



Facility Management Quarterly

www.hamiltoncountyohio.gov/facilities

2007 Fourth Quarter News

Letter from the Director

As we enter October we also leave the hot days of summer, there were several records broken due to the heat wave of 2007. I am very pleased to see the buildings that we maintain provided the much-needed relief to the County staff and the public who use the facilities.

I appreciated the efforts of our staff who took part in the electrical shut down of the County Administration Building to support the needs of our customers on the ninth floor. I was pleased with the safety precautions that were preformed; a job well done.

As I have been visiting the County buildings, I am proud of the level of cleanliness in each facility and the effort taken to maintain that level.

Additionally, our staff has been working hard to prepare for the ACA audit at Hillcrest.....your efforts there do not go unnoticed.

Also we welcome Larry Mitchell as our new Deputy Director for Support Services, as efforts continue with the possible consolidation of JFS Building Services with County Facilities.

- Ralph

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Holiday Schedule for 2007

Fourth Quarter

| | |
|------------------------|-----------------------------|
| Veteran's Day | Monday, November 12, 2007 |
| Thanksgiving Day | Thursday, November 22, 2007 |
| Day after Thanksgiving | Friday, November 23, 2007 |
| Christmas Day | Tuesday, December 25, 2007 |

Healthcare Enrollment

By Inger Rothering

I have received some information for the upcoming "Open Enrollment".

There are changes this year for the medical insurance, such as going with Humana, 4 plans instead of 2, and on-line enrollment. One of the reasons for the change was the increase in cost. Had the county stayed with Anthem, rates would have increased by 19.9% which would equal approximately 8 million \$'s. The agreement with Humana will be in effect for 2 years.

There will not be any changes in the dental and life insurance plans. The Long Term Disability has a new provider and the

cost will be approximately 30% less than it is today - that's a good incentive to sign up.

There is no checking "student status" when enrolling - instead there will be a "Dependant Audit" when open enrollment is complete. So - make sure your child is eligible to be on your insurance before enrolling them.

We have scheduled group sessions for employees to get more information about the changes. All employees are encouraged to attend due to the volume of information that will be presented. Please feel free to invite your spouses to these sessions. Hillcrest and Youth Center employees can contact Don Benbow and Ron Woodall for information about sessions at their locations. Downtown sessions will be held at 800 Broadway, in the 16th floor conference room, on the following dates. Please email me what session you would like to attend so we can verify that the conference room will be large enough for all attendees.



- November 1, 2007 @ 8am - 10am or 1pm - 3pm
- November 2, 2007 @ 8am - 10am or 1pm - 3pm
- November 5, 2007 @ 8am - 10am or 1pm - 3pm

Welcome to the Department of County Facilities!



Michael Peters
Maint. Repair
Worker II



Robin Wallace
Laundry Worker



Larry Mitchell
Deputy Director of
Support Services



William Perkins
Maintenance Repair Worker II

Safety News

By Steve Sears

Safety Training

The following are safety training sessions that will be conducted during the fourth quarter:

1. Personal Protection Equipment (PPE)
2. Electrical Safety Related Work Practices (for qualified employees)
3. Electrical PPE Hazard Assessment Training (for qualified employee)
4. We will be conducting building safety inspections as well. No schedule set as of yet.
5. We are currently working on finishing the arc flashing program, with necessary training to be scheduled before the first of the year.

Thanks!

We would like to thank the employees who attended safety training on August 14th & 16th and on 28th & 30th.

2020 employees- Don Benbow, Bob Dinsler, Wilber Dunaway, Pam Gilbert, Dan Inman, Steve Keeney, Ron Maydak, Joe Mergy, Joe Nabor, Chris Neff, Annie Smith, Gary Thomas, Robin Wallace, Eva Warren and Barb Weghorn

Hillcrest employees- Curtis Compton, Kenneth Fields, Kendal Gault, Gail Jones,

and Anthony Lindsay.

Building Services- Karlos Brown and Ian Zellner

Auxiliary Buildings- Mike Peters

On September 5, 2007, Tim Clay, with Ohio's Public Employment Risk Reduction Program (PERRP), and Steve Sears conducted the building safety inspection at Alms & Doepke.

Project Management

- Hillcrest Improvements

By Bert Watts

As most of you know County Facilities was given the responsibility to maintain the Hillcrest Training School facility, which started on February 8th of this year. As with all of the facilities, we are responsible for, a safety audit was done on the Hillcrest Campus by Tim Clay from Ohio Public Employee Risk Reduction Program. Work Requests were entered into Archibus from Mr. Clay's findings. Also, a walk



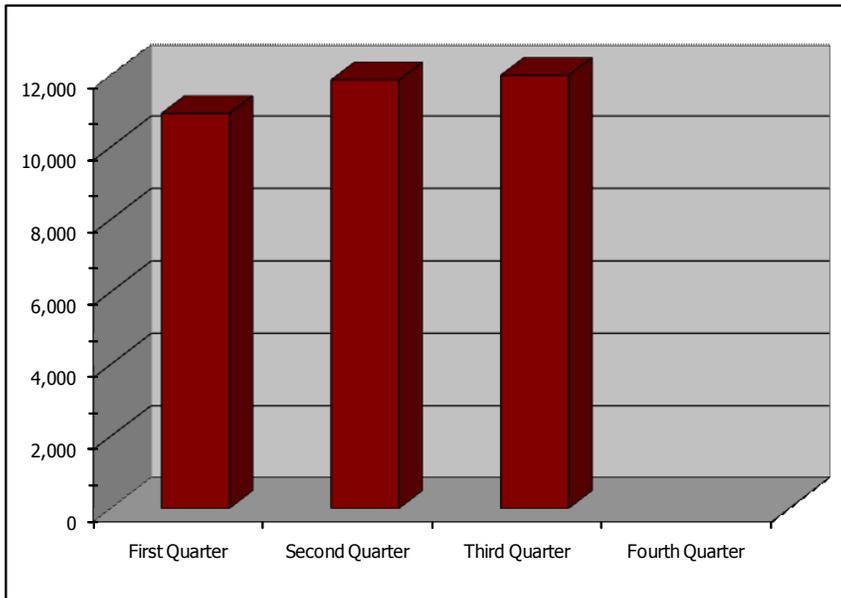
through of the facilities was conducted by our staff with Hillcrest's Administration, to identify needed repairs. Several of these items were identified in the building assessment report compiled by our design consultants last fall. Among the work requests included repairs that needed to be done by Facilities Hillcrest Maintenance/Custodial Employees and Facilities Building Trades. The ACA Accreditation Audit begins in October. These reports came out earlier this year, which gave us time to fix the problems and do some other repairs as well before the ACA audit.



The buildings addressed were as follows: Poplar, Redwood, Cedar, Elm, Cypress, and Birch. These cottages were given a much needed overhaul. Facilities and Hillcrest Administration worked close together to coordinate relocation of residents. Maintenance/Custodial Employees and Building Trades dealt with one cottage at a time. Residents were moved into vacant rooms within others cottages. When the cottage was vacant Facilities staff became hard at work. All Trades, Carpenters, Electricians, HVAC,

Continued on page 5

Work Requests Completed by Problem Type Third Quarter 2007



| | |
|----------------|--------|
| First Quarter | 10,943 |
| Second Quarter | 11,870 |
| Third Quarter | 12,756 |
| Fourth Quarter | - |
| Year-To-Date | 35,569 |

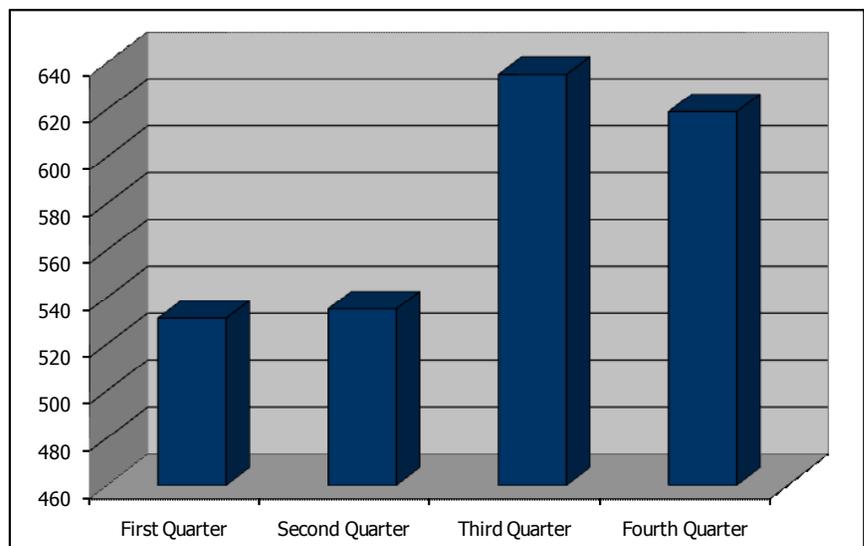
| | |
|----------------------------------------------|---------------|
| Furniture/Furnishing issue | 454 |
| Grounds/Landscape | 332 |
| New installation | 604 |
| Make/change keys | 206 |
| Kitchen Failure (Justice Center) | 19 |
| Kitchen Inspection (Justice Center) | 3 |
| Leaking problem | 192 |
| Light bulb | 2079 |
| Mechanical problem | 779 |
| Move a piece of equipment and/or furniture | 421 |
| Non Electronic Lock | 116 |
| Paint as required | 182 |
| Public Emp Risk Reduction Prog (Safety only) | 152 |
| Pest control activities | 81 |
| Plumbing problem | 3093 |
| Police the grounds, restrooms, etc | 156 |
| Pre-Bag Filters | 29 |
| Preventative Maintenance | 21686 |
| Project (Fac Mgmt only) | 29 |
| Roof | 9 |
| Safety | 174 |
| Signage | 111 |
| Special event setup | 113 |
| Stock restrooms with supplies | 100 |
| Store rooms - Maintenance and Building Svc | 279 |
| Stocking paper supplies in Tenant Areas | 20 |
| Stocking Trades Shops | 5 |
| Telecommunications - JC Visitor phones | 32 |
| Temperature is too cold | 127 |
| Temperature is too hot | 232 |
| Window or glass problem | 48 |
| Total | 35,569 |

| | |
|-------------------------------------------|------|
| American Corrections Association | 86 |
| Americans with Disabilities Act | 3 |
| Audio Visual | 20 |
| Blinds | 25 |
| Replacement of damaged ceiling tiles | 87 |
| Cleaning | 1220 |
| Compliance Management Inc. (Safety only) | 7 |
| Computer | 24 |
| Conference room configuration | 136 |
| Deliveries for other department w/in bldg | 212 |
| Doors | 581 |
| Drywall patching/replacement | 46 |
| Electrical issue | 923 |
| Electronic (CMC use only) | 0 |
| Electronic Lock | 103 |
| Elevator Repairs/Maintenance | 94 |
| Fire System Repair/Maintenance | 101 |
| Fleet Management issue | 38 |

Open Work Requests at the Beginning of the Quarter Fourth Quarter 2007

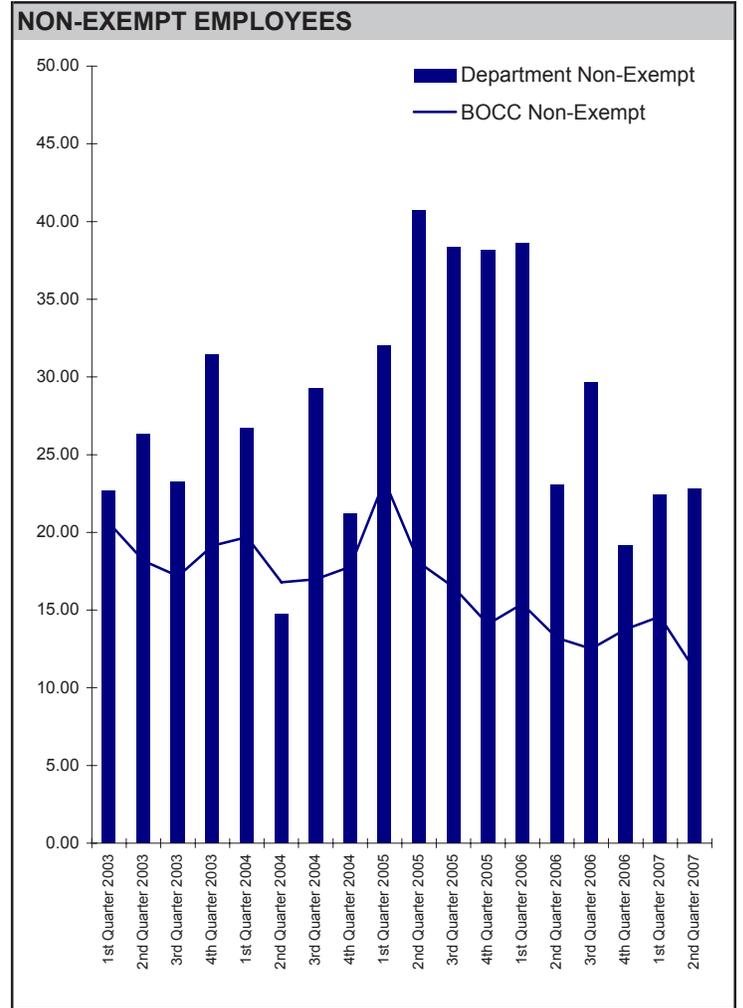
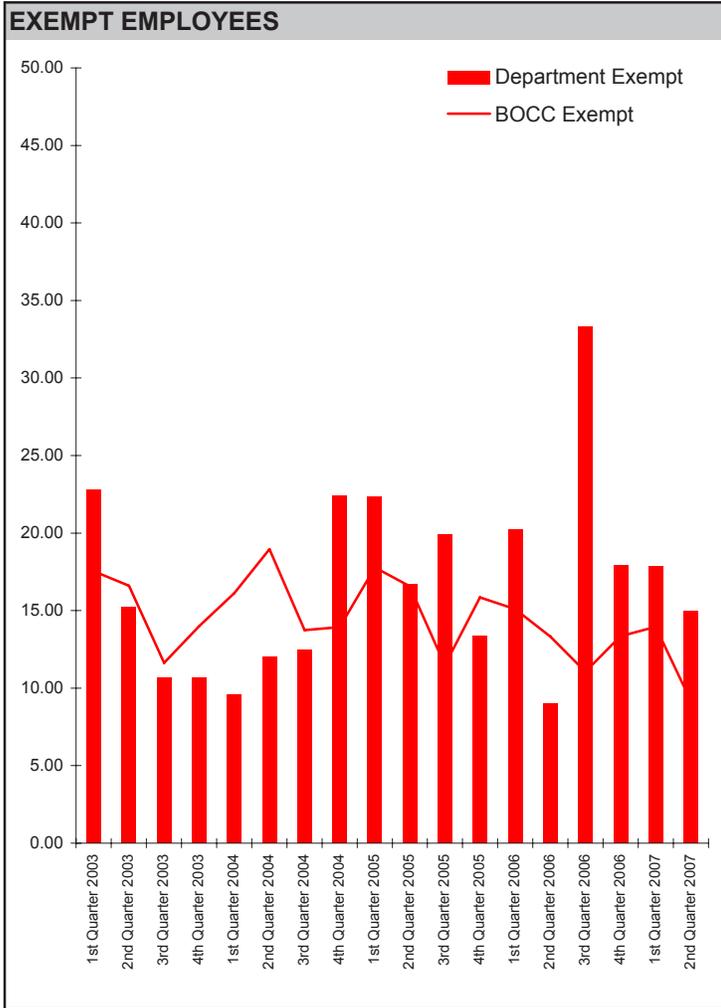
At the Beginning of:

| | |
|----------------|-----|
| First Quarter | 531 |
| Second Quarter | 535 |
| Third Quarter | 635 |
| Fourth Quarter | 619 |



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.

Painters, Plasterers, and Plumbers along with Hillcrest Maintenance/Custodial Employees were involved with the renovation of the cottages. Once the work requests were completed, each trade started their inspections of the



cottages. All mechanical, electrical, and plumbing systems were inspected and repaired as seen fit. The walls were all patched and painted. Doors and Furniture were all inspected and repaired as seen fit. The floors were cleaned and waxed as well.

The work in these cottages has been taking place since April of this year. The residents and staff that occupy these cottages are very happy with their newly renovated space. We hope that the ACA inspectors are just as happy with all the hard work that County Facilities' staff has put into making the Hillcrest Training School a safe, fully operational, and well maintained facility.

CAFM Corner

County-Wide Fleet Management

By Michelle Ray

We are currently in the process of moving the Fleet Management process to the County's CAFM website! This will make some jobs easier and allow others the option to view information prior to making requests. All Facilities fleet will continue to be processed through Martin Wilkinson, but other facilities employees will have the option of viewing the



information.

In addition to this change, we are also in the process of performing a pilot project for County-Wide Fleet Management. The County Engineer, Department of Environmental Services, and Clerk of Courts have agreed to testing the fleet system, via citrix, for their own fleet management. At the end of the pilot, when the website is complete, they will begin working from the website alone. Several other departments are currently preparing to meet with Facilities to discuss the same move to ARCHIBUS Fleet Management, but all other departments will not be moving forward until the website is finished.

October is National Breast Cancer Awareness Month

By Bonita Wiechman

More than likely we all know someone who has had to battle breast cancer. Either a mother, wife, sister, friend or even yourself has been diagnosed with this frightening disease.

A good first step in insuring good breast health is to get with your doctor to determine your risk factors. But, be aware that women with low risk factors also develop breast cancer. There is extensive research on breast cancer, but we are not at the point where we can say that this disease is "preventable". We can however, decrease risk factors. Anything that INCREASES your chance of developing breast cancer is called a risk factor. Anything that REDUCES your risk of developing breast cancer is called a protective factor. There are some risk factors that we do not have any control over. For example, you can not change your family history. Here is a list of several risk factors we can influence.

1. Weight gain
2. Activity level
3. Alcohol consumption



4. Vitamin D deficiency
5. Taking certain medications for a long period of time
6. Smoking

Adopt a healthy lifestyle that includes plenty of exercise. Exercise, weight control and improved nutrition all help reduce your risk of breast cancer.

Screening and early detection are also vital in the fight against breast cancer. Mammograms, clinical breast exams (CBE), and breast self-examinations (BSE) are common tools used in the screening process.

There will be a walk this month held by the American Cancer Society to raise awareness and money to fight breast cancer.

Sunday, October 14, 2007
Yeatman's Cove
Registration begins at 8:00am,
Walk begins at 9:00am
5 mile, non-competitive walk

Event info & on-line help:
Mary Sue
(888) 227-6446 ext 4004
marysue.sandling@cancer.org

Available resources:

American Cancer Society-Local chapter
 Telephone: 513-354-1186
 Internet Address: www.cancer.org

National Breast Cancer Coalition
 Telephone: 1-800-622-2838
 Internet Address: www.stopbreastcancer.org

United Way Campaign

Thank you for your participation in this year's campaign!



We raised a total of \$422.00.

Those of you who have donated have been entered into the County-wide drawing for Bengals tickets (for December 9th at 1:00pm - Bengals vs. St Louis Rams).

Good luck to all of you!

In the Community

Birthdays

October

Mark Gadd
John Gehring
Pamela Gilbert
Gaynell Green
Luke Hall
Rodney Hamilton
Joe Mergy
Richard Osterbrock
Glen Wilhoit
Ian Zellner
Larry Mitchell

November

Michael Peters
Jerry Klein
Pat Hassett
Steve Hoegeman
Ernie Hedrick
Greg Jennings
Glenn Dupps
Bert Watts
Inger Rothering
Ralph Linne
Ken Kruse



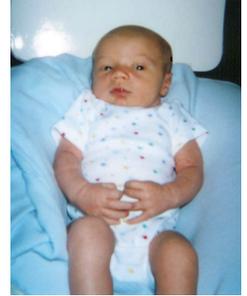
December

Don Benbow
David Johnson
Evelyn Warren
Robin Wallace
Kendall Gault
Stephen Hennessy
Paul Hauser
Stephen Flammer
John Toll
Jerry Graham
Darnell Edwards
John Wellbrock

Announcements

It's a Boy! On August 6th, Doug Bruce's wife, Kaylin, gave birth to Douglas Bruce, Jr.

He weighed 8 pounds 5 oz. and was 22" long.



Retirements



Tom Huebner, Boiler Operator
September 28th, 2007

Years of Service

Five

Ernie Hedrick

Ten

Gary Thomas
Gregory Francis

Fifteen

Bonita Wiechman

Thanksgiving Day

First Thanksgiving

In 1621 the Plymouth colonists and the Wampanoag Indians shared an autumn harvest feast which is now known as the first Thanksgiving. While cooking methods and table etiquette have changed as the holiday has evolved, the meal is still consumed today with the same spirit of celebration and overindulgence.

Mayflower Myths

The reason that we have so many myths associated with Thanksgiving is that it is an invented tradition. It doesn't originate in any one event. It is based on the New England puritan Thanksgiving, which is a religious Thanksgiving, and the traditional harvest celebrations of England and New England and maybe other ideas like commemorating the pilgrims. All of these have been gathered together and transformed into something different from the original parts.

Myth: The original Thanksgiving feast took place on the fourth Thursday of November.

Fact: The original feast in 1621 occurred sometime between September 21 and November 11. Unlike our modern holiday, it was three days long. The event was based on English harvest festivals, which traditionally occurred around the 29th of September. After that first harvest was completed by the Plymouth colonists, Gov. William Bradford proclaimed a day of thanksgiving and prayer, shared by all the colonists and neighboring Indians. In 1623 a day of fasting and prayer during a period of drought was changed to one of thanksgiving because the rain came during the prayers. Gradually the custom prevailed

in New England of annually celebrating thanksgiving after the harvest.

During the American Revolution a yearly day of national thanksgiving was suggested by the Continental Congress. In 1817 New York State adopted Thanksgiving Day as an annual custom, and by the middle of the 19th century many other states had done the same. In 1863 President Abraham Lincoln appointed a day of thanksgiving as the last Thursday in November, which he may have correlated it with the November 21, 1621, anchoring of the Mayflower at Cape Cod. Since then, each president has issued a Thanksgiving Day proclamation. President Franklin D. Roosevelt set the date for Thanksgiving to the fourth Thursday of November in 1939 (approved by Congress in 1941).

- Information provided by the History Channel

Humor

You Burnt the Bird? A Dozen Reasons to Be Thankful!

- Salmonella won't be a concern
 - No one will overeat
 - Everyone will think it's Cajun Blackened
 - Uninvited guests will think twice next year
 - Your cheese broccoli lima bean casserole will gain newly found appreciation
 - The smoke alarm was due for a test
 - Carving the bird will provide a good cardiovascular workout
 - You'll get to the desserts quicker
 - You won't have to face three weeks of turkey sandwiches
- www.Humormatters.com