



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

Best Coffee Truck is Coming to FSC on 3/23

Best Coffee truck will be at the Facilities Services Complex on Monday, March 23rd from 8am-11am. Stop by to order a drink and breakfast and support this local business. The better response we have, we are likely to have additional trucks visit!

Spring Blood Drive at FSC on 3/26

The Medic Mobile will be at the Facilities Services Complex on March 26 from 9a to 3p for anyone interested in donating blood. Donors will be automatically entered into a raffle for a four-pack of PBR rodeo tickets. You'll also receive an orange Medic t-shirt and a Texas Roadhouse coupon.

Mark Your Calendars - Picnic on the Plaza

All Knoxville area staff members are treated to a delicious meal as a token of appreciation from 10:30 a.m. to 1:30 p.m. on Monday, April 13th at the Humanities Plaza. During this time, leadership is encouraged to network with employees and acknowledge outstanding achievements and milestones reached by various departments. Eat, visit, and feel appreciated!



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.

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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

Student Union:

- The entire catering corridor on the second floor was swept and auto scrubbed.
- Carpet cleaning in OSFL and Jones Center was completed.
- The auditorium was swept and moped; auditorium seats were cleaned (excluding fabric) and gum removal was completed. The upper balcony received the same cleaning.
- The seating areas in 174 SGA carpet was vacuumed and cleaned.
- The small hallway near the offices in 174 had carpet stain removal done.
- The hallway of 273 was vacuumed and the carpet was cleaned.
- Exterior window cleaning at the entrances of Volunteer, Cumberland and Phillip Fulmer was completed.
- Exterior window cleaning continued by the plaza, 1817, Union Station and L1 dining.
- Event room 262 B/C the carpet was vacuumed and cleaned. Some stubborn stains had to be revisited.
- The G2 entrance was scrubbed and polished.
- Dean of Students carpet in the commons area was vacuumed and cleaned.
- The connecting corridor by the kitchen in DOS carpet was cleaned.
- The seating area outside of DOS carpet was vacuumed and cleaned.
- The seating area on the third floor by room 367, 360 and near the overlook glass was cleaned.
- Side rails of the monumental stairs were dusted in phase 1.
- Organizing of custodial closets were in progress.
- Third floor hallway was dusted.

- The remainder of the third floor hallway carpet was cleaned.
- 367 and 362 had the window sills dusted.
- Our team has been working on their OSHA training.
- The insides of the built-ins on the third floor was cleaned.
- In the bank spill splatters were removed around the trash can.
- The EDR corridor was vacuumed and carpet cleaned.
- The glass around the phase 2 dining area was cleaned.
- The student lounge carpet was vacuumed and cleaned.
- The seating areas on the second floor carpet was cleaned.
- Attended the SC Johnson floor stripping/wax demo.

Bass Building:

- High dusting was completed along with the window sills.
- The classroom was swept and moped and window sills dusted.
- Supplies were restocked.
- The baseboards in the restrooms were detailed cleaned.

1610 University Ave.:

- Extra attention was given to the sinks to remove paint.
- The stairwells were swept and moped.
- Dusting in the hallways was required due to construction.

Old FSC Rocketry:

- A variety of oil, gas and aerosol cans were removed and properly disposed of.
- Debris from ceiling tiles being replaced in the restroom was cleaned up.



BUILDING SVCS (CONT.)

Zone 7:

- Auto-scrubbed classrooms, auto-scrubbed third floor, scrubbed first floor men’s bathroom, spot cleaned carpets in administrative offices and auditorium, and cleaned practice room floors and mirrors in Haslam Music Center.
- Auto-scrubbed hallway floors, vacuumed classrooms and desks, dust mopped and mopped floors and entrances, cleaned desktops and garbage cans, cleaned entryway glass, and swept, vacuumed, and mopped stairs in Humanities and Social Sciences.
- Orbited bathrooms on plaza floor Humanities and Social Sciences and in bathrooms in Art and Architecture.
- Cleaned trash can and recycle can lids and dispensers in Art and Architecture, blew leaves from entrances, and dust mopped and mopped classrooms and hallways.
- Swept and mopped stairs in McClung Tower, dust mopped and mopped floors, wiped off desks, and finished office total cleans.
- Helped with a graduate student writing retreat on the second floor of Humanities and Social Sciences.

FS OPERATIONS

MOVING & EVENT SERVICES

- No Report Received

SUSTAINABILITY

- 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 Lindey 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

- Getting caught up on work orders because students are back from spring break.



ATHLETICS

- Neyland Stadium. General maintenance and preparing 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.
- 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 & visitors.
- Sherri Lee Softball: General Maintenance and Repairs, going through making repairs from the weekend series softball games.
- Allan Jones Aquatic: General Maintenance and Repairs and preparing for dive meet this weekend.
- Goodfriend Tennis: General Maintenance and Repairs. Preparing for tennis matches.
- Thompson Boling Arena: General maintenance and repair and preparing Bass masters this week and weekend.

DINING

- Repaired a fryer, rotary oven, and a pulper at Rocky Top Dining
- Repaired coffee makers, a char grill, and a fryer at the Student Union in Phase II
- Repaired a walk-in freezer at Vol Hall
- Repaired sinks at STokely and the Student Union
- Cleaned hoods, completed exhaust fan and make-up air unit PMs at all required locations
- Delimed/descaled ovens and steamers at Stokely and Rocky Top

ZONE 4

- Art + Architecture - worked on a leak in the southwest stairwell and loose toilet in the 3rd floor men's restroom
- Andy Holt - worked on a leak in an overflow pan in P244 and AC problem in 317
- Communications - working on lights in 399 and heat in 333
- Student Services - worked on replacing water filters on the 1st floor and light in 347
- McClung Tower - worked on heat in 910 and 1210
- General maintenance throughout the zone

ZONE 5

- Working in Hodges on lighting, common areas, and restroom repairs
- Cleaning machine rooms & changing filters
- On-demand work requests and customer service maintain the top priority

ZONE 6

- Battening down all and any hatches for the cold weather.
- Mold and mildew search and destroy missions in all buildings.
- Leak and drip patrols are ongoing.
- Making sure all operations are following safety protocols



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 building water fountain filters.
- 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 2nd floor.
- Hesler: working on 5th floor condensation issues.
- 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 4th floor

ZONE 8

- We are making necessary adjustments to our HVAC systems to deal with the short cold snap that we are having this week.
- We made repairs to the cooling pay wall at Greenhouse 13.
- We installed 18 HPS lights in Central Greenhouse bay 2.
- Our One-Call team is keeping busy with many calls to the dorms recently.
- We repaired a stair well tread at the 2400 Sutherland Avenue building.
- We converted and installed new LED lighting in Central Greenhouse bay 1.
- The HVAC upgrades continue at the JRTU facility as they have started replacing our Air Handlers and will continue for the next several months.

LOCK & KEY SVCS

- 11th street garage-Cored and issue padlock
- Conference Center-Latch replacement
- A&A- 5 locks bypass
- Magnolia, Phi Kappa, Vet Med, VolShop, Min Kao, and UT Drive & Beacon - ReKey-Recore
- Dabney-Door Closer Adjustment
- President-Recore to construction cores
- Winston Law-Door handle replacement
- Min Kao- Latch extraction/ Lock replacement
- Mossman- Issued 75 Padlocks
- SERF- Lubricated and adjusted lock
- Winston Law-Lock install
- Student Services – Hinge adjustment
- 1525 University- EL potted circuit

Weekly continues on next page



COMM & INFO

TRAINING

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

FS IT

- Repair and update workstation at Andy Holt Tower,
- Work on Inventory Procedure Training
- Assist with Software Licensing
- Assist with Physical Security/Camera forms
- Assist with Conference Room Training

UTILITIES SERVICES

A/C SERVICES

- Conference Center – installing new chiller
- Jessie Harris – installing new heat exchanger in Daikin chiller
- Allan Jones – repair pool circulating pump
- Hesler – installing new cooling towers
- Hodges – rebuild primary chilled water pump
- Hesler – installing new oil cooler on chiller no. 1
- Music Chiller Bldg – removed Daikin chiller and installed new Trane chiller
- Haslam – repairing chiller no.2
- Baker - rebuild heating water pumps

A/C M&R

- Claxton - installed new portable AC in rm 130
- Dougherty 5th floor - Fixed leak
- Conference AHU 9 - 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 - 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

HIGH VOLTAGE UTILITIES

- Marking & logging Tennessee 811's on campus.
- Pump manhole
- Pulled wire, made terminations and connected transformer to Lindsey Nelson Stadium
- Performed outages on Circuits 2 and LA4
- Switched Presidential Court to Circuit 2

LOW VOLTAGE M&R

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



FIRE ALARM GROUP

- Schedule Ayres to be green for week
- Program lighting at Strong Hall 102
- Troubleshoot lighting controls in HSS 101-103
- Replace VFD's for heating water at Baker Center
- Troubleshoot pneumatic controls at Hodges 3rd floor
- Troubleshoot lighting alert issue at Mossman 120C
- Program new lighting at 1610 University Ave
- Set Ped traffic signal to flash for Spring Break
- Troubleshoot lighting control issue at Communications
- Program extra switch for Planetarium in Neilson
- Assist plumbers in AHU-2 Mossman heating water loop outage
- Circuit 2/LA4 outage support
- Fred Brown - Supervisory trouble cleared
- Hess Hall - Enable devices from second shift
- Stokely Hall - ground fault
- South Carrick - reset fire alarm
- Neyland - work on smoke detector with no answer
- Hess Hall - disable and enable for hood cleaning
- Neyland Stadium - assist JCI with repairs
- JARTU - reset pull station
- Clarence Brown Theatre - clear troubles
- JARTU - disable for Morristown sprinkler
- Walters Academic - enable roof duct detector
- Temple - disable and re-enable for plumbing shop
- South Carrick - Check on room in alarm
- Tyson House - Assist EHS with drills
- Fred Brown - cleaned dirty smoke detector
- Reese Hall - room 505 replace dirty smoke detector
- Clement Hall - clean dirty smoke detector
- Fire alarm drills with EHS
- Mossman - disable smoke detector for plumbers
- Vol Hall - disable duct detector for construction
- HPER - fire alarm from steam
- Conference center fire alarm from water flow.

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
- Dig for underground steam leak at Presidential Court
- Weld in piping for A/C shop at Music Chiller Bldg
- Weld in piping for A/C shop at Mossman
- Adjust steam regulator at Dougherty Engineering
- Replaced valves at HPER vaults

PLUMBING M&R

- Repaired leak in main level locker room at TREC
- Installed two shower valves at Hess Hall
- Repaired 2" trap on the kitchen sink at Haslam
- Replacing 1.5" copper tee in 742 at Clement Hall
- Repairing hot water system at Hesler Biology
- Repaired at 1.5" pex leak at Stokely Hall
- Repaired multiple leaks at Buehler Hall
- Installed bottle filler on Floor 2 at South College
- Changed filter at Sigma Kappa Sorority
- Repaired a pex leak in room G033 at Geier Hall
- Repaired a leaking spigot at Brehm Animal
- Repaired a leak in the ceiling at Dogwood Hall

STEAM PLANT

- Boiler #1 Meeting
- Continued fire floor clean, up after demo
- Isolated DA tank for flange repair
- Started install of new Condensate pump
- Installed new valve system for meter calibration for fuel oil on boilers 2 3 & 5
- Isolated Heater at front door for repair / replacement
- Annual inspection on man lift

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IN-HOUSE CONSTRUCTION

- Agriculture and Natural Resource Building: Display cabinet 219; Changes to suite 469
- Alpha Chi Omega: Tuckpoint brick steps
- Andy Holt: Outlet for cart chargers P1; New electric panel 1st floor mech room; Paint and carpet P105
- 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; Replace retaining wall Lot 9
- Ceramics Building: ADA operator
- 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; Renovate 101; Paint 107V; Paint and carpet 268, 432B 434; On air light 299I: Door and paint 219
- Conference Center Bldg.: Electric 399S5; Paint and electric 215; Renovate window displays; Replace hand sinks in kitchen on 4; Move schedulers
- Dabney Buehler: Lab renovation 209-214; Nitrogen piping; Paint 569
- Dougherty Engineering: New sink 301; Electric and air 102B; Wind tunnel 101; Carpet 424
- 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 2nd floor office suite; Divide 540 into 2 rooms; Changes to serving area in 501; Rework drain line 501; Add or relocate barricade switches in classrooms
- Hesler Biology: Install emergency electric for greenhouses; Outdoor Garden by greenhouses
- Hodges Library: Renovate 171 for Census Bureau; Carpet 606; Flooring 209; Access controls various locations; Carpet 306G
- Hoskins Library: Carpet 2nd floor corridor
- Innovation South: Electric connections for equipment
- International House: Panic button at main desk
- Kingston Pike Bldg : 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; Carpet 201 and 202
- 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
- Middlebrook Pike Building: Fence for Vol Shop
- Min Kao Engineering; Access controls 6 doors on 3rd floor; Replace sink and faucet 401
- Morgan Hall: Paint 204, etc.; Lighting, sound proofing
- Mossman Building: Labware washer 620F; Install humidity system 120C
- Nielsen Physics: Renovate 407

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IN-HOUSE CONSTRUCTION (CONT.)

- Perkins Hall: Floors in hallways; Renovate S008 for robotics
- Plant Biotech: Controls for growth chamber B015; Remove sinks and plumbing 101
- Rocky Top: Dining renovations and repairs
- Senter Hall: Lab renovation 117
- SERF: Renovations for 103, 106, 108, 213; Lab renovations for cluster hires; Lab renovation 420-433
- 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; Vol Shop light
- Tickle Engineering: Access controls on 1st floor
- Tom Black Track: Signage
- UT Arboretum: Repair beams in auditorium
- UT Drive Building C: Renovate for move from Presidential
- UT Gardens: Install Smart flower
- UT IAMM: Electric 150; Electric G035; Electric 258; Electric 158; Cover pit G033; Electric 119
- Vet Med Center: Renovate lab A335; Wall repair B022C; Add 16 panic buttons; Carpet in Pendergrass
- 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
- 11th Street Garage: Multiple rooms of carpet on 1st floor
- 2023 Lake Avenue: Access controls and lights

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Ladder inspections are critical to prevent falls and injuries, which account for 20% of worker fall fatalities. Inspections ensure structural integrity, checking for damaged rails, loose rungs, and secure feet before each use to prevent collapses. Regular checks (monthly or per use) identify wear, ensure compliance with OSHA regulations, and maintain safety.



Key Reasons for Ladder Inspection:

- **Prevent Accidents & Injuries:** Identifying defects (e.g., broken rungs, damaged feet) prevents falls, slips, and structural failures during use.
- **Ensure Structural Integrity:** Inspections check for cracks, dents, rust, and loose parts that compromise the ladder's stability.
- **Maintain Compliance:** OSHA standards require regular inspections by competent persons to ensure workplace safety and avoid penalties.
- **Extend Equipment Lifespan:** Regular maintenance and inspections, such as tightening bolts, help the equipment last longer.

Regular ladder inspections identify defects such as broken rungs, damaged feet, cracks in the frame that help prevent falls, slips, and structural failures during use.

What to look for during a ladder inspection

- **General Condition (All Ladders)**
 - Ladder is clean (free of oil, grease, mud, paint buildup)
 - No visible cracks, bends, or structural damage
 - No sharp edges or burrs
 - No corrosion or rust affecting structural integrity
 - All labels and safety warnings are present and legible
 - Load rating label is visible and appropriate for task
 - Ladder is not modified or makeshift repaired



Rails & Rungs

- Side rails are straight and undamaged
- Rungs/steps are secure (no movement or looseness)
- No missing rungs
- Rungs are free of grease, oil, or slippery substances
- Rungs are not bent, cracked, or excessively worn

Hardware & Fittings

- Bolts, rivets, and fasteners are tight
- No missing or damaged hardware
- Hinges operate smoothly (step ladders)
- Spreaders/locking arms fully extend and lock securely
- Rope and pulley system (extension ladders) operates properly
- Rope is not frayed, worn, or damaged

Feet & Base

- Slip-resistant feet are intact
- Rubber foot pads are not excessively worn
- Extension ladder shoes pivot properly
- No damage to base rails
- Ladder sits level and stable when placed on flat surface

Extension Ladder

- Rung locks engage properly
- Fly section slides smoothly
- Guides/brackets are not damaged
- Extension locks seat fully on rungs
- Proper overlap is achievable

Step Ladder

- Rear braces intact and secure
- Top cap is secure
- Steps are level and undamaged
- Spreaders lock fully open
- No structural damage to rear rails



⚠ Usage Safety Check (Pre-Use Setup)

- Ladder placed on stable, level surface
- Correct ladder selected for task height
- Proper duty rating for user + tools/materials
- Extension ladder set at proper 4:1 angle
- Secured at top/bottom (if required)
- Area around ladder is clear of hazards
- No electrical hazards nearby (fiberglass used if required).

✗ If Any Item Is Marked “NO”

- REMOVE LADDER FROM SERVICE
- Tag as “DO NOT USE”
- Report to Supervisor
- Dispose of ladder, do not store damaged ladders.

- If the ONLY reason for “No” is missing or damaged labels, do not dispose of ladder. FS, Contact Central Supply for new labels.

In every workplace, safety is not a one-time action, it's a daily commitment. Ladder inspections are a simple yet powerful step in preventing serious injuries and fatalities. Taking a few minutes to carefully inspect a ladder before use can mean the difference between a safe workday and a life-changing accident.

Remember: if there's any doubt about a ladder's condition, take it out of service immediately. No task is urgent enough to risk a fall.

Safe ladders. Safe habits. Safe workers.