



# Facility Management Quarterly

## Letter from the Director

We are entering another year of change; our responsibilities continue to increase while we have decreased in staff in some areas in order to balance the budget. This has occurred thru retirements, transfer, layoffs and not filling an open position. During 2011 the County has sold 237 William Howard Taft and has put out a RFP to possibly have an outside agency run the Hillcrest Training School. As of this moment no decision has been made about Hillcrest. When one is made, I will be letting you all know ASAP.

The outlook for 2012 appears to be a little better than 2011. Revenues are equal to or greater than the expenses in the General Fund for this year, but the whole County Government structure continues to be challenged to provide the same levels of services as in the past. We as a Department will be no exception.

Since 2008 we have been tracking our performance in key areas using a series of charts. These will be posted on our web site at the end of the month. If you want to see how we did in 2011 please check it out.

There will be a Department wide meeting on January 26. At that time I will share some thoughts on where 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 [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 2012 First & Second Quarter

New Year's Day	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012

## Reminders

*It's a New Year, Folks: Review Your Paycheck Deductions / Create WR's for Computer Issues*

As we enter a New Year, please take a moment and review your paycheck to ensure the correct deductions are being taken for medical, dental, etc. If you discover any discrepancies, please contact Inger or Sandy as soon as possible.

Experiencing a computer or technology issue? Please remember to create a Work Request in order to expedite a speedy resolution from our Facilities Support Team!

## *Taking the Leap - This February 29, 2012!*

Well, it's happening again in 2012 - Leap Year, the ever essential phenomenon of adding one additional day to the calendar to keep things properly synchronized, like the seasons for example. Tell me more, you say? Leap years are necessary to keep our calendar aligned with the earth's revolutions around the Sun.

It's true, using a calendar with only 365 days every year would result in a loss of nearly 6 hours per year. Say after 100 years this calendar would be more than 24 days ahead of the season, so just by adding one day every fourth year aligns the calendar with the seasons much more accurately.

Interesting Leap Year factoids: Folks born on 2/29 are sometimes referred to as a leaping or leaper. Any famous leapers you ask? Jimmy Dorsey, Dinah Shore and Tony Robbins to name a few. Did you know that some leapinglings choose to celebrate their birthday on 3/1 because it naturally follows 2/28 during non-Leap Years, however some decide on 2/28 so they can still celebrate in February.

## **Make a New Year's Safety Resolution A Time to Renew Your Safety Knowledge and Commitment**

By Rodney Lofland

It's the beginning of a new year and many of us have made resolutions and promises to ourselves. Some of us have resolved to lose weight; perhaps others to renew their commitment to their church, or to start a new hobby, take classes, or spend more quality time with the family. Hamilton County Department of Facilities (HCDF) would also like to urge everyone to resolve to work safely this year and make safety a full-time habit.

January is a great time to review our workplace safety policy and to check our knowledge of HCDF safety precautions. We can begin by asking ourselves some basic questions:

1. Where are first-aid kits located?
2. What is the HCDF accident reporting procedure?
3. Where and when is PPE required at HCDF sites? What PPE is required?
4. What clothing is not safe to wear at HCDF buildings?
5. What does the evacuation signal sound like?
6. Where do I get the material safety data sheets I need?
7. What are good housekeeping practices in my work areas?
8. Where do I find equipment lockout-tagout procedures and devices?
9. How do I access safety documents I need on the shared-drive ("S-drive")?

Remember that it is your responsibility to know and follow your HCDF safety policy and safety rules. By doing so, you and your co-workers can reduce the risk of an accident or injury. Renew your knowledge of our safety procedures and commit to working safely in 2012.

### **MAKE SAFETY A FULL-TIME HABIT IN 2012**

Good safety practices help protect you and your co-workers from injury or illness on the job. As our most valuable asset, we want you to go home each day healthy, happy, and injury-free. HCDF has committed to take safety very seriously— and that means that you should consider working safely an important part of your job responsibilities.

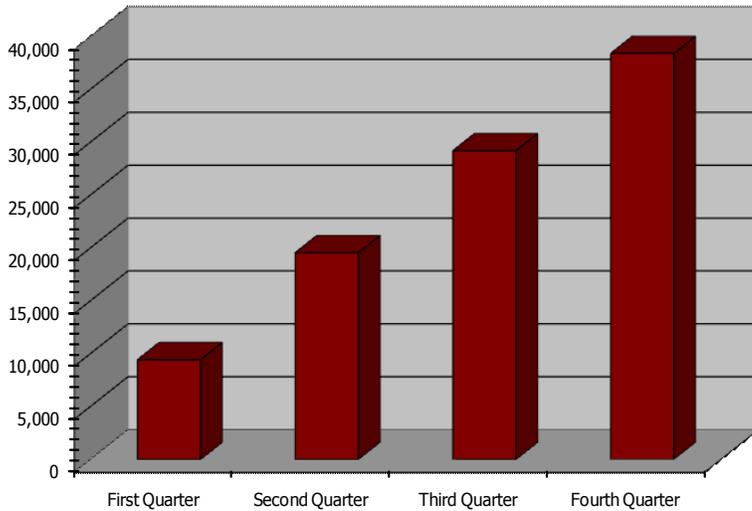
- Know the hazards of your job.
- Always follow safety rules and procedures.
- Use all personal protective equipment (PPE) that's assigned to you—every time, all the time.
- Pay attention to safety training and apply what you learn on the job.
- Keep on the lookout for hazards and keep asking yourself what could go wrong while you work.
- Eliminate or report any hazards you see right away.
- Pay attention to warning signs and do what they tell you.
- Be aware when you might be exposed to hazardous chemicals and take appropriate steps to protect yourself.
- Read labels, warnings, material safety data sheets (MSDSs), and other safety information before you start a job.
- Practice good housekeeping at all times.
- Report any injury, illness, accident, or near-miss to your supervisor immediately.

And remember ... When it comes to safety, there's no such thing as a dumb question. If you're not sure about a potential hazard or how to do your job safely, ask your supervisor or call the HCDF Safety & Security Office. Don't perform a task unless you know how to perform it safely!

Let's resolve to make safety a full-time habit in 2012.

## Work Requests Completed by Problem Type Fourth Quarter 2011

First Quarter	9,436
Second Quarter	19,555
Third Quarter	29,201
Fourth Quarter	38,393
<b>YTD</b>	<b>96,585</b>



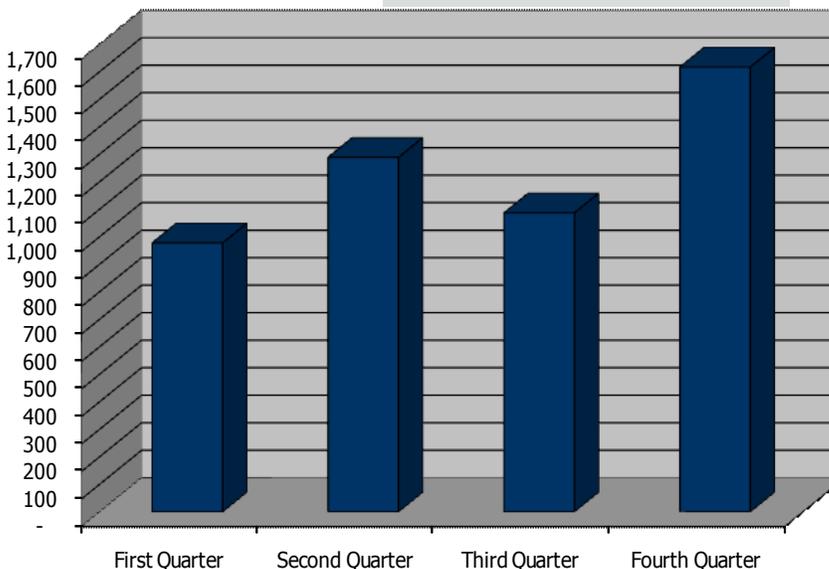
American Corrections Association	29
Audio Visual	3
Bed Bugs Reported	79
Blinds	16
Replacement of damaged ceiling tiles	116
Cleaning	1,163
Compliance Management Inc.	41
Computer	27
Conference room configuration	42
Custodial Services	725
Deliveries for other dept w/in your bldg.	297
Doors	600
Drywall patching/replacement	81

Electrical issue	1,047
Building Automation System, Repairs / Mint	50
Electronic Security System	5
Electronic Lock	166
Repair TV's, Remote's, Amp's, DVD/VCR	4
Elevator Repairs/Maintenance	81
Escort Non-badge Persons	76
Escort LEADS	22
Escort Non-LEADS	29
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	39
Fire Suppression System	10
Fire System Repair/Maintenance	120
Fleet Management issue	395
Flooring Repair	107
Furniture/Furnishing issue	786
Grounds/Landscape	199
Hillcrest Hygiene Supply Kit	18
New installation	303
Purchase Supplies, Stock Inv, Distribute	287
Make/change keys	286
Appliance Repair, Food Cart Repairs	101
Kitchen Failure	22
Kitchen Inspection	53
Laundry Services	351
Leaking problem	280
Light bulb	2,455
Mechanical problem	1,245
Move a piece of equipment and/or furniture	680
Non Electronic Lock	116
Reported Odors	12
Paint as required	195
Public Emp. Risk Reduction Prog.	39
Pest control activities	133
Phone Problems	82
Plumbing problem	4,140
Police the grounds, restrooms, etc	2
Pre-Bag Filters	2
Preventative Maintenance	19,947
Project (Fac Mgmt only)	4
Quality Assurance Inspections	4
2-Way Radio, Repeater, Tests/Repairs, etc.	51
Move, Inv, Store, Transport, Destroy Records	34
Roof	49
Safety	195
Safety Services (CMCuse only)	2
Security Fixture Repairs	91
Signage	138
Special event setup	121
Store rooms - Maint. and Building Services	71
Stocking paper supplies in Tenant Areas	61
Stocking Trades Shops	
Telecommunications - JC Visitor phones	25
Temperature is too cold	178
Temperature is too hot	192
Towing	3
Transporting	36
Waste Exposure	7
Window or glass problem	27
<b>Total</b>	<b>38,393</b>

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

At the Beginning of:

First Quarter	978
Second Quarter	2,110
Third Quarter	1,087
Fourth Quarter	1,617



## WE DID IT AGAIN

Energy efficiency and energy management is a big part of what we, the staff of the Facilities Department, do for the taxpayers of Hamilton County. We're doing this to reduce operating expenses, increase the efficiency of our buildings and to reduce the impact on the planet. In 2011, we received the very prestigious ENERGY STAR award for 800 Broadway Building located in the downtown area of Cincinnati for the fourth year in a row. Also we received



this award for the first time for the County Administration Building and 230 East Ninth.

### WHAT IS AN ENERGY STAR RATING

The Energy Star rating is awarded by the U.S. EPA to buildings that use 35 percent less energy than the average building and emit 35 percent less carbon dioxide. Energy Star buildings, from offices to banks to government buildings to schools and warehouses,



must perform among the top 25 percent of all structures on an EPA scale of 1-100.



The buildings are rated on system operations, such as whether a retailer shuts off the air conditioner when the store is empty; behavior, such as whether office workers unplug their cell phone chargers; and maintenance, such as whether owners perform annual air conditioning/heating checkups.



### HOW WE GOT THERE

#### **Strategic Implementation of Energy Efficiency Improvements in Public Buildings**

This activity is the program under which Facilities Staff has improved the energy efficiency of County owned buildings that are maintained by the Facilities Department.

**1. Benchmark Energy Performance**—We began by establishing an account in EPA's Portfolio Manager tool and collected key building and operational characteristics and energy use data to assess and understand the current energy performance of County owned buildings with our energy manager, ThermalTech Engineering. This was documented in an Annual Energy Report to County Administration and the Commissioners.

**2. Identify Under-Performing Buildings**—Using Portfolio Manager results and the Annual Energy Report, we compared energy performance levels in all buildings to identify under-performing buildings which was targeted for energy efficiency improvements. The initial Portfolio Manager results established the baselines for measuring progress for energy efficiency improvement projects over time.

**3. Implement Best Operating Practices and Energy Efficiency Improvement**—Through several studies, an Energy Conservation Plan and facility audits, our facility staff and consultants identified and implement best operational and maintenance strategies and equipment retrofit opportunities that improved energy efficiency in the target buildings identified in Step 2 above. Drawing upon industry guidance, such as EPA's ENERGY STAR Building Upgrade Manual, ENERGY STAR Product Procurement Guidance, DOE's Commercial Buildings Energy Efficient Building Practices, staff, design partner, and our contractors implement efficiency improvements to lighting systems, supplemental loads, air distribution systems, and heating and cooling systems.

**4. Track Progress over Time**—Our Energy Manager and facility staff tracked progress in both Portfolio Manager and Watchdog and monitored variations in energy consumption and associated greenhouse gas emissions.

**5. Verify and Document Results**—Portfolio Manager was used to provide a level of transparency and accountability by generating performance indicators, including energy use intensity, energy efficiency improvement over a baseline, EPA's Performance Rating (where applicable), and greenhouse gas emissions associated with building energy use. Our energy manager, ThermalTech Engineering, maintains and regularly reviews records of all of our energy bills, savings, anticipated savings, future technologies for investment, and opportunities for savings. They keep detailed spreadsheets regarding our energy use and use the Portfolio Manager tool to track our progress, along with issuing an Annual Energy Report to County Administration and the Commissioners.

This program helped create sustained energy savings and job retention by reinvesting energy cost savings into our energy management program over time. Energy efficiency improvements has result in cost savings that funded continuous building benchmarking, monitoring, analysis, and also performance upgrades into the future for further energy savings and reinvestment.

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## THANK YOU

I would like to thank the staff at 800 Broadway, 230 East Ninth, and County Administration Building along with Darnell Edwards, Mike Florimonte, Anthony Matre, and Terry Cannon for all their efforts over the years to achieve these awards. [A job well done!!!!](#)

*Ralph Linne*

## Energy Saving Projects

By: Bert Watts

In 2009 County Administration applied for an Energy Efficiency and Conservation Block Grant through the US Department of Energy. One portion of the grant was provided to evaluate County buildings for potential energy saving opportunities. By the end of 2009 the grant had been awarded and appropriated to the County.

In 2010, County Administration and County Facilities put together a RFQ for a professional energy saving service firm to evaluate County buildings. A contract was then issued to complete an Investment Grade Audit of five facilities. Their job was to obtain all of the energy data available, determine upgrades to building systems and provide recommendations with costs to implement the energy saving projects which would be paid for thru the dollars saved on reductions in utility usage. The Investment Grade Audit was completed and the report was provided to the County in the Fall of 2011. The majority of the recommended projects include new lighting fixtures, water fixtures, building mechanical control equipment, and outdated mechanical equipment (i.e. boilers and cooling towers). The four buildings selected are as follows: Parkhaus Garage, Job and Family Services, County Administration Building, and the William Howard Taft Law Center. The professional energy saving service firm has anticipated an approximate \$378,000 in annual energy savings to the County after paying for the improvements over a ten year period with the implementation of these projects. This amount has also been guaranteed by the firm as long as required operation and maintenance is provided.

The contract was approved on December 21, 2011 and with the appropriations of funds we anticipate site work to begin in late February or early March of 2012. All affected Departments and Elected Officials will be notified when work is to begin and the logistics of that work within their areas. An amendment to the audit contract was done in late 2011 for the energy saving firm to evaluate three additional buildings for potential energy saving projects as part of a Phase 1A. These buildings are the Courthouse, Justice Center, and 800 Broadway. If Phase 1A recommendations are approved it will be middle or late 2012 before this work will begin. The approved projects will help to address some of the critical items that this department has had on its deferred maintenance list for some time, while paying for themselves with energy savings.

## CAFM Corner

ARCHIBUS info

By Tim Schuh

### Archibus version 19.3

We successfully upgraded to Archibus V19.3 last year and want to thank everyone for their cooperation during the process. This upgrade will allow us to utilize Energy Management and Green Buildings modules.



### IWMS Shared Services

As we enter 2012, we wanted to share our current list of IWMS (Integrated Workplace Management System) Shared Services whom we provide Archibus Support to:

- Hamilton County Sheriff's Office
- Hamilton County Emergency Management Agency
- Hamilton County Stadia Operations at Great American Ballpark
- Hamilton County Stadia Operations at Paul Brown Stadium
- Hamilton County Planning and Development
- Hamilton County Department of Environmental Services
- Hamilton County Juvenile Court
- Hamilton County Clerk Of Courts
- Hamilton County Probation Department
- Hamilton County Auditor
- Hamilton County General Health District
- Hamilton County Parks District
- Cincinnati Museum Center
- Hamilton County Developmental Disability Services

Check out our updated iFM home page displaying our Shared Services logos the next time you log in!



### ARCHIBUS Users' Conference

The 2012 Conference will be held April 29 - May 2 at the Renaissance Boston Waterfront Hotel. Some topics to be covered range from Archibus V20.1, Tracking Assets with RFID and Clean Building, just to mention a few.

In addition, we will be hosting an Energy Efficiency Presentation at the Conference so stay tuned for a full recap, including highlights and details!

# In the Community

## Birthdays

### January

Dan Brewer  
Jesse Estes  
Jeff Heyl  
Joe Houlihan  
Rodney Lofland  
Karl Miller  
Joe Phillips

### February

Charlie Hodge  
Tony Matre  
Paul Murphy



### March

Kevin Burns  
Mike Denton  
Greg Francis  
Tom Heywood  
Steve Keeney  
Ron Maydak  
Tom Powers  
Steve Sears  
Sheila Williams

## Years of Service

### Five

Jesse Estes  
Jeff Heyl  
Ian Zellner

### Ten

Tom Powers



## Retirements

Bo Blank, Plumber Foreman  
December 30, 2011

John Roellig, FM Worker 2  
February 29, 2012

## Announcements

- Dan Brewer has accepted the position as Plumber Foreman.
- Don't forget to visit our website:  
[www.hamiltoncountyohio.gov/facilities/](http://www.hamiltoncountyohio.gov/facilities/)

# Super Bowl XLVI - February 5, 2012!

"Are you ready for some football?" While Hank and all his rowdy friends lament future Monday nights, Super Bowl XLVI is poised to commence for the first time at Lucas Oil Stadium in Indianapolis between the New England Patriots and New York Giants.

Ever wonder how the selection process works? The location of the Super Bowl is chosen by the NFL, usually 3 to 5 years in advance. Cities place bids to host a Super Bowl and are evaluated in terms of stadium renovation and ability to host. The NFL owners then meet to make a selection on the site.

Lucas Oil Stadium replaced the RCA Dome and was built to accommodate expansion to the Indiana Convention Center. The stadium celebrated its grand opening on August 24, 2008 and features a retractable roof and window wall allowing the Colts to play both indoors or outdoors. The large windowed gate allows additional light with a more open feel and was the largest movable glass wall in the world until Cowboys Stadium was completed in 2009.

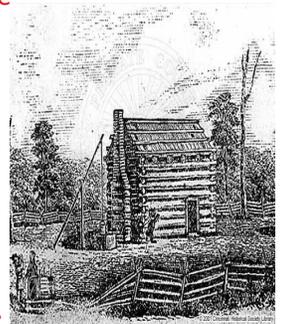
Seating capacity is 63,000; an increase of more than 5,000 over the RCA Dome and can be expanded to a capacity of 70,000 for large events such as the Super Bowl and offers 137 luxury suites. The stadium's floor covers 93,900 square feet and is situated 25 feet below street level. The retro look of the stadium is a nod towards the historic fieldhouse appearance of sports venues from years past.



# COUNTY HISTORY

The history of the Hamilton County Courthouse is legendary, spanning well over 200 years and unfolding much like a Greek Tragedy. Three of the county's courthouses, along with invaluable records and legal documents, were destroyed by fire, a fate unsurpassed by any other Ohio county.

Hamilton County's first courthouse was a log cabin constructed by volunteers in 1790. It stood on what is now Government Square, dotted with swamps and frog ponds.



By 1802 it was soon replaced by a more substantial building, only to be accidentally caught on fire and destroyed. The third courthouse met a similar fate, burning down in the summer of 1849.

The infamous 1884 riots and resulting fire would consume the next courthouse, originally constructed in 1854. After the riot, the Ohio General Assembly passed a bill creating a board of trustees to oversee the construction of a fifth courthouse which remained until 1908.

The new and current courthouse, whose construction continued with some difficulty during the First World War, was completed and formally dedicated in October 1919. The total cost of the building and its furnishings was \$3,022,000 and encompassing approximately 603,856 square feet.

