



### 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.

### Spring Big Orange Flush - 4/6

As you're likely aware, Neyland Stadium has a busier spring than normal between the Orange and White Game, Luke Combs concert, and Banana Ball (Savannah Bananas). In order to prepare, we're having an early Big Orange Flush on April 6th. Those who are available should meet at Gate 21 at 9am. Bus routes will be shared closer to time. Please mark your calendars now and sign up at the link below. We need to get a head count ASAP so we know if/when we have enough volunteers. We thank you in advance for helping to make sure the stadium is ready prior to these events.

<https://forms.gle/7SNfvXZUFRKoFzUcA>

### 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!

### GL Account Codes:

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 - 5XXXXX – 330 – 0000 – 00 - 0000**  
 Campus Fund FSDept GLAcct Program Activity 00 0000



- 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



### Work Order Tips:

- Work Teams – Since campus customers are required to enter their account number when submitting requests through the portal, our FS work teams must identify & correct all non-chargeable workorders you receive.

There are two ways to handle this...

1. If the asset is a non-chargeable location:

Simply remove all fields of the account information entered by the customer. (Located at the bottom of your workorder in the “Additional Information” section – Entity, Fund, Dept, Etc)

2. If the asset is in a chargeable location but the work itself is non-chargeable:

The FS team should change the toggle to YES and then enter their own FS account information.

\*This needs to be done when you receive the workorder – before entering labor/materials.

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- All material used for workorders needs to be added as “Miscellaneous” cost and documentation attached to indicate what that cost is. Please either attach a copy of the PO or some type of documentation to indicate the list of material used.

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- When creating workorders, make sure you are choosing the correct asset (building & room location). The asset determines who will be charged for the work. EX: If you are doing work at UT Police Dept, and you chose the asset “11<sup>th</sup> Street Garage”, that workorder will charge Parking Services, NOT UTPD. Always select the specific room the work is being done – not the top-level building name.

### Receivers:

Please respond to receiving request from the A/P team asap. DASH will NOT allow an invoice to be processed unless the PO has been received. If you believe the invoice doesn't belong to you, still RESPOND, so we can find the appropriate person or contact the vendor.



## BUILDING SERVICES

### Student Union:

- With spring break over our events have increased where we cleaned up after World Language, Transfer Student Visit, Barbershop and dance group practices.
- Classroom 229 had food stains in the carpet that was removed.
- Our equipment area on G1 was organized.
- The areas near the G1 supply closet was organized.
- Supplies were ordered and put up in phase 1.
- Second and third floor was dusted throughout the hallways and around the overlook glass.
- Stairwell cleaning is a continued work in progress.
- The carpet in front of the catering corridor was vacuumed and cleaned.
- Last week we answered a few calls that included water/sewage leaks.
- OSHA training was completed by some employees.
- Cardboard bales were made throughout the week.

### Zone 7:

- Cleaned up after and reported leaks in Haslam Music Center, Humanities and Social Sciences, and McClung Tower after heavy rains last Monday morning.
- Prepared for and cleaned up after classroom events in Humanities and Social Sciences and spring lecture series in Art and Architecture.
- Helped as needed with buildings and events in other zones.
- Organized custodial closets on the fourth floor of Art and Architecture and at Jenny Boyd Theatre.
- Met with representatives of Grainger and Georgia-Pacific to discuss a smart restroom pilot project planned to start in Art and Architecture in April.

- Cleaned up after a water leak from a clogged drain in Claxton Education 413.
- Set up for and cleaned up after DTC Graduation and ARTcation in Art and Architecture, Jazz Festival and Rocky Top Jazz Summit in Haslam Music Center, and Explore CAS in 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 coffee makers at Rocky Top and Stokely
- Repaired a walk-in freezer at Rocky Top Dining
- Repaired a fryer at Fred Brown

- Replaced a heat lamp track and repaired a pulper at Stokely
- Repaired an exhaust duct for an LCRO oven at Rocky Top Dining
- Resolved water pressure issue at POD at UTIA

### ZONE 4

- Art + Architecture - worked on a leak in-between 1<sup>st</sup> and 2<sup>nd</sup> floor stairwell and lights in the atrium
- Andy Holt - worked on A/C in 633 and unstopped a toilet on P2
- Communications - worked on lock problems and AC problems in 261
- Student Services - worked on installing light covers in 111 and replaced lights in 116
- McClung Tower - worked on heat in 101 & unstopped toilet on 7<sup>th</sup> floor
- General maintenance throughout the zone

### ZONE 5

- Finishing up work in Hodges on lighting, common areas, and restroom repairs
- Will be moving to Haslam and SMC next for team operations

### ZONE 6

- Taking care of filters, belts, pumps and much more at Mossman, Strong, and the Student Union
- Repairs are underway at the Union, Claxton, Strong, Conference Center, and 617 W. Main
- Expediting customer response



### ZONE 7

- Dougherty: fixed eyewash station water pressure in room 602 and 603
- Min Kao: assisting ac controls with room 622 being too hot.
- SERF: replacing atrium can-lights throughout the building. Replacing batteries in restroom fixtures throughout the building.
- Zeanah: replaced a faucet in the 5<sup>th</sup> floor kitchenette.
- Tickle: assisted the plumbing shop with a urinal on the 4<sup>th</sup> floor that wouldn't drain
- Alumni: replaced batteries in all restroom fixtures.
- Walters Academic: replaced ceiling tile throughout room (M303) replaced ceiling tile in one of the 3<sup>rd</sup> floor auditorium, replaced batteries in all bathroom fixtures.
- Nielsen Physics: replaced a quick stop assembly in the men's handicap stall in the 5<sup>th</sup> floor men's restroom.
- Dabney/Buehler: installed a new motor for AHU #16
- Ayres Hall: In the process of ballast bypassing the lights in all 3 elevators.
- South College: replacing old can lights throughout the building
- Hesler: installed new led flat panels throughout room 426. Fixed a jammed door lock for room 226
- Academic Resources Building: replaced a quick stop in the 1<sup>st</sup> floor stairwell restroom.
- Burchfiel: replaced batteries in all restroom fixtures.

### ZONE 8

- 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

- Completed rekey/recores at Ayres, Beacon, Brown, Clement, Hess, Laurel, Magnolia, and Reese Halls
- Latch repairs at Mossman and Nursing
- Lock repairs/replacement at Zeanah, IAMM, Alpha Gamma, Hodges, Early Learning Center, Cowan Cottage, and Dougherty
- Installed cores at Student Services
- Dougherty- Code changing
- 1525 University-Rod adjustment
- Nursing & A+A - Lock Bypassing
- Dairy Farm & Cherokee Mills -Lock install/rekey
- Claxton & FSC - File cabinet Rekey
- Alpha Chi-Key Request
- Clarence Brown- Issue Pad locks
- College of Nursing- Core swap for contractors
- Hesler Bio-Battery replacement
- Boyd Theater-Lock lubrication and adjustment

Weekly continues on next page



## COMM & INFO

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### 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

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### 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

- Baker building - Demo old mini split unit
- Communications - drain building for water line repairs
- Hoskins Library - Found steam leak in tunnel
- McClung Museum - Repaired union on steam coil
- SERF - Repair leak in water line
- Brehm - Repair steam coil
- Magnolia - Install VRF system
- Food Science - Repaired walk-in
- Clarence Brown - Replace chilled water valves
- Allan Jones - Install Mini split
- Zeanah - Repair air compressor
- Mossman 521 - Repair reheat coil
- Third Creek - Repair water leaks

### 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
- Remove poles and repulled wire at the International House
- Baseball coverage

### 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

- Conference Center 120J programmed lighting
- SMC 4th floor programmed new lighting for renovation
- Burchfiel Geography new LED lighting programming
- Replaced VFD at North Stadium hot water pump
- Replaced VFD at Fred Brown
- Connected motor starter controls at Clement AHU5
- Troubleshoot controls conference center AHU10
- Strong Hall Lab 421 lighting controller troubleshooting
- Fire alarm troubleshooting on campus
- Sprinkler Testing

- Cleared a clogged drain in room 413 B at Claxton
- Installed new bottle filler at 1525 University Avenue

### 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
- Completed installation on new condensate pump

### PLUMBING UTILITIES

- Marking and logging 811's on campus and performed utilities GIS documentation (on going)
- Hess Hall temporary hot water (on going)
- Paint, test, and flush all Fire Hydrants on campus (on going)
- Serviced steam vaults across campus
- Repaired underground leak at Frances Street
- Replaced steam traps in vaults on campus
- Repair steam issues at McClung Museum

### PLUMBING M&R

- Cleared a clogged bathroom at Alpha Delta
- Cleared a clogged bathroom at Hodges Library
- Repaired a condensate leak at Buehler Hall
- Cleared a clogged drain at Biosystems
- Installed two new gauges on the steam condensate line at McClung Museum
- Repaired leaking drain in room 560 at Dabney Buehler
- Repaired leaking cast iron pipe at Reese Hall

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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 1<sup>st</sup> 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 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; 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 11<sup>th</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup> 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 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
- 11<sup>th</sup> Street Garage: Multiple rooms of carpet on 1<sup>st</sup> floor
- 2023 Lake Avenue: Access controls and lights



Ladders that lead to roof hatches present a unique fall hazard. Unlike standard ladder climbs, employees must transition from a vertical climbing position to stepping onto a roof surface often while pushing open a hatch. Without proper setup and training, this transition point becomes one of the most dangerous moments of the climb.

For departments that access rooftops for maintenance, HVAC service, or inspections, understanding safe transition practices and OSHA requirements is critical.

### Why Roof Hatch Transitions Are High Risk

The primary hazards include:

- Loss of three points of contact while opening the hatch
- Overreaching or pulling on the hatch cover for balance
- Inadequate handhold extensions above the landing
- Slippery roof surfaces
- Unprotected roof edges

Most ladder-related falls occur during mounting and dismounting — not while climbing.

### OSHA Requirements for Roof Access Ladders

Under Occupational Safety and Health Administration standard 29 CFR 1910.23 (Ladders) and 1910 Subpart D (Walking-Working Surfaces), the following apply:

#### Side Rail Extensions

- Ladder side rails must extend at least 42 inches above the landing surface, or
- The ladder must provide grab bars that extend 42 inches above the roof hatch opening.

This ensures employees have a secure handhold when stepping onto the roof.

#### Ladder Safety Systems

- Fixed ladders extending more than 24 feet above a lower level must have a ladder safety system or personal fall arrest system.
- Cages alone do not qualify as fall protection for new installations.





### Hatch Covers

- Roof hatch covers must be able to open fully and remain in the open position.
- The opening must be guarded when employees are exposed to fall hazards.

### Fall Protection on Roof

- If employees are working within 15 feet of an unprotected edge (general industry), fall protection systems may be required depending on exposure and work activity.
- Guardrails, safety monitoring systems, or personal fall protection may be necessary.

### How to Safely Transition from Ladder to Roof

#### Step 1: Pre-Use Check

- Inspect ladder rails, rungs, and grab bars.
- Ensure hatch opens smoothly and stays secured in the open position.
- Confirm roof surface is dry and clear of debris.
- Verify fall protection requirements before climbing.

#### Step 2: Maintain Three Points of Contact

- While climbing:
- Always maintain three points of contact (two hands and one foot or two feet and one hand).
- Do not carry tools in your hands — use a tool belt or hoist materials separately.

#### Step 3: Open the Hatch Safely

- If possible, push the hatch open while standing one or two rungs below the top.
- Keep one hand securely on the ladder rail.
- Never use the hatch cover itself as your primary support.

#### Step 4: Proper Hand Placement

- Grip the extended side rails or grab bars — not the hatch edge.
- Ensure your hands are positioned above roof level before stepping up.

#### Step 5: Controlled Step-Through

- Step through the opening slowly.
- Keep your center of gravity between the rails.
- Step directly onto a stable roof surface — not onto flashing or uneven materials.

#### Step 6: Secure the Area

- Ensure the hatch remains secured in the open position.
- If required, install guardrails or warning lines around the opening.



### Additional Safety Best Practices

- Install self-closing safety gates or guardrail systems around roof hatch openings.
- Use slip-resistant ladder rungs and roof walkway pads.
- Avoid climbing during high winds, rain, snow, or icy conditions.
- Ensure adequate lighting for early morning or evening access.
- Provide employee training specific to roof hatch access procedures.

### When to Remove from Service

#### Immediately remove a roof access ladder from service if:

- Rails do not extend 42 inches above the landing.
- Grab bars are loose or missing.
- Hatch hinges are damaged.
- Ladder is corroded or structurally compromised.
- Ladder safety system components are defective.

Tag the ladder “DO NOT USE” and notify supervision. Ensure that the ladder placed out of service is communicated throughout the department as this may affect other units.

### Department Safety Reminder

The transition from ladder to roof is a brief moment but it carries significant risk. OSHA requires proper handhold extensions, fall protection systems where applicable, and structurally sound equipment.

Take your time. Maintain three points of contact. Use proper handholds.

**A safe transition ensures a safe return.**