



## September 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



# Business Operations

Work Orders and PMs issued in September 2025: **4,438**

Work Type	Priority	Work Orders within period range					
		Received	Open		Completed		\$
			Number	%	Number	%	
BLM		0	0	0.00%	0	0.00%	
CAN		1	0	0.00%	1	100.00%	
CAT		0	0	0.00%	0	0.00%	
CLEAN		0	0	0.00%	0	0.00%	
CM		8	5	62.50%	3	37.50%	
CMSTA		0	0	0.00%	0	0.00%	
COMPLAINTS		0	0	0.00%	0	0.00%	
LSD		0	0	0.00%	0	0.00%	
MOVE		0	0	0.00%	0	0.00%	
PM		2596	1841	70.92%	755	29.08%	
PROACTIVE		548	122	22.26%	426	77.74%	
QUOTE		9	8	88.89%	1	11.11%	
SAF		2	0	0.00%	2	100.00%	
QA		0	0	0.00%	0	0.00%	
	0	0	0	0.00%	0	0.00%	
	3	0	0	0.00%	0	0.00%	
	5	0	0	0.00%	0	0.00%	
RM		0	1	0.00%	1	100.00%	
	1	0	0	0.00%	0	0.00%	
	2	1	1	100.00%	0	0.00%	
	3	14	5	35.71%	9	64.29%	
	4	4	3	75.00%	1	25.00%	
	5	1244	377	30.31%	867	69.69%	
	50	0	0	0.00%	0	0.00%	
SOXD		0	0	0.00%	0	0.00%	
	3	0	0	0.00%	0	0.00%	
	4	0	0	0.00%	0	0.00%	
	5	0	0	0.00%	0	0.00%	
SP		0	0	0.00%	0	0.00%	
	1	0	0	0.00%	0	0.00%	
	3	0	0	0.00%	0	0.00%	
	4	0	0	0.00%	0	0.00%	
	5	10	7	70.00%	3	30.00%	
WAR		0	0	0.00%	0	0.00%	
	5	0	0	0.00%	0	0.00%	
	RM Total	1274	393	30.85%	881	69.15%	
Total		4438	2369	53.38%	2069	46.62%	

**78%**  
PRO work orders  
completed

**29%**  
PM work orders  
completed

**69%**  
RM work orders  
completed

## Expense Track By Month



# Safety and Training



## September

Lockout/Tagout, Ladder, and  
Slips/Trips/Falls Safety

[September Safety Training.\(English\)](#)

[September Safety Training.\(Spanish\)](#)

[September Safety Training.\(Swahili -  
Video\)](#)

[September Safety Training.\(Swahili -  
Slides\)](#)

[Zero Harm Mindset Module #1](#)

### 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 September:

- New Hire Orientation
- Maximo Training
- EEO & Sexual Harassment Training for 181 employees @ 1.5 hrs each
- Safety Training Topics— Lockout/Tagout, Ladder safety and Slips, Trips & Falls for 181 employees @ 1 hr each
- Zero Harm Module 1 Training for 181 employees @ 30 min each



# Campus Services

## Projects in Progress:

### **Shrub/Tree winter kill replacement**

- Target Completion Date: Winter 2026
- Current Activity: Phase 1 completed
- Next Activity: Phase 2-4
- Concern/Issue: Seasonal
- Contractor: CSG In-House
- Funding: \$170,000.00
- Funding Source: 929993



## Completed Project:

### **Cleaning of the map kiosk around campus**

- Issue Addressed: Map kiosk became dirty over time from debris, leaves, rain, etc. We cleaned off maps for better visibility for faculty, staff, students and guests.
- Funding Source: 320206
- Method: In-House



# Campus Services

- **Overseeding of Main Campus**

- Target completion date: October 2025
- Current activity: aerification of non-irrigation lawn areas
- Next week activity: broadcasting of turf-type tall fescue
- Concern/Issue: None at this time
- Contractor: In-House
- Funding Source: 320206

- **Fertilized Main Campus**

- Target completion date: October 2025
- Current activity: Staging material
- Next week activity: None scheduled
- Concern/Issue: weather dependent
- Funding Source: 320206



# Maintenance Services/Plant Operations

## Completed Projects:

**Light renewal of Meredith Hall Lobby to include paint, carpentry, and lighting repairs.**

- Issue addressed: HRL requested a quick do over to the Mer Lobby in support of FYV designation and move in. This was a condition-based renewal.
- Funding Source: SLF-\$9507.80
- Method: Insource/Outsource (A&E Painting/CT/AT4)



## **CRD Roof Sections 20,25,28**

- Issue Addressed: Existing roof had developed a series of leaks and failed insulation across a broad expanse. The failed areas were cut out and repaired, overlayed with an additional R-9, and a new membrane applied. 15-year warranty purchased. This was a condition-based renewal.
- Funding Source: AP-312,770.89
- Method: Outsource (Geohaghen)





# Maintenance Services/Plant Operations

## Completed Projects:

### **Fine Arts (FAC) Elevator Renewal**

- Issue addressed: Over time this elevator had become obsolete.
- Funding Source: AP \$230,130.74
- Method: Outsourced (KONE/RCS)



### **Engineering & Biological Sciences Building (EBS) LED Conversions**

- Issue addressed: Existing lighting has aged to a point that parts were becoming problematic/expensive. Several common areas were converted to LED to restore failed lighting to operation and ability to harvest good parts for reutilization elsewhere.
- Funding Source: Inhouse \$5,304
- Method: Area Team 4





# Maintenance Services/Plant Operations

## Projects completed:

### **Football Preparations**

- August and September are busy months for Facilities Management
- Prepping to ensure everything is working and clean for Football Season
- This includes scheduling events to ensure that we can offer efficient support.
- Go Hilltoppers!



# Housing and Residence Life

## Completed Projects:

- **McCormack: Chill Water Leak**

- Performance comment(s) and rating (1-5): 4
- Contractor: DFM

- **PFT: Plate Frame Removal Replacement**

- Performance comment(s) and rating: 4
- Contractor: Alpha

- **PFT: Expansion tanks**

- Performance comment(s) and rating: 3
- Contractor: Alpha

- **Regents Hall: Drainage Solution (Switch & Lift Gear)**
  - Performance comment(s) and rating: 4
  - Contractor: Stewart Richey, Allen Adamson
- **Bates: Upgrade Boiler Capacity, new boilers phase 1**
  - Performance comment(s) and rating: 2
  - Contractor: (Analysis) Alpha
- **Minton: Replace Air Compressor Controls**
  - Performance comment(s) and rating: 3
  - Contractor: Alpha



# Environmental Services

- Conducted Leadership Alignment Sessions with Supervisors and PM Manager every Tuesday
- Continues to work on Equipment Repairs/Surplus
- Support provided by ESA to campus events: Football/Volleyball/Knicely/Farm/Van Meter/Soccer
- Volleyball Game-Sept. 19<sup>th</sup> 6:00 pm
- Parents Weekend-Sept. 19-21/Football Game Sept. 20 6:00pm
- Staffed worked hard to ensure building was ready for the Donor Dinner Thursday evening 9/18 Ribbon Cutting Chandler Hall-Sept. 19<sup>th</sup> 10:00am



Email received from Stephanie Britt at SSB, she complimented the whole team saying we did an excellent job keeping the building clean and she looks forward to seeing us and always has something to say and compliment us.

# Welcome

**NEW employees hired in  
September 2025:**

Caitlyn Hughes

Cyndi Archer

Elina Mukandekazi

Christopher Chandler

Natasha Iganineza

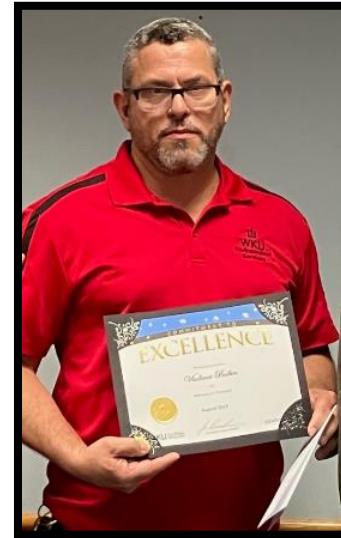
Alliance Kamalebo

Amela Suvalic

Shelby McKinney(Icarus)

Austin Murillo

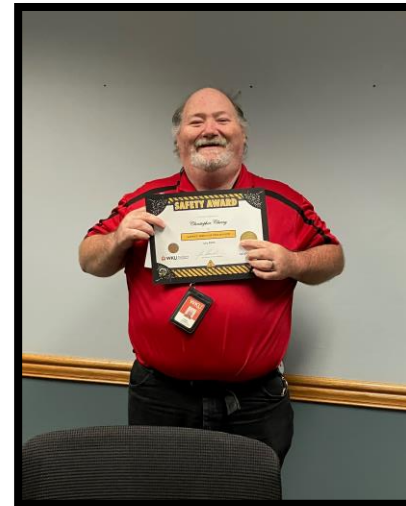
Michael Parsley



**Employee Of the Month**

**August 2025**

Vladimir Balbin



**Safety Hero of the Month**

**July 2025**

Chris Cherry



## 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.