



MAKE UP SESSIONS: Facilities Services Emergency Management Training

Emergency Management Training is required for ALL Facilities Services employees. If you or your direct reports did not attend one of the sessions on January 21st or 22nd, it's imperative that you send them to a make-up session. Please choose one session to attend and email FSTraining@utk.edu to let them know which session you'd like to participate in. All sessions will be held in FSC 101 & 102.

February 4th at 8:30am

February 4th at 10:30am

FS Medicare Informational Session

We're excited to host an upcoming Medicare Informational Session at the Facilities Services Complex on Tuesday, February 3rd at 2:00 PM. This educational workshop is ideal for anyone who wants to better understand Medicare coverage, options, and enrollment, whether you're approaching eligibility or simply planning ahead. The session will be presented by Karen Kakura of Senior Insurance Specialty Group, who brings extensive knowledge and a genuine passion for helping individuals make confident, informed Medicare decisions.

Be sure to bring your questions. There will be dedicated time for Q&A at the end of the presentation.

Please remember to pre-register at tiny.utk.edu/FSMedicare

Coffee & Conversation Returns March 19

It's time for another round of Coffee & Conversations! Sign up today for the next session on Thursday, March 19, 2026 from 8:30a to 9:30a in FSC 101/102.

We'll provide the coffee, donuts, and fun discussion prompts. All we need is you! There will be plenty of fun topics to get you talking, but this is a no-pressure opportunity to get to know your fellow Facilities Services teammates.

Please pre-register no later than Thursday, March 12 so we can place our catering order. Space is limited, so sign up today at: tiny.utk.edu/FSCoffee

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 1st with more information. Applications are available by reaching out to Sam or stopping by her desk.



Send All PO Invoices/Receipts to Accounts Payable:

Please remember that all invoices and receipts you receive should be turned in to our Accounts Payable team. While attaching invoices to a PO or Requisition is appropriate, doing so does not notify the Accounts Payable team. We are not alerted of POs created; we only begin processing when an invoice is received for payment.

If you receive an invoice or receipt from any vendor (such as UT Vol-Shops, Lowe's, etc.), please email it to our team at utfsap@listserv.utk.edu to ensure timely payment.

Correct Cost Application in DASH Reminder:

When creating requisitions, many of you are including the Work Order number in the requisition description. While this is a helpful reference for your records, please note that it does not charge the requisition to the Work Order. Requisitions and Work Orders are not linked in the system.

To ensure costs are applied correctly, you must enter the requisition amount as a "Miscellaneous" cost on the corresponding Work Order. If you need help with this, please feel free to stop by and see Tracy Walker or reach out to Rebecca Alcorn for more in-depth training.

A few changes to the Front Desk Responsibilities:

- All visitors will be asked to remain at the front desk until a Facilities Service employee arrives to escort them. If you are expecting a visitor, please plan to meet them at the front door.
 - If you have a meeting or event scheduled in Facilities Services meeting rooms, it is your responsibility to set up tables/chairs, order food and clean up after your event.
 - Orange Dots are maintained by each Facilities Services AVC or Director. These will no longer be issued at the front desk. Individuals needing an orange dot should request this through your departmental Director or AVC.
 - Don't forget to check your mailbox at the front entrance.
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CoA Reminders:

Still struggling with your chart of accounts (COA)? Here's a quick reference list of the GL/Acct codes used most often. Your GL code will change depending on what you are purchasing.

10 – 1100001 - 1103XX - 5XXXXXX – 330 – 0000 – 00 - 0000

Campus	Fund	FSDept	GLAcct	Program	Activity	00	0000
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- GL Accts: 536100 – Maintenance & Repair
- 539100 – Supplies (Office supplies, tools, etc.)
- 541400 – Rental of Equipment
- 546200 – Food for Group Arranged Events
- 546800 – Seminar/Conference Registration Fees
- 531100 – Travel, In-State (lodging, mileage, etc.)
- 531200 – Travel, Out-of-State (lodging, mileage, etc.)
- 537400 – Membership Renewals/Fees

AP Specialist Cheat Sheet:

Need help with a particular vendor, you can always reach out to one of our AP Specialist below:

- A thru G Rola Yates
- H thru M Faith Coomer
- N thru R Ryan Addington
- S thru Z Dawn Johnson

Warehouse Receipts:

Please remember to check with Central Supply a few times each week if you are expecting an order. Payments cannot be issued until the material is received in the warehouse. Timely receipting helps ensure our vendors are paid promptly and that we maintain good standing with them.



BUILDING SERVICES

Zone 7:

- Provided custodial support for College of Music auditions
- Helped Jenny Boyd Theatre prepare for first-ever performance on February 13. Helped order trash and recycle cans from Waste/Recycling and provided soap and paper towel dispensers for installation by Maintenance.
- Participated in Culture Committee meeting at FSC.
- Responded to cleanup in first-floor women's bathroom at Haslam Music Center, where the sink drain pipe has backed up.
- Participated in emergency management training at FSC.
- Set up trash cans in new office space and cleaned office in McClung Tower.
- Cleaned up after urinal repairs on plaza floor of Humanities and Social Sciences (HSS).
- Set up trash cans for a small event on the plaza floor of HSS.
- Labeled equipment in zone with a stencil, paint, and a marker.
- Improvised to clean zone's buildings with a small staff after icy roads and winter weather on Monday.

Student Union

- The carpet in 362C was vacuumed and cleaned.
- The carpet in 262 all was vacuumed and cleaned to remove stains.
- The windows in 262 all were cleaned.
- Third floor all edges on the overlook glass was vacuumed with the space vac.
- The second floor edges on the overlook glass was vacuumed with the space vac.
- The Cumberland facing window wall was vacuumed using the space vac.

- Dining area floor scrubbing in phase 2 was completed.
- All of the G1 dining area in phase 1 floor was scrubbed and polished.
- The overlook edges on L1, G1 and G2 were vacuumed using the space vac.
- The window wall in phase 1 was vacuumed with the space vac.
- Spot cleaning of the carpets in the ballrooms was completed to remove stains.
- Spot cleaning of the carpet in 377 was completed.
- Stairwell cleaning in phase 2 was completed.
- We cleaned after multiple events including the MLK Symposium, Green and Gold Gala and Vol 103.
- Supplies were ordered and stocked in the supply closet for phase 2.
- Assisted with water extraction at Zeanah Building due to leak.
- Assisted with scrubbing and waxing a small hallway at Hoskins.
- Bio clean-up at Baker.
- Our teams attended the Emergency Management Training.

FS OPERATIONS

MOVING & EVENT SERVICES

- No report received

SUSTAINABILITY

- No report received.



LANDSCAPE SERVICES

- No report received

MAINTENANCE & REPAIR

HOUSING

- Helped keep the sidewalks clear this weekend. Now getting ready for cold weather.

ATHLETICS

- Neyland Stadium. General maintenance and preparing for special events in premium areas.
- 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.
- Assisted with winter weather coverage and spreading of salt. Working cold weather coverage.

DINING

- Repaired a sink and floor drain leaks at Rocky Top Dining
- Replaced an exhaust fan at Stokely
- Replaced ice machine water filters at Student Union
- Repaired dishwashers at Nursing and Rocky Top Dining
- Completed roof/EF PM at ATC, Nursing, Stokely, and Mabel's

ZONE 4

- Art + Architecture - assisting ERC in Ceramic Shop by cleaning clay troughs
- Andy Holt Tower - worked on heat in Room 425
- Communications - replacing hall light near 296 and lights in 293
- Student Services - worked on heat in 116
- McClung Tower - worked on a toilet in the 3rd floor men's room and worked on heat in Room 815

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.



M&R (CONT.)

ZONE 7

- Dougherty: assisting star team with lab remodels.
- Ferris Hall: working on restrooms.
- Perkins Hall: working on restrooms.
- Min Kao: fixing stairwell lights
- SERF: bi-annual HRU filter changes.
- Zeanah: working on sinks throughout the building
- Tickle: installing led retro fit light kits throughout the hallways.
- Alumni: working on exterior building lights.
- Walters Academic: working on leaks and heating issues throughout the building after new vav installations
- Nielsen Physics: assist contractors with new AHU installations.
- Dabney/Buehler: general fume hood exhaust fan maintenance.
- Ayres Hall: changing lights throughout the building.
- South College: cleaning machine rooms
- Hesler: cleaning up machine rooms
- Academic Resources Building: replaced ac units in rooms 311 and 316, fixed the ceiling grid in auditorium 302.

ZONE 8

- We are working to keep the boilers running each shift at the JRTU facility while Industrial Boiler makes repairs to the system.
- Many of our air handlers are posing a challenge to keep them running during this cold weather period.
- Our One-Call team has been particularly busy with the start of the spring semester and the students returning to campus.

- We replaced a fan motor on a heater at the IAMM building.
- We are working with multiple contactors along with our in house team to correct condensation issues with our steam coils in 2 air handlers at the ANRB Building.
- We are working cold weather coverage on 2 – 12 hours shifts this week for the extreme cold to make sure that our buildings stay up and running.

LOCK & KEY SVCS

- Dogwood Hall – Fixed door lock
- Hesler – Fixed mullion
- Beacon East – fixed door lock
- Laurel Hall – Recore
- Vol Condos – Rekeyed rooms
- Hess – multiple recores
- Vet school – Repair Lock
- Rocky Top Dining – Fixed Lock
- Health Fixed lock
- Min Kao -Adjusted door

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!

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TRAINING

- If you have not yet completed Emergency Management training, please register for the make-up session of your choice ASAP.

FS IT

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

UTILITIES SERVICES

A/C SERVICES

- Conference Center – installing new chiller
- Anderson – rebuild heating water pump
- UT Police – rebuild heating water pump
- Hesler – installing new cooling towers
- KPB – installed compressors in Daikin chiller
- Hesler – installing new oil cooler on chiller no. 1
- Robinson – rebuild WSHP loop pumps

A/C M&R

- Claxton- installed new portable AC in rm 130
- Mossman- Installed new vacuum pump system
- Steam plant- Installed new motor
- Rocky Top- Inspected leaks and repaired steam converter
- SERF- Repaired steam coil
- Mossman- Repaired actuator in microscope room
- Conference Center- Repaired multiple steam leaks, gas leaks, and boilers
- Big Orange Grill- Installed ice machines for both restaurants
- Culinary- Repaired multiple rooftop units
- Glazer Building- Condemned rooftop unit

- Reese Hall- Repaired Heat coil
- Food Science- Repaired multiple freezers
- Communications- Cleared out multiple hot water coils
- Austin Peay - Repaired steam converter
- Vol Hall- Repaired 2 heat pump units

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 Geier Hall
- Rainbird Project
- Lindsey Nelson Stadium Renovation Power Outage
- Fire Alarm S. Carrick Hall

FIRE ALARM GROUP

- Food City Center fire watch for: Alabama Concert, basketball games, and graduation
- Student Union Earth ground
- Zeta Tau Alpha Sprinkler testing
- Hess Hall Clear won door trouble
- Communications Trouble shoot earth ground
- Pump tests at Anderson, Mossman, Strong,
- Brehm Animal Map fault trouble
- Carrick Hall Cleared earth ground trouble
- Geier Hall Assist JCI troubleshoot nac circuit
- Tennis Center Clean dirty duct detector

Weekly continues on next page



FIRE ALARM GROUP (CONT.)

- McCord Hall Remount smoke detector
- Hodges Clear trouble
- Serf replace relay on fire pump controller
- Massey & Hess Hall trouble
- Nielsen Physics power outage
- Thornton Disable fire alarm for plumbers
- Kappa Delta disable fire alarm for REA
- Zeanah replace batteries in fire panel
- Anderson Training Disable for sprinkler contractor
- Art and Architecture Reset fire alarm and disable duct detector
- Cleaned dirty smoke detectors at McCord, Dogwood, Clement, and Massey
- Music building replaced batteries in fire panel
- 1610 University Ave assist contractor
- Anderson Training Assist halon contractor
- JCI hood testing: Brehm Animal, International House, Food safety
- Magnolia Hall respond to fire alarm
- Hess Hall, 1840 Melrose - co detector trouble
- Ray Hand fire suppression
- Dabney Buehler fire alarm
- Commission lighting controls at Burchfiel
- Lutron Training at 1610 University Ave
- Connect meter to BAS at Engineering Annex
- Wire meter for network at Senter Hall
- Program meter controls at Morgan Hall

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)

- Serviced steam vaults across campus
- Repaired trap lines in vaults on campus
- Assisted A/C shop with welding pipes at Food City Center
- Repaired steam leak in the tunnel at Food City Center

PLUMBING M&R

- Repaired drains at Haslam Music
- Repaired 3 steam leaks at Hess Hall
- Repaired steam leaks on the heating system at UT Conference Center
- Replacing condensate tank and pump system at Hodges Library
- Installed new bottle filler on the 4th floor at Hesler Biology
- Repaired gas lines on both boilers at UT Conference Center
- Repaired condensate lines on a heater at South Neyland Stadium
- Condensate leak repaired at South Greenhouse
- Cleared drains on the 1st floor 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 water control for office heat
- Replaced gasket on unit C polisher tank
- Repaired leak in condensate return line
- Replace flex line on condensate pump #4
- Installed new bottom blowdown valve on #2 Boiler

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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 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; Create impound lot for UTPD staff lot #14; Asphalt repairs; Impound lot for UTPD
- 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; Replace hand sinks in kitchen on 4
- Dabney Buehler: Lab renovation 209-214; Nitrogen piping; Paint 569
- Dougherty Engineering: New sink 301; Electric and air 102B; Wind tunnel 101
- 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
- Ferris Hall: Outlet for digital display on 3
- 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 2nd floor office suite; Divide 540 into 2 rooms; Changes to serving area in 501; Rework drain line 501
- Hesler Biology: Install emergency electric for greenhouses; Paint 331; Outdoor Garden by greenhouses
- Hodges Library: Renovate 171 for Census Bureau; Carpet 606
- Hoskins Library: Carpet 2nd floor corridor
- Innovation South: Electric connections for equipment
- International House: Panic button at main desk
- Kingston Pike Building: Door work 135B and 135D5
- Lake Avenue Garage: Convert to dry fire protection system
- Law Complex: Offices, conference rooms 212; Paint and carpet 247 and 252
- McClung Tower: Paint and carpet 803; Window film on 11th floor
- McCord Hall: Floors in hallways; Renovate G055, 111 and 112; Remove letters, paint 101
- Min Kao; Access controls 6 doors on 3rd floor
- Morgan: Paint 204, etc.; Lighting, sound proofing
- Mossman Building: Labware washer 620F; Install humidity system 120C
- Nielsen Physics: Renovate 407
- Perkins Hall: Floors in hallways; Renovate S008 for robotics
- Plant Biotech: Controls for growth chamber B015; Remove sinks and plumbing 101

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IN-HOUSE CONSTRUCTION (CONT.)

- 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 2nd and 3rd floor
- Zeanah Engineering: Card reader\ Add access controls for 8 rooms; Lab renovations for cluster hires; Electric and plumbing G169



Due to the extremely cold temperatures forecasted in the coming days (single digits), please review the following safety reminders to help protect yourself both at work and at home.

Working Safely in Cold Temperatures

Cold weather increases the risk of frostbite, hypothermia, and other injuries. Please take the following precautions:



- Limit time outside: Limit outdoor activities as much as possible.
- Dress for the weather: Wear multiple loose layers, insulated gloves, warm socks, and a hat. Protect exposed skin whenever possible.
- Take warm-up breaks: Move to heated areas regularly to allow your body to warm up.
- Watch for warning signs: Numbness, shivering, confusion, slurred speech, or extreme fatigue may indicate cold-related illness. Report symptoms immediately.
- Stay dry: Wet clothing increases heat loss. Change out of damp clothing as soon as possible.
- Use caution on surfaces: Ice and snow increase slip and fall hazards. Wear appropriate footwear and walk carefully.

If conditions feel unsafe, notify your supervisor right away.

Staying Safe at Home During Extreme Cold

To help prevent damage and stay safe during the cold weather:

Prevent Freezing Pipes

- Allow faucets to drip slightly, especially overnight.
- Open cabinet doors under sinks to allow warm air to circulate.
- Keep thermostats set to a consistent temperature, even when away from home.
- Insulate exposed pipes if possible.



Prepare for Possible Power Outages

- Have flashlights, batteries, and a fully charged phone available.
- Keep blankets, warm clothing, and extra food and water on hand.
- Avoid using candles if possible; use battery-powered lights instead.
- Never use grills, generators, or gas appliances indoors.



- Make sure smoke detectors and carbon monoxide detectors are installed and working.

Stay Warm Safely

- Dress in layers and make sure skin is covered if venturing outside. Dress in layers indoors if needed.
- Use space heaters carefully: keep them away from flammable items (at least 3 feet of clearance) and never leave them unattended.
- Check on family members, neighbors, or pets who may be more vulnerable to cold conditions.
- Limit outdoor activities and time spend outside, to include pets

Please take these precautions seriously and stay alert during this period of extreme cold.

