



## **Narcan Training This Week**

As a reminder, we have Narcan training coming up this 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.

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:

- Dining windows were cleaned on both sides in Ph II
- Cleaned/vacuumed carpet in event room 270
- 270 the windows were cleaned.
- First floor phase 2 information desk side the baseboards were dusted and cleaned.
- Overlook glass on the second and third floor was dusted, cleaned and the handrails were also cleaned.
- Catering corridor was orbited and scrubbed.
- Back corridor near the freight elevator on the second floor was auto scrubbed.
- Dusted slants on window wall on the first floor
- The G1 built-ins and the L1 built-ins on the inside were cleaned.
- Rocky Top connector bridge on the first and second floor, the windowsills were dusted and edging of the floor was completed.
- Cardboard bales were made and the dock area around the baler was cleaned up.
- First floor seating area, the chairs and tables were cleaned with HDQ.
- Third floor seating areas were cleaned with HDQ.
- Windows sills in the L1 dining area were dusted and cleaned with HDQ.
- Stairwells in both phases were swept and mopped.
- The glass of event rooms 367 and 362 A,B and C were cleaned.
- Overlook glass on G1 and L1 dining was cleaned.
- Monumental stairs both phases were swept and mopped and the glass was cleaned.
- The second floor auditorium side men's and women's restrooms were deep cleaned.
- Second floor information side men's restroom was deep cleaned.

- The thresholds of the phase 2 dining and entrances were cleaned.
- G1 of phase 2 was dust mopped and auto scrubbed.
- The built-ins in event room 377 were deep cleaned.
- Deep cleaned hallway built-ins on the third floor.
- The baseboards in the entry way of Volunteer were dusted and cleaned.

### UT Drive Building

- The restroom floor was stripped and waxed.
- The restroom was cleaned and cobwebs removed.
- Stall walls were cleaned.

### Bass Building

- The leaves were removed from entry.
- High dusting in the restrooms and locker rooms

### 1610 University Ave

- Stairwells were swept and mopped.
- High and low dusting in the kitchen area was completed.
- Leaf removal at the entrances was done.

### Zone 7

- Provided staff to clean up between performances of A Christmas Carol at Clarence Brown Theatre, including on Saturday and Sunday.
- Cleaned and prepared orchestra room 110 before and after holiday luncheon at Haslam Music .
- Staff at Haslam Music was recognized during the holiday luncheon by the dean for their hard work and for keeping the building looking good.
- Cleaned and prepared large room 103 at Art and Architecture for faculty lunch with the dean.
- Responded to water extractions on carpeted floors in McClung Tower 103 and 508.
- Cleaned between back-to-back holiday luncheons on 12th floor of McClung Tower.
- Cleaned third-floor restroom at Haslam Music Center after toilet repair.



### BUILDING SERVICES (CONT.)

- Communicated with building staff at Humanities and Social Sciences about building needs and helped them with work orders.
- Ceramics faculty, staff, and students sprayed down the Ceramics addition behind Art and Architecture for their end-of-semester cleaning.
- Provided help to other zones when available.

### FS OPERATIONS

#### MOVING & EVENT SERVICES

Monday:

- Moved office furniture and other items from Andy Holt Tower 711C to Center for Precision Health.
- Delivered tables to Strong Hall Atrium for unscheduled event.
- Moved pallets inside Blount Hall & assembled items.
- Moved boxes of dividers from B003 Nursing to Jessie Harris 306.

Tuesday:

- Delivered display boards to Ayres Hall 401 for Event: KNL Poster Session.
- Delivered and set up tables & chairs to Student Union G3 for VolShop Holiday Party at VolBooks.
- Set up tables and chairs at ANR 101A/B for Event: CO2029 Meet & Greet.
- Delivered tables and chairs to Music Building room 110 for Event: 2025 Holiday Luncheon.
- Moved fridge and bookcase out into the hallway from 301G for surplus to pick up.
- Set up tables and chairs in ANR 101A for Event: ELI Graduation.

Wednesday:

- Delivered coat racks to West Club Skybox for Event.
- Picked up tables and chairs from VolBooks Holiday Luncheon Event.
- Moved desk with hutch from ANR 469E to McCord Hall 114A, and the desk from 114A into the hallway for surplus to pick up.
- Moved cabinet from Bailey Education A242 to 240.
- Delivered and set up tables and chairs to Hodges Library Galleria/Main Hallway for an event.
- Provided electrical support for Event: COAD Faculty INDS Workshop at Art & Architecture.
- Delivered tables to ANR 122 for Delegation Breakfast.
- Picked up & returned display boards from Ayres 401.

Thursday:

- Picked up tables from Delegation Breakfast.
- Assisted McClung Museum staff in putting stone sculptures outside front entrance onto carts/dollies.
- Picked up tables and chairs from Music room 110.
- Picked up tables and chairs from Hodges Library Event: Cheesedogs at Hodges.
- Disassembled and picked up furniture from Communications Building rooms 006 and 004 and took to Massey rooms 301 and 340.

Friday:

- Set up tables and chairs at ANR 101A/B for Event: UTCVM Holiday Luncheon.
- Delivered and set up tables and chairs to Mossman 3<sup>rd</sup> floor for Event: Retirement Party.
- Moved furniture around in Nursing room 408H.
- Repaired drawers at Zeta Tau Alpha room 206.
- Disassembled and moved two L-shaped desks with hutches from ANR 469G and delivered and assembled them in Morgan Hall rooms 321B & 325C, and moved the desks in those rooms to the hallway for surplus to pick up.

Weekly continues on next page



## SUSTAINABILITY

- No report received.

## 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: 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 Maint. 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 BCX oven and replaced jet sprayers at Rocky Top Dining
- Repaired a grill and sink at Student Union in Phase I
- Repaired ice makers at Stokely
- Replaced water filters at Rocky Top, Stokely, and the POD Market at Pendergrass
- Cleaning hoods in all required buildings

## ZONE 4

- Art + Architecture - worked on heat in 215A and assisted Vol Mechanical on fan in metal shop
- Andy Holt Tower - worked on leaking windows in 824-825 and 1<sup>st</sup> floor water fountain
- Communications - worked on replacing lights in 54 and 101D
- Student Services - worked on 2<sup>nd</sup> floor hallway lights and 2<sup>nd</sup> floor men's restroom urinal
- McClung Tower - worked on clogged toilet in men's restroom on the 1<sup>st</sup> floor & building heat

## 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

- No report received.

## ZONE 8

- We are working through heating issues in our large greenhouses with many different possible factors involved.
- We cleared a lot of clay/debris from the drainage system at the Ceramics Annex sink drain.
- We are busy working throughout the lab space in all of our research buildings.
- Our One-Call team remains busy answering calls for campus.
- We are trying to balance the temperatures without any cooling assistance at the JRTU Building.
- We have been checking all of our roof drains, gutters, downspouts and dry wells to limit the amount of rainwater damage at each of those applicable facilities.

## LOCK & KEY SVCS

- Haslam Business – Rekeyed a suite of doors
- Laurel – Recore
- Clement – Recore
- Student Health – Fixed Entrance door
- Student Union – Fixed ADA operator with guidance provided by Rob Frick
- Magnolia Hall – Fixed ADA operator
- Facilities – Created American Padlocks
- Alumni Memorial – Fixed outside doors
- Alpha Chi Omega – Fixed outside door
- Haslam Business – Fixed lock
- Volunteer Hall – Fixed restroom lock
- Music Center – Fixed desk lock

- 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

- Assist with GIS Analyst Hiring Committee
- Assist with Dash Permissions
- 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

- Vol Hall – replace pump motor for boiler serving Southern Kitchen
- KPB – rebuild primary chilled water pump
- Geier – repair circulating pump
- Andy Holt – repair cooling tower no. 1
- TBA – pump installation
- TBA – install new motor for AHU no.7
- Reese– re-wired cooling tower controls on chiller no. 2

### 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

### LOW VOLTAGE M&R

- After Hours Campus Calls
- Concord Shops Project
- Fire Alarm Geir Hall
- Rainbird Project
- Lindsey-Nelson Stadium Renovation Power Outage
- Fire Alarm S. Carrick Hall

### FIRE ALARM GROUP

- Work on steam plant gate replacement
- Prepare for and execute Football fire watch
- Assist Morristown with sprinkler pipe replacement at TBA
- Fire watch for basketball at TBA
- Replace water detector at McClung Tower
- Work on Clock repeater at Min Kao
- Fire watch for Alabama concert
- Assign access to facilities employees
- Fire trouble Dougherty
- Monthly electrical meter reading
- Fire panel earth ground at Communications
- Repair shades in Student Union phase 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)
- Water and sewer for recycle trailer at Concord
- Serviced steam vaults across campus
- Repaired trap lines in vaults on campus



- Repaired steam regulators in Business Incubator and Daugherty Buildings
- Repaired steam valve in CRC
- Repaired steam leak a Ut Drive Bldg. A

## PLUMBING M&R

- Relocated water line at Nielsen Physics
- Replaced water heater at Walland Dairy Farm
- Repaired PEX leak in ceiling at Dogwood Hall
- Unstopped floor drain at Student Union Starbucks
- Unstopped 1<sup>st</sup> floor bathrooms at Alpha Gamma Delta
- Troubleshooting water heater at Sigma Kappa
- Repaired water heater at Fred Brown Hall
- Replaced water heater at UT Drive Bldg. C
- Repaired steam leak on 1<sup>st</sup> floor at Hess Hall
- Repaired steam leak in machine room at Vet Med
- Replaced broken flange on toilet at BESS

## 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 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

## 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: 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



### IN-HOUSE CONSTRUCTION (CONT.)

- 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
- 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



**Source:** NSC <https://www.nsc.org/community-safety/safety-topics/seasonal-safety/winter-safety/holiday>



From late November to mid-January, when families gather, parties are scheduled and travel spikes, safety should be top of mind. Following is tried-and-true advice to ensure your family remains safe and injury-free throughout the season.

### **Traveling for the Holidays? Be Prepared**

If you're traveling this year, be sure your vehicle is in good running condition, get plenty of rest and be prepared for any emergency. Traveling by car during the holidays has the highest fatality rate of any major form of transportation based on fatalities per passenger mile. Hundreds of people die every year in crashes on New Year's Day, Thanksgiving Day and Christmas Day, according to Injury Facts. Alcohol impairment is involved in about a third of these fatalities.

Stay safe on the roads over the holidays and every day:

- Prepare your car for winter and keep an emergency kit with you
- Get a good night's sleep before departing and avoid drowsy driving
- Leave early, planning ahead for heavy traffic
- Make sure every person in the vehicle is properly buckled up no matter how long or short the distance traveled
- Put that cell phone away; many distractions occur while driving, but cell phones are the main culprit
- Practice defensive driving
- Designate a sober driver to ensure guests make it home safely after a holiday party; alcohol or over-the-counter, prescription and illegal drugs can cause impairment

### **Decorate Safely**

Decorating is one of the best ways to get in a holiday mood, but emergency departments see thousands of injuries involving holiday decorating every season.

When decorating follow these tips from the U.S. Consumer Product Safety Commission:

- Keep potentially poisonous plants – mistletoe, holly berries, Jerusalem cherry and amaryllis – away from children
- If using an artificial tree, check that it is labeled “fire resistant”
- If using a live tree, cut off about 2 inches of the trunk to expose fresh wood for better water absorption, remember to water it, and remove it from your home when it is dry
- Place your tree at least 3 feet away from fireplaces, radiators and other heat sources, making certain not to block doorways
- Avoid placing breakable ornaments or ones with small, detachable parts on lower tree branches where small children can reach them



- Only use indoor lights indoors and outdoor lights outdoors, and choose the right ladder for the task when hanging lights
- Replace light sets that have broken or cracked sockets, frayed or bare wires, or loose connections
- Follow the package directions on the number of light sets that can be plugged into one socket
- Never nail, tack or stress wiring when hanging lights, and keep plugs off the ground away from puddles and snow
- Turn off all lights and decorations when you go to bed or leave the house

### Watch Out for Fire-Starters

#### Candles and Fireplaces

Use of candles and fireplaces, combined with an increase in the amount of combustible, seasonal decorations in many homes during the holidays, means more risk for fire. The National Fire Protection Association reports on average candles cause 46% of fires annually in December.

- Place candles where they cannot be knocked down or blown over, and out of reach of children
- Keep matches and lighters up high and out of reach of children in a locked cabinet
- Use flameless rather than lighted candles near flammable objects
- Don't burn trees, wreaths or wrapping paper in the fireplace
- Use a screen on the fireplace at all times when a fire is burning
- Never leave candles or fireplaces burning unattended or when you are asleep
- Check and clean the chimney and fireplace area at least once a year

#### Turkey Fryers

Be alert to the dangers if you're thinking of celebrating the holidays by frying a turkey. The Consumer Product Safety Commission reports there have been hundreds turkey-fryer related fires, burns or other injuries, and millions of dollars in property loss from these incidents.

NSC discourages the use of turkey fryers at home and urges those who prefer fried turkey to seek out professional establishments or consider using an oil-less turkey fryer. If you must fry your own turkey, follow all U.S. Fire Administration turkey fryer guidelines.

#### Food Poisoning is No Joke

Keep your holidays happy by handling food safely. The [foodsafety.gov](http://foodsafety.gov) website from the U.S. Department of Health and Human Services provides some valuable holiday food safety tips:

- Wash your hands frequently when handling food
- Keep raw meat away from fresh produce
- Use separate cutting boards, plates and utensils for uncooked and cooked meats to avoid cross-contamination



- Use a food thermometer to make sure meat is cooked to a safe temperature
- Refrigerate hot or cold leftover food within two hours of being served
- When storing turkey, cut the leftovers in small pieces so they will chill quickly
- Thanksgiving leftovers are safe for three to four days when properly refrigerated

Watch this [holiday food safety video](#) for more information.

### **It's Better to Give Safely**

Gifts and toys should inspire joy, not cause injuries. Thousands of children are seriously injured in toy-related incidents every year. Avoid safety hazards while gifting with these tips from the U.S. Consumer Product Safety Commission:

- Toys are age-rated for safety, not for children's intellect and physical ability, so be sure to choose toys in the correct age range
- Choose toys for children under 3 that do not have small parts which could be choking hazards
- For children under 10, avoid toys that must be plugged into an electrical outlet
- Be cautious about toys that have button batteries or magnets, which can be harmful or fatal if swallowed
- When giving scooters and other riding toys, give the gift of appropriate safety gear, too; helmets should be worn at all times and they should be sized to fit

To find out about holiday toy safety and recalls, check the U.S. Consumer Product Safety Commission website. Have a happy and joyous holiday season.