In the Community

Birthdays

January
Karl Miller
Bo Blank
Joe Phillips
Stephen Brinker
Dan Brewer
Jeffrey Heyl
Jesse Estes
Denise Schlotman
Joseph Houlihan

February
Esthmer Willis
Tony Matre
Robert Murphy
Timothy Kenny
Charlie Hodge

March
Ronald Maydak
Ron Westrich
Gregory Francis
Tom Powers
David Maier
Michael Denton
Steve Sears
Tom Heywood
Sheila Williams
Michelle Ray
Andrew Hischemiller

April
John Gilbert
Ann Hall
Doug Bruce
Jerry Bradley
Albert Strickley
Joe Naber
Gary Thomas
Terrence Boyle
Dan Inman
Stephen Wessels

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

June
Michael Glacking
Kenneth Fields
Tony Martini
Joe Merkt
Chris Neff
Tom Friedhoff
Mike Jackson
Daniel Meier

Years of Service

Five
Richard Osterbrock
Barbara Weghorn
James Helton

Ten
Sheila Williams
Gail Jones
Martin Wilkinson

Fifteen
Denise Schlotman
Dave Spitznagel
Ken Gault

Twenty
Jerry Klein

Twenty-Five
Robert Thomas

Retirements

Joe Mergy, Maintenance Worker II
December 24th, 2008

Larry Mitchell, Deputy Director of Facilities
March 31st, 2009

Ron Woodall, Maintenance/Custodial Supervisor
March 4th, 2009

Announcements

- Ernie Hendrick completed his Leadership for Results Training!
- Michelle Ray completed her Leadership for Results Training!
- Mike Denton was hired back on March 2nd as the Maintenance/Custodial Supervisor at Hillcrest. Welcome back Mike!
- Blaine Gilmore was promoted to Contracts Manager on April 2nd!
- Dan Inman was promoted to a Facilities Maintenance Worker II on March 9th!
- Tim Howard is a new part-time employee, he will be working for Bill Stautberg as a Real Property Specialist!

Transfers

The following people transferred back to Job & Family Services on April 2nd, 2009:

Steven Alderman
Terry Hoskins
Chuck Knight
Michael Shad, Jr.
Richard Sullivan
Joseph Thomas
Esthmer Willis
Sharon Cordell-Johnson
Timothy Coleman
Richard Kirkwood
Dennis Malloy
Jason Smith
Mark Swearingen
Willie Walker
Betty Cole
Terri Wheeler
Patricia Wilder-Lynn
Reginald Sawyer
Vada Richardson
W. Mark Miller
Vera Johnson
Earl Farmer

Training Reminder

When attending a training that issues a certificate upon completion of the class, please remember to send a copy to either Inger or Sandy.

Work Quotes

Employee of the month is a good example of how somebody can be both a winner and a loser at the same time.
-- Demetri Martin

Doing nothing is very hard to do... you never know when you're finished.
-- Leslie Nielsen

The trouble with unemployment is that the minute you wake up in the morning you're on the job.
-- Slappy White

It's just a job. Grass grows, birds fly, waves pound the sand. I beat people up.
-- Muhammad Ali

I only go to work on days that don't end in a 'y'.
-- Robert Paul

I like work: it fascinates me. I can sit and look at it for hours.
-- Jerome K Jerome (Three Men in a Boat, 1889)

Hamilton County Facilities Department

Facility Management Quarterly

www.hamiltoncountyohio.gov/facilities
2009 Second Quarter News

Letter from the Director

As stated in January's 2008 Newsletter, "We are entering another year of change; our responsibilities have grown while we have decreased in our 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 appears to be true for 2009 and maybe 2010 as we, as a County organization as a whole, try to fine the best way to provide the needed services with limited funds. Several functions were returned to JFS this month to allow for quicker response to their revenue problems. This will allow JFS to better manage their resources in this time of budget crisis.

As many of you are aware, I will continue to review ALL purchases and overtime requests. Our goal 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 Public at risk.

As we moved from 2008 to 2009 we could not avoid layoffs, if the revenues in the coming months do not improve we may need to do further reductions later this year. As positions become vacant, during the remainder of the year, they will not be filled unless they are clearly necessary to the safe operation of a facility.

There will be another Department wide meeting in late July or early August. At that time I will share some more thoughts on where our Department is headed during this budget crisis and willdo 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, Ralph

In This Issue

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Holiday Schedule for 2009
Second Quarter

Easter	Sunday, April 12th, 2009
Mother's Day	Sunday, May 10th, 2009
Memorial Day	Monday, May 25th, 2009
Father's Day	Sunday, June 21th, 2009

Reminders
Note about Absences

Supervisors are reminded to report staff absences to Sandy Brown by calling her at 946-5073 or by sending an email before 9:00 a.m. Please indicate the type of time they are using (sick, vacation, etc). Staff who have requested to be off in advance don't need to be reported unless it was done just prior to that day and the Request for Leave form most likely will not have made it to Sandy to be included on the Daily Attendance list. Staff that were instructed to call Sandy themselves, in addition to their supervisor, should continue to do so.

Thank you

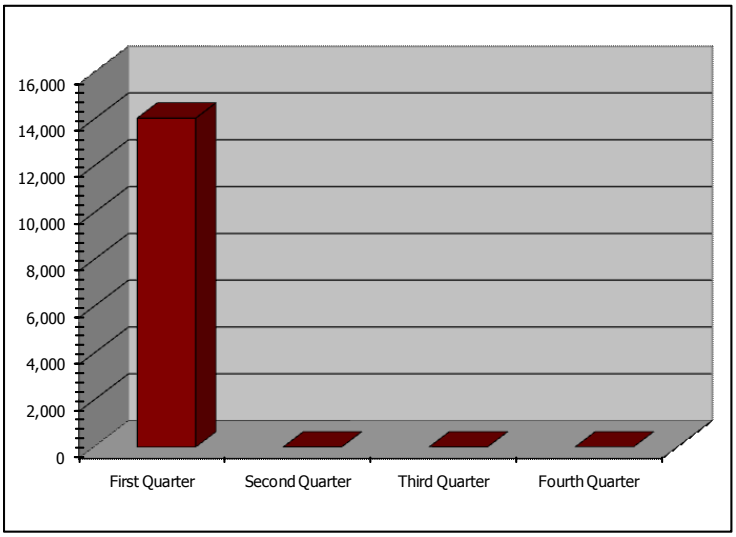
Important Overtime Notice

WHEN YOU WORK OVERTIME, IT IS VERY IMPORTANT TO FOLLOW THESE STEPS:
1. When overtime needs to be worked – fill out an "Overtime Request Form" right away. This is a pre-approval for overtime, giving the reason and estimated time for the overtime. The pre-approval form has to be signed by your supervisor, the Assistant Director, and Ralph Linne.
2. After the overtime has been worked, you need to fill out an "Authorization for Payment of Overtime". This is where you put down the date of overtime, actual hours of overtime worked and the reason for overtime. This form has to be signed by your immediate supervisor and the department head or designee.

BOTH OF THESE FORMS ARE NEEDED IN ORDER FOR THE OVERTIME TO BE PAID

Work Requests Completed by Problem Type
First Quarter 2009

First Quarter	14,058
Second Quarter	
Third Quarter	
Fourth Quarter	
Year-To-Date	14,058

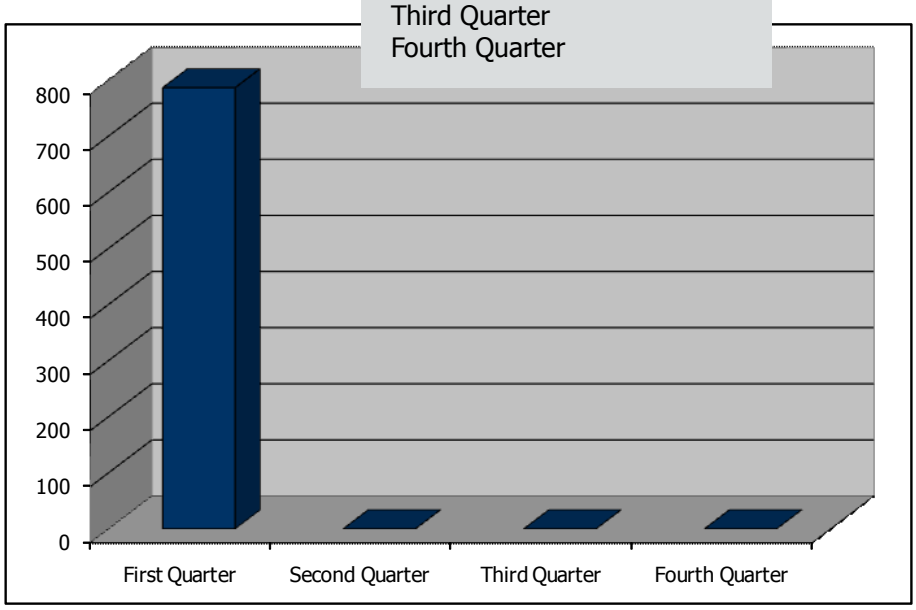


American Corrections Association	14
Americans with Disabilities Act	0
Audio Visual	0
Blinds	7
Replacement of damaged ceiling tiles	41
Cleaning	688
Compliance Management Inc.	4
Computer	16
Conference room configuration	37
Copier Issues (JFS only)	103
Custodial Services	195
Deliveries for other dept w/in your bldg.	571

Doors	268
Drywall patching/replacement	15
Electrical issue	271
Building Automation System, Repairs / Mint	8
Electronic Security System	2
Electronic Lock	45
Repair TV's, Remote's, Amp's, DVD/VCR	0
Elevator Repairs/Maintenance	25
Escort Non-badge Persons	16
Escort LEADS	1
Escort Non-LEADS	5
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	7
Fire Suppression System	4
Fire System Repair/Maintenance	36
Fleet Management issue	167
Flooring Repair	48
Furniture/Furnishing issue	323
Grounds/Landscape	139
New installation	96
Purchase Supplies, Stock Inv, Distribute	93
Jared's Law	3
Make/change keys	111
Appliance Repair, Food Cart Repairs	53
Kitchen Failure	14
Kitchen Inspection	5
Laundry Services	108
Leaking problem	60
Light bulb	867
Mechanical problem	252
Move a piece of equipment and/or furniture	208
Non Electronic Lock	54
Paint as required	70
Public Emp. Risk Reduction Prog.	3
Pest control activities	38
Phone Problems	7
Plumbing problem	1,156
Police the grounds, restrooms, etc	36
Pre-Bag Filters	9
Preventative Maintenance	7,136
Project (Fac Mgmt only)	12
2-Way Radio, Repeater, Tests/Repairs, etc.	26
Move, Inv, Store, Transport, Destroy Records	9
Roof	10
Safety	60
Safety Services (CMCuse only)	1
Security Fixture Repairs	134
Signage	52
Special event setup	67
Store rooms - Maint. and Building Services	29
Stocking paper supplies in Tenant Areas	68
Stocking Trades Shops	1
Telecommunications - JC Visitor phones	15
Temperature is too cold	59
Temperature is too hot	66
Towing	0
Transporting	6
Waste Exposure	0
Window or glass problem	8
Total	**14,058**

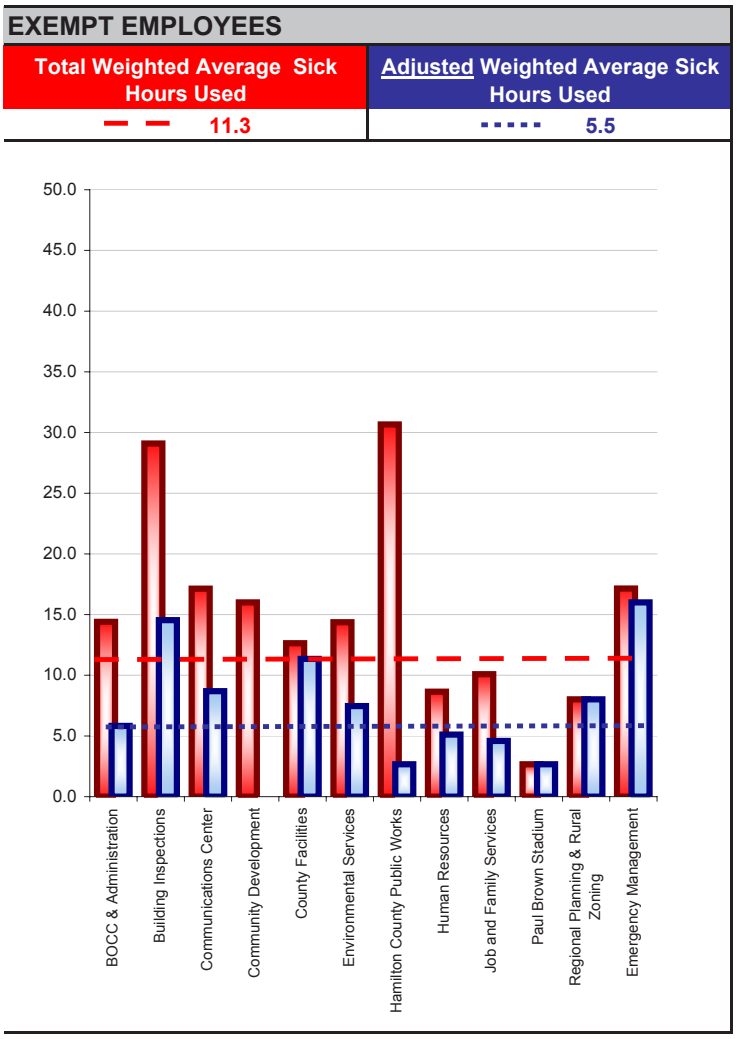
Open Work Requests at the Beginning of the Quarter
First Quarter 2009

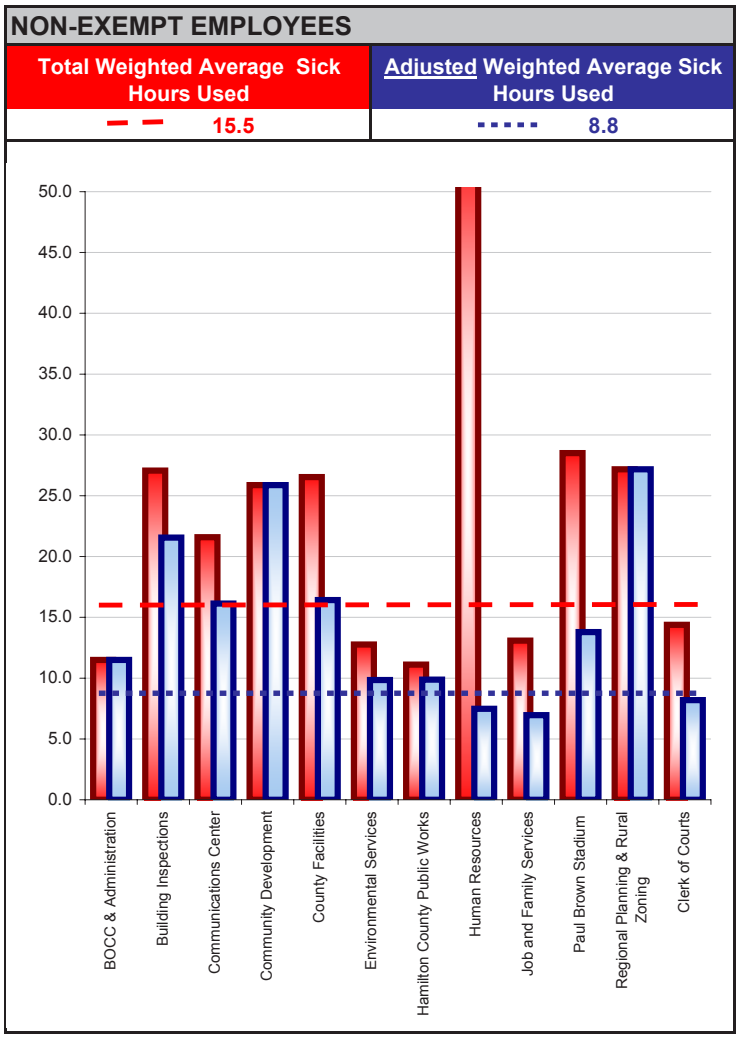
At the Beginning of:	
First Quarter	786
Second Quarter	
Third Quarter	
Fourth Quarter	



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

Thunderstorm/Lightning Facts & Safety Tips

Lightning Safety Awareness Week: June 21-27, 2009

Thunderstorm/Lightning Facts

Summertime is the peak season for one of the nation's deadliest weather phenomena - lightning. According to the National Weather Service, 24 people in the United States were killed by lightning strikes in 2008. Forty-five people were struck and killed by lightning in 2007.

Of those who were killed by lightning in 2007,

- 98% were outside
- 89% were male
- 25% were standing under a tree
- 25% of the deaths occurred on or near water

Lightning Safety Week, promoted by the National Weather Service, is conducted during the last full week of June, every year. The purpose of the week is to help safeguard people from the hazards of lightning and to lower deaths and injuries caused by lightning strikes.

When Thunder Roars, Go Indoors!

Thunderstorms are most likely to develop on spring or summer days but can occur year round. As the sun heats the air, pockets of warmer air start to rise and cumulus clouds form. Continued heating can cause these clouds to grow vertically into towering cumulus clouds, often the first sign of a developing thunderstorm.

An Approaching Thunderstorm: When to Seek Shelter. Lightning can strike as far as 10 miles away from where it is raining. That's about the distance you can hear thunder. If you can hear thunder, you are within striking distance. Seek shelter immediately! When thunder roars, go indoors!

Outdoor Activities – Minimize the Risk of Being Struck. Most lightning deaths and injuries occur in the summer. During organized outdoor sporting events, coaches, camp counselors and other adults must stop activities at the first clap of thunder to ensure that everyone has time to get to a large building or enclosed vehicle. Leaders of outdoor events should have a written emergency plan that all staff are aware of and enforce.

Indoor Activities – Things to Avoid. While inside, stay off land lines or corded phones, computers and other electrical equipment that put you in direct contact with electricity. Stay away from indoor and outdoor pools, bathtubs, showers, and other plumbing. Buy surge suppressors for key equipment. Install ground fault protectors on circuits near water or outdoors. When inside, wait 30 minutes after the last sound of thunder and lightning before going out again.

Helping a Lightning Strike Victim. If a person is struck by lightning, call 911 and get medical care immediately. Cardiac arrest and irregularities, burns and nerve damage are common injuries when people are struck by lightning. You are not in physical danger when helping a lightning victim. Knowing first aid measures, which include cardiopulmonary resuscitation (CPR), can help lightning-strike victims survive.

American Red Cross chapters and local fire departments often offer first aid and CPR classes, as well as the County's HR department.

Project Management

Auditor's 4th & 5th Floor Renovations

By: Bert Watts

In the fall of 2007 the Project Management team took on the task of designing a new server room and renovating two office areas for the Hamilton County Auditor's Office. The new server room was designed to account for 15 years of growth. Due to

an accelerated growth in IT equipment over the past three years, the old server room on the 4th floor of the County Administration Building could not provide the needed electricity or cooling. This project has been on the table for the past three years and finally became a reality for the Auditor's Office this year. Work began in mid June with outside

contractors doing most of the work. Schrudde & Zimmerman was the General Contractor, Queen City Electric was the Electrical Contractor, EDI was the Mechanical/Plumbing Contractor, Cincinnati Dayton Fire Protection was the Fire Suppression contractor, John Brown Carpet took care of the flooring and move services, Art Smith & Associates took care of reconfiguring workstation panels, and APG Office Furnishings took care of installing the

workstation furniture. The first task was to relocate the Auditor's staff in room 501 to begin construction of the new server room and office renovation. We began by building the walls for the computer staging and server rooms. Once the walls were finished and the floor was installed, we began bringing in the battery backup system to provide emergency power and protection to the server equipment. Next, we installed the new dry Fire Suppression system, which is installed specifically for a server room. When the system is activated by smoke or heat, there is a gas released that depletes the oxygen in the room, so the fire will go out. The Telecommunication department then started to install the telephone and data cables in the office areas and server room. Once the A/C unit was delivered and installed, the Auditor's IT staff started to move their equipment from the 4th floor server room to the new 5th floor server room, which offers much more space, electricity, and cooling. Cooling and humidity are very important for a server room. There are dozens of

servers, and each one of them gives off heat. Our A/C unit primarily runs off from Chilled water, which is an energy saving feature. When Chilled water is not available the unit will run off from a condensing unit, which is basically a much larger version of how your home cooling unit works. If both of these cooling mechanisms were to fail, it would send a call to the Building Mgr, the building manager, and a backup A/C unit that once served the 4th floor server room will be activated. Then, we began the much easier task of renovating the offices areas of Room 401 and 501. Even though, most of the construction was done by outside contractors, there were a lot of issues that were addressed by Facilities' staff, such as painting columns, installing access panels, workstation re-configuration, cleaning, MEP issues that served the construction area, and coordination issues.

The new server room was a much needed upgrade for the Auditor's Office. The servers that are housed in this new server room are vital to the day-to-day operations of the County. The additional space allows the Auditor's Office to continue to find equipment that will improve service to the public and in certain functions, improves the way the County conducts business. The renovated offices are now more efficient, since they were customized for their specific operation. If you go to the Auditor's Office as part of the public, check the new signage before reaching your destination. That office just may have been moved, since your last visit.

CAFM Corner

By: Michelle Ray

Archibus Fleet Management and Equipment Management Changes

Since we have been extending the use of the Archibus Fleet and Equipment modules to other Departments and Agencies within the County Government, we have found the need to make some modifications to the system to accommodate their needs. It has taken almost a year, but we have finally completed the project, and the changes have been moved onto the website. If you missed training and need some information, or would like more information about what is available, please contact Michelle Ray at 946-5028. The changes that were made, are listed here:

Fleet Mgmt Module:

- Acquisition and Disposal Reports available - pre-filled report in the Auditor's format
- Auditor's Asset Number field
- Invoice Numbers
- Changes to the vehicle edit screen and vehicle summary report (minor rearranging and addition/deletion of fields based on actual use)
- Warranty tab now available for vehicles - with ability to upload documents
- Vehicle Sub-components
- New vehicle reports (cost per mile, monthly activity report, 5 year replacement plan)
- Annual Inventory reports (in Auditor's office's preferred format), with the option to print and/or export to Excel
- New vehicles are auto assigned their IDs
- Ability to easily transfer a vehicle to/from dept/agencies using Archibus (ability to maintain a history of transfers, carry forward maint. and warranty records, etc.)
- Many new fields for vehicles (Pump IDs for Sheriff and Engineer Gas Pumps, etc.)
- Manage Employees - ability to edit basic details about employees in your dept/agency, add new employees, and to make employees inactive
- Dashboards

Equipment/Inventory Module:

- Barcode IDs and Equipment Codes

- Several new fields
- Rearranged and changed fields for the edit and summary reports for Equipment
- Search screen status level has changed to offer more than one status option for the filter
- Warranties can be attached to equipment and warranty files uploaded
- Dashboard – 5 Year Plan
- Acquisition and Disposal Reports available - pre-filled report in the Auditor's format
- Transfer of Equipment to other Archibus user departments/ agencies
- Auditor's Asset Number field
- Invoice Numbers
- Annual Inventory reports (in Auditor's office's preferred format), with the option to print and/or export to Excel
- Org Code changed to User Codes and specific to each department – can create your own list to match Performance, or send your list to me for import
- Manage Software, Software License Keys, and Equipment it is installed on

Who To Call

Martin Wilkinson will now be handling all Fleet Management responsibilities, with the exception of maintenance.

Sandy Brown is now responsible for Inventory, Phones, and Copier Repairs. Please turn in your inventory sheets to Sandy.

All computer equipment that is no longer in use or damaged, should be turned in to Greg Dzikowski. All County property must go through the appropriate disposal/transfer processes.