



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 3/16

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.

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

Zone 7:

- Finished cleanup after the last Cabaret show at Jenny Boyd Theatre.
- Auto-scrubbed the first and second floors at Haslam Music Center.
- Trained a temp on the second floor of Haslam Music Center.
- Swept stairs at Humanities and Social Sciences, Art and Architecture, and Haslam Music Center.
- Orbited first-floor women's bathroom at Art and Architecture.
- Set up for and cleaned up after Welcome Wednesday on Humanities South Plaza.
- Cleaned up after a water leak in the printmaking lab in Art and Architecture.
- Attended supervisor meeting to learn about the new Building Services training specialist.
- Auto-scrubbed classrooms and ground floor of Haslam Music Center.
- Dust mopped classrooms on the third floor of Art and Architecture.
- Set up for and cleaned up after this past weekend's Southeast Horn Workshop at Haslam Music Center. Cleaned bathrooms and pulled trash during the event.
- Dusted and auto-scrubbed at McClung Tower.

Student Union:

- The carpet in 362 A,B and C was spotted and cleaned a few times this week to remove various types of stains.
- The stairwells in both phases were swept and moped.
- Multiple coffee spills were cleaned up in the auditorium after an event.
- High dusting in the restrooms were completed.
- Ballroom carpets were vacuumed and spotted for stains.

- The window sills around the entrances were dusted.
- Rocky Top connector bridge window sills were dusted, the floor was dust mopped and scrubbed.
- Extra trash cans were placed on the plaza and cleaned up after an event.

1610 University Avenue:

- High dusting in the seating areas was completed.
- In the restrooms high dusting was done.
- Stairwells was swept and mopped.

FS OPERATIONS

MOVING & EVENT SERVICES

Monday:

- Picked up chairs from Buehler 511 from the Research Open House Event.
- Delivered and set up tables and chairs at Student Union Plaza for Event: Safe Spring Break.
- Set up tables and chairs at ANR 101 for Event: Kappa Delta Chapter Meeting.
- Picked up bar and cocktail tables from Event: Leadership Tennessee Dinner in Nursing 116 A-D.
- Picked up tables and chairs from Event: Student Space Technology Conference at Zeanah Engineering Building ground and first floor atriums.

Tuesday:

- Delivered, set up, and picked up 76 tables and 150 chairs to 21st Mortgage Plaza for Event: Spring Fundraising Fair.
- Moved items back to the Conference Center Building from the Knoxville Convention Center following the Event: MARCON Conference Move-In.
- Picked up stage from Black Cultural Center following the Event: Marketing Merit Awards.



- Picked up repaired growth chamber from Austin Peay loading dock and returned it to Plant Biotech B001.
- Moved furniture from Cherokee Mills Suite 228 Atrium to Haslam Business Building 307.
- Picked up furniture from Baker School and moved it to Student Union Ballroom.
- Removed air purifier from wall in McClung Tower 1212 and moved it to room 1208.
- Removed and disposed of small wooden house from playground at Lake Ave. Early Learning Center due to safety concerns/exposed nails.

Wednesday:

- Repaired damaged banner between Zeanah Engineering and Neyland Dr. and secured it to the hardware.
- Moved items from Zeanah Engineering room 161 to Knoxville Convention Center for Event: Engineering Expo.
- Set up tables and chairs at Plant Biotech room 156/157 for Event: AI@UT: Igniting the Future of Learning.
- Provided electrical assistance for Event: Welcome Wednesday at HSS Plaza.
- Pick up table and chairs from Student Union Ballroom and return them to Baker School.
- Moved furniture from Presidential Court Building top floor to Cherokee Mills and Massey Hall.

Thursday:

- Delivered tables to Haslam Music Center room 135 for Event: Southeast Horn Workshop.
- Moved around office desk, cabinets, and other furniture at Ferris Hall room 303.
- Moved desk and hutch from Ayres Hall 233 to Ayres Hall 217.
- Picked up items from Knoxville Convention Center and returned them to Zeanah room 161 following the Event: Engineering Expo.

- Moved furniture from Presidential Court Building top floor to Cherokee Mills and Massey Hall.
- Friday:
- Delivered and set up tables and chairs to Claxton Courtyard and provided sound and electrical for Event: UTK Arbor Day.
- Delivered and set up tables and chairs to Student Union Plaza for Event: Honors Departmental Fair.
- Delivered and set up tables to Ayres Hall South Lawn for Event: Chancellor's Honors Event.
- Delivered tables to McClung Tower Plaza for Event: Employee Appreciation Day.
- Delivered and set up stage, tables, chairs to Grow Lab (Terrace Ave.) and provided solar electrical support for Event: Zero Waste Free Concert.

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

- Working on lights and ceiling tile in the dining halls.

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: Doing general building maintenance and checking all areas for recruits and 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

- Completed PM on exhaust fans at the Student Union, Anderson Training, and Mable's
- Replaced a bad exhaust fan and repaired a rack washer at Stokely
- Repaired walk-ins at Stokely and Haslam
- Cleared floor drains at the Arena, Anderson Training, and RTD
- Replaced water filters at all required locations

ZONE 4

- Art + Architecture - worked on 2nd floor bridge ADA door and unclogged a toilet in the third floor men's room
- Andy Holt - worked on addressing an odor in the Bursar's Office and replaced a 4th floor water fountain filter
- Communications - worked on fan coil units on the 3rd floor
- Student Services - worked on resetting a breaker in 115 and serviced fan coil units on the 4th floor hallway
- McClung Tower - worked on air handler #4 for a belt sheave replacement
- 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

- PM crew is working on filters and mold inspections at Mossman, plus running generators.
- Repair team is working on lighting issues at Mossman, Hoskins, and the Student Union.
- The call team is answering calls and keeping customers informed on timing of issues and repair scheduling.

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 working throughout the zone making repairs to customer calls.
- We are working to convert greenhouse lighting fixtures from HPS to LED.
- We are working on some hallway lighting in the Business Incubator building.
- We are working with JCI to make necessary changes to our BMS system in the ANRB building.
- Our One-Call afterhours team remains busy but will hopefully receive some relief from calls during Spring Break this week.
- We continue to complete PM work on multiple levels throughout our zone.
- We will be installing new ceiling tiles in the basement level of the 2400 Sutherland Avenue building soon.

LOCK & KEY SVCS

- Recored and rekeyed spaces at Clement, Laurel, and Hess Halls
- Made latch adjustment at Communications & Walters
- Strong-Lubricated and adjusted lock
- Door repairs at McClung Museum and Buehler
- Institute for Advanced M&M-Replaced cam in store front door
- Heavy Equipment Shop- Key up & issue 4 Padlocks
- Brown Hall-Core swaps for lock replacements
- Student Union- Added thumb turn to convert classroom lock
- Replaced locks at the Student Union, Pi Kappa Phi, Academic Resource Building and Hesler Biology
- Student Union- Panic Bar repair
- Terrace Ave Garage- Recore furniture lock

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LOCK & KEY SVCS (CONT.)

- Strong Hall-Lubricated Lock
- Dabney Hall-New Core installed
- Student services- Core swap into new door
- Rocky Top dining- Strike replaced

COMM & INFO

TRAINING

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

FS IT

- Software Purchasing & Monitor Installations
- Replacement of current Time Clocks is complete & will begin installation of new time clocks across campus soon.
- Listserv Maintenance
- Setup New Email list in Active Directory
- Copier Assistance & Troubleshoot Laptops
- Conference Room Assistance

UTILITIES SERVICES

A/C SERVICES

- Conference Center – installing new chiller
- Jessie Harris – installing new heat exchanger in Daikin chiller
- Allan Jones – repaired pool circulating pump
- Hesler – installing new cooling towers
- Communications – repaired cooling tower
- Hesler – installing new oil cooler on chiller no. 1
- Music Chiller Bldg – prepping Daikin chiller for removal
- Middlebrook – repaired Daikin Chiller

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 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

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FIRE ALARM GROUP

- Hodges Library install 3 fire panel location stickers
- Goodfriend Tennis Assis JCI with fire alarm testing
- Middlebrook new Library storage training
- Clarence brown theater assist JCI with fire alarm testing
- Mossman disable smoke detector for elevator contractor
- Stokely Management Center Earth ground
- Reese Hall earth ground wet smoke detector
- Early Learning center assist JCI with fire alarm testing
- Allen Jones Aquatic assist JCI with fire alarm testing
- ANRB assist JCI with fire alarm testing
- Stokely Management Center assist JCI with fire alarm testing
- Delta Zeta clean dirty smoke detector
- Boathouse assist fire marshal with fire alarm testing
- Stokely Management Center install fire panel location stickers
- Hess Hall Dirty smoke detector and check won doors
- Monthly electrical meter readings
- Program lighting at IAMM

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

PLUMBING M&R

- Repaired leaks in the bathroom at Tyson Alumni
- Repaired two toilets at the Academic Resources Bldg
- Unclogged a water fountain at Buehler Hall
- Repaired a leak on the 6th floor at Nielsen Physics
- Repaired a steam station at Food Safety
- Unclogged drains at Rocky Top Dining
- Replaced a cast iron drain in 304 Food City Center
- Unclogged roof cooling tower drains at Haslam Business
- Repaired heating water leak in room 123 at the Winston Law Library
- Repaired a leak on a Leslie at the Anderson Training
- Repaired a leak in the 5th floor bathroom at Clement

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
- 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



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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Fixed ladders are permanently attached to structures such as buildings, tanks, silos, and equipment platforms. Because they provide routine access to elevated areas, they are often overlooked yet they present serious fall hazards if not properly maintained.

Understanding how to inspect fixed ladders and stay compliant with updated OSHA standards is essential to preventing injuries and maintaining a safe workplace.

OSHA Fixed Ladder Standard Update (29 CFR 1910.23)

Under Occupational Safety and Health Administration standards (Walking-Working Surfaces – 29 CFR 1910.23), several important changes apply to fixed ladders:

Key Requirements

1. Ladder Safety Systems Replace Cages (New Installations)

- Fixed ladders installed after November 19, 2018, must be equipped with a ladder safety system or personal fall arrest system.
- Cages are no longer considered compliant fall protection for new installations.

2. Phase-Out of Cages

- Existing ladders with cages are allowed temporarily.
- By November 18, 2036, all fixed ladders over 24 feet must be equipped with a ladder safety system or personal fall arrest system.

3. Fall Protection Threshold

- Fall protection is required on fixed ladders that extend more than 24 feet above a lower level.

4. Inspection Requirement

- Ladders must be inspected regularly and as necessary to identify visible defects.
- Damaged ladders must be immediately removed from service.

How to Inspect a Fixed Ladder

Fixed ladders should be inspected periodically (at minimum annually) and visually checked before use.





General Structure

- No corrosion, rust-through, cracks, or structural deformation
- Ladder securely anchored to structure
- No missing or loose bolts, rivets, or weld failures
- Rungs evenly spaced and properly aligned

Rungs & Rails

- Rungs not bent, cracked, or excessively worn
- Non-slip surfaces intact
- Rails straight and undamaged
- Minimum 16-inch clear width between side rails

Ladder Safety System (If Equipped)

- Cable or rail system free of frays, kinks, or corrosion
- Proper tension on vertical lifeline
- Carriage travels smoothly
- All components manufacturer-approved and compatible
- Harness connection points intact

Cages & Wells (If Present on Existing Ladders)

- Cage hoops secure and not bent
- Vertical bars intact
- Proper extension above landing

(Remember: cages are not fall protection under current OSHA standards for new installations.)

Landings & Platforms

- Rest platforms provided at required intervals (150 feet maximum between landings)
- Guardrails secure and compliant
- Walk-through handrails extend at least 42 inches above landing

When to Remove from Service

Immediately remove a fixed ladder from service if:

- Structural cracks or weld failures are found
- Anchors are loose or compromised
- Rungs are missing or damaged
- Fall protection systems are defective
- Excessive corrosion weakens structural integrity



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.

Common Fixed Ladder Hazards

- Corrosion from weather exposure
- Improper retrofits or field modifications
- Missing fall protection upgrades
- Unsecured access points
- Electrical hazards near metal ladders

Department Safety Reminder

Fixed ladders are permanent but their safety is not automatic. They require routine inspection, proper maintenance, and compliance with updated OSHA standards. With the 2036 deadline approaching for ladder safety system upgrades, now is the time to evaluate older installations and plan improvements.

Taking a few minutes to inspect a fixed ladder can prevent serious injuries and ensure every employee returns home safely.

Safety is not just about compliance — it’s about commitment.