


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 through Archibus by following the instructions below:

1. Go to the building list on the Knoxville Facilities Services Website at:
<https://fs.utk.edu/utk-building-list/>
2. 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.
3. Once you are successfully logged in, the screen will display the floor levels to left of the screen. Click on a floor level to view the floor plan.
4. To print your floor plan(s) click on the icon,  , in the upper right-hand corner. 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.