

# Monthly Report

## July 2025



# Management Team

Ken Branch  
General Manager  
6 years Supporting  
WKU



Angie Jackson  
Business Operations  
29 years Supporting  
WKU



Jennifer Mcleod  
Sodexo HR  
11 years Supporting  
WKU



Mark Allen  
Energy Manager  
6 years Supporting  
WKU



Dan Uhls  
Maintenance Services  
9 years Supporting  
WKU



Carla Nally  
Environmental Services  
12 years Supporting  
WKU



Catherine Cabrera  
Environmental Services  
Evening Manager



Kyle Davenport  
Campus Services  
7 years Supporting  
WKU



Ronnie Allerkamp  
HRL Operations  
3 years Supporting  
WKU



Ray Murillo  
HRL Manager  
5 years Supporting  
WKU



Matthew Keyser  
HRL Camp Services  
Manager



Business Operations

Work orders and PMs issued in JULY 2025  
3,144

Work Type	Priority	Received
BLM		0
CAN		0
CAT		0
CLEAN		0
CM		1
CMSTA		0
COMPLAINTS		0
LSD		0
MOVE		0
PM		2286
PROACTIVE		440
QUOTE		2
SAF		1
QA	0	0
	3	0
	5	0
RM	0	0
	1	1
	2	12
	3	15
	4	2
	5	364
	50	0
SDXD	2	0
	3	0
	4	0
	5	0
SP	0	0
	1	0
	3	0
	4	0
	5	20
WAR	5	0
	RM Total	414
Total		3144

82.05%

PRO work orders completed

41.86%

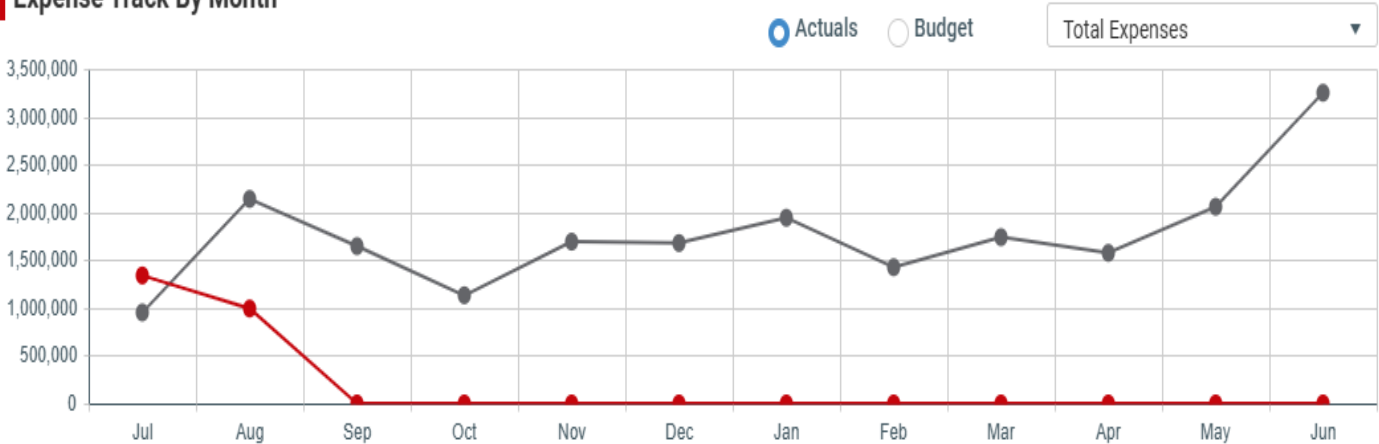
PM work orders completed

75.36%

RM work orders completed

Facilities Management WKU Expenses Jul 25 – June 26

Expense Track By Month





# Safety and Training

## July Training Topics:



### July

Gas Cylinders, Gas Leaks & Sexual Harassment Prevention

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

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

[July Safety Training \(Swahili - Video\)](#)

[July Safety Training \(Swahili - Slides\)](#)

### 3 Checks for Safety

- ✓ Do I know how to do the job safely?
- ✓ Do I have the right equipment?
- ✓ Is my work area safe?

### Other trainings in JULY:

- New Hire Orientation
- 90 day on-boarding for new employees
- UKG training for WKU timekeeping transition to new program
- CEUs for maintenance licenses



**Congratulations to Tammy Price, ESA Supervisor and Chris Cherry, ESA for being proactive in their building about a security issue. They took the right approach to ensuring the staff were safe until the issue was resolved by the campus police. They both received a meal ticket to WKU Fresh Foods and a safety certificate for their quick responses.**

# Campus Services

## Completed Project –

July was a busy month for campus services as they prepare the campus grounds for Fall Semester that begins on August 18<sup>th</sup>.

### What: **Repainting of crosswalks and curbs**

Issue Addressed: Curbs and crosswalks had become faded throughout the calendar year. Fresh coat of paint to brighten up their appearance prior to student arrival

Funding Source: 192043  
\$23,265.00

Method: Outsource (Reynolds)



### What: **President's House: Summer trimming**

Issue Addressed: Trim hollies by garage, ivy off trees, clean up around house prior to 14 August events

Funding Source: 320206

Method: In-House





# Maintenance Services/Plant Operations

## Completed projects:

### Completed Project - Spar Wood CMC

**What:** The Douglas Fir on the exterior of CMC was sanded/coated.

**Issue Addressed:** The Douglas fir requires annual/bi-annual service - probably not a great idea to install in the first place.

**Funding Source:** 320204 - \$7117.72

**Method:** Outsource (A&E Painting )



### Completed Project - GWH Steps

**What:** The rear steps had concrete repairs conducted and a full coating.

**Issue Addressed:** The coating on the steps as well as the concrete facing on two steps had failed - required both concrete repair (spalls) and full recoat. This was a condition based renewal.

**Funding Source:** 320204 - \$11988.29

**Method:** Outsource (Silliman)



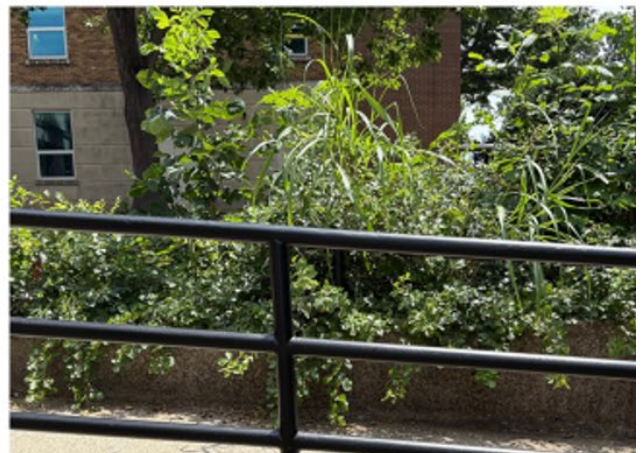
### Completed Project - Hand Rail Painting

**What:** Handrails across campus were multi-coat painted.

**Issue Addressed:** Over time the steel handrails across campus had dulled, chipped, faded, rusted, etc. Steel handrails were addressed from top to bottom of the hill. This was a condition based renewal.

**Funding Source:** 192046/320204 - \$56,594.72

**Method:** Insource/Outsource (A&E/CT)



# Maintenance Services/Plant Operations

## Other Projects in progress:

### **CGC Window "Repairs"**

Target Completion Date: Summer 2025  
Current Activity(s): Material Hold  
Next Week Activity(s): Material Hold  
Concern/Issue: Looking for a technical solution  
Contractor: Internal  
Funding Source: 320204

### **SC Roof Refurbishment**

Target Completion Date: August 2025  
Current Activity(s): Production  
Next Week Activity(s): Production  
Concern/Issue: Weather Delays  
Contractor: WTI  
Funding Source: AP

### **CRD Roof Repairs**

Target Completion Date: Fall 2025  
Current Activity(s): Production  
Next Week Activity(s):  
Concern/Issue: We are not sure that we have identified the entire leak over Mesonet. Scope Growth.  
Contractor: Romac/TBD  
Funding Source: AP-929978

### **Pre-Season Football**

Target Completion Date: Aug 25  
Current Activity(s): Production  
Next Week Activity(s): Production  
Concern/Issue: Scope is ill-defined  
Contractor: Insource/Outsource  
Funding Source: Athletics

### **FSH – Summer Turn-Around**

Target Completion Date: Aug 25  
Current Activity(s): Production  
Next Week Activity(s): Complete  
Concern/Issue: None  
Contractor: Insource/Outsource  
Funding Source: 320204

### **CRD – Sink Hole Abatement**

Target Completion Date: October 25  
Current Activity(s): Schedule Hold  
Next Week Activity(s): Schedule Hold  
Concern/Issue: Letting it settle before asphalts  
Contractor: Ritter  
Funding Source: CRD

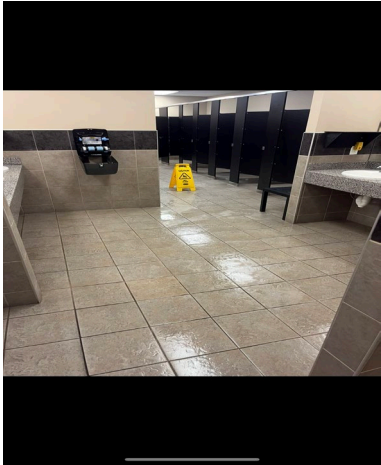
### **FAC, IEB and CGC Elevator Renewal**

Target Completion for FAC and IEB: July 2025  
Target Completion date for CGC: September 2025  
Contractor: Kone  
Funding Source: AP projects



# Environmental Services

Summer Projects being wrapped up as we prepare for buildings to be in full operations for Fall Semester







*Welcome*

**NEW employees hired in**

**JULY 2025**

**Andrea Reyes**  
**Mfisumukiza Violette**  
**Tiffany Milam**  
**Rahabu Tumaini**

## **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.