



# Facility Management Quarterly

## Letter from the Director

I would like to inform you that Hamilton County Department of County Facilities received the prestigious ENERGY STAR award for the 800 Broadway Building located in the downtown area of Cincinnati.

The ENERGY STAR is the mark of superior energy performance and identifies this building as one of the most efficient buildings in the nation. By taking this step Hamilton County is moving along the path to energy efficiency, not only by saving money, but also by preventing the release of greenhouse gases and protecting the environment.

This is the result of capital and operational improvements done during the last several years under the leadership of Anthony Matre and the daily management of building operations under Darnell Edwards and his staff.

This is the third major award won by the Hamilton County Department of County Facilities for this facility; previously the 800 Broadway Building received the Governor's Award for Historical Preservation and then the Midwest Regional TOBY award in the Government category from BOMA. This facility is listed on the National Historical Registry, and is an excellent example of Art Deco style architecture.

As many of you are aware, I am continuing to review all purchases and overtime requests. We continue to meet our goal of only purchasing items or services that are essential to the daily operation of the facilities that we maintain and the services we provide. I thank all of you for your efforts to achieve this.

There will be a Department wide meeting in late November or early December. At that time I will share some thoughts on where our Department is headed as we go into 2009 and will 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](mailto: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

## Holiday Schedule for 2008 Fourth Quarter

Veterans' Day	Tuesday, November 11, 2008
Thanksgiving Day	Thursday, November 27, 2008
Day after Thanksgiving	Friday, November 28, 2008
Christmas Day	Thursday, December 25, 2008

## Flu Shot Season

Here are the dates and locations for flu shots. If you are enrolled in the County's insurance, remember to take your insurance card and consent form with you, as it will be free of charge. Dependents covered by the County provided insurance

(who are 18 and older) are also eligible for this program, children under 17 must go to their primary care physician to receive the vaccine.

If you have declined County medical coverage, you may receive a flu shot for a \$22 co-pay, payable by cash or check at each location.

Taft Center 3rd Fl Media Rm	Oct. 17 9:00a-1:00p
Admin Bldg (rm 605)	Oct. 27 9:00a-3:00p
Comm Center (conf rm)	Oct. 28 1:15p-2:15p
Sheriff's Ofc - Justice Ctr (rm 120)	Oct. 31 7:30a-8:45a
Sheriff's Ofc - Justice Ctr (rm 120)	Oct. 31 2:30p-3:30p
Courthouse (rm 455)	Oct. 31 9:00a-2:00p
Alms & Doepke (rm 6SE101)	Nov. 4 9:00a-3:00p
JFS Wm Hwd Taft Rd (rm 2NE046)	Nov. 5 9:00a-12:00p
Youth Ctr (Juv Ct) (conf rm)	Nov. 12 9:50a-10:15a
Coroner (conf rm)	Nov. 12 12:15p-1:15p
Hillcrest (Juv Ct) (Medical Dept)	Nov. 12 2:00p-3:30p
800 Broadway Bldg (16th Fl)	Nov. 14 9:00a-2:00p

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# Welcome to the Department of County Facilities!



Tim Coleman  
General Services Worker



Vera Johnson  
Security Officer 2

## Food Safety

### Preventing Food Borne Illnesses

By Mike Puckett and Steve Sears

The recent power outage experienced by many of us raised questions about refrigeration, food storage, and food borne illnesses. The goal here is to keep yourself and others from being sickened by microorganisms such as Salmonella or E. coli. Below are food storage tips that can help you prevent food borne illnesses.

#### Storage Basics

Refrigerate or freeze perishables right away. Foods that require refrigeration should be put in the refrigerator as soon as you get them home. Stick to the "two-hour rule" for leaving items needing refrigeration out at room temperature. Never allow meat, poultry, seafood, eggs, or produce or other foods that require refrigeration to sit at room temperature for more than two hours—one hour if the air temperature is above 90° F. This also applies to items such as leftovers, "doggie bags," and take-out foods. Also, when putting food away, don't crowd the refrigerator or freezer so tightly that air can't circulate.

Keep your appliances at the proper temperatures. Keep the refrigerator temperature at or below 40° F (4° C). The freezer temperature should be 0° F (-18° C). Check temperatures periodically. Appliance thermometers are the best way of knowing these temperatures and are generally inexpensive.

Check storage directions on labels. Many items other than meats, vegetables, and dairy products need to be kept cold. For instance, mayonnaise and ketchup should go in the refrigerator after opening. If you've neglected to properly refrigerate something, it's usually best to throw it out.

Use ready-to-eat foods as soon as possible. Refrigerated ready-to-eat foods such as luncheon meats should be used as soon as possible. The longer they're stored in the refrigerator, the more chance Listeria, a bacterium that causes food borne illness, can grow, especially if the refrigerator temperature is above 40° F (4° C).

Be alert for spoiled food. Anything that looks or smells suspicious should be thrown out. Mold is a sign of spoilage. It can grow even under refrigeration. Mold is not a major health threat, but it can make food unappetizing. The safest practice is to discard food that is moldy.

#### Refrigeration Tips

Marinate food in the refrigerator. Bacteria can multiply rapidly in foods left to marinate at room temperature. Also, never reuse marinating liquid as a sauce unless you bring it to a rapid boil first. Clean the refrigerator regularly and wipe spills immediately. This helps reduce the growth of Listeria bacteria and prevents drips from thawing meat that can allow bacteria from one food to spread to another. Clean the fridge out frequently. Keep foods covered. Store refrigerated foods in covered containers or sealed storage bags, and check leftovers daily for spoilage. Store eggs in their carton in the refrigerator itself rather than on the door, where the temperature is warmer. Check expiration dates. If food is past its "use by" date, discard it. If you're not sure or if the food looks questionable, throw it out.

#### Freezer Facts

Food that is properly frozen and cooked is safe. Food that is properly handled and stored in the freezer at 0° F (-18° C) will remain safe. While freezing does not kill most bacteria, it does stop bacteria

from growing. Though food will be safe indefinitely at 0° F, quality will decrease the longer the food is in the freezer. Tenderness, flavor, aroma, juiciness, and color can all be affected. Leftovers should be stored in tight containers. With commercially frozen foods, it's important to follow the cooking instructions on the package to assure safety.

Freezing does not reduce nutrients. There is little change in a food's protein value during freezing.

Freezer burn does not mean food is unsafe. Freezer burn is a food-quality issue, not a food safety issue. It appears as grayish-brown leathery spots on frozen food. It can occur when food is not securely wrapped in air-tight packaging, and causes dry spots in foods.

Refrigerator/freezer thermometers should be monitored. Refrigerator/freezer thermometers may be purchased in the housewares section of department, appliance, culinary, and grocery stores. Place one in your refrigerator and one in your freezer, in the front in an easy-to-read location. Check the temperature regularly—at least once a week.

#### If You Lose Electricity

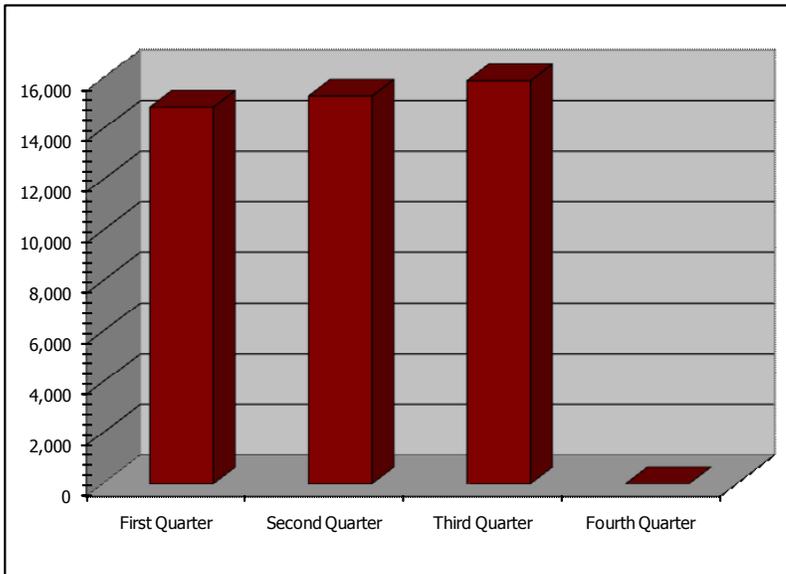
If you lose electricity, keep refrigerator and freezer doors closed as much as possible. Your refrigerator will keep food cold for about four hours if it's unopened. A full freezer will keep an adequate temperature for about 48 hours if the door remains closed.

#### Tips for Non-Refrigerated Items

Check canned goods for damage. Can damage is shown by swelling, leakage, punctures, holes, fractures, extensive deep rusting, or crushing or denting severe enough to prevent normal stacking or opening with a manual, wheel-type can opener. Stickiness on the outside of cans

*Continued on page 5*

## Work Requests Completed by Problem Type Third Quarter 2008



First Quarter	14,882
Second Quarter	15,314
Third Quarter	15,913
Fourth Quarter	
Year-To-Date	46,109

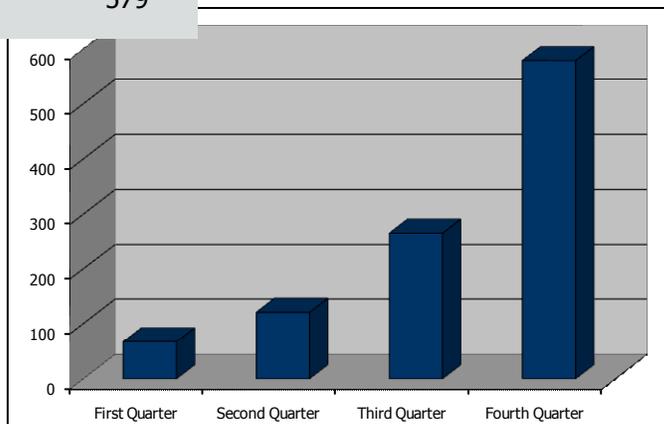
American Corrections Association	34
Americans with Disabilities Act	3
Audio Visual	32
Blinds	26
Replacement of damaged ceiling tiles	104
Cleaning	2391
Compliance Management Inc.	37
Computer	131
Conference room configuration	142
Copier Issues (JFS only)	397
Custodial Services	260
Deliveries for other dept w/in your bl	990
Doors	699
Drywall patching/replacement	48

Electrical issue	857
BAS, Repairs / Maintenance	40
Electronic Security System	5
Electronic Lock	162
Repair Electronics	15
Elevator Repairs/Maintenance	126
Escort Non-badge Persons	52
Escort LEADS	5
Escort Non-LEADS	28
Drills, Fire Doors/Smoke Evac./Tests	43
Fire Suppression System	13
Fire System Repair/Maintenance	67
Fleet Management issue	414
Flooring Repair	78
Furniture/Furnishing issue	974
Grounds/Landscape	462
New installation	531
Purchase Supplies, Inventory, Dist.	116
Jared's Law	5
Make/change keys	383
Appliance Repair, Food Cart Repairs	68
Kitchen Failure	98
Kitchen Inspection	18
Laundry Services	165
Leaking problem	210
Light bulb	2739
Mechanical problem	1060
Move equipment and/or furniture	618
Non Electronic Lock	180
Paint as required	188
Public Emp. Risk Reduction Prog.	47
Pest control activities	205
Phone Problems	9
Plumbing problem	3427
Police the grounds, restrooms, etc	43
Pre-Bag Filters	29
Preventative Maintenance	25677
Project (Fac Mgmt only)	24
2-Way Radio and Accessories	43
Manage Records	19
Roof	46
Safety	271
Safety Services (CMC use only)	8
Security Fixture Repairs	110
Special event setup	202
Store rooms - Maint and BS	124
Stocking supplies in Tenant Areas	112
Stocking Trades Shops	3
Telecom - JC Visitor phones	62
Temperature is too cold	130
Temperature is too hot	229
Towing	2
Transporting	12
Waste Exposure	4
Window or glass problem	41
<b>Total</b>	<b>46,109</b>

## Open Work Requests at the Beginning of the Quarter - Fourth Quarter 2008

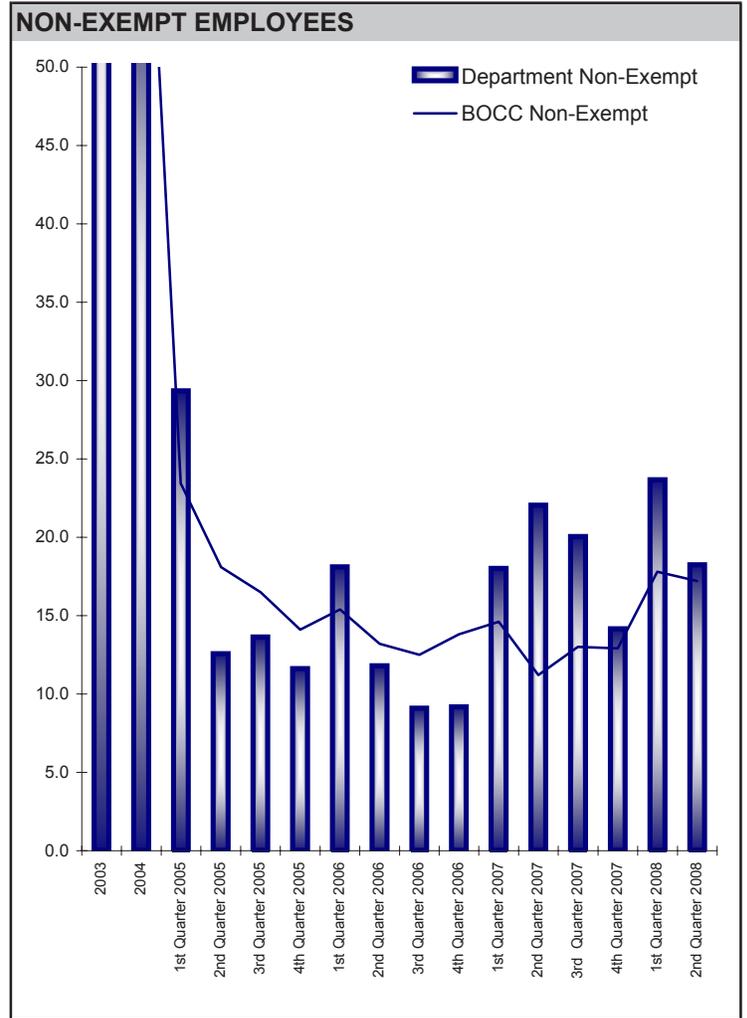
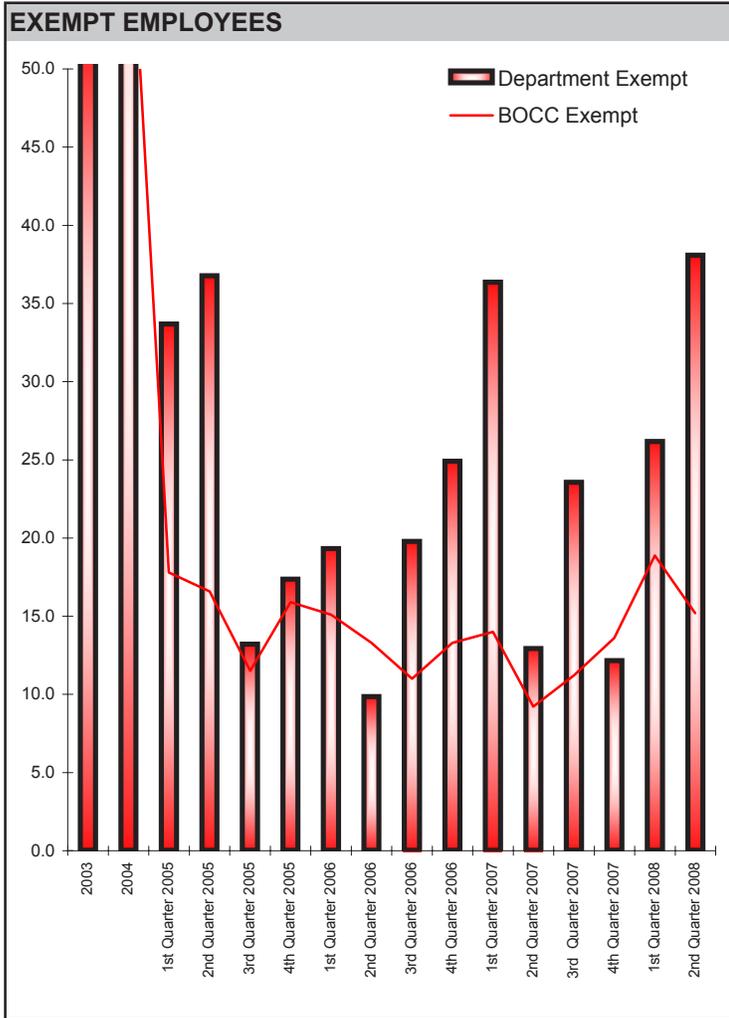
At the Beginning of:

First Quarter	67
Second Quarter	120
Third Quarter	266
Fourth Quarter	579



# 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.

may indicate a leak. Newly purchased cans that appear to be leaking should be returned to the store for a refund or exchange. Otherwise, throw the cans away.

Don't store food, such as potatoes and onions, under the sink. Leakage from the pipes can damage or cause mold to form on the food. Store potatoes and onions in a cool, dry place.

Keep food away from poisons. Don't store non-perishable foods near household cleaning products and chemicals.

## Project Management

### - Growth at the Board of

### Elections

By Bert Watts

In May of 2008 the Project Management team was contacted by John Williams (Deputy Director of Election). The Board of Elections was outgrowing their current vote counting room. They asked if we could reduce their current media conference area to enlarge the existing counting room. They wanted to add 7 new vote counting stations (each station consists of a computer, scanner, and counting machine). We would need to contact our partnering Engineering Firm, ThermalTech, to design an electrical system that would accommodate the additional machinery. The Board of Elections provided us with a set of Architectural drawings, so we decided that this would be a good job for our in-house trades to take care of.

Once we agreed to do the work for Board of Elections, and they provided us with an Architectural Drawing, we got started right away. We contacted the Architect (KBA Architects) to apply for their Building Permit. We scheduled a meeting with Mike Huntwork with ThermalTech Engineering. We went on a walkthrough of the building and looked at the equipment that was to be installed in the new counting room. ThermalTech issued their SOSS, which we approved, and their design was underway. There were no existing drawings on the electric panel in the existing space, so we added a new breaker box to the counting room. This took away the risk of not providing enough power to the new equipment.

ThermalTech applied for the electrical permit at IBI. Once the permits were in place, the Carpenters started their work. They cut a 4'x7' opening in the old counting room wall, which would be the access for the new counting room. Next, the Carpenters framed the new wall and created openings for a new 4'x7' door and 3 new windows.

The windows are for the media to view the process of the vote counting. When the wall framing was complete, the electricians started their work. The first task was to install the conduits and receptacle boxes in the new wall. Next, the electricians ran the electrical wiring from those boxes to the location of the new breaker panel. Finally, they ran the new electrical feed from the basement to the new breaker panel to power up all the new receptacles. Once this was complete, the Board of Elections asked us to move some of their media and telecommunication wiring into the new wall. The walls were boarded with drywall and the Plasterers and Painters finished the new wall to match the existing space.

The project went so well, that the Board of Elections continues to ask for work to be done by our in-house trades. The added space to the counting area will help the Board of Elections run elections more efficiently, and will cause the process to move more quickly with the added space and equipment. Mr. Williams at the Board of Elections thanks all of our trades people for the hard work they put into the new counting room project, and for the continued work they do for his department.

## 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 was a walk this month held by the American Cancer Society to raise awareness and money to fight breast cancer. I hope you were able to make it. If not, feel free to visit one of the websites listed below, where you can find out more about the fight against breast cancer and find out how you can help.

Available resources:

American Cancer Society-Local chapter

Telephone: 513-354-1186

Internet Address: [www.cancer.org](http://www.cancer.org)

National Breast Cancer Coalition

Telephone: 1-800-622-2838

Internet Address: [www.stopbreastcancer.org](http://www.stopbreastcancer.org)

## 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  
Rodney Rosenacker  
William Perkins  
John Westerfield  
Earl Farmer  
Terry Hoskins

#### November

Terry Wheeler  
Jerry Klein  
Betty Cole  
Steve Hoegeman  
Ernie Hedrick  
■ Greg Jennings  
Glenn Dupps  
Bert Watts  
Inger Rothering  
Ralph Linne  
Ken Kruse ■  
Michael Shad  
Joseph Thomas



#### December

Reggie Sawyer  
LaRue Wilson  
Evelyn Warren  
Robin Wallace  
Kendall Gault  
Stephen Hennessy  
Paul Hauser  
Stephen Flammer  
John Toll  
Mark Miller  
Darnell Edwards  
Patricia Wilder-Lynn  
Don Benbow

### Years of Service

#### Five

Robert Murphy  
Michael Shad

#### Fifteen Years

Blaine Gilmore

#### Ten

Greg Dzikowski  
John Gilbert

#### Twenty-Five

Greg Jennings

### Announcements

On December 19th, we will have the annual Facilities Christmas Party! Details will be coming soon, we hope you plan to attend and join the fun. Don't forget your white elephant gift!



## The History of Veterans' Day

World War I – known at the time as “The Great War” - officially ended when the Treaty of Versailles was signed on June 28, 1919, in the Palace of Versailles outside the town of Versailles, France. However, fighting ceased seven months earlier when an armistice, or temporary cessation of hostilities, between the Allied nations and Germany went into effect on the eleventh hour of the eleventh day of the eleventh month. For that reason, November 11, 1918, is generally regarded as the end of “the war to end all wars.”

In November 1919, President Wilson proclaimed November 11 as the first commemoration of Armistice Day with the following words: “To us in America, the reflections of Armistice Day will be filled with solemn pride in the heroism of those who died in the country’s service and with gratitude for the victory, both because of the thing from which it has freed us and because of the opportunity it has given America to show her sympathy with peace and justice in the councils of the nations...”

The original concept for the celebration was for a day observed with parades and public meetings and a brief suspension of business beginning at 11 a.m.

The United States Congress officially recognized the end of World War I when it passed a concurrent resolution on June 4, 1926.

President Eisenhower changed Armistice Day to Veterans Day. An Act approved on May 13, 1938, made the 11th of November in each year a legal holiday - - a day to be dedicated to the cause of world peace and to be thereafter celebrated and known as “Armistice Day.” Armistice Day was primarily a day set aside to honor veterans of World War I, but in 1954, after World War II had required the greatest mobilization of soldiers, sailors, Marines and airmen in the Nation’s history; after American forces had fought aggression in Korea, the 83rd Congress, at the urging of the veterans service organizations, amended the Act of 1938

by striking out the word “Armistice” and inserting in its place the word “Veterans.” With the approval of this legislation on June 1, 1954, November 11th became a day to honor American veterans of all wars.

The Uniforms Holiday Bill was signed on June 28, 1968, and was intended to insure three-day weekends for Federal employees by celebrating four national holidays on Mondays: Washington’s Birthday, Memorial Day, Veterans Day, and Columbus Day. It was thought that these extended weekends would encourage travel, recreational and cultural activities and stimulate greater industrial and commercial production. Many states did not agree with this decision.

The first Veterans Day under the new law was observed with much confusion on October 25, 1971. It was quite apparent that the commemoration of this day was a matter of historic and patriotic significance to a great number of our citizens, and so on September 20th, 1975, President Gerald R. Ford signed Public Law 94-97, which returned the annual observance of Veterans Day to its original date of November 11, beginning in 1978. This action supported the desires of the overwhelming majority of state legislatures, all major veterans’ service organizations and the American people.

Veterans Day continues to be observed on November 11, regardless of what day of the week on which it falls. The restoration of the observance of Veterans Day to November 11 not only preserves the historical significance of the date, but helps focus attention on the important purpose of Veterans Day: A celebration to honor America’s veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good.

- U.S. Department of Veterans Affairs