



## **Narcan Training Next Week**

As a reminder, we have Narcan training coming up next week. The sessions on 12/10 and 12/11 are full, but there is plenty of space in the class on 12/9 at 2:00. To register, email [fstraining@utk.edu](mailto:fstraining@utk.edu).

## **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 2<sup>nd</sup> at 8am in FSC 101 and 102

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

Jeff Jones (retiring December 31) - Retirement Breakfast at the Steam Plant on December 19<sup>th</sup> 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

### Student Union:

- 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.

## 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.
- 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.

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## MOVING & EVENT SVCS (CONT.)

- 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.

## 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.

## 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 prepping for stadium winterization.
- Regal Soccer: General Maintenance and Repairs throughout the building.
- 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 Hitting camp
- Allan Jones Aquatic: General Maintenance and Repairs throughout the building.
- Goodfriend Tennis: General Maintenance and Repairs.
- Thompson Boling Arena: General maintenance and repair and preparing for Lady Vol and Men's Basketball games, and Fall Commencement.



## DINING

- Repaired a dishwasher and pulper at Rocky Top Dining
- Repaired a cooler and sinks at the Student Union Ph I
- Repaired a pot washer at Stokely
- Repaired a hot well at Anderson Training
- Repaired a soup well at Volunteer Hall

## ZONE 4

- Art + Architecture - worked on a toilet in the 4<sup>th</sup> floor men's restroom and lights in the high ceiling
- Andy Holt Tower - worked on the motor of AHU #3 and put the Christmas tree up
- Communications - assisted AC controls on AHU #1 and heat in 320
- Student Services - installed a sump pump on the roof to prevent any more floods in 111 and worked on heat in 412
- McClung Tower - changed filter and unclogged a drain on a water fountain and heat in 718

## ZONE 5

- No report received.

## ZONE 6

- Completing winter checklists for HVAC equipment. Cleaning roof drains ,gutters and dry wells. Cross training and preparing to start teams!

## ZONE 7

- Dougherty: changing lights and ceiling tile throughout the building.
- Ferris Hall: working on restrooms.
- Perkins Hall: working on restrooms. Fixed the ADA door facing middle drive.

- Min Kao: fixing lights ceiling tile and bathrooms throughout the building.
- SERF: replaced floor tile in room 506 and 523.
- Zeanah: working on nonoperational sinks.
- Tickle: installing led retro-fit kits for the lighting fixtures throughout the building.
- Alumni: : changed belts on AHU #6 and greased the bearings, greasing bearings on all exhaust fans.
- Walters Academic: working on pre-freeze inspections.
- Nielsen Physics: working on pre-freeze inspections. Replaced AHU motor in the 6<sup>th</sup> floor.
- Dabney/Buehler: changing ceiling tile throughout the building.
- Ayres Hall: working on restrooms throughout the building.
- South College: pre-freeze inspections.
- Hesler: pre-freeze inspections.

## ZONE 8

- We repaired some steam condensate return lines in the TVA Greenhouse.
- We spent substantial time during last week preparing for the cool weather that was coming during the Thanksgiving break.
- One-Call afterhours team continues to monitor and answer calls for the UTK campus.
- We have been performing daily checks in all of our buildings throughout the zone.
- We are working to help regulate temperatures in the JRTU building during our HVAC upgrade project.



## 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](mailto:sjones80@utk.edu) or 865-771-1531!

### TRAINING

- Log into K@TE to complete your OSHA training as soon as possible for 2025. Compliance Training is live now and should 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



## UTILITIES SERVICES

### A/C SERVICES

- TBA – chilled water/ condenser water pump installation
- KPB – repair chiller
- SERF - rebuild heating water pump
- Andy Holt – replace motor bearings in condenser water pump
- JARTU – repair boiler
- Neyland - prep AC systems for Vanderbilt game
- Andy Holt – re-wired cooling tower controls on chiller no. 2

### A/C M&R

- UT Drive building C- installed new minisplit
- International house- repaired air compressor
- Magnolia- Replaced failed actuator
- Buehler- Repaired water leak
- Haslam Business- Fixed refrigerant leak on Leibert unit
- Arena- Started repairs on RTU1
- SERF- Adjusted cold room
- Fred Brown- Repaired multiple WSHP units
- Stokely- Replaced failed blower motor
- BESS- Repaired hot water leak
- Communications- Install multiple isolation valves
- Beuhler- Repair more water leaks
- Hesler- Repair cooler

### HIGH VOLTAGE UTILITIES

- Marking & logging Tennessee 811's on campus.
- Pump manhole
- Repair of street
- Terminations White Ave

### 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

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### FIRE ALARM GROUP

- Basketball game fire watch
- McClung tower test fire alarm on 12<sup>th</sup> 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 6<sup>th</sup> 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)
- 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 regulator at the Vet School
- Weld in piping for heating water pumps at Food City Center
- Repaired steam regulator at Clarence Brown Theatre
- Weld condensate line at Anderson Training Center
- Weld condensate line at Plant Biotech
- Build handrails for construction
- Eat Turkey and Dressing!

### PLUMBING M&R

- Repaired pex leaks at Dogwood Hall
- Repaired a leak on the hot water supply line at Stokely Hall
- Repaired cast iron piping at Food City Center
- Repaired sewer pumps at the Student Union
- Repaired a steam leak at McClung Museum
- Repaired a shower tree at Student Aquatic Center
- Repaired a steam leak at Plant Biotech
- Repaired a water leak at Dougherty Engineering
- Unstopped a sink at the Middlebrook Building

### 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
- Finished installation of new feed water pump
- Worked on water pumps for office heat
- Inspected oil pumps and strainer on #1&2 fuel oil tanks
- Replaced steam trap on heater in water softener area
- Test ran 2mw generator
- Unstopped floor drain in basement



## IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Display cabinet 219; Changes to suite 469
- Andy Holt Tower: Outlet for cart chargers P1; New electric panel 1<sup>st</sup> floor mech room
- Austin Peay: Classrooms 203, 308; Electric for monitors in corridors
- Bailey Education: Paint, carpet, etc. A401A; Multiple rooms carpet/paint/shades 3<sup>rd</sup> floor
- BESS Office Bldg.: Paint and flooring 101 and 103
- Burchfiel Geography: Paint and moving workstations 107
- Campus: TCE lab renovations in various buildings; Create impound lot for UTPD staff lot #14
- 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, 432B 434
- Conference Center Bldg.: Electric 399S5; Paint and electric 215; Renovate window displays; Connections for new dish machine 402A
- Dabney Buehler: Lab renovation 209-214; Nitrogen piping
- Dougherty Engineering: New sink 301; Electric and air 102B
- Engineering Research Annex: New lights
- ETREC Johnson Animal: Repair kennel floor
- ETREC Walland: Build a wall/door
- Facilities Services Complex: Remove concrete walls for parking expansion
- Fred Brown: 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; Door lights 2<sup>nd</sup> floor office suite; Divide 540 into 2 rooms; Changes to serving area in 501
- Hesler Biology: Install emergency electric for greenhouses; Paint 331
- Hodges Library: Renovate 171 for Census Bureau; Carpet 606
- Hoskins Library: Carpet 2<sup>nd</sup> floor corridor
- Innovation South: Electric connections for equipment
- International House: Panic button at main desk
- Kingston Pike Building: 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 Engineering; Access controls 6 doors on 3<sup>rd</sup> 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

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## 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 Rec.: Refinish basketball courts
- Student Union: Dining renovations; Install door glass 382H
- UT Arboretum: Repair beams in auditorium
- 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 Academic: Renovate spaces on 2<sup>nd</sup> and 3<sup>rd</sup> 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



### Preparing for Work in Low Temperatures

As temperatures drop, employees face increased risks from cold stress, reduced dexterity, slippery surfaces, and equipment challenges. Preparing for winter conditions before stepping outside is essential to keeping yourself and your team safe. The following guidance outlines how to prevent cold-related injuries and maintain productivity throughout the season.



### Understand the Risks of Cold Stress

Cold environments can quickly affect the body's ability to maintain its core temperature. The most common cold-related hazards include:

- **Hypothermia:** When body temperature falls below 95°F, leading to confusion, loss of coordination, and potential unconsciousness.
- **Frostbite:** Damage to skin and underlying tissue, usually affecting fingers, toes, ears, and nose.
- **Trench Foot:** Caused by prolonged exposure to wet, cold conditions.
- **Reduced Mental and Physical Performance:** Slower reaction times, decreased grip strength, and impaired decision-making can increase the risk of accidents.

Recognizing early symptoms—shivering, numbness, tingling, slurred speech, or unusual fatigue—allows for quick intervention before conditions become severe.

### Dress for the Weather: Layering Is Key

Wearing the right clothing is the first line of defense against cold stress.

- **Base Layer:** Wicks moisture away from the skin. Avoid cotton, which holds water and increases heat loss.
- **Insulating Layer:** Traps heat. Fleece, wool, and similar materials work well.
- **Outer Layer:** Shields from wind, rain, and snow. Choose windproof and waterproof jackets or bibs.
- **Hands & Feet:** Wear insulated gloves rated for your task and waterproof, insulated boots with good traction.
- **Head & Face:** A hat can reduce heat loss significantly; use a balaclava or face covering in severe windchill.

Always keep spare dry gloves and socks available.



### **Plan Work Activities with Weather in Mind**

Supervisors and employees should check forecasts and adjust the day's tasks as needed.

- Use the Buddy System: Workers monitor each other for signs of cold stress.
- Schedule High-Risk Tasks Wisely: When possible, perform outdoor work during the warmest part of the day.
- Rotate Crews: Limit prolonged exposure by rotating workers indoors to warm-up areas.
- Know the Windchill: Windchill dramatically increases heat loss. Use windbreaks or shields where possible.

### **Stay Warm from the Inside Out**

Proper hydration and nutrition help the body produce heat.

- Drink warm, non-caffeinated beverages regularly.
- Eat balanced meals with a mix of carbohydrates and protein to maintain energy.
- Avoid alcohol or excessive caffeine, which can increase heat loss.

### **Use Tools and Equipment Safely in Cold Conditions**

Cold temperatures can affect the performance of tools and machinery.

- Inspect tools for brittleness or reduced battery life.
- Clear ice and snow from equipment surfaces before use.
- Apply salt or sand to walking and working surfaces to improve traction.
- Slow down—reduced dexterity increases the chance of slips, dropped tools, or mis-used equipment.

Cold-weather work requires awareness, preparation, and the right protective measures. By dressing properly, monitoring conditions, planning work carefully, and watching out for one another, employees can stay safe and productive throughout the winter season. Remember: cold stress is preventable. Preparation is the key to working safely in winter.