

Monthly Report

August 2025



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



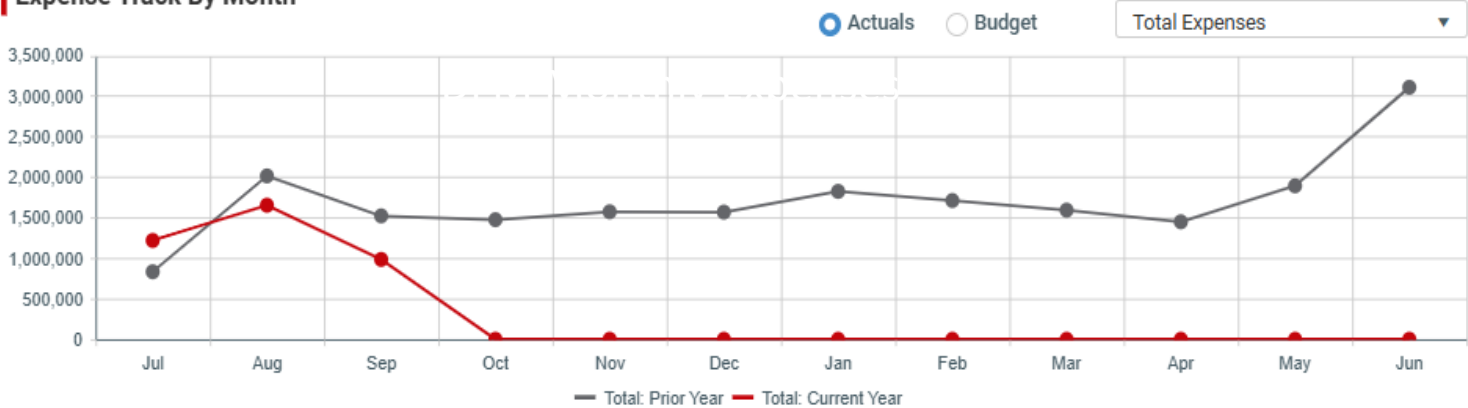
Work Type	Priority	Work Orders within period range		
		Received	Open	
			Number	%
BLM		0	0	0.00%
CAN		0	0	0.00%
CAT		0	0	0.00%
CLEAN		0	0	0.00%
CM		2	2	100.00%
CMSTA		0	0	0.00%
COMPLAINTS		0	0	0.00%
LSD		0	0	0.00%
MOVE		0	0	0.00%
PM		1878	1017	54.15%
PROACTIVE		556	101	18.17%
QUOTE		3	2	66.67%
SAF		10	7	70.00%
QA	0	0	0	0.00%
	3	0	0	0.00%
	5	0	0	0.00%
RM	0	0	0	0.00%
	1	0	0	0.00%
	2	9	0	0.00%
	3	8	6	75.00%
	4	13	4	30.77%
	5	2476	763	30.82%
	50	0	0	0.00%
SDXD	2	0	0	0.00%
	3	0	0	0.00%
	4	0	0	0.00%
	5	0	0	0.00%
SP	0	0	0	0.00%
	1	0	0	0.00%
	3	0	0	0.00%
	4	0	0	0.00%
	5	38	29	76.32%
WAR	5	0	0	0.00%
	RM Total	2544	802	31.53%
Total		4993	1931	38.67%

82%
PRO work orders
completed

46%
PM work orders
completed

68%
RM work orders
completed

Expense Track By Month



Safety and Training



August

Maintaining Good Housekeeping,
Confined Spaces, & Fall Protection

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

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

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

[August 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 August:

- New Hire Orientation
- UKG Training
- New Hire Maximo Training
- ESA Method Week Training
- Training with new Communications and Data Analytics Specialist



Monthly Safety Award
recipient : Ethan Jonas

Campus Services

Preparing for Fall Semester that began on 8/18/25.



- Cleaning up around Guthrie Tower for new building opening
- Coordinating with Parking and HRL on roll off and traffic routes for campus move in.
- Busy with pre-season for soccer and football as we prepare for the Fall Semester

Completed Project:

● CROSSWALKS/CURBS RE-PAINTING

- **Target Completion Date:** 18 July
- **Current Activity(s):** Scheduled week of 7-9 July
- **Next Activity(s):** PO cut next week
- **Concern/Issue(s):** Weather
- **Contractor:** Reynolds Sealing and Striping
- **Funding:** \$23,265.00
- **Funding Source:** 192043

Maintenance Services/Plant Operations

Completed Project - SNH 4101/4102 LED

What: LED Conversion of SNH 4101/4102

Issue Addressed: We are unable to source pieces and parts to maintain the COHH/SNH/DSU “smart” lighting systems in order to keep parts coming – we convert rooms to LED and harvest the Lutron Parts to use elsewhere .This was a condition based renewal.

Funding Source: 320204 - \$5326.62

Method: Insource (AT4)



12

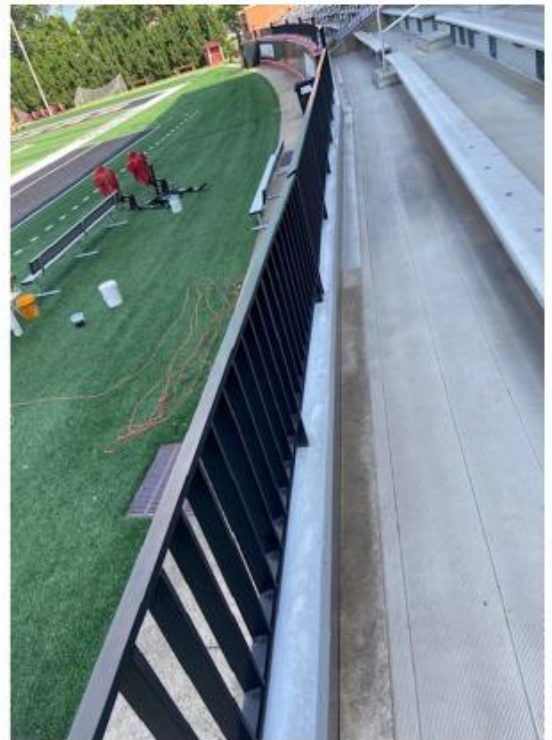
Completed Project - Stadium Walls

What: Concrete repairs and coating at HILTS (W) and the berm.

Issue Addressed: the horizontal surface as the berm and on the west side of the stadium, have over time, spalled. A total of 17 stalls were repaired and the entire wall cap was coated to prevent future water intrusion . This was a condition based renewal.

Funding Source: 192046/320204 - \$30,158.76

Method: Outsource (Silliman)



Maintenance Services/Plant Operations

Completed Project - FSH Rails

What: Continued rail repair at FSH

Issue Addressed: 50 rail pockets had spalled along the downhill porch of FSH. The existing rails were excavated and repaired. This was a condition based renewal.

Funding Source: 320204 - \$11938.29

Method: Outsource (Silliman)



10

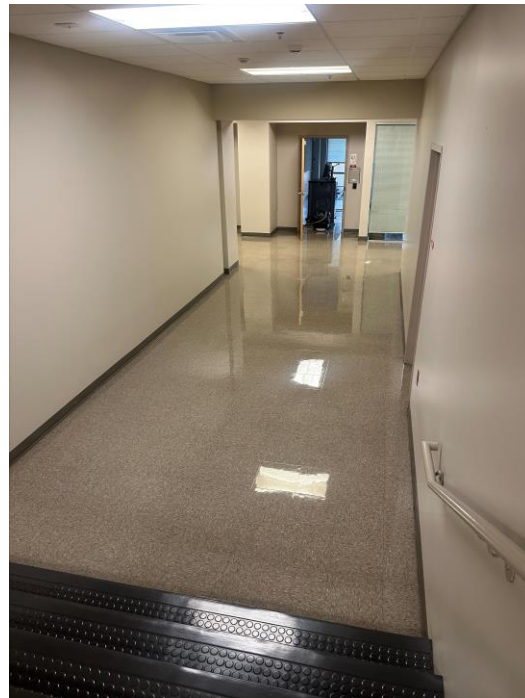
AP Projects in Progress

- **Diddle Aux Gyms reheat coils – PM-BJ**
 - **Target Completion Date:** May 16th
 - **Current Activity(s):** Gym A&B need to get insulated
 - **Contractor:** Hafer on Engineering, Lyons on Install
 - **Funding:** \$55k seed funding, Estimate \$466,600
 - **Funding Source:** 929922 –converted to AP
- **Boiler Renovations – Lead MA**
 - **Target Completion Date:** 5/2025 (revised)
 - **Current Activity(s):** Last invoice has been approved. \$100,011.08. Check has not been sent.
 - **Next Week Activity(s):**
 - **Concern/Issue:** None
 - **Contractor:** Ware Boiler 502-968-2211 (controls on three boilers)
 - **Funding:** \$489,256.35
 - **Funding Source:** 929932
- **Replacement of Seresco Unit at Preston PM-BJ PDC-SU**
 - **Target Completion Date:** Scheduled Complete 6/22.
 - **Next Step(s):** Installed and Running, still have punch list items
 - **Funding Source:** CN Funding

Environmental Services

August 2025

- Conducting Leadership Alignment Sessions with Supervisors and PM Manager every Tuesday
- Gatton Academy Cleaning Project-Completed/Touch up cleaning after paint
- Obsolete Equipment enroute to Surplus
- Business College walk through- Planning
- Events Support Tempo Low - Knicely/Baseball/Farm
- August 30th Annual Football Meeting
- Summer Projects In Progress – Focus on Safety, Training and Completing Projects



Kudos!

From: Craven, Claudette <Claudette.Craven@wku.edu>

Sent: Friday, August 22, 2025 12:16 AM

To: Branch, Ken <Ken.Branch@wku.edu>; Jackson, Angie <angie.jackson@wku.edu>

Cc: McLeod, Jennifer <jennifer.mcleod@wku.edu>; Nally, Carla <carla.nally@wku.edu>; Cabrera Fernandez, Catherin <Catherin.Cabrera@wku.edu>

Subject: THANK YOU FROM EVERYONE !!!!

The entire 2nd and 3rd shift had a great meal and conversations and very much appreciated the picnic.

It was so nice to hear them laughing and talking loud and getting reacquainted .

Great Moral Booster!

Nancy Miller, Amber Haley, Tabitha Haley and Jesse Thurman & Claudette Craven



Welcome

NEW employees hired in
August 2025:

Jeffrey Carver
Amber McWhorter
Anthony Vaughn
William Hyden Ferriel
Emerson Poteet



July 2025
Employee of the Month
presented in August



Employee of the Month:
Matthew Rasner

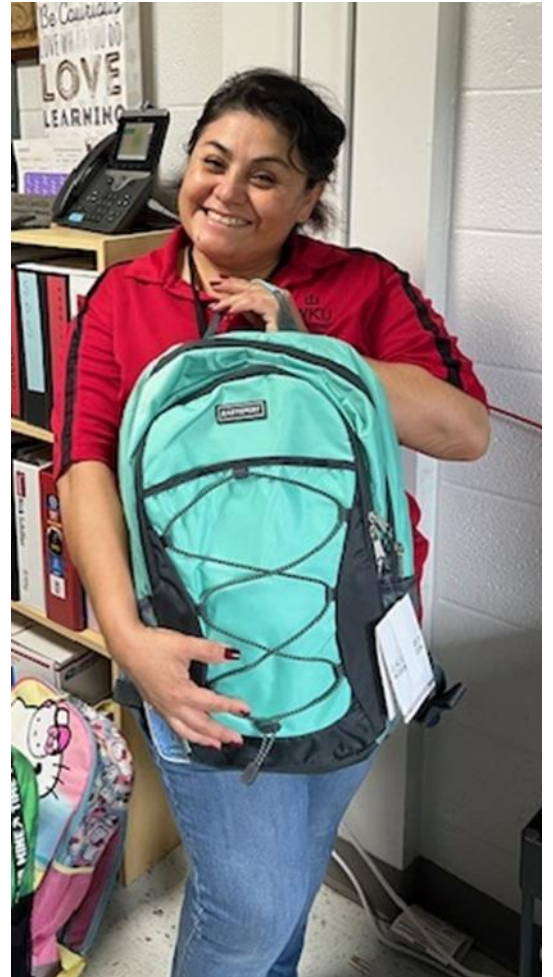
Annual Appreciation picnic held on August 21, 2025



The annual picnic was a great event to show our appreciation for our hardworking employees!

Employee Appreciation Day

Employees received backpacks filled with school supplies for children in their families. We appreciate everything that our employees do for us!



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.