

FEBRUARY 2020

Monthly Report

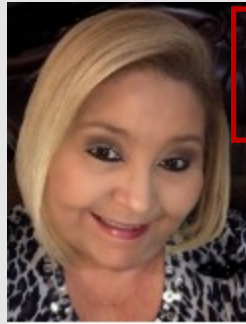


Delivering The Experience

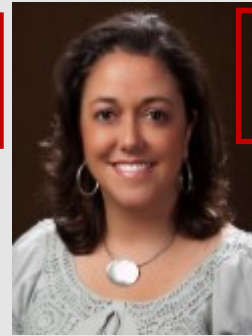
Our DFM Management Team



KEN BRANCH
DIRECTOR



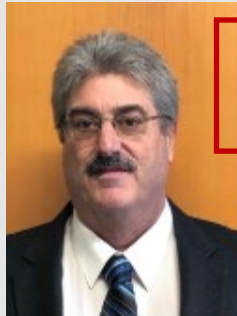
ANGIE JACKSON
FISCAL SERVICES
MANAGER



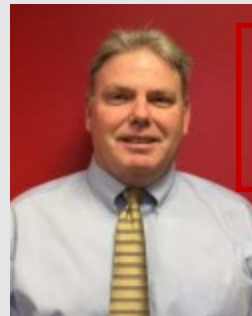
JENNIFER MCLEOD
HUMAN RESOURCE
MANAGER



KYLE DAVENPORT
GROUNDS
MANAGER



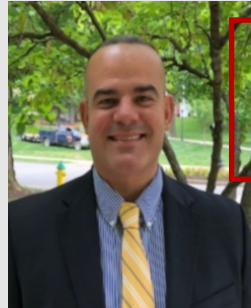
MARK ALLEN
ENERGY
MANAGER



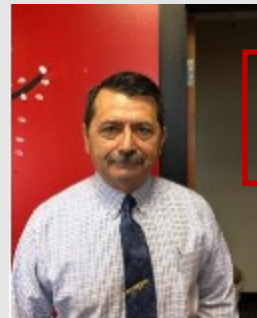
GERALD BELCHER
ENVIRONMENTAL
SERVICES
MANAGER



RANDALL FARRIS
HRL OPERATIONS
MANAGER



RAFAEL HUGHES
DIRECTOR OF
ENVIRONMENTAL
SERVICES



RAY MURILLO
HRL
MANAGER



DAN UHLS
MAINTENANCE
MANAGER



TIM SALLOUM
TRAINING
MANAGER


QUALITY OF LIFE SERVICES

Work Order Statistics

Work Order Summary February 2020



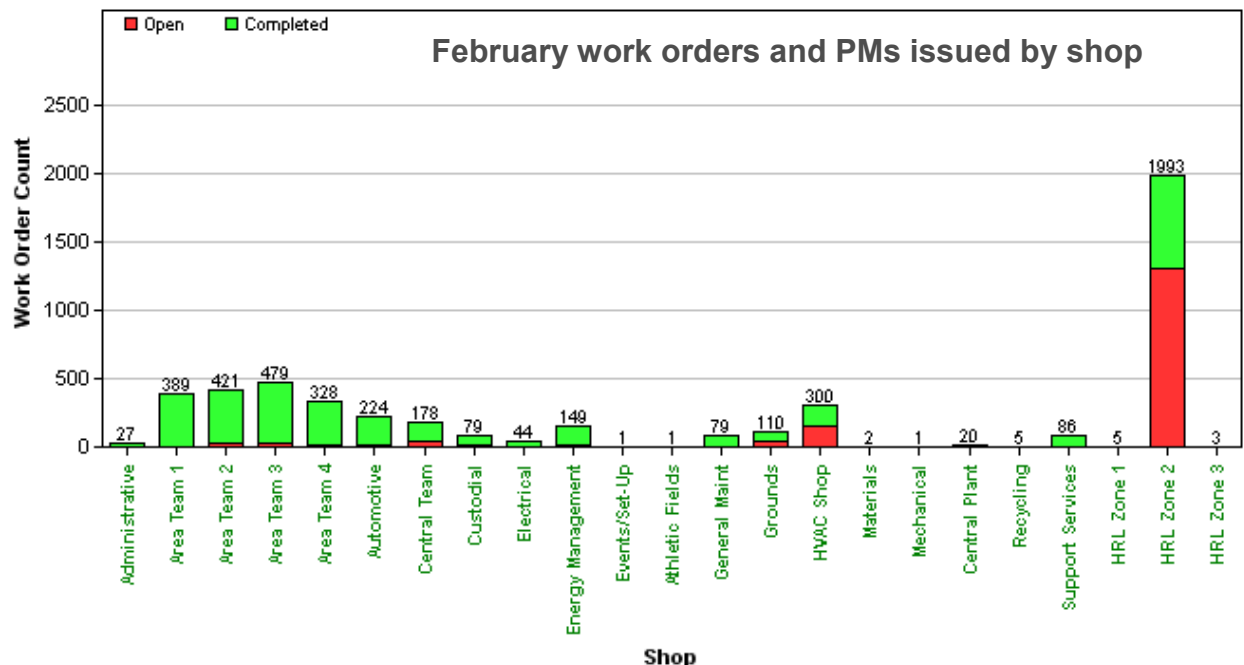
- Routine work orders completed: 88%
- Total Work Orders and PMs received: 4,924

Report Criteria

Report Period is between '02/01/2020' AND '02/29/2020'

Historic Status of Work Orders Received					
Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	141	1	0.7	140	99.3
Deferred	1	0	0.0	1	100.0
Emergency	0	0	0.0	0	0.0
Low	73	1	1.4	72	98.6
PM-Monthly	1984	1331	67.1	653	32.9
PM-Weekly	63	0	0.0	63	100.0
Project	9	4	44.4	5	55.6
Routine	2629	316	12.0	2313	88.0
Safety Issue	1	1	100.0	0	0.0
Special Event	22	8	36.4	14	63.6
Urgent	1	0	0.0	1	100.0
Total:	4924	1662	33.8%	3262	66.2%

Historic Status of Work Orders Received



Driving Performance

Campus Services

- Snow fell over the WKU campus on 2.7.20. Light accumulation (1.0") campus service responded to keep sidewalks, skywalks, roadways, and steps clear for faculty, staff, students, and guest. Campus was not closed or delayed the day from the snow event.



- All the irrigation controllers on campus were updated during the last month. The old controllers would not receive/send communication back and forth through the computer. This allow for inefficient watering and added dollars to the water bill. New Wi-Fi enabled controllers were installed at locations that could support Wi-Fi.



Driving Performance Maintenance Services

- Unstopped sewer at Jones Jagger 2 times.
 - Assisted with coverage FOR BASKETBALL GAMES.
 - Finished installing Wall Sconce lighting on the columns at Health Services.
 - Assisted with testing all of the Emergency Generators in Area Team 1.
 - Unstopped Sewer main at Student Publication.
 - Assisted Contractor on unstopping and filming main drain inside Jones Jagger.
 - Installed back water valve on main drain at Student Publication basement.
 - Repaired/Rebuilt building heat/Hot water pump #1 at Academic Complex.
 - Had water heaters inspected by state plumbing inspector at South Street and Academic Complex 4th floor.
 - Unstopped sewer main inside of Gary Ransdell Hall 1st floor.
 - Located and dug up outside sewer line at I GO AUTO SALES on Nashville road, installed cleanouts, unstopped sewer line from building to BGMU main and reset toilet.
 - Rebuilt building heat/hot water pump #3 at PHAC.
 - Replaced shower heads in locker room at Smith West.
 - Replaced 2x2 and 2x4 fluorescent troffers with LED troffers in the football locker room.
 - Replaced incandescent can lights with wafer LEDs in the proposed barber shop at Smith West.
 - Worked four Men's Basketball games and four Women's Basketball games.
 - Added six outlets on two circuits in the temporary UPD dispatch office in Annex #1. Also changed out the lighting to LED in that office.
 - Added additional bracing and support to hot water supply lines to AHU 302 in 3012 DSU.
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- VMH-Replace leaking cast Iron drain line with PVC, in director's office.
 - FAC-Rebuild motor starter for air handler #2.
 - Wetherby- Rebuild backflow preventers.
 - Gatton-Repaired hot water circulating line leaking from pin hole in copper elbow on 4th floor boys side.
 - Gatton-Repaired hot water circulating line leaking from attic, pin hole in copper elbow.
 - Minton House-Ran two new electrical circuits to outlets in attic offices .
 - Minton House-Replaced all the can lights to led in attic offices and various spaces through the house.
 - Music Hall-Replaced leaking wax ring on toilet on 2nd floor, and made new access hole in dry-wall for future repairs.
 - Cravens-Replaced condenser pump 1A with new pump and housing.

Driving Performance Maintenance Services

- Replaced hot water circulating pump for labs on 2nd floor of Snell Hall
- Replaced 120 bulbs out in EBS High Bay with lift
- Replaced outdated smoke detectors at African American Museum
- Repaired DI water faucets in OCH and SNH
- Replaced mixing valve for safety shower and eye wash stations on 1st floor of EBS
- Repaired fume hood sash that had gotten out of alignment in 3001 OCH
- Pneumatic door openers were PM
- New barber shop put in Smith Stadium.
- Floor and wall repair due to leak in Music Hall.
- Repairs made to baseball observation deck.
- Trailer storage boxes designed and built for PTS.
- Snell Hall flooring repair.
- Order Stock and schedule Janitorial deliveries
- Researched, ordered and received supplies for HVAC, Energy Management, Steam Plant, Central shop, Night Maintenance, Grounds, Auto Shop, Recycling, Area Maintenance, HRL and special order items for Building Services.
- Met with Sales Representatives such as CED, Cape Electric, Kenway, Staples, Grainger, Rexel, etc.
- Placed purchase orders on commodities (other than janitorial and/or capital equipment) that were in excess of \$2000.00
- Utilizing Unimarket on one day bid process for items in various commodities to achieve lowest pricing on items.
- Procurement Card Transactions February Total-\$131,629.61 with 317 Transactions

Driving Performance Plant Operations

- TVA curtailment on February 7, 2020
- HRL generator and Switchgear PM's
- South Campus - Relocated t-stat to office 164 Janie Pardue
- Knicely – Replaced EP for hot water valve on AHU #6
- Gatton – Bedroom 306 and 402 – Replaced heating/cooling actuator
- Cherry – Classroom 303 – Replaced reheat valve actuator, Office 226D – Replaced VMA and T-stat, Classroom 302 – Replaced VMA, Office 149A – Replaced reheat actuator
- EBS – Fish Room 3118 – Replaced valve
- KTH – Classroom 4027 – Found hot/cold deck reversed. Notified JCI to correct, Found and corrected the outside air damper shaft mounting bracket loose which was causing the actuator to rotate and not open the dampers
- Academic – Replaced 1/3rd steam valve actuator, Found cold deck damper broke and the duct access was missing the panel cover. Notified HVAC to repair
- South Campus – RTU #1 – Replaced bypass damper actuator
- WAB – Office 307 – Replaced EP
- Van Meter - Replaced 1/3rd steam actuator
- DSU – Replaced broken t-stat by loading dock
- Ag Expo – Replaced valve actuators on Pods #1 - #4
- Grise Hall – Replaced batteries in wireless stat in office 202
- MMTH – Found bad motor on AHU supply fan #1
- GRH – Replaced freeze stat on air handler
- Added equipment to the load shed program that failed to shut down during TVA curtailment
- Collected utility data
- Responded to hot/cold calls
- Assisted contractor with power meter project
- HVAC and Water treatment completed 63 work orders
- HVAC and Water treatment completed 107+ p.m.

Driving Performance Plant Operations

- Service Supply Kentucky museum: solenoid stuck overflowing humidifier. In process of install overflow pans and water shut safety's
- The Den: replaced motor on rooftop unit.
- FAC: Replaced 3hp motor on return fan 11
- DSU: Replaced barning's on supply fan motor AHU
- KTH - Moved condensate vent line to stop infiltration into the air handler
- KTH – Steam line is down and will need to run boilers until end of steaming season
- Manhole Inspections started and some leaks identified
- Took trip to Glasgow campus to see boiler and cooling tower
- JRH replaced condensate pump motor
- Van Meter – new burners and components for boiler

The Sodexo Experience **Thx:)**

For making
my day

- ⇒ Team huddles held on a weekly basis to further develop and nourish employee's job satisfaction and feeling connected and valued
- ⇒ Monthly Department meetings held
- ⇒ Safety Committee Meetings held

Quality of Life Services

Training & Development

Safety is our number one priority! We continue to refresh and train our employees every month on different safety topics and required OSHA trainings.



- Monthly Safety training is completed.
- Safety Committee meeting held
- Safety continues to be at the forefront in our operations.
- Safety Inspections completed each month by DFM managers.





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.**

