



Facility Management Quarterly

Letter from the Director

As we start to enter the time for vacations and weekend activities, I hope that each of you will take note of the attractions and events we have here in the greater Cincinnati area. We need to take time for ourselves: such as go to the Zoo or Kings Island, take in a Reds game, catch a concert at Riverbend, enjoy the local festivals, go to the World Choir Games, visit our museums, and spend time in our fine park systems. As I have said in the past "Life is not all about work", we need to remember our families and loved ones and spend quality time with them".

Hillcrest

As you know on April 18 the Board of Commissioners voted to privatize the Juvenile Court operations and our maintenance functions effective May 2012. I want to thank all of those employees who over the last several years have worked hard to keep up that facility and maintain it to the high standards we have set for ourselves.

Energy Performance Contract

The facilities within the first construction phase are the Administration building, Alms & Doepke, 230 E. 9th, and the Parkhaus Garage.

Ameresco is currently installing a state-of-the-art lighting system that will save significant energy and improve lighting quality to the benefit of the building residents and staff of Hamilton County. This project replaces or upgrades approximately 9,300 existing fixtures and will enhance the quality, consistency, and color rendering of your lighting, while meeting all applicable codes and standards.

In addition to lighting fixture upgrades and replacements, Ameresco is mobilizing phase two of the lighting system upgrades. This portion of the project, scheduled from April to June, 2012 consists of controls throughout the facilities that will result in lights being turned off automatically when the room is unoccupied.

Engineering services, new equipment submittals and lighting inspections are all underway and will continue throughout the month of May. Permit able drawings for the boiler and water heater upgrades at Administration and the Taft Center are under review by Ameresco along with the new cooling tower work that will be performed at Taft Center this fall. Additionally, the engineering has been completed for the A&D heat pump water heaters

- Ralph

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Holiday Schedule for 2012 Second & Third Quarter

Memorial Day	Monday, May 28, 2012
Fourth Of July	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012

Check Out Our Website!

www.hamiltoncountyohio.gov/facilities/

We have been busy updating our Hamilton County Facilities website and continue to make improvements.

Please be sure to check out some recently updated links from the **Awards/Recognition** section and the **Safety Progress Report 2011** from the **SAFETY** section.

Welcome Aboard! Dept. of County Facilities New Employees



Mark Shorten
Maintenance Repair Worker 2



Mike Booher
Facilities Maintenance Worker 2



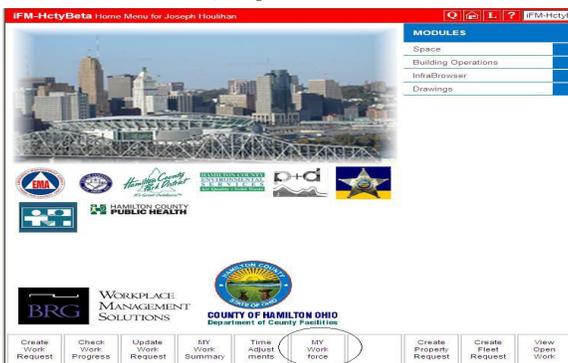
John Nester
Project Administrator

Support Services & Tech Tips - Archibus Verifying Your Labor Hours in iFM

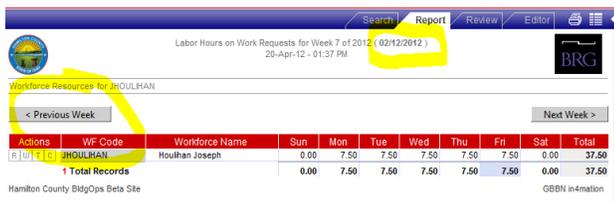
By: Susan Bauer

Did you know that you can verify the labor hours that you have or have not entered into Archibus with just a few simple clicks of your mouse? You can, and the instructions below will show you how.

Start out on your home page in Archibus. You will click on the button that is titled, **My Work Force**.



That will open another window that should look like the following (only with your name on the page):



Note the **date** for the week you are viewing in the middle of the top of the page. If this is not the week of information you want to verify, you can go to the previous week if need be by clicking on the gray button in the upper left corner that is titled **<Previous Week**. It may take a minute to load the new view.

The screen shot below is what the view might look like if you were to do that. Notice the hours that are listed under the days of the week, if you have not entered any time for those days it will reflect 0.00.

Actions	WF Code	Workforce Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	JHOULHAN	Houlihan, Joseph	0.00	0.00	7.50	7.50	7.50	7.50	0.00	38.00
1 Total Records			0.00	0.00	7.50	7.50	7.50	7.50	0.00	38.00

If you want to see which Work Request (s) those hours that are listed refers to, you can point your mouse at that particular amount of time and click that number which will bring up a similar view to the next screen shot shown here:

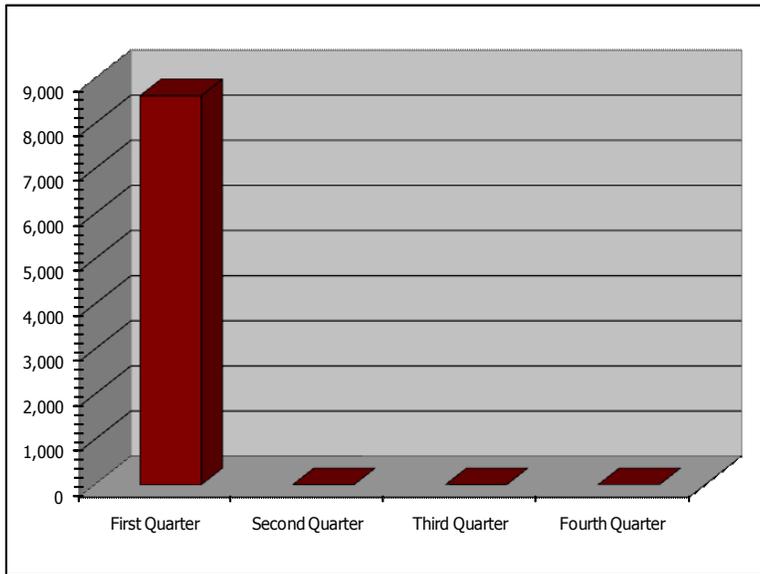
WR Code	WR Code (Bkg)	Prjg Type	WR Status	WF Resource	TA Time	Work Date	Hrs Est	Hrs SR
201203117	431370	1000 TIME ADJUSTMENT	Issued and in Process	GC2HGVSRJ Administration	03/08/2012	0.00	3.00	
201203142	452403	1000 COMPUTER	Closed	GC2HGVSRJ	03/08/2012	0.00	1.00	
2 Records for Week Date 2012-03-05 00:00:00.0							0.00	4.00
2 Total Records							0.00	4.00

By following the directions above every week you can be more assured that your time in the system is accurate. You will be able to see if you have entered time on all the Work Requests you worked on that week, or if you remembered or not to put in a Time Adjustment for days off or meetings, etc.

Work Requests Completed by Problem Type

First Quarter 2012

First Quarter	8,623
Second Quarter	0
Third Quarter	0
Fourth Quarter	0
YTD	8,623



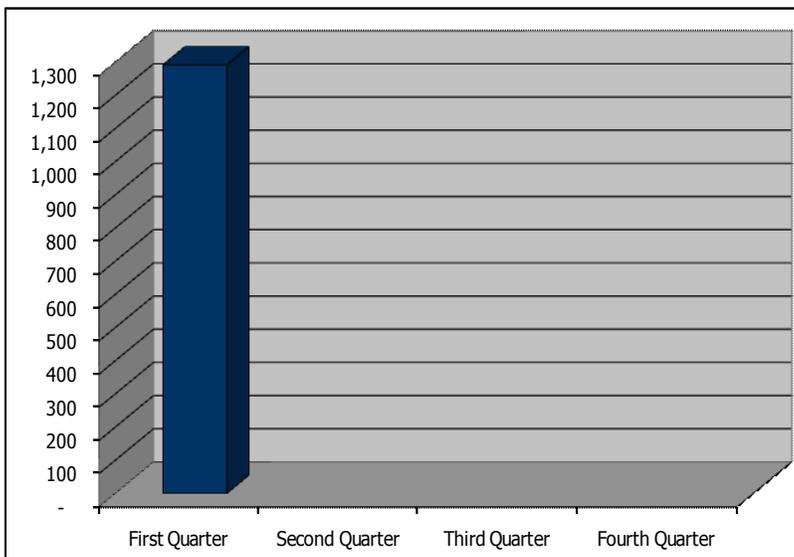
American Corrections Association	4
Americans with Disabilities Act	2
Audio Visual	5
Bed Bugs	29
Blinds	3
Replacement of damaged ceiling tiles	17
Cleaning	261
Compliance Management Inc. (Safety use only)	55
Computer	7

Conference room configuration	23
Custodial Services	133
Deliveries for other department within bldg.	60
Doors	140
Drywall patching/replacement	19
Electrical issue	236
BAS, Repairs / Maintenance	6
Electronic Lock	37
Elevator Repairs/Maintenance	13
Escort Non-badge Persons	13
Escort LEADS	6
Escort Non-LEADS	8
Drills, Fire Drs / Smoke Evac. / Dialer Tests, etc.	18
Fire Suppression System	5
Fire System Repair/Maintenance	28
Fleet Management issue	118
Flooring Repair	18
Furniture/Furnishing issue	216
Grounds/Landscape	46
Hillcrest Hygiene Supply Kit	4
New installation	72
Purchase Supplies, Stock Inventory, Distribute	55
Make/change keys	61
Appliance Repair, Food Cart Repairs	18
Kitchen Failure	6
Kitchen Inspection	13
Laundry Services	75
Leaking problem	63
Light bulb	521
Mechanical problem	335
Move a piece of equipment and/or furniture	146
Non Electronic Lock	21
Strange / Bad Odor (s) or Smells	6
Paint as required	45
Public Emp. Risk Reduction Prog.	6
Pest control activities	24
Phone Problems	31
Plumbing problem	1,071
Police the grounds, restrooms, etc	2
Pre-Bag Filters	1
Preventative Maintenance	4,282
Project (Fac Mgmt only)	1
2-Way Radio, Repeater, Tests & Repairs	1
Move, Inv, Store, Transport, Destroy Records	2
Roof	6
Safety	36
Safety Services (CMC use only)	1
Security Fixture Repairs	8
Signage	37
Special event setup	25
Store rooms - Maint and Building Services	20
Stocking paper supplies in Tenant Areas	12
Telecommunications - JC Visitor phones	7
Temperature is too cold	45
Temperature is too hot	21
Transporting	8
Waste Exposure	1
Window or glass problem	8
Total	8623

Open Work Requests at the Beginning of the Quarter

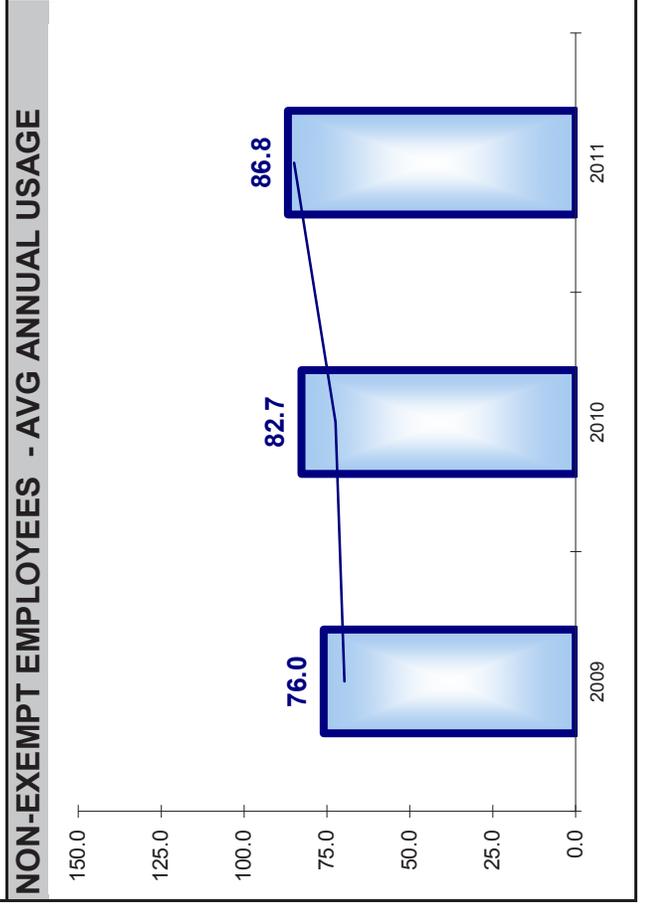
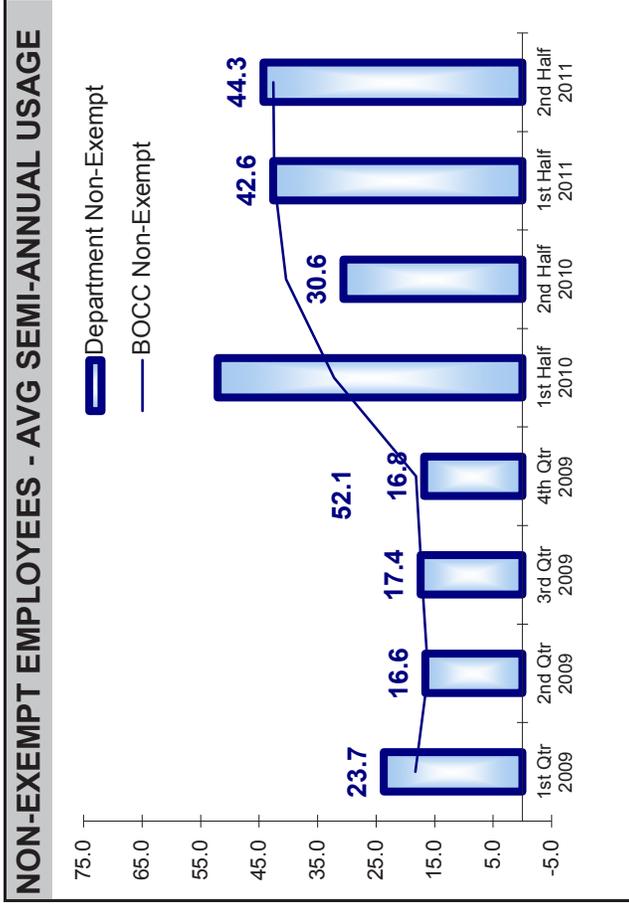
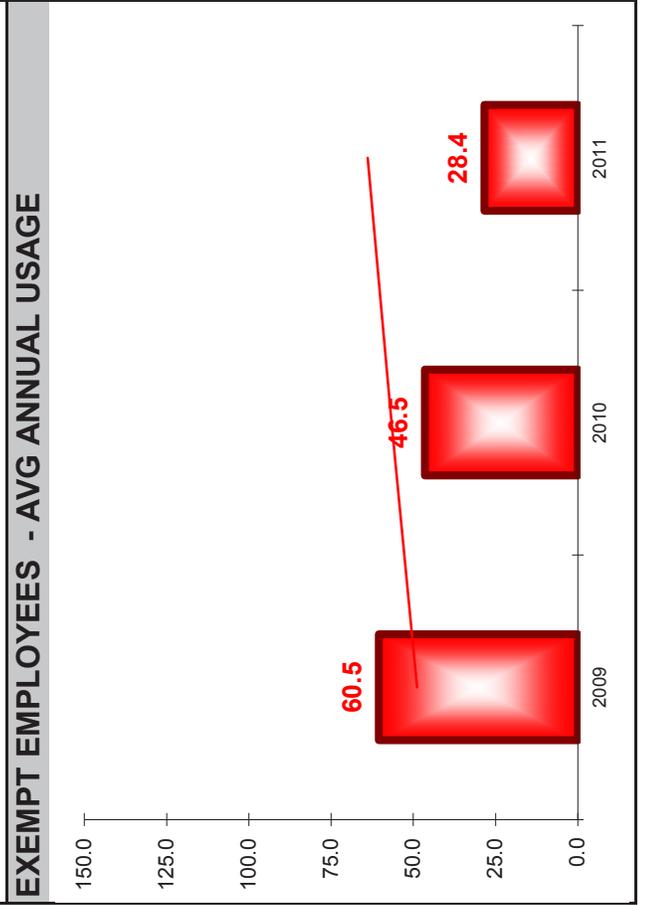
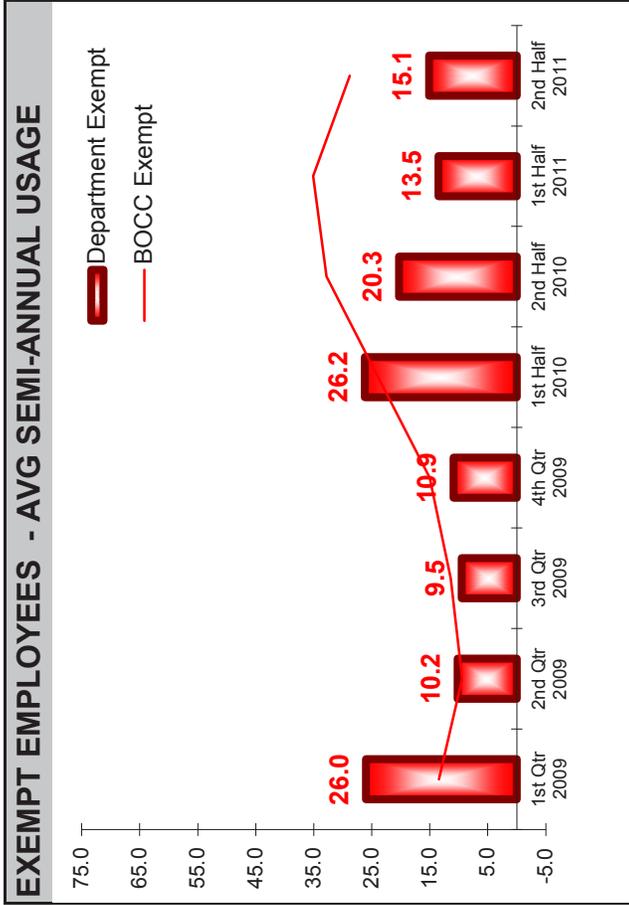
First Quarter 2012

At the Beginning of:	
First Quarter	1,292
Second Quarter	0
Third Quarter	0
Fourth Quarter	0



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 employee's usage.



Things We Learned in Grade School

Remembering Important Emergency Response Actions

By: Rodney Lofland

Do you remember the fire drills we did with our classmates back in grade school? We just thought it was nice to get out of the classroom for a few minutes! But in reality, we were really being taught an important lesson that we need to remember today. Do you remember what it was?

Think back for a moment. There we were, sitting in class, when the fire bell suddenly started ringing. The teacher calmly said, "Everyone put down your pencils and stand up. Beginning with the row closest to the door, I want you to walk single-file out of the building and go to the far side of the playground. Stay in a group and wait for me to join you." And if one of our classmates were on crutches or in a wheelchair, we were instructed to help out. We learned to...

- 1) Stop what we were doing,
- 2) Walk outside the building,
- 3) Help anyone who needs assistance,
- 4) Move to a designated location away from the building,
- 5) Stay with our group and wait for further instructions.

The rules are the same today as they were back then. So the next time there is a fire alarm in your building and you are not part of the building's emergency team,

- 1) Stop what you are doing and turn off your computer,
- 2) Walk outside the building (last one out of a room close the door, but don't lock it),
- 3) Help anyone who needs assistance (remember, don't use the elevator),
- 4) Move to a designated location away from the building,
- 5) Stand with members of your department or group and wait for further instructions.

Remembering these important lessons learned in grade school just could save your life and the lives of others.



Helpful Tips to be Prepared:

Everyone needs to know what to do if an actual emergency event, such as fire, bomb threat, or severe weather were to occur. And with some simple planning and knowledge of your surroundings in advance, you can greatly increase your ability to survive an emergency situation.

Here are some things you can do to be prepared:

- 1) Review the evacuation plans posted throughout your building. These identify your emergency exits and shelter locations, as well as locations of fire extinguishers and alarm pull boxes.
- 2) Note the nearest emergency exit.
- 3) Know of at least one alternative exit if your first choice is blocked.
- 4) Take cover under a desk or table if debris is falling.
- 5) Stay away from file cabinets, bookshelves, or other objects that may fall.
- 6) Turn your back to windows and glass.
- 7) Move away from exterior walls.
- 8) Determine if you should "shelter in place" or evacuate.
 1. Listen for and follow instructions.
 2. Do not use elevators.
 3. Stay to the right when going down stairwells to allow emergency crews to come up.

CAFM Corner

ARCHIBUS info

By: Tim Schuh



Archibus version 20.1

This latest version of Archibus introduces a new Run Anywhere architecture that enables all Archibus users to effectively communicate and collaborate in the form of Web Central.

Web Central is accessed through a Web Browser (like Internet Explorer) and version 20.1 will deliver a new suite of applications including Green Building which can report on carbon footprint over time, to Energy Management which can help lower costs through reduced overall energy consumption and decreased peak-time usage.

ARCHIBUS 2012 Users' Conference

The 17th International 2012 Conference will be held April 29 - May 2 at the Renaissance Boston Waterfront Hotel. County Facilities Director, Ralph Linne, will be hosting an Energy Efficiency Presentation at the Conference so stay tuned for a full recap!

Some topics to be covered at the conference range from Archibus V20.1 and new applications including Green Building, Energy Management and Asset Portal, various hands on workshops for Web Central and Smart Client, as well as the Archibus Government Users Group.

Integrated Workplace Management System

Our 2012 current list of Shared Services whom HCFD 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

In the Community

Birthdays

April

ANN HALL
GARY THOMAS
STEVE WESSELS
TAY BOYLE
DOUG BRUCE
JOHN GILBERT
JERRY BRADLEY
ANDY STAFFORD

May

JEAN HEENAN
BARB WEGHORN
CURTIS COMPTON
BILL STAUTBERG
GARY BERGER
MARK SENGEWALD
BILL SCHOLL
JOE CRESAP
DAVID NIENABER
ADAM HORWARTH

June

CHRIS NEFF
KEN FIELDS
MICHAEL GLACKING
TONY MARTINI
TOM FRIEDHOFF
MIKE JACKSON
JOE MERKT

Years of Service

FIVE

Eva Warren
5/21

TEN

Stephen Keeney
6/24

FIFTEEN

Bill Obermeyer
6/12
Glenn Dupps
4/30

TWENTY

Pam Gilbert
5/28

TWENTY-FIVE

Joe Phillips
6/8

Announcements!

Congratulations to **William Perkins** for completing the Leadership for Results Curriculum. He attended the 15 employee sessions needed to complete the course. Will received his LFR pyramid in December 2011. Way to go, Will!

ArtsWave - The county-wide ArtsWave campaign has concluded and the contributions totaled just short of \$12,000.00. As a department, we contributed \$169.00. Thanks to all who participated. The winner of the Ruthven print in our department is **Sandy Brown**.

COUNTY HISTORY - 800 BROADWAY

By: Tim Schuh

January 10, 1984 "Gentlemen: Times change and industries modernize. There is no need for this structure in the newspaper industry today, so this elegant building has been lifeless for the past few years. We are confident we can secure this valuable structure and conserve it for future appreciation." So begins a memo addressed to the United States Department of the Interior from an architectural firm hired to update "a rich and unique building designed to be a symbol to the city."

In 1879 Charles Taft purchased both *the Times* and *the Evening Star* newspapers; a year later he merged both as *The Times-Star* while serving as editor-in-chief. By 1928 the paper was faced with expanding circulation and a less than adequate printing plant at Sixth and Walnut, therefore a new location became imperative.

After an exhaustive survey, the Eighth and Broadway site downtown was chosen and in the summer of 1931 a new 341,000 square foot building, complete with 18 floors, was awarded to Samuel Hannaford & Sons Architects of Cincinnati. During construction of the building, however, Mr. Taft died and is forever immortalized, along with his wife, Anna, in high metal relief plaques located in the main lobby.

Upon entering the gold arched entrance of 800 Broadway is the expansive marbled lobby, splashed with decadence, sporting underlying geometric floors. Art deco decorum is evident in the carved symbols depicting the printing trade, entangled with various depictions of American eagles, encompassing patriotism.

The exterior of the building is of Bedford limestone and the artistic stonework gracing the exterior has allowed 800 Broadway to be recognized as a "superstructure". The entire statuary design was

created to symbolize journalism and learning. The front exterior of the building manifests tremendous statues of men who have made history in printing.

Opening to the public in February 1933, the Cincinnati Times-Star Building was unveiled. Guided tours escorted thousands to witness the production of a newspaper and for the next 25 years publication continued successfully. By 1958 circulation was superseded by its competitor, *The Cincinnati Post*, until December 1979 when printing stopped at 800 Broadway due to consolidation of equipment with *The Cincinnati Enquirer*.

In the early 1980's, Hamilton County purchased the building and in 1991 renovations began to house courtrooms and offices of the Hamilton County Court of Domestic Relations. In 1994 the Court took occupancy and continues to endorse all of the traditions of the American people, including Truth, Patriotism, Progress and Speed, honorable values indeed.

