



### **Tom McConnell Retirement Breakfast**

Tom McConnell's retirement breakfast will be held on Monday, March 2 in FSC 101 and 102 beginning at 8am. Go ahead and mark your calendars to help him celebrate this milestone!

### **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](https://tiny.utk.edu/FSCoffee)

### **Women in Business, Entrepreneurship and Leadership Summit - March 6**

The Haslam College of Business is proud to offer an on-campus professional development opportunity for the UT community. On March 6, Haslam's Office of Access and Community Connections will host the 11th annual Women in Business, Entrepreneurship and Leadership Summit from 8:30 a.m.-2:20 p.m. in the Student Union.

The summit will be focused on agility, influence and impact in today's workforce, connecting faculty, staff, students and friends with accomplished leaders through keynote conversations, breakout sessions and networking opportunities. A continental breakfast and lunch will be provided. Visit the [event page](#) to learn more about the summit and speakers. The registration deadline is February 20; attendance is limited to 250.

### **Verify Your Home Address in DASH**

You should've received an email from DASH with the subject line: "FYI: Journey Assigned: Employees Home Address Validation and Correction."

Completing this step helps ensure payroll and tax reporting accuracy and supports data integrity across the DASH environment. Instructions will be provided within the Journey, and a [brief step-by-step video](#) is also available to guide you through the process. Please complete this task by Wednesday, Feb. 25.



### **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](mailto:utfsap@listserv.utk.edu) to ensure timely payment.

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### **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.

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### **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

- Prepared for and cleaned up after the opening shows of Cabaret at Jenny Boyd Theatre.
- Cleaned up after and reported a leak in Telephone Services that has since been repaired.
- Swapped paper towel dispensers in first floor men's bathroom at Humanities and Social Sciences (HSS).
- Cleaned up after Brass Days at Haslam Music Center.
- Prepared an office in McClung Tower (MCT) for a staff member who was on leave in 2025.
- Cleaned door glass on plaza floor of HSS.
- Cleaned whiteboards on first floor of HSS.
- Cleaned after a dinner in MCT 1215.
- Deep cleaned, floor scrubbed men/women's restroom 1<sup>st</sup> fl Middlebrook Pike building.
- Floor scrubbed/waxed 2<sup>nd</sup> fl Food Science.
- Deep cleaned/shampooed carpet in rooms 153, 352 Plant Biotech.
- Carpet cleaned classroom 212A Morgan Hall.

## FS OPERATIONS

### MOVING & EVENT SERVICES

- Loaded and hauled away 2-3 truckloads of unwanted and broken furniture/trash from room 128 and loading dock area of Haslam Business Building.
- Delivered, set up, and broke down/picked up tables and chairs for Event: UTCVM Wellness Fair at TLC Concourse at the Veterinary Medical Center.
- Moved furniture from Student Services Building room 101B to Communications Building room 62.
- Moved large cabinet in box and several other boxes of supplies from White Ave Early Learning Center to 2016 Lake Ave.
- Moved and placed the two large Foo Lion stone sculptures back to the front entrance of McClung Museum.
- Delivered, set up, and picked up tables to Mossman 3<sup>rd</sup> floor common area for Event: Lab Safety Awareness Week Vendor Show.
- Removed desk from Andy Holt Tower room 315 for surplus.
- Moved and assembled desk from Andy Holt Tower 309F to room 315.
- Moved several U-shaped and L-shaped desks and rolling whiteboard from rooms 106, 105N, 109B, and 109E to Biosystems Engineering Soil Science Office Building.
- Moved Volshop Kiosk from Volshop Distribution Center at Middlebrook Pike Building to Lindsey Nelson Stadium.
- Delivered, set up, picked up tables and chairs at Zeanah Engineering Complex for Event: TCE Coffee & Cuddles.
- Removed tables and chairs from room 309 Nursing for Senior photos to be taken in the room.
- Delivered and picked up tables to Beacon Hall East/West Courtyard for Event: Beacon East Valentines Event.
- Moved biosafety cabinet, and two incubators from Brehm Animal Science 164 to room 364.
- Moved centrifuge from Brehm 164 to JRTU C106, Fridge from 164 to JRTU A144, Freezer from 164 to JRTU A145.
- Moved black wire shelving units from NEB Basement to Nursing Building mailroom room 474.
- Provided electrical support for Event: Haslam Prepared Career Fair at Student Union Ballroom.



### SUSTAINABILITY

- Members of our team met with Veritiv, a packaging, publishing, and facilities solutions provider, to discuss compostable alternatives for food and beverage packaging at dining and athletic facilities on campus.
- [A report addressing the current University of Tennessee football game day food recovery process was added to the United Way’s Food System Data Hub.](#) This was authored by a recent graduate student, Julia Swart, and highlights efforts, barriers, and areas for improvement.
- Recycling:
  - Full set up of Lindsey Nelson Waste Stations in preparation for first three games of the season.
  - One Cardboard trailer sent, several thousand lbs of cardboard collected during baseball, photo attached.
- We saw significant landfill waste diversion from the first weekend of baseball games and look forward to reporting some figures soon.
- Compost:
- Collection Data:
  - Food Waste: 27,257 lbs
  - Landscape Waste: 16 Cubic Yards
  - Animal Waste: 60 Yards

### MAINTENANCE & REPAIR

#### HOUSING

- Working on PEX leaks in Stokely, Dogwood and Robinson Hall.

### 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, also preparing for upcoming baseball season.
- Football Complex: Doing general building maintenance and checking all areas for recruits and visitors.
- Sherri Lee Softball: General Maintenance and Repairs and preparing for upcoming Softball season.
- Allan Jones Aquatic: General Maintenance and Repairs and prepping for The SEC’s meet this upcoming week through next week.
- 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 pulper lid and replaced a dishwaasher pump at Rocky Top Dining
- Replaced water filters and repaired a coffee maker at Hodges
- Installed an ice scoop holder and unstopped Starbucks drains at the Student Union
- PM on exhaust fans at the Arena and Student Union
- Repaired a bun toaster at Haslam
- Replaced a Cleveland Steamer Potentiometer at Stokely

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### ZONE 4

- Art + Architecture - replacing a faucet in 425 and a light switch in 449
- Andy Holt Tower - worked on heat in Room 399C and checked drip pans in 225
- Communications - working on heat in 483G and unstopping a toilet in 111
- Student Services - working on heat in 320 and 484
- McClung Tower - worked on a urinal on the 12<sup>th</sup> floor and heat in 1109
- General maintenance and air handler PM throughout the zone

### ZONE 5

- Zone 5 is working in teams at Hodges Library, working in machine room and common areas

### ZONE 6

- Filter and Varicell replacement in all buildings continuing.
- LED replacement in Student Union is ongoing.
- Plumbing issues in Conference Center addressed.
- Teams Plan implemented!!!

### ZONE 7

- Dougherty: temporarily resolved ac issues in room 110 due to steam coil inside AHU being busted, the AHU was dumping cold air into the room which resulted in 50-degree temps. Air flow has now been stopped until the ac shop can repair the steam coil.
- Ferris Hall: replacing AHU belts throughout the building.
- Perkins Hall: AHU Filter PM's
- Min Kao: fixing office spaces that are too hot.
- SERF: new floor tile installed in room 321.

- Zeanah: working on sewer smell on the ground floor from clogged sewer line
- Tickle: installing led retro fit light kits throughout the hallways. And AHU filter PM's
- Alumni: replacing batteries in faucets, urinals, and toilets throughout the building.
- Walters Academic: AHU filter PM's, assisting the ac shop with a busted chilled water supply line and chilled water return line on the roof.
- Nielsen Physics: monitoring and fixing rooms that are too hot due to the constant change in weather. Repaired a non-operational water fountain on the 6<sup>th</sup> floor.
- Dabney/Buehler: replacing batteries in faucets, urinals, and toilets throughout the building.
- Ayres Hall: fixing toilets leaking on the 3<sup>rd</sup> floor
- South College: cleaning machine rooms
- Hesler: fixing toilets leaking on the 4<sup>th</sup> floor
- Academic Resources Building: replacing belts on AHUs throughout the building. Finishing up the mold check for the building.
- Burchfiel: fixing leaking toilets throughout the building
- Austin Peay: repairing a leaking carrier toilet in the 2<sup>nd</sup> floor men's restroom.

### ZONE 8

- We are working on issues for the building heat at the BESS Lab building. We had to drain the building for plumbing to make necessary repairs to the hot water lines that were leaking inside of a lab. We also added shut off valves to help in future isolation.
- We are working to replace actuator valve parts for bays in 2 of our Greenhouses.

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## M&R (CONT.)

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- JRTU continues to be a constant challenge as our temperatures fluctuate from cold to warm and back to cold while we are without chill water for the system.
- We have recently had several roof leaks pop up and we're working with CL Burks to make necessary emergency repairs to active leaks.
- Our One-Call team continues to take afterhours calls for the campus and provide coverage 24/7-365 days a year.

## LOCK & KEY SVCS

- Student Health Center/ suite rekey
- ETREC/ replace broken lock
- Facilities services/ filing cabinet rekey
- Dougherty Engineering / lock repair
- Nursing/ repair Deans office lock
- Zeanah/ door lock repair
- Strong Hall/replace batteries on lock
- Dabney/ rekeyed lock
- SERF/diagnosed lock issue to Vol card
- Geier/ lock repair
- Nursing/rekeyed lock
- Perkins/replaced control brain push button lock
- Strong hall/ rekeyed lock
- Jenny Boyd/ switched locks to campus standard
- Jessy Harris/rekeyed lock
- Law Library/ rekeyed room
- Lindsay Nelson Stadium/installed 3 cores in new edition
- Haslam Business/ rekeyed lock
- Tickle Engineering/fix key pad
- Hyper/ rekeyed lock
- Poplar/rekeyed lock

- PIA Beta PHI/repared lock
- SIGNA KAPA/ Bypass broken lock-replace broken lock
- Alumni Memorial/replace missing piece from lock
- Clement/ 7 re-cores
- Fred Brown/ re-core
- Hess Hall/ re-core 2 doors
- Fred Brown/ re-core 2 doors
- Hess Hall/ 3 re-cores
- Magnolia Hall/ Door Lock repair
- Cherokee Mills/ installed cylinders and cores on exterior doors to prevent forced entry, flipped interior lock, added lock to interior door.

## COMM & INFO

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### TRAINING

- Don't forget to complete your OSHA training ASAP!

### FS IT

- Time Clock Installations
- Printer Maintenance
- Desktop Troubleshooting-Software
- Conference Room Setups
- Training
- Snow Angels
- DUO assistance
- Work From Home Support
- New Staff Computer Setups
- Network Port Purchases and Activations
- New Device Registrations in NetReg

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## UTILITIES SERVICES

### A/C SERVICES

- Conference Center – installing new chiller
- Anderson – install pump expansion boots
- Stokely – repair cooling tower basin heaters
- Hesler – installing new cooling towers
- Walters Academic – rebuild heating water pumps
- Hesler – installing new oil cooler on chiller no. 1
- Southern Kitchen – repair heating water boilers

### A/C M&R

- Claxton- installed new portable AC in rm 130
- Dougherty 5<sup>th</sup> floor- Fixed leak
- Conference ahu9- repair leak
- Conference AHU 10- repair coil leak
- Arena – repair leak
- Haslam- Install TXV on cooler
- Food Science 112- Repair freezer
- Refrigerant Logging- Added unit refrigerant info
- HPER- Repaired leak
- Kappa Delta- Checked wells
- Glazer BLD- Installed Induced draft motor
- Food Safety- Replaced disconnect
- Hesler Greenhouse- Repaired cooler
- Student Services- Repair ductwork
- Austin Peay- Install new air compressor
- Arena AHU 5- Condemned blower motor
- Arena AHU 9- Repaired freeze stat
- Plant Biotech - Installed new compressor

### LOW VOLTAGE M&R

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

### FIRE ALARM GROUP

- Connected EV charger meter to BAS
- Connected Solar Panel meter to BAS
- Connected Temple Hall meter to BAS
- Connected Morgan Hall meter to BAS
- Installed 4 new meters at South Stadium for metering new switchgear
- Connected Allen Jones meter to BAS
- Programmed new lighting at Burchfiel
- Reset SERF Process Loop
- Support for Baseball Games
- Colored Ayres and 11<sup>th</sup> Street Ped Bridge Pink for Valentine's Day

## HIGH VOLTAGE UTILITIES

- Marking & logging Tennessee 811's on campus.
- Pump manhole
- Repair of street
- Lindsey-Nelson Stadium Coverage

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## 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
- Build locking posts for Mossman
- Repaired underground condensate leak on Middle Drive
- Repaired steam regulator at CRC building
- Repairing sewer pump station at Facilities Services

## PLUMBING M&R

- Repaired sewage pump in lower machine room at Thornton Athletics
- Repaired shower valves in machine room at Student Aquatics
- Repaired steam leak on PVI at Fred Brown Hall
- Repaired steam leak in crawl space at Hess Hall
- Repaired cast iron drain under room 200 at Food City Center
- Replaced 1<sup>st</sup> floor bottle filler at Andy Holt
- Repaired 3 water leaks in the machine room on makeup water at Alumni Memorial
- Repaired 3 steam leaks at Racheff Greenhouse
- Repaired condensate line at Greenhouse #10
- Unstopped 3 drains in the kitchen at Stokely Hall
- Repaired pex leaks at Geier Hall
- Rodded 2 drain lines at Alan Jones Aquatic
- Unstopped bathroom at Kappa Delta

## 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
- Replaced air-controlled valves on quad water softener
- Replaced seal in Boiler feed pump #1
- Repaired oil leak on sulair compressor
- Changed feed water back to line A
- Isolated feed water line B for relocation for new boiler install



## 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; 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/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; 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 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
- 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 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: 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 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



Safety is a team effort, and clear communication combined with a tidy workspace makes all the difference. This week's safety focus is on improving safety communication and housekeeping.

**Three-Way Communication: Prevent Misunderstandings**  
Miscommunication can lead to accidents. Use the three-way communication method:

1. **Give the message** – clearly state instructions or information.
2. **Confirm receipt** – have the other person repeat the message back to ensure understanding.
3. **Acknowledge confirmation** – verify that the repeated message matches the original.

This simple process reduces errors, avoids assumptions, and keeps everyone on the same page.

### Keep Workspaces Clean & Organized

A cluttered workspace is a hazard waiting to happen. Maintaining good housekeeping:

- Removes tripping hazards
- Ensure all walking and working surfaces are clean, dry, even, well-lit, free of obstacles, and properly marked to prevent slips, trips, and falls.
- Keeps tools and materials organized and easily accessible to save time and work more efficiently.
- Keep workspaces safe and efficient - dispose of trash, recyclables, and universal waste properly.

A clean, organized environment is not just about aesthetics, it's a critical part of safety and a reflection of you.

### Before starting any task:

1. Inspect the area for hazards and take action to correct them before starting.
2. Communicate your plan with your team using three-way communication.
3. Keep your workspace organized and free from obstacles.

Together, clear communication and good housekeeping keep everyone safe!





Huge Safety Shout-Out to Jeffery Chance and RJ Barclay of In-House Construction for powering up safety the right way! While working on an electrical panel, they suited up in all required Electrical PPE — no shortcuts, no exceptions.

But they didn't stop there! They went the extra mile by barricading the work area to keep everyone else safe and out of harm's way.

That's what teamwork looks like — protecting themselves and those around them every step of the way. Way to lead by example! Let's hear it for Jeffery and RJ!

