



October 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 October: 3286

Work Type	Priority	Work Orders within period range				
		Received	Open		Completed	
			Number	%	Number	%
BLM		0	0	0.00%	0	0.00%
CAN		0	0	0.00%	0	0.00%
CAT		0	0	0.00%	0	0.00%
CLEAN		0	0	0.00%	0	0.00%
CM		4	3	75.00%	1	25.00%
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		1963	1466	74.68%	497	25.32%
PROACTIVE		385	102	26.49%	283	73.51%
QUOTE		5	5	100.00%	0	0.00%
SAF		6	2	33.33%	4	66.67%
QA	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	0.00%	1	100.00%
	1	0	0	0.00%	0	0.00%
	2	1	0	0.00%	1	100.00%
	3	14	12	85.71%	2	14.29%
	4	4	1	25.00%	3	75.00%
	5	874	264	30.21%	610	69.79%
	50	0	0	0.00%	0	0.00%
SDXD	2	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	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	29	28	96.55%	1	3.45%
WAR	5	0	0	0.00%	0	0.00%
	RM Total	923	305	33.04%	618	66.96%
Total		3286	1883	57.30%	1403	42.70%

74%
PRO work orders
completed

25%
PM work orders completed

67%
RM work orders completed



Safety and Training



October

Fire Prevention, Violence, Prevention, and Response, and Workplace Violence

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

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

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

October's Training

- EEO & Sexual Harassment Training for 181 employees @ 1.5 hrs each
- Safety training topics-lockout/tagout, ladder safety and slips, trips and falls for 181 employees @ 1 hr each
- Zero harm Module 1 Training for 181 employees @ 30 mins each

Define your “why” for safety

- Employees were given business cards to attach a photo to their badge holders to remind them why safety is important

3 Checks for Safety

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



Campus Services

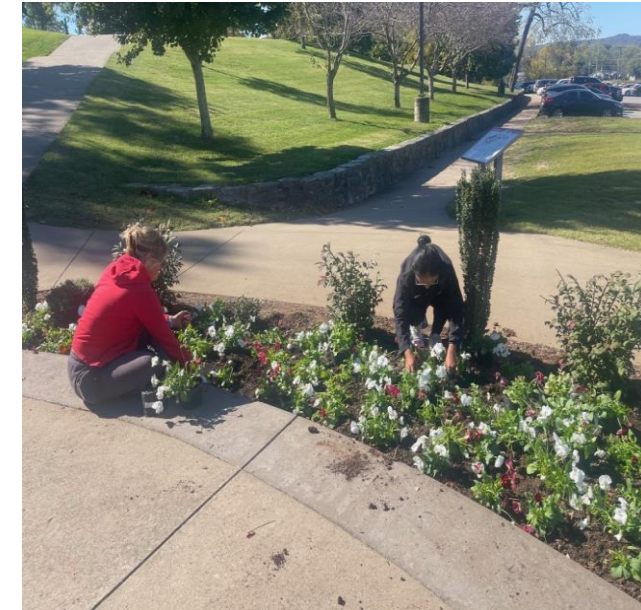
Projects in Progress

- Winter Weather Plan
 - Updates to plan
- Homecoming Prep
 - Met with special events to coordinate all flip tops for homecoming activities across campus
 - Football game prep
- Leaves
 - Leaf box installed October 29th
- Street Sweeper
 - Running MWF along WKU controlled streets
- Mulch blades
 - Ordered and installed on mowers
- Winter Weather Equipment
 - Scheduled 10th week of November
- Tulip Bulbs
 - Ordered; scheduled for week of Thanksgiving
- Holiday decorations
 - Ordered new wreaths and lights for RAB and 1700 Chestnut/installation week of Thanksgiving

Campus Services

Completed Projects:

- Aerify lawn areas:
 - issue addressed: Over time, areas on campus have become compacted resulting in less water and air to root system
 - Funding Source: 320206
 - Method: In-House
- Planting of Winter Annuals:
 - issue addressed: Removal of summer annuals to transition to winter annuals.
 - Funding Source: 320206
 - Method: In-House; Hort 316; WKU Athletics



Maintenance Services/Plant Operations

- Completed Project-JJH Sanitary Line

What: Excavation and repair of JJH sanitary line

Issue Addressed: the under slab sanitary line had an obstruction and no clean-out in order to remove it. Pipe was excavated, cleared, cleaned out and re-installed and area remediated. This was a condition-based renewal.



- Completed Project-DSU Power Panel

What: Power panel relocation

Issue Addressed: A sink and other moisture producers were installed next to a 225A panel (non GFCI) by the Dining staff. The panel was experiencing routine failures due to moisture, mold, rust, and animals. The power panel was replaced/relocated to a code consistent location, re-powered & tested. This was a condition-based renewal.



Environmental Services

- Conducting leadership alignment sessions with supervisors and PM Manager every Tuesday
- Equipment repairs/surplus
- Events Support-Football/Volleyball/Knicely/Farm/Van Meter/ Soccer
- 10/3/25-KAHO Conference at DSU (Hosted by Dr. LaRoche & WKU)
- 10/14/25-Football WKU vs FIU 7:00 PM
- 10/14/25-Concert on South Lawn 5:30 PM
- Preseason Basketball cleaning at Diddle Arena

Carly,

As you know Ambrosia cleans our police department. I just wanted to drop a line to let you know that she is doing a fantastic job. She's always busy and the department has never looked better. I just wanted to pass this along. I'm sure you don't hear enough good stuff about your employees, so I just wanted to share a little good news!

Paul Burden

Captain - Support Services
Western Kentucky University Police Department
1603 Avenue of Champions | Bowling Green, KY 42101
Tel: 270.745.5227 | Fax: 270.745.5275
www.wku.edu/police



Housing and Residence Life

Fall on the Hill

- WKU put on the second annual Fall on the hill at South Lawn on Oct. 1, 2025.
- The event was organized through partnerships with all the WKU colleges, as well as the Mahurin Honors College and Hilltopper Nutrition.
- Local organizations like Texas Roadhouse and Bowling Green Police Department hosted activities for students centered around fall themes.
- The event had free popcorn and apple cider, pumpkin smashing, pumpkin painting, and a fall photo booth.
- DFM support provided as needed.



Housing and Residence Life

Projects in Progress:

● PFT: HVAC Valve Exchanger, Valves, and Flow Repairs

- **Target Completion** 12/31/25
- **Current Activity(s):** Material acquisition, scheduling heat transition valve re
- **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 s 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

● Rodes: Bathroom Floor Epoxy

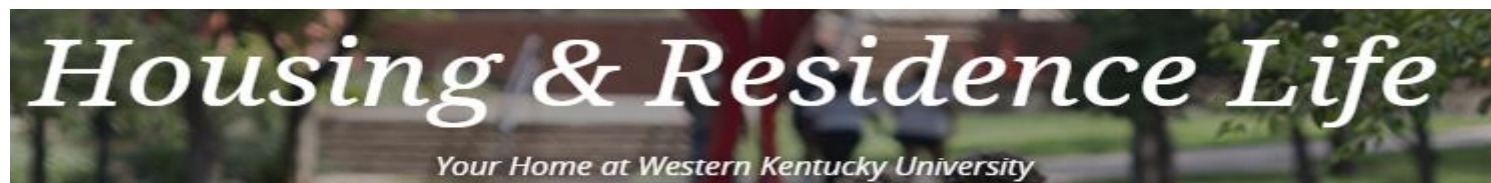
- **Target Completion:** 01/15/2026
- **Current Activity(s):** Communicate start date with HRL LT
- **Next Week Activity(s):** create send SLF PO to contractor
- **Concern/Issue:** dust control / post project cleaning
- **Contractor:** Shop at Home Projects

● Multi: HVAC Valve upgrade (Zach, Meredith, Gilbert, Rodes)

- **Target Completion** 12/31/25
- **Current Activity(s):** Confirm schedule
- **Next Week Activity(s):** Communicate with HRL LT
- **Concern/Issue:** none
- **Contractor:** Alpha

● Multiple Halls: Exhaust Fan & Vent deep clean

- **Target Completion Date:** 05/25/26
- **Current Activity(s):** Monitoring IAQ post completion
- **Next Week Activity(s):** no change
- **Concern/Issue:** Southwest and Munday rescheduled for summer '26 due to the in-room baths and cleaning/disturbance. Air flow positively impacted in all completed areas.
- **Contractor:** Stanley Commercial Cleaning Services



Welcome

NEW employees hired in

October 2025:

Eulalia Castillo Guajardo

Matthew Hightower

Armin Ramic

Jaden T Hayes(Thomas)

Brisa A Guzman Hernandez

Regine Wamseba

Employee of the Month:



Elizabeth Rowe

August Safety Hero of the Month:



Jonathan Bolden

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.