

# JANUARY 2020

## Monthly Report

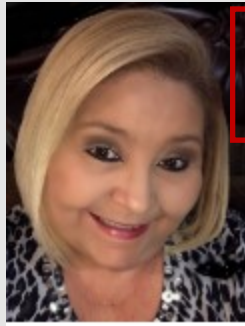


*Delivering The Experience*

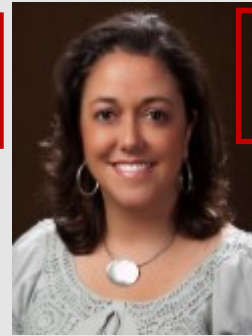
# Our DFM Management Team



**KEN BRANCH**  
**DIRECTOR**



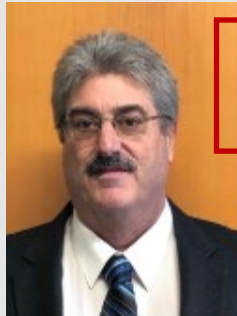
**ANGIE JACKSON**  
**FISCAL SERVICES**  
**MANAGER**



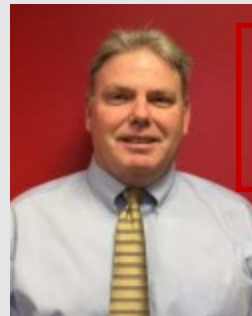
**JENNIFER MCLEOD**  
**HUMAN RESOURCE**  
**MANAGER**



**KYLE DAVENPORT**  
**GROUNDS**  
**MANAGER**



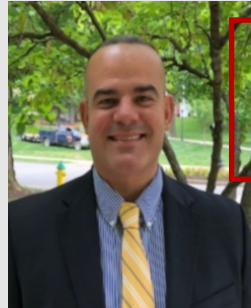
**MARK ALLEN**  
**ENERGY**  
**MANAGER**



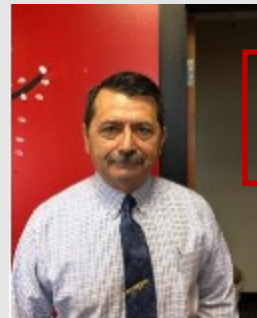
**GERALD BELCHER**  
**ENVIRONMENTAL**  
**SERVICES**  
**MANAGER**



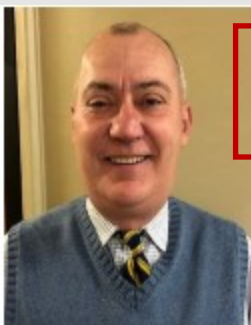
**RANDALL FARRIS**  
**HRL OPERATIONS**  
**MANAGER**



**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 January 2020



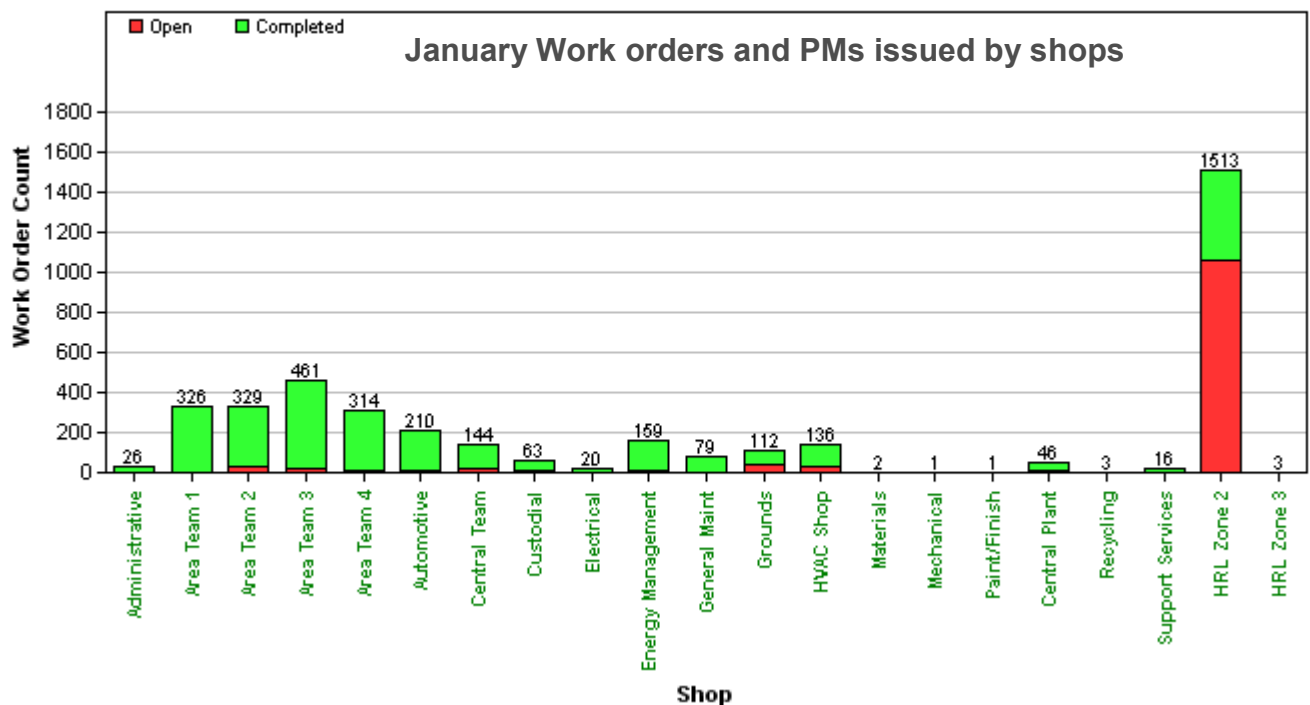
- Routine work orders completed: 89%
- Total Work Orders and PMs received: 3,964

### Report Criteria

Report Period is between '01/01/2020' AND '01/31/2020'

Historic Status of Work Orders Received					
Priority	Received	Open		Completed	
		#	%	#	%
(All Other Priorities)	81	4	4.9	77	95.1
Deferred	0	0	0.0	0	0.0
Emergency	0	0	0.0	0	0.0
Low	71	1	1.4	70	98.6
PM-Monthly	1609	1027	63.8	582	36.2
PM-Weekly	78	0	0.0	78	100.0
Project	6	4	66.7	2	33.3
Routine	2097	230	11.0	1867	89.0
Safety Issue	3	0	0.0	3	100.0
Special Event	16	5	31.3	11	68.8
Urgent	3	0	0.0	3	100.0
<b>Total:</b>	<b>3964</b>	<b>1271</b>	<b>32.1%</b>	<b>2693</b>	<b>67.9%</b>

### Historic Status of Work Orders Received



# Campus Services

## Driving Performance

(Grounds, Surplus, Recycling and Waste Management)

- Campus Services undertook was the installation of the “Tobacco Free” signage across campus. Effective 1 January 2020, WKU campus and all properties owned/leased by the university are 100% tobacco free.



- Cleaned up all the pillars along University Blvd. This is the main roadway into campus, the department pressure washed the limestone caps and brick pillars to enhance the entrances prior to our students returning for the spring semester.



- Cleaned parking lots while faculty, staff, and students were away during winter break. Cleaned all 4 parking structures on campus, as well as all three commuter lots.
- Completion of Round #4 of campus wide fertilization. A slow release fertilizer along with a residual herbicide was applied to all turf areas on main campus, athletic fields, and south campus. Our next round will be in March/April time frame.

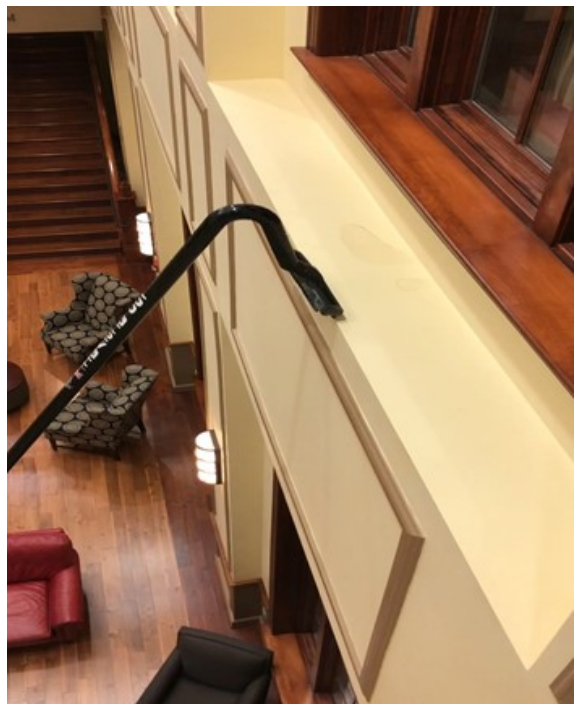


# Driving Performance Environmental Services

- Gordon Wilson floors striped and waxed.  
Faculty office 2<sup>nd</sup> floor.



- Honors College. Removing dust from ledges.  
Main entrance lobby. Provide a safe, welcoming image to our buildings.



# Driving Performance Maintenance Services

## Work Completed in January:

- Installed new domestic hot water recirc pump motor at AC.
- Assisted with coverage FOR BASKETBALL GAMES.
- Repaired main roof drain conductor above the ceiling in room 163B Knicely Center.
- Replaced domestic hot water recirculation pump motor at South Campus.
- Replaced all lights and ceiling tiles in rooms 400, 401 and 401A at Academic Complex.
- Replaced lights in room 116 Lab at Academic Complex.
- Replaced fresh air intake sensor on the domestic water heater at Jody Richards Hall
- Replaced power flush valve on the toilet at south street car wash.
- Replaced broken wall hung toilet in the men's restroom at Jones Jagers by the kitchen.
- Replaced the heating tube on the heater at Knicely Center Loading dock.
- Repaired the hydraulic table in the physical therapy lab at M.C.H.S.
- Replaced 16 fluorescent fixtures in GH 239 to LED. Old fixtures had bad wiring issues.
- Completed the SR in Grise 230/231.
- Completed SR in Smith West 106.
- Changed out the fluorescent fixtures in the lobby of Rodes-Harlin to LED.
- Working on Baseball and Softball preseason work orders.
- Converted the lighting in the DSU Annex Stairwells from HID to LED
- Worked 5 Men's Basketball games, 3 Women's Basketball games and a Harlem Globe-trotters game.
- Repaired leak and dried out drywall in EBS 3113B
- Repaired outside lighting at HCIC
- Repaired leak and are drying drywall in OCH G007
- Installed new water heater for restrooms at Snell Hall on 2nd floor
- Installed new smoke detectors in Sustainability House
- Replaced burnt lighting relay in penthouse at OCH
- Dorm Renovation on Rhodes ,McCormick and Gilbert
- Handicap Ramp new handrails
- Removed rotten wood at COHH and poured concrete
- Replaced VCT in damaged areas COHH
- Stockroom Procurement Card Transactions January Total \$140,370.99 with 354 Transactions

# Driving Performance Plant Operations

- Ogden – VFD PM's
- Assisted Contractor with programming new isolation valves for chiller.
- HRL generator and Switchgear PM's
- Snell – Server Upgrade in progress. Cable pulled and new server installed. Need to replace one device. Currently working with JCI and IT Dept. to get on Metasys.
- Health Services – Replaced 1/3rds steam valve actuator. Need to replace 2/3rds steam valve actuator. It is on order.
- Academic – 1/3rds steam valve actuator is on order. Office 246 – had to adjust airflow set point to eliminate noise.
- Grise – Replaced batteries in wireless stats.
  - Classrooms 231 and 436 – Replaced damper actuator screws that holds it inline.
  - Corrected power meter wiring for Ben J. so JCI can pull points into Metasys.
  - Classroom 335 was offline. Replaced router.
- Assisted JCI with AHU #2 air leak.
- Diddle – Replaced chill water actuator on AHU #6 and #22. Found motor issue with the men's restroom exhaust on 3<sup>rd</sup> floor. Replaced hot water pump VFD.
- Gatton – 136A offline and not heating. Communication board was unplugged and reheat actuator had a loose wire connection.
- PFT – No heat in the building. Replaced DX9100, NAE controller, and UPS. Reloaded program and database due to excessive moisture in mechanical room.
- Music Hall – Repaired 3 pole lights and replaced with LED's.
- JRH – Replaced NCE/ AHU #2 in alarm due to smoke detector relay. Electronics Shop addressing.
- Gordon Wilson – Assisted contractor with FCU's and Unit Vent programming. Work is in progress.
- EBS – Found hot water pump #1 coupler broke. Switched to #2. Area team addressing./ Exhaust Fan #13 – Replaced current sensor.
- FAC - Verified damper controls and addressing any issues that we find unit on.
- Richardsville Tower- Replaced block heater.
- HVAC has replaced a control valve in rm. 172 to control the heat under rooms 259 and 249.
- Worked in HRL cleaning HVAC units

# 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.



The Safety training in January was on Accident Prevention and Personal Protective Equipment (PPE). Employees refreshed on the importance of wearing PPE and how to avoid accidents.

Training on appearance and why it matters was this month's HR topic this month. In this training, supervisors met with their teams and talked about appearance standards and that you never get a second chance to make a first impression.

Job specific training methods of the week covered mirrors, dispenser cleaning, restrooms, toilets and sink cleaning. Supervisors trained their employees on these topics to enhance their skills on job specific tasks.

The following was the training for the month of January.

Training Course	# of Participants	# of hours	Total Training hours
Monthly Safety Training (Back Safety)	275	1	275
HR Training (Appreciation)	179	.25	44.75
New Hire Orientation (Safety & HR)	16	4	64
Weekly Safety Messages	309	.25	77
Methods of the Week	179	.25	44.75
Total			505.75

## 2019 Safety Project Winners



Safety Nets  
(HRL-Zone 3)



PPE Man  
(Maintenance-Stock Room)



## 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.**

