



Reminder: Check the Warehouse for Incoming Orders

When items sit in the warehouse without being picked up or received, their invoices remain unpaid. Please check with Central Supply a few times each week if you're expecting an order. Prompt receipting helps ensure our vendors are paid on time and that we maintain strong relationships with them.

Public Recycling Drop-Off Moved to Concord

We've officially moved our public recycling drop-off site! Our former location at 2121 Stephenson Drive is now closed, and we're excited to welcome everyone to our new site at 521 North Concord Street, Knoxville, TN. Please help us spread the word.

Upcoming Retirement Parties

At the end of the year, we'll celebrate several retirements with folks from across Facilities Services. While some choose to forego a party or keep it small, those listed here are open to all who wish to stop by and share in the celebration.

Jerry Lethco (retiring January 10) - Retirement Breakfast on December 2nd at 8am in FSC 101 and 102

Donnie Lowery (retiring January 1) - Retirement Breakfast on December 9th at 8:30am in FSC 101 and 102

Jeff Jones (retiring December 31) - Retirement Breakfast at the Steam Plant on December 19th at 7:30am

We also want to recognize Larry Shoopman who will retire on January 1 with 50 years of service at the university!



BUILDING SERVICES

Zone 7:

- Responded to a flood from an overflowed toilet on first floor of Humanities and Social Sciences.
- Attended Culture Committee meeting at Facilities Services Complex.
- Attended ombuds training at Facilities Services Complex.
- Started a planned monthly meeting with our liaison at Art and Architecture Building to discuss building issues.
- Used auto-scrubber on Haslam Music Center floors.
- Continued blowing leaves away from building entrances this week.
- Stocked bathrooms and closets and provided extra cleaning of bathrooms, lobby, green room, and auditorium for opening of A Christmas Carol at Clarence Brown Theatre this past Friday, including vacuuming, mopping, dusting, and dust mopping.
- Provided staff to clean up after performances of A Christmas Carol, including on Saturday and Sunday.
- Provided help in other zones when available.

Zone 2:

Claxton—

- Cleaned carpet in Auditorium and 2 Classrooms on the 2nd floor
- Cleaned carpet in KLASS Center on 4th floor
- Burnished Floors on 4
- Used ride on scrubber on 1st, 2nd, and 4th floor

Bailey Education—

- Rode scrubber on 1st, 2nd, and 4th floor
- Burnished floors on 2nd floor
- Blew leaves away from entrances doors and down sidewalks on 1st, 2nd and 3rd floor

Student Services—

- Suite 111 cleaned up after large flood
- Suite 114 Cleaned lobby and hallway carpet
- Rode Scrubber on 1st and 3rd floor
- Burnished floors on 1st and 3rd floors with walk behind burnisher

College of Nursing—

- Cleaned carpet on 4th floor in Office area
- Cleaned entryway mats on 1st and 2nd floor
- Cleaned glass and stainless steel on Grand Staircase from 2nd to 1st floor
- Used Robot to clean floors every night this week
- Cleaned Glass on entryway doors on 1st and 2nd
- All Staircases swept and mopped

FS OPERATIONS

MOVING & EVENT SERVICES

- Moved items from three storage units at Extra Space Storage into different units in the same complex for Tyson Alumni Center.
- Picked up tables and chairs from Event: Diamond Impact Day, and Alumni Gameday Tailgate at Student Union Plaza.
- Picked up tables from Event: The Reunion Tailgate at Fiji Island.
- Picked up tables and chairs from Event: CECS Homecoming Tailgate at Claxton Courtyard.
- Picked up tables from Event: TCE Board of Advisors Meeting at IAMM 147 & Atrium.
- Picked up speaker stands, tables, and chairs from Gate 21 Plaza from Pregame Show.
- Delivered and set tables and chairs for Event: Office of Financial Aid and Scholarships Thanksgiving to 115 Student Services Building.

Weekly continues on next page



MOVING & EVENT SVCS (CONT.)

- Delivered captains chairs and garden chairs for Event: Jim Haslam Birthday Celebration in Haslam Business Building Atrium & room 220.
- Move histology slide box towers from Necropsy Balcony to Ag Campus Print Shop, then move them from A119 to Necropsy Balcony A243B.
- Move tall cabinets, tables, chairs, file cabinets, and bubble wrap from Cherokee Mills Suite 228 Atrium to HBB 511, 449, and basement.
- Disassemble and remove 3 cubicles from Claxton Education Building 307.
- Remove Homecoming pole banners and return them to Tyson Alumni Center basement.
- Delivered tables to Neilson Physics for an event held on Thursday.
- Deliver and set up tables and chairs, and provided electrical assistance for Event: Friendsgiving Community Dinner at Black Cultural Center Front Plaza.
- Remove overhead storage part of office desk in Bailey A302 and move to storage room.
- Delivered tables and chairs for departmental Thanksgiving event.
- Moved desk at Tyson Alumni Center from between 302 & 303 to B006, and unboxed and assembled desk in room 206.
- Disassembled and moved furniture at Winston Law Taylor Center 265 to 263 and reassembled.
- Moved furniture into rooms at Cherokee Mills 220.
- Delivered boxes, tape, and bubble wrap to Andy Holt Tower office 711C.
- Picked up tables and chairs from Black Cultural Center event.
- Move Conviron Growth Chamber from SERF 335 to Austin Peay B111 for repairs.
- Continued Homecoming pole banner removal.

- Picked up tables and chairs from departmental Thanksgiving event.
- Delivered display boards to Student Union Ballroom 272A for Event: Mission Accomplished Veterans Showcase.
- Delivered and set up tables and chairs at SERF 3rd floor Atrium for Event: EEB Holiday Celebration.
- Delivered tables to Beacon Hall for Event: Beacon Hall East Courtyard Event.
- Provided electrical assistance for Event: FAA Holiday Kickoff Party at Strong Hall Atrium, B1, 101.
- Moved a refrigerator from SMC 423A to loading dock area for defrosting.
- Disassembled a desk at Andy Holt Tower so surplus could pick it up.

SUSTAINABILITY

- Free Store:
 - Intake: 49.8 lbs.
 - Outtake: 82 lbs.
- Recycling:
 - New Mexico State Totals:
 - Aluminum: 4 bales
 - Cardboard: 2 bales
- Compost:
 - Gave 2 tours of the Compost Facility to ESS 344 Soil Fertility class (43 people) and TDEC Grants Management (2 people)
 - Food waste: 19,590 lbs.
 - Landscaping waste: 27,900 lbs.
 - Animal Waste: 26,000 lbs.

Weekly continues on next page



LANDSCAPE SERVICES

- No report received

MAINTENANCE & REPAIR

HOUSING

- Working with chemicals to sort out water issues at Stokely and Dogwood

ATHLETICS

- Neyland Stadium. General maintenance and preparing for special events in premium areas, also making repairs ahead of the Vanderbilt game
- Regal Soccer: General Maintenance and Repair and getting ready to shut down for the season.
- 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. Assisted Steam shop with leaks on indoor field.
- Sherri Lee Softball: General Maintenance and Repairs and preparing for fall Softball games.
- Allan Jones Aquatic: General Maintenance and Repair, also preparing for swim meets this week.
- Goodfriend Tennis: General Maintenance and Repairs.
- Thompson Boling Arena: General maintenance and repair and preparing for and Lady Vol and Men's Basketball games.

DINING

- Repaired a revolving oven and a dishwasher overflow at Rock Top Dining
- Repaired a warmer box at Student Union Phase I
- Leveled a 3-bay sink, replaced a hot well element, and repaired a tray return at Stokely
- Raised and leveled a flat top grill at Anderson Training
- Repaired coolers and freezers at Rocky Top, Stokely, and Vol Halls

ZONE 4

- Art + Architecture - worked on light in 425 & toilet in 4th floor women's restroom
- Andy Holt Tower - worked on AHU #3 and started putting the Christmas tree up
- Communications - assisted AC controls on AHU #1 and Electric Shop on 3rd floor porch
- Student Services - worked on flood in 111 and heat in 105A
- McClung Tower - worked on filter changes and unclogging a water fountain drain, plus heat in 920

ZONE 5

- No report received.

ZONE 6

- No report received.

ZONE 7

- No report received.



ZONE 8

- We are preparing throughout the zone for cooler weather coming this week during the holidays.
- We are making repairs on normal items throughout the zone as we receive calls and interact with our customers.
- We have been working with multiple contactors in the HVAC upgrades that are ongoing at the JRTU facility.
- With all of the trees dropping their leaves, we are keeping a constant eye on our roof drains, gutters and dry wells to prevent stopped up drains and potential flooding to our buildings.
- Our One-Call team continues to answer calls 24/7-365 days a year for the entire UTK campus.

LOCK & KEY SVCS

- Hess Hall – 7 recores
- Clement Hall – 7 recores
- Reese Hall - 2 recores
- Geier Hall – provided electric strike
- Volunteer Hall – removed a broken paper clip from keyway (once again no one can pick a lock with a paper clip, stop taking spy movies as reality)
- Conference Center – installed office locks and key to UTK system
- A&A – replaced batteries on door lock
- A&A – fixed exit device hanging from outside door
- Morgan Hall – recored lock
- Hoskins Library – checked Carriage House lock
- Hodges Library – fixed door jam
- Zeanah – fixed door alarm
- Tennis Center – fixed door jam
- Student Union – fixed core
- Tickle – fixed cores

- Tom Black Track – repair lock
- Phi Kappa Tau – made room keys
- Perkins Hall – provided solenoid
- College of Nursing – rekeyed meeting rooms
- Specialty Shop – recored shop doors
- College of Nursing – rekeyed door
- Cumberland Food Hall – recored office
- Cherokee Mills – rekeyed suite
- Perkins -worked a miracle on the exit device
- Zeanah – created padlock with cores

COMM & INFO

COMMUNICATIONS & DIGITAL ENGAGEMENT

- 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 have been completed by the end of October. Conflict of Interest Disclosures are now past due.

FS IT

- Setup Hotspot Upgrades
- Prepare for ADP payroll System GoLive
- Assist with GIS Analyst Hiring Committee
- Assist with Dash Permissions
- Assist with Work at Home Staff
- Purchasing in DASH
- Setup and distribute Hotspot Upgrades.
- Staff Management in Active Directory
- Staff (new) Cell Phone Assistance

Weekly continues on next page



UTILITIES SERVICES

A/C SERVICES

- Southern Kitchen – repair boiler
- HPER – replace expansion boot on heating water pump
- Neyland – repair leak on heating water system in command post
- Student Union – repair make up system for heating water system
- Hesler – started steel work for new cooling towers
- Hoskins – Commission new fan array in AHU no. 1
- JARTU – repair boiler
- Allan Jones - Repair Dectron units
- Walters Academic – rebuild heating water pump
- Music – rebuild heating water pump
- Strong – repair leaks on cooling tower
- Museum – repair leak on chilled water system

A/C M&R

- Fiber and Composites- Replace transformer on unit heater
- Mossman- Vacuum pump repair
- A&A- Air compressor repair
- Communications- repair leak on Liebert unit
- Black Cultural Center- Repair AHU1
- Food Safety- Finish install of evaporator
- Buehler - Repair leaking coil
- Conference Center- Repair drain
- Landscape- Repair heater
- Body Farm- Replace sensors
- Delta Zeta- Repair multiple units
- Environmental Landscape- Install new unit
- Soccer- Replace TXV

HIGH VOLTAGE UTILITIES

- Marking & logging Tennessee 811's on campus.
- Pump manholes on
- Adding poles and lights for parking lot at Concord
- Adding light at G10

LOW VOLTAGE M&R

- Installing color-changing lights on Volunteer BLVD
- After Hours Campus Calls
- Concord Shops Project
- Fire Alarm Geier Hall
- Rainbird Project
- Lindsey-Nelson Stadium Renovation Power Outage
- Fire Alarm S. Carrick Hall

FIRE ALARM GROUP

- Install water bug system at TBA
- Rewire gate controller at steam plant
- Assist JCI Ayres Hall on troubleshooting
- Hess Hall Replace CO2 in kitchen
- Delta Zeta disable and enable smoke detector
- Assist Morristown Sprinkler
 - Carrick
 - Geier Hall
 - Robinson Hall
- Fire watch for Football game
- McCord Hall Reset alarm set off by painters
- Creamery sprinkler testing
- Fred Brown clean dirty smoke detector
- Hess Hall clean dirty smoke detector
- ELC assist JCI with Hood testing

Weekly continues on next page



FIRE ALARM GROUP

- Basketball game fire watch
- McClung tower test fire alarm on 12th floor
- Brehm animal trouble shoot fire pump running
- Nursing disable and enable smoke detector
- HPER disable and enable smoke detector
- Pump test
 - Rocky Top Dining
 - Strong Hall
 - Mossman
- Alpha Omega Phi sprinkler testing
- Sorority Village center sprinkler testing
- Neyland stadium assist JCI with repair
- Strong Hall replace batteries 6th floor fire panel

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 a water main leak at EJ Chapman and North Greenhouse
- Repaired a water main leak at Fred Brown Hall
- Water and sewer for recycle trailer at Concord
- Set up restroom trailers for gameday (will be ongoing through season)
- Serviced steam vaults across campus
- Replaced steam regulator at Allan Jones Aquatic Center
- Built new handrails for construction
- Built spool piece for piping at the Stormwater Pond
- Welded in framing for the cooling tower at Helser Biology

PLUMBING M&R

- Unstopped floor drain at Rocky Top Dining
- Repaired a leaking trap primer at ANR
- Repaired leaks at the heating water pump at the Student Union
- Repaired steam line on the cooling tower roof at Walters Academic Building
- Replaced cast iron tap at the 2nd level in Neyland Stadium
- Repaired 6 hot water PEX leaks at Geier Hall
- Repaired 2 PEX leaks at Stokley Hall
- Repaired a radiator in Room 215 at A&A
- Unstopped drains in the dugout at Sherri Lee Softball Stadium
- Replaced a sink drain at Anderson Training Center
- Unstopped a sink at the Middlebrook Building
- Relocated a water line in the machine room at Nielsen Physics
- Repaired leslie water heaters in Stokely and the Student Union

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
- Boiler #1 Meeting
- Continued fire floor clean, up after demo
- Worked on pipe layout for new feed water pump
- Painted wall in feed water pump area
- Replaced o ring on fuel oil strainer
- Worked with Boiler supply on boiler tunning



STEAM PLANT (CONT.)

- Worked on water pumps for office heat
- Inspected oil pumps and strainer on #1&2 fuel oil tanks
- Ordered parts for new feed water pump piping
- Isolated heaters for repair

IN-HOUSE CONSTRUCTION

- ANRB: Display cabinet 219
- Andy Holt Tower: Outlet for cart charger P1; New electric panel 1st floor mech room
- Austin Peay: Classrooms 203, 308; Electric for monitors in corridors
- Bailey Education: Paint, carpet, etc. A401A; Multiple rooms carpet/paint/shades 3rd floor
- BESS Office Bldg.: Paint and flooring 101 and 103
- Burchfiel Geography: Paint and moving workstations 107
- Campus: TCE lab renovations in various buildings
- Cherokee Mills: Move new folks in- Shared Services, Ed Research; Business
- Clarence Brown Theatre: New displays
- Claxton Education: 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; Paint and carpet 268 and 434
- Conference Center Bldg.: Electric 399S5; Paint and electric 215; Renovate window displays
- Dabney Buehler: Lab renovation 209-214; Nitrogen piping
- Dougherty Engineering: New sink 301; Electric for monitor 103A; electric and air 102B
- ELC: Rebuild wood deck in playground; Fill in opening in restrooms
- Engineering Research Annex: New lights
- ETREC Johnson Animal: Repair kennel floor
- ETREC Walland: Build a wall/door
- Fred Brown: Lights and electric work in laundry room
- HPER: Various renovations for Capital Project
- Haslam Business: Renovate 320; Install backbox, electric and mount for monitor 334; Digital signs in corridors; Door lights 2nd floor office suite; Divide 540 into 2 rooms; Changes to serving area in 501
- Hesler Biology: Install emergency electric for greenhouses; Paint 331
- Hodges: Renovate 171; Carpet 606
- Hoskins Library: Carpet 2nd floor corridor
- Innovation South: Electric connections for equipment
- Kingston Pike : Door work 135B and 135D5
- Law Complex: Offices, conference rooms 212; Paint and carpet 247 and 252
- McClung Tower: Paint and carpet 803
- McCord Hall: Floors in hallways; Renovate G055, 111 and 112; Remove letters, paint 101
- Min Kao: Access controls 6 doors on 3rd floor
- Morgan Hall: Paint 204, etc.; Lighting, sound proofing
- Mossman Building: Labware washer 620F; Install humidity system 120C
- Nielsen Physics: Renovate 407
- Perkins Hall: Floors in hallways
- Plant Biotech: Controls for growth chamber B015; Remove sinks and plumbing 101
- Rocky Top: Dining renovations and repairs
- Senter Hall: Electric for equipment 101
- SERF: Renovations for 103, 106, 108, 213; Lab renovations for cluster hires
- Sorority Village: Install turnstile

Weekly continues on next page



IN-HOUSE CONSTRUCTION (CONT.)

- Stokley Hall: Paint interior of building; Paint Keoke Coffee
- Stokely Management Building: Renovate restrooms on 7; Build offices 436
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Grout pool tile
- Student Health: Panic buttons 121A, B, C
- Student Union: Dining renovations; Install door glass 382H
- UT Drive Building C: Renovate for move from Presidential
- UTFS Concord: Build stairs for trailer
- UT Gardens: Install Smart flower
- UT IAMM: Electric 150
- Vet Med Center: Renovate lab A335; Wall repair B022C; Add 16 panic buttons
- Volunteer Hall; Correct settling issues
- Walters: Renovate spaces on 2nd and 3rd floor
- Zeanah Engineering: Card reader\ Add access controls for 8 rooms; Lab renovations for cluster hires; Electric and exhaust for freezers; Electric and plumbing G169



Safe Tips for Frying a Turkey this Thanksgiving:

Follow these safety tips for frying turkeys:

- Use extreme caution when cooking with oil. Hot oil can spill or splash onto the flame, igniting a fire. Also, oil inside a turkey cooker pot can stay dangerously hot for hours after use.
- Don't overheat the oil. Cooking oil, if heated beyond its cooking temperature (375 degrees), can ignite.
- Always operate turkey fryers outside. They should not be used under a garage, deck, breezeway, porch, barn, or any structure that can catch fire.
- Make sure the turkey has thawed completely before putting it in a turkey fryer. Frozen, or partially frozen turkeys, will cause hot oil to splatter or produce hot steam, which leads to burns.
- NEVER use water to extinguish a grease fire!

Don't Pour Grease Down the Drain – Use Our Collection Service!

After you've safely fried your turkey, dispose of the oil the right way – don't pour it down the drain.

Pouring fats, oils and grease down the drain is a top cause of sewer overflows. When you dispose of cooking oil and other fats in sinks and toilets, they enter the sewer system and can clog pipes. So-called “fatbergs” form, blocking pipes and causing sewer overflows.

Check out this great video for turkey frying tips: <https://youtu.be/5J2IVioDKS4>

