In the Community

Birthdays

July
James Helton
Vada Richardson
Bonita Wiechman
Greg Dzikowski
Ovetta Leary
Mike Puckett
John Kleeman
Diana Supe
Dave Spitznagel

August
Mark Jackson
Carri Leathers
Gail Jones
John Michel
Annie Smith
Sandy Brown
Anthony Lindsay
David Stetter
Susan Bauer
Dale Crider
Blaine Gilmore

September
Richard Kirkwood
Michael Florimonte
Al Dunaway
Bill Obermeyer
John Roellig
Martin Wilkinson
Jason Smith
Robert Thomas

Years of Service

Five
Jerry Bradley

Twenty
Larry Mitchell
Darnell Edwards
Tony Matre
John Michel

Twenty-Five
Willie Walker
John Toll

Announcements

Chuck Knight - Filled the Fleet Coordinator position
Ian Zellner - Is now at Hillcrest
Kevin Maue - Is now the Building Manager for MRDD
Charlie Hodge - Is now a full-time member of the HVAC Group working out of the Courthouse

It's a Boy!

On May 18th, Jesse Estes became the proud Father of Nathan Edward Estes. He weighed 6 pounds 13 oz. and was 20" long.

On May 30th, Bert Watts became the proud Father of Allen Joseph Watts. He weighed 9 pounds 12 oz. and was 21 1/4" long.

Summertime Tips
WebMD Feature

Summer time, and the living is easy -- that is, until you notice the havoc all that fun in the sun has wrought on your body. Fortunately, summer also brings an abundance of tasty and nutritious foods, including berries (loaded with antioxidants), tomatoes, sweet bell peppers (good vitamin C source), and protein-filled grilled fish and burgers. And by simply choosing the right ones to add to your daily diet, you can help prevent or alleviate the following common hot-weather woes:

Dry or Damaged Skin
What causes it: You sweat more in the summer, so skin is less supple; plus, saltwater and chlorine have a drying effect. Sunburns and bug bites are also saboteurs of healthy skin.
What to eat: Help heal weathered skin with foods like raspberries, blueberries, and strawberries, which are rich in antioxidants and vitamin C. Protein, in the form of lean meats, beans, nuts, and seeds, is also key. Keep dryness at bay by drinking lots of water, which Lona Sandon, RD, calls "the forgotten nutrient." Sandon is a spokeswoman for the American Dietetic Association. She recommends that women drink 92 ounces (8-10 cups) of water in the summer and men 125 ounces to prevent dehydration. Since calcium can also be lost through sweating, it's a good idea to replace it by eating low-fat dairy products like skim milk, yogurt, and cottage cheese.

Parched Hair
What causes it: Overexposure to sun, saltwater, and chlorine.
What to eat: Toss some burgers or shrimp kabobs on the grill, or make a three-bean salad or other protein-rich meal because hair consists of protein fibers called keratin. Eating foods rich in vitamin B-5 (found in yogurt and California avocadoes), vitamin B-8 (in liver and cooked eggs), folic acid (in fortified cereals and beans), calcium (in milk and yogurt), and zinc (in meat and fish) can reduce hair loss and replace dull hair with shiny hair. Theses nutrients also play a role in maintaining healthy skin.

Muscle Cramps
What causes them: Too many games of beach volleyball (or other outdoor exercise). Muscle cramps result from overexertion and dehydration. When you don't have enough fluid in your system, it leads to an electrolyte imbalance that causes your muscles to cramp up. Sodium, calcium, and potassium are the main electrolytes lost through sweating during exercise.
What to eat: Replenish electrolytes with a sports drink that contains them and drink water. Potassium-rich foods include bananas, raisins, potatoes, and spinach.

Cold Sores
What causes them: Sun exposure can trigger cold sores in people who are prone to them.
What to eat: The amino acid L-lysine has been shown in some small studies to help, but larger studies are needed to confirm these findings. Sandon says a deficiency in B vitamins and riboflavin can make you usceptible to cold sores. She recommends eating fortified cereals and bread or taking a B-complex vitamin.

SOURCES: WebMD Website

Hamilton County Facilities Department

Facility Management Quarterly

www.hamiltoncountyohio.gov/facilities
2008 Third Quarter News

Letter from the Director

As stated in January's Newsletter, "We are entering another year of change; our responsibilities have grown while we have decreased in 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."

This statement has become even more real as we had to cut our remaining budget for 2008 by $600,000 along with not doing $2,500,000 in capital repairs at Hillcrest Training School, this is a total reduction of $3,100,000. At this time we have been able to avoid any layoffs in this Department. As positions become vacant, during the remainder of the year, they will not be filled unless they are necessary to the safe operation of a facility.

As many of you are aware, I am reviewing ALL purchases and overtime requests. Our goal for the remainder of 2008 is not to purchase any items or provide any services that are NOT essential to the daily operation of this Department. At no time will I deny a purchase and/or service that would violate a local, state, or federal law or regulation, nor would I put the security or safety of a County employee or the Public at risk.

There will be a Department wide meeting in late July or early August. At that time I will share some thoughts on where our Department is headed during this budget crisis and do my best to answer any questions 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.

- Ralph

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Holiday Schedule for 2008
Third Quarter

Independence Day	Friday, July 4th,2008
Labor Day	Monday, September 1st, 2008

Money Saving Idea $$$
By Diana Supe

In an effort to reduce spending for our department, we are asking that everyone return all surplus supplies to Martin, so he can restock our supply cabinets. This will allow everyone to have access to those supplies, cutting costs by using the supplies we have instead of purchasing new.

Reminder - New Forms

The following forms have been added to the S-drive for your use.

* Request for Leave form
* Authorization for Payment of Overtime
* Authorization for Payment of Overtime (Teamsters 100 only)
* FLSA Non-Exempt Employee Time Sht
* FLSA Non-Exempt Employee Time Sht (Teamsters 100 only)
* Direct Deposit Authorization form
* Direct Deposit Cancellation form

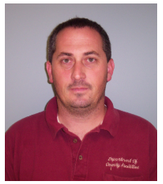
Call Inger at 946-5075 with any questions with these forms.

The Request for Purchase form has been available on the S drive for some time. Some people choose to type orders and then print them out on special 3-part paper. This form still needs to be turned in on the 3-part paper.

It is important that you do not write "see attached" on the Request for Purchase form if the packing slip does not give a

Continued on page 2

Welcome to the Department of County Facilities!



Rodney Rosenacker
Plumber

clear description of the purchased items. Give a brief description if the packing slip only lists numbers and letters as the description.

For example: if the packing slip lists GE LU150/MED, write lamps before or after the part number on the request for purchase form.

Our department is now required to provide a list of the items we are purchasing or at the least, a description of the items being purchased in Performance Series when we process payment. This information will then be available on the County's website.

Contact Bonita at 946-5005 with any questions on the Request for Purchase form.

Off-the-Job Safety: Developing a Family Emergency Communications Plan

By Mike Puckett and Steve Sears

A recent survey conducted by the Home Safety Council found that only 30 percent of families have created and discussed an emergency communications plan. This percentage should be greater as a detailed communications plan plays one of the biggest roles in helping families stay connected to each other and other emergency contacts during a natural disaster, such as tornado, severe weather, and floods. It make good sense to develop such a plan as it anticipates what families typically do following an emergency—attempt to contact family members to confirm their locations and their well being.

The instructions that follow provide simple steps for building a family emergency communication plan.

I. Gather Emergency Information

Step 1: Contact the Red Cross to obtain information about the types of disasters that occur in your area. Some areas of the tri-state are more prone to floods or severe weather due to topography. The Cincinnati Red Cross Chapter can be contacted via the web at http://www.cincinnatiredcross.org/

Step 2: Hold a family meeting to discuss what to do during an emergency, and share disaster communications information such as cell phone and other emergency numbers.

II. Select an Emergency Contact Person outside the Family

Step 1: Choose a friend or relative to serve as an emergency family contact point. Pick someone who lives out of town, in case the emergency is citywide.

Step 2: Program the name, phone number and email address of your contact person into each family member's cell phone.

Step 3: Write out the name and number of your family contact person and ask each family member to carry a copy in her handbag or wallet. This functions as a backup plan should a cell phone be lost or broken.

III. Develop a Family Emergency Communications Plan

Step 1: Create an emergency information sheet.

Step 2: List the name and date of birth of every member of the family.

Step 3: Include any relevant medical information, such as allergy details. Include details of any persistent medical problems, such as diabetes or high blood pressure.

Step 4: Decide on pick-up locations for the workplace and school of every family member. By doing so, you will know exactly where to pick up family members in case of an emergency.

Step 5: Develop a list of locations each member of your family frequents. Include the address and phone number for schools and workplaces and your prearranged emergency pick-up locations.

Step 6: Include a listing of emergency-services phone numbers. Your family doctor's, pharmacist's and veterinarian's contact information may be needed by emergency personnel.

Step 7: Equip each family member with a prepaid phone card for emergency communications. Cell phone service may be unavailable when the power is out. Keep a regular, corded land line phone at home, as it will still work when the electricity is out.

IV: One Last Step

Once a communications plan is created, compile a "Ready-to-Go Kit" in case your family needs to leave your home and a "Ready-to-Stay Kit" in case your family needs to stay inside your home for an extended time. Kits should contain water, canned food, a can opener, a flashlight, a battery-powered radio, extra batteries, a change of clothes for each family member and first aid supplies.

Remember that a crucial part of any family emergency plan is communications. It's vital that each member knows what to do if the family is separated as a result of a disaster. Having a clear communication plan will help keep family members calm and aware that other family members are safe.

Project Management

- Security Upgrade for 250 WHT

By Bert Watts

Early 2007 the Project Management team took on the task of designing and creating a plan to improve the security

of the public and employees at the 250 WHT building. This request was generated due to past incidents that took place either in early morning or late evening hours, when the parking lot was dark. The old parking lot lighting was dim and nonexistent in places. Also, there were no security cameras covering the parking lot.

In November of 2007 Stapleton Electric and COPP Systems started working on the 250 WHT Parking Lot Lighting and Security Camera Upgrade Project. The first task was to install the new parking lot lighting and pull the cables to each of the new poles. Next, all of the cables were pulled to the security camera locations. The old parking lot light poles were then removed. Cameras were mounted on each corner of the building, on the parking lot light poles, and at each entrance to the building. COPP Systems came on site and started to mount and program the new cameras. They also installed a 16 camera Vicon DVR (Digital Video Recorder) System. This unit is a vital part of a security system, since it records video from each camera that is hooked into it.

The PTZ Cameras or Pan/Tilt/Zoom Cameras are also controlled by the DVR. If given the proper level of access, the individual can control each camera from their computer. When the DVR system and cameras were installed and activated, the next step was to install the ViconNet software onto authorized individuals' computers. With help from Facilities employee, Chris Neff, the DVR was added onto the County's Security Network. This allows individuals that are located in other buildings to access the 250 WHT Security System, such as the Sheriff's Office or Facilities Security.

Facilities Security / Safety Manager, Mike Puckett, provided a new computer and workstation for the security officer on duty at 250 WHT during after hours to view the cameras. The project was completed around the middle of April 2008.

The new lighting and security system has given the public, and employees, at 250 WHT a better feeling of safety, since they know someone is watching out for them. The parking lot is well lit during the night, and all areas of the property are covered by cameras that are continuously recording. If you are ever at 250 WHT, take a look at the light poles and the corners of the building. Hopefully, you too will have a feeling of safety.

CAFM Corner

What's New in ARCHIBUS

By Michelle Ray

During the next few months, we plan to roll out changes to Archibus in the following modules:

Building Operations (work order system)
Fleet Management
Equipment Management

As they affect you, documentation of the changes will go out ahead of the system changes.

For the week of July 7th:

1. My Work Summary - improved speed when navigating to work requests and back to your summary.

2. New Status - option for Managers that would like to approve completed work before archiving it (will be hidden from all users, and available on an individual basis).

3. Ability to attach files to a Work Request - image files, PDF files, etc.

4. Fleet Work Requests Only - New field on main screen (and request screen) "Location of Service" for tracking where the vehicle is or was for maintenance.

5. Ability to create a duplicate Work Request under the same Work Order - then the Labor Group can be changed.

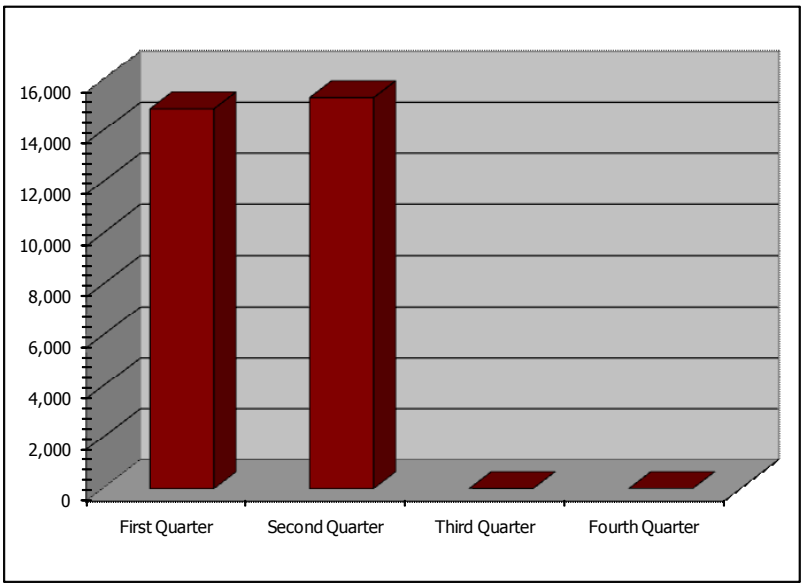
6. New Work Requests Fields: "Point of Service Mileage" - manual entry for mileage or copier counts, "Date Checked" - for Fleet Work Requests, and the addition of the "Vehicle Code" on the "My Work Summary" screen.

7. Review Work Request and Work Order screens modified to accommodate new user department /agencies needs.

8. Changes to the "Other Costs" and "Parts" edit tabs for Work Requests.

9. Parts Inventory Management on the website.

Work Requests Completed by Problem Type
Second Quarter 2008



First Quarter	14,882
Second Quarter	15,314
Third Quarter	
Fourth Quarter	
Year-To-Date	30,196

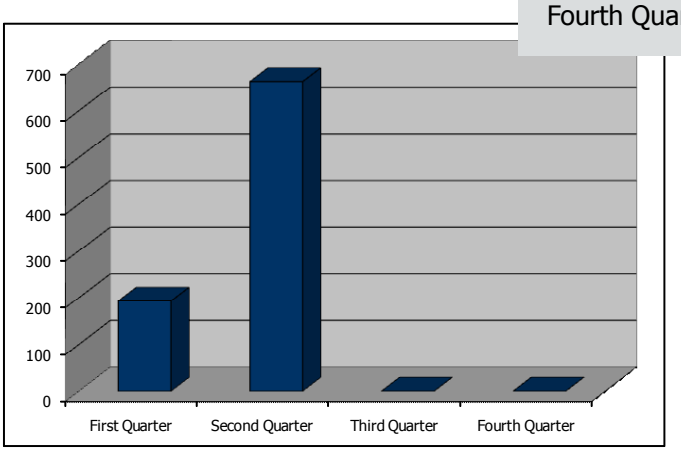
American Corrections Association	25
Americans with Disabilities Act	3
Audio Visual	24
Blinds	19
Replacement of damaged ceiling tiles	64
Cleaning	1564
Compliance Management Inc.	31
Computer	78
Conference room configuration	85
Copier Issues (JFS only)	241
Custodial Services	131
Deliveries for other departments	230
Doors	502
Drywall patching/replacement	37

Electrical issue	609
Building Automation System, R/M	19
Electronic Security System	5
Electronic Lock	119
Repair Audio Visual	10
Elevator Repairs/Maintenance	80
Escort Non-badge Persons	35
Escort LEADS	4
Escort Non-LEADS	20
Drills, Fire Drs/Smoke Evac/Dialer Tests, etc.	22
Fire Suppression System	9
Fire System Repair/Maintenance	42
Fleet Management issue	215
Flooring Repair	49
Furniture/Furnishing issue	652
Grounds/Landscape	280
New installation	400
Purchase Supplies, Stock Inv., Distribute	29
Jared's Law	2
Make/change keys	253
Appliance Repair, Food Cart Repairs	38
Kitchen Failure	64
Kitchen Inspection	12
Laundry Services	58
Leaking problem	159
Light bulb	1913
Mechanical problem	822
Move a piece of equipment and/or furniture	392
Non Electronic Lock	123
Paint as required	123
Public Emp. Risk Reduction Prog.	34
Pest control activities	119
Phone Problems	5
Plumbing problem	2296
Police the grounds, restrooms, etc	17
Pre-Bag Filters	22
Preventative Maintenance	17009
Project (Fac Mgmt only)	21
2-Way Radio, Repeater, Antenna, Repairs	12
Manage Records	12
Roof	27
Safety	207
Safety Services (CMC use only)	5
Security Fixture Repairs, lighting, stainless	128
Signage	76
Special event setup	141
Store rooms - Maintenance and Building Svc	81
Stocking paper supplies in Tenant Areas	38
Stocking Trades Shops	3
Telecommunications - JC Visitor phones	39
Temperature is too cold	116
Temperature is too hot	153
Towing	1
Transporting	6
Waste Exposure	4
Window or glass problem	32
Total	**30,196**

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

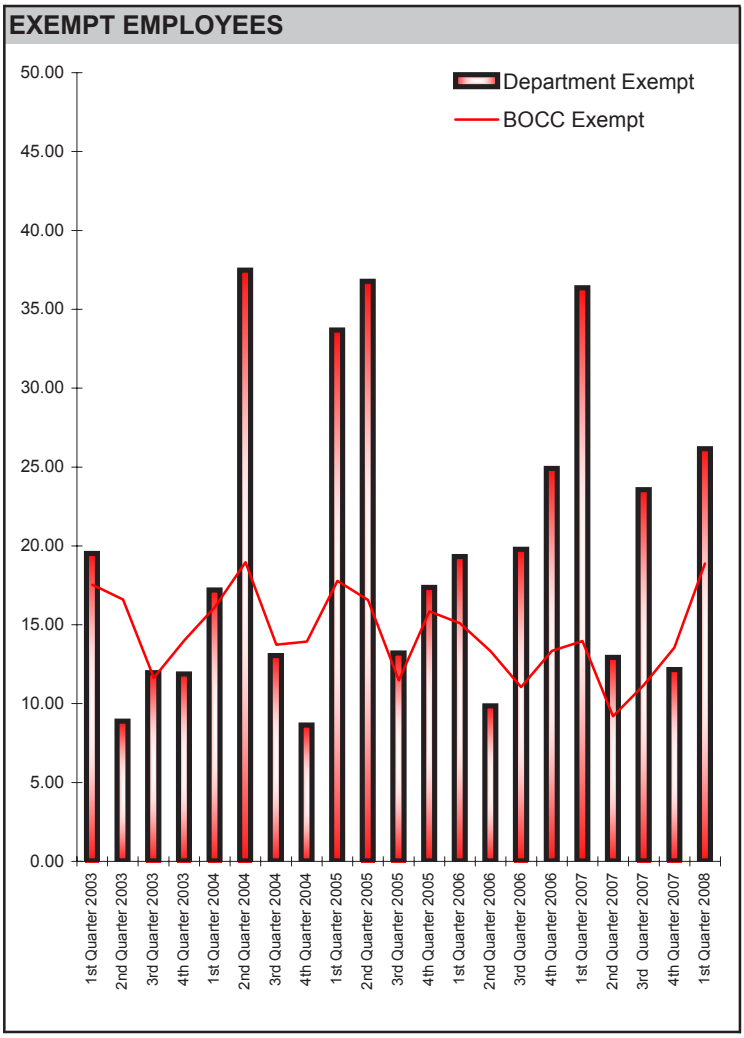
At the Beginning of:

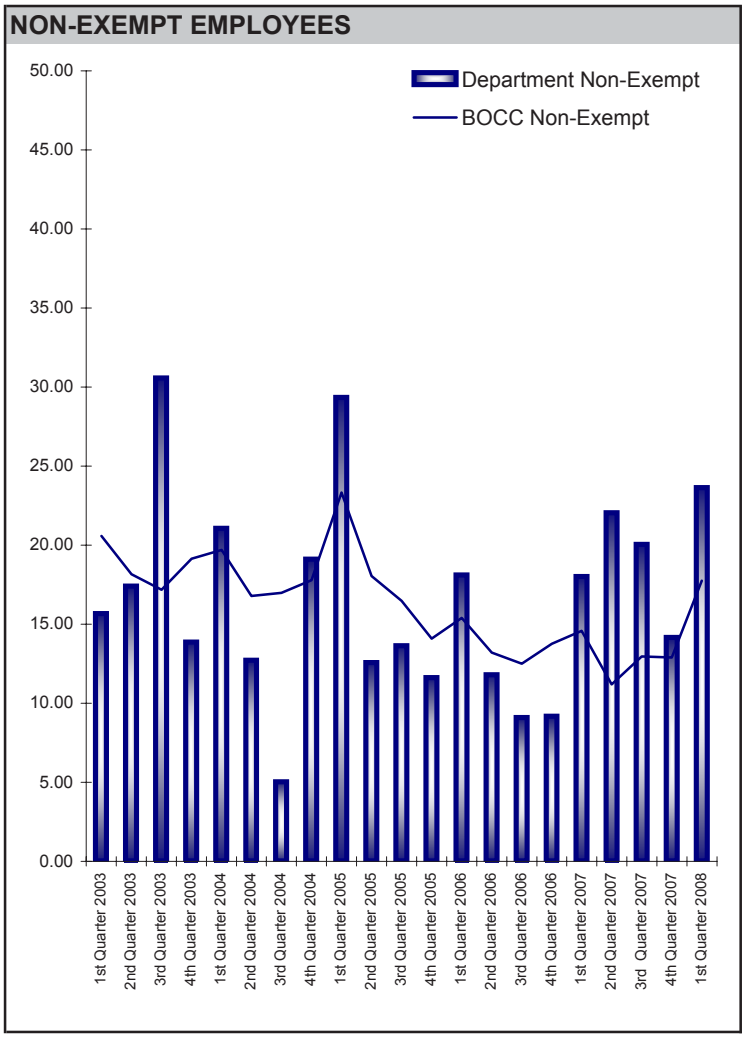
First Quarter	193
Second Quarter	663
Third Quarter	
Fourth Quarter	



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.