

JULY 2016

*Facilities Management
Monthly Report*



Delivering The Experience



Western Kentucky University



THE DFM TEAM



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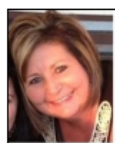
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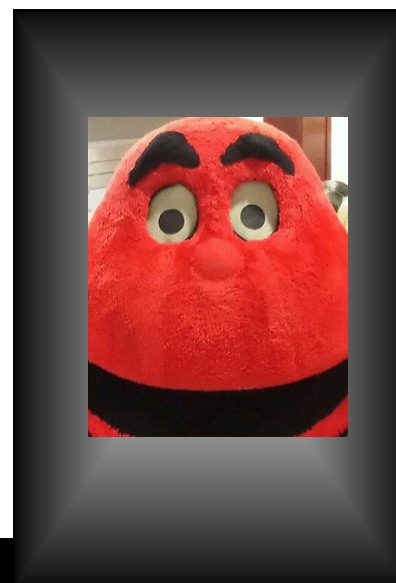
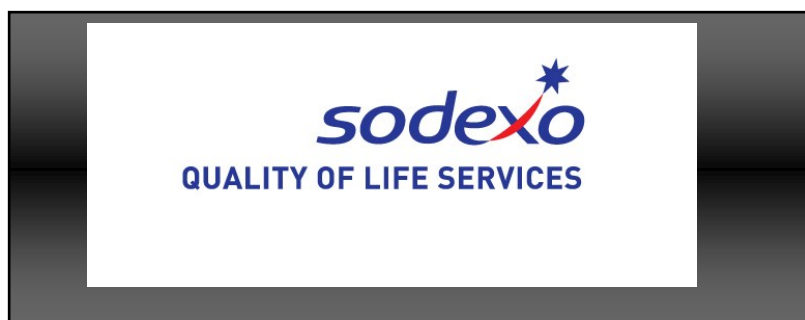
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Our Mission: Guided by our shared value, each one of us is fully empowered to consistently exceed the expectations of the university to insure a safe, clean and stimulating learning, working and living environment for all involved. To this end, we will provide the most efficient and effective routine and preventative maintenance services needed to support the educational goals of Western Kentucky University.





July 2016 Monthly report
Manager: Jennifer McLeod
Training & Development

Training:

For the month of July, the training program has been focused on maintaining a safe work environment during the project months, creating orientations for the WKU employees who have been terminated and hired by Sodexo, as well as scheduling CEU trainings for our licensed skilled trades group.

The Safety topic for July was compressed gas cylinder safety. A combination of videos and postings in the communication board were utilized to teach these topics to team members.

The Methods training is a tool Sodexo provides to bring re-training on cleaning standards to all custodial staff members. We are evaluating these methods and working to tailor them specifically to WKU and look at alternative methods of delivery to keep these trainings interesting and meaningful to our staff. Some suggestions at this point are to select star performers within the teams and ask them to present the Methods training for the week in a unique and meaningful manner with hands-on demonstration of proper cleaning methods.

Encouraging team members to acquire and maintain licenses and certifications is an important facet of the program. Summertime is when we take a look at all of our licensed/certified individuals and schedule their recertification training. This month I have scheduled the trainings for half of our HVAC/Plumbing group, Fire Alarm Inspectors, and Electricians.

Finally, with the acquisition of WKU employees to Sodexo, a significant amount of time was put into the development of an orientation program for these employees. Every employee will need to go through the Sodexo policy and procedures training as well as additional safety trainings to include: Bloodborne Pathogens, Slips, Trips & Falls, Back Safety, Sexual Harassment, Accident Prevention, PPE, GHS and Chemical Safety Awareness. These orientations will take place in August.

Summary of Training Hours for July:

Summary:

Training Course	# of Participants	# of hours	Total Training hours
MOTW Training	161	0.5	80.5
Monthly Safety	300	1	300
Weekly Safety Msg	300	0.25	75

Total Number Training Hours for the month: 455.5 hours

July 2016 Work Order Statistics



*Overall Routine
Work Order
Completion Rate*

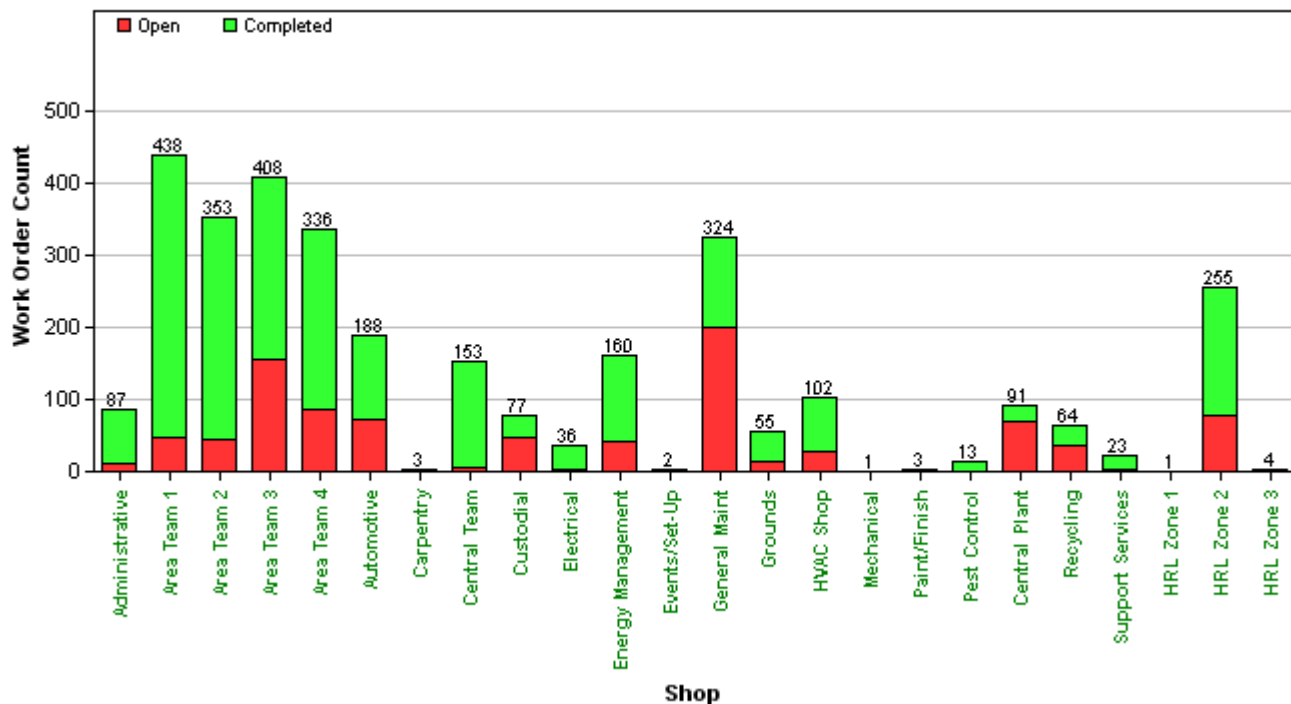


Report Criteria

Report Period is between '07/01/2016' AND '07/31/2016'

Historic Status of Work Orders Received					
Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	68	21	30.9	47	69.1
Deferred	1	0	0.0	1	100.0
Emergency	0	0	0.0	0	0.0
Low	58	0	0.0	58	100.0
PM-Monthly	673	308	45.8	365	54.2
PM-Weekly	64	20	31.3	44	68.8
Project	15	4	26.7	11	73.3
Routine	2276	595	26.1	1681	73.9
Safety Issue	0	0	0.0	0	0.0
Special Event	21	3	14.3	18	85.7
Urgent	1	0	0.0	1	100.0
Total:	3177	951	29.9%	2226	70.1%

Historic Status of Work Orders Received



Driving Performance

- ◆ An engineering survey of Fine Arts Building Automation Controls has been completed which wraps up the preliminary work to identify the project scope and cost to replace the pneumatic controls. The first phase of this project will replace pneumatic controls on twelve air handlers. A purchase order has been issued to Johnson Controls, work is expected to begin late August.
- ◆ There have renewed requests to evaluate the option of automated scheduling data to transfer from Astra into Metasys. Astra is capable of exporting schedules, however an interface must be developed in order to have it create schedules in Metasys. We have elected to pilot a small scale demonstration using Gary Ransdell Hall. Developers will build the interface and implement the program in the next few weeks.
- ◆ Electrical consumption increased 1.3% in June of 2016 compared to the same period in 2015. Cost decreased by 6.9% or \$33,152. KW demand increased by 3%. There were 0 heating degree days. There were 369 cooling degree days, an increase of 12.8% over 2015.
- ◆ The replacement of the two new large air handlers serving all of Helm Library was completed this month. Start-up is scheduled beginning August 2nd. Restoration of the limestone building exterior and the decorative terracotta is 60% complete with an August 30 due date.
- ◆ The Underground steam and condensate pipe replacement project is complete at Meredith Hall. Preston Center replacement expansion joints were received but were incorrect and were returned for re-work. Failed piping was observed in both locations and was replaced along with guides and anchors. The Minton to Academic project is 95% currently underway. Lyons Company will complete piping work assisted by Scott & Ritter, and Bluegrass Insulation. All project locations are expected to be complete along with the restoration work by the end of July and appear to remain on schedule.
- ◆ The auxiliary gyms at Diddle Arena are once again due for re-lamping and repair of all lighting fixtures. Lamps and ballasts were priced and found to cost nearly \$11,000 this cycle. A project has been developed to replace all of the existing 112 fixtures with LED. Energy consumption will be reduced 69%, re-lamping will be eliminated, as well as routine ballast replacement every other year. Simple pay back with a qualifying TVA incentive of approximately \$2,700 is just under 3 years.

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SURPLUS and RECYCLING

WKU's Recycling Rate is steadily climbing--thanks to committed partners across campus who are taking responsibility to reduce and divert waste through various initiatives. One partnership that has been integral in engaging WKU students in recycling and waste reduction is the Student Government Association's Sustainability Committee, and in June, WKU Resource Conservation led several students from the committee on a field trip to QRS in Louisville to learn more about WKU's waste stream. This tour allowed students to better understand recycling operations, challenges, and opportunities, and it also set a solid foundation for student engagement and action for the upcoming academic year.

Recycling Rate: 26%

Single Stream: 21,868

Cardboard: 9,330

Glass: 3,760

Compost: 3,120



Completed Projects

PLANT OPERATIONS:

- ◆ Completed steam piping replacement at Minton
- ◆ HRL emergency generator PM's were completed
- ◆ Completed monthly roof PM's
- ◆ Energy Management completed ladder safety audit
- ◆ Corrected outside air and mixed air damper issues at TCCW
- ◆ Replaced NCE batteries at Zacharias and Meredith following power outage
- ◆ Operation Team completed monthly Safety Training for July
- ◆ Completed programming of Cherry Hall heat exchanger control valves
- ◆ Energy Management completed 99 work orders and 34 PM work orders
- ◆ Replaced JCI network engine at Preston, post power outage failure
- ◆ Completed truck vehicle PM's
- ◆ Corrected cooling tower programming
- ◆ Energy Management developed programming for convertor steam valves at Kentucky
- ◆ Replaced supply fan motor on AHU 7 at South Campus
- ◆ Replaced pilot positioner AHU #8 Knicely
- ◆ Replaced blower assembly in roof top unit at Student Publications
- ◆ Alumni replaced supply fan VFD (again) and main control board
- ◆ Completed purchase order Phase 1 controls update for Ivan Wilson Fine Arts Center
- ◆ Developed LED lighting project for Diddle Arena Auxiliary Gyms
- ◆ Replaced several thermostats at Tate Page Hall
- ◆ Repaired re-heat Preston Center multipurpose room
- ◆ Replaced blown out duct work in 244 Academic
- ◆ Replaced damaged ground lights at Diddle Arena
- ◆ Replaced chiller isolation valve IEB
- ◆ Repaired blown out duct work in radio station at Academic
- ◆ Completed install of the new condensate pump station at EST
- ◆ Installed new unit heater at the Central Heating Plant
- ◆ Completed steam line replacement project at Meredith
- ◆ Completed LED lighting replacement at LT Smith East

- ◆ Adjusted acceleration/deceleration DSU AHU 203 to prevent frequent tipping events

Completed Projects cont.

Area Team ONE:

Completed Projects:

- ◆ Completed PM on equipment/water coolers at South Campus and Knicely Center.
- ◆ Completed PM on HVAC equipment above the ceiling in PHAC.
- ◆ Worked with contractor on building heat hot water pump at Tate Page Hall (\$20K).
- ◆ Worked with Blue Grass Insulation Contractor on project at Tate Page Hall.
- ◆ Tested Back Flow Preventers at Student Publication, Academic Complex, Parking & Transportation, Health Services (3 units).
- ◆ Completed all PM on fan-coil units and unit ventilators at TPH.
- ◆ Emergency Water main repairs at EST.
- ◆ Assisted on water leak and valve locations at Garrett Conference Center.
- ◆ Installed new domestic hot water recirculation pump in the kitchen at Knicely Center.
- ◆ Made repairs to emergency lighting circuit in hallway at Knicely Center Ball Room.

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Pending Projects:

- ◆ Working with Staff at Jones Jagger on infant day care room.
- ◆ Working with J.D. Phelps (Contractor) on tile issues at M.M.T.H. 1st floor men's and women's restroom.
- ◆ Working with Day Care staff at Jones Jagger on observation room issues.
- ◆ Working with Staff at P.H.A.C. on Maintenance Week shut down projects, week of August 8th. (Pool Draining and Filling, Unit heaters above basketball courts, clean all louvers).
- ◆ Testing of back flow preventers in AT1.

Area Team TWO:

Completed Projects:

- ◆ Repaired and reinstalled the sign for the Gordon Ford College of Business in the elevator at Grise Hall.
- ◆ Several power outages this month: Confucius Institute, PHAC, Zacharias Hall and Meredith Hall were switch over to the 12470V loop. The gear was cleaned at PHAC while the power was off.
- ◆ New turf field is being installed at Baseball. We received several calls for repairs to existing conduits and pipes that were exposed. We ended up having to reroute and rerun the drain line for the 3rd base dugout.
- ◆ Worked with Energy Management on a condenser pump problem at Snell Hall. It was discovered that the "C" phase motor termination had gotten hot due to loose connection and failed. Nathan Hale made temporary repairs and the HVAC shop installed a new motor the following week.
- ◆ Southern Electric Motor has replaced the Hot Water Circulating Pumps at Grise Hall, in the pent-house mechanical room (\$19K).
- ◆ Bluegrass Electric is doing several lighting projects at Baseball and LT Smith Stadium.
- ◆ Completed concrete repairs to Grise "smokers patio" (\$7K).

Pending Projects:

- ♦ Football Preseason and Soccer preseason work orders.
- ♦ Finish up the lighting repairs in PS1.
- ♦ Getting ready for Master Plan week.

Area Team THREE:

Completed Projects:

- ♦ Ag Beef Pavilion pulled sewer pumps repaired and reinstalled (SR – total cost pending).
- ♦ AEC - installed new water heater and installed new piping and valves.
- ♦ Farm - installed new pump for storm water tanks (non E&G – sustainability issue).
- ♦ Cherry Hall - repaired flood damage (\$9K abatement cost).
- ♦ FAC - installed new circulating pump for HVAC air-handler #13.
- ♦ FAC - cleaned fountain and repaired.
- ♦ Cherry Hall window repair (\$25K)

-Pending Projects:

- ♦ Cravens Library- installed new water line and valves.
- ♦ Cherry Hall install new water valves.
- ♦ FSH - Reestablishing PM system (student support)
- ♦ FSH - punch list items.

Area Team FOUR:

Completed Projects:

- ♦ Replaced filter pump for fountain at Augenstein Alumni Center
- ♦ Replaced sump pump in basement of Presidents House
- ♦ Repaired damaged outside string lighting and attached back to tree at Presidents House
- ♦ Replaced old air compressor for wood working shop at KYB (\$1K)
- ♦ Repaired water main break by greenhouses at EST(Contractor) - \$9K.
- ♦ Repaired water main leak at Augenstein Alumni Center(Contractor) - ~\$3K

Pending Projects:

- ♦ Replace all wet and mildewed ceiling tiles at TCCW from condensation leaks
- ♦ Replace bulbs in Snell Hall entryways with Genie Lift
- ♦ Complete assigned PM's
- ♦ Work on Summer Projects list items

Central Team

Completed Projects:

- ◆ Completed summer project of painting door's and trim @ Academic complex plus installed new cove base 3rd floor short side and 3rd and 4th floors tall side. Completed on 7/8/16.
- ◆ Completed project in E306 KYB. Damage from previous leak.
- ◆ Completed summer project painting common areas in COHH. Completed 6/29/16.
- ◆ Completed project in the director's office at AEC installed new window.
- ◆ Completed installing new cove base in Cherry Hall due to flood.
- ◆ Completed July roof PMs.
- ◆ Made roof repairs in various location Campus wide.
- ◆ Repaired 3 windows in various locations 2 for housing and 1 E&G PFT. Potter hall BCH.

Pending Projects:

- ◆ We have replaced boards on the fence at EHS will be sealing them in the next month.
- ◆ Will begin our summer project in Smith Stadium with in the month.
- ◆ Will be having a painting project in Grise hall probably within the next month.
- ◆ Stain new woodwork in GWH.
- ◆ Replace C-USA banners in Diddle Lot and down Hall of champions.
- ◆ Preseason football and preseason soccer.
- ◆ Replace 27 mortise locks in practice rooms in FAC.
- ◆ Complete August Roof PMs

Nights and Weekends

Completed Projects:

- ◆ Conducting environmental/dew point monitoring in the following locations: MH Sub-basement, MH basement, MH 1st floor, MH 2nd floor TPH 3rd floor center core, TPH 408, TPH 401, TPH 427C, TPH337, JJ 109A, JJ 131, JJ 114A, JJ 119A, JJ 111A, JJ 104A, GWH 3rd floor, GWH Theatre.
- ◆ Emptied dehumidifiers daily in TPH on the 2nd and 3rd floors.
- ◆ Kept a check on campus pole lighting.
- ◆ Campus exterior lighting audit.

Pending Projects:

- ◆ Continue to monitor the temperature and humidity in the buildings. We ordered 10 more data loggers and plan to put more in Helm library due to the air handling units being changed over the summer.
- ◆ Continue to repair outside lighting on buildings around campus.
- ◆ Pick up work that the day shift can't get to as easily during the day.

Electronics

Completed Projects:

- ◆ AC – perform correction of fire alarm panel deficiency repairs and T-taps
- ◆ SC – Room 113 access control changes on the reader
- ◆ Multiple FACP – battery deficiency replacements
- ◆ Set up multiple "special event" sound systems for summer camps
- ◆ Performed high volume of "electrical storm" related calls on fire alarm systems
- ◆ Maintained campus wide support and service for electronic systems

The Sodexo Experience.

- ♦ Moving forward with 'team Huddles' for team members on a weekly basis to further develop and nourish employee's job satisfaction and feeling connected and valued
- ♦ Two Employee of the month given, Sodexo provides a 25.00 dollar gift card to each recipient.
- ♦ Weekly Huddles held with staff
- ♦ Safety meeting held
- ♦ Monthly Department meetings held

A Strong & Healthy Culture is the Result of...



- Positive workplace attitudes
- Buy-in from all team members
- Meaningful, measurable goals
- Clear policies & procedures
- Appropriate Training
- Responsibility & Accountability



OUR DFM MISSION

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