



Bike/Pedestrian Friendly Driver Training - November 19 at 8:30am

Join Bike Walk Knoxville's Friendly Driver Training on November 19 at 8:30 AM at the Facilities Services Complex to help us learn how to safely share the road with people walking and biking. With so many bikers and pedestrians on campus, it's important for all of us to inform ourselves on how to keep everyone safe.

Sign up for this excellent training by sending an email FSTraining@utk.edu.

Coffee & Conversation Returns November 20th at 8:30am

Registration is now open for our next Coffee & Conversations event on Thursday, November 20, 2025, from 8:30–9:30am in Room 101/102 at the Facilities Services Complex. As always, we'll have coffee, donuts, and plenty of good company! Please pre-register by Thursday, November 13 so we can be sure to have enough treats for everyone. Space is limited, so sign up soon at tiny.utk.edu/FSCoffee. (Flyer attached for details!)

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.



BUILDING SERVICES

Student Union:

- The dock was blown out in phase 2.
- The auditorium was cleaned and gum removal from the seats was completed.
- Monumental stairs in both phases were swept and mopped.
- Our team focused on cleaning after the events and making sure the event rooms were ready for the next event.
- Spot carpet cleaning in the event rooms was done multiple times over the past week.
- Extra cleaning of the ATM entry was completed with the pillars being cleaned.
- Dusting on the second and third floor was done.
- The dining area in phase 2 was auto scrubbed.
- The back corridor of the first floor was dust mopped and mopped.
- The G1 corridor of phase 2 was dust mopped and the auto scrubber was used to clean the floors.
- Our supplies for phase 2 were put up in the supply room.
- The stairwells are an ongoing work in progress.
- The dining areas in phase 1 were blown out and dust mopped. IQ was used to scrub the floors.
- CHIP was used to vacuum the hallways on the second, third and L2 floors.

Zone 7:

- Cleaned the Lab Theatre at Clarence Brown Theatre daily and on weekends for performances of The Harvest play.
- Responded to One Call dispatches at Student Services for cleanups near 211 and in women's restroom near 202.
- Cleaned Vol Shop at University Commons on Monday and Thursday.

- Learned how to operate new alarm system at Telephone Services.
- Helped Art & Architecture get ready for a special event Thursday, focusing on second-floor entryway and bathrooms and checking first-floor bathrooms.
- Worked with staff at Ceramics as they cleared a drain blockage that caused wastewater from their large clay room to back up.
- Organized closets at Humanities and Social Sciences.
- Worked on completing Kate training.
- Got dumpers ready for grounds at Art and Architecture and dumpers and supplies ready for Building Services staff at Haslam Music Center during football Saturday.
- Helped prepare for 60th anniversary tailgate at Art and Architecture on Saturday.
- Had staff at Haslam Music Center for band before football and for All-East/All-State middle school preparatory clinic at HMC on Saturday.
- Worked the Tennessee-Oklahoma football game on Saturday.
- This week, focusing on getting Jenny Boyd Theatre, which replaced Carousel Theatre, ready for its ribbon-cutting on Friday.

FS OPERATIONS

MOVING & EVENT SERVICES

Monday, October 27th

- Picked up tables and chairs from Zeanah Engineering ground & first floors, and moved lobby furniture back into place.
- Picked up Big Orange Preview event tables and chairs from Claxton Education Courtyard.

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MOVING & EVENT SVCS (CONT.)

- Picked up tables from Clement Hall Courtyard from Fall Fest event.
- Picked up tables and chairs from SU Plaza from FiestaVOL event.

Tuesday, October 28th

- Picked up chairs, rug, tables, and bar from AHT, Baker School, and Warehouse and delivered to SU Auditorium for Mossman Lecture event.
- Provided sound and electrical support for CHAMP Ribbon Cutting event at West Side Tickle College of Engineering.
- Assembled new boxed furniture for Lake Ave Early Learning Center.
- Picked up desk from 527 Bailey Education and took to surplus and moved another desk in 527 into the same position.
- Moved office furniture between offices 640 & 641 at Stokely Management Center.
- Moved a 900lb ultracentrifuge from JRTU A129 to College of Veterinary Medicine A221/223 Suite.
- Moved classroom table tops and legs from Baker School to Massey Hall rooms 340 & 344, and assembled tables for use.
- Stacked bookcases and drawers on top of others at Stokely Management Center 343.
- Moved a copy machine from Morgan Hall 103B to McCord Hall 103.
- Moved carpets from Massey Hall rooms 341 & 343 to rooms 329 & 306, moved 4 tables into 306 & 329, and added chairs to each room.
- Picked up museum cases from Knoxville Museum of Art and moved them to Baker School basement.

Wednesday, Oct. 29th

- Picked up items from Mossman Lecture event at SU Auditorium and returned them to AHT, Baker School, and storage warehouse.
- Removed lg round tables and chairs from HBB 501 for MS in Marketing Reverse Fair by 9am, returned at 4pm and moved everything back into position.
- Moved boxes of furniture from ANR G043/G043A1 to Plant Biotech Building 412 and assembled new cubicle furniture within room.
- Picked up tables and orange lounge chairs from Baker School 3rd floor and delivered to SU Ballroom.

Thursday, Oct. 30th

- Set up tables and chairs at ANR 101A/B for UTCVM Class of 2028 A&I event.
- Delivered and set up tables on all three floors of Morgan Hall for UTIA Fall Festival event.
- Picked up furniture from the Art & Architecture Building, delivered it to 2400 Sutherland Ave, and moved offices around and placed the furniture.
- Moved large 5x12 white board from ANR G002 up the stairs to room 309.

Friday, Oct. 31st

- Picked up tailgate supplies from Extra Space Storage for Tyson Alumni, and delivered it to SU Plaza.
- Delivered tables to Zeanah Engineering 4th floor atrium, 425, 423, and patio for ETEC/Nuclear Engineering Tailgate event.
- Set up tables and chairs at ANR 101A for Scientific Posters-Herbert event.
- Delivered and set up tables and chairs to 21st Mortgage Plaza, and set up cocktail tables and crowd control barriers.
- Delivered and set up tables and chairs to Buehler Hall Courtyard for ACGS Halloween Party event.

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MOVING & EVENT SVCS (CONT.)

- Picked up tables from Morgan Hall UTIA Fall Festival event.
- Delivered tables, chairs, and speaker stands to Gate 21 General Shale trailer for Pregame Show.
- Delivered and set up stage and 350 chairs for Alpha Chi Omega Chapter Event at ANR 101B.
- Picked up tables and orange lounge chairs from SU Ballroom and delivered them to Baker School.

SUSTAINABILITY

- No report received

LANDSCAPE SERVICES

- No report received

MAINTENANCE & REPAIR

HOUSING

- Switching the residence halls from chilled water to steam heat.

ATHLETICS

- Neyland Stadium. General maintenance and preparing for special events in premium areas, also Making repairs after the Oklahoma game.
- Regal Soccer: General Maintenance and Repair and preparation for the NCAA tournament
- 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 and prepping for Tennis tournament.
- Thompson Boling Arena: General maintenance and repair and preparing for volleyball games and Lady vol and Men's Basketball games, also Jonas Brothers concert.

DINING

- Repaired a tilt skillet and food waste compactor at Rocky Top Dining
- Repaired a cooler and an ice maker at the Student Union
- Repaired a Turbowash sink and lemonade dispenser at Stokely
- Repaired a smoker at Anderson Training
- Replaced LED lights in walk-ins at all required buildings



ZONE 4

- Art + Architecture - worked on a leak at the Ewing Gallery and unstopped a drain in the Ceramic room
- Andy Holt Tower - worked on an electric breaker in P255 and a sink leak in 351
- Communications - worked on heat in 451 and 454 and also assisted AC shop on AHU #1
- Student Services - worked on heat in the 4th floor hallway and in Suite 109 A-D
- McClung Tower - assisted AC Services with heating problems on the third and fourth floors
- General building maintenance throughout zone

ZONE 5

- No report received.

ZONE 6

- No report received.

ZONE 7

- No report received.

ZONE 8

- No report received.

LOCK & KEY SVCS (CONT)

- Geier – fixed lock
- Fraternity 1848 – replaced batteries on front door
- Clement – recore
- Ferris – changed door lock codes
- Plant Biotech – made numerous file cabinet keys
- Humanities – fixed door lock

- Hess – multiple recores
- Min Kao – fixed suite door lock
- Clement – multiple recores
- Volunteer Hall – recore
- Zeanah – Bathroom door handle
- Sutherland Ave – made padlocks
- Academic Research – fixed lock
- Beacon Hall – installed core
- Facilities Complex – lockout tagout padlocks
- ANRB – rekeyed lock
- Perkins – fixed door knob
- Cherokee Mills – rekeyed offices
- Reese Hall – recores
- Music – fixed stroke plater
- Neyland Stadium fixed home team locker room
- Jenny Boyd Theater – installed 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 due by Wednesday.

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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
- Discuss new M&R Office Space
- Purchasing in DASH
- Setup and distribute Hotspot Upgrades.
- Staff Management in Active Directory
- Beg for Podium Upgrades in 101 and 102
- Staff (new) Cell Phone Assistance
- Assist with finding the Runaway Orange Dot

UTILITIES SERVICES

A/C SERVICES

- Conference Center – rebuild primary heating water pump
- Steam Plant – rebuild heating water pump
- South Stadium – repair heating water system for kitchen area
- SMC – plug tubes in induction heat exchanger to restore heating system
- Morgan – replace original changeover valve to manual in 2 pipe system
- Campus – support electrical outage
- SERF – replace 150 hp VFD for condenser water pump no. 2
- Allan Jones - Repair Dectron units

A/C M&R

- Buehler 504- Repair water leak
- Sigma Chi- Install blower motor
- Publications- Replace compressor
- Fred Brown- Replace TXV
- Food Safety- Install new evaporator in blast freezer
- UT Drive - Remove ductwork
- Engineering Annex- Repair gas heater
- Boat House- Repair gas heaters
- Plant Biotech - Fix water leak
- Hodges Library- Repair air compressor
- SERF- maintenance on air compressor
- Reese- Repair compressed air line

HIGH VOLTAGE UTILITIES

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

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

- Prepare for Oklahoma game
- Fire watch for Lady Vols game
- Work on Ayres Hall clock with Verde
- Replace 2 smoke detectors at Neyland Stadium
- Meet with Fire Marshall and Athletics about overcrowding in Areas of the Stadium
- Monthly fire pump churn
 - Anderson Training
 - Burchfiel
 - East Skybox
- Blount Hall replace 2 – 35ah batteries
- Neilsen Physics Disable for plumbing shop
- Dabney Buehler Replaced smoke detector
- Carrick Hall Cleaned dirty smoke detector
- Dabney Hall Fire alarm replaced IM
- Magnolia Hall Dirty duct detector on 3rd floor
- ANRB Assist JCI with alarm testing
- Carrick Hall Tamper switch trouble
- Laurel Hall Dirty smoke in 707
- Food City Center Disable beam detectors for contractors
- JARTU Disable and enable smoke detector for contractors
- ANRB assist JCI with fire alarm testing
- Senter hall Dirty duct detector
- 1816 Frat park replace air compressor pressure switch on sprinkler system
- Communications Fire alarm painters set of beam detector
- HPER Replace smoke and base in pool equipment room
- Claxton reset fire alarm
- Conference center annual sprinkler inspection with Morristown
- North Greenhouse reset fire alarm from steam leak

- Dabney Buehler Replace smoke detector
- Police station annual sprinkler inspection with Morristown
- Tickle Engineering assist Morristown with leak
- East skybox assist Morristown with jockey pump issues
- HPER clean dirty smoke in gym area
- Claxton disable and enable smoke detectors for Maintenance

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)
- Investigate sewer blockage Ag Extension
- Water and sewer for recycle trailer at Concord
- Set up restroom trailers for gameday (will be ongoing through season)
- Serviced steam vaults across campus
- Repaired steam leak at North Greenhouse
- Repaired steam leak at #10 Greenhouse
- Repaired steam leak in the vault at HPER

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PLUMBING M&R

- Repaired drain leak on tunnel at the Food City Center
- Repaired a drain leak at UT Drive Building 2
- Worked on condensate pumps at Student Recreation
- Repaired DI leak at Dabney Hall
- Replaced recirculating pump at Hess Hall
- Replaced the Aqua Stat at Nielsen Physics
- Repaired a steam/condensate leak at the TVA and Racheff Greenhouses
- Repaired a 1” PEX leak at Geier Hall
- Unclogged drains at Baker and Neyland Stadium
- Replaced washer box and valves at Fred Brown
- Repaired a drain leak at the UT Conference Center
- Replaced a bottle filler at Humanities

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
- Locked out Turbine for annual maintenance
- Demo piping in feed pump area for ne pump installation
- Cleaned and painted wall in feed pump area
- Fabricated a stand and installed VFD

IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Display cabinet 219
- Andy Holt Tower: Light kits in doors on 7; Outlet for cart charger P1
- Art and Architecture: Demo, new sink 241C
- Austin Peay: Paint, carpet, furniture on 2, 3; Classrooms 203, 308
- Bailey Education: Paint, carpet, etc. A401A ; Multiple room carpet/paint/shades
- BESS Office Bldg: Paint and flooring 101 and 103
- Burchfiel Geography: Paint and moving workstations 107
- Business Incubator: Panic buttons 201, 216
- Campus: TCE lab renovations in various buildings; Parking lot 2001 Lake Ave.
- Cherokee Mills: Move new folks in- Shared Services, Ed Research; Business
- 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; New clocks for corridors; Paint and carpet 268 and 434
- Conference Center Bldg.: Electric 399S5
- 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
- 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
- Ferris Hall: Renovate rooms on 2, 3 ,4 ,5 for TCE

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IN-HOUSE CONSTRUCTION

- Fred Brown: Paint walls, stairways, etc.; Lights and electric work in laundry room
- HPER: Various renovations for Capital Project
- Haslam Business Building: Renovate 320; Install backbox, electric and mount for monitor 334; Digital signs in corridors
- Hesler Biology: Install emergency electric for greenhouses
- Hodges Library: Renovate 171 for Census Bureau
- Innovation South: Electric connections for equipment
- Kingston Pike Building: Door work 135B and 135D5
- Law Complex: Offices, conference rooms 212
- McClung Tower: Paint and carpet 803
- McCord Hall: Floors in hallways; Renovate G055, 111 and 112; Remove letters, paint 101
- 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
- Perkins Hall: Floors in hallways
- Plant Biotech: Controls for growth chamber B015; Remove sinks and plumbing 101
- Rocky Top: Dining renovations
- Senter Hall: Electric for equipment 101
- SERF: Renovations for 103, 106, 108, 213; Lab renovations for cluster hires
- Sorority Village: Install turnstile
- Stokely Hall: Paint interior of building
- Stokely Management Building: Renovate restrooms on 7; Build offices 426
- Strong Hall: Lab work 726A1
- Student Aquatic Center: Grout pool tile
- Student Health: Panic buttons 121A, B, C
- Student Union: Dining renovations
- UT Drive Building C: Renovate for move from Presidential
- UT Gardens: Install Smart flower
- UT IAMM: Electric 150
- Vet Med Center: Add a blue phone; Renovate lab A335; Wall repair B022C
- Walters Academic: 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
- Zeta Tau Alpha: Carpet Directors suite



Backing incidents are one of the most common types of vehicle accidents in Facilities Services operations. Whether operating pickup trucks, vans, or utility vehicles, drivers must remain alert and use safe practices to prevent collisions, property damage, and injuries.

According to the National Safety Council, backing accidents cause an estimated 500 deaths and 15,000 injuries per year. Vehicle backing accidents are completely preventable! We recommend the following steps to help lower these alarming statistics.



- First Move Forward – always back in or pull through. This removes the need for backing.
- Check Blind Spots – perform a 360° Walk Around your vehicle
- Use A Spotter – when you have a restricted view, grab a spotter
- Eyes & Mind on Task – Keep your hands on the wheel and eyes on the road

Drivers can improve their backing safety by following these additional key points.

Key Points:

1. Plan Before You Move

Always take a moment before putting the vehicle in reverse. Walk around the vehicle to inspect the area for obstacles, overhead hazards, pedestrians, and other vehicles. This is especially important when operating in parking lots, job sites, or areas with limited visibility.

- GIVE YOUR FULL ATTENTION TO DRIVING! Put your phone down and end conversations before starting to drive.

2. Use a Spotter Whenever Possible

If a spotter is available, use them. Agree on clear hand signals before backing. The driver must stop immediately if they lose sight of the spotter. Spotters should maintain visual contact and position themselves where they can safely observe both sides of the vehicle.

3. Check Mirrors and Cameras, But Don't Rely on Them Alone

Use all available aids—mirrors (Adjusted for you), rear-view cameras, and sensors—but remember they have blind spots. Physically turn your head and look out the rear and side windows when possible to verify your path is clear.



4. Back Slowly and Deliberately

Maintain control by backing at a slow, steady pace. Use small steering adjustments and avoid sudden movements. Keep one foot lightly on the brake to maintain control and be ready to stop immediately if something enters your path.

5. Park to Avoid Backing When Possible

Whenever feasible, choose parking spots that allow you to pull forward when leaving. “Pull-through” parking reduces the need for reversing and minimizes exposure to hazards.

6. Stay Alert to Changing Conditions

Be aware of pedestrians, other vehicles, or equipment moving nearby. Weather, lighting, and surface conditions can affect visibility and traction, adjust your actions accordingly.

7. Report and Review Near Misses

If a backing near miss or minor incident occurs, report it immediately. These events are valuable learning opportunities to identify risks and reinforce safe driving habits.

Closing Message:

Backing accidents are preventable through awareness, preparation, and disciplined driving habits. Taking an extra minute to survey the area and back carefully helps protect people, prevent accidents, and keep operations running smoothly.

Remember:

“If you can avoid backing—do so. If you must back—do it safely.”