**Accessing UTK & UTSI Building Floor Plans**

Small-scale building floor drawings are available for most buildings and can be very helpful.  These drawings can be accessed by following the instructions below:

1. To receive proper access rights to view the drawings you must first send an email to Tiffanie Casteel (tcastee3@utk.edu) requesting each specific building you will need to view. She will set up the WEB security and respond via email when your authorization rights are activated.

2. (NOTE: It is best to use Internet Explorer as your browser when accessing these floor plans.) Go to the Knoxville Facilities Services Website at:
   http://fs.utk.edu/buildlist.asp
   From here you may choose your campus (Knoxville or Space Institute).

3. After selecting a campus you may select a specific drawing by clicking the appropriate building number in the left-most column of the table.  (The buildings are listed in alphabetical order.) The next screen will ask you for your username and password.  You should use your **NetID** and password to login.

4. Once you are successfully logged in, the screen will open a PDF displaying the lowest floor of the building you selected.  Scrolling down the document will reveal additional floors of the building if there is more than one.  Adobe Acrobat has a floating toolbar at the bottom of the screen that you should use to print the drawings.  If you use the print icon associated with the internet browser (Internet Explorer, FireFox, etc.), the floor plan may not print correctly.  It is suggested that you simply send the drawing to your office printer so you have a hard copy to view while completing the survey.

5. Repeat this process for each building layout that you may need to view.