



Facility Management Quarterly

Letter from the Director

As we start into the 2nd quarter of 2007 our Department has grown with the addition of staff from Hillcrest and 2020. We welcome these employees into our family.

As most of you know, I had a bad fall on the stairs, in my condo, and broke my leg in four places. With the use of a cell phone, laptop, the internet, a courier service, and meetings in my dining room, I have been able to do work from the confines of my condo.

As we enter into April we have a lot of work to do in managing the growth and new responsibilities we now have. As we continue into the year we will be faced with additional opportunities. I feel strongly that as a team we will be able to be successful in how we approach and master them.

- Ralph

Holiday Schedule for 2007 First Quarter

Easter	Sunday, April 8th, 2007
Mother's Day	Sunday, May 13th, 2007
Memorial Day	Monday, May 28th, 2007
Father's Day	Sunday, June 17th, 2007
1st Day of Summer!	Thursday, June 21st, 2007

Internet/Intranet Why does it take so long? By Michelle Ray

How often do you experience a website that is loading slow, or an error message on the web? It probably depends on the day and time of day. This can occur for various reasons, sometimes just the simple fact that we are human and are therefore privy to making errors and we humans are the ones that created and continually develop the internet. With that said, I would like to address some of the internet woes that we all experience.

The internet is made up of millions of computers, wires, fibers, hubs, routers, etc. I think we often forget that the internet is WORLD WIDE, and that it is a miracle that we have the ability to sit down and get a fraction of the information that we get. It's amazing that it's so fast! When you click on a link or type in a website address, you

are sending information back and fourth and all around the world through different computers and systems.

Some things that can slow this information down is the volume of information being sent back and fourth, the type of internet connection you have, and the available bandwidth.

Bandwidth refers to the range of frequencies (not the speed) or the measured amount of information that can be transmitted over a connection: the higher the frequency, the higher the bandwidth and the greater the capacity of a channel to carry information (netlingo.com). Think of it as a tunnel that information passes back and fourth through. The more bandwidth you have, the bigger the tunnel. When you purchase internet services, at home or as a business, you are given a set amount of bandwidth based on what rate you are willing to pay. Then that bandwidth is what you have to work with. That bandwidth can then cause the internet to move slow or fast based on how many people are using it. If you have many computers that are actively on the internet, then that bandwidth gets full of the information those computers are sending back and forth. The fuller it gets, the slower the information moves (like rush hour traffic). So, at 3am when no one is in the building, the internet probably zooms, but at 7:30am when everyone is checking their work summaries, it probably crawls.

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Sometimes we also experience error message that we can never seem to replicate. That sometimes happens because of a hiccup in the internet connection (a temporary timeout). Sometimes things are moving so slow that the technology decides that instead of waiting to find that website, it's just going to give up. Errors can also occur because of user error, website errors, and errors due to all the wonderful "features" of the internet software. Some problems may exist because your internet settings are not set as they need to be for the type of websites you are browsing. Always make sure your IT department is aware of trouble that may be a result of internet settings.

Safety Inspections?

By Steve Sears

Tim Clay is a safety and health consultant employed with the State of Ohio, PERRP (Public Employment Risk Reduction Program). Tim's office is located in Pickerington, Ohio, at the Ohio Bureau of Worker's



Compensation Division of Safety and Hygiene. He is scheduled to conduct safety inspections in the buildings that County Facilities operates, including the Courthouse, County Administration Building, 230 William Howard Taft, 800 Broadway, Justice Center, 237/250 William Howard Taft, Youth Detention Center, Hillcrest School and the Auxiliary Buildings. Each inspection typically takes 6 to 8 hours to complete. These inspections are at no cost to the County through the Bureau of Worker's Compensation. All inspections are documented in a written report which is forwarded to the Facilities Safety Department. The Safety Specialist generates the work orders in Archibus from these reports. Tim's main focus is to educate public employees on safety, conduct safety training and to find out where we can improve working conditions and at the same time meet OSHA regulations.

Project Management

- Sheriff's Office Room 260

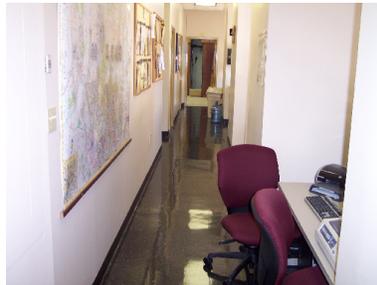
Renovation

By Bert Watts

Recently, County Facilities took on the task of renovating the Hamilton County Sheriff Court Services Division Office, located in Room 260 of the Courthouse. The renovation included repairing and painting all the walls, replacing the tile and carpet, replacing two counters, and replacing ceiling tile in the 3,200 square feet office space.



This project required more coordination than usual. The carpet and tile was replaced February 16 thru February 19 by an outside carpet installer. Movers were also brought in during this period to move office furniture out of the area. This required special accommodations for access into the space, which was taken care of by the Sheriff's Office. Major Dale Menkhaus and Lt. John Adkins were very understanding and patient with this process. All work, excluding the carpet and tile installation, was completed by Facilities Trades. Courthouse Maintenance, Building Services, and Facilities' Security played an important role as well in completing this project.



On one final note, we contacted "Office Snak Service" to move their vending machines that were located within Room 260, so new tile could be installed where they were located. They relocated the machines (outside of Room 260) into the hallway that connects to the Justice Center Skywalk. The new location created

more business for "Office Snak Service" and it opened up enough space for Major Menkhaus to add another workstation for a Deputy Sheriff. Therefore, all parties agreed to make this the new permanent location for the vending machines. Overall the project took 72 days to complete. All parties involved were very cooperative and worked hard to give the Sheriff's Court Services Division a well deserved renovation.

Inventory Reminder

By Bonita Wiechman

I want to remind you how important it is that you turn in inventory sheets for each tool, moveable equipment or pieces of furniture with a cost of \$50.00 or more. This includes anything that was purchased on your behalf for your use. Please fill the form out completely and turn in with the packing slip for that purchase. Inventory sheets are available in B95 by the front desk and can be printed off of the shared drive in Microsoft Word.



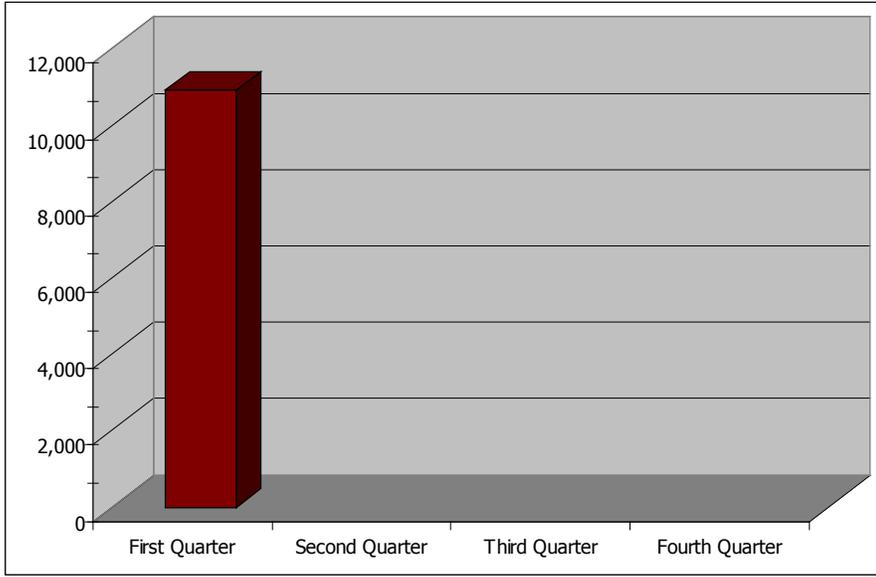
Our department is required to submit an inventory list, in accordance with Section 305.18 of the Ohio Revised Code, to the County Auditor annually on the first Monday in January. A copy is also submitted to the Clerk, of the Board of County Commissioners.

Our department will start verifying items listed in our inventory on a quarterly basis. Reports broken down by building, area and assignment will be given out for confirmation of accuracy of the inventory list.

Any warranty information should be turned in with the inventory sheet. The warranty information form is available in a link on the ARCHIBUS website in the "My Work Summary" section.

Work Requests Completed by Problem Type

First Quarter 2007



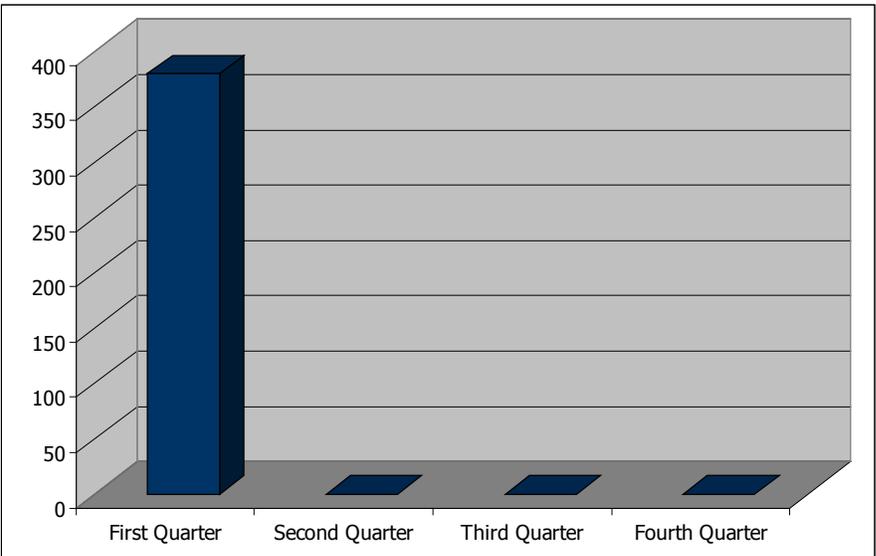
First Quarter	10,943
Second Quarter	
Third Quarter	
Fourth Quarter	
Year-To-Date	10,943

Audio Visual	5	Grounds/Landscape	90
Blinds	8	New installation	198
Replacement of damaged ceiling tiles	32	Make/change keys	81
Cleaning	381	Leaking problem	57
Compliance Management Inc.	6	Light bulb	605
Computer	7	Mechanical problem	228
Conference room configuration	47	Move a piece of equipment and/or furn	102
Deliveries for other departments	34	Non Electronic Lock	36
Doors	175	Paint as required	65
Drywall patching/replacement	16	Public Emp. Risk Reduction Prog.	2
Electrical issue	322	Pest control activities	15
Electronic Lock	28	Plumbing problem	1,118
Elevator Repairs/Maintenance	31	Police the grounds, restrooms, etc	19
Fire System Repair/Maintenance	25	Pre-Bag Filters	6
Fleet Management issue	9	Preventive maintenance	6,674
Furniture/Furnishing issue	184	Project (Fac Mgmt only)	13
		Roof	0
		Safety	59
		Signage	36
		Special event setup	24
		Stock restrooms with supplies	16
		Store rooms - Maintenance and Bldg Svc	41
		Stocking paper supplies in Tenant Areas	6
		Telecommunications - JC Visitor phones	10
		Temperature is too cold	63
		Temperature is too hot	54
		Window or glass problem	15
		Total	10,943

Open Work Requests at the Beginning of the Quarter

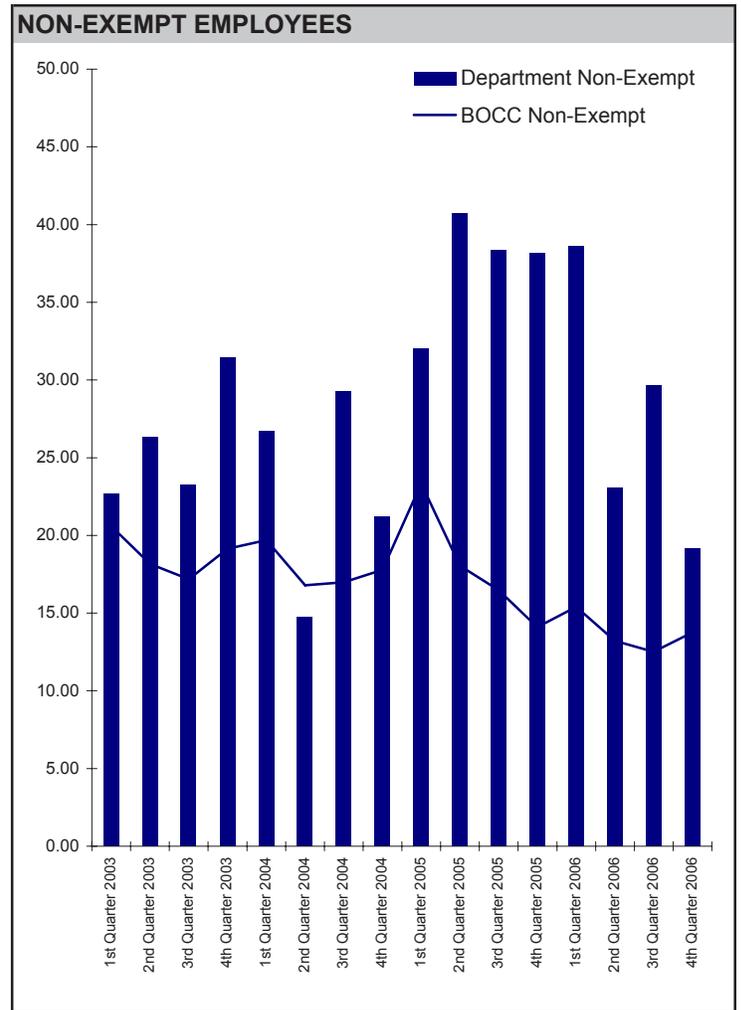
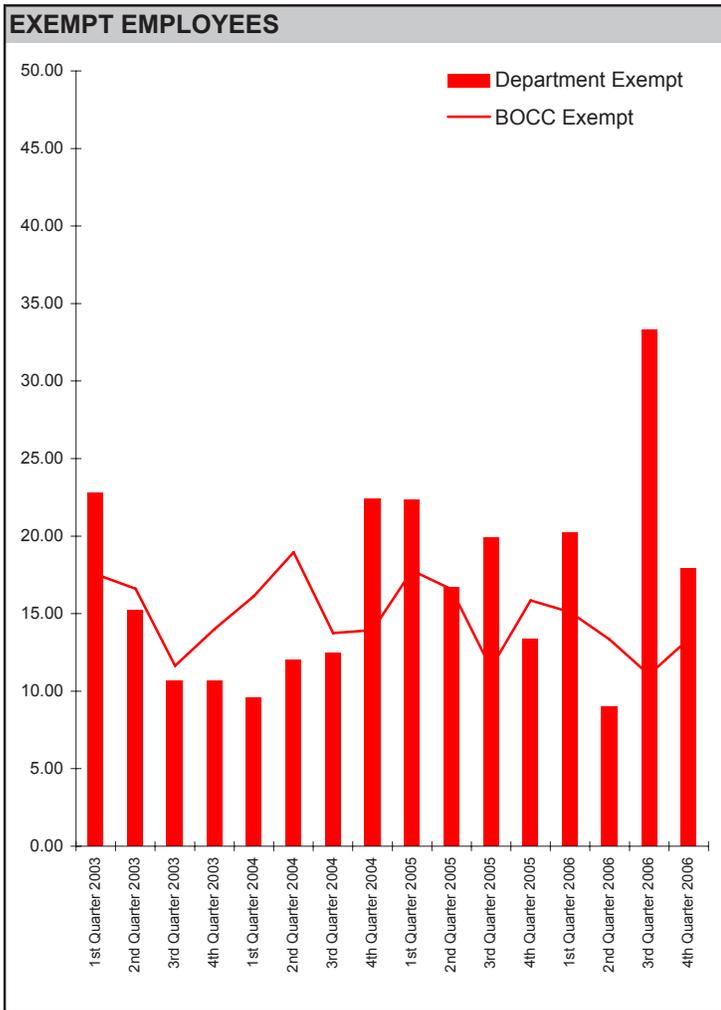
First Quarter 2007

At the Beginning of:	
First Quarter	380
Second Quarter	
Third Quarter	
Fourth Quarter	



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.

New Employees

Juvenile Youth Center



Annie
Bunkley-Irby
Custodial
Worker II



Barbara
Weghorn
Clerical
Assistant



Chris Neff
Electronic
Systems
Specialist



Don Benbow
Corrections
Building
Manager



Dan Inman
Facilities
Maint. Worker
I



Gary Thomas
Custodial
Worker II



Joe Mergy
Facilities
Maint. Worker
II



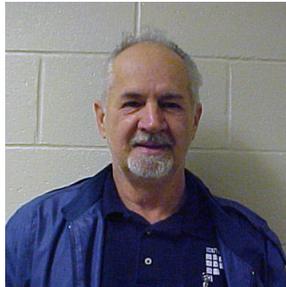
Joe Naber
Facilities
Maint. Worker
II



Pamela Gilbert
Custodial
Worker II



Robert Dinser
Facilities
Support
Technician



Ronald
Maydak
Custodial
Worker II



Steve Keeney
Inventory
Supply Clerk



Al Dunaway
Facilities
Maint. Worker
I

New Employees

Hillcrest Training School



Anthony Lindsay
Maint. Repair
Worker II



Curtis Compton
Maint. Repair
Worker II



David Johnson
Custodial
Worker II



Gail Jones
Custodial
Worker II



Kenneth Fields
Custodial
Worker II



Kendall Gault
Maint. Repair
Worker II



Palmer McGhee
Custodial
Worker II

Courthouse



Ian Zellner
Custodial
Worker II

237 WHT



Jesse Estes
Maint. Repair
Worker I

800 Broadway



Mark Gadd
Maint. Repair
Worker II

In the Community

Birthdays

April

Robert Dinser
John Gilbert
Jim Eby
Doug Bruce
Jerry Bradley
Ann Hall
Joe Naber
Gary Thomas
Terrence Boyle
Dan Inman
Stephen Wessels



May

Bill Stautberg
Curtis Compton
Jerry Waddell
Howard Seal
Bill Scholl
Donna Steinau
Mark Donnelly
Barbara Weghorn

June

Tony Martini
Michael Glacking
Kenneth Fields
Mike Bartlett
Joe Merkt
Chris Neff
Ron Woodall
Mike Jackson
Daniel Meier
Mark Hardin
Sheila Hope
Tom Friedhoff

Years of Service

Five

Steve Hennessy



Ten

David Maier

Retirements



Glen Gayhart, Maint./Custodial Supervisor
February 28th, 2007

Jim Eby, Facilities Electrician Foreman
May 30th, 2007

Announcements

Ron Woodall - Promoted to Maint./Custodial Supervisor
at Hillcrest Training School

Jerry Bradley - Promoted to Maint. Repair Worker 2
at the Administration Bldg



Training

Herbert Hood (left) completed the LFR
Courses! He is shown here receiving
his pyramid, with Supervisor Jerry Klein
(right).

April Fool's Day

The origin of this custom has been much disputed. Many theories have been suggested.

The closest point in time that can be identified as the beginning of this tradition was in 1582, in France. Prior to that year, the New Year was celebrated for eight days, beginning on March 25. The celebration culminated on April 1. With the reform of the calendar under Charles IX, the Gregorian calendar was introduced, and New Year's Day was moved to January 1.

However, communications being what they were in the days when news traveled by foot, many people did not receive the news for several years. Others, the more obstinate crowd, refused to accept the new calendar and continued to celebrate the New Year on April 1. These backward folk were labeled as "fools" by the general populace. They were subject to some ridicule, and were often sent on "fool's errands" or were made the butt of other practical jokes.

This harassment evolved, over time, into a tradition of prank-playing on the first day of April. The tradition eventually spread to England and Scotland in the eighteenth century. It was later introduced to the American colonies of both the English and French. April Fool's Day thus developed into an international fun fest, so to speak, with different nationalities specializing in their own brand of humor at the expense of their friends and families.

Well-known hoaxes

Left Handed Whoppers: In 1998, Burger King ran an ad in USA

Today, saying that people could get a Whopper for left-handed people whose condiments were designed to drip out the right side.

Smell-o-vision: In 1965, the BBC purported to conduct a trial of a new technology allowing the transmission of odor over the airwaves to all viewers. Many viewers reportedly contacted the BBC to report the trial's success. This hoax was also conducted by the Seven Network in Australia in 2005.

Defying gravity: In 1976, British astronomer Sir Patrick Moore told listeners of BBC Radio 2 that unique alignment of two planets would result in an upward gravitational pull making people lighter at precisely 9:47 a.m. that day. He invited his audience to jump in the air and experience "a strange floating sensation." Dozens of listeners phoned in to say the experiment had worked.

In 2005, BBC News ran a story outlining a recent Zombie outbreak in Cambodia.

Side-effects of April Fool's Day

The frequency of April Fool hoaxes sometimes makes people doubt real news stories released on 1 April.

People obeying hoax messages to telephone "Mr.C.Lion" and "Mr. L.E.Fant" and suchlike at a telephone number that turns out to be a zoo, sometimes cause a serious overload to zoos' telephone switchboards.