

February 2016

Facilities Management

Monthly Report

Western Kentucky University



Delivering The Experience



FEBRUARY 2016 MONTHLY REPORT

THE DFM TEAM



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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.





Safety, Training and Professional Development

February was another busy month for Training & Development. Areas of focus included: Safety training, Advanced Custodial Leadership class, the Super Supervisor training, GED classes, and Cultural Enhancement classes.

The Safety topic for February was Bloodborne Pathogens. A combination of PowerPoint presentations and postings in the communication board were utilized to teach these topics to team members.

The Leadership series of trainings for all DFM Supervisors continued this month. We continued the video series on the Super Supervisor with Mildred Ramsey and completed People Skills 4 on motivating with respect and recognition. We spent two sessions discussing employee empowerment. The supervisors were given a reading assignment from three different leadership books on the benefits of empowering team members, then they were given a quiz to test their knowledge.

Classes for The Disney Cultural Enhancement series also continued this month. Topics this month focused on attitude and teamwork. We watched the sections on “attitude” and “teamwork” in the “Give ‘Em the Pickle!” series, as well as discussed and completed activities on these topics.

Other trainings this month included GED classes and new hire orientations. I purchased a new licensed online program for the GED students to better aid them in studying for the Hi-SET exam. It includes an individualized assessment of their study needs, then assigns teaching modules based on that assessment. We will be watching the segments in class and discussing them in detail as a group.

Finally, Don Daub came to campus this month to provide CEU hours to our Plumbers and HVAC technicians.

Summary of Training Hours for November:

- Provided weekly safety training topics to all departments
- Provided monthly safety training to all departments
- There were 10 new hires to attend on-boarding sessions
- The Super Supervisor series had its first two classes
- Cultural Enhancement classes

Training Course	# of Participants	# of hours	Total Training hours
MOTW Training	161	2	322
Monthly Safety	300	1	300
Weekly Safety Msg	300	0.25	75
New Hire Orientations	10	7.5	75
HVAC & Plumbing CEU's	17	8	136
Super Supervisor	37	1	37
Cultural Enhancement	54	1	54
GED Class	1	1	1
Advanced Custodial Tech	24	1	24
			1024

February 2016 Work Order Statistics

*Overall Routine
Work Order
Completion Rate*



88%

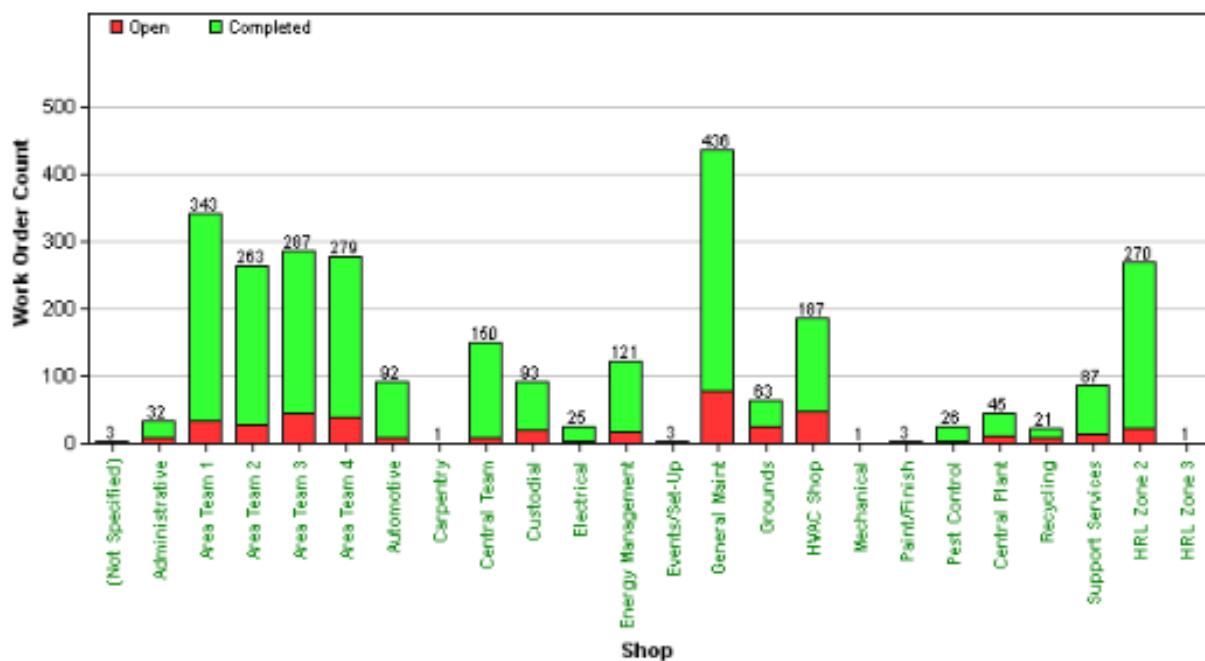


Report Criteria

Report Period is between '02/01/2016' AND '02/29/2016'

Historic Status of Work Orders Received					
Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	70	8	11.4	62	88.6
Deferred	3	2	66.7	1	33.3
Emergency	0	0	0.0	0	0.0
Low	125	14	11.2	111	88.8
PM-Monthly	556	138	24.8	418	75.2
PM-Weekly	6	0	0.0	6	100.0
Project	21	4	19.0	17	81.0
Routine	2028	244	12.0	1784	88.0
Safety Issue	0	0	0.0	0	0.0
Special Event	23	6	26.1	17	73.9
Urgent	0	0	0.0	0	0.0
Total:	2832	416	14.7%	2416	85.3%

Historic Status of Work Orders Received



Driving Performance

- WKU has received the Tree Campus USA® designation for the sixth consecutive year from the Arbor Day Foundation.

Note from Dr. Ransdell:

Subject: Re: Congratulations to Western Kentucky University on Receiving 2015 Tree Campus USA Recognition

Thanks Josh! Congratulations on another Tree Campus USA recognition. This is a strong and impressive sustained national recognition for WKU. It is at the core of our campus landscape and quality of life--not to mention our priority for sustainability. Well done to everyone who looks after our trees! They, in large measure, define our campus. Thanks! Gary



Tree Campus USA is a national program created in 2008 by the Arbor Day Foundation and to honor colleges and universities for effective campus forest management and for engaging staff and students in conservation goals. WKU achieved the 2015 title by meeting Tree Campus USA's five standards, which include maintaining a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance and student service-learning project. Currently there are 254 campuses across the United States with this recognition. "WKU diligently preserves and consistently strives to improve our diversified urban forest of over 3,600 trees," Campus Services Manager Josh Twardowski said. "WKU has been recognized for the past six years as being a Tree Campus USA® in addition to earning Accredited Arboretum status in January of last year. WKU's commitment to maintain a healthy and vigorous tree population is of the utmost importance and one of our core goals. We encourage faculty, staff, students and visitors to learn and benefit from our urban forest."

- In November of 2015 one of two of the 90 ton reciprocating compressors on the smaller chiller at the Knically Center suffered catastrophic failure. The chiller is approaching 25 years old and uses R-22 refrigerant which has not been manufactured for 6+ years. The decision has been made to replace both the chiller and cooling tower with a new 190 ton York scroll chiller which uses 410A refrigerant.
- Energy Management implemented full scheduling at the newly completed Honors College & International Center building. Cold weather finally arrived late in the month allowing EM staff to finally shake out the control system and evaluate both controls and equipment under near design conditions. The usual challenges presented themselves with a few areas that refused to heat properly and 50% of the air handlers that would not stay online. Several settings were altered and a few air flow changes were implemented that show promise to resolving the issues found to date.
- Electrical consumption increased .3% in January of 2016 compared to the same period in 2015. Cost decreased by 1% or \$3,109. KW demand decreased by 3.7%. There were 949 heating degree days compared to 957 in 2015. There were no cooling degree days. Natural gas consumption at the Central Heating Plant was down 5.6% from a year ago. The weather was slightly warmer than January of 2015 by a slim .8%.
- With the discovery and repair of a few small condensate leaks the condensate return has improved to 50% recovery meaning only this fraction of the steam sent out is being returned back to the plant as condensate. An aerial infrared survey was flown the evening of 2/28/16 with a report expected in the next 5-10 days. This will assist in locating and prioritizing areas of failed piping to be replaced this coming summer. Until late last heating season we were at about 70% recovered return which is excellent. The last aerial survey was completed in November of 2013. Several roof leaks have appeared in recent months with the most notable being at Jones Jaggers. The IR thermography will show how widespread this roof leak is, as well as roof conditions for all buildings.

SURPLUS & RECYCLING

Driving



Performance

WE RECYCLE
Cartridges
WKU Recycling accepts all brands of ink & toner cartridges



For additional cartridge recycling bins or to request that your department's cartridges be collected, please contact WKU Recycling at 745-6827

Dining Services

In January of 2016, WKU Recycling partnered with Dining Services to implement "Back-of-the-House" recycling in each of their 15 food outlets, allowing us to capture valuable recyclables such as commercial tin cans, large plastic jugs, and film. These efforts are certain to have a significant and positive effect on our recycling rate.

Stadium Recycling

In February, WKU Recycling partnered with Centerplate to implement Stadium Recycling. Beginning with recycling bins in each of the 16 Box Suites, WKU Recycling and Centerplate plan to work together to implement recycling into their food venues at Diddle Arena and Smith Stadium.

Cartridge Recycling

College campuses generate thousands of printer cartridges annually. Although they cannot be recycled in most Single Stream recycling programs, printer cartridges can and should be diverted from the landfill by recycling them separately. WKU Recycling partners with Office Max Solutions and receives a rebate for all printer cartridges collected.

Completed Projects

- Completed parking area lighting repairs Center for Research & Development
- HRL emergency generator PM's were completed
- Completed monthly roof PM's
- Energy Management continues to correct issues at DSU
- Commissioned building automation controls at Gordon Wilson
- Replaced uninterruptable power supply at MMTH
- Completed monthly Safety Training for February
- Completed duct insulation repairs at Grise
- Completed pipe insulation repair at Cravens Library
- Completed painting projects in the old Honors building, Kentucky Building, and International House
- Completed repair/re-lamp to several walkway and roadway acorn lights
- Completed VFD PM's at EBS
- Energy Management started-up a new VFD at Cravens
- Completed leak test of Maxon gas shutoff valves on #4 boiler, documented for FM Global
- Completed a lengthy study of boiler tripping issues at South Campus
- Assisted with steam generator replacement in Biology at EBS
- Assisted with set-up and calibration of dirty filter devices on Honors energy recovery units
- Completed annual employee evaluations
- 1790 Normal HVAC replaced gas furnace
- Replaced return fan motor Cravens AHU#1
- Flushed and unstopped supply lines on several fan coil units at Gordon Wilson
- Replaced UV sterilization lights at FAC
- Completed AHU PM's at Gary Ransdell Hall, Potter, Music Rehearsal Hall
- Grise Hall was deep cleaned, floors were scrubbed and waxed.
- Basketball floor in diddle had a clear film put over it to help protect the floor.
- Carpets were done in the ball rooms at Knicely Center.

Auto Shop:

- 1) 4 monthly generator PM's.
- 2) Quarterly generator PM's.
- 3) EBS generator water pump and battery replacement.
- 4) MMTH radiator rupture.
- 5) Set up of temporary generator.
- 6) Block heater replacement in Jones Jagger's and Grise Hall generators.
- 7) Tenant hydraulic cooler replacement.
- 8) Gator snowplow repairs.
- 9) Salter box repairs-electronics.
- 10) Band van PM.
- 11) Vehicle PM's 181, 76, 125, 164, 124, 48, 183, 39, 29, 58.
- 12) Honda Element 164 addition to fleet, graphics.
- 13) Squirrel damage to Grise Hall Generator.
- 14) Chain replacements on Grasshopper snowbrushes.
- 15) 125 dash light problems.
- 16) 199 transmission issues.
- 17) SNOWPOCALYPSE 2016 again.
- 18) Steering sector replacement on trash Gator.
- 19) Welding post for handicap entrance at MMTH.
- 20) Various grounds equipment repairs.

Completed Projects cont.

- **AREA TEAM 1:**

1. Area team 1 completed 170 p.m.'s.
2. Area Team 1 completed 195 W.O.'s.
3. Area Team 1 assisted when campus was closed.
4. Area Team 1 Installed 9 new motor couplings on HVAC units in Tate Page hall.
5. Area Team 1 installed 6 new motors on HVAC units in Tate Page hall.



6. Area Team 1 repaired major leak on domestic water heater #1 at south campus.
7. Area Team 1 installed a new domestic hot water circulation pump at Gary Ransdell Hall.
8. Area Team 1 completely rebuilt building heat/hot water pump #15 at South Campus upstairs mechanical room, new motor, new bearing assembly and motor coupling.
9. Area Team 1 unstopped Major Sewer Main stop up 1st floor, Academic Complex, Dental Side.
10. Area Team 1 repaired a leak on the discharge piping from sump pumps in basement mechanical room at PHAC old chiller room. This is a duplex pump system that receives water from all floor drains in the basement area and also the two floor drains outside the entrance doors that catch snow and rain.
11. Area Team 1 completely rebuild the building heat/hot water pump in mechanical room 221 of south campus. This circulates water through the hot water coil inside the air handler. We installed a new motor, new bearing assembly and a new motor coupling.
12. Area Team 1 assisted the auto shop, electric shop and E. H. &S. at M.M.T.H. {Emergency Generator}.
13. Area Team 1 assisted Area Team 4 on issues with storm drain inside E.S.T. and storm drain water catch basin.

AREA TEAM 2:

Completed repairs in DSU study room (condensation in the floor outlets, see attached document). We will continue to monitor.



- The above pictures detail the condensation and corrosion we found in the floor plugs. To note, the bottoms of the floor boxes, the conduits and wires inside the boxes are dry and have never shown any signs of water or condensation.
- Still recording temperatures in DSU 2153 and 2149. Did a thermal imaging scan of 2153 (please see attached picture) that identified some cool spots in the exterior wall.
- Baseball and Softball Preseason work orders. We still need to repair some field lights that are out at Baseball. The wet weather has made it difficult to get a lift in to do the work.
- Worked with Auto Shop, Central Teams and AT1 to set up portable generator at MMTH.
- Snow event on 2/15/16
- AT2 completed 51 out of 65 PM work orders for February (Nathan Brindley being out on FMLA has put us a little behind).
- Tasked Wayne Wisdom with working on the Lutron lighting system at DSU so he can become more familiar with the system. (The more people that know how to work on it, the better).
- Scheduled Lutron follow up visit (currently scheduled for 3/7/16).
- Working with Steam Plant in facilitating repairs to boiler at LTSE (finding best route to get into building, scheduling time, etc.)

Things we are keeping an eye on:

- Leak in the Cupola room at DSU. Leak appears to be coming from the building heat loop (AHU 102 is directly above the area in question).
- Leak in hallway outside of DSU 2157. Coming from leaking flange on steam piping in 3027, Steam Plant to repair when steam is turned off to building.
- Going to pull the data loggers out of DSU 2149 and 2153. Going to start bringing up what can be done to insulate exterior walls in those areas.
- Roof leak at Diddle in the ticket office. Central Teams has a work order to repair leak but we are waiting for the weather to warm up before making repairs.

AREA TEAM 3:

- Cravens Library



Installation of new chill water pump.

- Ag Farm



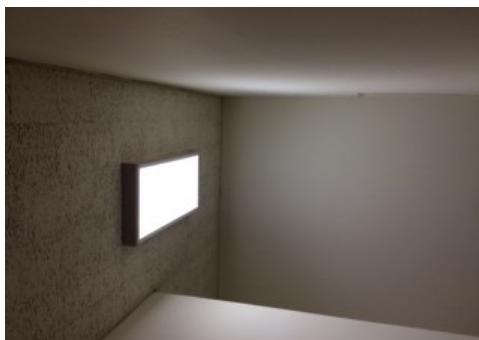
- Dairy Barn sink drain repair.
- Installation of new hydrants at the Dairy Barn
- Installed new sink house#6
- Repaired gas heater in dairy barn.
Van Meter Hall: Repaired air handler pump.
- Gordon Wilson Hall: PM's on all exhaust fans.
- Repaired fan coil units not working.
- Cherry hall :Installed new motor on exhaust fan.
- Repaired unit heater in pent house mech. room.
- Potter Hall :Moved offices, desk, and furniture to new building.
- FAC: Repaired exhaust fans on roof.
- All buildings PM's and general maintenance.

AREA TEAM 4

1. Unstopped roof drains over mechanical room at EST.
2. Replaced mop sink faucet in BSA closet on 4th floor of Snell Hall



3. Installed new light fixture in stairwell going to food court at GCC



4. Moved occupants into old international house
5. Shoveled snow from building entrances and walked buildings during snow event.
6. Repaired twelve lab faucets that were leaking in TCCW.



7. Disconnected and rewired electric for motor in AHU#1 at Snell Hall.
8. Installed filters over make up air duct in IEB room 104.



9. Installed new hinges on exterior mechanical room doors at EBS penthouse that got damaged by wind.
10. Repaired lab faucet in Snell Hall 2102 that wouldn't turn on.

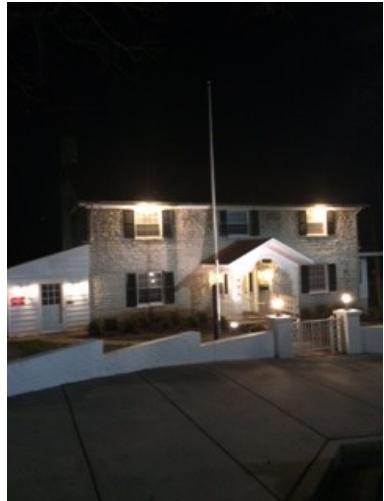
Night Maintenance:

Checking Generator at Mass Media



Checked the generator daily at Mass Media. It was leaking fuel and we had to level it out a little better to keep the fuel from coming out of the fill neck. We also blocked off the door to the mechanical room with plastic and blankets and secured it with a lock.

Exterior Lighting Audit



We audited the exterior lighting on Area 1 and Area 2 buildings and compiled a report of all of the lights that are out. We will be turning this report over to each area team so repairs can be made.

Building walks during snow and cold weather

Walked as many buildings as we could during the cold weather and monitored temperatures to prevent pipes from freezing. We worked on heaters and got things running in multiple areas.

Temperature and Humidity Recorders in Multiple Areas

Our team programmed and set out temperature and humidity recorders in the Helm sub-basement, IEB room 105, Cherry Hall in the ESLI area, Tate Page 3rd floor center core, Fine Arts 2nd floor vault, Gordon Wilson theatre and 3rd floor and Jones Jagger's 109A. We downloaded the data from the recorders and submitted the reports.



Housing and Residence Life

Maintenance Completed Projects

Replace 4 inch domestic water valve that failed in SW hall.

Bemis and Barnes we hooked up new plumbing to sinks in lobby.

Feb 15th had a snow day and run maintenance with minimal crew.

Worked on cleaning out mechanical rooms

Housekeeping Completed Projects

Feb. 15th We had a major snow and campus was closed so we had to maintain buildings with minimal BSA's.

We cleaned carpet at Northeast (2 floors)

We completed some buffing at SW, all kitchens, laundry rooms, and public restrooms.

One apartment at 1350 KY St 323





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 it would be cost effective to use with maintenance work orders. We will look at new housekeeping equipment that may help us be more efficient. This is ongoing.

Innovative Solutions:

Looking 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 trial. This has currently been set up at DSU 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.

Customer Focus:

We have our housekeeping and maintenance projects planned for the week of spring break. We have air filters ordered for the project week.

Enhanced Wellbeing:

Planning a restroom cleaning and microfiber training for March with Staples. We are going to have prizes and planning to be very interactive.

Driving Performance:

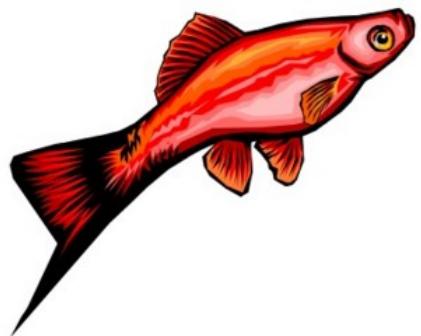
Will start Q&A building inspections and making rounds in our buildings checking for any maintenance, cleaning and safety issues. We are also looking for ways to improve our weekend cleaning. This is ongoing.



The Sodexo Experience.

- ◆ Certificates and Lapel Pins for Appreciation for BSA's
- ◆ Thank YOU Cards, YOU DID IT, and YOU Make a Difference At WKU (Use these for recognition of team members after Management's Building Walk Thrus are completed and service levels are found to be of high standards) certificates.
- ◆ Employee Recognition Board at DFM to spotlight and brag on our team members!
- ◆ 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

- Choose Your Attitude
- Play
- Make Their Day
- Be Present/Be There





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