



# Facility Management Quarterly

## Letter from the Director

Another year starts for us with many opportunities. I am looking forward to my sixth year here as your Director of one of the finest facilities management organizations in the country. In the last five years we were recognized by BOMA as the best managed Government facility, for the Courthouse and 800 Broadway, in the North Central Region. This is an excellent benchmark to be judged against.

I know this year will be one of change and growth for our Department and as in past years we as a "TEAM" will meet these opportunities and continue to provide a high level of customer service. I am looking forward to learning from both our successes as well as our failures.

My goal this year is to "Continue to learn from my staff and to share their vision with others". In simple words - YOU are the reason that WE are a success!

- Thanks, Ralph

## Holiday Schedule for 2007 First Quarter

New Year's Day            Monday, January 1, 2007  
Martin Luther King Day   Monday, January 15, 2007  
Presidents' Day           Monday, February 19, 2007

### "Check your Check"

Your first paycheck for the new year was issued on January 3rd. It is very important that all employees review their paycheck to ensure that correct deductions are being taken for medical, dental, LTD, UNUM, FSA's and ExTra (this would be for the selections you made during Open Enrollment in 2006).



It is your responsibility to let Inger know if your deductions are incorrect. Please take a few moments and look over your check. If there are any errors or discrepancies, it is critical to resolve them as soon as possible.

### Cover Your Cough

In working with the Hamilton County Department of Health, we have placed new posters in each public restroom showing you how to cover your cough to keep the spreading

of germs at a minimum (copy of poster on page 2).

### Suggestion Box

If you have any suggestions for the newsletter, please feel free to write them down and insert them in the suggestion box located outside of the B-95 office. We would also like to include special events in people's lives that they would like to share, for instance: a wedding, birth of a child or grandchild, accomplishments in your lives, or anything else you might want to tell everyone. Photos are also welcome.

### Oops!

We have a couple of corrections to make from the first newsletter, we apologize for any errors made.

Steve Sears began working for the Facilities department in November of 2006, his new position is Safety Specialist, not Safety Officer.



We missed a birthday :( Happy Belated Birthday to Steve Hennessy from the month of December!

## In This Issue

Cover Your Cough	2
Safety News	2
Project Management	2
Building Operations Charts	3
Sick Time Charts	4
Security	5
Customer Service	5
Health Smart	5
In the Community	6
CAFM Corner	6
Internet Reminders	6
Dose of Zen	6

Stop the spread of germs that make you and others sick!

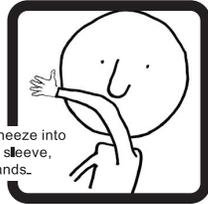
# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the wastebasket.



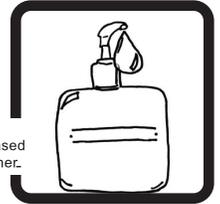
# Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water

or clean with alcohol-based hand cleaner.



## Material Safety Data Sheets, MSDS

By Steve Sears



Manufacturers are required to provide an MSDS for each chemical they ship and each place of business

is required to have an MSDS for each chemical they have on the premises. There is an MSDS book located in each trade shop, supervisor's office or work area. They are in big yellow books labeled with large letters "MSDS". The Safety Department is currently going from shop to shop, building to building updating each MSDS book. It is important when you receive a new product (chemical, cleaning agent, cutting oil) that the MSDS book is updated. It is the supervisors responsibility to install the new product MSDS sheet into the MSDS book and to send a copy to the Safety Department so they can update the information on the "S" drive. Do not discard old MSDS sheets, even if you do not have or use the product anymore. We are required to keep MSDS sheets in an inactive file for 30 years to meet compliance requirements. If you have any questions about MSDS sheets or your MSDS book, please contact Steve Sears at 946-5098.

### How to Read MSDS's

OSHA regulations state that the following items must be included in the MSDS:

- The chemical identity as listed on the

label of the bottle including all ingredients including the chemical and common names of all hazardous ingredients.

- Physical and chemical characteristics (melting point, flash point, etc.).
- Physical hazards (fire, explosion, and reactivity data).
- Health hazards.
- Primary route(s) of entry into the body.
- Exposure limits as set by OSHA or other agencies.
- Whether the chemical is a confirmed or potential carcinogen as determined by OSHA or other agencies.
- Precautions for safe handling and use.
- Applicable control measures.
- Emergency and first aid procedures.
- Date of preparation and latest revision of the MSDS.
- Contact information of the preparer of the MSDS.

## Project Management

- JV Issue Desk  
By Mark Donnelly

One of our projects completed in 2006 was the Juvenile Issue Desk Replacement Project at 800 Broadway. The purpose of this project was two-fold: the first objective was to provide much needed counter access



to wheel chair bound clients to meet the latest ADA Guidelines; the second objective was to provide much needed additional security for county property, county employees and their personal belongings.

Through several meetings with our



Before

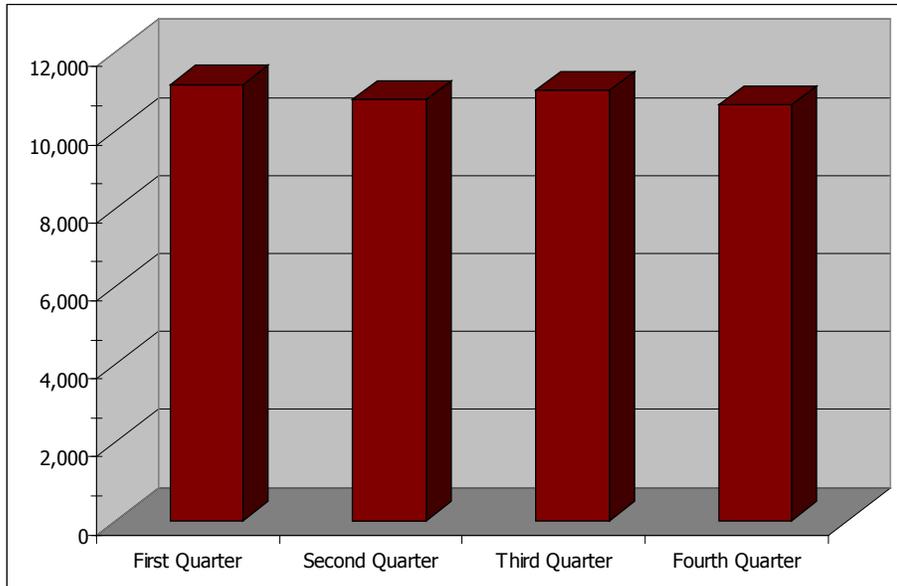
project architect Spencer Johnson with Cole and Russell Architects, the Interior Designer Susan Barrett with IPM, Melinda Klenk and John Cullum with Juvenile Court it was determined that a more user friendly, work station type counter system that kept the clientele clearly visible at all times was the approach that needed to be taken. In conjunction with this counter, a glass partition would be added to provide a more secure setting for county employees. One small room was to be demolished to give the space a more open look and feel.

The old office space was demolished and removed from the site in one weekend. The following weekend the old counter was demolished and removed from the site and the new counter was

Continued on p. 5

## Work Requests Completed by Problem Type

### Fourth Quarter 2006



First Quarter	11,188
Second Quarter	10,795
Third Quarter	11,035
Fourth Quarter	10,664
Year-To-Date	43,682

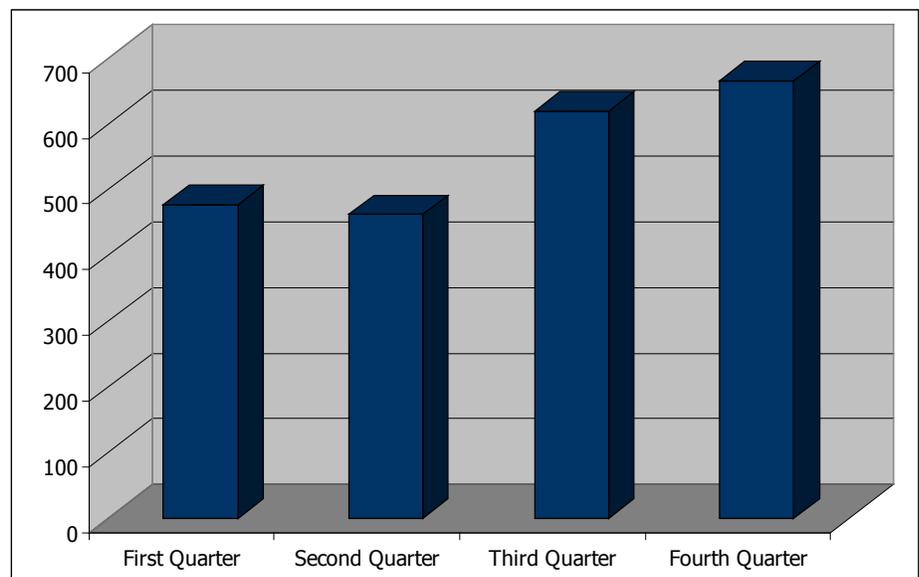
Audio Visual	8	Grounds/Landscape	297
Blinds	6	New installation	660
Replacement of damaged ceiling tiles	77	Make/change keys	211
Cleaning	1,544	Leaking problem	276
Compliance Management Inc.	65	Light bulb	1,832
Computer	8	Mechanical problem	1,032
Conference room configuration	188	Move a piece of equipment and/or furn	425
Deliveries for other departments	293	Non Electronic Lock	112
Doors	693	Paint as required	259
Drywall patching/replacement	65	Public Emp. Risk Reduction Prog.	12
Electrical issue	1,279	Pest control activities	51
Electronic Lock	305	Plumbing problem	4,279
Elevator Repairs/Maintenance	113	Police the grounds, restrooms, etc	230
Fire System Repair/Maintenance	108	Pre-Bag Filters	36
Fleet Management issue	55	Preventive maintenance	27,559
Furniture/Furnishing issue	494	Project (Fac Mgmt only)	65
		Roof	22
		Safety	191
		Signage	109
		Special event setup	41
		Stock restrooms with supplies	19
		Store rooms - Maintenance and Bldg Svc	120
		Stocking paper supplies in Tenant Areas	19
		Telecommunications - JC Visitor phones	45
		Temperature is too cold	176
		Temperature is too hot	241
		Window or glass problem	62
		<b>Total</b>	<b>43,682</b>

## Open Work Requests at the Beginning of the Quarter

### Fourth Quarter 2006

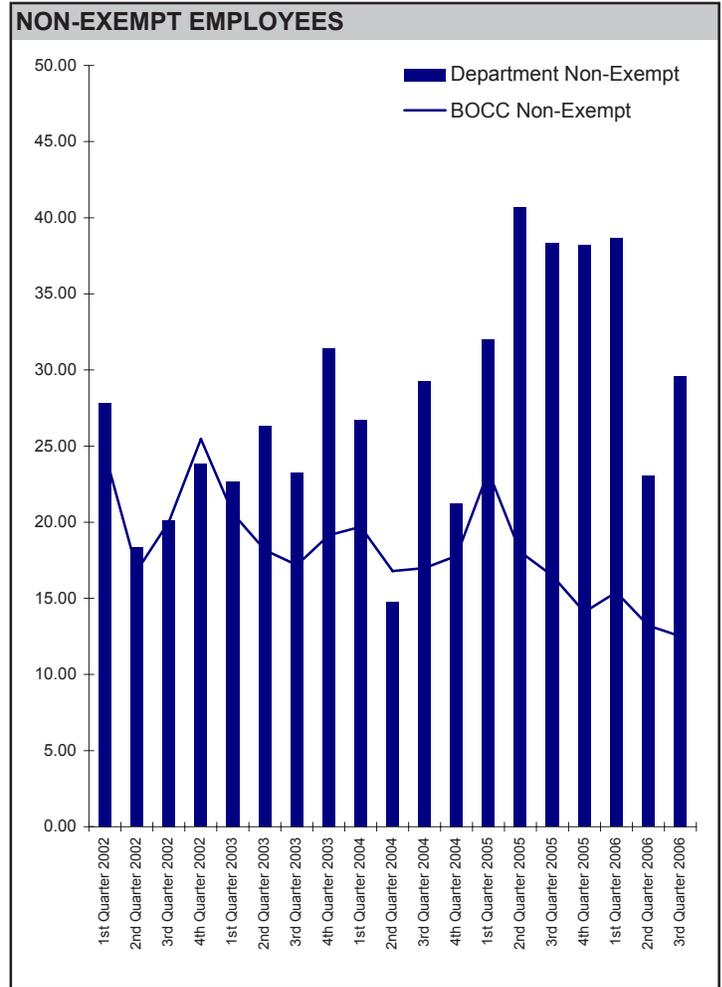
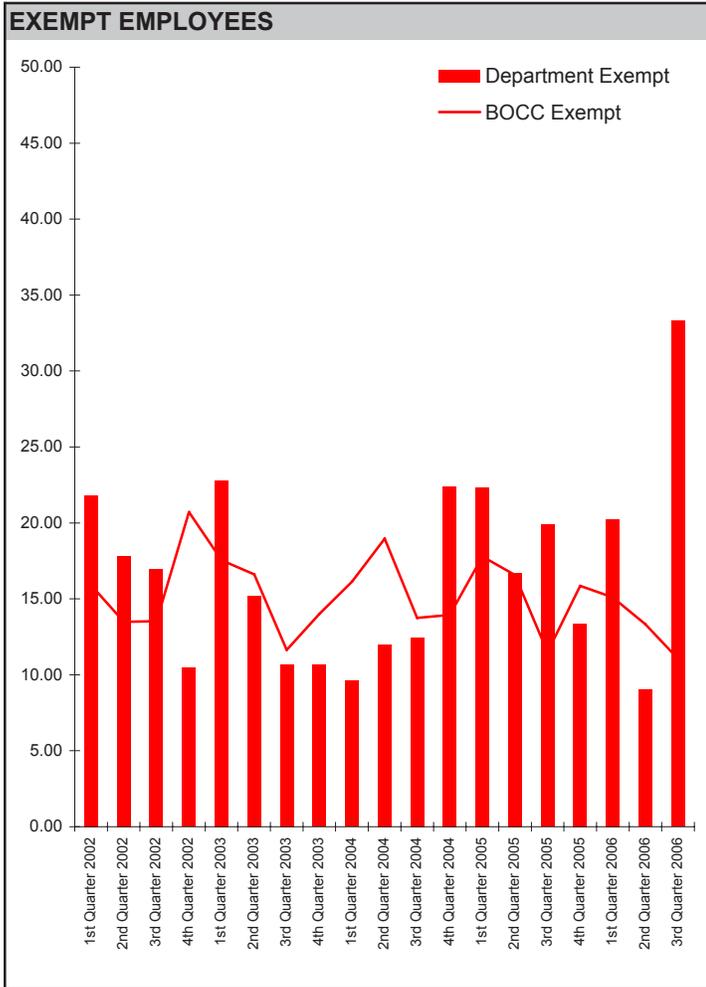
At the Beginning of:

First Quarter	478
Second Quarter	462
Third Quarter	620
Fourth Quarter	666



# Hamilton County Board of County Commissioners: Quarterly Sick Leave Report

Weighted Average Sick Leave Usage per Employee:  
County Facilities Trend Report



These charts show the weighted average quarterly sick leave usage for your department in comparison to the BOCC average for each quarter. This chart provides a snapshot of your department's average sick leave usage over time, it should help you to identify any trends in usage. Additionally, it provides a snapshot of your department's average sick leave usage compared to the average BOCC employee's usage. From this chart you will be able to tell whether your department's average sick leave usage is higher or lower than the average BOCC employee's usage.

installed. Electric, voice and data were then run to all the new work stations. Following that, walls were patched and painted. New floor tile was installed to blend in with the existing flooring.



After

It took several weeks to get the aluminum framing fabricated, packaged and shipped to the site. Once installed, it was time to have the glazer come out and take final measurements for the glass that is to be installed. As you can see from the before and after pictures, this project came together very nicely and was a success for the Facilities Department and Juvenile Court. This project was a team effort with Mark Donnelly the Project Manager and Bert Watts the Facilities Construction Coordinator.

## Security

By Mark Hardin

As of 11/30/06 at 4:00 p.m. we have a new security contractor working for us. The Continental Secret Service Bureau from Toledo, Ohio is now on site. Please wish all of the new employees and the employees who opted to stay on from the previous contractor a warm welcome.



Please remember that if you come back to work after our normal operating hours to stop in by the security desk and sign in/out. This allows the Security Officer to know who may be in the building and their locations in the event of an emergency and the building requires evacuation.

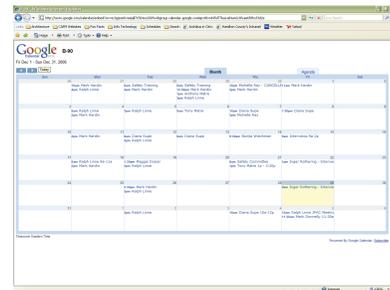
Please report any problems with a Security Officer to Mark Hardin at 946-5080.

## Customer Service - Conference Rooms

By Michelle Ray

Now you can check the availability of the facilities conference rooms online! The Hamilton County Facilities Department is currently utilizing the Google Calendar to schedule the B-90 conference room in the Courthouse and the 16th floor conference room in the 800 Broadway building.

All scheduling is still handled by the Facilities department front desk personnel. Contact Martin Quinn at 946-5000 to schedule a conference room or to get a link to the google calendars.



From the screen shown here you can see the month view of each conference room with scheduled times and the name of the person who has scheduled the room. Clicking on that name will also give you additional details if available.

### Alternate view

Click on the "Agenda" tab at the top of the calendar, this will display a list of all appts. for that month, broken up by day.

## 2007 Mobile Mammography Program

Mark your calendars for late January thru early March - our 2007 Mammography Program dates have been scheduled! The Health Alliance Mobile Mammography Unit will make eight visits to various County sites. Beginning immediately, women, 35 and older, may contact the Health Alliance to schedule appointments. Call (513) 686-3300. They will need the following information when you call: Full name, Employer, Insurance Plan, Date of birth, Social security number, desired appt. Time & location, name of physical you want the results mailed to. You will be billed \$20 for the mammography copy.



### When & Where

County Administration Building  
 January 19, 2007 8:00 AM - 4:00 PM  
 February 8, 2007 8:00 AM - 4:00 PM

A&D Building, Job & Family Services  
 January 24, 2007 8:00 AM - 4:30 PM  
 February 15, 2007 8:00 AM - 4:00 PM  
 March 2, 2007 8:00 AM - 4:00 PM

Wm Howard Taft Center (230 E. 9th St.)  
 February 1, 2007 8:00 AM - 4:30 PM

River City Correctional Center  
 February 16, 2007 Noon - 3:30 PM

Job & Family Services, 237 Wm. Howard Taft Rd.  
 March 1, 2007 8:00 AM - 4:00 PM

## In the Community

### Birthdays

#### January

Karl Miller  
Gary Blank  
Joe Phillips  
Herbert Hood  
Dan Brewer  
Brian Stubblefield

Happy  
Birthday

#### March

Thomas Huebner  
Ron Westrich  
Gregory Francis  
Tom Heywood  
David Maier  
Michael Denton  
Steve Sears  
Lisa Bussey  
Sheila Williams  
Michelle Ray  
Andrew Hischemiller

#### February

John Roellig  
Tony Matre

### Years of Service



#### Five

Tom Powers

### Retirements



Cliff Robson, Real Property Specialist  
December 13th, 2006

On December 20th, 2006, at the Commissioner's meeting, a proclamation was read for Maggie Dozier and James "Jimmy" Felts.



### Christmas Party



The Facilities Christmas lunch was a success, with lots of good food brought in by all that attended. Food ranged from beef and noodles to ravioli to potato salad etc., and I don't think anyone went away hungry. Lots of desserts were also available.

After the lunch some participated in the "White Elephant" gift exchange. The funniest gift was probably the "Body Butter", received by Bert. It was a good time, and we hope to do it again this year. Thanks to all who participated.

### CAFM Corner

#### New Equipment Forms

There is a new equipment form available on the iFM website. When you are in your "My Work Summary", the reports are in the right column, under the report filter section. There are also links to the reclassification forms for Confined Spaces. In order to view/print the forms, click on the name of the form and it will open in a pop-up window.

### Internet Reminders

The Newsletter is now available on the County's website, on the Facilities Department page.

[www.hamiltoncountyohio.gov/facilities/](http://www.hamiltoncountyohio.gov/facilities/)

### Daily Dose of Zen

Never test the depth of the water with both feet.

If you think nobody cares if you're alive, try missing a couple of car payments.

Before you criticize someone, you should walk a mile in their shoes. That way, when you criticize them, you're a mile away and you have their shoes.

If at first you don't succeed, skydiving is not for you.

If you lend someone \$20, and never see that person again, it was probably worth it.

The quickest way to double your money is to fold it in half and put it back in your pocket.

Duct tape is like the force; it has a light side and a dark side, and it holds the universe together.