

May 2017

Facilities Management

Monthly Report



Delivering The Experience



Western Kentucky University

THE DFM TEAM



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.



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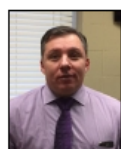
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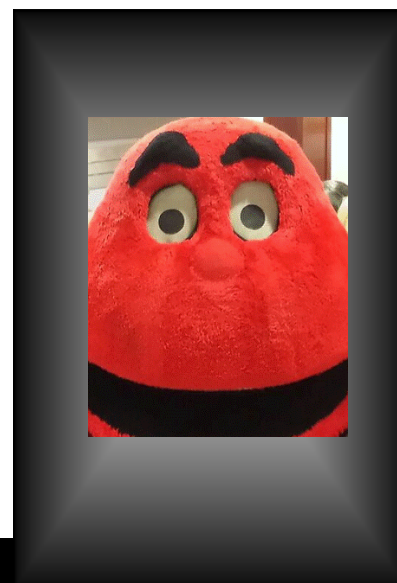
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2017 Monthly report

Training & Development

Training:

- ▯ Safety New Hire Orientations Held
- ▯ Method of the Week/ Custodial weekly topics
- ▯ Weekly Safety Messages shared
- ▯ Safety Moments: Severe Weather Alerts
- ▯ Monthly Safety Training: Hand and Hand Tool Safety

Summary of Training Hours for May:

Summary:

Training Course	# of Participants	# of hours	Total Training hours
Monthly Safety Training	280	1	280
New Hire Orientation	8	8	64
Weekly Safety Messages	313	.25	78
John Deere Gator Training	4	1	4
CPR Training	38	3	114

Total Number Training Hours for the month: 540 hours



Work Order Statistics



Overall Routine
Work Order
Completion Rate
83.5%

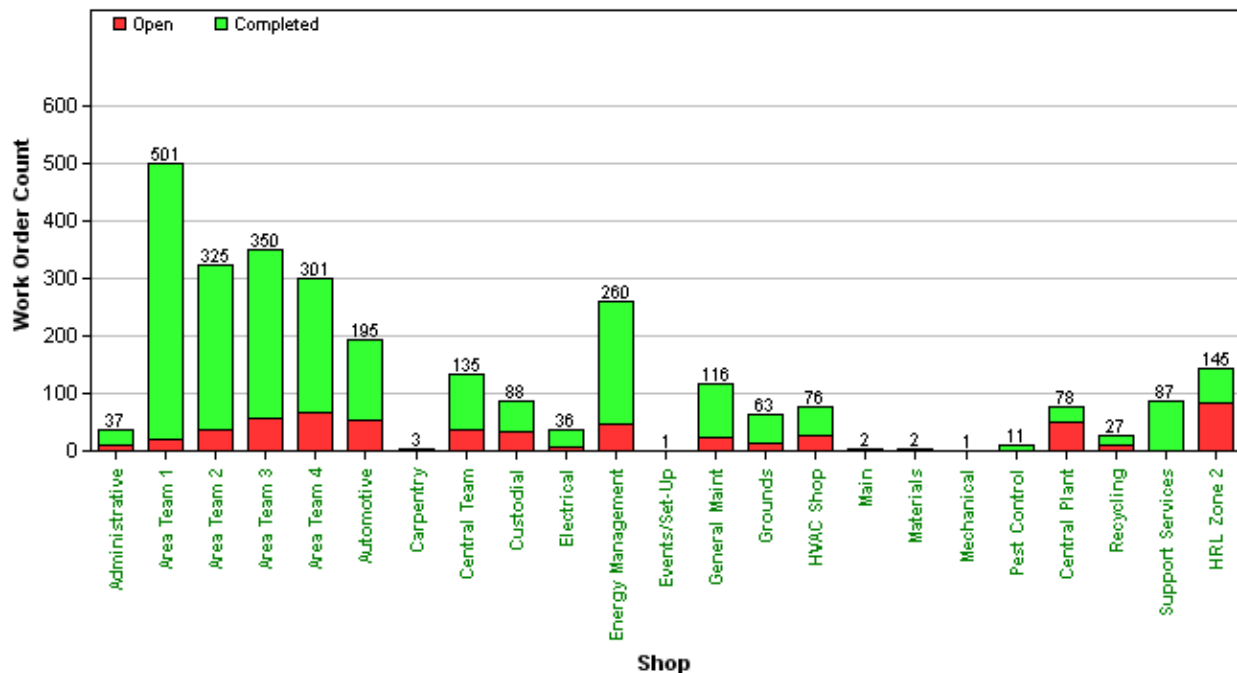


Report Criteria

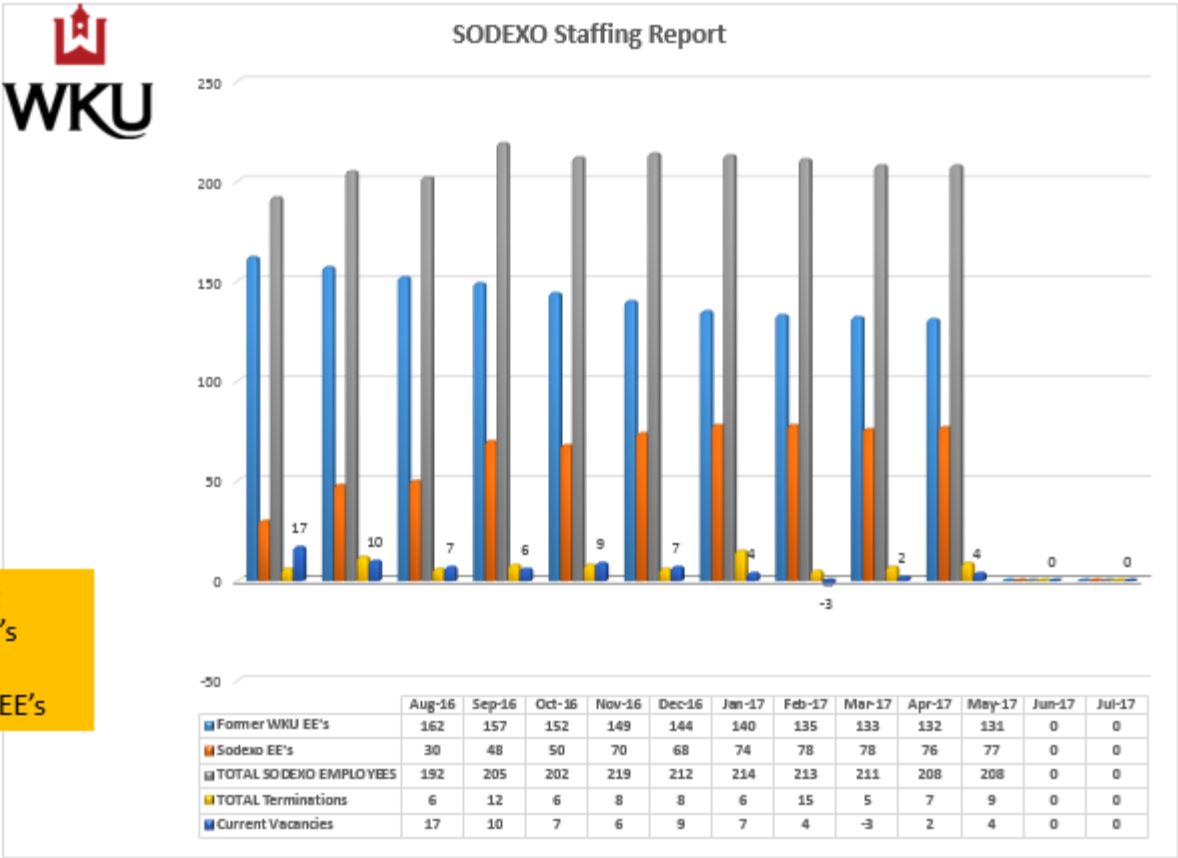
Report Period is between '05/01/2017' AND '5/31/2017'

Historic Status of Work Orders Received					
Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	62	10	16.1	52	83.9
Deferred	0	0	0.0	0	0.0
Emergency	0	0	0.0	0	0.0
Low	57	2	3.5	55	96.5
PM-Monthly	601	171	28.5	430	71.5
PM-Weekly	60	13	21.7	47	78.3
Project	27	8	29.6	19	70.4
Routine	2023	334	16.5	1689	83.5
Safety Issue	0	0	0.0	0	0.0
Special Event	30	2	6.7	28	93.3
Urgent	0	0	0.0	0	0.0
Total:	2860	540	18.9%	2320	81.1%

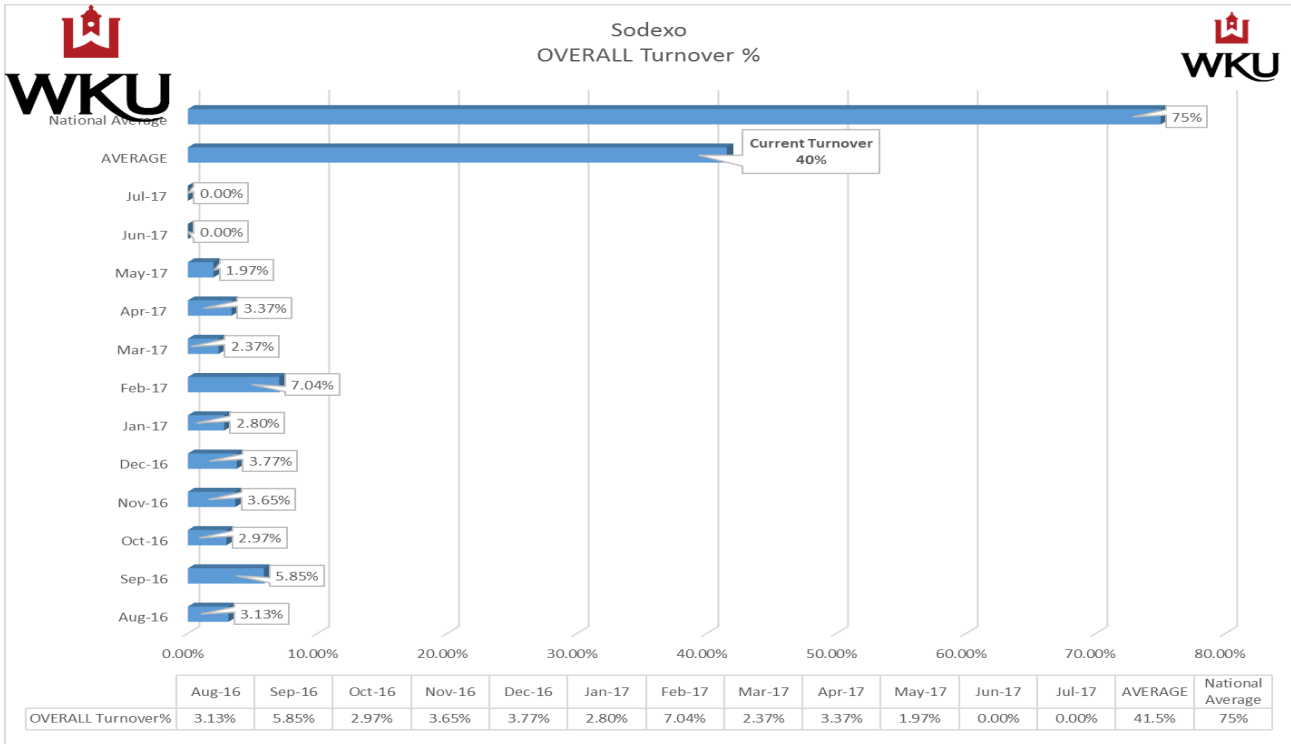
Historic Status of Work Orders Received



Personnel



May Staffing
E&G= 147 EE's
HRL= 33 EE's
Grounds=19 EE's



Driving Performance

- ◆ Electrical consumption increased 5.8% in April of 2017 compared to the same period in 2016. Cost increased by 7.6% or \$24,945. KW demand decreased by 1%. There were 114 heating degree days in April for a decrease of 41%, there were 80 cooling degree days compared to 41 in 2016. Natural gas usage at the Central Heating Plant decreased 68% due to the warmer weather cost decreased \$11,694.
- ◆ Western Kentucky University has been in a 5 Minute Response program with the Tennessee Valley Authority and Bowling Green Municipal Utilities for several years. This program has been of great financial benefit to WKU for its duration and unfortunately that program is coming to an end. After further financial review WKU will begin on the new IP5 program starting June 1st in lieu of the October 1st previously anticipated. This will allow WKU to save approximately \$125K during the months of June, July, August, and September. Beginning October 1st the IP5 rates are higher than the old 5MR so the \$125K goes away in October, November, and December. By year end 2017 WKU will end up with a net gain of \$2,500. Unfortunately beginning in 2018 the net result is expected to be a \$122K increase to the University for the main campus purchased electricity.
- ◆ A project to replace 120 high bay metal halide fixtures with LED lighting at the Multipurpose Courts in Preston Center is scheduled to begin in June. This project will receive a TVA incentive of over \$7,800, while the Eaton Cooper Steeler fixtures will reduce energy consumption 71%. Installation is expected to be complete by the end of June.
- ◆ A project to clean and paint the interior of HVAC ductwork at South Campus is currently being readied to post for bid. Accumulated dust and debris originating from the internal fiberglass insulation is beginning to breakdown and migrate into the occupied spaces as airborne contaminants. Indoor air quality will be improved once the cleaning and encapsulation of the internal lining is completed.
- ◆ Three steam line replacement projects are underway to replace leaking steam and condensate piping. Several failed areas were found behind Academic complex with the failure caused by external corrosion of the pipe.
- ◆ The second phase building automation upgrades began at Ivan Wilson Fine Arts this month. Installation of new summer/winter change over valves have been installed. This necessitated the drain down of the entire building heating/cooling loop for a period of nearly two weeks. The project will continue through June, July and August primarily focused on replacing obsolete reheat controls. The two cooling towers are scheduled to be replaced in June soon after delivery from the manufacturer.

Completed Projects

- ◆ Completed variable frequency drive PM's at Wetherby, Jodi Richards Hall, and Thompson Center Wing.
- ◆ HRL emergency generator PM's were completed
- ◆ Replaced thermostat batteries at Industrial Education, Cravens, and Grise
- ◆ Assisted JCI with locations for new control panels in FAC
- ◆ Replaced CO2 sensor on AHU 1 at Preston
- ◆ Replaced fan control relay at Honors
- ◆ Replaced failed VMA devices at Honors College
- ◆ Replaced failed actuator South Campus room 213
- ◆ Replaced failed battery on Central Heating Plant Network Engine
- ◆ Troubleshooting communications issues with BGMU and WKUIT at Jonesville Substation
- ◆ Replaced failed damper actuator DSU AHU #4
- ◆ Replaced CO2 sensors AHU #4 and #5 at Van Meter
- ◆ Corrected/calibrated power meter at Van Meter
- ◆ Replaced failed blower motor on unit #18 at Preston
- ◆ Completed air handler PM's at DSU, Baseball, Softball and Intramural facilities
- ◆ Completed repairs to Roof Top unit at CEC after lightning strike
- ◆ Prepped for annual internal inspection of 15 HRL boilers, all are back in service
- ◆ Replaced blower assembly Music Hall boiler
- ◆ Completed air compressor PM's at Central Heating Plant
- ◆ Completed E&G Onicon BTU chilled water metering upgrades and recalibration
- ◆ South Campus repaired re-heat piping and coil
- ◆ Removed and re-installed OA intake louver at Grise
- ◆ Repaired refrigerant leak and recharged unit at Craig Administrative Center
- ◆ PS2 electrical room cleaned and repaired mini-split unit
- ◆ Completed inspection of campus steam distribution



Driving Performance Environmental Services Department

- ◆ Diddle Arena was prepped for graduation. Extra attention was placed on the seating areas, ramps, and corridors. Over 1000 chair back seats were scrubbed with about 1500 still scheduled for cleaning this summer.
- ◆ Work is underway at the Farm Expo Center. Classrooms are being stripped and waxed. Restrooms will be scrubbed. Work will be planned on detailing the Expo Arena when time permits.
- ◆ DSU crew is scrubbing the terrazzo flooring, cleaning carpets, and preparing the building for summer use.
- ◆ Most academic and athletic facilities are getting summer cleanups. Classrooms are being detail cleaned, waxed if needed, and carpets extracted as schedules permit. Hallways and corridors are being scrubbed and re-finished as needed. Indoor windows are also being cleaned in each classroom.
- ◆ Over 30 new team members have been trained on using floor scrubbers, burnishers, Kaivac machines, and other project equipment.
- ◆ Cleaning continues on each of the three parking structures.
- ◆ Stripping and waxing is ongoing in several academic buildings These include:

College High

Environmental Science and Technology

Snell Hall

Tate Page Hall

Mass Media/Jody Richards Technology Hall

Gary Randsdell Hall

Cherry Hall

Fine Arts Center

Grise Hall

Academic Complex

Diddle Arena



Area Team ONE

Completed Projects:

Installed new wall mounted water cooler in Tate Page Hall 2nd floor
Tested Backflow preventer at MMTH irrigation
Installed pump in the rain water storage tanks at South Street.
Installed New Bearing assembly and seal kit on H/W recovery pump #1 at H.S.B.
Installed new coupling insert on building heat pump #3A at M.M.T.H.
Installed new coupling on hot water circulation pump on A.H.U. #7 south campus.
Installed new water coolers with bottle fillers and filters at Academic Complex

Pending Projects:

Assist with Chiller replacement project/Exhaust fans start up at Jones Jagger.
Remove old faucets and replace with faucet at nursing building at Medical Center.
Assist with pool solar panel project at PHAC
Repair back flow preventer at PHAC

Area Team TWO:

Completed Projects:

Replaced the irrigation pump for South lawn.
Repaired a leak on the tempered water line at Smith West.
SR to install a new water cooler/bottle filler at Grise Hall.
Completed two Summer Projects: Replaced the lights in the second floor old restrooms at Smith East (WO 161741) and replaced the exterior can lights in the four entrances at Smith East (WO 173951)
Started working on the field lighting at IMREC.
Replacing the water meter at Smith East (contractor, BGMU)
Replacing carpet at Smith West in the football locker room and W-Club hallway (contractor)
Replaced the store front doors at Gate 1 (entrance to the HOC) at Smith West (contractor).

Pending Projects:

Continue working on Summer Projects.
Lighting and ceiling tile replacement in DSU Auditorium (scheduled for the first week in June).
Football preseason work order.
Finish lighting repairs at IMREC (lift rental).
Concrete repairs at Smith Stadium (contractor)

Nights and Weekends

Completed Projects:

Conducting environmental/dew point monitoring in areas across campus to include some HRL spaces.

Pending Projects:

Continue to monitor the temperature and humidity in the buildings.
Continue to monitor and repair outside lighting on buildings around campus.
Ceiling tile replacement in various rooms in FAC.
Continue parking structure lighting repairs.

Area Team THREE:

Completed Projects:

- ♦ Farm- Equine building – install new lighting interior and exterior.
- ♦ Farm-Riding Arena – install new outside lighting.
- ♦ Farm- SR repaired grain ben motor.
- ♦ Gordon Wilson-cleaned exhaust fan, and duct work attic.
- ♦ Gordon Wilson- New insulation installed.

Pending Projects:

Cherry Hall- outside storm drain problems and wall leaks
Gatton summer contractor walks repairs

Area Team FOUR:

Completed Projects:

- ♦ Replaced broken DI water faucet in Snell Hall 4101
- ♦ Replaced broken plastic grease lines for exhaust fans 1 & 2 at EBS with copper lines
- ♦ Replaced broken plastic grease lines for exhaust fans 5 & 6 at Snell Hall with copper lines
- ♦ Replaced bulbs and ballasts in atrium lights at AAC with lift
- ♦ Replaced faucet and drain line in garage restroom at President's House
- ♦ Unstopped floor drain at COHH 1114

Pending Projects:

Complete assigned PM's
Complete summer projects
Replace water supply line from meter to building (contractor)
Get fountain running at the President's House.

CENTRAL TEAM

Completed Projects:

- ♦ Presidents house pressure washing completed.
- ♦ Diddle entrances pressure washed for commencement completed.
- ♦ Deck at sustainability has been reworked new floor.
- ♦ Louver pulled at GRH and flashing reworked.
- ♦ SSW front doors replaced WKD.
- ♦ AAC downspout repair underway.
- ♦ Snell hall painting all halls and common areas all floors.
- ♦ KYB entrance over on RH side door hardware replaced completely.
- ♦ GRH 408 painted complete.
- ♦ Restroom signs replaced in the Chapel.
- ♦ Assisted contractor @ 1700 Chestnut with the Leo lift to set columns.
- ♦ Window replaced in 425 BCH.
- ♦ Windows put back in McCormack Hall.
- ♦ Damaged drywall repaired and painted in numerous areas campus wide.

Pending Projects:

Complete the down spouts on AAC.
Install new door at sales arena at AEC.
Pressure wash VanMeter
Park street fence add screws and replace bad boards.
Paint all halls and common areas on all floors in EBS.
Complete campus wide handrail painting plus all handrails on the dock at PPB.
Complete painting in the equine building at the farm for Bob Janes.

STOCKROOM:

Completed Projects:

- ◆ Uniform and shoe orders placed for new hires along with replacement orders for existing employees
- ◆ Monitored lamps to maintain a standard across campus on color to reduce inventory and cost.
- ◆ Sent list of Lamps to Dan for review of most common lamps used to send out for Contract.
- ◆ Researched, ordered and received supplies for HVAC, Energy Management, Steam Plant, Central shop, Night Maintenance, Grounds, Auto Shop, Recycling, HRL, Area Maintenance, HRL and special order items for Building Services.
- ◆ Monitored and reconciled participation with Melinda Peay and Phil Kinser in pilot procurement card program from PNC to JP Morgan Chase.
- ◆ Completed Procurement Card Cardholder/Record Keeper testing required by Procurement card Administrator.
- ◆ Worked on Quotes for Building Services to replace and or purchase new equipment on 2016/2017 budget.
- ◆ Began purchasing products with Lowes for Pros for deeper discounts and reducing cost by eliminating shopping time and delivery on items.
- ◆ Utilizing Unimarket on one day bid process for items in various commodities to achieve lowest pricing on items.
- ◆ Melinda Peay has completed test required by Purchasing for Cardholder and Record Keeper of JP Morgan Chase Procurement System.

Pending Projects:

Continue monitoring on lamps and ballast quotes

Monitor and purchase of common general maintenance items with input from maintenance supervisors
Will be placing applications for JP Morgan Chase procurement Cards to transition which should be in place by July 1.

Cutoff date for Uniform and shoe orders is June 15, 2017.

Last day for Purchase Order items is June 16, 2017. All orders must be entered and approved for the 2016/2017 Budget.

Last day for Procurement card purchases to guarantee that it is on the 2016/2017 budget is June 23, 2017.

GIS

Completed Projects:

- ◆ Locate and GPS Water services to Taylor Center at WKU Farm.
- ◆ Working with new GPS Collector software made available from PDC Department

Ongoing Projects:

GPS and Photos of Reworked Existing BGMU Meters Football Practice Field and LT Smith Stadium East side

GPS and Photo's New Steam Line at Academic Complex

Work with contractor to locate Well and drain lines at Cherry Hall

Continue asset tagging at Ogden College Hall

Update Assets details in Maintenance Connection database

GPS new construction and Photo's at New Parking Structure #3

GPS new construction and Photo's at New Hilltopper Hall

GPS new utility features at Ogden College Hall



Completed Projects:

Maintenance Projects

- ◆ Run the maintenance in all bedrooms at Bemis for summer school move in.
- ◆ Replaced all air filters in Bemis.
- ◆ At Zacharias we have completed all maintenance in the bedrooms and replaced an HVAC unit in room 126.
- ◆ Switched Directors apartments from boiler to hot water heater for boiler inspections.
- ◆ Unstopped sewer line on 3rd floor tall side Keen.
- ◆ Repaired and replaced pipe for makeup water for the boiler at East hall.
- ◆ Repaired a pvc line that was leaking in south hall room 103
- ◆ Completed maintenance repairs at Bates.
- ◆ Vacuumed all units and returns at Bates and changed all filters.
- ◆ Started cleaning coils at Bemis.
- ◆ Cleaned coils and ran maintenance in rooms at Poland.

Housekeeping projects and Accomplishments.

- ◆ All bedrooms and commons areas cleaned in the following buildings.
- ◆ Summer school (Bemis)
- ◆ First Camp (1st floor Zach)
- ◆ Mclean
- ◆ Mclean directors apt.
- ◆ Minton
- ◆ Bathrooms scrubbed and grout sealed also in Minton.
- ◆ Zach
- ◆ Keen--all rooms and public spaces completed except hallway carpet but currently in progress; Currently in Poland cleaning rooms with roughly a 1/3 completed.

Long-Term Expectations: We currently are working to fill our 3 open housekeeping positions possible with our Kelly temps. We have filled 2 day shift positions. And 1 team leader position. We will be working to fill a second shift maintenance position. Interviews to resume in June. We have been getting buildings ready for the summer camps. We will have buildings ready for Master plan. We are walking buildings and checking for leaks and mold issues all summer. We are cleaning all the coils on the high rise buildings.

Innovative Solutions: We have asked the vendors to show us any new innovations out there on equipment etc. We are looking at some new housekeeping equipment, an Ultra compact upright auto scrubber and a Dry foam carpet care system for spotting carpets. Jimmy Thomas of Kenway has showed demoed some new equipment for taking care of centiva. I will be looking at some new more efficient equipment that can help us clean the outside glass on our buildings.

Customer Focus: We have started out Q&A Breeze program inspecting housekeeping areas each week. We have also started our maintenance walks in mechanical rooms and will report findings to out Directors. We are looking at general repair and safety issues. A report will be sent to the Director of Housing for review. We are having daily huddles to help with communication. We are getting Team Leaders and Supervisors housekeeping training so they can receive a certification. We have an onboarding training program for new hires we are implementing. We are working on a new way to students can report maintenance problems in the Residence Halls. Angie Jackson is working on this project and we are planning a small test group to see how students like this. We will be looking at tablets for our maintenance teams.

Driving Performance: With additional trainings planned we hope to improve custodial and maintenance customer service.

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. We will look for any innovation and new products to better our housekeepers and maintenance. We are working with E&G side to make custodial operations more uniform across both departments.



Housing & Residence Life

The Sodexo Experience.

- ♦ Weekly Huddles held with staff
- ♦ Monthly Department meetings held
- ♦ Recognizing staff for going above and beyond and providing great customer service.
- ♦ Safety Incentives being awarded

Quality of Life Services



OUR DFM MISSION

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