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# Hamilton County Facilities Department

**Available Support Services - IWMS**  
(Integrated Workplace Management System)



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## What is an IWMS

Within the Facilities Department is a division for Support Services. One of the Support Services provided is IWMS (Integrated Workplace Management System) Services. These services can be provided to other County departments/agencies as requested, and per a Master Service Agreement.

## ARCHIBUS System

IWMS is a term used to reference the County's database system utilized to manage the various aspects of facility management, including space management, asset and software management, building operations, the management and cost estimating of projects (including LEED), management of information for various conditions within the buildings (including deferred maintenance), management of environmental assets, and many other related items.



ARCHIBUS is the system that the Facilities department is currently using. In this brochure is a document detailing what modules are currently being used by the County, either by Facilities or other listed departments/agencies. ARCHIBUS is a relational database built in Microsoft SQL. It is tied to the AutoCAD drawings, a windows interface, and web interfaces. Archibus was chosen due to the products success (#1 TIFM Solution), ease of purchasing one module or license at a time, and the open ended architecture of the system for modifications. We have customized this system work the way we need it to work as a government agency, rather than molding our policies and procedures to the way the system works.

## System Integration

ARCHIBUS can be integrated with various other systems and data can be converted from other systems into ARCHIBUS. Currently, we are using ARCHIBUS with AutoCAD, Java and Cold Fusion websites, MS Access, and Crystal Reports. We have future plans to develop an interface for PDAs.

## Hamilton County Users

The system is currently being used by the Facilities department, Sheriff, Cincinnati Museum Center, Emergency Management Agency, DDS, Paul Brown Stadium, and Great American Ballpark; for the management of various aspects of their organizations. Additionally, many County departments use the ARCHIBUS system, via the iFM website, for Equipment and Fleet Management, Capital Project requests, and requests for maintenance in the buildings maintained by the Facilities department. ARCHIBUS is also being used by contracted Professional Design Firms for reviewing and estimating projects, submitting building condition assessments, and reviewing floor plans for projects.

## Other County Users

Hamilton County Public Health (along with 2 other Counties) and the Hamilton County Park District have also purchased licenses to ARCHIBUS, and are sharing a database and website with Hamilton County (Board of County Commissioners), thru the Facilities Department.

Hamilton County Public Health will be utilizing the system to track their inventory as well as Emergency Events. The Emergency Events will entail tracking inventories as they arrive for Public Health Events (such as H1N1 Vaccination, Wind Storms Fall 2008, etc.), Then their transfer to other locations, POD, and the entire dispensing process.

Hamilton County Park District is currently implementing Space Management, Equipment & Furniture Management, and Building Operations.

We are in the process of upgrading to ARCHIBUS 19.1, and are purchasing 3 new modules.

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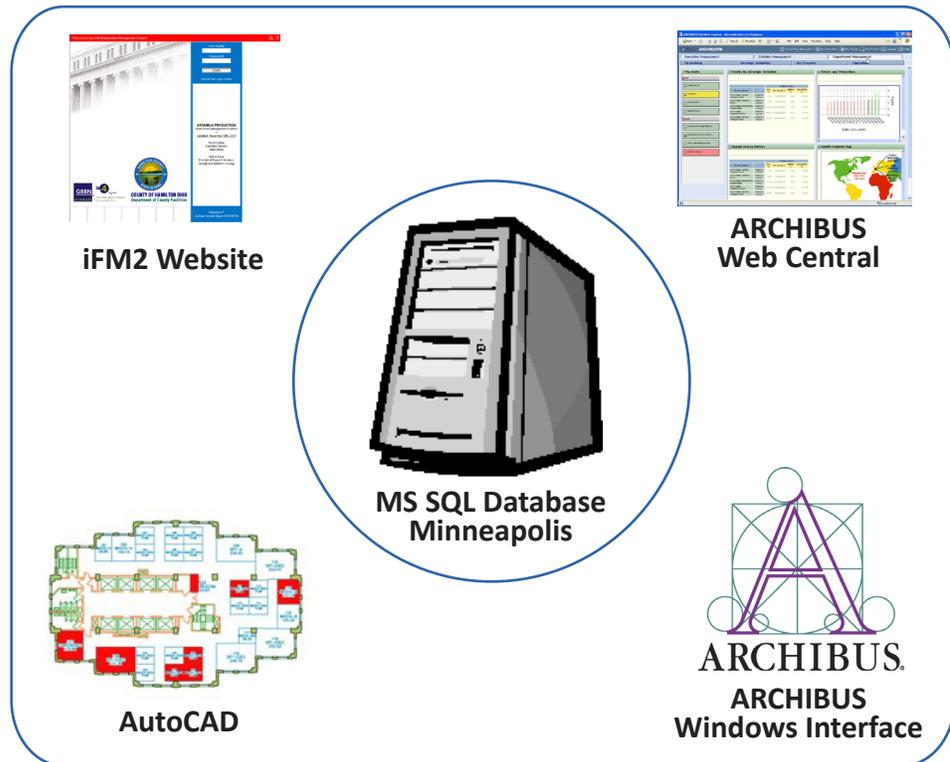
## System Architecture

ARCHIBUS, for Hamilton County, resides in a SQL database stored on an off-site server. The server is in a data warehouse in Minneapolis, MN. The SQL database is compiled of modules purchased from Archibus Inc., 3rd-Party modules, and in-house developed activities. The database connects to AutoCAD for Space Management and other various modules. The interfaces for the database are the ARCHIBUS Windows based product and two separate websites that are integrated at login for users. These websites are iFM 2 (developed by FIMS - Facilities Information Management Solutions), and Web Central (developed by ARCHIBUS Inc.). The database is backed up every two hours, and a redundant service resides in another State.

Where is the database located?

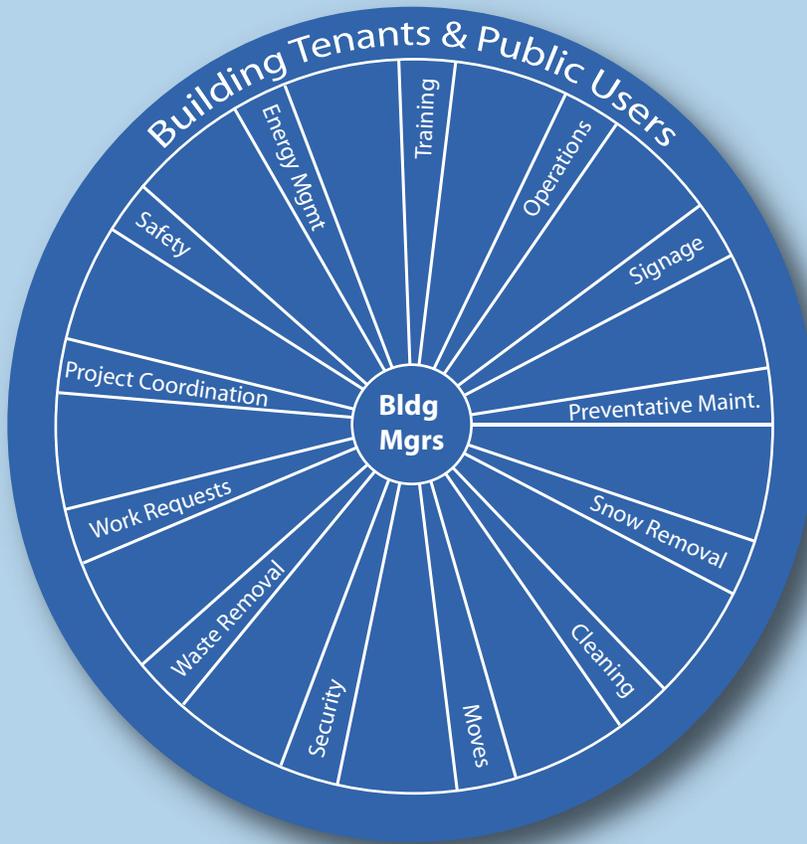
Backups?  
Duplicated Servers?

Physical Structure

An icon of a desktop computer with a monitor, keyboard, and mouse.

Employees &  
Approved Vendors

# Hamilton County Facilities Department Building Management Business Model



## Building Managers

### As Needed Support

Trades  
HVAC Techs

### Contractors

Fire Alarms  
Elevator Techs  
Sidewalk Repair  
Window Cleaners  
Chemicals  
Landscaping/Grounds  
Marble Cleaning  
Metal Cleaning  
Pest Control  
Generator Testing  
Elect/Plumb/HVAC  
Window Replacement  
Movers  
Waste Removal  
Janitorial Supplies

### Special

Sheriff Deputies  
(weekdays/other times)  
Clerk of Courts Bailiffs  
(weekdays only)  
Telecom Staff  
Prison Detail (free)  
Community Services (free)

### Full-Time Support

Maintenance Staff  
Cleaning Staff  
Safety Manager  
Property/Security Manager

### Contractors

Cleaning (low bid)  
Security (low bid) (nights/wknds)

### Consultants

Safety  
Plant Engineering  
Architectural Partner  
Elect/Mechanical Partner  
Structural Partner  
Indoor Air Quality (IAQ)

# Hamilton County, OH - Facilities Department IWMS Continuity in Business Diagram

**Furn. & Equip. Mgmt**

DDS  
\* Juvenile Court  
County Auditor  
\* Stadia Services (PBS/GABP)  
Public Health  
\* Environmental Services  
\* Facilities  
Park District



**Emergency Inventory & Grant Mgmt**

EMA & Homeland Security  
Public Health



**Building Operations Preventative Maint.**

Facilities \*  
Sherriff's Office  
Park District  
Stadia Services (PBS/GABP)



ARCHIBUS is used at Hamilton County to manage more than just maintenance and space. We have taken ARCHIBUS to the next level and integrated various services and data that is provided by the Facilities Department.

## Integrated System of Modular Information

After using ARCHIBUS for a few years, the Facilities Department has extended the system to other departments and agencies around the County. Here you can see our current listing of users by module. We are excited about all of the changes in the Equipment and Fleet modules and look forward to a continued growth in users. This is just one of the services that the Facilities Department offers other departments and agencies, who are our customers.

**Fleet Management**

Facilities  
Clerk of Courts  
Probation  
Public Works  
Environmental Services  
Building Inspections



**Other Users/Options**

Web Central Dashboards - coming soon  
TEAMS - Environmental Mgmt



**Dept. Accounting Sys**

Facilities  
Environmental Services



**Space Management**

Facilities  
Park District



\* FM Works Users for Inventory and/or Work Orders

# Hamilton County, OH Facilities Department IWMS Flow Chart for using ARCHIBUS

Real Estate Information System  
Strategic Master Planning  
Overlay for AutoCAD with Design Management

Property Mgmt & Planning

Departmental Accounting System  
TEAMS - Compliance Management  
Energy Management  
Administrative Services

Personnel Management

Incident Reporting & Medical Monitoring  
Tracking Personnel Training  
Facilities Personnel Management  
ID Badge Management

Assessments Master Plans Design & Const.

Condition Assessment  
Capital Project Estimating  
Five Year Capital Plans  
Project Mgmt/ Capital Budget  
TEAMS - Green Buildings

ARCHIBUS is used at Hamilton County to manage more than just maintenance and space. We have taken ARCHIBUS to the next level and integrated various services and data that is provided by the Facilities Department. ARCHIBUS has also been expanded to other departments and agencies in the County. This gives everyone the tool needed to track required information in a consistent and user friendly format, saving time and money. This is just one of the services that the Facilities Department offers other departments and agencies, who are our customers.

## Integrated System of Modular Information

The ARCHIBUS modules that Hamilton County utilizes come from a variety of different sources. Some are out-of-the-box modules from ARCHIBUS, Inc., some are modified ARCHIBUS modules, some are third party modules developed by other Business Partners, some were custom built for Hamilton County, and some were developed in-house.

ARCHIBUS allows for many sources and has an open architecture, which makes it the top selling product of its kind.

Risk Management

Emergency Contacts  
Life Safety Plans (Evacuation Drawings)  
Emergency Equipment Locations  
TEAMS - Clean Buildings  
TEAMS - MSDS Management

Operations & Maintenance

Building Operations Management w/FM Works  
Preventative Maintenance  
Warranty Management  
Confined Space/ Lockout Tagout Management  
Housekeeping Management

Emergency Event Mgmt

EMA Grant & Requisition Management  
EMA Inventory Control Location Mgmt  
Public Health Emergency Event & Inventory Mgmt

Physical Asset Tracking

Space/Roof Management  
Record Drawings  
Furniture & Equipment w/FM Works  
Software Management  
Fleet Management  
Key Control with Door & Lock Inventories



# Hamilton County Facilities Department

## ARCHIBUS Module/Activity Matrix

Core Functions	Operations	Asset Mgmt	Safety	Project Mgmt
<b><u>Property Management and Planning</u></b>				
Real Estate Information System	■	■		
Strategic Master Planning				■
Overlay for AutoCAD with Design Management	■	■	■	■
<b><u>Assessments, Master Plans, Design and Construction</u></b>				
Condition Assessment	■			■
Capital Project Estimating				■
5 Year Capital Plans	■			■
Project Mgmt/Capital Budgeting	■			■
TEAMS - Green Buildings	■			■
<b><u>Physical Asset Tracking</u></b>				
Space/Roof Management	■	■		■
Record Drawings	■	■		■
* Furniture and Equipment	■	■	■	■
Fleet Management	■	■		
Key Control	■	■		
Door & Lock Inventories		■	■	
<b><u>Emergency Management</u></b>				
Grant/Requisition Mgmt	■			
Inventory Control Mgmt		■		
<b><u>Operations &amp; Maintenance</u></b>				
* Building Operations	■		■	
Preventative Maintenance	■			
Warranty Management	■	■		
Confined Space / Lockout Tagout Management	■		■	
<b><u>Risk Management</u></b>				
Emergency Contacts	■		■	
Life Safety Plans	■		■	
Emergency Equip. Locations	■	■	■	
TEAMS - Clean Buildings	■		■	■
TEAMS - MSDS Management	■		■	■
<b><u>Personnel Management</u></b>				
Facilities Personnel Mgmt	■			
ID Badge Management		■		
TEAMS - EHS Management	■		■	
<b><u>Administrative Services</u></b>				
TEAMS - Compliance Management	■			■
Departmental Accounting System	■			
Energy Management	■	■		

\* Includes FM Works - PDA Extension