



### **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)

### **Best Coffee Truck is Coming to FSC on 3/16**

Best Coffee truck will be at the Facilities Services Complex on Monday, March 16th 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.

### **Welcome to FS Safety, Troy!**

Please join me in welcoming Troy to his new role within FS Safety! While many of Troy's current responsibilities will remain the same, his focus will now be more centered on safety initiatives across the department. Troy will continue to be your point of contact for Aerial and Forklift Training, as well as the Respiratory Protection Program. He will also continue supporting DASH. We appreciate Troy's continued dedication and look forward to the positive impact he will have on this expanded safety-focused role. Congratulations, Troy!



### 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

### Zone 7:

- Set up for and cleaned up after multiple events in Haslam Music Center auditorium, including Wilma Dykeman Stokely Memorial Lecture and reception on Thursday and piano and percussion festival over the weekend.
- Staffed Jenny Boyd Theatre, including weekend shows, for sold-out performances of Cabaret. The show ended Sunday.
- Trained temps in Haslam Music Center, Clarence Brown Theatre, Jenny Boyd Theatre, and Humanities and Social Sciences.
- Swept, dusted, and mopped stairs at Humanities and Social Sciences and McClung Tower.
- Cleaned whiteboards and added cleaning rags to whiteboards at Humanities and Social Sciences.
- Auto-scrubbed first and second floors at Haslam Music Center.
- Cleaned up after events in McClung Tower 1215/1216.
- Practiced entering time in new ADP Time Management system.

### Student Union:

- Hallway carpet cleaning on the second floor between the ballrooms and 262 all to remove spills/stains was completed.
- Stain removal in the ballrooms carpet was done on several occasions.
- Over the past few weeks, we have multiple large events including: Volthon, KKJ, BOSS, Job Fairs, E. TN History Day, Fastathon, 865 Academics, VCC, 60th Anniversary Children's Lite & VolMUN XI.
- The dock area in phase 2 was cleaned up and restored to better condition.
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- With several dance shows in the auditorium and a movie night we blew out the auditorium several times as part of the cleaning process.
- The auditorium balcony had trash removal and swept.
- The stage in the auditorium needed extra dust mopping and mopping.
- Streamers were removed from the ceiling in the ballroom by using the space vac.
- A water bottle was removed from the sky light ledge on the third floor.
- The auto scrubber was used in the first floor dining areas and in Union Station.
- Stairwells throughout phase 1 and 2 were completed.
- Both sets of monumental stairs were swept and mopped.
- With construction going on to build the new east plaza we have had to contend with extra dirt/mud being tracked into the building.
- The dressing rooms and green rooms were cleaned several times for events.
- Bales of cardboard was made.
- We responded to dispatch calls across campus.

### Building 1610

- The stairs were swept and mopped.
- Mud was a factor in the building due to the lightpoles being replace and tracked into the building.

### BASS Building

- Dusting in the locker rooms were completed.
- High dusting of vent was done in the classrooms
- Vents in the restrooms were dusted.
- Entry window sills were dusted.



## FS OPERATIONS

### MOVING & EVENT SERVICES

- Removed and disposed of storm damaged tent structure from playground at Lake Ave. Daycare.
- Delivered tables and chairs to Strong Hall Atrium for Event: Geoscience Career Day 2026.
- Moved lobby furniture back into place and picked up tables and chairs from ground and 1<sup>st</sup> floor atriums at Zeanah from Event: Breakfast of Champions.
- Moved boxes from Andy Holt Tower 8<sup>th</sup> floor lobby to Lower West Club at Neyland Stadium.
- Delivered and set up tables, chairs, cocktail tables, podium, and coat racks at Golf Clubhouse for Event: FIFA Field Day. Picked up same day.
- Picked up tables and chairs from Strong Hall Atrium event.
- Moved several disassembled lab benches and miscellaneous parts from Min Kao 701 to Dougherty Engineering room 199B.
- Delivered and set up tables and chairs at Hodges Library Brenda Lewis Peel Galleria for Event: Late Night Breakfast.
- Delivered and set up tables and chairs at Pedestrian Walkway Whirlwind Statue for Event: Empowering Vol Bodies. Picked up same day.
- Disconnected and moved two lab benches with overhead cabinets and shelves from Zeanah Engineering 316 to the hallway outside SERF 101C, one lab bench to Zeanah 416, and rearranged the remaining lab benches in Zeanah 316.
- Delivered coat racks to Lower west club at Neyland stadium.
- Delivered and set up two carpeted stages with skirting and rail/stair to Black Cultural Center 102/103/104 for Event: Marketing Merit Awards.
- Set up tables and chairs at ANR 101A for Event: AGD Future Family Dinner.
- Delivered chairs to Buhler room 511 for Event: Research Open House.
- Moved multiple truckloads of furniture from the top level of Presidential Court Building to storage areas at Cherokee Mills.
- Picked up coat racks from Lower West Club at Neyland Stadium.
- Picked up tables and chairs from second floor of Hodges Library.
- Delivered and set up tables and chairs at Zeanah Engineering ground and first floor atriums and First Year Design Studios for Event: Student Space Technology Conference.
- Delivered folding bar and cocktail tables to ground floor lobby outside of College of Nursing 116A for Event: Leadership Tennessee Dinner.
- Repaired wind damaged banners on Lower Drive between Perkins Hall and Zeanah Engineering, Blueberry Falls, and Pedestrian Walkway.
- Moved various boxes, white boards, easels, conference signage, storage totes, carts, and other items from UT Conference Center to Knoxville Convention Center.



## 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 multiple leaks over the weekend.

## 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 steamer and fryer at Rocky Top Dining
- Repaired an oven, grill, and coffee maker at Stokely
- Replaced electric grill with natural gas grill at Panda Express in the Student Union
- Replaced hot box doors at Anderson Training
- Repaired a walk-in cooler at Haslam
- Repaired a cooler and coffee maker at Hodges



### ZONE 4

- Art + Architecture - worked on a clogged sink in 417 and lights on the first floor
- Andy Holt - worked on heat in Room 112 and a golf cart charger cord
- Communications - working on a toilet in the women's restroom across from 299 and A/C in 320
- Student Services - work on heat in 320 and assisted Plumbing on water fountain near 211
- McClung Tower - worked on heat in 910 and in 1014
- General maintenance throughout the zone

### ZONE 5

- Working in Hodges on filter changes and bathroom fixtures
- Flushed out AHU coils
- Worked on OSHA

### ZONE 6

- PM crew attending to filters, belts and building checks.
- Repair team catching up work orders in DASH and working closely with supervisor on requests and building inspections.
- Cal team attending to calls and customer's concerns.

### 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 are working on PM's in the Brehm and Food Science buildings.
- Our One-Call afterhours team is staying busy with calls from various departments campus wide.
- We are working with CL Burks to coordinate repairs to the roof at the WUOT Richland Transmitter Tower building.
- We have made repairs to the gutter system in the North Greenhouse.
- We are working on various items throughout the zone after calls from our customers.
- We are working on our DASH workorders for the entire zone.

### LOCK & KEY SVCS

- SERF-strike adjustment
- Alpha Gamma Rho- lock replacement
- SERF-took down door to remove broken bottom rod
- Reese Hall- Recore Rekey
- Reese Hall- Sleaved door to properly install lock
- Laurel-Rekey suite
- Clement Hall- Rekey multiple suites
- OSFL- Rekeyed
- Buehler- lubricated and reset pins in lock
- SERF- Strike adjustment
- Vol Hall-Rekey
- Vol Hall- Rekey
- Hess-Rekey
- Art and Architecture-Changed pin on lock
- Bailey Education-Flip[ door lock around
- Clarence Brown-Adjust lock and strike on box office door
- Walters-changed to locks

- Andy Holt-New lock install
- Student Services- Broken key extraction
- Haslam-Door lock repair
- Conference Center- Strike adjustment
- Haslam Business- rekey
- Kappa Kappa Gamma- Changed lock handle
- Baker- Rekey two rooms
- Blount-Cut and issued keys for equipment
- Hess-Rekeyed lock
- Austin Peay- lock adjustment
- McCord- Change pin on electrified lock
- Hesler-lock replacement
- Phi Mu-Lock replacement
- Carrick-Lock adjustment
- Chi Omega-New Lock install
- 11<sup>th</sup> Street Garage-Cored and issued Padlock
- Phi Mu- Replaced Bathroom lock
- Phi Kappa Psi-Lock repair
- Nielson Physics Perkins-Fabricate and install Jam plate to affix strikes
- Agriculture and Natural Resources-Recore
- Hess-Rekey
- Rocky Top Dinning-Lock Repair
- Baker- Lock adjustment
- Brown- Lock repair
- Clement- ReKey

### COMM & INFO

#### TRAINING

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

#### FS IT

- No report received.

Weekly continues on next page



## UTILITIES SERVICES

### A/C SERVICES

- Conference Center – installing new chiller
- Jessie Harris – installing new heat exchanger in Daikin chiller
- Middlebrook – installing new circulating pumps for the WSHP loop
- Hesler – installing new cooling towers
- TBA – install new 60 hp motor and replaced 2 speed starter with 60 hp VFD
- Hesler – installing new oil cooler on chiller no. 1
- Music Chiller Bldg – prepping Daikin chiller for removal
- Middlebrook – repair Daikin Chiller

### A/C M&R

- Claxton- installed new portable AC in rm 130
- Dougherty 5<sup>th</sup> 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 Bldg - 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
- Repair of street
- Pulling wire and making terminations for LNS project

## 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

- Programmed new lighting at Burchfiel
- Reset SERF Process Loop
- Support for Baseball Games
- Neyland Stadium - replace heat detector and base
- 1610 University Ave - Put on test for contractors
- Tri Delta - respond to the fire trouble from the night before
- Dabney Buehler - clean dirty smoke detector
- Stokely Management Center - replace smoke detector and base
- Music Center - reset duct detector
- Student Health - transformer outage
- Neyland - reset fire alarm set off by contractor
- Magnolia Hall - Replace ceiling tiles
- Robinson Hall - Reset and clear current troubles
- South Carrick - clean dirty smoke
- Music Center - reset duct detector
- Neyland Stadium - Clean duct detector
- Reese Hall - clean dirty smoke detectors

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### FIRE ALARM GROUP (CONT.)

- Softball - pressure washing soaked annunciator
- Re-programmed electrical meter at Baseball for new networking infrastructure.
- Troubleshoot lighting issue at Strong Hall 102
- Troubleshoot lighting issue at Min Kao
- Replaced VFD at Anderson Training Center AHU2
- Troubleshoot issues with Mossman's BAS
- Troubleshoot issues with BTU meters at Mossman, Hoskins, and Senter 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 steam regulator at Dougherty
- Fabricate metal end plates for the A/C shop
- Repaired steam leak at Hoskins Library

### PLUMBING M&R

- Repaired water line at Dogwood Hall
- Repaired PEX leak at Geier Hall
- Repaired a water leak at A&A
- Unstopped toilets at Middlebrook Bldg.
- Repaired water leak at Hess Hall
- Unstopped a water fountain and replaced faucets at Hoskins Library
- Replaced fittings on a Leslie water heater at Communications
- Repaired hot water at Burchfiel Geography
- Repaired steam leak at Perkins Hall
- Repaired condensate leak at Auxiliary Services

### 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 softener
- 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



Every Step Matters: From step stools to extension ladders, make sure you're putting the right foot forward.

Every year over 100 people die in ladder-related accidents, and thousands suffer disabling injuries. This important month was designed to raise awareness of ladder safety and to decrease the number of ladder-related injuries and fatalities. This month the Safety Stand Down will focus on ladder safety.



### What is National Ladder Safety Month?

National Ladder Safety Month, observed in March and spearheaded by the American Ladder Institute (ALI), is the only program dedicated exclusively to promoting ladder safety, at home and work. Each year, tens of thousands of injuries and hundreds of deaths are caused by ladder misuse. By providing critical guidelines and raising awareness on safe use, we can help decrease these numbers. ALI, is the only approved developer of safety standards for the U.S. ladder industry, is the presenting sponsor for National Ladder Safety Month.

Ladder accidents are preventable with thorough safety planning, training, and continuous innovation in product design. The more people, organizations, and businesses get involved, the wider the message spreads, and the more people learn about proper ladder safety.

ALI is focusing its 2026 campaign on the seemingly small, but crucial, steps needed to prevent falls and drops:

- Choosing the Right Ladder
- Check Before You Climb
- Set It Up Safely
- Climb Safely, Work Safely
- Safe Steps with Stepstools

By sweating the small stuff every time, workers can keep themselves safe when using ladders. ALI has [step-by-step guides](#) for ladder safety covering these steps and more. NAHB also offers resources for [ladder safety and fall prevention](#).

Every time a ladder is used on a jobsite, a risk is taken. It's up to our employees and supervisors to mitigate that risk as much as possible by urging workers to focus on the small things before, during and after using a ladder.