



### **Free Haircuts at the Student Union - September 10 from 10a to 2p**

The Dean of Students office is offering free haircuts from 10am to 2pm for staff and students. Cuts include blunt cuts for women, haircuts for men (no bald fades), and complimentary hair cut cards for more extensive cuts. It's recommended that you head over early to ensure a chance to receive this service. This will take place in Student Union Room 260.

### **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 hallway carpet in front of the ballroom was spot cleaned to remove stains.
- Ballroom carpets were vacuumed and spot treated to remove stains on multiple occasions.
- Tape removal on auditorium windows in progress.
- The Rocky Top Corridor inside windowsills were dusted and cleaned with HDQ.
- Cleaned carpet at catering corridor entrance
- The auditorium was blown out to remove debris from the sound system being installed.
- Continuous cleaning in the dock was done.
- Chip vacuumed the carpets on the second and third floors then scrubbed the first floor.
- IQ was used to clean the floors in phase 1 dining areas and the hallways of G2 and G3.
- Checked lockers on G2 and G3 & removed trash
- The overlook glass in both phases was cleaned.
- Auto scrubber was used to clean the floors in the dining area of phase 2.
- Prepped buildings for the first home football game.
- The ballrooms were used for tailgating and extra trash; recycling and compost cans were placed.

## MOVING & EVENT SERVICES

### Moves

- Moved desk from Student Union 368A to 173D and table from 383B to 368A.
- Moved furniture from HPER 370 into 368, and items in 368 into hallway for surplus to pick up.
- Moved furniture from Burchfiel Geography fire pump room to Walters Academic Bldg. B309.
- Moved large heavy boxes from McClung Tower 206 to Walters Academic Bldg. F415.

- Removed two glass boards from Morgan Hall 201C & 201D and moved them to 224C & 224E.
- Moved boxes from Conf. Center room 230 to 227.
- Moved conference table and chairs from Middlebrook Suite 218 to Claxton Education 304/305.
- Moved desk & cabinet within room at Perkins 116.
- Moved file cabinets, bookcases, and storage locker from 215F Conference Center to 209B, and wooden bookcases to 215 main room.
- Moved freezer from Hesler 331 to Hesler 608.
- Moved furniture between 639A, and the 8<sup>th</sup> and 6<sup>th</sup> floors of Andy Holt Tower.
- Moved storage cabinet to back of room in Conference Center room 209B.
- Moved whiteboard from Baker School 208 to 328.
- Removed several panels from the walls of room 308 Music Center and took to storage room.
- Removed furniture from Ferris Hall 4<sup>th</sup> floor hallway and disposed of it.
- Temporarily removed furniture from Ferris Hall 423 so floors could be stripped and waxed.
- Unbolted bookcase from wall and removed it from room 326 Claxton Education.
- Moved labeled furniture and other items from NEB to Vine School and new Nursing Building.
- Moved furniture from Rm 224, 1525 University Ave.
- Moved furniture from 617 W Main Street room 118 to Kingston Pike Building Digital Learning Studio.
- Moved all boxes and equipment from Conference Center room 227 to 209D.
- Moved furniture within room R451 Communications.
- Moved furniture and other items at Massey Hall 340, 341, 342, 343, 344.
- Moved couch, tables, chairs between Student Services Building 345 and Communications 434 and 482.
- Moved equipment from IAMM G003 to Senter Hall 104.

Weekly continues on next page



## MOVING & EVENT SVCS (CONT.)

### Events

- Delivered and set up stage, tables, chairs, electrical & sound support for BME & AppE Ribbon Cutting Celebrations Event at Ferris Quad and Zeanah Engineering.
- Provided tables, chairs, electrical & sound support for Vol is a Verb Event at Black Cultural Center.
- Delivered and set up tables and chairs for Career CarniVOL Event at Student Union 21<sup>st</sup> Mortgage Plaza.
- Set up tables and chairs for Extension Campus Admin Lunch Event at ANR 101/101A.
- Provided electrical and sound support for Center for Precision Health Event at KOC Building at Cherokee Farms.
- Provided electrical & sound support for Welcome Wednesday Event at HSS Plaza.
- Delivered and set up podium and 30ft of pipe & drape for Advisory Board Meeting at College of Nursing Building.
- Delivered and set up tables for PicNuke Welcome Back Event at Zeanah Engineering ground floor.
- Provided electrical & sound support for ADPi Country Night at Fiji Island.
- Delivered and set up tables & chairs, and hauled tailgate items from Western Ave. storage facility to Student Union 21<sup>st</sup> Mortgage Plaza for Alumni Tailgate Event.
- Delivered podium, 20 shovels, and provided electrical support to Chemistry Building Groundbreaking Event on corner of Cumberland Ave. and 16<sup>th</sup> Street.
- Set up tables and chairs for Forest Services NUCFA Event at ANR 101A.

- Moved patio furniture from College of Law patio for upcoming Winston College of Law Dedication Event.
- Delivered tables and chairs to bottom floor of Silverstien Luper Building for use during football games.

### Other

- Began replacing all pole banners across campus.

## 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

- Working on the water for the water source heat pumps at Stokely Hall.

### ATHLETICS

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

### DINING

- Repaired dishwashers at Rocky Top Dining
- Repaired ice makers at the Student Union and Fred Brown
- Repaired an exhaust fan at Stokely
- Repaired coolers at Stokely, the Student Union, and the Laurel POD Market
- Replaced cooler door gaskets at Haslam K-Brew

### ZONE 4

- Art + Architecture - worked on a leak in 241 and outlets in 232
- Andy Holt - worked on AC in 910 and a toilet in the 5<sup>th</sup> floor women's restroom
- Communications - worked on wall cracks in 333 and replaced a motor on the AC unit for Room 302
- Student Svcs - worked on a leak in 480A
- McClung Tower - worked on AC in Room 907
- 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 are currently working with the M&R AC Shop to replace a 75 HP motor in an air handler at the Plant Biotech building.
- We have been doing routine maintenance calls for the entire Zone.
- We have had several roof leaks pop up the last weeks in multiple buildings.
- We have made several repairs in Mabels at McCord Hall.
- We have replaced actuators for VAV units at the Plant Biotech building.
- Our One-Call has been super busy with calls concerning gameday activities.

### M&R SPECIALTIES

- No report received

### LOCK & KEY SERVICES

- Hess – repaired exit device
- IAMM – installed lock on lab and rekeyed
- Student Union – rekeyed rooms
- ANR – rekeyed desk locks
- Alumni Memorial – fixed exit device
- Student Union – repaired stairwell lock
- Pi Kappa Phi – replaced front door lock
- A&A – changed door codes
- Various locations – loaded cores and made padlocks
- Hess – multiple recores
- Laurel – multiple recores
- Poplar Hall – switched out cores
- Worked Miracles



## COMM & INFO

### COMM & PR

- 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.
- 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

- 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 football game
- Law College – repair cooling tower
- TBA – installing chilled and condenser water pumps
- Hoskins – repair secondary chilled water pump
- HPER - start up temporary heat exchanger

### A/C M&R

- Installed valves at Walters Academic
- ADP serviced multiple units
- Boat House- repaired refrigerant leak
- Student Aquatics- Unit startup
- Jessie Harris- Install txv
- Dougherty- repair rooftop units
- Birchfield- repair ductwork
- Black Culture- Found controls issues
- Early Learning- 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

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- 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 and making terminations at Lindsey Nelson Baseball
- Circuit 1,2,3, &4 unscheduled power outage repairs
- Circuit 7,8,9, &10 unscheduled power outage repairs
- Repaired the 4160 breaker at the Steam Plant
- Worked the ETSU football game

## LOW VOLTAGE M&R

- Circuit 1,2,3,&4 unscheduled power outage
- Circuit 7,8,9,&10 unscheduled power outage
- Installing color-changing lights behind Zeanah/Tickle

## FIRE ALARM GROUP

- Assign access for facilities employees
- Gameday-Prep: Troubleshoot duct detector issue at Neyland
- Fire panel Trouble at central alarm
- Perkins Fire alarm smoking belt on unit

## FIRE ALARM GROUP

- Food City Center Disable for contractor
- Glazer Building Annual sprinkler test with Morristown
- Kingston Pike Building Annual sprinkler test with Morristown
- Delta Zeta replace smoke detector
- Laurel Hall replace batteries in 8th floor panel
- Food City Center Replace batteries at catwalk
- Communications fire alarm from steam leak
- 1828 Frat fire alarm replace pull station
- Anderson training Assist Morristown with sprinkler shutdown
- Neyland Thompson Assist Morristown with sprinkler shutdown
- 1848 Frat assist Morristown with sprinkler shutdown
- Vol Hall Assist Morristown with sprinkler shutdown
- Laurel Hall replace batteries
- Taylor Law assist Morristown with sprinkler shutdown
- Stokely hall assist Morristown with sprinkler shutdown
- Anderson training assist Chattanooga fire with sprinkler shutdown
- 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



- Best office fire panel trouble
- Geier Hall replace duct detector
- Haslam Music install leak detection
- Circuit 1,2,3,&4 unscheduled power outage
- Circuit 7,8,9,&10 unscheduled power outage
- Fire alarm at Geier Hall
- Fire alarm at Student Union P1
- Fixing lighting control and circuit issues at Neyland Stadium Skyboxes
- Troubleshoot heat-trace circuits causing fire-panel troubles at Neyland Stadium
- Programming 42 color changing lights installed behind Zeanah/Tickle
- Set-up remote monitoring of substation SCADA on iPad
- Set-up voltage monitoring and waveform capture on Zeanah's electrical meters.
- Monthly electrical meter reading
- Add new antique streetlamps around Neyland Stadium to GIS map inventory.
- Modified substation SCADA dashboard to be more mobile friendly.
- Final walkthrough new construction at South Stadium & Founders Suites Renovations
- Set up user accounts for Athletics to control lighting at Neyland.
- Emergency lighting test at Neyland Stadium #2

## 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 Academic
- Set up restroom trailers for gameday (will be ongoing through season)
- Weld in pipe for heat exchanger at HPER
- Concord water line installation
- Break down temporary boilers at Andy Holt chiller
- Repair steam regulator at Food Science and Food Safety
- Repaired steam vault at Tickle Engineering
- Repaired steam leak at East Neyland Stadium
- Repaired steam regulator at Dougherty Engineering
- Repaired steam leak in the steam vault under Neyland Stadium



## PLUMBING M&R

- Unstopped the drain at Smokeys in Anderson Training Center
- Big Orange Flush part 2 at Neyland Stadium
- Changed hoses for washing machines at Fred Brown Hall
- Repaired drain leak in the basement at Hodges Library
- Repaired a steam leak in room 103 machine room at Communications
- Repaired a steam leak on a heater at Hesler Greenhouse.
- Repaired the drain line on the sink at 1828 Fraternity Park Drive
- Repaired leaks and drains at Neyland Stadium
- Repaired copper lines in the wall at Neilsen Physics.
- Replaced a mixing valve at Crust Pizza in Fred Brown Hall
- Repaired a Leslie in the machine room at East Neyland Stadium
- Repaired condensate pumps at Tickle Engineering

## 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 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



## 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



Football season is here! That means tailgating parties with friends and family as you cheer on your favorite team. When cooking in stadium parking lots, it's important to follow food safety guidelines to prevent being sidelined by foodborne illness. Let's huddle up and put together a food safety game plan for a winning tailgating season.

### **An Insulated Cooler is the Best Defense**

When transporting perishable items to the tailgating site, pack food right from the refrigerator into a cooler or insulated bag. Include sufficient ice or cold sources, such as ice packs or frozen water bottles, to keep the food at 40 degrees F or below. Place an appliance thermometer in the cooler so you can check that the food stays at that temperature.

### **Play Zone Defense: No Cross-Contamination**

Don't use the same platter and utensils that hold raw meat and poultry to serve cooked foods. Any bacteria present in the raw products or their juices can contaminate the safely cooked foods. Serve cooked foods on clean plates using clean utensils.

### **Blitz Bacteria with a Food Thermometer**

Meat and poultry cooked on a grill often brown very fast on the outside, making it look done before it actually is. Cook food to a safe minimum internal temperature, as measured with a food thermometer.

- Beef, pork, veal and lamb (steaks, roasts and chops): 145 degrees F and allow for a 3-minute rest time.
- Hamburgers made of ground beef, pork, veal and lamb: 160 degrees F.
- All poultry (including ground): 165 degrees F.

When measuring the temperature of thin foods, such as hamburger patties, insert the probe through the side of the food until it reaches the center.

### **No Foods Warming the Bench**

Leaving food out too long at room temperature can cause bacteria to grow to dangerous levels and take everyone out of the game with foodborne illness. Bacteria grow most rapidly in the range of temperatures between 40 degrees F and 140 degrees F, doubling in number in as little as 20 minutes. This range of temperatures is called the Danger Zone.

Never leave food out of refrigeration over 2 hours. If the temperature is above 90 degrees F where foods are being served, the food should not be left out for more than 1 hour.





- Keep cold food cold at or below 40 degrees F. Nestle containers of food in ice or keep them in the cooler until ready to serve. Serve small portions and change out frequently.
- Keep hot food hot at or above 140 degrees F. Place cooked food in chafing dishes, preheated steam tables, or warming trays. Slow cookers can be an option, too, if you have access to a power source. If you are grilling, meats can be kept hot on a warm grill.

For more information on safe tailgating, visit [Tailgating Food Safety Q & A](#). If you have questions, call the USDA Meat and Poultry Hotline at 1-888-MPHotline (1-888-674-6854) or email [MPHotline@usda.gov](mailto:MPHotline@usda.gov) to reach a food safety specialist.



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.