



Facility Management Quarterly

Letter from the Director

I assume each one of you know that the revenues for the General Fund has not improved in the last several months, in fact they are way below the projections. We will have to do further reductions in the upcoming weeks. Also we are looking at major reductions in spending for 2010.

As a result, the service levels and response times will be at a level below what we have provided in the past, and will continue to decline, until revenues are equal to or greater than the expenses in the General Fund. The backlog of Work Requests will continue to increase. The Management Staff will determine which one needs to be done first, to ensure the on going operation of the facilities. As positions become vacant, they will not be filled in either 2009 or 2010, unless they are clearly necessary to the safe operation of a facility. Overtime will be held to the least amount needed in all facilities.

All efforts are being made not to have any layoffs in 2009. We have been able to reduce \$390,000 from the General Fund budget items in April. We will be able to save another \$35,000 to \$40,000 in 2009 with furloughs (5 days in 2009) being taken by our non-union staff. All unnecessary purchases will not occur, and any ability to reduce costs will be looked into in our existing contracts.

JFS has requested that we continue to look at ways to limit services and reduce costs at 222 Central Parkway and 237 William Howard Taft; we are looking at having a reduced budget of \$3.6 million for this year and then only \$3 million in 2010. We will be discussing ways to achieve this with their (JFS) staff and our Budget Analyst in the upcoming weeks.

As I have stated in the past, "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 the Public at risk."

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 state-wide budget crisis, and will 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 place a note in the interoffice mail. I will try to answer all of these questions at that meeting.

- Ralph

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Holiday Schedule for 2009 Third Quarter

Independence Day
Labor Day

Friday, July 3, 2009
Monday, September 7, 2009

Welcome to the Department of County Facilities!



Jean Heenan
Real Property Specialist

Safety News: How to Keep Bugs Out of Your House without Using Pesticides

By Steve Sears



Every homeowner desires to keep his home free from unwanted bugs and insects that are not

only annoying, but also pose health hazards for everyone living inside the house. Keeping these harmful bugs and pests outside your home, without using chemicals, is achievable by practicing these tips:

1. Patch any openings in your home that may serve as a bug's entrance. Check the gaps around doors and windows, and make sure they are sealed tightly. Replace or repair torn screens in windows or doors to ward off bugs from coming in. Check other openings in your home as well, such as around dryer vents, exhaust vents, and around utility openings, and make the necessary work to fill these holes.

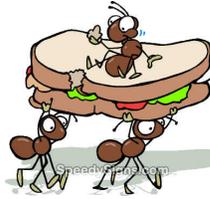
2. Cover food and beverages. This keeps bugs from being attracted to the scent emitted by uncovered food and drinks. Make sure to put away food items that will not be eaten soon. If there are leftovers, store them in containers with lids and seal them tightly.



3. Avoid displaying overripe fruits on your kitchen counters. Use them at once, or dispose of them properly. The sweet scent of the fruit attracts fruit flies, ants, bees, and other insects into your home.

4. Make sure to clean up promptly. Food particles lying around, as well as beverage spills, draw the attention of bugs. Cleaning up the mess right away discourages insects from coming in, and stop them from infesting your home.

5. Get rid of stagnant water in your home to keep bugs at bay. Many types of insects like to stay in damp or moist areas. Check any leaking water sources, particularly faucets, drains, under your sinks, areas around water hoses or water tanks, and patch any leaks right away.



6. Store unused pet foods in a sealed container. Do not let them sit out in the open. Certain insects, such as flies, are attracted to them.

7. Keep garbage cans, both inside and outside your home, clean and tightly closed at all times. This prevents odor from leftover foods from spreading out and attracting bugs and insects' sense of smell. Even the slightest scent from food can lure bugs and insects.

8. Trim back all hedges and trees around your home about a foot or more. Plants and shrubs touching your house can provide a freeway for bugs to enter, and may encourage infestation.

Deer are eating my Garden, What can I do

By Steve Sears

Every year I plant one vegetable garden and several flower gardens on my property. And, every year, without fail, the animals come in from the woods to feast on my plants and produce. I'd get frustrated by this constant



harassment, except for the fact that I have an arsenal of remedies that I use to protect my gardens. Every one of my remedies is a tried-and-true method for making deer, raccoons, possum, groundhogs, and other pests leave my gardens alone. These methods never harm the animals, but they sure send them packing!

Deer Don't Like Smelly Hair and Soap Borders

Did you know that deer normally run away when they smell humans? It's true! So, in order to take advantage of this fact, I use human hair to keep Bambi and friends far away from my vegetable garden. Simply sprinkle hair clippings around the perimeter of your garden, and the deer won't bother it. Of course, if you cut your family's hair at home, you'll have an endless supply of hair to use. Otherwise, just check with your local barbershops and styling salons. They're usually glad to get rid of hair clippings.

You can use bars of smelly soap to deter the deer from your vegetable garden too. The process is a little more complicated than using the human hair. But, this method works well too. If you already have a fence in place around your garden, all you need to do is drill a hole clear through several bars of soap.

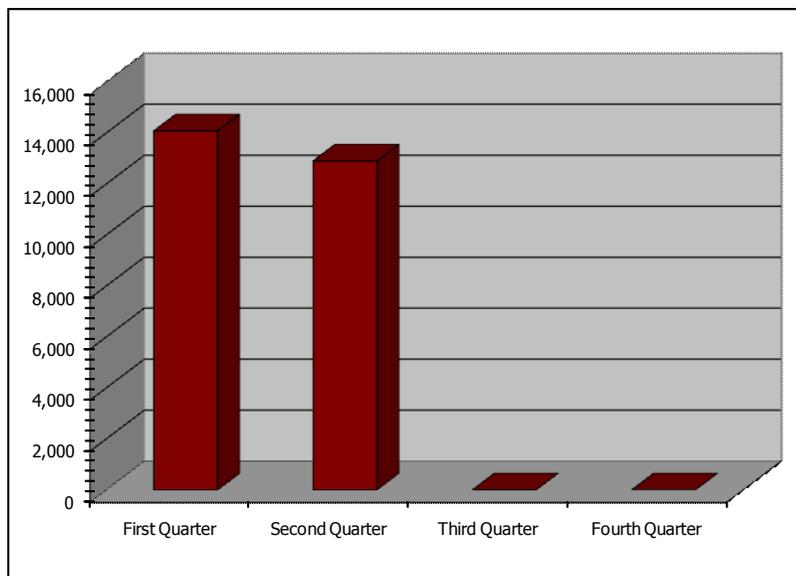
Here are some tips to help you out:

1. The smellier the soap, the better.
2. You'll need to use at least one bar of soap per garden side.
3. You can use a long nail or screw to make the holes in the soap.

Then, tie pieces of string through the

Continued on P. 5

Work Requests Completed by Problem Type Second Quarter 2009



First Quarter	14,086
Second Quarter	12,907
Third Quarter	
Fourth Quarter	
Year-To-Date	26,993

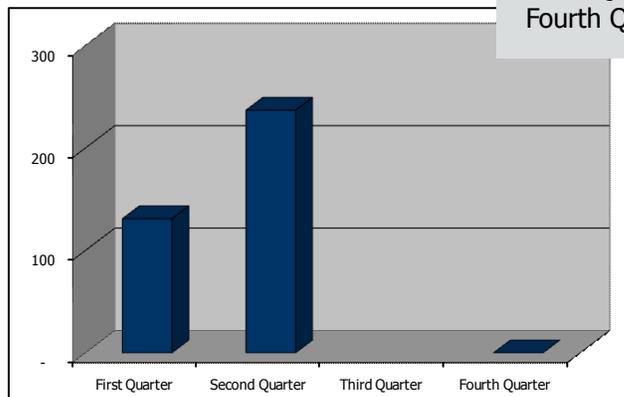
American Corrections Association	17
Americans with Disabilities Act	0
Audio Visual	6
Blinds	10
Replacement of damaged ceiling tiles	58
Cleaning	1,369
Compliance Management Inc.	6
Computer	37
Conference room configuration	65
Copier Issues (JFS only)	121
Custodial Services	415
Deliveries for other dept w/in your bldg.	667
Doors	486
Drywall patching/replacement	34
Electrical issue	583
Electronic (CMC only)	2
Building Automation System	19

Electronic Security System	2
Electronic Lock	89
Repair TV's, Remote's, Amp's, DVD/VCR	2
Elevator Repairs/Maintenance	52
Escort Non-badge Persons	31
Escort LEADS	1
Escort Non-LEADS	6
Drills, Fire Drs/Smoke Evac./etc.	16
Fire Suppression System	5
Fire System Repair/Maintenance	57
Fleet Management issue	312
Flooring Repair	71
Furniture/Furnishing issue	567
Grounds/Landscape	216
Hillcrest Hygiene Supply Kit	6
New installation	207
Purchase Supplies, Stock Inv, Distribute	187
Jared's Law	3
Make/change keys	191
Appliance Repair, Food Cart Repairs	89
Kitchen Failure	21
Kitchen Inspection	17
Laundry Services	208
Leaking problem	139
Light bulb	1,652
Mechanical problem	471
Move a piece of eq and/or furn	345
Non Electronic Lock	109
Paint as required	135
Public Emp. Risk Reduction Prog.	5
Pest control activities	94
Phone Problems	10
Plumbing problem	2,289
Police the grounds, restrooms, etc	60
Pre-Bag Filters	15
Preventative Maintenance	14,342
Project (Fac Mgmt only)	14
QA Inspections, All Inclusive	1
2-Way Radio, Repeater, Tests/Repairs	47
Move, Inv, Store, Transport, Records	20
Roof	18
Safety	125
Safety Services (CMCuse only)	1
Security Fixture Repairs	218
Signage	84
Special event setup	131
Store rooms - Maint. and BS	43
Stocking supplies in Tenant Areas	80
Stocking Trades Shops	2
Telecom - JC Visitor phones	43
Temperature is too cold	78
Temperature is too hot	135
Towing	1
Transporting	15
Waste Exposure	1
Window or glass problem	19
Total	26,993

Open Work Requests at the Beginning of the Quarter - Second Quarter 2009

At the Beginning of:

First Quarter	131
Second Quarter	237
Third Quarter	
Fourth Quarter	

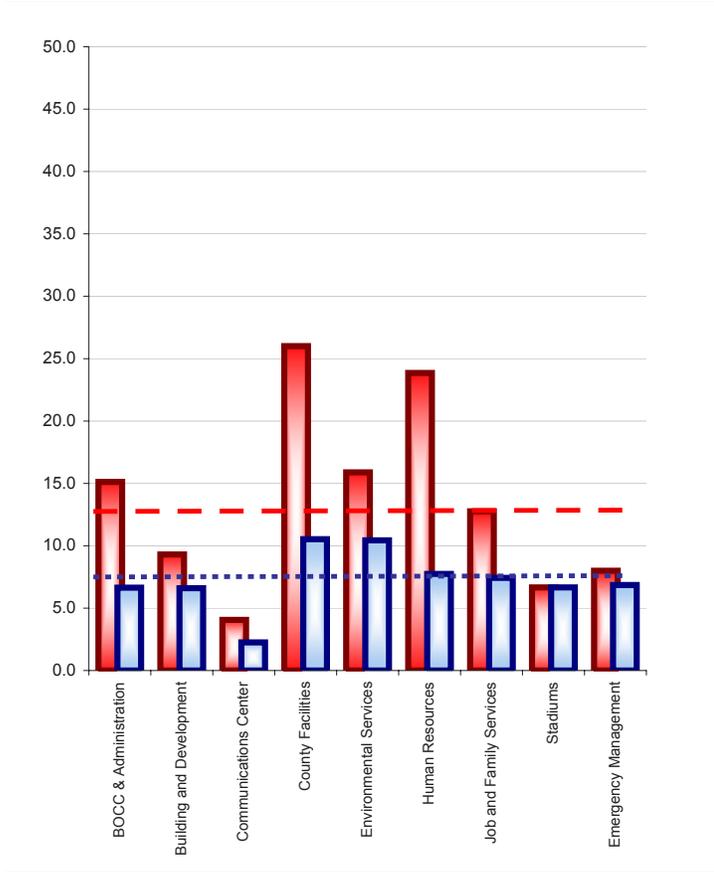


Hamilton County Board of County Commissioners:

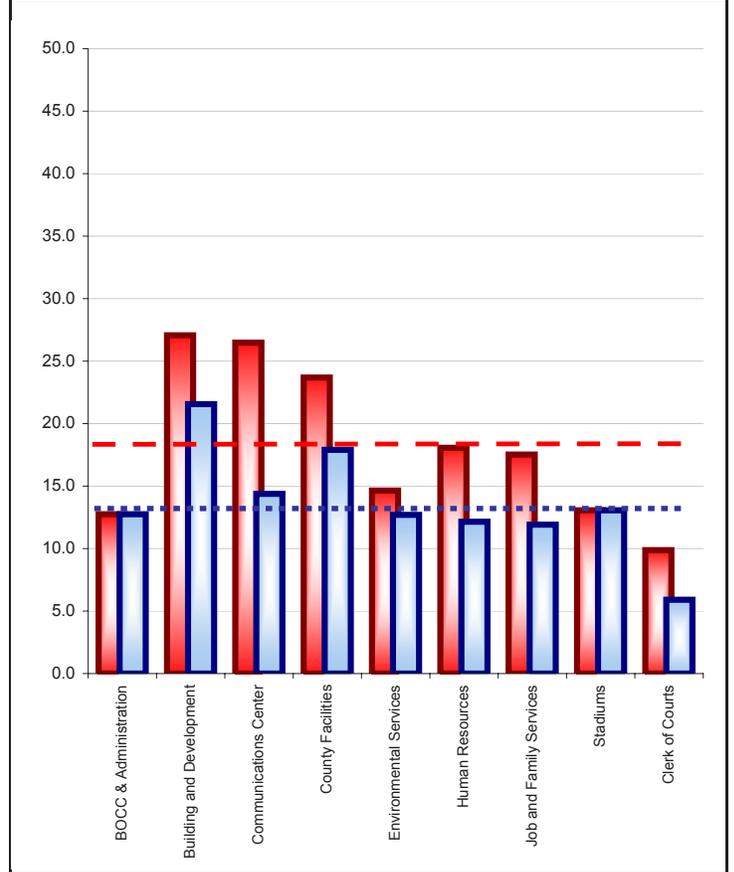
Quarterly Sick Leave Report

Weighted Average Sick Leave Usage per Employee:
County Facilities Trend Report

EXEMPT EMPLOYEES	
Total Weighted Average Sick Hours Used	Adjusted Weighted Average Sick Hours Used
--- 13.4 7.4



NON-EXEMPT EMPLOYEES	
Total Weighted Average Sick Hours Used	Adjusted Weighted Average Sick Hours Used
--- 18.6 12.8



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.

holes and attach the soap to the fence. Just like the human smell, the odor of the soap will deter deer from your vegetable garden.

You can also place rags that have been sprayed with Avon™ Skin So Soft Bath Oil around both your vegetable and flower gardens keeps all kinds of animals and other pests away. Or, try spraying the ground around your garden with straight SSS Bath Oil that hasn't been diluted.

Project Management - Green Project Management By Bert Watts

For some time now, our department has been investigating the positive effects of going "Green." As many of you know the Project Management Division opens our Project Request Module in Archibus for Departmental staff and Tenants to enter their project requests for the following year. Thanks to the CAFM and IT Division, The Facilities Department has implemented a new feature to the Project Request Module. Starting with the projects requested for 2010, our design firms will be looking at all project requests and identifying the projects that are eligible for LEED credits. This is in an effort to making our buildings more environmentally friendly, which in turn could help reduce the utility operational costs of our buildings.



The new process is not very different from the previous one. In early February, the Project Request Module of Archibus is opened for access by key staff throughout the County. An email is sent to all of these individuals notifying them of accessibility and a deadline for which the Module will be closed for inputting the next year's project requests. The Module is usually closed by early April. This allows all County departments two months to request projects for the following year. The next step is for the Department of County Facilities to review all projects. This includes prioritizing the project requests by urgency, assigning the requests to the associated design firm, and deciding if the project is feasible to do. Then, a list is created

for the design firms to follow. For example, if a request includes reconfiguration of office furniture or installing a hard wall in an open area, the project would be assigned to the Architect. If a request includes replacing a piece of electrical, mechanical, or plumbing piece of equipment, the project would be assigned to the MEP Engineer. Each design firm provides us with a cost to perform the estimated services. Once the proposals are approved, the firms visit all of the proposed areas to obtain a true scope of work. They put together their cost estimate and put the numbers in the associated request in the Archibus Project Request Module. Once each request has been given a basic construction estimated cost, the design firms will review each request and determine if it is eligible for a LEED credit. If it is, then they will give an additional estimate to complete the project as "Green." They will also be required to give a LEED description of the project, which provides the LEED credits that it qualifies for, and any specific circumstances that may be associated with the request. Once all of the projects have been estimated and submitted, this will give us our total Capital Project budget numbers. As the capital project budget numbers increase, due to the current County budget situation, the breakdown of estimating each project individually helps to identify the dollars needed to address the more severe issues, one project at a time. See the example below:

Comments:			
Basic Project Cost:	\$8,879.56	Cost Variance:	\$164.00
LEED-EB Project Cost:	\$9,044.00	% Variance:	1.85 %

This effort not only finds ways of cutting cost for building operations, but helps to show that we are determined to do our part in being more environmentally friendly. The Painters' were directed earlier in the year to use only "Green Seal" painting products. Our department is striving to obtain a rating of at least Silver under the US Green Building Council LEED Existing Building Operations & Maintenance (LEED: EB O&M) guidelines. Other divisions within our department have been working on and investigating LEED: EB O&M credit programs, such as using "Green" cleaning products, and a "Green" purchasing program.

CAFM Corner What's New in ARCHIBUS By Michelle Ray

We are currently in the process of purchasing PDAs and software so that we can handle work requests in the field, for employees that move around from building to building, throughout the day. This will help them acquire work requests without returning to their work space, and allow them to update notes, work hours, etc. for work requests, more quickly. Currently, our staff has to handwrite notes on the printed work request, then enter the data in Archibus, after they return to their work space. This will save time, and allow them to meet customer needs in a more timely manner.



In addition to this, the software we are purchasing will allow us to perform software audits. We can quickly scan the barcoded equipment tag, and confirm the information, or update it as necessary. At the end of the audit process, we will be able to print a report of items we did not find and scan, and then can make an effort to find out what has happened to them.

We have invited others to also take advantage of the PDA software for inventory audits. Environmental Services, and Administrative Services at the Ballpark and Paul Brown Stadium are considering joining this program.

Please contact Michelle Ray at 946-5028 or mray@cms.hamilton-co.org for more information.

In the Community

Birthdays

July

James Helton
Dave Spitznagel
Bonita Wiechman
Greg Dzikowski
Ovetta Leary
Diana Supe
John Kleeman

August

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

Happy
Birthday

September

Robert Thomas
Michael Florimonte
Al Dunaway
Bill Obermeyer
John Roellig
Martin Wilkinson

Retirements



Bill Stautberg, Property Management
Assistant Director
June 30, 2009

Announcements

- Diana Supe & Inger Rothering completed LFR for Managers!
- Glenn Dupps accepted the Facility Maintenance Worker I position at 2020. Welcome back, Glenn!

Years of Service

Ten

Gail Jones

Fifteen

Kendall Gault

Staycations & FREE Summer Fun in Cincy!

Everything is expensive nowadays, and let's face it -- a summer vacation just may not be in your budget this year. You don't have to sacrifice family fun just because you can't get away, though; instead, here are some tips for a frugal staycation filled with old favorites and new adventures!

Come on in -- the water's fine!

No staycation would be complete without a day at the beach or pool, and you've got lots of cheap options.

Got a friend with a pool? Bum a visit, and bring burgers and hot dogs for everyone. You've done your share -- and gotten a free day of swimming.

Find a state park with a lake and beach. They are usually only about US \$5 per car; they often have BBQ pits so you can cook your own meals, and you could even rent a canoe.

Organizing a block party -- You could choose to do this in a Mexican or Hawaiian theme.

It's movie night, and the feelin's right..

You can choose your level of expense for this staycation must, too. Check a movie out of the library, pop some popcorn, and curl up on the couch. It's free!

Another free option: a movie from the free section of the on-demand cable, if you subscribe.

Try renting a 99-cent movie from one of those movie vending machines at the supermarket.

Choose a bargain matinee at a local theatre, or splurge for the evening show.

If you've got one locally, a drive-in movie is a summer must, and if you've got a big family, it's a frugal alternative.

Camping in your own backyard...

Literally. You can pitch a tent, build a campfire, make smores, etc. Some other ways to spice up a backyard camp-out?

Get a telescope and do a little stargazing.

Tell ghost stories... boo!

Buy the kids new sleeping bags, stylin' jammies, or a special pillowcase for the big night.

Get a bag of 99-cent glowsticks. Play hide-and-seek or tag with them.

Kids in charge?

Yep, you'll want to do this for at least one of your staycations days. Why? It will be more memorable for them, you know they'll be happy for the day, and it will probably be an easier day than you would have planned.

A staycation doesn't have to feel second-best to a get-away. With a little planning, your frugal week could be everyone's favorite "trip."

Check out local museums. You don't have to live in a big city to have some really good museums nearby. Be surprised by the wonderful exhibits at a museum you've never ventured inside.

Set dates. Set a beginning and an end to the staycation just as you would a vacation, an ABCNews piece suggested - Schedule daily activities that take you out of the house each day. Don't do chores. Don't make beds. After all, you are on vacation.

FREE FUN IN CINCINNATI!

P&G Movie Night at Fountain Square - Saturday at 7pm

<http://www.myfountainsquare.com/movies>

PNC Summer Music Series

<http://www.myfountainsquare.com/musicseries>

bigg's Family Days - focus on kids 10 and under

<http://www.myfountainsquare.com/family>

SOURCES: Various Websites