

In the Community

Birthdays

January

Karl Miller
Gary Blank
Joe Phillips
Jeffrey Heyl
Dan Brewer
Joseph Houlihan
Jesse Estes
Denise Schlotman



March

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

February

Charlie Hodge
Tony Matre
Robert Murphy
Timothy Kenny

Years of Service

Ten

Bill Scholl

Twenty-Five

Mike Jackson

Fifteen

Curtis Compton
Charlie Hodge

Retirements

Gaynell Green, Custodial Worker
January 29, 2010



Ron Westrich, Custodial Worker
February 26, 2010

Paul Strickley, Facilities Maint. Worker 2
March 19, 2010

Ken Kruse, Maintenance Repair Worker
March 31, 2010

Transfers

Ken Fields was reassigned to the Youth Center, and Annie Smith was reassigned to Hillcrest.

Tom Friedhoff transferred to 800 Broadway. Jesse Estes was promoted to a FMW II. He now works at the Justice Center.

Christmas Party

The Christmas Party was again a great success with an abundance of good food and equally good company. There was a "White Elephant" gift exchange in which Darnell Edwards was the lucky winner of a "HUGE" metallic gold colored



Christmas tree topper with spokes that was adorned with pearls. Not sure of the dimensions, but very sure it would not fit indoors on an average tree. Thanks to all who participated, it was great fun.

Easter Egg Hunt

International Traditions



Of all the symbols associated with Easter the egg, the symbol of fertility and new life, is the most identifiable. The customs and traditions of using eggs have been associated with Easter for centuries.

Originally Easter eggs were painted with bright colors to represent the sunlight of spring and were used in Easter-egg rolling contests or given as gifts. After they were colored and etched with various designs the eggs were exchanged by lovers and romantic admirers, much the same as valentines. In medieval time eggs were traditionally given at Easter to the servants. In Germany eggs were given to children along with other Easter gifts.

Different cultures have developed their own ways of decorating Easter eggs. Crimson eggs, to honor the blood of Christ, are exchanged in Greece. In parts of Germany and Austria green eggs are used on Maundy Thursday (Holy Thursday). Slavic peoples decorate their eggs in special patterns of gold and silver.

Austrian artists design patterns by fastening ferns and tiny plants around the eggs, which are then boiled. The plants are then removed revealing a striking white pattern. The Poles and Ukrainians decorate eggs with simple designs and colors. A number of eggs are made in the distinctive manner called pysanki (to design, to write).

Pysanki eggs are a masterpiece of skill and workmanship. Melted beeswax is applied to the fresh white egg. It is then dipped in successive baths of dye. After each dip wax is painted over the area where the preceding color is to remain. Eventually a complex pattern of lines and colors emerges into a work of art.

In Germany and other countries eggs used for cooking were not broken, but the contents were removed by piercing the end of each egg with a needle and blowing the contents into a bowl. The hollow eggs were dyed and hung from shrubs and trees during the Easter Week. The Armenians would decorate hollow eggs with pictures of Christ, the Virgin Mary, and other religious designs.



Letter from the Director

Our Department Budget for 2010 was approved in December by the BOCC with over a \$2 million reduction in General Fund spending. The budget does not include any layoffs and no furloughs are planned for 2010, due to the savings in bidding our electric power. As a result of this, our service levels and response times will continue to 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.

In the area of available man-hours to perform the basic tasks assigned to the Facilities Department staff, the following results clearly show the effects of the 20%-plus reduction in staffing from the 2008 baseline, the holding up of filling vacant positions, and the required five-day furloughs in the later part of 2009.

- Only 78.5% of the man-hours budgeted were available vs. the 98% goal. As a result the impact for Preventive Maintenance (PM) work was:
 - o 1673 Building Systems PM Work Orders were not completed within 30 days or if at all
 - o 831 HVAC PM Work Orders were not completed within 30 days if at all
 - o 75 Trades PM Work Orders were not completed within 30 days if at all
 - o 17 critical Building Systems failures occurred vs. the goal of zero
- Only 74.4% of the On-Demand & PM Work Orders vs. the 95% goal were completed within their time periods

In the area of Safety, 102 safety violations were not corrected within the time periods identified in our Performance Measure standards. The following short-comings are noted:

- Only 82% of the Safety Work Orders identified by in-house staff were completed within 15 days
- Only 76% of the Safety Work Orders identified by our Safety Consultant were completed within 30 days
- Only 65% of the Safety Work Orders identified by the PERRP Audits were completed within 30 days

On a positive note the following met or were at an acceptable level when compared to that Performance Measure:

- Over 99% of the Security posts were manned by our contractor
- 99.9% of the Board of Revision Hearings were attended by an employee representing the BOCC

Our Department was again recognized by the U.S. EPA at 800 Broadway as Energy Star Building for 2009. I wish to thank Tony Matre, Darnell Edwards and his staff for your efforts in helping us achieve this honor.

- Thanks, Ralph

Reminders

"Check your Check"

Even though we are going into pay period 6, we suggest that you keep on checking your check to make sure that all deductions are correct since we have a new payroll system.



Forms

Thank you to all for using the new and revised forms. The new time sheet for non-exempt, non-union employees is available on the S-drive for immediate use. You can find it under "Forms" in the "Pay and Time Related" folder.

Healthcare Reminder

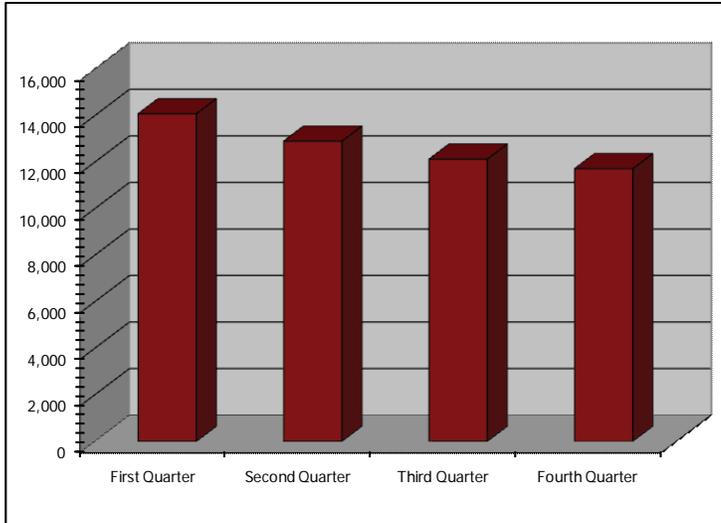
If you have not yet received your healthcare card – please call Humana at 1-800-622-2009.

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Work Requests Completed by Problem Type Fourth Quarter 2009

First Quarter	14,086
Second Quarter	12,907
Third Quarter	12,135
Fourth Quarter	11,721
Year-To-Date	50,849

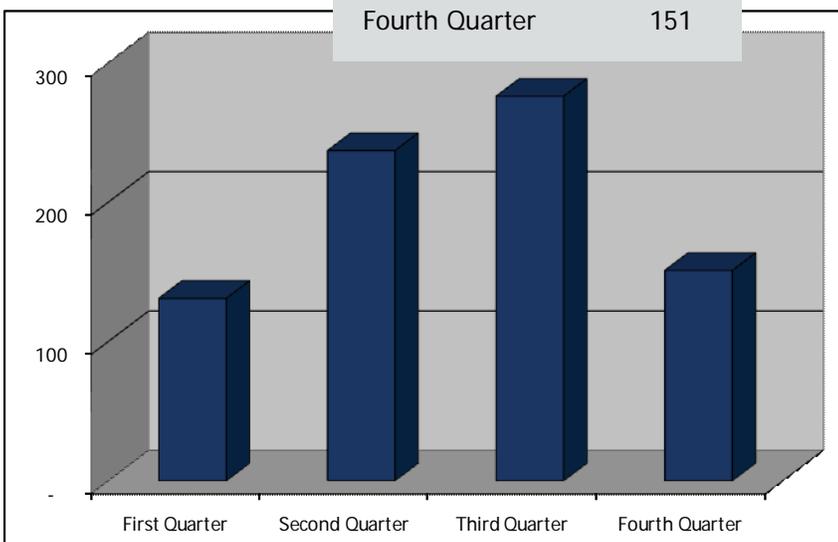


American Corrections Association	23
Americans with Disabilities Act	0
Audio Visual	11
Blinds	23
Replacement of damaged ceiling tiles	112
Cleaning	2,534
Compliance Management Inc.	39
Computer	62
Conference room configuration	138
Copier Issues (JFS only)	123
Custodial Services	922
Delivery for other dept w/in your bldg.	832
Doors	819
Drywall patching/replacement	65
Electrical issue	1,127

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

At the Beginning of:

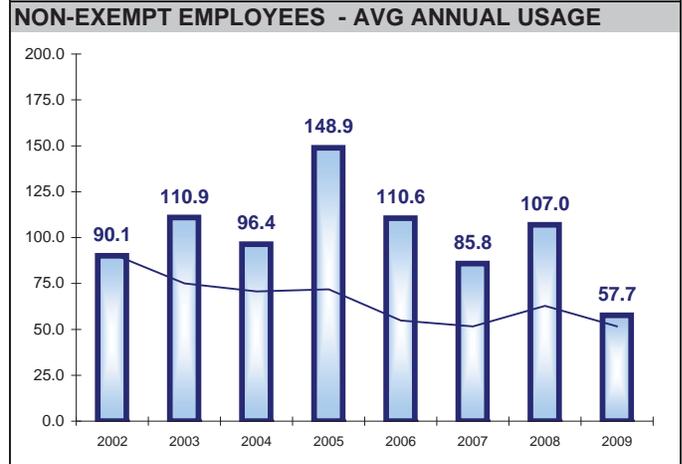
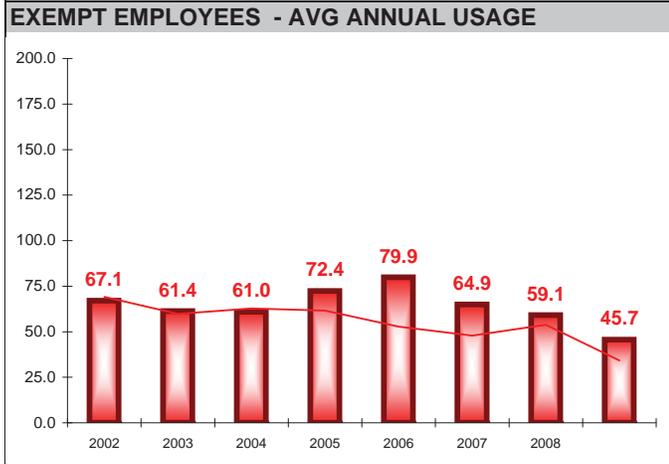
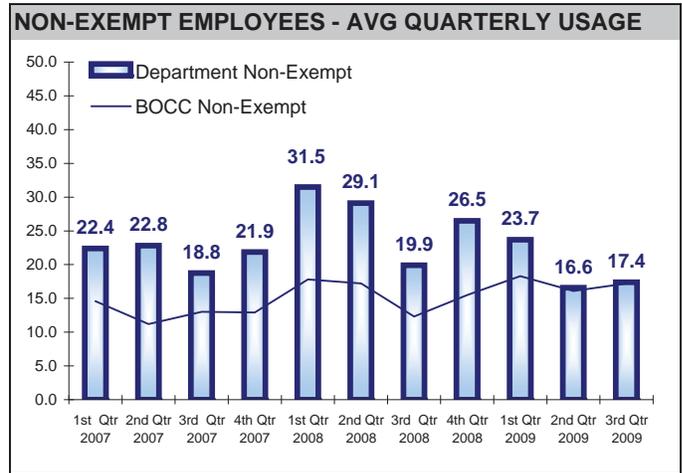
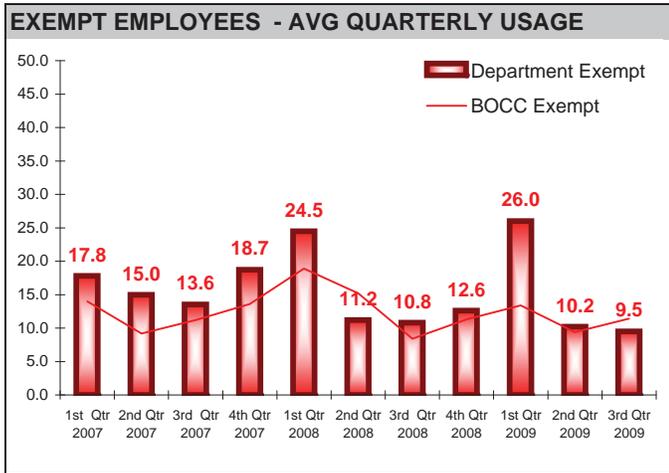
First Quarter	131
Second Quarter	237
Third Quarter	276
Fourth Quarter	151



Electronic (CMC only)	4
Bldg Auto. System, Repairs / Maint.	38
Electronic Security System	4
Electronic Lock	129
Repair Electronics	5
Elevator Repairs/Maintenance	111
Escort Non-badge Persons	59
Escort LEADS	11
Escort Non-LEADS	12
Drills, Fire Doors/Smoke Evac., etc.	29
Fire Suppression System	10
Fire System Repair/Maintenance	93
Fleet Management issue	525
Flooring Repair	132
Furniture/Furnishing issue	1,071
Grounds/Landscape	367
Hillcrest Hygiene Supply Kit	7
New installation	429
Purchase Supplies, Stock Inv., Dist.	348
Jared's Law	3
Make/change keys	397
Appliance Repair, Food Cart Repairs	176
Kitchen Failure	41
Kitchen Inspection	41
Laundry Services	399
Leaking problem	245
Light bulb	3,037
Mechanical problem	844
Move a piece of equip. and/or furniture	679
Non Electronic Lock	179
Paint as required	248
Public Emp. Risk Reduction Prog.	58
Pest control activities	217
Phone Problems	16
Plumbing problem	4,300
Police the grounds, restrooms, etc	122
Pre-Bag Filters	28
Preventative Maintenance	27,802
Project (Fac Mgmt only)	29
Quality Assurance Inspections	3
2-Way Radio, Tests & Repairs	68
Move, Inv., Store, Transport, Records	34
Roof	38
Safety	210
Safety Services (CMC only)	1
Security Fixture Repairs	400
Signage	157
Special event setup	222
Store rooms - Maint. and BS	83
Stocking supplies in Tenant Areas	98
Stocking Trades Shops	4
Telecommunications	47
Temperature is too cold	131
Temperature is too hot	188
Towing	3
Transporting	32
Waste Exposure	6
Window or glass problem	49
Total	50,849

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.

Welcome to the Department of County Facilities!



Joe Cresap
Facilities Maint.
Worker I



Nancy Specht
Customer Service
Representative

Safety News

By Steve Sears

Black Ice Driving: Safety Tips

Black Ice - a winter hazard. A few safety driving reminders for this especially hazardous time of the year for drivers.



"Black Ice ahead"

When Driving on icy roads as you are traveling the Tri-state on these cold, windy, rainy (freezing), days and nights be as safe as you possibly can. Here are a few safety tips for you and your families.

It is especially dangerous on bridges and overpasses as the wind blows below and above the structures and can create "black ice" even though it might be a little warmer than freezing before and after the bridge or overpass.

A treacherous condition in the winter is the invisible "black ice" - it might be called, in some circles, "sheen ice", "clear ice", etc. The problem is this thin sheet of invisible ice covering the road is dangerous and can be caused by freezing rain or mist and fog in freezing conditions.

It is especially dangerous on bridges and overpasses as the wind blows below and above the structure and can create "black ice" even though it might be a little warmer than freezing before and after the bridge or overpass. Front wheel drive vehicles will give you

a little better traction than rear wheel drives because you have the weight of the motor over your front wheels. Some people will put a couple of 50 pounds or even a couple of 100 pound bags of sand in their trunk or the back of their pick-up truck if they have rear wheel drive vehicles.

SUVs with all wheel drive will slide on ice just like other vehicles. You might get better traction in snow, but ice is another beast. Chains are the best in ice, but you still need to exercise caution.

When you feel the car sliding remove your foot from the gas until you begin to feel the road again and then begin to slowly turn your wheels the way you want the vehicle to proceed. Don't hit the brakes.

Remember how you can get your DVD to play in slow-mo? You might want to think "slow-mo" when driving on icy roads. Any sudden turn or stop or acceleration can cause your vehicle to go out of control or into some hard to control skidding maneuver. Easy acceleration, stopping and turning.

1. Don't follow too closely - you stop a lot slower in icy conditions than you would in normal conditions or it takes you a lot longer to stop on ice than normal dry driving conditions. In normal dry conditions I am sure you have heard of the "2 second" rule (i.e. you pick out a landmark on the highway and begin to count like "one thousand 1, one thousand 2" and if you pass the landmark by the time you say "2" you are following too closely). Back off.

2. Know what is around you - to the side, to the rear, in front. To do that you check your mirrors regularly - every few seconds. Do a eye ball or head check, too. Don't forget most cars have a blind spot between their rear view mirror and the side view mirrors. You could have

that 97 year-old, on icy roads, driving next to you. Be compassionate and try not to cause them any undue stress.

3. Drive at the appropriate speed for the road conditions. Just because the signs says 55 MPH, you don't do 55MPH if driving conditions warrant 25 MPH. Adjust your speed accordingly.

4. To me doing the things above will help leave yourself an escape route - i.e. to avoid a dangerous situation leave yourself some way to get out of the potentially dangerous situation.

Project Management

Architectural Partner for 2010
By: Bert Watts

Over the past five years the Department of County Facilities has held a Master Professional Design/Consulting Service Agreement with Cole + Russell Architects, now known as CR Architecture & Design. Cole + Russell Architects' service agreement ended on December 31, 2009, since this service agreement can be in effect no longer than a five year period. In the spring of 2009, County Facilities' management began putting together a Request for Qualifications (RFQ) to advertise the need for an architectural professional design and consulting services partner beginning January 1st, 2010.

Selection Process

The selection of Design Firms is defined in the Ohio Revised Code (ORC). The process started by creating a Request for Qualifications (RFQ) packet to advertise to the public along with architectural firms that are listed on the Hamilton County Standing Consultant List. The RFQ was separated into nine (9) sections. These sections were: Introduction, anticipated scope of services, Architect's qualifications, inquires, pre-qualifications conference, statement format/content, selection criteria, insurance, indemnification, and

Continued on page 5

hold harmless, and conclusion.

The next step of the process was a selection panel of five County employees which rated the firms and notify them of there ranking. The firms were rated by the following criteria: Firm's location, office staffing and availability, management & team, experience in type of proposed work, consultant's past and current performance, currently anticipated work load, and references.

ORC requires that the three highest rated firms will conduct a presentation before the selection panel. The firms conducted their presentations on the information they submitted in the qualification packets. This gave the County and the firms an opportunity to address any issues of concern before going into the final selection process. Finally, the rating panel individually rated the firms once again, after their presentations. The firm with the highest ranking was selected to enter into contract negotiations with the County. A service agreement was created with a combination of County and AIA contract documents agreed to by both parties, approved to form by the County Prosecutor, and finally approved by the BOCC. As a result, a Master Professional Design/Consulting Service Agreement with GBBN Architects was signed on January 27, 2010.

Background on GBBN

GBBN Architects brings a great deal of experience with construction completed on various County buildings, a large number of available staff to address various issues in a timely manner, and a great deal of experience with LEED-NC and LEED-EB Certifications. A few of the experienced staff that will be providing service to Hamilton County include individuals that some of you have worked with before: Steve Kenat, Spencer Johnson, Steve Karoly, and Susan Barrett of Interior Project Management. GBBN Architects have offices in Beijing, China; Lexington, KY; Louisville, KY; with their headquarters located in Cincinnati, OH. GBBN Architects have been providing architectural services to the region for over fifty years.



Green Support

GBBN Architects has already begun the year with a long list of tasks to complete in 2010. The Project Management Division will be working with GBBN Architects not only for designing and bidding construction projects, but also on creating a LEED-EB Certification Assessment for 800 Broadway. GBBN will be providing the County with a report detailing the steps that need to be taken and a list of things that have already been put into place to obtain a LEED-EB Silver Certification. GBBN will also be developing a set of "Green" Architectural Design Standards to be placed within all construction bid documents. This will allow the County to move



a step closer to becoming "Green" with every construction project that is completed. We look forward to moving ahead with GBBN Architects' by our side in creating a "Greener" Department, County, and Community.

CAFM Corner

Inventory Management

By: Sandy Brown



This past year we started the process of trying to get a better handle on the Facilities inventory and updating it within the Archibus/iFM system. New barcodes were ordered to replace the old labels. The building managers and trade foremen were given the new labels and a listing of items currently assigned to their labor group. After

the physical inventory was performed, discrepancies, changes, additions, etc were all updated within the system. This process has been a huge undertaking and would not have been possible without the help I received from those involved. Therefore, I would like to thank you for your part in this process. Your cooperation in working with me is appreciated. I believe our efforts will be apparent when it comes time to preform the next inventory process in July 2010.

IPAC Presentation

By: Michelle Ray

In February of 2010, I presented the Inventory Management module in Archibus, to the IPAC committee. Various departments and Agencies were represented that day. If you have any questions about this module, or would like a more detailed demonstration, please contact Michelle Ray @ 946-5028 or email me at mray@cms.hamilton-co.org.

Who to Contact

Computer, Monitor, Desktop Printers
Greg Dzikowski 946-5002

Cell Phones
Sandy Brown 946-5073

Copier/Fax Repairs
Sandy Brown 946-5073

