



# Facility Management Quarterly

## Letter from the Director

Do you know what two days the federal law requires an American flag be flown at half staff? The answer is on Memorial Day (last Monday in May) and May 15, Peace Officers Memorial Day.

This tribute, Peace Officers Memorial Day, to American law enforcement officers is part of the historic crime bill that President Bill Clinton signed into law in 1994. At the request of the National Law Enforcement Officers Memorial Fund, Public Law 103-322 designates Peace Officers Memorial Day as one of only two days each year during which all government agencies, businesses and residents are required to fly their U.S. flags at half staff.

In 1962, President John F. Kennedy designated May 15 as Peace Officers Memorial Day. As part of National Police Week (this year's commemoration occurs from May 11-17) the names of 181 law enforcement officers killed in 2007, as well as 177 others who died in prior years, will be formally dedicated on the National Law Enforcement Officers Memorial in Washington, DC, on May 13, during the 20th Annual Candlelight Vigil.

I urge each one of you, who has an American Flag flying in your yard, that as our nation pauses each May 15th to show its appreciation for the more than 18,000 men and women who have made the ultimate sacrifice in protecting our communities and safeguarding our democracy here at home, to lower your flags to half staff on Peace Officers Memorial Day.

I appreciate the fine staff of Deputy Sheriffs who work in our facilities and risk their lives to serve and protect us daily as we work in public service in Hamilton County.

- Ralph

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## Holiday Schedule for 2008

### Second Quarter

Mother's Day	Sunday, May 11th, 2008
Memorial Day	Monday, May 26th, 2008
Father's Day	Sunday, June 15th, 2008
1st Day of Summer!	Saturday, June 21st, 2008

## Fine Arts Fund

By Martin Wilkinson

The Facilities Department's 2008 Fine Arts Fund Drive began on February 11th, and ended on February 29th. The final donation total: \$233.00.



## Internet / Intranet

The Facilities Department has developed a separate newsletter for IT News! The newsletter will be distributed on an as needed basis, including important information about our computers, network, and everything in between!

## Hamilton County Innovates

This new training is for both employees and managers, with a focus on creating value for the County through implementing new ideas. These innovative ideas can be submitted through the Fresh Ideas and Project Gain Programs. These programs allow each department to learn better ways to do their work, save time, make work more engaging and rewarding, and will help us think differently.

# Welcome to the Department of County Facilities!



Jon Westerfield  
Facility Maint. Worker I  
at the 250 WHT Building



Harry Thiemann  
Facility Maint. Worker II  
at the 800 Broadway Building



Carri Leathers  
Contract Services Manager



Richard Sullivan  
General Service Worker  
at 222 Central Parkway

## Safety Talk

### Be Safety Smart Right From the Start

#### - Lawn Mower Safety Renovation By Steve Sears and Mike Puckett

Practicing good safety habits at home makes for good safety habits in the workplace. With this in mind, a piece on lawn mower safety is appropriate given that spring is right around the corner. Whether you mow your own lawn or watch someone else do it, it is important to remember that the power lawn mower is one of the most dangerous tools around your home. The U.S. Product Safety Commission reports that over 110,000 persons are treated in hospital emergency departments for injuries caused by power mowers. The extent of injuries reported included deep cuts, loss of fingers and toes, broken and dislocated bones, burns, and eye and other injuries. Some injuries proved to be fatal. Consider, for example, the 4 Most Common Types of Accidents involving



#### Lawn Mowers:

- 1) Contact with Rotating Blade. The typical lawn mower blade rotates at 2000 revolutions per minute, which equates to around 70 miles per hour.
- 2) Propelled objects. Rocks, glass and wire are hurled at initial speeds above 200 miles per hour. Objects may be thrown 50 feet or more, causing death and injuries ranging from blindness to severe bruising.
- 3) Overturning. This occurs primarily when riding mowers are used on steep slopes or embankments. Victims may be pinned under the mower, or come into contact with the blade.
- 4) Riding Mowers Running Over the Victim. Accidents occur if the operator fails to look when backing a riding mower. Playing children are seriously injured. Or, an operator pulls a power mower backward over his or her foot.

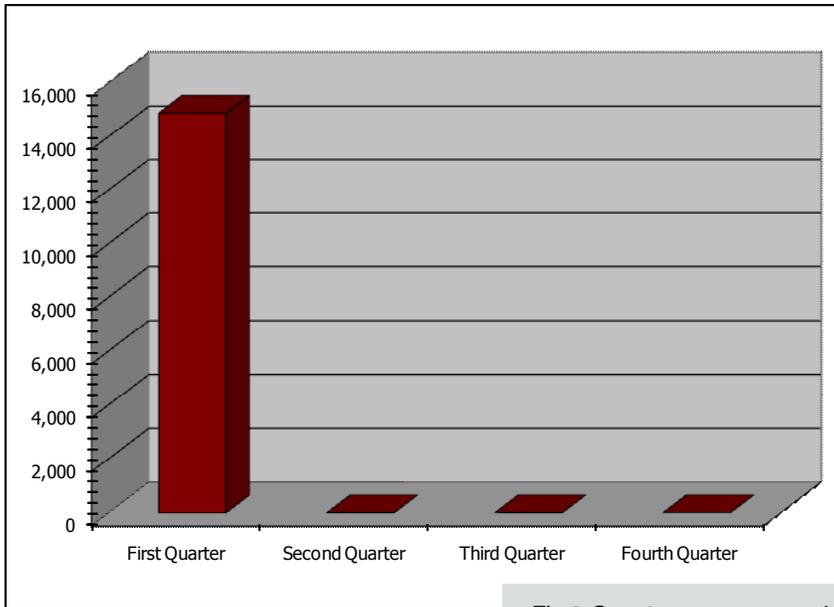
It seems pretty clear that both users of mowers, and those who are nearby, can be injured. So what can be done to prevent lawn mower accidents? Studies conducted on this question find that the following guidelines are likely to prevent most accidents:

- 1) Read the operator's manual. Read the instructions, and then follow these instructions carefully. The manual explains

- safe procedures that should be followed. If you have lost the operator's manual, go the manufacturer's website, as many manufacturers provide copies on their website.
- 2) Train operators. Be sure anyone operating the mower understands how the mower operates. Then, demonstrate how it should be used. Observe the operator until satisfied that he/she can handle the mower safely. This is especially true for young adults, or teenagers that have been given the chore of mowing the yard. Make sure they are properly trained!!!
  - 3) Check your lawn before mowing. Objects picked up and hurled by the blade cause many injuries, even deaths. The average projectile shot from a lawn mower travels at 200 miles per hour. So make sure to clear the lawn of sticks, stones, toys, bones and other objects.
  - 4) Wear protective eye wear. Take care of your eyes whether mowing or operating a weed eater. Either piece of equipment can throw debris at speeds that cause serious injuries.
  - 5) Check guards and shields. Be sure all protective devices are in place before starting the mower. Shields and guards are for your protection and will prevent numerous injuries if used.
  - 6) Dress properly to do the job safely.

*Continued on page 5*

## Work Requests Completed by Problem Type First Quarter 2008

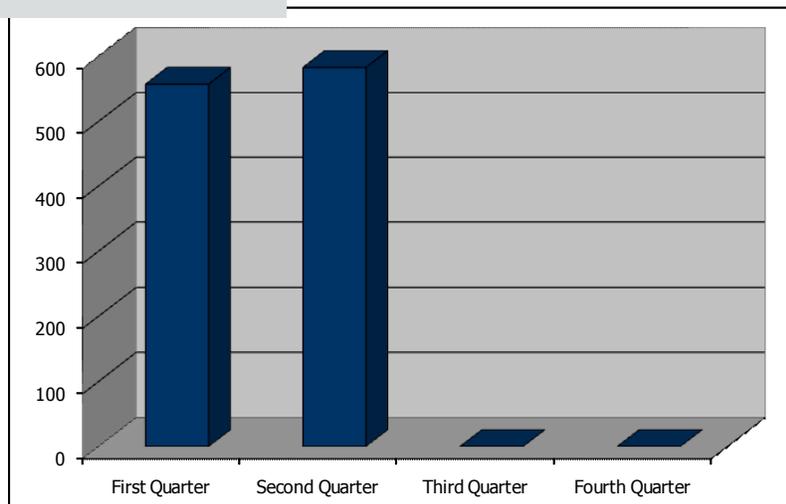


First Quarter	14,882
Second Quarter	
Third Quarter	
Fourth Quarter	
<b>Year-To-Date</b>	<b>14,882</b>

## Open Work Requests at the Beginning of the Quarter Second Quarter 2008

At the Beginning of:

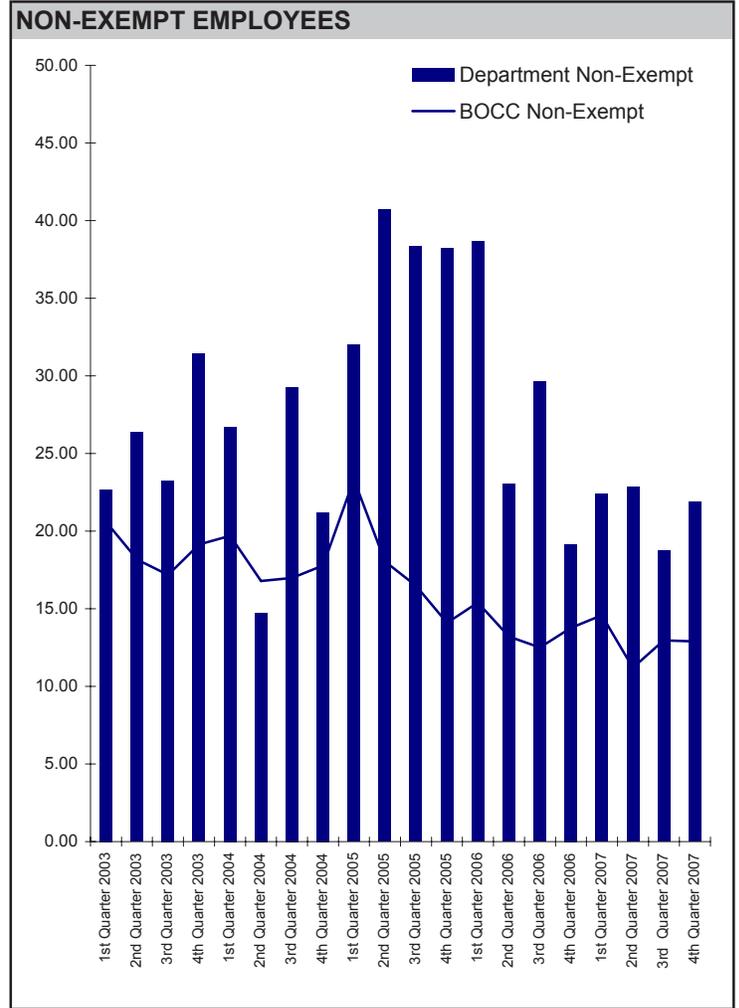
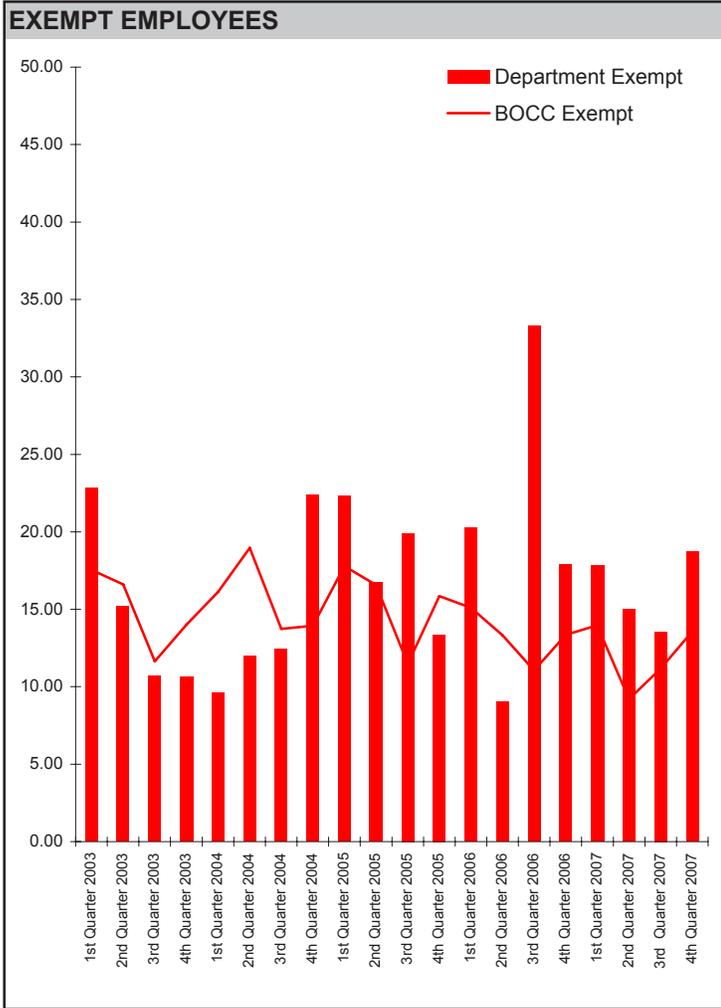
First Quarter	558
Second Quarter	583
Third Quarter	
Fourth Quarter	



American Corrections Association	13
Americans with Disabilities Act	2
Audio Visual	7
Blinds	11
Replacement of damaged ceiling tiles	35
Cleaning	779
Compliance Management Inc.	1
Computer	46
Conference room configuration	39
Restrms, Hold Rms, Showers, Remove Trash	35
Deliveries for other dept within your bldg.	113
Doors	243
Drywall patching/replacement	18
Electrical issue	328
BAS, Repairs / Maintenance	11
Electronic Security System	2
Electronic Lock	50
Elevator Repairs/Maintenance	42
Escort Non-badged (Juv Ct Badge) Persons	11
Escort LEADS	1
Escort Non-LEADS	11
Drills, Fire Doors/Smoke Evac./Dialer Tests	8
Fire System Repair/Maintenance	22
Fleet Management issue	64
Flooring repairs	21
Furniture/Furnishing issue	376
Grounds/Landscape	140
New installation	226
Purchase Supplies, Stock Inv, Distribute	5
Make/change keys	137
Appliance Repair, Food Cart Repairs	17
Kitchen Failure (Justice Center)	31
Kitchen Inspection (Justice Center)	5
Laundry Services	23
Leaking problem	97
Light bulb	963
Mechanical problem	484
Move a piece of equipment and/or furniture	176
Non Electronic Lock	74
Paint as required	71
Public Emp. Risk Reduction Prog.	9
Pest control activities	52
Plumbing problem	1,160
Police the grounds, restrooms, etc	2
Pre-Bag Filters	7
Preventative Maintenance	8,364
Project (Fac Mgmt only)	14
Move, Inv, Store, Transport, Destroy Records	3
Roof	15
Safety	124
Security fixture repairs, beds, desk,etc	18
Signage	47
Special event setup	77
Store rooms - Maintenance and Bldg Svc	38
Stocking paper supplies in Tenant Areas	31
Stocking Trades Shops	2
Telecommunications - JC Visitor phones	26
Temperature is too cold	88
Temperature is too hot	54
Window or glass problem	13
<b>Total</b>	<b>14,882</b>

# 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.

No bare feet! No sandals! No sneakers! Always wear sturdy shoes; steel-toed safety shoes are preferred.

7) Handle gasoline with care. Do not fill the gasoline tank while the engine is running. Let it cool first. Fuel up outdoors, and then wipe up all spills. One gallon of gasoline has the explosive power of 7 sticks of dynamite!!!

8) Keep all persons and pets away from mowing area. Remember, a mower blade can pick up and throw objects with force sufficient to seriously injure or kill.

9) No riders on riding mowers. Always say "no" to small children asking to ride the mower with you. Extra riders can be thrown from the mower and run over. Extra riders also distract an operator, contributing to careless mistakes.

10) Do not use riding mowers on steep slopes. Lawn mower overturns cause serious injury. Drive up and down slopes when operating a riding mower. Mow across the slope when using a walk-behind lawn mower.

11) Store fuel safely. Store gasoline outside the house and away from any heat source. Frequently remind yourself and everyone in the family that gasoline is a volatile flammable liquid.

12) Use earplugs to preserve your hearing. Inability to hear high-pitched sounds is the first indication of damage. Remember, hearing loss from loud noise is permanent.

Keep it safe this Spring and Summer!!!

## Project Management

### - Taking Safety/Security Seriously

By Bert Watts

In the Facilities Department, we take Safety and Security seriously. It shows when you visit the new Safety/Security Office on the 6th Floor of the Courthouse. The new Safety/Security Office is located in the Northwest corner of the 6th Floor of the Courthouse Room 628. This room was once used by the Law Library as book storage.



In August of 2007 the Trades started working on the 6th Floor Phase II Relocation Project. The first task

was to get the plumbing installed for the new restroom. The carpenters built a pipe chase to hide the plumbing for the new restroom, kitchenette, and water fountains. The chase also allowed the Plumbers to wall mount the toilet. While the carpenters were replacing the ceiling grid and putting up walls, the electricians were removing old light fixtures, installing new ones, installing receptacles, and reconfiguring the lighting circuits. The area required a lot of plaster repair and painting as well. The windows in the area used to leak, which caused the plaster to blister and peel off the walls. Once the Fire Alarm Permit was issued the



electricians ran the wire and installed the strobe and speaker devices. The carpet, systems furniture, and security system were all installed by outside vendors. Mike Puckett and Steve Sears are in the process of making themselves at home. The Trades are currently in the process of installing a projector in the new conference room and hanging Safety posters on the walls.



The renovation of this area gave us the additional space needed for the Safety and Security Division to operate efficiently. With the construction of their own conference room it will allow Steve Sears to easily schedule safety training, which he conducts on a regular basis. It also allows for Mike Puckett to schedule Security training for guards. The new area has also brought plenty of storage space for files and records that Security and Safety must maintain. The security office that was located on the 4th floor has also been relocated to the new area. If you have not been to the new Safety/Security Office yet, I am sure Steve Sears will conduct safety training with you very soon.



## CAFM Corner

### 5 Year Plan

By Michelle Ray

Thanks to everyone that helped update the Archibus inventory and get all of the new inventory input for the new locations being managed by Facilities! We were able to use that information to project out 5 Years for our budget. We generated a 5 Year Capital Plan, 5 Year Inventory Replacement Plan, 5 Year Vehicle Replacement Plan, and the 5 Year Computer and Software Replacement Plan.

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Capital Plan	1000	1200	1500	1800	2000
Inventory Replacement Plan	500	600	700	800	900
Vehicle Replacement Plan	200	250	300	350	400
Computer and Software Replacement Plan	300	350	400	450	500

## Accounting System

By Michelle Ray

Beginning later this month, our Accounting staff will begin using Archibus to track our budget! The current process involves using several excel spreadsheets and being dependent upon no one accidentally changing the calculations or entering duplicate information. It will take time getting used to doing this in Archibus, but in the end it will save them a a lot of time and errors.

Dark Phobia - solution  
First mom and dad - 3 minutes. Dad comes back - 3 minutes, both children go to mom - 8 minutes. Mom comes to dad - 10 minutes and they both get to their children - 12 minutes.

# 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  
Sharon Cordell-Johnson  
Albert Strickley  
Willie Walker



### May

Bill Stautberg  
Curtis Compton  
Jerry Waddell  
Howard Seal  
Bill Scholl  
Donna Steinau  
Barbara Weghorn  
Richard Sullivan

### June

Tony Martini  
Michael Glacking  
Kenneth Fields  
Mike Bartlett  
Joe Merkt  
Chris Neff  
Ron Woodall  
Mike Jackson  
Daniel Meier  
Karlos Brown  
Sheila Hope

Tom Friedhoff

## Retirements



Tony Pope, Parking Facility Supervisor  
March 31st, 2008

Jim Eby, Electrician  
April 30th, 2008

## Announcements

Tony Pope received his pin for his 30 years of service with the County!



## Years of Service

### Five

John Kleeman  
Ron Woodall  
Rodney Hamilton

### Ten

Daniel Meier  
Tony Martini

### Twenty-Five

Dennis Malloy  
Albert Strickley

### Thirty

Tony Pope

## Just For Fun!

### Brain Teaser - Dark Phobia

One family wants to get through a tunnel. Dad can make it in 1 minute, mama in 2 minutes, son in 4 and daughter in 5 minutes. Unfortunately, through the tight tunnel can go at once not more than two persons moving at the speed of the slower one. Can they all make it if they have a torch that lasts only 12 minutes and they are afraid of the dark?

### Second Quarter Monthly Celebrations

#### APRIL

April is . . . International Guitar Month, Keep America Beautiful Month, National Anxiety Month, National Humor Month, National Welding Month, National Garden Month, and Uh-Huh Month

#### MAY

May is . . . Better Sleep Month, National Good Car Care Month, National Photo Month, National Salad Month, National Egg Month, National Barbecue Month, Revise Your Work Schedule Month, Date Your Mate Month, National Hamburger Month, and Fungal Infection Awareness Month

#### JUNE

June is . . . Adopt-A-Shelter-Cat Month, American Rivers Month, Cancer In The Sun Month, Dairy Month, Turkey Lover's Month, National Accordion Awareness Month, National Fresh Fruit and Vegetable Month, National Ice Tea Month, National Papaya Month, National Pest Control Month, National Rose Month, Fight The Filthy Fly Month, and Zoo and Aquarium Month