



December 2025 Monthly Report

Facilities 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

December 1-31, 2025

Work Type	Priority	Work Orders within period range					
		Received	Open		Completed		R
			Number	%	Number	%	
BLM	0	0	0	0.00%	0	0.00%	
CAN	0	0	0	0.00%	0	0.00%	
CAT	0	0	0	0.00%	0	0.00%	
CLEAN	0	0	0	0.00%	0	0.00%	
CM	3	2	66.67%		1	33.33%	
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	2143	1726	80.54%		417	19.46%	
PROACTIVE	240	51	21.25%		189	78.75%	
QUOTE	1	0	0.00%		1	100.00%	
SAF	2	2	100.00%		0	0.00%	
QA	0	0	0.00%		0	0.00%	
	3	0	0.00%		0	0.00%	
	5	0	0.00%		0	0.00%	
RM	0	0	0.00%		0	0.00%	
	1	1	100.00%		0	0.00%	
	2	4	50.00%		2	50.00%	
	3	10	30.00%		7	70.00%	
	4	3	66.67%		1	33.33%	
	5	454	154	33.92%	300	66.08%	
	50	0	0.00%		0	0.00%	
SOXD	2	0	0.00%		0	0.00%	
	3	0	0.00%		0	0.00%	
	4	0	0.00%		0	0.00%	
	5	0	0.00%		0	0.00%	
SP	0	0	0.00%		0	0.00%	
	1	0	0.00%		0	0.00%	
	3	0	0.00%		0	0.00%	
	4	0	0.00%		0	0.00%	
	5	5	80.00%		1	20.00%	
WAR	5	0	0.00%		0	0.00%	
	RM Total	2177	166	34.80%	311	65.20%	
Total		2866	1947	67.93%	919	32.07%	

* The open total is 'Workorders within period range' column (see 'workorders.open') with incomplete status between the report period range that are not yet complete.

78.75%
PRO WOS
Completed

19.46%
PMs
Completed

65.20%
RMs Completed

Expense Track By Month



Safety and Training

Slips, trips, and falls are among the most common hazards in the workplace.

They put many workers at risk of sprains, strains, cuts, bruises, fractures, and other injuries. The below was reviewed in December with employees. With training and safety practices, we can help prevent and keep personnel safe from these hazards.



December

Slips/Trips/Falls, Cold Weather, and Holiday Safety

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

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

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

1. Eliminate Hazards (Housekeeping)

Good housekeeping is the first line of defense. If a hazard isn't there, an accident can't happen.

- Clean up spills immediately
- Clear the path
- Manage cords:

2. Maintain the Environment

The physical state of a building significantly affects traction and stability.

- Ensure adequate lighting
- Secure floor surfaces
- Mark changes in elevation

3. Safe Movement & Behavior

How you move is just as important as where you move.

- Don't rush
- Stay focused
- Use handrails
- Don't obstruct your view
-

4. Proper Equipment & Gear

- Wear the right shoes
- Use ladders correctly
- Weather awareness

Campus Services

Projects in Progress

- **Tree Installation**
 - Target completion date: 15 January 2026
 - Current activity: Trees ordered from nursery
 - Next week activity: Flag locations, call “buds”
 - Concern/Issue: None at this point
 - Contractor: In-House
 - Funding Source: 929993
- **Cravens Slope**
 - Target completion date: 15 January 2026
 - Current Activity: PO sent for approval
 - Next week activity: Spray overgrown area
 - Concern/Issue: Weather dependent
 - Contractor: Perfection Lawn Care
 - Funding Source: 929993
- **Round-a-Bout Irrigation**
 - Target completion date: TBD
 - Current activity: Obtaining quotes for repairs and sod
 - Next week activity: Submit PO for approval
 - Concern/Issue: Timing and road closure
 - Contractor: LSI
 - Funding source: Beautification

Campus Services

In-Progress Project:

Leaf removal of fallen leaves campus wide

- Issue addressed: Removal of leaves campus wide to keep from entering the storm drainage systems and prevents safety concerns of slips, trips or falls
- Funding source: 320206
- Method: In-House



Campus Services

Congratulations to Western Kentucky University on its **17th consecutive year of recognition as a Tree Campus Higher Education institution**. This long-standing commitment to campus tree care and student engagement continues to set a strong example across the Commonwealth.

Highlights from this year's application submitted:

- Planting of 47 new trees across campus
- Development of a new tree inventory system in collaboration with a GIS student
- Removal of high-risk trees to improve safety for students, faculty, staff, and visitors
- Student learning project involving WKU student-athletes in planting a new tree grove on campus



Maintenance Services/Plant Operations

Projects:

- **CGC Window Repairs**
 - Target completion date: summer 2026
 - Current activity: Material hold
 - Next week activity: Material hold
 - Concern/issue: Looking for a technical solution
 - Contractor: Internal
 - Funding source: 320204
- **FAC Roof Renewal-AP**
 - Target completion date: summer 2026
 - Current activity: schedule hold
 - Next week activity: schedule hold
 - Concern/Issue: none at this time
 - Contractor: TBD
 - Funding source: AP

**December was a short month for our maintenance crews due to the university closed for 3 weeks for the holiday season.

Environmental Services

- Conducting Leadership Alignment Sessions with Supervisors and PM Manager every Tuesday
- Equipment Repairs-As needed
- Events Support-Basketball/VanMeter/Knicely
- Winter Project-Detailing
- Paper Towel Dispenser Install



No New
Hires in
December

Annual Holiday DFM Breakfast was held on December 11, 2025 to say thank you for a job well done! We also gave away several gifts during the breakfast. Employees are always very appreciative of this event held.



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.