



## November 2025 Monthly Report

# Facilities Management Management Team

Ken Branch  
General Manager  
7 years Supporting  
WKU



Angie Jackson  
Business Operations  
30 years Supporting  
WKU



Jennifer Mcleod  
Sodexo HR  
11 years Supporting  
WKU



Mark Allen  
Energy Manager  
7 years Supporting  
WKU



Dan Uhls  
Maintenance Services  
10 years Supporting  
WKU



Carla Nally  
Environmental Services  
13 years Supporting  
WKU



Catherine Cabrera  
Environmental Services  
Evening Manager



Kyle Davenport  
Campus Services  
8 years Supporting  
WKU



Ronnie Allerkamp  
HRL Operations  
4 years Supporting  
WKU



Ray Murillo  
HRL Manager  
5 years Supporting  
WKU



Matthew Keyser  
HRL Camp Services  
Manager



# Work Control Stats FY26

## November 1-30, 2025

Work Type	Priority	Work Orders within period range				
		Received	Open		Completed	
			Number	%	Number	
BLM		0	0	0.00%	0	
CAN		0	0	0.00%	0	
CAT		0	0	0.00%	0	
CLEAN		0	0	0.00%	0	
CM		0	0	0.00%	0	
CMSTA		0	0	0.00%	0	
COMPLAINTS		0	0	0.00%	0	
LSD		0	0	0.00%	0	
MOVE		0	0	0.00%	0	
PM		1995	1211	60.70%	784	
PROACTIVE		465	70	15.05%	395	
QUOTE		2	0	0.00%	2	
SAF		2	0	0.00%	2	
QA	0	0	0	0.00%	0	
	3	0	0	0.00%	0	
	5	0	0	0.00%	0	
RM	0	0	0	0.00%	0	
	1	2	1	50.00%	1	
	2	7	4	57.14%	3	
	3	8	4	50.00%	4	
	4	6	3	50.00%	3	
	5	844	201	23.82%	643	
	50	0	0	0.00%	0	
SOXD	0	0	0	0.00%	0	
	3	0	0	0.00%	0	
	4	0	0	0.00%	0	
	5	0	0	0.00%	0	
SP	0	0	0	0.00%	0	
	1	0	0	0.00%	0	
	3	0	0	0.00%	0	
	4	0	0	0.00%	0	
	5	9	5	55.56%	4	
WAR	5	0	0	0.00%	0	
	RM Total	876	218	24.89%	658	
Total		3340	1499	44.88%	1841	

85%  
PRO Wos completed

39%  
PMs  
completed

75%  
RMs completed

### Expense Track By Month



# Safety and Training



## November

Back Safety, Spill Prevention Control and Countermeasure (SPCC), Storm Water, and Electrical Safety

[November Safety Training \(English\)](#)

[November Safety Training \(Spanish\)](#)

[November Safety Training \(Swahili\)](#)

## November Training/Safety:

- ☐ Safety Training completed
- ☐ Daily Huddles completed
- ☐ Weekly Safety Topics
- ☐ ESA Method of the week cleaning topics reviewed
- ☐ EZ Max training completed with new maintenance staff
- ☐ Preparing classes for CPR training to be scheduled in December/January.
- ☐ Ensuring documentation is current for 2026 Safety audit.
- ☐ CEUs completed for trades that have licenses.
- ☐ Managers completed UKG training for transition to new timekeeping program on November 28<sup>th</sup>.

## Back Safety & Lifting

Proper Lifting Techniques continued



- Lift with the legs to allow the body's powerful leg muscles to do the work.
- Flex the knees and hips, not the back.
- Avoid bending & twisting at the waist.
- Try to keep the back "straight" during the lift.
- Do not look down at the object during lift.
- Look up to help "straighten" the position of the back for a safer lift.
- Never bend, lift and twist at the same time.

# Campus Services

## Completed Project:

- **What:** Planting of winter annuals
- **Issue Addressed:** Removal of summer annuals to winter annuals to handle the colder temperatures through winter
- **Funding Source:** 320206
- **Method:** In-House; Hort 316; WKU Athletics



# Maintenance Services/Plant Operations

## Projects:

- **GRH Fire Door Refurbishment-AP-PDC-SU**
  - Target Completion Date: Aug 2025
  - Current Activity(S): 2 quotes-mocking up rail system
  - Next Week Activity(s): Schedule hold
  - Contractor: Phelps-526-1116
  - Funding Source: AP-929947
- **Summer Masonry Repairs**
  - Target completion date: November 2025
  - Current activity(s): schedule hold
  - Next week activity(s): Production
  - Concern/Issue: Weather delays are almost certain
  - Contractor: Kramer
  - Funding Source: 191981



*As part of the WKU Presidents initiative for P3: Plant Operations Manager, Mark Allen met with and toured the P3 Energy Consultants around the campus ,Heat Plant along with the Chilled Water Plant.*

# Maintenance Services/Plant Operations

Plant operations team hosted a tour of the Heat Plant for our WKU Thermodynamics class.

Four stations were set up for the tour:

1. Water-included chemicals, pumps, water softeners. It also included the dynamics of the underground system and steam pipe growth from the temperatures we use.
2. Explained boiler types and uses.
3. Coal-history lesson in coal and why it was switched
4. Deaerator and Dealkalizer-the reasons for them, why we must have them in all steam systems.

## Note from WKU professor:



I want to sincerely thank you and your team for hosting the recent tour of the WKU Heating Plant for my Thermodynamics students. They truly enjoyed the experience, and the visit helped them connect classroom concepts to real engineering systems.

### Highlights from Student Feedback

- Students were fascinated by the live operation of the boilers, pumps, heat exchangers, expansion joints, and control systems.
- They recognized many thermodynamics concepts during the tour, especially combustion efficiency, heat exchange, fluid flow, and steam generation.
- Several students mentioned how much the visit helped them understand topics that previously felt abstract.
- They appreciated the clarity of your explanations and the depth of knowledge shared by the plant team.
- Overall, they described the tour as extremely educational, enjoyable, and something they would recommend for future classes.

A few students suggested that having a simple flow diagram at the beginning might help them follow the system layout, but otherwise they had no recommendations for improvement.

Thank you again for the time, effort, and enthusiasm you put into making the tour meaningful. It made a strong impact on the students, and we look forward to future visits or opportunities to collaborate.

Warm regards,  
Manu  
Manohar Chidurala  
Mechanical Engineering, EBS 2114

# Housing and Residence Life

## Projects in progress:

- **Repairs to Regents and Normal Hall** are underway.
- **PFT:** HVAC Valve Exchanger, Valves, and Flow Repairs
  - Target Completion 12/31/25
  - Current Activity(s): Material acquisition, scheduling heat transition valve replacement
  - Next Week Activity(s): Continue monitoring
  - Concern/Issue: Daily monitoring of Temp Chiller
  - Contractor: Stewart Richey
- **Poland:** Masonry Repairs
  - Target Completion Date: 01/31/26
  - Current Activity(s): Draft full scope and confirm contractor availability to start 12/12/25 during winter break.
  - Next Week Activity(s): create SLF PO
  - Concern/Issue: none
  - Contractor: DFM
- **Bates/Mclean:** Generator Repurpose from Hilltopper
  - Target Completion Date: 01/15/2025
  - Current Activity(s): Determine full scope and schedule
  - Next Week Activity(s): Issue SLF PO
  - Concern/Issue: none
  - Contractor: DFM

# Environmental Services

- ❑ Busy month with scheduling events along with daily ESA duties
- ❑ Conducting leadership alignment sessions with supervisors and PM Manager every Tuesday
- ❑ Equipment repairs-6 vacuums sent to CPG. Floor machine at DSU-wheel ordered
- ❑ Golf cart repairs and training
- ❑ Lots of Events support-Football/Basketball/VanMeter/Knicely
- ❑ Women's Basketball-11/14 Indiana State
- ❑ Football Game -11/15 Middle Tennessee
- ❑ Winter Break Project Planning
- ❑ Transitioning to a new timekeeping program



**Welcome!**

New Hires for the  
month of  
**November 2025:**

**Brian Meyer**



- WKU Homecoming was a great success. DFM Managers and admin staff grilled hamburgers and hotdogs for our employees that worked the Homecoming events for the day. ***A great hit with the staff!***



*Turkeys were purchased and distributed to all Facilities Employees and some of our campus partners on November 19<sup>th</sup> to say thank you for all you do and Happy Holidays.*

The south Campus Team said ASANTE  
GRACIAS and THANK YOU !!  
Smiles and gratitude  
I told them they are much appreciated !

### **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 strategic goals of Western Kentucky University.



**sodexo**  
QUALITY OF LIFE SERVICES