

BIOLOGY FIELD STATION
Department of Ecology and Evolutionary Biology
The University of Tennessee, Knoxville

RESEARCH FACILITY
USER MANUAL

198 TUDOR ROAD
GATLINBURG, TN 37738

**“What To Expect...
What To Do...
What Not To Do...”**

PLEASE READ BEFORE/UPON ARRIVAL

- Welcome to the Biology Field Station. We hope you enjoy your stay.
- Please take a moment to read this material before your arrival, and contact us at: fieldstation@utk.edu if you have any questions. Also take a moment to re-read this material when you arrive. It may make your stay more enjoyable, and it will help us to maintain the Field Station.
- You can view this field station and this user's manual at: <http://fieldstation.utk.edu/>

DIRECTIONS

From I-40:

- Take the TN-66 exit - exit number 407 - toward Gatlinburg/Sevierville/Pigeon Forge
- Go south on TN-66 S/Winfield Dunn Parkway. Continue to follow TN-66 S. – 8.4 miles
- TN-66 S becomes US-441 S – 13.1 miles
- Turn left onto US-321/East Parkway/TN-73. Continue to follow US-321/TN-73 – 5.6 miles
- Turn left onto Old Hills Creek Road – 0.1 miles
- Turn left onto Tudor Road – 0.4 miles
- As you drive up Tudor Road you will see a cemetery on the right and a private drive on the left. Proceed straight ahead, the pavement will end and you will be on a rock drive. You will come to a locked gate. The gate has two locks; one belongs to the University and the other to the local utility company. Always put our lock through the chain and the utility company's lock, so they can always have access. The first building you see after the gate is the Bunk House (130 Tudor Road). Proceed on up the driveway past the campground on the right (158 Tudor Road) to the main buildings at the end of the drive.

IMPORTANT TELEPHONE NUMBERS

The phone number for this field station is (865) 436-0796. The phone is maintained for security and emergencies and is located in the lab area. The address is 198 Tudor Road, Gatlinburg, TN 37738.

Long Distance:

If you must use the field station landline for long distance calls, please bill calls to a credit card or other long distance service. If this is not possible we will bill you for whatever long distance calls you make.

Email:

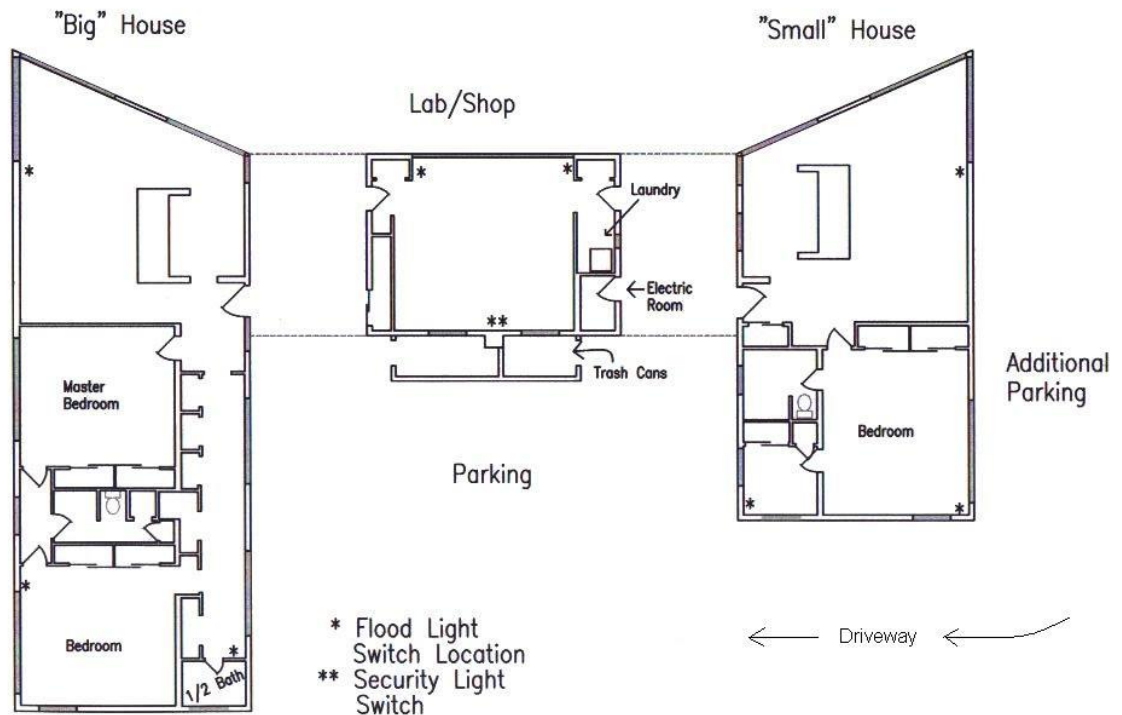
The field station has wireless internet service in each building.

Emergency Services: 911

ARRIVAL

- Upon arrival please read through this Field Station Manual, as it should answer most questions you have about what to do.
- As you enter the small parking area at the research facility you will first see the “small” house, then the laboratory building, and then the “Big” house. See the building map for more detail.
- When you first arrive please check the laundry room in the laboratory to see if there are any bed or bath linens still being laundered from the previous guests’ stay. If there are, please finish them up and put them in the appropriate places, which are listed throughout this manual.

Building Map



DEPARTURE

- Please strip the bed(s) you used and put on clean sheets and pillowcases.
- Please wash, dry and fold bed and bath linens and return to appropriate places.
- Wash all dishes, pots and pans you have used and return them to the appropriate place.
- Take all garbage to the main trash receptacle behind the laboratory (see Building Map for location).
- Do not leave any spoilable or perishable food in the refrigerator or cabinets.
- If you have made a mess and need to sweep, mop or vacuum take care of all of it before you leave.
- Please close all blinds.
- Leave AC on and set at 75 (in winter, leave heat set at 68).
- Leave keys in key drop box in the laundry area and lock the door or return them to the University of Tennessee, 125 Austin Peay Building, Knoxville, TN 37996.
- Lock the gate, our lock through the utility company lock.

BIG HOUSE

MASTER BEDROOM/MASTER BATHROOM

Bedroom:

- There are two sets of full size bed linens for this bed. A clean set should be on the bed and an extra set should be in the top drawer of the dresser.

Master Bathroom:

- A total of twelve bath towels, eight hand towels and sixteen wash cloths are in the master bathroom and linen closet in the master bath.

GUEST BEDROOM/RESTROOM

Guest Bedroom/Twin Beds:

- There are four twin beds and a clean set of linens should be on the beds. An extra set of bed linens should be on the shelves beside the door.

Guest Bathroom (at end of hall):

- Two hand towels and two wash cloths should be in the guest bathroom upon your arrival.
- Extra sets can be found in the closet in the master bathroom.

SMALL HOUSE

BEDROOM/BATHROOM

Bedroom:

- There are two sets of full size bed linens for this bed. A clean set should be on the bed and an extra set should be in the top drawer of the dresser.

Bathroom:

- There are six bath towels, six hand towels and six wash cloths in the bathroom and linen closet.

KITCHEN (BOTH “BIG” & “SMALL” HOUSE)

- Basics (salt, pepper and coffee) are already at the house. Please help yourself. If you notice anything running low, please feel free to replenish our supplies or drop us a note so that we can take care of that ourselves.
- Help yourself to anything in the cabinets or refrigerator, but please try to replenish what you use.
- **PLEASE DO NOT LEAVE ANY SPOILABLE OR PERISHABLE FOOD IN THE REFRIGERATOR OR CABINETS UPON YOUR DEPARTURE.** It may seem nice to leave leftovers behind, but it could be weeks before the next guest arrives and things spoil quickly. And, power outages are possible. Please place all spoilables and perishables in a trash bag, and put them in the trash can inside the gate behind the lab.
- All of the kitchen utensils and appliances you should need are in the house, along with grill tools in each house.

MISCELLANEOUS

Light Switch Locations:

- You will find the flood light switch locations on the building maps in this manual.
- The security light on the chimney of the lab is on a photocell. If you should for some reason (star gazing) need to turn it off, the switch is in the lab directly below the light. Leave switch in on position when you leave the field station if you turn it off for any reason.

Cleaning Supplies:

- Basic cleaning supplies and dishwashing detergent are located under the kitchen sink or in the laundry room. Vacuum cleaner, brooms and mops are located in the laundry room, along with laundry detergent.
- If anything appears to be running low, please feel free to replenish the item(s) or drop us a note so that we can take care of that.

Laboratory:

- The following can be found in the laboratory:
Refrigerator/freezer, sink, telephone, and laundry facilities. The benches have electricity with fluorescent and natural lighting.
- Please clean up after experiments and dispose of trash in the outside receptacle.

Iron:

- An ironing board can be found in the hall closet next to the half bathroom in the big house, but you should bring your own iron.

Tools and First Aid:

- A small toolbox and a small first aid kit can be found in the laundry room on a shelf.

Outside Chairs and Grill:

- Outside chairs should be left under the roof overhang. The grill should also be left under roof overhang. Grill tool sets (forks, spatulas, etc.) are in each kitchen.

Temperature:

- Please make it as comfortable as you want while you are here. When you leave, please leave AC on and set at 75 (in winter, leave heat set at 68).

Keys:

- You will receive one set of keys with this manual. Please return them to The University of Tennessee, 125 Austin Peay Building, Knoxville, TN 37996 or leave them in the key box in the laundry room and lock the door.
- It is possible to lock yourself out of the building because there are locks in the knob of all buildings; be careful. When you leave, lock the knob and the deadbolt.

Emergency Contact: For issues that demand immediate attention between 8AM and 5 PM on Monday – Friday please contact:

- Gary Branson or Jana Polson
The University of Tennessee
Division of Biology
125 Austin Peay Building
Knoxville, TN 37996
(865) 974-4219

For emergencies that arise on evenings or weekends, please contact Gary Branson:
(865) 898-9636

Questions/Comments: For all other questions or comments, please contact:
fieldstation@utk.edu

**Do not use
Fireplace.**

No Smoking



Smoke-Free
Facility

No Alcohol



Alcohol-Free
Facility
