

**WE'RE
MOVING!**







Tentative Move-In Schedule

Floor 12 – Week of Jan. 10, 2022

Floor 11 – Week of Jan. 24

Floor 10 – Week of Feb. 28

Floor 9 – Week of March 7

Floor 8 – Week of March 28

Please Note: Move dates for floors 8-10 could still be modified as we monitor the process of suppliers and partners with material and labor shortages.

Online Resource

UT Tower Website

- offices.tennessee.edu

What's Included:

- Packing Instructions
- Move-In Instructions
- Floor Captains
- Parking
- Keys
- Telephone and Data Ports
- FAQs
- And More!

UT TOWER

A-Z INDEX

COVID-19 INFO

Search tennessee.edu



UT TOWER

Overview



Timeline & Process



Move-in Instructions



Renderings



Frequently Asked Questions



Downtown Knoxville →



Partners



Opening in 2021



What's Waiting for You at UT Tower?

- New workstations
- Chairs
- Conference Tables
- Filing Cabinets
- Storage Closets
- Projectors
- Dry Erase Boards
- Energy-Efficient Lighting
- Refrigerators
- Microwaves
- Keurig Coffee Makers with Plumbed-In Filtered Water
- Filtered Water Stations
- **So much more!**



Before You Move: Packing

- Recycle and digitize!
- UTK Facilities Services will be moving us
- Packing supplies are being delivered and include:
 - 10 cardboard boxes per person measuring 12" x 12" x 18"
 - Bubble wrap, packing tape, box labels
- Copiers are being moved by the companies they are leased from
 - Direct questions to Tammie Cole
- Cancel Water and Coffee Services for your existing space
- Once supplies are delivered, start packing!



Surplus

- **Do not** surplus UT-owned furniture
- **Do** surplus unused IT equipment
- **Do not** move unused or outdated equipment to UT Tower
- Contact Tonya Sartin at tsartin1@utk.edu so that she can take this equipment off of the inventory list



How Much Storage Will Workstations Have?

STORAGE NOTES:

- A** 24"W, 2 SHELF BOOKCASE
- B** 24"W, TWO-DRAWER LATERAL FILE, LOCKABLE
- C** 15"W, STORAGE TOWER, LOCKABLE, INCLUDES:
 - (2) 6"H BOX DRAWERS
 - (1) 12"H FILE DRAWER
 - SIDE-TURN BOOKCASE WITH SHELF
- D** MOBILE PED WITH (1) 6"H BOX DRAWER AND (1) 12"H FILE DRAWER
- E** UNDERSURFACE MOUNTED PENCIL DRAWER



How Much Storage Will Private Offices Have?

STORAGE NOTES:

A 24"W, 2 SHELF BOOKCASE

B 30"W, MULTIFILE, LOCKABLE, INCLUDES:

- (2) 6"H BOX DRAWERS
- (1) 12"H FILE DRAWER
- (1) 15"H, 30"W FILE DRAWER

C 24"W, LATERAL FILE, LOCKABLE



New Address, Business Cards & Letterhead

Place Your Orders Online:

- brand.tennessee.edu/resources/stationery/

Postal Address (For Mail and Packages)

University of Tennessee

[Your Name]

505 Summer Place – UT Tower (Your workstation #)

Knoxville, TN 37902

Physical Address (For Visitors and Flower/Food Deliveries)

University of Tennessee

[Your Name]

400 W Summit Hill Dr. – UT Tower (Your workstation #)

Knoxville, TN 37902



NAME HERE

Title here

DIVISION, DEPARTMENT AND/OR OFFICE NAME

865-974-0000 office
865-974-0000 alternative
emailaddress@tennessee.edu

Address 1
Address 2
Knoxville, TN 37902
tennessee.edu



Bold and impactful
Embrace diversity
Optimistic and visionary
Nimble and innovative
Excel in all we do
United and connected
Transparent and trusted

During Your Move Week

UT Tower

- **Do not** arrive at UT Tower until you're instructed to do so
- Plan to work from home Monday-Thursday of scheduled move weeks
- The move-in process will go more smoothly if the UT Knoxville Rapid Response Team is able to move an entire floor before employees arrive
- By Friday of your move week, your new badge will be activated and will allow you to enter the building
- Wear your UT Tower badge at all times while inside the building

Parking

- You'll receive a new parking card before your scheduled move-in date, or on your first day in the UT Tower
- Parking is provided in Summer Place Parking
- There is a fully accessible route when parking in the ADA spaces on the 3rd floor
- 50 UT Knoxville hang tags will be available for UT Tower employees to check out as needed
- Return UTK parking hangtags and orange dots to Tammie Cole when you turn in your keys

UT Tower Tenant Handbook

- The handbook will be on @Kate and HR will receive an acknowledgement of your review
- Every employee will need to do so prior to moving to UT Tower
- Instructions will be shared soon!

