



Pending Reimbursement Approvals - Change in Contact

Any inquiries regarding travel requests and/or expenses should now be sent to voltravel@utk.edu rather than directly to Becky Walker. This team is equipped to answer as Becky is no longer handling travel-related matters.

Important DASH Update Regarding Procurement Receipting

Our Administration & Finance team has noticed some changes in procurement receipting in DASH. When you click on My Receipts, you now see EVERYONE's receipts...not just yours. While you now see the option, please DO NOT select all when reviewing your receipts. Double check to make sure you're not selecting all anytime you're in this area of DASH.

New Training Video: Chargeable Vs. Non-Chargeable for DASH Billing

Facilities Services provides many different services to campus, but only some of them are charged individually to the specific departments that requested them. The video linked [here](#) details what makes a work order chargeable, and how to specify that in DASH to ensure the work is billed properly. To view the current Facilities Services Service Statement, visit <https://tiny.utk.edu/FSServiceStatement>.

Save the Date - FS Flu Shot Clinic on 9/30

Facilities Services is partnering with Student Health Services to once again offer a flu shot clinic for Facilities Services staff at the FSC on Tuesday, September 30th. More details are coming soon.

APPA Supervisor's Toolkit Coming to UTFS – October 13–16

The APPA Supervisor's Toolkit training is coming to UT Facilities Services October 13–16. This comprehensive course is designed to strengthen leadership skills and provide practical tools for supervisors working in facilities management. If you would like to recommend a supervisor to attend, please send their name(s) to FSTraining@utk.edu. Space is limited, so be sure to submit your nominations soon!

Upcoming CPR Training Opportunities - October 22-23

Save the date! Nations Best CPR will be at the Facilities Services Complex providing CPR certification/re-certification classes on October 22nd and 23rd. Training needs a list of names for all who plan to participate no later than Friday, September 26th. Send those lists to FSTraining@utk.edu.



BUILDING SERVICES

- No report received.

FS OPERATIONS

MOVING & EVENT SERVICES

- No report received.

SUSTAINABILITY

- Welcomed four new AmeriCorps members to the team:
 - Ryan Clark - Data Analyst and Office Coordinator
 - Joy Etheridge - Academic Engagement Coordinator
 - Masha Bokar - Grow Lab Coordinator
 - Cash Winn - Sustainable Transportation & Infrastructure Coordinator
- Recycling Team installed 66 new waste stations in Neyland as part of a partnership with Athletics, which have three waste streams - Landfill, Aluminum Cans, and Plastic Bottles. Material gathered from the past two games has been minimally contaminated.
- Hosted ~ 20 student volunteers over the past two games to help ops team with research, emptying bins around and inside the stadium, and collecting recyclables.
- August Free Store Totals:
 - Intake: 505.7 lbs
 - Outtake: 1067.3 lbs
 - Visitors - 251

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 - Intake: 505.7 lbs
 - Outtake: 1067.3 lbs
 - Visitors - 251
- August Grow Lab Totals:
 - 120.4 lbs of produce donated
- August Compost Totals:
 - Agricultural Waste - 10,950 lbs
 - Landscaping Waste - 6,000 lbs
 - Grease Water - 3,000 gallon (24,000 lbs)
 - Food Waste - 23,845 lbs

LANDSCAPE SERVICES

Ongoing Projects

- Sidewalk repair and tree pit expansion on Phillip Fulmer at Thompson-Boling Arena.
- Landscape demolition and design renovation at Art and Architecture.
- Renovation of the Native American Mound at the corner of Joe Johnson and E.J. Chapman is ongoing- Planting plan has been finalized and will be installed by our crews in the fall.
- Claxton Education Building landscape demolition is complete; irrigation repairs and updates are ongoing. Landscape design and plant materials are being finalized.
- Student Services/ Communications landscape renovation is ongoing.
- Regional Stormwater Facility Pond – all repairs and renovations are complete. Landscape re-planting will take place later in the semester.
- Fall/winter tree planting plans are being developed.



MAINTENANCE & REPAIR

HOUSING

- Cleaning up work orders for the power outage Friday night. Repairing damages from the weekend.

ATHLETICS

- Neyland Stadium. General maintenance and making repairs from Georgia game.
- Regal Soccer: General Maintenance and Repair before next home game.
- 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 Repairs and preparing for fall Softball games.
- Allan Jones Aquatic: General Maintenance and Repair.
- Goodfriend Tennis: General Maintenance and Repairs for the upcoming tennis tournament.
- Food City Center: General maintenance and repair and preparing for Volleyball season, Basketball practice, and concerts.

DINING

- Repaired a pasta cooker at Rocky Top Dining
- Repaired a steam kettle at Stokely
- Repaired a walk-in cooler and conducted preventative maintenance on exhaust fans at Food City Center
- Repaired a coffee maker at Haslam K-Brew
- Repaired sinks at Hodges and Stokely

ZONE 4

- Art + Architecture - worked on replacing paper towel and soap dispensers in 425
- Andy Holt - worked on AC in 837 & air handler #1
- Communications - worked on outside lights and restored power to 2 East
- Student Services - worked on outside lights and replaced a floor drain above 211C
- McClung Tower - worked on 3 lights in 613 and replaced a water filter on a 6th floor fountain
- General building maintenance zone-wide

ZONE 5

- Student Aquatics - making repairs, cleaning pool, cleaning machine rooms, replacing ceiling tiles throughout the building, and cleaning the Ice Maker
- Assisting customers on multiple on-demand work requests at HPER
- Hodges Library - replacing a motor in AHU -P1 for the second time in 2 months, making repairs in restrooms and to lighting
- We also replaced the motor in AHU #2, at Massey Hall we conducted a thorough walk through getting it ready for occupancy.
- DASH & Compliance Training
- On-demand work requests

ZONE 6

- Working on ceiling tiles at Claxton and Bailey.
 - Helped with power outages at Mossman, Hoskins, UTPD, Jessie Harris, Taylor Law & Carriage House.
 - Lighting Project at Hoskins and Student Union. Continuing experience and improvement with Dash. Getting ready for new leadership and positive improvement.
- Weekly continues on next page



ZONE 7

- No report received.

ZONE 8

- No report received.

M&R SPECIALTIES

- No report received

LOCK & KEY SERVICES

- Pi Kappa Phi – Changed door codes
- Student Rec – Lock repairs
- Food Science – Padlocks and cores
- Delta Tau Delta – Changed door codes
- UT Drive – Rekeyed rooms
- Kingston Pike Bldg. – Repaired door
- Communications- Fixed sticky core
- Stokely Management Center – Fixed lock
- Dabney Hall – Repaired Door lock
- Dabney Buehler – Fixed the freight elevator lock for the 100th time, really should be on card swipe
- Facilities - made padlocks for various shops
- Ag and Nat Science- used bypass methods to get into a file cabinet
- Communications – fixed exterior exit device
- Claxton – Changed door codes
- Hess Hall – Multiple recores
- Laurel Hall – Multiple recores
- Clement – Recores

COMM & INFO

COMMUNICATIONS & DIGITAL ENGAGEMENT

- Chuck Thompson Awards nominations are open! Get your nominations in today!
- 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

- Log into K@TE to complete your OSHA training as soon as possible for 2025. Compliance Training is live now and should be completed by the end of October.

FS IT

- KRONOS to ADP migration meetings
- Computer upgrades to Windows 11
- Gameday Support
- Conference Room Support
- Recycling

UTILITIES SERVICES

A/C SERVICES

- Conference Center - recovering refrigerant for chiller replacement
- Mossman – repairing York process chiller
- Neyland – AC systems check prior to Georgia football game
- Kingston Pike – install slide valve indicator on Daikin chiller
- Temple – repair heating water pump
- East Skybox repaired chiller no. 1
- West skybox – repaired refrigerant leak on south chiller
- JARTU – repair chiller no. 1
- Support for UT/UGA Game
- Support for Circuit Outages

A/C M&R

- Installed valves at Walters Academic
- ADP serviced multiple units
- Ferris Hall- demo old Liebert unit
- Zeanah- repaired air compressor
- Student Union- repaired mini split
- Fred Brown- repaired multiple units
- Plant Biotech - Installed new controls for environmental growth chambers
- Vol Hall- Planned for install of new AC
- Mossman- started repair on hot water lines
- Geier- repaired elevator room
- Reese- Repaired elevator room
- Third Creek- Repaired leaks on both AC circuits
- Conference Center- Repaired cooler
- Stokely - Installed 2 different ECM fan motors
- Middlebrook- Installed new drain pan
- Arena- Repaired multiple hot water leaks
- ZTA- Repaired units
- Boathouse- Repaired electrical to multiple units
- Geier- Repaired rooftop units
- Robinson- Repaired rooftop units
- Hesler 607- Replaced txv on body cooler
- PTAC shop- Repaired multiple units
- Support for UT/UGA Game
- Support for Circuit Outages

HIGH VOLTAGE UTILITIES

- Marking & logging Tennessee 811's on campus.
- Pump manholes on campus
- Assisted contractors with pulling wire and terminations at Melrose
- Added new light at Large Animal Farm



HIGH VOLTAGE (CONT.)

- Pulling wire and making terminations at Lindsey Nelson Baseball
- Circuit 1,2,5, &6 unscheduled power outage repairs
- Circuit LA1,LA2, 1, and 2 unscheduled power outages and repairs.
- Worked the Georgia football game

LOW VOLTAGE M&R

- Circuit 1,2,5,& 6 unscheduled power outage
- Circuit 1,2, LA1, &LA2 unscheduled outage
- Installing color-changing lights on Volunteer Blvd
- Support for UT/UGA Game

FIRE ALARM GROUP

- Preparing for Football game
- Haslam Music replace clock
- Haslam Music install water detection
- Assist with power outage
- Steam plant checks the gate that has been hit
- Neyland Stadium troubleshoot short circuit
- Ayres Hall prep for gameday
- TBA disabled for contractors
- Tennessee vs Georgia Football game Fire watch
- Dabney Buehler relocate smoke detector and replace
- Nursing fire alarm contractor working
- Clement Hall Fire alarm
- Tickle Engineering Fire alarm from steam leak
- Neyland Stadium assist simplex with trouble shooting

- Hesler assist Morristown with sprinkler shutdown
- Zeta Tau Alpha Fire panel trouble
- Fred Brown disable for the ac shop
- TBA Disable and enable for contractors
- Program new RGBW lighting installed on Volunteer BLVD.
- Circuit 1,2,5,& 6 unscheduled power outage
- Circuit 1,2,LA1,&LA2 unscheduled power outage
- Review prints for new Student Union East Plaza Upgrades
- Mossman ATS troubleshooting
- Mossman Vivarium lighting control troubleshooting/follow up after outage

PLUMBING UTILITIES

- Marking and logging 811's on campus and performed utilities GIS documentation (on going)
- Pumped steam vaults on Campus
- Hess Hall temporary hot water (on going)
- Paint, test, and flush all Fire Hydrants on campus
- Repaired sewer line at 1828 Fraternity Park
- 1816 fraternity park camera and jet sewer line
- Water and sewer for recycle trailer at Concord
- Cleared storm drain at Walters Life
- Set up restroom trailers for gameday (will be ongoing through season)
- Weld in pipe for heat exchanger at HYPER
- Concord water line installation
- Break down temporary boilers at Andy Holt chiller
- Repaired underground condensate leak on Middle Dr
- Performed maintenance and replaced steam traps in steam vaults across Campus.
- Support for UT/UGA Game



PLUMBING M&R

- Installed popoff line for water heater at Kappa Delta
- Repaired water fountain drains at Hess Hall
- Repaired leaks and drains at Neyland Stadium
- Repaired water line at Pi Kappa Phi
- Unstopped drain in the garage at Andy Holt Tower
- Repaired shower at Clement Hall
- Filling tanks for game day at Ayres Hall
- Repaired a steam leak at Min Kao
- Unstopped walkways drain at Student Services
- Unstopped floor drain at Stokely Hall
- Repaired a pex leak on the 2nd floor at Geier Hall
- Support for UT/UGA Game

STEAM PLANT

- Check Fluids on all forklifts
- Walk around steam plant and fuel oil tanks checking for leaks
- Clean shop area and boiler room floors
- Continue to isolate #1 boiler for removal
- Monthly report

IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Display cabinet 219
- Andy Holt Tower: Light kits in doors on 7
- Art and Architecture: Demo, new sink 241C: Cabinet, demo, painting 321; Wall demo 425
- Austin Peay: Paint, carpet, furniture on 2, 3
- Auxiliary Services: Renovate 103
- Ayres Hall: monitor 312
- Bailey Education: Paint, carpet, etc. A401A ; Multiple room carpet/paint/shades
- BESS Office Bldg: Paint and flooring 101 and 103
- Burchfiel Geography: Paint 207, 208
- Business Incubator: Panic buttons 201, 216
- Campus: Support for dining operations; Sidewalk repair; 2025 classroom renovations; TCE lab renovations in various buildings; Parking lot 2001 Lake Ave.
- Cherokee Mills: Move new folks in- Shared Services, Ed Research; Business
- Claxton Education: Paint, flooring, other renovations on 1st floor; Cubicle changes 338 and 344
- Communications: Renovate 001-017, 250/251, 294/295, 333 and 420; HVAC for WUOT 299I; Soundproof doors WUOT; Paint 107V; New clocks for corridors; Paint, carpet, cubicles 457; Paint and carpet 268 and 434
- Dabney Buehler: Lab renovation 209-214; Sink and cabinets 671; Nitrogen piping
- Delta Tau Delta; Tuckpointing and brick repair
- Dougherty Engineering: New sink 301; Paint and carpet 312; Hang a plaque outside 602
- ELC: Gate to playground ramp; Rebuild wood deck in playground; Fill in opening in restrooms



CONSTRUCTION (CONT.)

- ETREC Johnson Animal: Replace 2 blue phones; Construct dog park; Repair kennel floor
- Ferris Hall: Renovate rooms on 2, 3, 4, 5 for TCE
- Fred Brown: Paint walls, stairways, etc.
- HPER: Various renovations for Capital Project; Refinish tennis courts
- Haslam Business Building: Renovate 418 Anderson Center; Renovate 320; Install backbox, electric and mount for monitor 334; Digital signs in corridors
- Haslam Music: renovate 312 and 313
- Hesler Biology: Renovate 606, 608, 609; Install emergency electric for greenhouses
- Hess Hall: Work in Dippers
- Hodges Library: Renovate 171 for Census Bureau
- Innovation South: Electric connections for equipment
- Jessie Harris: Minor renovations suite 115; paint, etc. 329
- Law Complex: Offices, conference rooms 212; Exterior signage, stone engraving
- McClung Tower: Paint and carpet 707, 1121, 1101B, 5031101A, 1102, 1116B and C, 1008; Electric 1006
- McCord Hall: Floors in hallways; Renovate G055, 111 and 112
- Min Kao Engineering; Paint, monitor power 423
- Morgan Hall: Panic buttons 101; Paint 204, etc.
- Mossman Building: Renovate labs 343 E & F, 351 E & F; Labware washer 620F; Casework 541; Install humidity system 120C
- Nielsen Physics: Renovate 407
- NEB: Move new folks in-CGE, Honors, Undergraduate Research
- Perkins Hall: Floors in hallways; Electric for refrigerator
- Plant Biotech: Controls for growth chamber B015
- Reese Hall: Work for compactor
- Rocky Top: Dining renovations
- Senter Hall: Electric for equipment 101
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439: Lab renovations for cluster hires; Paint and carpet 101A & Q
- Sorority Village: Install turnstile
- Stokley Hall: Paint interior of building
- Stokely Management Building: Ramp in G4; Renovate restrooms on 7; New electric circuit 423A
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Safety handles around pool pump motor pit; Electric for pool systems; Grout pool tile
- Student Health: Panic buttons 121A, B, C
- Student Services: Electric for monitor 111K
- Student Union: Dining renovations
- Tickle Engineering: Renovations for robotics lab A100; Build 3 offices in 502
- Vet Med Center: Add a blue phone; Renovate lab A335
- Vol Hall: Dining renovations
- 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; Electric and exhaust for freezers; High pressure air 110
- Zeta Tau Alpha: Carpet Directors suite



Preventing Slips, Trips, and Falls

September is National Falls Prevention Awareness Month, a time dedicated to raising awareness about fall hazards and how to prevent them. Slips, trips, and falls are among the leading causes of workplace injuries, they are almost always preventable.

No matter which unit you work in fall prevention is everyone's responsibility. Falls are continuously our department's number one cause of accidents and injuries annually.

The Reality of Falls at Work

- Falls are consistently one of the top causes of serious work-related injuries and deaths.
- According to OSHA, slips, trips, and falls account for over 15% of all accidental deaths, second only to motor vehicles.
- Most of these injuries happen at the same level, not from heights.

Impact of a Workplace Slip, Trip, or Fall

- For the injured employee: Physical pain, emotional stress, lost income, and possible long-term disability.
- For coworkers: Lower morale, added workload, disrupted teamwork, and increased risk of further incidents
- For the company: Lost productivity, higher costs (medical, insurance, legal), potential fines, and reputational damage.

Common Causes of Slips, Trips, and Falls

1. Wet or oily surfaces
2. Uneven walking surfaces
3. Cluttered walkways and work sites
4. Poor lighting
5. Improper use of ladders or stairs
6. Unmarked hazards like cords, hoses, or open drawers

Fall Prevention Tips – What You Can Do

Slips

- Wear proper non-slip footwear for your work environment.
- Clean up spills immediately or mark them with a “Wet Floor” sign.
- Walk, don't run, take small, careful steps on slippery or uneven surfaces.



Trips

- Keep walkways clear, store tools, cords, and materials in their proper place.
- Use handrails.
- Report or repair uneven flooring or loose mats immediately.

Falls

- Always use fall protection (harnesses, guardrails) when required.
- Don't climb shelves or furniture.
- Use the correct ladder for your task. Not just the closest ladder available.
- Inspect ladders before use, and never overreach.

Housekeeping is Safety

Good housekeeping is more than just neatness; it's one of the most effective ways to prevent trips and falls.

- Remove waste and scrap materials regularly.
- Keep exits and aisles clear.
- Make sure lighting is adequate in all work areas.

Be Aware of Your Surroundings

- Watch where you're walking.
- Avoid distractions like texting while walking.
- Look out for warning signs or floor markings, and obey them.

Take Action – Report Hazards

- If you see something unsafe:
- Fix it if you can, or
- Report it immediately to your supervisor or safety coordinator.
- Everyone has a role in preventing falls. Your actions could prevent a serious injury.

Quick Scenario

You're walking through the warehouse and notice a small oil spill near a forklift. What do you do?

Answer: Mark the area if you can, notify your supervisor, and help get it cleaned up right away.

Takeaway

Slips, trips, and falls are preventable. As we observe National Falls Prevention Awareness Month, let's commit to staying alert, keeping our work areas safe and clean, and protecting ourselves and our coworkers from unnecessary injury.

Let's keep our feet firmly on the ground—safely.



We know the DASH coding for requisitions can be challenging, but don't forget our team is always here to provide guidance when you need it. If you're unsure about which GL code to use, how to categorize a requisition, or whether something is on contract or you need the contract number, please don't hesitate to reach out to the AP Specialist assigned to that vendor and we can point you in the right direction.

We're All In This Together!!

Here's a quick reference list of the GL/Acct codes we use most often and our AP vendor assignments:

- 536100 – Maintenance & Repair
- 539100 – Supplies (Office supplies, tools, etc.)
- 541400 – Rental of Equipment
- 546200 – Food for Group Arranged Events
- 546800 – Seminar/Conference Registration Fees
- 531100 – Travel, In-State (lodging, mileage, etc.)
- 531200 – Travel, Out-of-State (lodging, mileage, etc.)
- 537400 – Membership Renewals/Fees

Vendor Assignments:

- A thru G - Rola Yates
- H thru M - Faith Coomer
- N thru R - Ryan Addington*
- S thru Z - Dawn Johnson

*Ryan also has: Belfor, Interstate Mechanical, Tradesmen, Tradesmax, and Express

Warehouse Receipts: Please remember to check with Central Supply a few times each week if you are expecting an order. Payments cannot be issued until the material is received in the warehouse. Timely receipting helps ensure our vendors are paid promptly and that we maintain good standing with them.

Projects & Workorders

There's an important distinction between stand-alone workorders and those connected to a project.

- **Stand-Alone Workorders** - These are generally used for routine maintenance tasks (unclogging a sink, changing a light bulb, etc.)
- **Projects** - Projects cover larger, more complex efforts that often require multiple trades or shops. Examples include:
 - Construction or renovation work (e.g., suite renovations).
 - Major campus events (concerts, basketball games, football games, etc.) that involve coordination across all FS departments.
 - Incidents requiring a claim with Risk Management (floods, accidents, severe weather damages, etc).

Because projects impact cost tracking and coordination across departments, it's critical that they are entered correctly. If you need a workorder created and tied to a project, please reach out to Amanda Ruelle, Susan Gibson, or Tracy Walker. They will ensure it is linked properly to the right project.