



## **FS Holiday Party is Tomorrow**

Tomorrow is our annual holiday party at 12pm in the Student Union ballroom! Looking forward to seeing many of you there. Come for free food, fun trivia, and a chance to celebrate the season together. An email will be sent out Tuesday morning with the shuttle schedule, etc.

## **Time Clock Change from Kronos to ADP**

Starting December 29, we will transition from Kronos to ADP, which will change the appearance of our time clocks but not their locations. Most employees will clock in as usual, though you may need to enter your TN ID number instead of swiping a card; employees who previously used Teletime will now use physical clocks or manual time sheets where needed. Accurate, exact time entry is essential, especially for supervisors. An email went out this afternoon with more information.

## **Reminder: Bob Evans and John C. Parker Scholarship Applications Due January 30**

Bob Evans and John C. Parker scholarship applications are due to Sam Ledford no later than January 30, 2026. Emails were sent out on December 1<sup>st</sup> with more information. Applications are available by reaching out to Sam or stopping by her desk.

## **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.

## **Retirement Parties - Update**

Jeff Jones has decided not to retire. If you were saving the date for his party, you can now take it off of your calendar.

## **Shout Out to Trinity Miller & Will Luke**

We love to celebrate the achievements of our team mates both on and off the clock! Let's hear it for Trinity Miller and Will Luke who graduated from UT Martin this past weekend with their respective master's degrees. Trinity has earned an MBA while Will earned his Masters of Science in Natural Resource Management. We're extremely proud of both of you! Congratulations on hitting this milestone while balancing work and home, too. It's no small feat!



## BUILDING SERVICES

### Zone 7:

- Provided staff to clean up between performances of A Christmas Carol at Clarence Brown Theatre, including between morning and evening shows during the week and for shows on Saturday and Sunday.
- Used high-speed machine and white pad to polish floor in Haslam Music Center (HMC) G68 classroom.
- Cleaned HMC elevators.
- Moved desks out of classrooms and vacuumed classroom carpet on first floor of Humanities and Social Sciences.
- Cleaned Art and Architecture (AAB) 103 for graduation celebration event.
- Mopped hallway floors at AAB.
- Cleaned HMC 101 for events on Monday, including KYSO Finals.
- One of our employees, Evghenia Sevastianova, received kudos from a professor for her conscientiousness, positivity, and energy, and for her quick action responding to a major water leak in McClung Tower in early October, helping to prevent further damage.

### 2016 Lake Ave Early Learning Center

- Kitchen floor was scrubbed with Orbiter

### Communications

- Carpet Cleaned 432B
- Hallway carpet cleaned 432
- Staircases swept and mopped
- Outside Patio on 3<sup>rd</sup> floor leaves removed with leaf blower
- Hallway floors scrubbed with ride on scrubber/burnished with walk behind on 1<sup>st</sup> and 3<sup>rd</sup> floor

### Student Services

- Dean's Suite Carpet cleaned
- Staircases swept and mopped

### Andy Holt Tower

- Cleaned Carpet in Lobby, Hallway, and several offices on 6<sup>th</sup> floor

### Hesler

- Lab 225 floor was scrubbed and waxed

## FS OPERATIONS

### MOVING & EVENT SERVICES

#### Monday:

- Move furniture in Tyson House Parlor and deliver and set up tables and chairs for Event: Tyson Alumni Holiday Party.
- Pick up and deliver display boards to ANR 101A.
- Provide electrical support for Event: Appalachian Live TV Truck at Student Union Plaza.
- Set up tables and chairs at ANR 101A/B & Lobby for Event: UTCVM Henton Conference.
- Pick up tables and chairs from Mossman 3<sup>rd</sup> floor lobby from weekend retirement party event.

#### Tuesday:

- Picked up items from two storage locations, Andy Holt Tower 8<sup>th</sup> floor, and Student Services Building, and delivered to Thompson-Boling Arena for Commencement Event.
- Moved tables and chairs from room 116A/B/C/D and temporarily placed them in 209 and the basement for Event: Nursing Pining Ceremony at College of Nursing Building.
- Set up tables and chairs in Plant Biotech Building room 156/157 for Event: Int. Graduate Student Info Session.



### MOVING & EVENT SVCS (CONT.)

- Disassembled and moved desk in room 247 College of Law to ground floor next to mailroom for storage until paint and carpet are completed.
- Picked up Tables and chairs and moved furniture back into position at Tyson Alumni Center.

#### Wednesday:

- Moved furniture and other items from Communications Bldg. room 013 to room 251.
- Picked up barstools from Presidential Court Building and delivered them to the new cafe in College of Nursing Building.
- Finished removing tables and chairs from Nursing 116A/B/C/D.
- Picked up Conviron Growth Chamber from Austin Peay loading dock AC shop and returned it to SERF 335 following repairs.
- Picked up temporary sneezeguards from Traditions Deli at Vol Hall and delivered them to 1<sup>st</sup> floor cage at Rocky Top Dining Hall.
- Disassembled and moved furniture in Student Services Building 480A to 480L, 480J to 480A, and 480L to 480A.

#### Thursday:

- Moved Dean Niederhauser's desk in 408H Nursing Building so she is facing the entrance instead of the windows.
- Picked up display boards from ANR 101A following event.
- Set up tables and chairs at Plant Biotech room/s 156/157 for Event: John Buchanan Retirement Luncheon.
- Delivered captains chairs and a podium to Student Union Ballroom for Event: Torch Night - A Farewell to Thee.

- Disconnected and moved computer tables, fridge, and marked furniture from Bailey Education Complex to a nearby room, and surplus items to elevator corridor for upcoming renovations.
- Picked up Student Disabilities Services handicap tables and chairs from buildings all across campus and returned them to Student Disabilities Services 1<sup>st</sup> floor Blount Hall.

#### Friday:

- Picked up captains chairs and podium from Student Union Ballroom following Torch Night Event.
- Disassembled desk in Baker School 325 and delivered and assembled in Massey Hall 301, and moved desk and tables from Massey Hall 301 to Massey 345.
- Picked up pallets of food from Second Harvest and delivered them to Facilities Complex 101/102 along with boxes and tape.
- Picked up college flags, flag stands, 2 podiums, mace & stand, 4 A-frames, 3 coat racks, 4 cocktail tables, and boxes of Commencement supplies and returned them following Graduation.
- Set up tables and chairs at ANR 101A/B for Event: Plant Science Luncheon.

### SUSTAINABILITY

- Compost Totals Since December 1:
  - Food waste: 16.6 tons
  - Landscaping waste: 4.5 tons
  - Animal Waste: 11.4 tons
  - Grease Water: 1500 gals
- Grow Lab Totals Since December 1:
  - Hosted 19 volunteers in the first week of December, totaling 38 hours of labor.
- Other Updates:
  - The recycling team has been working diligently on removing everything from the stadium.

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### SUSTAINABILITY (CONT.)

- Jay and Ella met with Dining Services and an SGA Senator to talk about resolutions on composting for campus.
- We hosted the last CCE meeting of the semester.
- The Compost Facility, in partnership with the Tennessee Composting Council, hosted an event on the 4th which included a site tour open to the public, a short film screening, and a post-screening panel discussion with partners from Green Heron Compost and the City of Knoxville.
- We have visited 16 different classes this semester for sustainability presentations.
- Our office, along with the Bicycle Advisory Committee and UT Outdoor Pursuits, hosted the Streetcar Bike Ride pilot ride – This is intended to be a bike tour of elements of Knoxville’s historic streetcar system.
- We met with the Faculty Senate to discuss the current state of Campus Safety Walks and strategies the newly formed planning committee can explore.
- Working on Andy Holt traffic safety re-design proposal.

### LANDSCAPE SERVICES

- No report received

## MAINTENANCE & REPAIR

### HOUSING

- This week with no students on campus. Working on water source heat pumps at Geier, Robinson and Magnolia.

### ATHLETICS

- Neyland Stadium. General maintenance and preparing for special events in premium areas, also finishing up with winterizing for winter.
- 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, and prepping for swim meets.
- Goodfriend Tennis: General Maintenance and Repairs. Preparing for tennis matches.
- Thompson Boling Arena: General maintenance and repair and preparing for Lady Vol and Men’s Basketball games.

### DINING

- Repaired a mixer and meat slicer at Rocky Top Dining
- Repaired a rational combi oven and hot box at Anderson Training
- Repaired a rotisserie and fryer at Stokely
- Repaired a walk-in freezer at Haslam
- PM on all hot side and cold side equipment throughout the zone

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## M&R (CONT.)

### ZONE 4

- Art + Architecture - worked on heat in 121
- Andy Holt Tower - worked humidity in Rooms 823-827
- Communications - worked on heat in Room 326
- Student Services - worked on heat in Room 345
- McClung Tower - worked on changing out all Delaney flush valves to Sloan

### ZONE 5

- No report received.

### ZONE 6

- continue to winterize HVAC equipment.
- working on restrooms repairing water leaks and clogs.
- changing filters throughout the zone.
- cross training in several buildings.
- worked on fixing water leaks throughout the zone.

### ZONE 7

- Dougherty: changing lights and ceiling tile throughout the building.
- Ferris Hall: working on restrooms.
- Perkins Hall: working on restrooms.
- Min Kao: fixing stairwell lights
- SERF: tightened strands on the Christmas tree
- Zeanah: working on sinks throughout the building
- Tickle: installing led retro-fit kits for the lighting fixtures throughout the building.
- Alumni: : working on sinks and toilets

- Walters Academic: working on leaks and heating issues throughout the building after new vav installations
- Nielsen Physics: working on heating issues
- Dabney/Buehler: changing ceiling tile throughout the building.
- Ayres Hall: changed bulbs and tighten strands on the Christmas tree
- South College: cleaning machine rooms
- Hesler: cleaning up machine rooms

### ZONE 8

- No report received.

### LOCK & KEY SVCS

- Mossman – Used covert skills to bypass cabinet lock
- Bioec Innov Hub – Changed out lock batteries, changed door codes
- Magnolia – rekeyed maintenance rooms
- Ayers – fixed doors
- Strong – fixed keypad
- Student Health – repaired lock
- Pi Kappa Phi – repaired patio doors and installed Von Duprin 99 EO panic device
- Alpha Gamma Rho – Installed mullion top fitting
- Student Health – Used lock entry techniques to bypass door lock
- Ayres – installed locker locks
- SU – installed low profile VD roller strike
- Lambda Chi Alpha – Repaired door locks
- Phi Kappa Tau – Repaired front door keypad
- Reese – Rekeyed room
- Beacon – rekeyed room
- Laurel – rekeyed several rooms
- Hess – rekeyed multiple rooms

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## LOCK & KEY SVCS (CONT.)

- Robinson Hall – Repaired lock
- Senter Hall – Rekeyed lab
- Cherokee Mills – Installed combo lock
- Beacon Hall – Fixed timing on lock
- Beacon Hall – Recored multiple doors
- Popular Hall – Recored multiple doors
- Academic Research Building – Recored rooms for SEC Nation
- High Voltage – Keyed up and provided 40 BEST padlocks

## 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

- Begin Installation of new Time Clocks at Arena and Steam Plant Hill

## UTILITIES SERVICES

### A/C SERVICES

- Auxiliary Services - install new chilled water pump
- SERF – rebuild heating water pump
- HPER - install suction diffuser on heating water pump
- Physics – replace heat exchanger
- KPB – service Qpticool system in data center
- KPB – rebuild chilled water pump and motor for Diakin chiller
- Vol Hall – repair boiler serving Southern Kitchen

### A/C M&R

- U.T. 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
- Buehler- 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

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## LOW VOLTAGE M&R

- 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

- Food city Center Alabama Concert fire watch
- Student Union Earth ground
- Zeta Tau Alpha Sprinkler testing
- Laurel Hall Clean dirty smoke detector
- Hess Hall Clear won door trouble
- Communications Trouble shoot earth ground
- Anderson Training Pump test
- Brehm Animal Map fault trouble
- Carrick Hall Cleared earth ground trouble
- Geier Hall Assist JCI troubleshoot nac circuit
- Tennis Center Clean dirty duct detector
- McCord Hall Remount smoke detector
- Strong Hall pump test
- Mossman pump test
- Hodges Clear trouble
- Serf replace relay on fire pump controller
- Food City Center fire watch for graduation

## 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
- Serviced steam vaults across campus
- Repaired trap lines in vaults on campus
- Repaired a steam regulator at Dougherty
- Weld in piping for the A/C shop at Food City Center
- Weld in piping for the A/C shop at the Annex Building
- Repaired underground condensate leak at Middle Drive and Phillip Fulmer Way

## PLUMBING M&R

- Repaired PEX leak on 2<sup>nd</sup> floor at Stokely Hall
- Unstopped sink at Anderson Training
- Unstopped drains at the Conference Center
- Rodded a shower drain and repaired a water heater at 2601 Sorority
- Repaired a steam line going to the dyer at the Vet Med
- Repaired a valve in the basement at Food Safety
- Repaired a steam heater at Neyland Stadium
- Repaired a steam valve at McClung Museum
- Repaired a water leak at Vol Hall Southern Kitchen
- Repaired a toilet and the Conference Center

## STEAM PLANT

- Check Fluids on all forklifts
- Check 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 water control for office heat
- Test ran 2mw generator
- Unstopped the floor drain in basement
- Relocated the VFD for new feed water pump
- Replaced a safety relief valve on condensate polisher

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## 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; Paint suite 228
- 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: 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 & 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; Window film on 11<sup>th</sup> floor
- 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



## 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 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
- 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 plumbing G169



Warm holiday wishes to each of you as we celebrate the Christmas season and prepare to welcome the New Year. This is also an opportunity to sincerely thank you for your hard work, dedication, and ongoing commitment to safety throughout 2025. Your efforts play a vital role in supporting our facilities and protecting one another every day.

The holidays are a time for celebration, travel, and time with family and friends, but they can also introduce added risks both at work and at home.



As you prepare for time off or continue supporting operations during this busy period, we encourage you to slow down, remain aware, and keep safety at the forefront of everything you do. Activities such as seasonal tasks, travel, maintenance work, and home projects can increase the likelihood of injury when we are rushed, distracted, or fatigued.

Taking a few extra moments to plan ahead, allow for delays, and recognize your limits can make a significant difference. Use caution during routine and seasonal activities, follow established safe practices, and maintain clear, orderly spaces to reduce the risk of slips, trips, falls, and other preventable incidents. Small, thoughtful actions help ensure the holidays remain safe and enjoyable for everyone, after all, no one wants to spend the holidays in the emergency room.

As we look ahead to 2026, let us renew our commitment to a strong safety mindset. Safety is more than policies and procedures; it is a shared responsibility and a daily choice. Speak up when you identify hazards, follow established procedures, use appropriate personal protective equipment, and continue to look out for one another. Your awareness and actions are key to maintaining a safe and healthy work environment.

We look forward to welcoming you back in the New Year rested, focused, and ready to continue strengthening a positive safety culture. Together, we can make 2026 a year of improved awareness, fewer incidents, and continued pride in the important work we do.

On behalf of Facilities Services Safety team, thank you again for your dedication. We wish you and your families a safe, healthy, and happy Christmas and a prosperous New Year.

Stay safe and take care,  
**Facilities Services Safety**