

September 2016
Facilities Management
Monthly Report



Western Kentucky University

THE DFM TEAM



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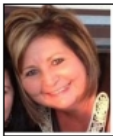
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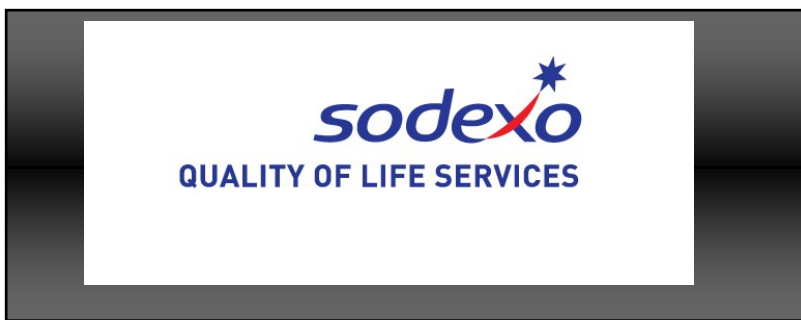


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Our Mission: Guided by our shared value, each one of us is fully empowered to consistently exceed the expectations of the university to insure a safe, clean and stimulating learning, working and living environment for all involved. To this end, we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



2016 Monthly report Training & Development

Training:

- ⇒ Safety Orientations held
- ⇒ Method of the Week/ Custodial weekly topics
- ⇒ Weekly Safety Topic shared
- ⇒ Monthly Training: Lockout/Tag-out
- ⇒ Monthly Training Ladder Safety / Ladder Inspections due
- ⇒ Monthly Safety Inspections completed
- ⇒ New Safety and Training manager joined the team
Welcome Tim Salloum



Work Order Statistics



Overall Routine
Work Order
Completion Rate

86.6%



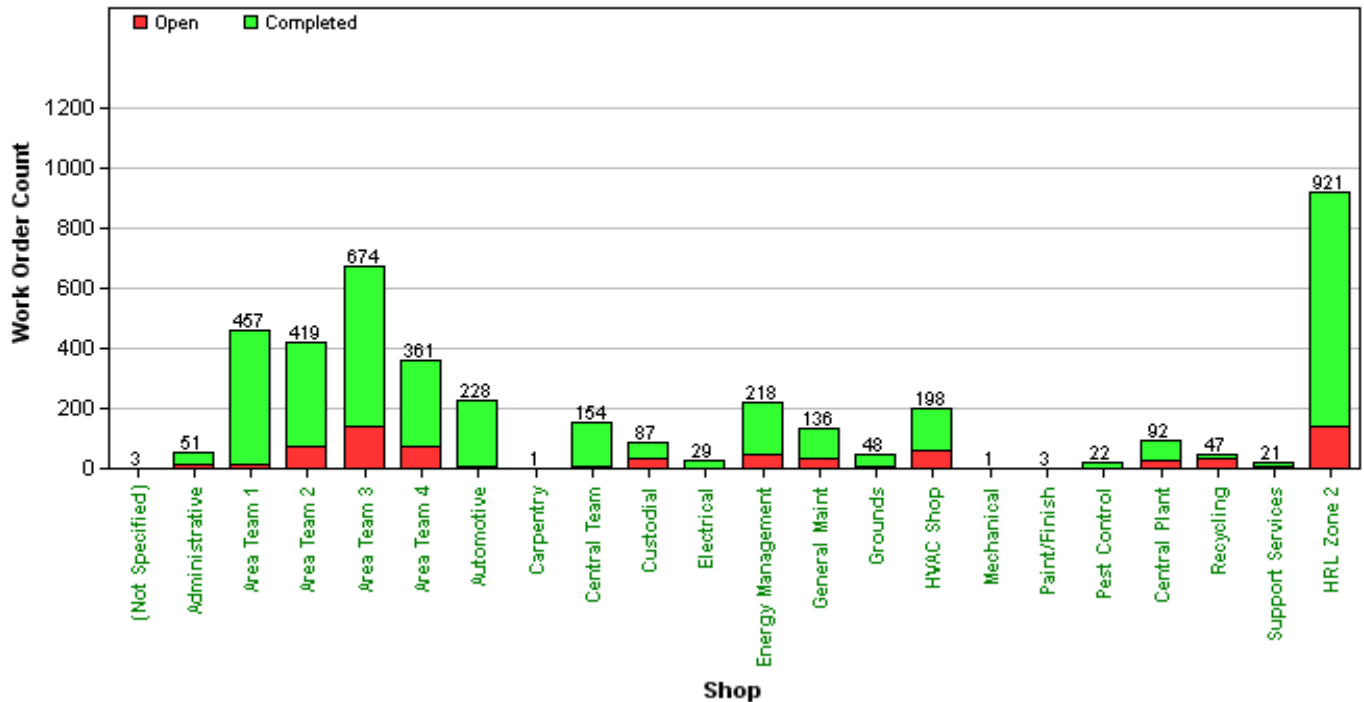
Report Criteria

Report Period is between '09/01/2016' AND '09/30/2016'

Historic Status of Work Orders Received

Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	62	2	3.2	60	96.8
Deferred	1	0	0.0	1	100.0
Emergency	0	0	0.0	0	0.0
Low	58	2	3.4	56	96.6
PM-Monthly	881	274	31.1	607	68.9
PM-Weekly	65	12	18.5	53	81.5
Project	21	5	23.8	16	76.2
Routine	3042	408	13.4	2634	86.6
Safety Issue	0	0	0.0	0	0.0
Special Event	30	7	23.3	23	76.7
Urgent	11	2	18.2	9	81.8
Total:	4171	712	17.1%	3459	82.9%

Historic Status of Work Orders Received



Driving Performance

Plant Operations:

- ⇒ A project to replace the air handler controls at Fine Arts Building Automation Controls began installation this month. The first phase of this project will replace pneumatic controls on twelve air handlers that many of which have been in service since 1973. Work this month has been the installation of network cabling to connect field devices and the installation of an additional network engine. Minor interruption to the HVAC is expected as cooler weather approaches. Other aspects of the project to begin in October include the actual removal of pneumatic devices and installation of digital devices. Air handler outages are currently scheduled for “Fall Break” October 6th and 7th.
- ⇒ Critical needs projects are being compiled and evaluated for possible funding in 2017. Three HVAC system air handlers in Grise Hall are now 50 years old and still in service as well as mixing boxes throughout the building. A second phase of control system updates for Ivan Wilson Fine Arts Center will also be submitted.
- ⇒ Electrical consumption increased 10.4% in August of 2016 compared to the same period in 2015. Cost increased by 3.2% or \$17,131. KW demand increased by 7.7%. There were 0 heating degree days. There were 455 cooling degree days, an increase of 44.9% over 2015 and was the hottest August since 2010.
- ⇒ A project to replace the #2 chiller and cooling tower at the Knicely Conference Center is now complete. The new, York scroll machine and Marley tower were started up and put into service this month. They replace a 25 year old reciprocating R-22 machine that had become obsolete and a tower that was beginning to rust heavily. Last October one of the reciprocating compressors had a catastrophic failure that knocked out the power to the entire building.
- ⇒ The Central Heating Plant recently completed and overhaul of a boiler feed water pump in preparation for the upcoming heating season. The dealkalizer will receive fresh ion exchange resin in the next week putting it into tip top shape. Steam traps have been serviced, and condensate pumps have been tested. A replacement steam to hot water converter has been installed at Garrett Conference Center after it was discovered to have a failed tube bundle this spring. Several underground steam and condensate piping leaks were addressed this summer that should improve the operating efficiency of the plant.
- ⇒ A project that replaced the fixtures in the Diddle Auxiliary Gyms and weight room with LED lighting is complete. Re-lamping and repair of the existing lighting CFL fixtures was scheduled. Lamps and ballasts were priced and found to cost nearly \$11,000 this cycle. This LED project will 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 \$2,003 is 1.8 years.

Driving Performance

Environmental Services:

- ⇒ Staples help vendor training. We discussed chemical usage and microfiber products. ESA gave some feedback to Staples on stuff that is not working. We worked on trying to get Spanish training done with Staples. They provide some videos that did not work for us.
- ⇒ Gerald is working on an installation date for Breeze... more to come on dates ..
- ⇒ Logo torpedo trash cans have been ordered and will be placed in Smith stadium.
- ⇒ We are working with Beth in recycling. We are currently posting to have volunteers pick up the recycling at the end of the game.
- ⇒ An annual training calendar will be introduced in October. BSA training will be conducted on a weekly basis. The sessions will be geared toward a specific task each week.
- ⇒ Training geared toward personal growth will be introduced in the year's final quarter. The goal is to improve morale, increase productivity and to develop better organization among staff members.
- ⇒ Moving ESA from CEC per client request to improve the quality of work for the building.
- ⇒ We have started working on doing QA inspections again.
- ⇒ Managers are hosting weekly supervisors meetings to better focus our efforts on daily needs.
- ⇒ Managers and supervisors will be dedicating a concerted effort to training and to improving building appearance in October. We look to work on a building by building basis to identify deficiencies and make corrections. FAC, Cherry Hall, Potter Hall, Diddle Arena, Smith Stadium, will be focused in October
- ⇒ We currently have 12 openings with about 20 in transition to being hired.
- ⇒ We are still currently using Kelly and Quality Services to help fill some vacancies. Some of their employees are switching over to us and going full-time. We have switched about 10 to 12 over to us.
- ⇒ We are going to roll out the SPARX program in October.
- ⇒ Raul Pena has been a great help in assisting with training, put training materials together and doing some of the translation of information.
- ⇒ Busy month with continuing in recruiting and training the new staff that we have. A lot of our staffing needs are needed on the morning shift.
- ⇒ We have some issues with attendance that need address. Hopefully, the implementation of new departmental rules will give us a benchmark to accountability.



SURPLUS and RECYCLING

September 1st marked WKU's first of six home football games, and with thousands of fans on campus for each of these games, WKU Resource Conservation has an opportunity and a responsibility to divert as much waste from the landfill as possible. To do this, WKU Resource Conservation has worked to improve recycling operations throughout home football games. The following improvements have resulted in capturing 6,240 lbs. of recyclables! :

- ⇒ WKU is participating in the Game Day Recycling Challenge—a friendly-but-fierce national recycling competition against other universities.
- ⇒ WKU Resource Conservation challenged WKU fraternities to a competition amongst themselves in the Valley — to date, WKU fraternities have collectively recycled 1,000 lbs. of plastics, cardboard, and aluminum in their tailgating area!
- ⇒ Campus Services invested in 50 new Recycling containers for In-Stadium recycling
- ⇒ WKU Resource Conservation has partnered with the SGA Student Sustainability Committee for peer-to-peer student engagement. Student volunteers help educate, engage, and demonstrate recycling habits to their peers and fans.
- ⇒ Post-game In-Stadium recycling: volunteers and employees glean the stadium during and after each game for recyclables.
- ⇒ WKU Resource Conservation works with Aramark to maximize recycling efforts related to Concessions throughout the Stadium.
- ⇒ Campus Services employees help with recycling efforts New signage, including chalking, has helped to raise awareness among fans regarding recycling and WKU's participation in the Game Day Recycling Challenge.



SURPLUS and RECYCLING





Completed Projects:

Maintenance Projects

Our team completed the summer building blitz in Minton, Mclean, Gilbert, McCormack, Southwest, Bemis, Barnes, Poland, Keen, and PFT.

Completed many rooms at the Kentucky street apartments.

Replaced unit at 125 Zach. We have ordered filters and preparing for a filter change in all dorms.

Completely checked all air handlers and exhaust fans to ensure they are working properly.

Assisted contractors in the steam line repairs at Southwest, Minton.

Assisted in the cooling tower move at Meredith to gain access and repair steam line.

Assisted with the install and start of new steam boiler at East Hall.

Housekeeping projects:

Keen-cleaned; camps in progress

Poland-cleaned; camp in progress

Bemis-cleaned; camp starting again next week

Zach-cleaned (half way through carpet extraction)

Meredith-cleaned (partially carpet extracted—waiting on air to come back on to finish)

Cleaned KY street apartments both 1350 and 1355.

Reclean on North and SW completed for camps.

McCormack cleaned

Gilbert cleaned.

Minton 9th and 10th floor scrubbed and waxed.

PFT in process of waxing bedrooms on 3rd thru 12th floors.



Long-Term Expectations: We will be monitoring our housekeeping budget to see if we experienced any savings using Staples. We will look at the surface pro tablet and see if would be cost effective to use with maintenance work orders. We will look ant new housekeeping equipment that may help us be more efficient. This is ongoing.

Innovative Solutions: We will look at the Lotus pro green cleaning system that cleans with water transformed oxygen to ozone. If we think this would be cost effective and would work in the residence halls we may set up a free trail. This has currently been set up at DSU and South campus and we are trying some of the product in the Resident halls using spray bottles. We have been working with E&G test the Lotus Pro with an ATP meter and getting good results. We will continue to test the product. We will also be looking at led lighting in some areas. We have tried the Nano edge cleaning tool to help us cleaning grout and restroom floors. We will be looking at a new Dell tablet for maintenance work orders to use out in the field. In the near future we will be looking at the BREEZE housekeeping inspection tools that are electronic. This is ongoing.

Customer Focus: We have Rodes, our summer school building ready for summer school check in and on time. We have completed the first camp buildings and have them cleaned and inspected. We are working on some maintenance projects and assisting contractors when needed. We are working on the Sodexo changeover and have received employee applications.

Enhanced Wellbeing: Estella Zachary won the Hilltopper Hero award for June and received a \$40.00 visa gift card sponsored by Staples. We provided pizza for the employees that worked the summer school transition weekend.

Driving Performance: We will inspect every room after cleaning and will check for maintenance that has been completed. We have hired 9 seasonal summer temps to help us get ready for the summer camps. We are making sure buildings are ready for our summer camps.

Strategic Vision: Vision—look into the future We will be looking at ways to save money in any areas as we are always challenged by budget cuts. We will partner with E&G and look at some other misc. custodial supplies to see if we can save money using our buying power. This is ongoing.

Completed Projects

- ⇒ Completed start-up of new chiller and cooling tower Knicely
- ⇒ HRL emergency generator PM's were completed
- ⇒ Completed controls training at Confucius
- ⇒ Installed/replaced PTAC unit in Equine Center
- ⇒ Completed VFD PM's at EBS
- ⇒ Replaced interface module on Lochinvar boiler at Smith West
- ⇒ HVAC repaired re-heat 3rd floor offices Tate Page
- ⇒ Completed install of PTAC unit in PS2 Parking & Transportation office trailer
- ⇒ Energy Management completed 131 work orders 24 remain open
- ⇒ Replaced auxiliary drain pan Alive Center
- ⇒ Faculty House adjusted refrigerant charge and replaced blower drive belt
- ⇒ Replaced roll filters and supply fan drive belts TCCW AHU#1
- ⇒ Updated 15 Metasys NAE55-10 network engines to new Microsoft OS
- ⇒ Replaced failed wiring and disconnect switch for condenser pump TCCW
- ⇒ Replaced failed wiring and disconnect switch on Seresco unit at Preston natatorium
- ⇒ Assisting maintenance with E&G generator PM's
- ⇒ Two Boiler Technicians attended training at Lochinvar
- ⇒ Completed LED lighting install in Diddle Weight Room
- ⇒ HVAC replaced 2 fan motors Diddle fan coils
- ⇒ Cleaned condenser coils DSU roof
- ⇒ Repaired broken relief air dampers TCCW
- ⇒ Replaced condenser fan motor on Seresco unit at Preston
- ⇒ Replaced chilled water actuator in Gatton
- ⇒ Completed troubleshooting fire damper issue Aramark food storage area
- ⇒ Resolved issues with blower coil Gatton room 303
- ⇒ Investigated communication issues with Metasys ADX server
- ⇒ Heat Plant assisted contractor with manhole steam trap repairs

- ⇒ Prepared Smith stadium for start of Football season.

- ⇒ Diddle first floor scrubbing and sealing was completed.

Completed Projects cont.

Area Team ONE:

Completed Projects:

- ⇒ Assisted area team 2 with sewage lift station pump at DSU.
- ⇒ Rebuilt part of the wooden handicap ramp at South Campus.
- ⇒ Assisted contractor at PHAC on building heat pump replacement.
- ⇒ Completed all outside lighting audit issues MMTH.
- ⇒ Assisted roofing contractor at JJH.
- ⇒ Replaced wall pack lights at South Campus/men's restroom, switched over to LED.
- ⇒ Completed 9 SR's.
- ⇒ Assisted contractor on handicap door closer at Academic Complex.

Pending Projects:

- Working with Staff at JJH on moving furniture into new conference room.
- Work with TPH Staff on air quality issues within affected areas.
- Test more backflow preventers within Area ONE.
- Work on SDS book.
- Work with outside contractor on pumping grease trap at Academic Complex kitchen.
- Order materials for pending PM at TPH, JJH and PHAC.

Area Team TWO:

Completed Projects:

- ⇒ Set up portable generator at AEC while problem with injector pump and wiring issues were resolved. Tied building generator back in once repairs were completed. Tested automatic transfer function both times.
- ⇒ SR's for hanging pictures at GRH and LTSE.
- ⇒ Football games on 9/1 and 9/24.
- ⇒ Fabricated drain covers for the practice football field.
- ⇒ Working on lift station at DSU. Pump #2 has a bad motor. New pump has been ordered.
- ⇒ Contractors have been working at Baseball (fence repair and replacement) and Smith Stadium (pressure washing, painting and handrail repair).

Pending Projects:

- Finish up DSU lift station once new pump arrives.
- Football games on 10/1 and 10/22. Medical Center 10K on 10/15. Homecoming festivities 10/20-10/22.
- Basketball Preseason. First game is 11/1.
- Work across Area Teams to develop consolidated critical needs/summer projects listing.

Area Team THREE:

Completed Projects:

- ⇒ Ag Expo – Repaired outside lighting, bad ground.
- ⇒ VMH Removed old irrigation pump and installed new system.
- ⇒ Wetherby - Removed wall TV and repaired lighting.
- ⇒ Gordon Wilson - working on leaks and lighting.
- ⇒ Gatton – PM, small repairs and events.
- ⇒ Cherry Hall - cleaned and camera storm drains still in progress.
- ⇒ FAC - Installed new 30 gal water heater.

Pending projects:

FAC - In process of repairing condenser pump.

Cherry Hall – complete outside storm drain repair – address foundation window well leaks.

Work across Area Teams to develop consolidated critical needs/summer projects listing.

Area Team FOUR:

Completed Projects:

- ⇒ Flushed water lines at 1702 Normal because of sulfur smell in water
- ⇒ Unstopped sewer line at clean out in hallway on first floor of IEB
- ⇒ Replaced exhaust fan motor in women's restroom at Popeyes
- ⇒ Replaced many saturated and molded ceiling tiles in Snell Hall 4101, 4102 and 4108
- ⇒ Repaired leaking back flow preventer at CEC
- ⇒ Extended A/C condensate lines on back exterior at COHH

Pending Projects:

Replace chilled water and condenser pumps at TCCW(contractor)

Replace bulbs in Snell Hall entryways with Genie Lift over Fall Break

Complete assigned PM's

Work across Area Teams to develop consolidated critical needs/summer projects listing.

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, TPH 216, TPH 242, JJ 109, JJ 109A, JJ 131, JJ 114A, JJ 119A, JJ 111A, JJ 104A, GWH 3rd floor, GWH Theatre, GWH 3rd floor Dean's office, TCCW 433, TCCW 4th Floor ceiling, Gatton 303, SSB Events Office, Cravens Basement, Snell 4108, Snell 4107, Cherry Hall Basement.
- ⇒ Emptied dehumidifiers daily in TPH on the 2nd and 3rd floors.
- ⇒ Kept a check on campus pole lighting.
- ⇒ Campus exterior lighting audit.
- ⇒ Fine Arts 359, we changed all of the ceiling tile.

Pending Projects:

Continue to monitor the temperature and humidity in the buildings. We ordered 5 more data loggers.

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.

Central Team

Completed Projects:

- ⇒ Repainted HILLTOPPERS at Smith Stadium in bleachers.
- ⇒ Vehicle PM's complete.
- ⇒ Drywall repairs completed at AEC lobby and FAC.
- ⇒ Completed painting at Knicely and Baseball.
- ⇒ Repaired broken pivot on DSU Annex door.
- ⇒ Completed 2 rooms of painting at Academic Complex.
- ⇒ Painting complete in Special events office at SSB.
- ⇒ Replaced damaged floor tile in Cravens breezeway.
- ⇒ September roof PM's.

Pending Projects:

Lock replacement at FAC in progress.
Working on various roof leaks around campus.
Several paint projects scheduled for fall break.
Work across Area Teams to develop consolidated critical needs/summer projects listing.

Electronics:

Completed Projects:

- ⇒ Shop cleaning and inventory – completed
- ⇒ Guthrie Bell Tower – completed lubrication and bell PM
- ⇒ Smith Stadium East & West – confirmed silicone to be ok on all outside fire alarm devices
- ⇒ Providing game day support for athletic events
- ⇒ Repair of soccer score board horn - completed
- ⇒ Music Rehearsal Hall – completed motorized curtain control
- ⇒ Repair of Smith Stadium weight room sound system
- ⇒ Completed & assisted with transition to new Diddle basketball goals
- ⇒ Maintained campus wide support and service for electronic systems

Pending Projects:

Snell Lutron Lighting troubleshooting
FSH – multiple access control corrections needed from labeling to hardware corrections
Van Meter Hall – need to perform ADA access door modifications to tunnel door leading to the elevator
Additional game day support for athletic events
E-phone head fusing – perform as service is required or as time permits
Continue campus wide support and service for electronic systems.
Work across Area Teams to develop consolidated critical needs/summer projects listing.

GIS

Completed Projects:

- ⇒ Completed all utility locates
- ⇒ Completed all map requests
- ⇒ Checked on and took pictures of Ogden College Hall construction site
- ⇒ GPS new utility features at Ogden College Hall and various utility checks around campus
- ⇒ Updated utility lines and features in GIS database
- ⇒ Learned new GIS software for drone utilization

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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