



Facility Management Quarterly

Letter from the Director

We are entering another year of change; our responsibilities have grown, while we have decreased staff in some areas in order to balance the budget. Until revenues are equal to, or greater than, the expenses in the General Fund, the whole County Government structure will be challenged to provide the same levels of services as in the past. We, as a Department, will be no exception.

During 2008 we will be tracking our performance using a series of charts. These will be posted on our web site and provided to County Administration on a monthly basis. This will be a key part of our Department responding to one of the BOCC 2008 Budget Goals.

There will be a Department wide meeting in February. At that time, I will share some thoughts on where our Department is headed, along with the reorganization and do my best to answer any questions that you may have. You can either drop your questions to me by e-mail rwl@cms.hamilton-co.org or a note in the inter-office mail. I will try to answer all of these at that meeting.

Thanks to the employees at JFS who responded to the Employee Survey prior to becoming apart of our Department. This information has been helpful to the management staff as we completed our plans for 2008. Again, I appreciate your wiliness to be involved with this method of feedback.

I would like to thank each one of you who chose to give to United Way and Fine Arts Fund this year. It is good to know that you care.

- Thanks, Ralph

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JFS Consolidation

The merger of County Facilities and JFS Building Services was primarily recommended as a means of consolidating and streamlining the management of County assets. In multiple instances, throughout the County, we have programs or operations being performed by different agencies or organizations. It is the goal of County Administration to ensure, wherever possible, clear lines of accountability relating to programs - in this case the management of buildings and assets. It is also the philosophy of County Administration that County departments and organizations should focus on their core area of responsibility (e.g. The core mission of JFS probably relates very little to developing expertise in the management of building systems). By focusing on core competencies, it is our expectation that service to all customers - internal and external will be enhanced. It is also expected that the newly combined organization will be able to learn, and benefit, from the numerous strengths that each individual department brings to the table. As such, combining our facility management expertise is expected to pay large dividends in terms of efficiency, accountability and quality of service.

In terms of service, it is the expectation of County Administration that quality will not be degraded through this transition. In fact, for the most part, JFS employees will notice the same people performing facility work around their buildings as no layoffs are planned as a result of this change.

In terms of management structure, Ralph Linne is the Director of the County's Department of Facilities and will have ultimate oversight over these operations. Larry Mitchell has also joined County Facilities and will be instrumental in terms of ensuring a seamless transition. Other management team members include Diana Supe and Tony Matre, in addition to various administrative staff, all of whom will have an increased role with the operation of JFS facility assets.

- Jeff Aluotto

Welcome to the Department of County Facilities!



Blaine Gilmore
General Services
Supervisor



Charlie Hodge
HVAC Supervisor



Dale Crider
Building Maint.
Supervisor



Sandra Brown
Administrative
Assistant



Betty Cole
Information
Clerk



Robert Murphy
Maint. Repair
Worker II



Robert Thomas
Maint. Repair
Worker III



Tim Kenny
Maint. Repair
Worker II



Larry Steele
Facility Worker



Esthmer Willis
Maint. Repair
Worker II



LaRue Wilson
Maint. Repair
Worker II



Paul Strickley
Facilities Maint.
Worker II



Mark Swearingen
Support Svc
Supervisor - GS



Richard Kirkwood
Office Supply
Manager



Terry Hoskins
General Svc
Worker



Willie Walker
Mover Supervisor



Jason Smith
General Svc
Worker



Michael Shad
General Svc
Worker



Tony Pope
Parking Facility
Supervisor



Chuck Knight
General Svc
Worker



Dennis Malloy
General Svc
Worker



Joseph Houlihan
Maint. Repair
Worker II



Joseph Thomas
General Svc
Worker



Steve Alderman
General Svc
Worker

New Employees without photo:

- Earl Farmer - Security Officer II
- Patricia Wilder-Lynn - Security Officer II
- Reggie Sawyer - Security Officer Supervisor
- Sharon Cordell-Johnson - Security Officer II
- Terri Wheeler - Security Officer II
- Vada Richardson - Security Officer II
- Mark Miller - Security Officer II
- Wendell Thompson - Security Officer II
- Jonathan Westerfield - Facility Maint. Worker I

Holiday Schedule for 2008

First Quarter

- New Year's Day Tuesday, January 1, 2008
- Martin Luther King Day Monday, January 21, 2008
- Presidents' Day Monday, February 18, 2008

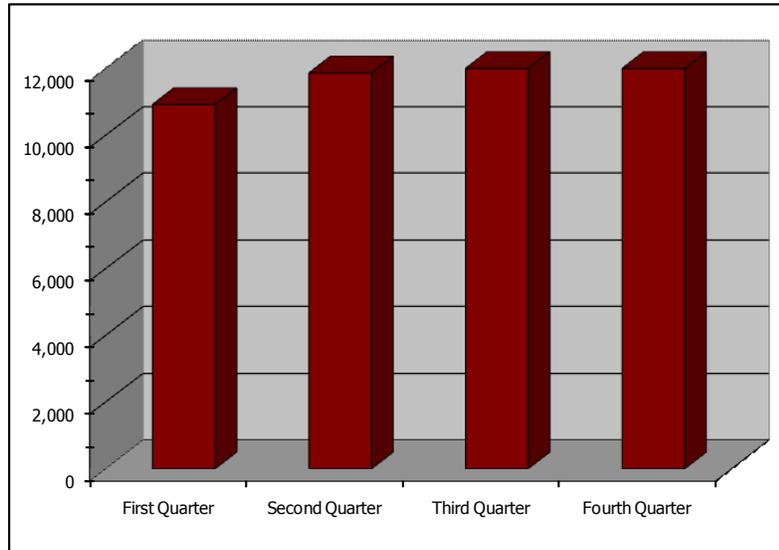
"Check your Check"

Your first paycheck for the new year was issued on January 2nd. 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 2007). 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. Contact Inger at 946-5075.



Work Requests Completed by Problem Type

Fourth Quarter 2007



First Quarter	10,943
Second Quarter	11,870
Third Quarter	12,756
Fourth Quarter	13,109
Year-To-Date	48,678

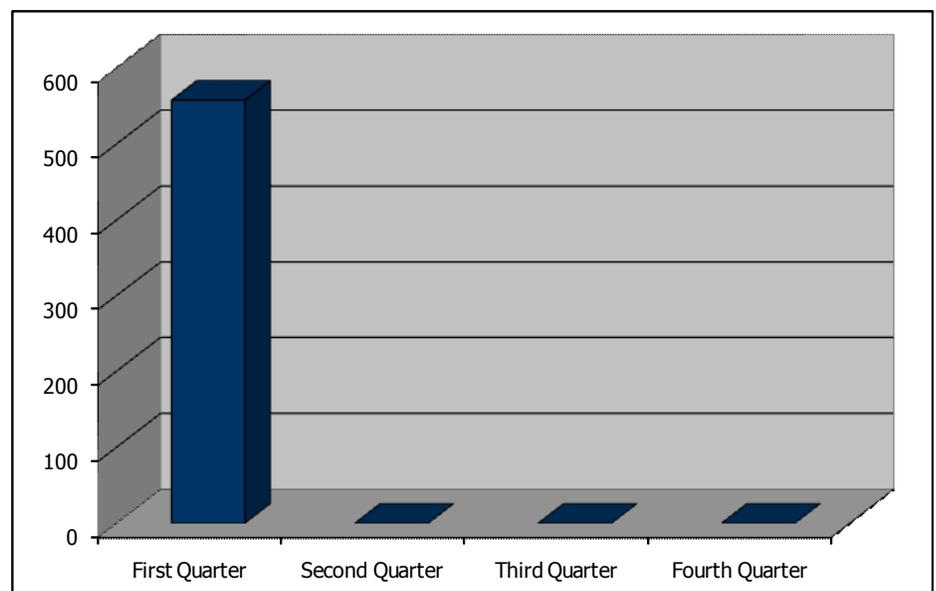
American Corrections Association	110	Grounds/Landscape	450
Americans with Disabilities Act	7	New installation	772
Audio Visual	26	Make/change keys	253
Blinds	35	Kitchen Failure (Justice Center)	41
Replacement of damaged ceiling tiles	101	Kitchen Inspection (Justice Center)	13
Cleaning	1,723	Leaking problem	289
CMI (Safety use only)	7	Light bulb	2,885
Computer	57	Mechanical problem	1,117
Conference room configuration	195	Move a piece of equipment and/or furniture	588
Deliveries for other department	295	Non Electronic Lock	147
Doors	785	Paint as required	240
Drywall patching/replacement	61	PERRP (Safety use only)	194
Electrical issue	1,236	Pest control activities	118
Electronic Lock	127	Plumbing problem	4,072
Elevator Repairs/Maintenance	124	Police the grounds, restrooms, etc	204
Fire System Repair/Maintenance	138	Pre-Bag Filters	35
Fleet Management issue	72	Preventative Maintenance	29,693
Furniture/Furnishing issue	624	Project (Fac Mgmt only)	33
		Roof	23
		Safety	248
		Signage	137
		Special event setup	178
		Stock restrooms with supplies	111
		Store rooms - Maint and Bldg Services	477
		Stocking paper supplies in Tenant Areas	25
		Stocking Trades Shops	6
		Telecommunications - JC Visitor phones	50
		Temperature is too cold	197
		Temperature is too hot	306
		Window or glass problem	53
		Total	48,678

Open Work Requests at the Beginning of the Quarter

First Quarter 2008

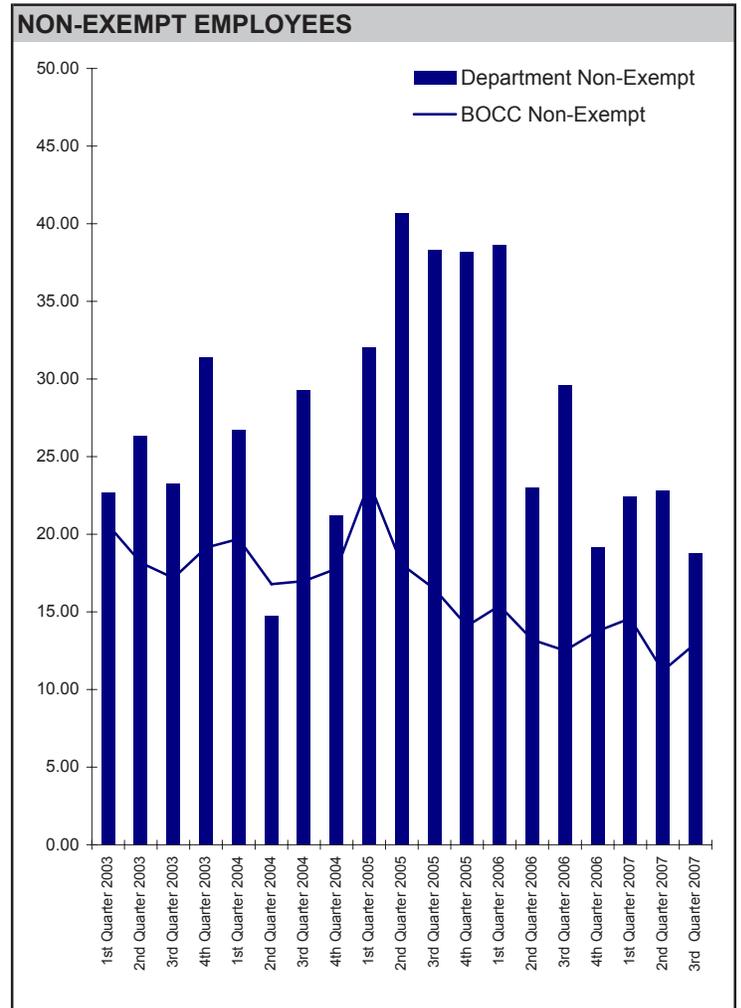
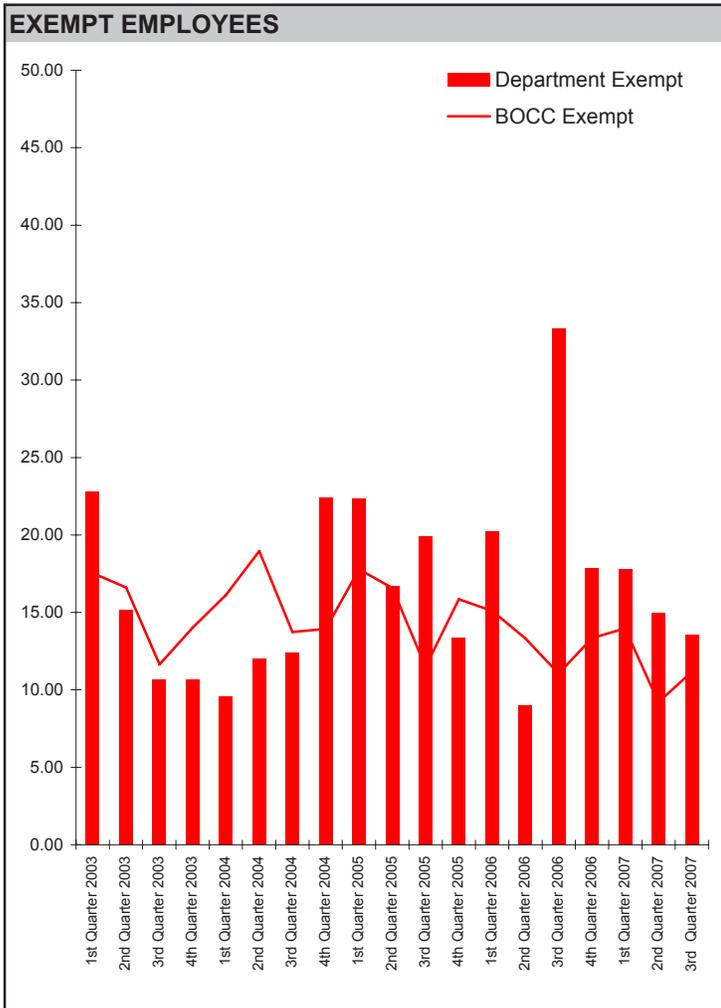
At the Beginning of:

First Quarter	558
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 our department in comparison to the BOCC average for each quarter. This chart provides a snapshot of our department's average sick leave usage over time, it should help you to identify any trends in usage. Additionally, it provides a snapshot of our department's average sick leave usage compared to the average BOCC employee's usage. From this chart you will be able to tell whether our department's average sick leave usage is higher or lower than the average BOCC employee's usage.

Safety News

By Steve Sears

INSPECTIONS/AUDIT: SEPTEMBER thru DECEMBER

SEPTEMBER

JFS SERVICES BUILDING
800 BROADWAY
230 WHT CENTER

OCTOBER

ADMINISTRATION
COURTHOUSE
237 WHT BUILDING
250 WHT BUILDING

DECEMBER

JUSTICE CENTER NORTH & SOUTH
PATROL HEADQUARTERS
COMMUNICATIONS CENTER

OSHA TRAINING CLASSES

OSHA 510 CONSTRUCTION
REGULATIONS 29CFR.1926

Mike Puckett & Steve Sears - 4 Days

OSHA 500 GENERAL INDUSTRIES
REGULATIONS 29CFR.1910

Mike Puckett & Steve Sears - 4 Days

RECORD KEEPING
Steve Sears - 1 Day

SAFETY TRAINING CONDUCTED

ELECTRICAL SAFETY RELATED WORK PRACTICES

DATE: September 25, 07

1. Bill Obermeyer
2. Jesse Estes
3. Greg Jennings
4. Doug Bruce
5. Jerry Waddell
6. Steve Wessels
7. John Gilbert
8. Mike Florimonte
9. Bob Dinser
10. Dan Inman
11. Howard Seal
12. Tom Friedhoff
13. Steve Hoegeman
16. Karl Miller

DATE: September 26, 07

1. Ken Kruse
2. Mike Bartlett
3. John Kleeman
4. Dave Stetter
5. Joe Merkt
6. Mark Gadd
7. Tony Martini
8. Chris Neff
9. Joe Mergy

10. Don Benbow
11. Glenn Dupps
12. David Maier
13. Jamed Helton
14. Joe Phillips

DATE: September 27, 07

1. Rich Osterbrock
2. Bill Scholl
3. Darnell Edwards
4. Mark Jackson
5. Joe Naber
6. Al Dunaway
7. John Toll

DATE: September 28, 07

1. Jerry Bradley
2. Ernest Hedrick
3. Greg Francis
4. Mike Jackson
5. Andy Hischemiller
6. Glen Wilhoit



CAFM Corner

By Michelle Ray

Fleet Management on the Web

The Fleet Management module for Archibus has moved to the website! Now the fleet can be managed more effectively, and other departments/agencies are able to use Archibus to manage their fleet as well. January 14th kicks off the official training for all departments/agencies to learn how to use this new tool.



In order to get this working properly for all departments/agencies, we had to make a minor change in what users can see on the website. All non-Facilities department users can now only see information as it relates to their department/agency!

I've heard that it's a nice improvement to the work order module as well, and will help clean up a few problems we had with the Projects module.

Energy Management

Facilities now has a website setup for the Management team to view and report on our Energy usage. The new website also tracks the local weather trends and incorporates that information into the reporting feature. The product is "Energy Watchdog" and will be maintained by Terry Cannon of ThermalTech Engineers, inc. Who is our acting Energy Manager. The final data setup should be completed this quarter, and then we can make that information available to the building managers.



In the Community

Birthdays

January

Karl Miller
Gary Blank
Joe Phillips
Herbert Hood
Dan Brewer
Brian Stubblefield
Jesse Estes
Denise Schlotman
Joseph Houlihan
Anthony Pope
Chuck Knight



February

Esthmer Willis
Tony Matre
Robert Murphy
Timothy Kenny
Charlie Hodge
Mark Swearingen

March

Ronald Maydak
Ron Westrich
Gregory Francis
Stephen Keeney
David Maier
Michael Denton
Steve Sears
Kevin Maue
Sheila Williams
Michelle Ray
Andrew Hischemiller
Dennis Malloy
Thomas Powers

Years of Service

Five

John Gehring
Herbert Hood
Daniel Brewer

Ten

Donna Steinau
Gaynell Green

Twenty

John Roellig
Luther Hall
Mark Swearingen

Retirements



John Wellbrock, Security Systems Manager
November 30th, 2007

Lou Riddle, General Services Worker
December 31st, 2007

Christmas Party

The Facilities Christmas lunch was a success, with lots of good food brought in by all that attended. Food ranged from meatballs to spaghetti to homemade cheesecake etc., and I don't think anyone went away hungry.

After the lunch some participated in the "White Elephant" gift exchange. It was a good time, and we hope to do it again this year. Thanks to all who participated.



Announcements

Steve Wessels completed the LFR Courses!



William Perkins, at 800 Broadway, is the proud daddy to a baby girl! Hannah Rose was born on December 12, 2007 around 8:30am, she weighed 8 lbs 3 oz.

Glen Wilhoit accepted the LEAD HVAC Technician position on November 26, 2007. Congratulations!

Office Humor

Things a Candidate Should NOT Say or Do at a Job Interview

1. See photo of interviewer's family on desk, point, start laughing uncontrollably.
2. Ask if there is only one emergency exit, grin and say; "Boy!, I bet this floor would be in trouble if someone barricaded that."
3. Over-emphasize your ability to use a copier.
4. Ask if it's O.K. if you sit on the floor.
5. Allow that you would have little impact on the overhead budget, because you swiped all your supplies needed from your other job.
6. Although parking was free, insist that they validate something or you're not leaving.
7. Mention your resume would have been stronger, but you didn't feel like making anything else up.
8. Walk into interviewer's office with a tape measure, measure his/her office from a few angles, put the tape measure away, and declare; "NOW we can begin."
9. Upon walking in to the office for the first time, ask the receptionist to hold all your calls.

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