock change on 3 rooms.
- Cherokee Mills - Installed a lock on room F103.
- Humanities - Repaired lock on room 212
- SMC - Requested a lock change for room 527.
- Front office is staying busy with many special requests and key requests.
- Many recores for Housing have been getting completed.



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

- No report received

BUILDING AUTOMATION

- Facilities access programming @ FSC
- Working at the gate lighting at the Steam Plant
- Program Meters @ Humanities, Baseball, Bailey Education, C. Greenhouse, EV Chargers, McClung, Jessie Tower, G12,
- Connect Meters @ AHT Garage, McCord Hall, Stokely Garage, McClung Museum,
- Work on Leak Detection @ Facilities
- Disable Duct detector for Contractor@ ANRB
- Fire Watch for WWE @ TBA
- Check Valcom System @ TBA
- Replace VFD @ Student Union

ELECTRICAL SERVICES

- No report received



PLUMBING SERVICES

- Repaired a PEX leak on the 1st floor of Robinson Hall
- Repaired a PEX leak on the 2nd floor at Geier Hall
- Repaired water leak in SERF
- In the Kingston Pike Building, the men's Room was stopped up
- 1610 University Ave has no water pressure
- Repaired the condensate pumps at Hodges
- A&A, the first-floor drains were stopped up
- Mossman on the 5th floor, a valve was broken in the wall
- At Hodges, the men's bathroom was stopped up
- Baseball NCAA stadium all week long

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
- Drained and locked on #1 & #5 boilers in prep for inspection
- Worked with the Contractor for scaffolding setup for shutdown
- Picked up parts for shutdown work
- Shut down all boilers for steam 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

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- 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

Weekly continues on next page



SAFETY STAND DOWN

JUNE IS NATIONAL SAFETY MONTH

June's National Safety Month highlights a month of safety topics that lead to continuous improvement in workplace safety. The first week (June 1-7) focuses on strengthening safety programs, assessing risks, and updating safety policies and training. This continuous improvement process ensures a proactive approach to safety, minimizing risks and creating a safer working environment.



NATIONAL
SAFETY
MONTH

One way to improve safety is to look at work processes (how we complete the work). Where can improvements be made to your units work tasks?

Continuous improvement in facilities services involves a systematic and ongoing approach to identify and implement improvements in all aspects of facility operations. This includes everything from maintenance and operations to space planning and energy efficiency. A culture of continuous improvement encourages all stakeholders, including facility managers, maintenance staff, service providers, and occupants, to actively participate in the enhancement of facility operations.

Here's a more detailed look at the key aspects of continuous improvement in Facilities Services:

1. Assessment and Evaluation:

- Regularly assess current operations: This involves analyzing existing processes, identifying areas where improvement is needed, and setting clear goals.
- Identify root causes of problems: Understanding the underlying reasons for inefficiencies or issues is crucial for effective improvement.
- Set clear definitions for facilities' work practices: Establishing standard procedures and work practices ensures consistency and efficiency.

2. Process Improvement:

- Develop and implement solutions: This may involve implementing new technologies, optimizing workflows, or changing existing procedures.
- Automate and streamline operations: Technology can play a significant role in improving efficiency and reducing manual tasks.
- Prioritize preventive maintenance: Proactive maintenance can minimize downtime, reduce costs, and extend the lifespan of assets.
- Improve space utilization: Optimize the use of available space to enhance productivity and cost-efficiency.
- Enhance communication and collaboration: Effective communication between teams and vendors is essential for smooth facility operations.



3. Continuous Learning and Improvement:

- Stay informed about new technologies and best practices: Facility management is a dynamic field, and continuous learning is essential to stay ahead.
- Foster a culture of innovation: Encourage employees to explore new ideas and solutions.
- Regularly evaluate the results of improvements: Measure the impact of changes to ensure that they are achieving the desired outcomes.

4. Employee Involvement:

- Involve employees in the improvement process: Encourage employee participation and feedback to foster a sense of ownership and engagement.
- Provide training and development opportunities: Support employees in acquiring new skills and knowledge.
- Recognize and reward employees for their contributions: Acknowledge and celebrate successes to maintain motivation and engagement.

5. Employee Involvement:

- Utilize data and analytics to track performance: Monitor key performance indicators (KPIs) and use data to make informed decisions.
- Make use of data and analytics: Analyze data to identify trends, patterns, and opportunities for improvement.
- Set and manage team structure: Ensure that teams are effectively organized to support the improvement process.

By implementing these principles and practices, facilities services organizations can create a culture of continuous improvement that leads to improved efficiency, reduced costs, and better overall experience for occupants and stakeholders.



SAFETY STAND DOWN

HEAT AWARENESS DAY

Today is Heat Awareness Day and the kickoff to our summer heat safety initiative.

Key aspects of heat awareness include:

Staying Cool: Use air conditioning, fans, and wear light, loose-fitting clothing. Taking cool showers or baths can also help.

Heat Exhaustion	Heat Stroke
ACT FAST <ul style="list-style-type: none">• Move to a cooler area• Loosen clothing• Sip cool water• Seek medical help if symptoms don't improve	ACT FAST CALL 911 <ul style="list-style-type: none">• Move person to a cooler area• Loosen clothing and remove extra layers• Cool with water or ice
Dizziness Thirst Heavy Sweating Nausea Weakness	Confusion Dizziness Becomes Unconscious
Heat exhaustion can lead to heat stroke.	Heat stroke can cause death or permanent disability if emergency treatment is not given.

Stay Cool, Stay Hydrated, Stay Informed!

Hydration: Drink plenty of fluids throughout the day, even if you don't feel thirsty. Consider adding electrolytes, especially during physical activity.

Knowing the Signs of Heat Illness: Be aware of symptoms like cramping, dizziness, rapid pulse, and red, hot skin. Seek medical attention if you or someone else is experiencing these symptoms.

Avoiding Excessive Heat: Limit outdoor activities during the hottest parts of the day, stay in shaded areas, and avoid direct sunlight.

Protecting Vulnerable Populations: Check on young children, older adults, pregnant women, and those with chronic health conditions, as they are at higher risk.

Being Prepared: Have a plan in place for staying cool and hydrated, especially if you don't have air conditioning.

Understanding Risk Factors: Recognize that heat stress can affect anyone, but certain factors like physical exertion, medications, and pre-existing health conditions can increase risk.

By being heat-aware and taking preventative measures, you can protect yourself and others from the dangers of extreme heat.



COMMENT BOX RESPONSE

Comment:

Please provide better insensitives.I got the highest evaluation score in almost 10 years and got 1 little penny more than a quarter an hrs raise. Good grief folks what's the purpose of giving your all when there is very little to no reward. The lowest score on my team that is late and drags a\$\$ every day got a nickel less than me. Really... smh guess it don't matter if you bust a\$\$ or drag a\$\$\$. Yes benefits are outstanding.... but I'm not promised tomorrow. Im a homeowner with a year old son and a stay at home wife and what I claimed last year isnt all that and a bag of chips. Every time I get paid pay my bills and broke till next check. Treat your employees how they deserve cause I have pride and I'm proud of my work. I go above and beyond but if ya can't help a working man that put 10nyears in better than some folks just move on. A state employee that put 10 years of sweat equity in this business gets paid less than what a 18 year old starting out at almost 30 an hrs with insurance being a fork lift operator. Lol just haft to shake my head. 1 in hand is more than 2 in the bushes. Please understand what I'm saying. Drop 🍷.

Response:

Without additional information, it is very difficult to properly respond to this comment. However, no Department wide salary increases have been processed since the last market/merit increase in July 2024. As you may or may not be aware, the UT Board of Trustees approved a 3% across the board raise for all faculty and staff that was effective 1 July 2024. The amount was unrelated to your annual evaluation score and was based only on your salary...the lowest salary increase was \$0.43, so we are unaware of the \$0.26 or \$0.21 raises you mentioned in your comment.

Your most recent annual assessment score will be utilized in this coming July's merit increase. If you have more a specific question, it is recommended that you address it with your Supervisor or your Director so all pertinent information can be conveyed and a more specific response could be provided.

Reminder: comments are shared as they are submitted. They are not edited for clarity, etc.



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!