



### **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 30<sup>th</sup>. 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](mailto: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 22<sup>nd</sup> and 23<sup>rd</sup>. Training needs a list of names for all who plan to participate no later than Friday, September 26<sup>th</sup>. Send those lists to [FSTraining@utk.edu](mailto:FSTraining@utk.edu).



## BUILDING SERVICES

### Student Union:

- The carpet in event room 360 was vacuumed and cleaned.
- In ballroom A near the window wall the carpet was cleaned to remove stains.
- Around the built-in on the second floor the carpet was cleaned to remove a stain.
- The front hallway of L2 was vacuumed and cleaned.
- Water was extracted from the side corridor of the second floor in phase 2.
- The second shift attended the football training.
- We had the Welcome Back Bash on the plaza this week and extra cardboard was produced from the event; we removed trash and cleaned up after.
- Stairwell 5 was swept and mopped to remove the grass.
- IQ was used on the G1 and L1 dining areas.
- Chip was used to vacuum the carpets in phase 2 and L2 of phase 1.
- The auto scrubber was used to clean the floors in the dining of phase 2.

## MOVING & EVENT SERVICES

### Monday, August 25<sup>th</sup>

- Delivered and set up tables to HSS Plaza for MGC Fall Fest event.
- Reset the Baker School Toyota Auditorium to a classroom.
- Picked up tables and chairs from Strong Hall Atrium.
- Picked up tables from Strong Hall Atrium, B1, 101, 103, and 104 from MGC & NPHC Fall Kickoff Retreat event.

### Tuesday, August 26<sup>th</sup>

- Picked up supplies from SMC and delivered them to UT Gardens, and delivered and set up tables and chairs as well for Welcome Back Celebration event.
- Delivered and set up tables and chairs to Zeanah 4<sup>th</sup> floor Atrium for Wood Mentoring Program Breakfast event.
- Delivered podium to Brenda Lawson Peyton Manning Room for Manning Scholars Event.
- Picked up podium, stanchions, tables from College of Nursing Dedication event.
- Picked up tables from A&A Atrium event.
- Picked up tables from HSS Plaza event.
- Hauled 4-6 truckloads of furniture from NEB, Temple Hall, Service Building A, & Service building C to Vine School.
- Moved file cabinets from Austin Peay 401A to Dabney Hall 789B.
- Moved cabinet from Andy Holt Tower 828 to 811.

### Wednesday, August 27<sup>th</sup>

- Moved plaza furniture back into place at College of Nursing.
- Picked up tables and chairs, and returned supplies from UT Gardens to SMC.
- Picked up podium from Brenda Lawson Peyton Manning Room.
- Picked up tables and chairs from Zeanah 4<sup>th</sup> floor Atrium.
- Moved benches from Neyland Stadium loading dock to Silverstein Luper Building.
- Moved ac units, duct work, and other items to the attic of Sigma Kappa Sorority.
- Moved desk from 1610 University Ave. to 2230 Sutherland Ave. and moved furniture between rooms C107 & C103 Sutherland Ave.
- Moved storage cabinet from McClung Tower 707 to 716A.

Weekly continues on next page



## MOVING & EVENT SVCS (CONT.)

Wednesday, August 27th (cont.)

- Removed 3 tall wooden storage units and bookcases at Morgan Hall 224 Suite.
- Moved desks between cubicles in room 118 Blount Hall.
- Moved photography from 3<sup>rd</sup> floor NEB to the new Nursing Building.
- Moved desk and chairs from Andy Holt Tower P115 to Claxton Education 305.
- Moved glass boards from NEB 316B to room 427D in the new Nursing Building.
- Delivered and set up tables and chairs on the Student Union 21<sup>st</sup> Mortgage Plaza for Make It & Take It: Clear for Kickoff Event.
- Rearranged furniture in Communications Building office 066.

Thursday, August 28<sup>th</sup>

- Delivered and set up tables and chairs at Ferris Engineering Quad for Engineering Cookout Event.
- Picked up tables and chairs from Student Union Plaza Event.
- Moved furniture between rooms in Suite 229 Jessie Harris Building.
- Moved furniture between rooms on the 4<sup>th</sup> floor of Jessie Harris Building.
- Moved items from Jessie Harris 229B to 212A.
- Disassembled and removed furniture from Haslam Business Building room 450 & 450A and took to surplus.
- Picked up items from surplus and delivered them to Massey Hall.
- Moved furniture between rooms 307, 339, 340, & 343 Massey Hall.

- Moved office furniture and boxes from Baker School 328 to Massey Hall 315 and move items from 344 Massey to 315.
- Moved furniture between offices 326, 328, 327, & 336 Ferris Hall.
- Moved two tall oak bookshelves from Austin Peay 401A to Austin Peay 401B.

Friday, August 29<sup>th</sup>

- Moved Shared Services from Andy Holt Tower P2 to Cherokee Mills Building.
- Installed new pole banners.
- Delivered two classroom chairs to 123 Ayres Hall.

## SUSTAINABILITY

- No report received

## 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.

Weekly continues on next page



## MAINTENANCE & REPAIR

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### HOUSING

- Eskola finished the repairs of the roof at Clement Hall.

### ATHLETICS

- Neyland Stadium: General maintenance and Preparing for First home football 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 and changed ceiling tile and prepped for recruits.
- Thompson Boling Arena: General maintenance and repair and preparing for Volleyball season.

### DINING

- Repaired an exhaust fan at Rocky Top Dining
- Repaired a dishwasher at the Student Union
- Repaired a grill and hot wells at Stokely
- Repaired a meat slicer at the Arena
- Replaced a broken basin on a disposal at Anderson Training

### ZONE 4

- Art + Architecture - worked on AC in 1178 and lights in 419
- Andy Holt - worked on AC in 103B and sink in 5<sup>th</sup> floor women's restroom
- Communications - worked on AC in rooms 451, 454, and 450
- Student Svcs - worked on AC in 480 & blinds in 489
- McClung Tower - worked on lights in R401 & AC in 1201
- General maintenance throughout the zone

### 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

- No report received



### ZONE 7

- Dougherty: working on humidity issues in some parts of the building
- Ferris Hall: repaired ac issues throughout the building
- Perkins Hall: replaced 2 broken window units.
- Min Kao: Replaced all lights in room 307, Replaced two lights in 613
- SERF: diagnosed leaks, repaired doors and door handles, replaced light bulbs, adjusted door closers
- Nursing: working on bathrooms throughout the building
- Zeanah: repaired light fixtures on the 4<sup>th</sup> floor
- Tickle: installing led retro-fit kits for the lighting fixtures throughout the building.
- Alumni: Changing filters in wall heaters, working on condensation problems, heating water is back on (Yay), helped with smell coming from elevator pit at Dabney, worked on exhaust fan at Hesler chiller house, worked on Leak at Walters.
- Walters Academic: change ceiling tile in the basement, rebuild exhaust fans on the roof.
- Nielsen Physics: repairing bathrooms throughout the building
- Dabney/Buehler: working on the bathrooms throughout both buildings, working on the auditoriums and lecture halls
- Ayres Hall: fixing leaks and working on the bathrooms
- South College: replacing or repairing bathroom fixtures throughout the building.
- Hesler: Change belts and greases ex. Fans on Hesler greenhouse.
- Replace exits signs in Hesler.

### ZONE 8

- We had a Elkay bottle filling station have a major leak in the Environmental Landscape Laboratory building.
- We changed an exhaust fan motor in the North Greenhouse.
- Our One-Call team has been very busy with the start of the semester taking many calls after hours.
- We are hoping for a break in the high temperatures that have been with us most of the summer in the next week or so.
- We helping to get some items upgraded in Mabels that are much needed.
- We are still working to help our engineering team get the temperatures down in the mechanical room at the ANRB building.
- We are having issues with our steam/water mixing stations in the Creamery at the Food Science building.

### M&R SPECIALTIES

- No report received



## LOCK & KEY SERVICES

- Student Services installed multiple cabinet locks
- McClung Museum repaired door handle
- Bailey Education repaired lock
- Music repaired broken handle
- Claxton Education changed door code
- Ayres Hall repaired lock
- Alumni Memorial rekeyed cabinet locks
- Glazer repaired door lock
- Buehler repaired door lock
- 2400 Sutherland rekeyed
- Jessie Harris installed Simplex pushbutton locks
- 525 University Ave bypassed locks using covert methods and made keys for desk locks
- Multiple recores at Hess Hall
- Loaded 40 cores for padlocks for the Electrical Shop

## COMM & INFO

### COMM & PR

- Chuck Thompson Awards nominations open September 2<sup>nd</sup>! Be on the lookout and begin thinking about who you'd like to nominate.
- 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

- 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.
- 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

- Upgrade Windows 10 computer to Windows 11
- Conference Room Support
- Newly Hired Staff setup and Fine Tuning
- Printer Support
- Network Troubleshooting
- Signshop Training Assistance



## UTILITIES SERVICES

### A/C SERVICES

- Plant Biotech – replaced tube bundle in heat exchanger
- KPB – replaced motor in primary chilled water pump
- Mossman – repaired York process chiller
- East Skybox – replaced condenser coil in Daikin chiller
- Museum – repaired Trane chiller
- East Skybox – replaced tube bundle in heat exchanger
- SMC – repaired cooling tower motor
- Police Dept – repaired Daikin chiller

### A/C M&R

- Installed valves at Walters Academic
- ADP serviced multiple units
- Boathouse- repaired refrigerant leak
- Student Aquatics- Unit startup
- Jessie Harris- Install TXV
- Dougherty- repair rooftop units
- Burchfiel Geography - repair ductwork
- Black Cultural Center - Found controls issues
- Early Learning Center - Install TXV
- PTAC – repaired multiple WSHP units
- Kingston Pike- repaired ductwork
- Robinson- Charged unit
- JARTU – repaired leak on necropsy unit
- Body Farm- repaired cooler
- Arena- repaired hot water leak
- Student Union- reset chillers
- JARTU - repaired steam coil

- WUOT- Continued install
- Southern Kitchen- Found leak in condenser
- Intramural Fields- Replaced capacitor
- Zeanah- Replaced circuit breaker
- Delta Zeta- Repaired multiple units
- McClung Tower- Cleared drain lines
- Hesler- repaired cooling tower
- PTAC shop- Repaired multiple units

### 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
- Pulling wire at baseball and termination

### LOW VOLTAGE M&R

- Installed electrical power for exhaust fans at Haslam Music Chiller Building
- Troubleshooting defective lighting circuit at Neyland Stadium
- Investigating leaking water into the bus duct at Clement Hall
- Removed temporary power cabling for the generator at Hess Hall
- Troubleshooting defective fan motor circuit at Hesler Chiller Building
- Performed an Emergency Lighting Test at Neyland Stadium



## FIRE ALARM GROUP

- Hess Hall dirty smoke
- Rocky Top Dining Fire panel trouble. Did warm start
- Geier Hall fire panel trouble
- Perkins Hall assist JCI with troubleshooting AV
- Neyland Stadium assist JCI with deficiency list
- Hess Hall clean dirty smoke
- Haslam Music begin installing water detection
- Geier Disable and enable for Plumbers
- Football training
- Football: prepare for first football game
- Assign access for facilities employees
- 1816 Frat Park Replace smoke detector
- Food City Center Disable and enable for contractors
- Anderson Training Assist sprinkler contractor
- HPER Disable and enable smoke detector for plumbers
- Science and Engineering Pump test
- Kappa Delta Disable and enable for plumbers
- Kappa Delta Clean dirty smoke detector
- Boat House Disable and enable duct detector for AC shop
- Stokely Management Center Replace wet smoke detector and base
- Perkins hall Replace wet smoke detector and base
- Dabney Buehler replace IAM for flow switch
- Fraternities fire drills
- Creamery Disable and enable for Back Flow Tech
- Geier Hall Trouble shoot duct detector in attic
- Dabney Buehler Replace smoke detector and base
- Zeanah Replace duct detector board
- Haslam Business replace AV in board room
- McClung Tower fix battery charger trouble
- Brehm Animal Assist BST with repairs
- Communications Reset smoke detector alarm
- HPER Disable and enable smoke detectors for plumbers
- 1836 Frat Park Clean dirty smoke detector
- Communications assist JCI with earth ground trouble
- JARTU Disable and enable smoke detectors and duct detectors for AC shop

## 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 (on going)
- Repaired sewer line at 1828 Fraternity Park
- 1816 Fraternity Park camera and jet sewer line
- Water and sewer for recycling trailer at Concord
- Cleared storm drain at Walters Academic
- Set up restroom trailers for gameday (will be ongoing through season)
- Weld in pipe for heat exchanger at HPER
- Repair steam regulator at Food Science
- Turn steam and condensate off to Stadium for contractors.
- Return steam and condensate to stadium.

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## PLUMBING M&R

- Cleared Downtown West Bldg. drain
- Stokely Hall 5<sup>th</sup> floor shower drain repair
- Drain cleared at Smokey's Kitchen
- Vet Med laundry room stem leak repair
- Storm drain repair at Neyland Stadium Gate 5
- Bottle filler installation at Environmental Research
- Geier hall water installation in support of ac shop
- Andy Holt Tower p2 garage drain clearing
- Vet Med repaired leaks above sterilization room
- Stokely Hall shower drain repair
- Stokely Hall floor drain cleared in dish room

## 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
- Rebuilt Polisher pump
- Regeneration of Polishers
- Recirculated fuel oil tanks
- Cleaned out areas for demo on #1 boiler
- Cleaned and replaced screen on polisher strainer
- Monthly report.
- Working on the new controller, Emerson
- Worked on Lighting
- Yokogawa meeting over monthly report software.
- Test Ran 2mw generator
- Replaced Batteries on the 2mw generator
- Isolated airline for relocation on boiler #1 demo
- Put #5 boiler back in service from isolation for boiler #1 demo
- Repaired leak on brine tank for condensate polishers



## 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 ans 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 1<sup>st</sup> 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
- 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



## CONSTRUCTION (CONT.)

- 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
- Stokely 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



Each September, National Preparedness Month reminds us of the importance of being ready for the unexpected whether at work, at home, or in our communities. Emergencies can take many forms: severe weather, power outages, hazardous material spills, or even medical incidents. The goal of preparedness is to minimize disruption, protect lives, and ensure a quicker recovery when challenges arise.



### Why Preparedness Matters

Preparedness is not about predicting every possible event, it's about building resilience. Having a plan, knowing what to do, and keeping essential supplies available can make the difference between chaos and control during an emergency. Studies consistently show that individuals and organizations that prepare ahead of time experience fewer injuries, lower losses, and faster recovery.

### What You Can Do

- **Stay Informed:** Know the risks in your area and sign up for local emergency alerts.
- **Make a Plan:** Ensure your family, coworkers, or team knows how to communicate and where to meet if separated.
- **Build a Kit:** Keep emergency supplies on hand, including water, non-perishable food, flashlights, batteries, first-aid items, and personal necessities.
- **Practice Regularly:** Conduct drills at work and home. Practice fire evacuations, shelter-in-place procedures, and communication methods.
- **Get Involved:** Learn CPR/first aid, join local preparedness groups, or volunteer with community emergency response teams.

### Preparedness at Work

In our workplace, safety and continuity depend on everyone doing their part. Review our emergency procedures, familiarize yourself with evacuation routes, and know where safety equipment is located. Preparedness is a shared responsibility—we all play a role in ensuring a safe environment.

### This Month's Challenge:

Take one action step this September to strengthen your readiness. Update your emergency contacts, check your household supplies, or walk through your department's evacuation plan. Small steps today can make a big difference tomorrow.



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.