



# Facility Management Quarterly

## Letter from the Director

As we enter the Fall, I hope each of you will enjoy the attractions we have here in the greater Cincinnati area. We need to take time for ourselves: such as go to the Zoo or Cincinnati Museum Center, enjoy the local fall festivals, visit our museums, and spend time in our fine park systems. Life is not all about work, we need to remember our families and loved ones and spend quality time with them.

There will be a Department wide meeting in November or early December. At that time I will share some thoughts on our budget and where I think our Department is headed in 2012 and do my best to answer any questions you may have. You can either drop your questions to me by e-mail at [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

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## Holiday Schedule for 2011 Fourth Quarter

Veteran's Day	Friday, November 11, 2011
Thanksgiving	Thursday, November 24, 2011
Day After Thanksgiving	Friday, November 25, 2011
Christmas Day (observed)	Monday, December 26, 2011

## New Voluntary Insurance

The Board of County Commissioners has approved three new voluntary benefit plans that are offered to benefits-eligible employees. The three new voluntary benefits plans are:

- Critical Illness: Provides a lump-sum benefit payment to cover out-of-pocket medical expenses
- Accident Insurance: Provides cash benefits to cover the costs associated with unexpected off the job accidents
- Vision Insurance: Coverage for vision exams, frame/lens allowance or contact lens allowance

These plans will be available again in 2012 during open enrollment.

## BOCC Properties

by Blaine Gilmore

Homeowner's across Hamilton County just finished paying their second half property taxes to the Hamilton County Treasurer in June. As the owner of thousands of parcels of property, the Board of County Commissioners along with other entities like the County Engineer and the Metropolitan Sewer District, must pay as well. Although most of its properties are exempt from taxation as they are used for public purposes, special assessments must still be paid. These include things like paying the City of Cincinnati for streetlight maintenance and for the care of trees in right of ways owned by the County. There are also other charges for public education as well as the various voter approved tax levies for things like mental health, children's services, and the Cincinnati Museum Center that must be paid. Late payments can incur penalties. Every six months, the Department of County Facilities must sort through, distribute, and ensure payment of all these tax bills.

# Welcome to the Department of County Facilities!



David Nienaber  
Carpenter



Adam Horwarth  
Maintenance Repair  
Worker II



Ken Carroll  
Facilities Maintenance  
Worker II



Tim Schuh  
IS Manager



Zach Kress  
Maintenance Repair  
Worker II



Kevin Burns  
Account Clerk 3



Chris Hendrickson  
Maintenance Repair  
Worker II

## Electrical Safety

**Program:** County Facilities is taking steps to protect employees from electrical hazards.

By Rodney Lofland



Electricity is all around us. It enables our world to operate. Almost everything that we see either operates on, or was manufactured with electricity. What most people don't realize is

that it is also a dangerous and deadly resource if it is not handled correctly. This can be seen in the number of injuries from electrical energy.

Electricity causes 4,000 non-disabling and 3,600 disabling injuries annually in the U.S. If you think about it, this means that on average there are more than ten non-disabling and ten disabling injuries every day. There are also about five electrocutions every week, which means that on most days, there is one person who went to work this morning that will not go home tonight because of electricity. Electricity is a very good and helpful resource, but it is also dangerous and has a significant risk of causing

injuries and fires if it is not respected. County Facilities' maintenance and trades employees work with or around electrical equipment every day as they keep our buildings comfortable, safe, and in good repair for County operations. Because of this, the Department of County Facilities is taking steps to better protect its employees from the hazards of electricity by implementing a comprehensive Electrical Safety Program. The purpose of this program is to protect our employees from the three most common electrical hazards: electric shock; electrical arc flash; and electrical arc blast.

Several key measures have been taken that are the foundation of our program:

- Electrical device identification and one-line drawings of our electrical distribution systems;
- Written safe de-energizing and lockout/tagout procedures for all equipment;
- A written Energized Electrical Work Permit procedure;
- A shock and arc flash hazard assessment of our electrical systems to determine the degree of shock and arc flash hazards;
- A determination of appropriate levels of worker protection based upon the hazard assessments;
- Posting of equipment warning labels

that identify the minimum levels of personal protective equipment needed by employees working on equipment;

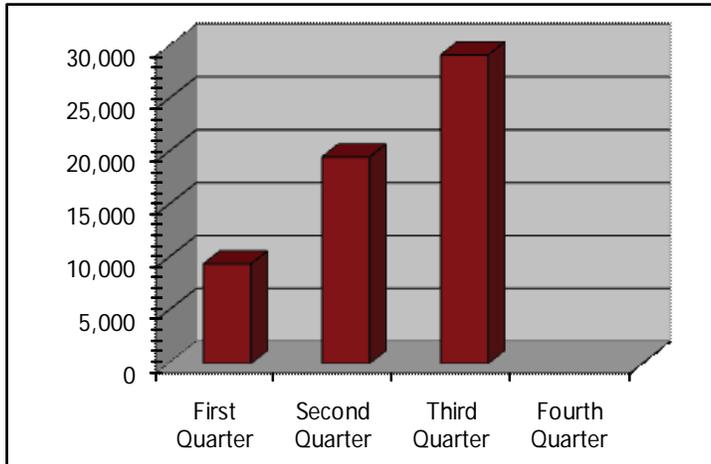
- Purchase of the appropriate personal protective equipment (PPE) for personnel protection.

Over the next several months, we will be finalizing our written Electrical Safety Program and the training to be delivered to our employees. OSHA has divided workers into two categories when it comes to working on or with electrical equipment: "qualified" and "unqualified" electrical workers. Qualified workers are those who are allowed to work on or near exposed energized equipment. Those the County will deem "qualified" must be fully trained to identify exposed live electrical parts and their voltage; know exactly what procedures to follow; and how to select and wear the appropriate PPE when they work on exposed live parts or are close enough to be at risk.

The safety and health of each Hamilton County Facilities' employee is of primary importance. This electrical safety program is another important part of our commitment to maintaining a safe and healthful working environment.

## Work Requests Completed by Problem Type Third Quarter 2011

First Quarter	9,436
Second Quarter	19,555
Third Quarter	29,201
Fourth Quarter	
YTD	58,192



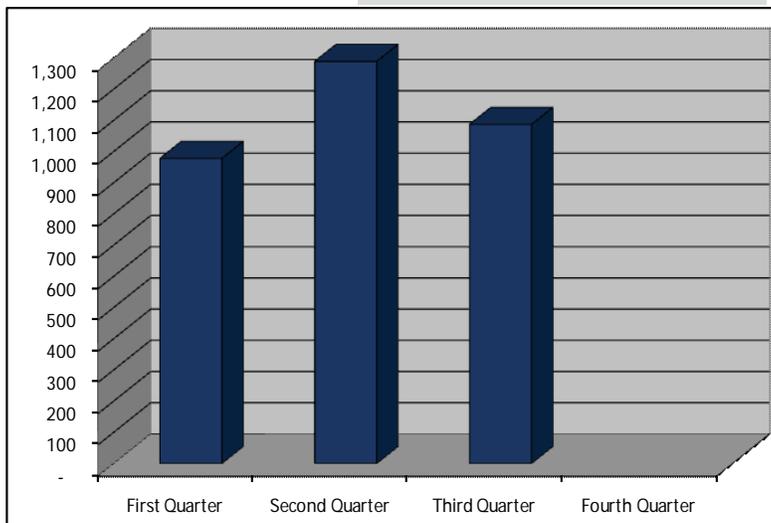
American Corrections Association	20
Audio Visual	2
Bed Bugs Reported	54
Blinds	12
Replacement of damaged ceiling tiles	100
Cleaning	885
Compliance Management Inc.	34
Computer	25
Conference room configuration	30
Custodial Services	565
Deliveries for other dept w/in your bldg.	210
Doors	459
Drywall patching/replacement	67
Electrical issue	784

Building Automation System, Repairs / Mint	44
Electronic Security System	5
Electronic Lock	125
Repair TV's, Remote's, Amp's, DVD/VCR	4
Elevator Repairs/Maintenance	59
Escort Non-badge Persons	60
Escort LEADS	16
Escort Non-LEADS	16
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	32
Fire Suppression System	10
Fire System Repair/Maintenance	87
Fleet Management issue	330
Flooring Repair	87
Furniture/Furnishing issue	592
Grounds/Landscape	182
Hillcrest Hygiene Supply Kit	14
New installation	243
Purchase Supplies, Stock Inv, Distribute	210
Jared's Law	
Make/change keys	223
Appliance Repair, Food Cart Repairs	80
Kitchen Failure	16
Kitchen Inspection	40
Laundry Services	266
Leaking problem	207
Light bulb	1860
Mechanical problem	916
Move a piece of equipment and/or furniture	518
Non Electronic Lock	87
Reported Odors	9
Paint as required	154
Public Emp. Risk Reduction Prog.	26
Pest control activities	113
Phone Problems	50
Plumbing problem	3140
Police the grounds, restrooms, etc	2
Pre-Bag Filters	
Preventative Maintenance	2
Project (Fac Mgmt only)	15114
Quality Assurance Inspections	2
2-Way Radio, Repeater, Tests/Repairs, etc.	1
Move, Inv, Store, Transport, Destroy Records	49
Roof	34
Safety	37
Safety Services (CMCuse only)	160
Security Fixture Repairs	2
Signage	83
Special event setup	102
Store rooms - Maint. and Building Services	86
Stocking paper supplies in Tenant Areas	51
Stocking Trades Shops	53
Telecommunications - JC Visitor phones	21
Temperature is too cold	117
Temperature is too hot	165
Towing	3
Transporting	29
Waste Exposure	5
Window or glass problem	15
<b>Total</b>	<b>29,201</b>

## Open Work Requests at the Beginning of the Quarter Third Quarter 2011

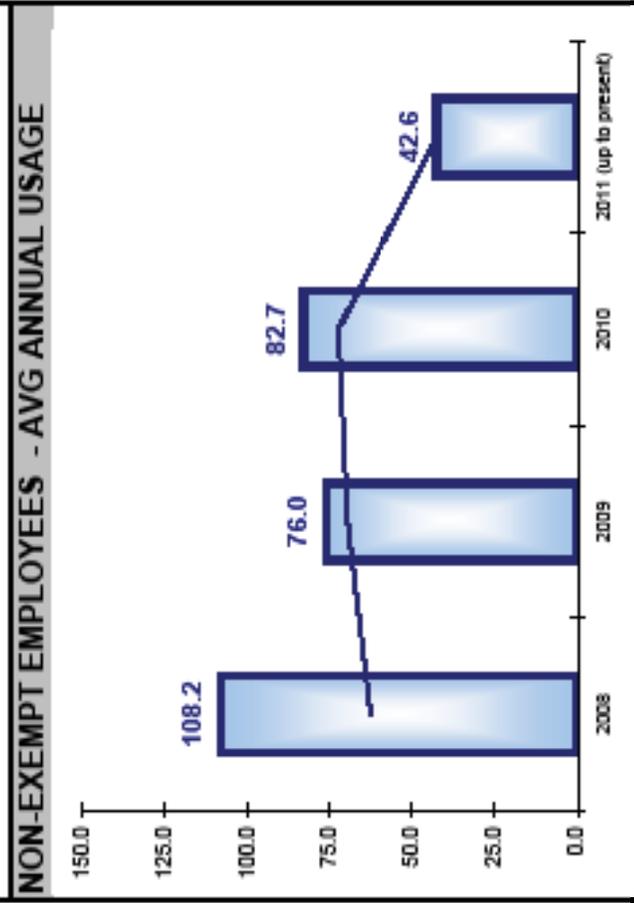
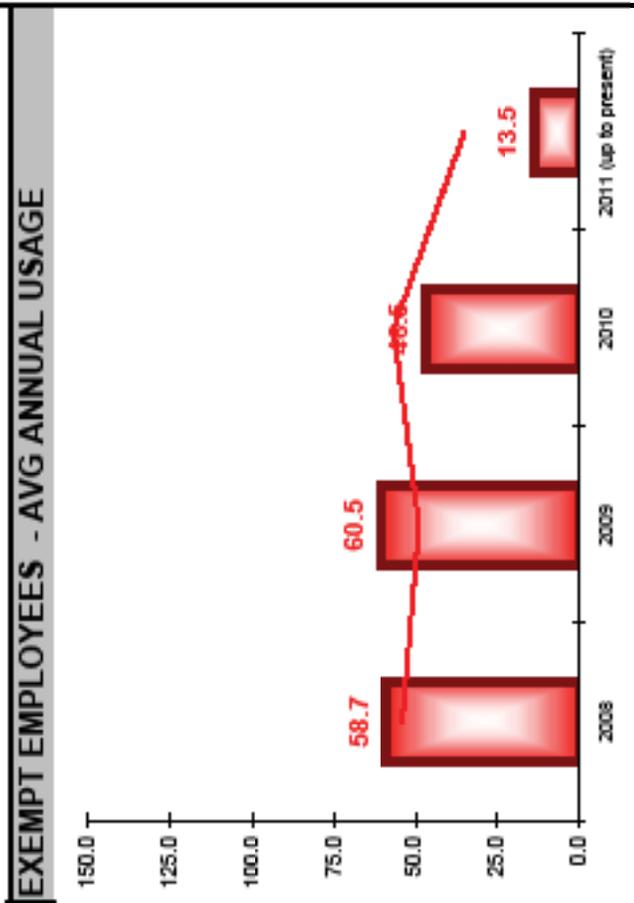
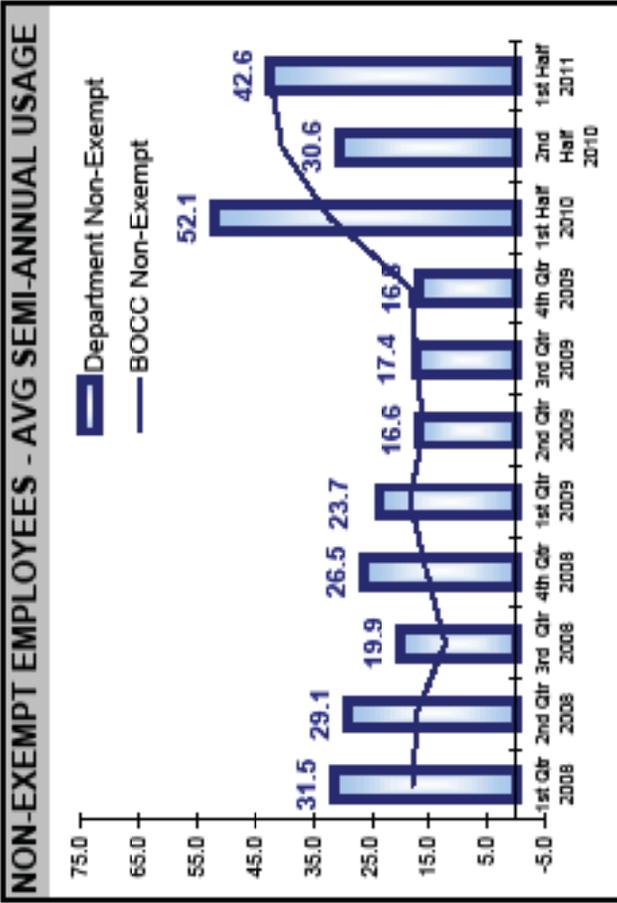
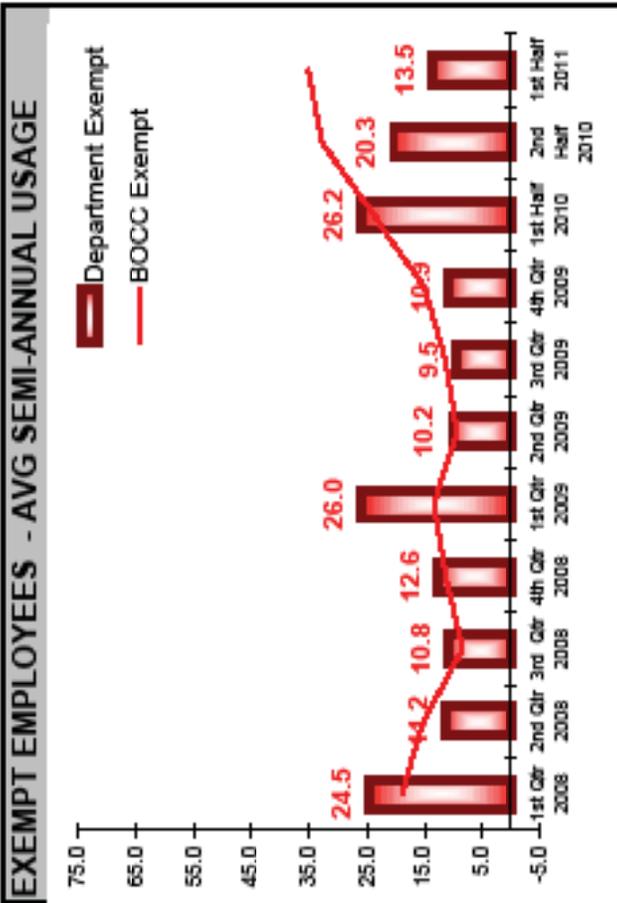
At the Beginning of:

First Quarter	978
Second Quarter	1,289
Third Quarter	1,087
Fourth Quarter	



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

These charts show the weighted average sick leave usage for your department in comparison to the BOCC average. There are two representations, a semi-annual comparison for this year and quarterly for the previous two years, as well as an annual comparison. 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



## In the Community

### Years of Service

#### Ten

Steve Sears

#### Fifteen

Gary Blank  
Ovetta Leary

#### Twenty

Inger Rothering  
Diana Supe

### Announcements

#### *It's A Girl!*

Congratulations to Will Perkins and his wife Gina on the birth of their daughter. Lyndsey arrived on September 29, 2011 weighing in at 8 lbs. 2 ozs. and is 20-1/4" long. Mom and baby are both doing fine.

### Retirements

Dan Inman retired August 31, 2011, after 30 years of service with the Youth Center



### CAFM Corner

Greetings from the new Facilities IS Manager  
By Tim Schuh



Welcome to the CAFM Corner, your one stop shop for all things Archibus! I joined the Facilities Team just a couple months ago and have been busy with all of the exciting projects in the works, including an Archibus 19.3 Upgrade which we'll be implementing in the next couple months. I'm in the process of meeting everyone and looking forward to working together so stayed tuned for news, updates and future plans!

## Project Management

### Foundation Leaks

By: Bert Watts

As we got closer and closer to the record of the most rainfall in a single year the Department of Facilities has been keeping busy finding, investigating, and repairing foundation leaks in a number of buildings. One of those buildings was the Sheriff's Patrol Headquarters.

Over the years there have been minor leaks in the building's foundation within the electrical room. Repairs were made when necessary to keep the water from entering any of the electrical or tele/data equipment. In early 2010 it appeared that the leaks were becoming more frequent and we were beginning to see an increase in the amount of water entering the building. The Department of Facilities had its Structural Engineering Partner, THP Limited, investigate the leaks and come up with repair recommendations. Once the problems were identified we created construction documents and requested quotes to make the recommended repairs. Structural Systems Repair Group was the lowest and best bidder for the project. The contractor conducted the repairs in early 2011 by creating the correct slope of the ground in the area, installing a drainage mat, installing a drainage pipe, sealing the interior & exterior cracks in the wall, replaced missing sealant in the window mullions that sits on top of the foundation wall, and verified that the existing sump pump in the deep well could handle the additional water from the drain tile.

To date the electrical room has remained dry and no leaks have been detected. The Department of Facilities' maintenance and Sheriff's on site staff coordinated the work with the contractor to provide another successful project. The Department is now identifying leaks at the 250 WHT building and scheduling repairs for a leak in the Hillcrest Administration building. With foundation leak repairs underway, 2012 is already starting to look a little dryer.



Before Repair



Electrical Switchgear & Tele/Data Board



After Repair

# 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  
Palmer McGhee  
Annie Smith  
Sandy Brown  
David Stetter  
Susan Bauer



### September

Robert Thomas  
Michael Florimonte  
John Roellig  
Bill Obermeyer  
Carl Edwards  
Tim Schuh

### October

Pam Gilbert  
Ian Zellner  
Rodney Hamilton  
John Gehring  
Luke Hall  
Glen Wilhoit  
Will Perkins  
Rich Osterbrock  
Tim Howard  
Chris Hendrickson

### November

Ernie Hedrick  
Greg Jennings  
Glenn Dupps  
Bert Watts  
Inger Rothering  
Ralph Linne  
Jim Grant

### December

Eva Warren  
Robin Wallace  
Kendall Gault  
Paul Hauser  
Steve Flammer  
John Toll  
Darnell Edwards



## OHIO STATE SYMBOLS

**STATE SEAL:** The State of Ohio has had an official seal for more than two hundred years. Over that time, the state government has modified the seal several times. The current state seal was adopted in 1996.

The seal illustrates Ohio's diverse geography. In the background stands Mount Logan in Ross County. Separating Mount Logan from the rest of the seal is the Scioto River. In the foreground is a freshly harvested wheat field. In the field stands a sheaf of wheat, illustrating the importance of agriculture in Ohio. Nearby stand seventeen arrows that resemble the sheaf of wheat. The seventeen arrows represent Ohio's Native Americans as well as the fact that Ohio was the seventeenth state to join the United States of America. At the top of the seal is the sun, with thirteen rays protruding outwards. The thirteen rays represent the thirteen colonies that became the original thirteen states of the United States. Some early versions of the seal also had a canal boat on the river.



According to historical lore, the seal was based on the eastern view from Adena, the home of Thomas Worthington near Chillicothe. Worthington was one of Ohio's first two United States senators and he served as the sixth governor of the state. Today, Adena is a museum operated by the Ohio Historical Society. Most scholars now believe that Adena's view did not inspire the seal.

**STATE TREE:** In 1953, the Ohio legislature designated the Ohio Buckeye, *Aesculus glabra*, as Ohio's official state tree. The tree is called the buckeye because its nuts resemble the shape and color of a deer's eye. The buckeye is relatively common in Ohio, growing especially well along rivers and streams and in floodplains.



People commonly confuse the Ohio Buckeye tree with the Horse Chestnut, *Aesculus hippocastanum*. In addition, the Yellow Buckeye, *Aesculus octandra*, also grows in Ohio. It is closely related to the Ohio Buckeye, and it is difficult to differentiate between the two species.

The buckeye tree has also provided Ohioans with their principal nickname, the Buckeyes. The Ohio State University has adopted Brutus Buckeye as its mascot. Ohioans have referred to themselves as Buckeyes since at least the presidential election of 1840, when Ohio resident William Henry Harrison won the presidency. Harrison's supporters carved campaign souvenirs out of buckeye wood to illustrate their support for their fellow Ohioan.