



### **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.



## **Passing the Tape Measure**

Note form from the O.G. Haberdasher (Jim Tolbert): I have taken a new position in Facilities as a Buyer. It has been a distinct honor for the last 8 years assisting everyone with their uniforms, shoe and custom inserts. In that capacity I created policies and procedures that I believe made any issue you have, easy to resolve and user friendly. Dan McManara will continue with great customer service and is officially, the new Uniform Program Coordinator (aka The Haberdasher 2.0). He has been onboard since February 9<sup>th</sup> and is handling any and all uniform, shoe and custom orthotic needs. You may contact him at [dmcnama2@utk.edu](mailto:dmcnama2@utk.edu) or 865-974-7191 and he will be glad to help. I will continue as backup for any emergency needs should he be on vacation or out sick. My new office number is 865-974-0532. Thanks again for allowing me the pleasure of helping you and I will continue doing so just in a different role. Don't be a stranger, I just moved over one row towards the windows, stop by and say "hi" when the mood strikes.



### 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:

- Welcomed and trained two new temps in several buildings in our zone.
- Did thorough daily and weekend cleanings between shows of sold-out Cabaret at Jenny Boyd Theatre (JBT).
- Participated in Culture Committee meeting, where we learned more about 25 Live and event work orders.
- Auto-scrubbed ground floor HMC.
- Set up for and cleaned up after NASM reception in Haslam Music Center atrium.
- Trained current and new employees about cleanup procedures at JBT.
- Set up for an event with food in Art and Architecture Building.
- Volunteered to help at baseball this past weekend.

- 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.

## 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.



## 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 hot water issues at Geier and Dogwood Hall.

## ATHLETICS

- Neyland Stadium. General maintenance and prep for special events in premium areas. Also putting the stadium back together for Orange and White game.
- Regal Soccer: General Maintenance and Repairs throughout the building. Making repairs for soccer camp this week.
- Lindsey Nelson Stadium: General building maintenance, and assistance with contractors on construction, Making repairs from this past weekend series of games.
- Football Complex: General building maintenance & 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. Making repairs from this past weekend from a monster truck event.

## DINING

- Repaired a grill, steamer, and conveyer sprayers at Rocky Top Dining
- Repaired coolers and freezers at Stokely, the Ag POD Market, and Hodges
- Re-attached a hand sink and repaired a steam kettle at Stokely
- Repaired grills & a combi oven at the Student Union
- Repaired a rational oven at Anderson Training
- Unstopped floor and equipment drains at Anderson, the Arena, and Rocky Top

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### ZONE 4

- Art + Architecture - worked on doors in 105 and 199A
- Andy Holt Tower - worked on heat in 399B and electrical issue in 317
- Communications - worked on a faucet in the women's restroom on the 2<sup>nd</sup> floor and AC in 4092
- Student Services - worked on heat in 220 & 345
- McClung Tower - worked on heat in 918 and on the 12<sup>th</sup> floor
- General maintenance and air handler PM throughout the zone

### ZONE 5

- Completed task at Hodges Library Machine Rooms, concentrating on Lighting and Restrooms
- Will complete the task at Hodges, allowing Zone 5 to move forward in Building rotation maintenance and repairs.
- Unloaded a Tractor Trailer load of Filters and placed them in the Hodges Library Penthouse.
- Customer Service and on Demand work requests remain top priority

### ZONE 6

- PM team changed filters in air handlers that were due to change. They cleaned a lot of roof drains out. They Replaced some light bulbs and cleaned a few elevator tracks.
- Repair team repaired lots of toilets, sinks, urinals, ceiling tiles and lights either from new calls or old DASH that needed cleared off.
- Response team answered radio calls and assisted the repair team when possible.
- We all worked on clearing out dash requests and worked on OSHA training (most are complete).

### ZONE 7

- Min Kao: fixing office spaces that are too hot.
- SERF: replaced filters in atrium vav boxes throughout the building.
- Zeanah: repaired lights in office spaces
- Tickle: installing led retro fit light kits throughout the hallways.
- Alumni: replaced water fountain filters throughout the building.
- Walters Academic: replaced water fountain filters throughout the building.
- Nielsen Physics: monitoring and fixing rooms that are too hot due to the constant change in weather.
- Dabney/Buehler: replacing batteries in faucets, urinals, and toilets throughout the building.
- Ayres Hall: replaced batteries in all restroom fixtures, toilets, faucets, urinals etc. replaced all water fountain filters throughout the building.
- South College: replaced batteries in all restroom fixtures. Replaced the filter on the water fountain on the 2<sup>nd</sup> floor.
- Hesler: working on condensation issues on the 5<sup>th</sup> floor.
- Academic Resources Building: replacing belts on AHUs throughout the building.
- Burchfiel: replaced water fountain filters throughout the building.
- Austin Peay: repaired a broken toilet on the 4<sup>th</sup> floor



## ZONE 8

- We have been working to replace 3 & 4 way valves for the heat in the Greenhouse bays.
- Our response team stays very busy moving throughout our Zone as we receive calls from our customers.
- We have been working with our plumbing and electrical groups to make necessary repairs to our domestic hot water loop in the Food Safety building.
- We are continuing to monitor our make up tank for our boilers around the clock at the JRTU facility that provides critical heat to many animal projects in the building.
- We are working with the owners of the 2400 Sutherland Avenue building to install new ceiling tiles in the basement of the building.
- Our PM team is working to complete PM's on various sources of our equipment in the Zone.
- We are working with JCI to make critical changes to the BMS at the ANRB building on issues that have been going on for some time.

## LOCK & KEY SVCS

- Alpha Gamma Rho/ issued master keys to new house manager
- Walters Academic/door bypass and strike adjustment
- Anderson training Center/bracket repair
- Sigma Chi/ core and issue padlock for fire suppression PIV
- Plant Biotechnology/ install new keyed mullion head, adjust roller strikes
- Cherokee Mills/install 5 cylinders and cores to lock up west end after forced entry

- Brown Residence/swap core Schlage AD lock Vol card
- Dougherty Engineering/ lock repair, and Recore
- Cherokee Mills/Rekey 8 pieces of furniture
- Conference Center Building/adjust and repair lock B067
- Clement Hall/Recore-Rekey room 325
- Hess Hall/Recore-Rekey room H726
- Reese Hall/Recore-Rekey room 528
- Phi Kappa Psi/Repair front door handle
- Facilities Services Complex/Cored and Issued padlock
- Facilities Services Complex/ Cored and issued 20 padlocks
- Music Center/Lock replacement
- Strong Hall/lock repair
- Clement Hall/Recore-Rekey
- Laurel Residence Hall/Recore-Rekey room 416
- Min H Koa/reverse lock handle to proper side after contractors finished installing
- Clement Hall/ReCore-Rekey room 617
- Clement Hall/ Recore-Rekey room 842
- Reese Hall/ Recore-Rekey room 621
- Zeanah Engineering/ changed code front door
- Glazer Building/replace lock room 140
- Clement Hall/Recore-Rekey room 326

## COMM & INFO

### TRAINING

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

### FS IT

- No report received.

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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 Building - Installed Induced draft motor
- Food Safety - Replaced disconnect
- Hesler Greenhouse - Repaired cooler
- Student Services - Repair ductwork
- Austin Peay - Install new air compressor
- Arena ahu5 - Condemned blower motor
- Arena ahu9 - 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

## 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
- Serviced steam vaults across campus
- Replaced main Condensate Return valve in Library basement machine room.
- Repaired Steam Regulator at CRC
- Repacked Expansion joint in steam vault at Morgan Hall
- Replaced Steam Trap in vault at Cumberland and 13th
- Replace Pilot on Steam Regulator at Dougherty
- Replaced faulty Union on condensate line at Plant Biotech
- Removed stormwater from Steam Vaults on Campus
- Replaced Steam Trap and Union in vault at Law College

## PLUMBING M&R

- Repaired hot water in Geier Hall
- Repaired and extended water line in the kitchen at Rocky Top Dining
- Unstopped first floor drain at Stokely Hall
- Repaired leaking water valve at Humanities
- Repaired PEX leaks in ceiling at Dogwood Hall
- Repaired sewer at Food Safety
- Unstopped drains at Hodges Library
- Repaired mixing valve at Strong Hall
- Unstopped urinal at Min Kao
- Repaired a leak in the ceiling at the Student Aquatic Center
- Repaired leak on the cast iron drains in Hess Hall
- Repaired a domestic hot water line leak at Plant Biotech

## 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
- Repaired leak on water softner
- Put feed water line B back in service
- Cleaned and painted oil drum room
- Recycled waste oil
- Emptied water in fuel containment areas
- Removed #3 condensate pump to install new pump



## 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



According to OSHA, machine operators suffer approximately 18,000 amputations, lacerations, crushing injuries, abrasions, and over 800 deaths per year. Sometimes the topics that seem like common knowledge aren't talked about enough. Talking about the importance of machine guarding, it can go a long way in maintaining safety among workers. OSHA's machine guarding standard states: "One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks." According to OSHA, the four general types of guards are fixed, interlocked, adjustable and self-adjusting begin by discussing the common hazards associated with them.



### Fixed guards

A fixed guard is a permanent part of a machine that protects by a physical barrier to the hazard. It is not dependent on moving parts to function. Examples of this type of guard include a barrier, cover or safety fence. Fixed guards make it more difficult to physically access the machine, making it the preferred type of guard. These types of guards could limit visibility, which could prompt workers to want to remove them. When it comes to maintenance or repair of the machine, the guard often must be removed. The importance of a pre-use inspection to ensure the guard is in place is critical, because it's not always the employee who removes the guard. If fixed guards is solid metal and prohibit visibility of belts or other maintenance items, consider changing the guard to a wire mesh style.

### Interlocked guards

An interlocked guard may use electrical, hydraulic, mechanical or pneumatic power, and once opened (or removed) all power is automatically shut off and the moving parts of the machine are stopped. The machine can't be restarted until the guard is back in place. Examples of interlocked guards include gates, fences, and protective covers for presses, blades and moving parts. These guards may be easy to disengage, which is great for removing jams as it's not as time-consuming as removing a fixed guard would be. But these types of guards will require more careful adjustment and maintenance, this is an important note when it comes to the reasons that people work without guards.

### Adjustable Guards

An adjustable guard, like a fixed guard, is a permanent part of the machine and may be dependent on moving parts to function. The barrier allows flexibility and may be adjusted to suit many different operations (including varying sizes or specific applications). It may interfere with visibility so the desire to want to remove it could be increased. One major concern with an adjustable guard is that the operator's hand can enter the dangerous area with moving parts and



may not be protected when the guard is not locked or adjusted properly. It also may require frequent maintenance which could cause workers to want to continue their work without it.

### **Self-adjusting guards**

A self-adjusting guard creates a barrier between the operator and the danger zone, only allowing enough room for the material passing through to enter the danger zone, returning to the rest position once the material is through. Like most guards, it may impede visibility and require frequent maintenance and adjustment which increases the desire to remove them. Even though they sound safer than the other guards, these guards are still capable of failing to provide protection.

### **Lockout/tagout**

The machine guards are there for protection while the machine is in operation. Lockout/tagout (LOTO) procedures, meanwhile, are the actions you take when the machine needs to be serviced or repaired. The LOTO standard states that it “covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could harm employees.”

Since LOTO has a similar function in preventing employees from being hurt by machines, it should be a work practice and policy that goes along with machine guarding. Workers should review the steps of the (LOTO) process, reflect on which steps that are most likely to be overlooked and why, and consider the situations where LOTO is essential helps keep safety requirements top of mind and reinforces consistent compliance.

### **Best practices**

The first rule of working with machines, equipment or tools is to check that the guards are in place. It's important to remember that you should never tamper with or remove a guard while the equipment is running. But the reality is that often people will disregard that general rule if they feel their job function would be easier without it. Supervisors and workers should understand the reasons why workers would want to remove a guard and reinforce all of the reasons why they shouldn't. Ensure that no objects fall into the machine creating new hazards. Take all necessary steps (without shortcuts) to remove them when required.

The important thing to remember with machine guarding is that even if you think everyone knows the information you're delivering already, sometimes it's that reminder that really helps people stay safe.