



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

- 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.

MAINTENANCE & REPAIR

HOUSING

- Still working on A/C issues at Stokley Hall. We lost water for the water source heat pumps at Magnolia Hall this weekend. We fixed them this morning.

ATHLETICS

- Neyland Stadium - General maintenance and making repairs from UAB 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.
- Thompson Boiling Arena: General maintenance and repair and preparing for Volleyball season, Basketball practice, and concerts.

DINING

- Repaired a walk-in cooler and working on a freezer at Rocky Top Dining
- Repaired a Southbend oven at the Student Union
- Repaired a dish machine and tray return at Stokely
- Replaced a sink faucet and overflow at FCC
- Repaired a Turbochef oven at Mossman
- Repaired an ice maker at Fred Brown

Weekly continues on next page



ZONE 4

- A&A - worked on unstopping toilets on women's 1st floor restroom
- Andy Holt - worked on lights on P1 and chill water pump in street level mechanical room
- Communications - worked on replacing ceiling tiles in suite 91
- Student Services - worked on AC in 111F & rebuilt toilet in women's restroom near 103
- McClung Tower - worked on lights in 909 and AC in 1010
- General maintenance throughout 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

- 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.

ZONE 7

- Dougherty: working on fan coil units throughout the building, and other ac related equipment.
- Ferris: fixing ac issues, because of 2 pipe system.
- Perkins Hall: fixing window ac units.
- Min Kao: working on non operating Lutron light components.
- SERF: assisting contractors with duct cleaning job.
- Zeanah: working on sinks and toilets throughout the building.
- Tickle: installing led retro-fit kits for the lighting fixtures throughout the building.
- Alumni: : Adjusting door closers and hinges, Replace ceiling tiles, replace Bulbs on Catwalk, trouble shoot problems through out zone, Go with fuel company to fill generators in zone 7, Helping others in the zone. More too.
- Walters Academic: getting the basement ready for new customers move in.
- Nielsen Physics: working on leaking sinks throughout the building.
- Dabney/Buehler: working on bathrooms throughout the building.
- Ayres Hall: fixing ac issues throughout some parts of the building.
- South College: replacing lights in telecom rooms.
- Hesler: working with interstate mechanical to fix an air duct issue in cold room that was converted over into a regular room

ZONE 8

- We reassembled AHU-S1 at the Plant Biotech building and rebuilt the outside walls of the unit after a 75HP motor replacement.
- We changed filters in multiple buildings this week.

Weekly continues on next page



- We have multiple buildings with active roof leaks that we can't get repaired because they have to go to capital projects for design and engineering to approve the repairs.
- We are working with Industrial Boiler to get much needed work done on the boiler at the Auxiliary Services building this coming week.
- We have been busy preparing for the annual AG day which was on Saturday, 9/20/25.
- We had a drain line blow apart and flood a penthouse machine room with caused some water damage in a lab in the Plant Biotech building.
- We have made numerous repairs to toilets due to high usage rate because of classes.
- Our One-Call team remains committed to responding to all calls after hours and weekends for the entire campus. Gameday provides significant challenges in response time as many of our normal routes are blocked and detours can take hours to navigate.

LOCK & KEY SERVICES

- Material Sciences – secured roof access
- Nursing – changed lock codes
- Hess – repaired bathroom lock
- Zeanah – installed lock
- Laurel – installed lock
- Student Heath – repaired exit device
- Sigma Chi – made keys & repaired lock
- Student Union – repaired exit device
- Zeanah – repaired door lock
- Sigma Alpha Epsilon – padlocks
- Hess – multiple recores
- Reese, Laurel, and Clement – recores
- Beacon East – multiple repairs
- Sigma Chi – repaired lock
- Regal Soccer Stadium – repaired lock

- Strong- repaired lock
- Chi Omega – repaired lock
- Neyland Stadium – installed cores
- Stokely Hall – repaired exit device
- Neilson Physics – repaired exit device
- Temple Hall – constructed padlock
- Hesler Biology – fixed sticky lock
- Strong Hall -fixed door handles
- Law Library – duplicated desk keys
- High Voltage – loaded 40 cores for padlocks

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

- KPB – clean condenser coils on McQuay chiller
- SERF – rebuild condenser water pump no. 1
- Neyland – repair AC system serving visitor’s dressing room
- KPB – serviced strainers on chilled water loop in IT area
- International – replace flow sensor on Carrier chiller
- Neyland – prep AC systems for AUB game
- Bus. Incubator – repaired Carrier chiller

A/C M&R

- Installed valves at Walters Academic
- Geier Hall- repair fresh air units on roof
- Robinson Hall- Repair fresh air units on roof
- Third Creek- Fixed refrigerant leak
- Hesler 607- repaired cooler
- 1525 University Ave- Repaired roof top unit
- A&A- Found bad exhaust
- Fab Lab- Repaired multiple units
- Boat House- Found fan running backwards
- Rocky Top- Searched for leak in refrigerant lines
- Plant Bio- Repaired air compressor
- Geier- RM 137 multiple issues
- Stokely Hall- Replaced bearings
- Allen Jones- worked on roof top units
- Traditions Deli- Repaired AC
- Walters- Removed refrigerant from cooler
- Stokely- Searched for leaks in Mini splits

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.)

- 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 and making terminations at Lindsey Nelson Baseball
- Worked the UAB football game

LOW VOLTAGE M&R

- Installing color-changing lights on Volunteer BLVD
- Support for UAB Game
- Concord Shops Fiber Underground
- Repaired Lights at Neyland Stadium
- Rainbird Project



FIRE ALARM GROUP

- Prepare for football game
- Assign access for facilities employees
- Work on steam plant gate
- Food City Center Disable for contractors
- Strong Hall Monthly fire pump with Morristown
- Mossman Monthly fire pump with Morristown
- Alumni Monthly fire pump with Morristown
- Hodges Monthly fire pump with Morristown
- Taylor Law Monthly fire pump with Morristown
- Neyland stadium Fire watch for football
- Min Kao Annual fire pump with Morristown
- Burchfiel Reset dry sprinkler system
- IIAMS Dirty duct detector on roof
- Neyland Stadium Monthly fire pump with Morristown
- Hesler Monthly fire pump with Morristown
- Dougherty Annual fire pump with Morristown
- Min Kao Audible alarm from phone line
- Anderson Training Annual sprinkler inspection with Morristown
- International House Annual sprinkler inspection with Morristown
- Food city center annual sprinkler with Morristown
- Tennis center annual sprinkler with Morristown
- 1800 Frat park assist back flow specialist
- Jewel Building dirty duct detector
- Walters Life dirty duct detector
- Stokely Hall assist JCI with earth ground
- G13 Replace batteries in fire panel
- Presidential Court duct detector trouble
- Set up email alerts for HV circuit outages
- Install new lighting and controls in Burchfiel

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- Commission RGBW street lighting on Volunteer BLVD
- Lighting issues in Vivarium troubleshooting
- Traffic signal at Joe Johnson and Volunteer repairs
- UAB Gameday support.
- Connect Hesler East electrical meter to BAS

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 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 steam leak in the vault at Burchfiel Geography
- Repaired steam leak in Hesler Chiller Building
- Replaced control valve in Student Aquatics
- Replaced main steam valve in Walters Academic
- Performed maintenance and replaced steam traps in steam vaults across Campus
- Support for UT/UAB Game



PLUMBING M&R

- Installed popoff line for a water heater at Kappa Delta
- Repaired leaking fountain drains at Hess Hall
- Repaired leaks and drains at Neyland Stadium
- Repaired water line at Pi Kappa Phi
- Repaired drain at Andy Holt Tower
- Repaired water pressure and handle at Clement
- Support for UT/UAB 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
- Replaced seal air fan motor on #4 boiler
- Test ran 2mw generator
- Rebuilt boiler level sight glass on #4 boiler
- Repaired leak on condensate polishers
- Inventory and ordered parts for shop

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 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



By Jeremy R. Abbott
OH&S Magazine Sep 15, 2025

As daylight hours decrease and routines shift, employees face higher risks of fatigue, mood changes, and reduced alertness. Employers who proactively address seasonal challenges can improve safety, morale, and productivity throughout the fall and winter months.

As summer fades and daylight hours shorten, many workplaces notice a shift in energy and mood among employees. The transition to fall and winter can bring cooler temperatures, earlier sunsets, and changes in daily routines. While these seasonal changes may seem minor, they can have a significant impact on both mental health and physical safety.

Employees may experience fatigue from reduced daylight, changes in sleep patterns, or increased commuting in darkness. Others may struggle with mood changes or even symptoms of Seasonal Affective Disorder (SAD). For employers, understanding and addressing these seasonal challenges is an important part of keeping teams safe, healthy, and productive.

The Link Between Seasonal Changes, Mental Health, and Fatigue

Human biology is deeply connected to natural light. Reduced daylight can disrupt circadian rhythms, the body's internal clock that regulates sleep and wake cycles. This disruption can lead to difficulty falling asleep, poor sleep quality, and increased fatigue during waking hours.

Seasonal changes can also affect mood. Some employees may experience mild "winter blues," while others may face more significant challenges such as SAD. These mood shifts can impact concentration, decision-making, and overall job performance. Fatigue and reduced alertness increase the risk of workplace accidents, particularly in safety-sensitive environments.

Common Workplace Risks During Seasonal Transitions

When mental health and fatigue issues go unaddressed, several risks may emerge, including:

- **Slower Reaction Times:** Fatigue reduces alertness, increasing the likelihood of errors or delayed responses in high-risk situations.
- **Reduced Situational Awareness:** Lower energy and focus can make employees less aware of hazards in their environment.
- **Increased Absenteeism:** Mental health challenges or poor sleep can lead to more sick days and unplanned absences.
- **Higher Incident Rates:** Data shows that fatigue is linked to a higher rate of workplace injuries, especially in physically demanding jobs.



Understanding these risks allows employers to implement strategies that protect their workforce during seasonal changes.

Strategies to Support Mental Health and Reduce Fatigue

1. Encourage Open Communication

Employees should feel comfortable discussing mental health and fatigue concerns without fear of stigma or reprisal. Supervisors can normalize these conversations by checking in with their teams and providing information about available resources.

2. Adjust Work Schedules When Possible

If operational needs allow, consider flexible start times to help employees get adequate rest. For shift workers, rotating schedules in a way that minimizes disruption to circadian rhythms can make a significant difference.

3. Promote Healthy Sleep Habits

Educational materials on sleep hygiene can help employees improve rest. Tips include keeping a consistent bedtime, reducing screen time before bed, and creating a quiet, dark sleeping environment.

4. Maximize Natural Light Exposure

Encourage employees to take breaks outside during daylight hours. For indoor spaces, position workstations near windows when possible and consider using full-spectrum lighting to help mimic natural light.

5. Offer Mental Health Resources

Employee Assistance Programs (EAPs), counseling services, and wellness programs should be highlighted, especially during seasonal transitions. Providing access to these resources can help employees address challenges early.

6. Promote Physical Activity

Regular exercise boosts mood, energy levels, and overall health. Offering walking groups during lunch breaks, fitness challenges, or on-site classes can encourage movement.

Leadership's Role in Seasonal Awareness

Supervisors and managers play a key role in recognizing early signs of fatigue or mental health struggles. This may include changes in appearance, decreased productivity, withdrawal from coworkers, or an increase in minor mistakes. Addressing these concerns early can prevent more serious issues from developing.



Leaders should also lead by example. Modeling healthy habits, such as taking breaks, prioritizing rest, and openly discussing well-being, sends a powerful message that employee health is valued as much as productivity.

Extending Awareness Beyond the Workplace

Just as with other safety practices, seasonal health awareness should extend to employees' lives outside of work. Reminders about safe winter driving, home lighting for dark evenings, and managing stress during the holiday season all contribute to a well-rounded safety culture.

By providing information that applies both at work and at home, employers reinforce that safety and well-being are continuous priorities, not limited to the workday.

Final Thoughts

Seasonal changes affect everyone differently, but fatigue and mental health challenges are common as daylight decreases. Employers who recognize and address these issues can reduce accidents, improve morale, and maintain productivity during the fall and winter months.

A successful seasonal safety program combines education, open communication, and proactive leadership. When employees feel supported, they are more likely to take steps to manage their own health and look out for their coworkers.

Protecting a workforce means more than preventing physical injuries; it also means safeguarding mental well-being and ensuring employees have the energy, focus, and resilience to perform at their best year-round.



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.