
Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



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Hamilton County Facilities Department

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What is IWMS

Support Services, a division within the Facilities Department, provides IWMS (Integrated Workplace Management System) Services. These Shared Services can be provided to other County departments/agencies as requested, and per a Master Service Agreement.

IWMS is a term used to reference the County's database system utilized to manage the various aspects of facility management, including space management, asset and software management, building operations, the management and cost estimating of projects (including LEED), management of information for various conditions within the buildings (including deferred maintenance), management of environmental assets, tracking energy usage and many other related items.

ARCHIBUS System



ARCHIBUS is the system that the Facilities department is currently using. In this brochure is a document detailing what modules are currently being used by the County, either by Facilities or other listed departments/agencies. ARCHIBUS is a relational database built in Microsoft SQL. It is tied to the AutoCAD drawings, a windows interface, and web interfaces.

ARCHIBUS was chosen due to the products success, ease of purchasing one module or license at a time, and the open ended architecture of the system for modifications. We have customized this system to work in a government environment as opposed to molding our policies and procedures around it.

System Integration

ARCHIBUS can be integrated with other various systems and data can be converted from other systems into ARCHIBUS. Currently, we are using ARCHIBUS with AutoCAD, Java based website, Java/Apache Tomcat based platform, HTML5 and BIRT Reports. We are also integrating mobile device support.

Hamilton County Users

The system is currently being used by the Facilities department, Sheriff, Clerk of Courts, Environmental Services, Planning and Development, Purchasing, County Engineer, Juvenile Court, Emergency Management Agency, Developmental Disabilities Services, Paul Brown Stadium, Great American Ballpark/Ballpark Management Company and Hamilton County Job and Family Services to manage the various aspects of their organizations. Additionally, many County departments use the ARCHIBUS system for Equipment and Fleet Management, FM Works Mobile (third party application that utilizes barcode scanning technology with annual inventory reports), Capital Project requests, and requests for maintenance in the buildings maintained by the Facilities department. ARCHIBUS is also being used by contracted Professional Design Firms for reviewing and estimating projects, submitting building condition assessments, tracking energy usage and reviewing floor plans for projects.

Other County Users

Hamilton County Board of Health, along with Butler and Clermont Counties, are using ARCHIBUS with the Hamilton County Board of County Commissioners, thru the Facilities Department's Shared Services.

Hamilton County Board of Health is utilizing the system to track their inventory as well as Emergency Events. The Emergency Events involve tracking inventories as they arrive for Public Health Events (such as H1N1 Vaccination, Wind Storms Fall 2008, etc.), then transfer to other locations, POD, and the entire dispensing process.

We are currently running version ARCHIBUS v24.1 and are in the process of migrating modules into Web Central (Java based ARCHIBUS application).



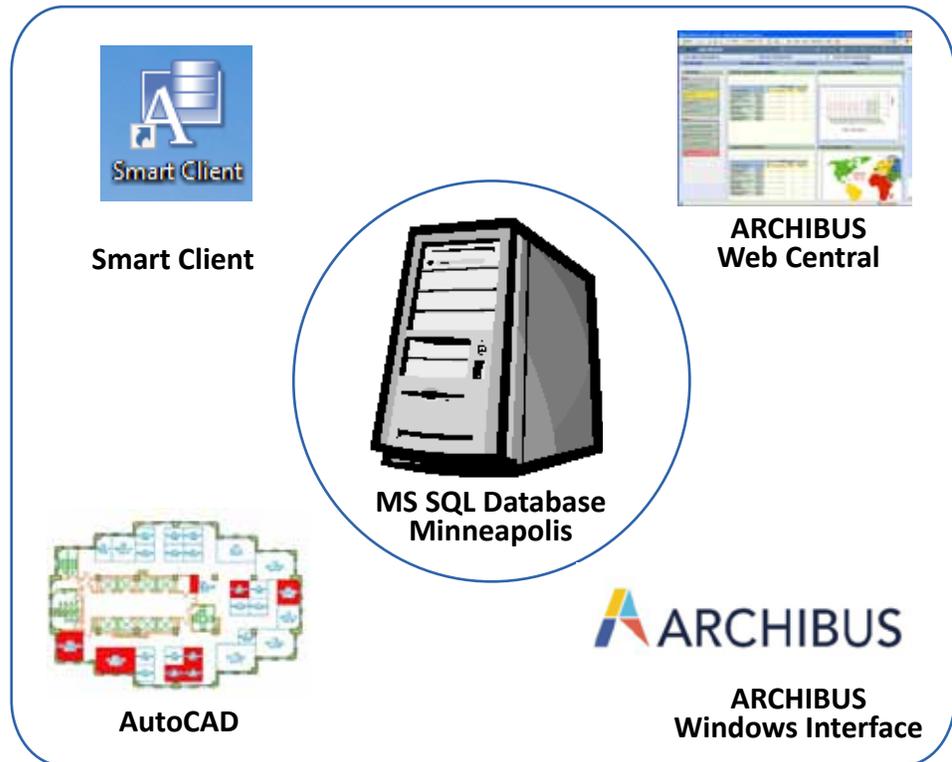
System Architecture

ARCHIBUS, for Hamilton County, resides in a SQL database stored off-site with a contracted vendor in a secure, data warehouse in Golden Valley, MN. The SQL database consists of modules purchased from ARCHIBUS Inc. and in-house developed activities. The database connects to AutoCAD for Space Management to easily access floor plans and space data. ARCHIBUS Smart Client is a separate application used for database management. Web Central web based interface was designed for end users to easily log in and access modules. The database is backed up every two hours, and a redundant server resides in another state.

Where is the database located?

Backups? Duplicated Servers?

Physical Structure



Employees & Approved Vendors

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Operations & Maintenance

The Operations & Maintenance modules handle the Facilities department's main functions. It includes the following Modules & their functions:

Building Operations Management

Work Order System on Internet and Mobile devices

Preventative Maintenance

Scheduled work for Equipment, Locations, and Vehicles

Workplace Services / Service Desk

Service Desk provides simple, self-service processes for commonly requested services, including technology support issues and other common service requests.

Warranty Management

Tracking warranties for equipment and vehicles. This helps expedite the process of getting repairs taken care of, and keeps the County from paying for something that should have been covered under warranty.

Confined Space / Lockout Tagout Procedures

Employees save time by having this information available on their work requests.

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What is the Building Operations Module

Building Operations Module

County Facilities staff has the ability to effectively manage work orders across all County facilities. Using web enabled screens and work queues, the work order management system can track on demand problems, schedule preventive maintenance tasks, document labor and parts, and perform historical reporting to measure trends and workloads. The Hamilton County Sheriff's maintenance staff at the Justice Center, Hamilton County Planning & Development Field Operations, Stadia Services at Paul Brown Stadium and the Cincinnati Bengals and the Cincinnati Reds Ballpark Management at Great American Ball Park are all using ARCHIBUS to manage their work tasks.



Our implementation strategy has helped organizations quickly implement a work order system with no internal software or hardware requirements thru coordination with their internal IT departments. We provide training classes and training documentation which targets each type of system user, including managers, trade and maintenance supervisors, and staff. Our CAFM partner can provide data conversion services which ensures that past work order history from a legacy system can be properly carried over for reference and reporting purposes.

How does the County use it

Our work order system allows us the ability to manage several thousand work requests per week across an unlimited number of locations. With the ability to collect requests from individuals outside the County Facilities Department, our web enabled work order system has drastically improved communication with the buildings' tenants and Building Managers.

Benefits and Features of the ARCHIBUS Building Operations Module

Facilities Work Order system features are:

- Online submittal of work requests by approved users
- Ability to approve, assign, issue, and complete work requests online
- Pre-filtered work queues to view work assignments
- Standardization of preventive maintenance tasks through common instructions
- Web enabled aging, cost summary, and workload reports
- Flexible reports to see active and historical work by location, trade, or individual craftsperson
- Management of work history on equipment and facility assets



Activities of the Building Operations Module

Benefits to for our Building Managers:

- Schedules maintenance tasks through the entire lifecycle of an asset (equipment, fleet, or property)
- Helps balance future PM work against on demand requests and project demands
- Provides audit trail of work performed on assets for reporting and issue research
- Automatically generates work orders that can be assigned to maintenance staff

Activities for Building Operations:

- Preventative Maintenance
- Confined Space / Lockout Tagout Procedures
- Warranty Management (see Asset Mgmt for more details)



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What is the Preventative Maintenance Activity

Building Operations Add-On Activities Building Operations - Preventative Maintenance

County Facilities has implemented a preventive maintenance program and work order system that places equal importance on defining an efficient plan to operate the facility. Our structured preventive maintenance (PM) system ensures that a facility's structure and assets are maintained at recommended intervals to control long term operating costs.

Our staff has provided solutions to effectively structure and schedule preventive maintenance tasks. This is done thru direct integration with our work order system which ensures that preventive maintenance tasks are generated on a timely basis and that work is documented for historical reporting. Using web enabled screens and work queues, the system can track PM work orders, document labor and parts, perform historical reporting to measure trends and workloads, and forecast labor requirements for future PM demands.

Benefits of Preventative Maintenance:

- Schedules maintenance tasks through the entire lifecycle of an asset
- Defines standard PM procedures for all maintenance staff to follow
- Helps balance future PM work against on demand requests and project demands
- Automatically generates work orders that can be assigned to maintenance staff



Benefits

Building Operations - Confined Space / Lockout Tagout Procedures

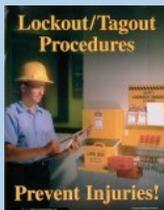


This Activity was developed by our ARCHIBUS Business Partner to manage the procedures written for Confined Spaces and Lockout Tagout Conditions. A Safety Consultant provides the County with written procedures that each employee should follow when working in certain areas or on certain pieces of equipment. These procedures are now available on the website. When a Work Request is created for a piece of equipment or a space with an associated procedure, there is a link in the edit screen, report preview screen and on the shop print-out screen to open each related procedure. Additionally, pertinent information about types and quantity of locks and tools necessary to perform the work are located on the shop print-out and general report so that our staff are aware of the conditions and needs prior to reporting to the location of work, and without having to open the actual procedure.

Benefits of Confined Space / Lockout Tagout Procedures:

- Updated Procedures are available on the website
- Pertinent information about necessary tools, locks, and equipment are available prior to employees arriving at a work site
- Procedures available on the website for printing - so employees can have their own copy for equipment they are specifically responsible for

What is the Confined Space / Lockout Tagout Procedures Activity



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What is the Service Desk Module

Service Desk

Archibus Service Desk is a Web-based application that provides simple, self-service processes for commonly requested services, including moves/ adds/changes, room reservations, project management, among many other requests. Service Desk automates the service request cycle through Service Level Agreement (SLA) designations that authorize, prioritize, route, and complete requests. Increase efficiency, reduce costs, and improve customer satisfaction with Archibus Service Desk.

Features

Features

- Streamlines requests for all services through simple forms, intelligent workflows, and automated notification of status changes
- Reduces administrative overhead and operating costs by enabling a self service environment. Improves decision-making by aligning energy spending to business needs
- Increases efficiency by enforcing Service Level Agreements (SLAs) to control resource access and standards
- Improves performance measurement/analysis and elevates customer satisfaction



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What is the Warranty Management Activity

Warranty Management Activity (Asset Management)

As part of the Management of our Facilities and assets, the County Facilities Department has the need to manage warranties as they are associated with the equipment and vehicles we own. This information not only needs to be managed, but it needs to be available in the ARCHIBUS system for easy reference when there is an issue that requires maintenance or repair of a warranty item.

The Facilities department has modified the existing Warranties table within ARCHIBUS to handle warranties for equipment and vehicles, and made the necessary changes to accommodate the likelihood of there being multiple warranties per item. The warranties are associated with a vehicle or piece of equipment, and the type of warranty is identified, as well as the date it expires, who the warranty is with, and a PDF of the warranty can be uploaded to the database/website for review online.

When accessing the summary report for a given piece of equipment or a vehicle, there is now a section available to display all associated warranties. There is also a link next to each warranty for the loaded PDF files, that will open the file in a separate browser window.

Benefits of The Warranty Management Activity

Benefits of the Warranty Activity:

- Ability to catalog various warranties for equipment and vehicles
- Easy reporting of warranties by date, show what warranties are still active
- Ability to see associated warranties in vehicle and equipment summary reports
- Ability to upload PDF versions of the actual warranty for online viewing - making the information easily available to all employees



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Physical Asset Tracking

The Physical Asset Tracking modules handle the Facilities department's main assets. It includes the following Modules & their functions:

Real Estate Information System

Maintains current property information, for properties owned by the Board of County Commissioners.

These Properties can be linked to Buildings, and can also have Leases associated with them. The Building Operations modules was modified to also track Property Work Requests for maintenance.

Space/Roof Management

Maintains current space and roof data. This includes SQ FT, types of space, departmental occupancy, and tracks materials and maintenance for roofs.

Record Drawings

Tracks all Record and As-Built drawings that belong to the Facilities department. This information can be searched against, and the drawings are filed and bar coded in accordance with this information.

Furniture & Equipment W/FM Works

Tracking all assets that belong to the County, from furniture to building equipment, this module tracks location, users, warranties, and has reporting for the 5 year plan and year end asset lists submitted to the BOCC and Auditor. Standard forms are also available.

Software Management Activity

Tracks all software that belongs to the department, and how it is being used. This also has a function for uploading document, tracking costs, and for forecasting future costs to upgrade.

Fleet Management

This module track vehicles in the same capacity as equipment, and tracks mileage, fuel, and maintenance associated with each vehicle. Then you can calculate cost and usage analysis reports.

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What is the Real Estate Information System

Real Estate Information System

The Real Estate Information System is a modified version of the ARCHIBUS 'Real Property and Lease' module. This module was designed to track real property, parcels, and leases as they relate to those properties. In Hamilton County we have made changes to track additional details about the property such as who is responsible to maintain it, ability to upload lease documents, integration with the Building Operations module, and additional web reporting capabilities.



How does the County use it

As a government organization, it is important that we are able to track and maintain all properties owned by the County (Board of County Commissioners). This module allows the Facilities department to maintain information about all properties owned by the County, location, size, type of property, responsible

Agency for maintaining the property with contact information, easements, deed restrictions, tenants (if available), etc. Parcels related to each property are also listed, but information is not maintained on each individual parcel unless otherwise necessary. In addition to the properties, we can also use this module to track Leases, for property or space within a building, in which we are the landlord or the tenant. Lease documents can be uploaded, as well as geographic maps of the location.

Benefits of ARCHIBUS REIS

This information is then tied back to the Space Management module (buildings located on the property) and the Building Operations module (tracking requests as work requests and tracking that the work was completed).

Some of the Benefits include:

- Ability to find all owned property and values in one place
- Ability to evaluate opportunities to sell unnecessary properties
- Ability to review cost of maintaining properties and annual payments
- Ability to quickly respond to Citizen requests for cleaning or maintaining a property by easily looking up who is responsible for that property and knowing how to contact that Agency

Some of the Standard Reports available:

- Properties with Listed parcels, buildings, and photos
- Cost Analysis by Property Type

PROPERTY 590-0100-0001-00 SUMMARY

PROPERTY DATA

Property Code:	590-0100-0001-00	Hamilton Training School
Overview:	246 Bonham Rd	Area Land Acres: 87
Street:		No of Buildings: 23
City Code:	CINCINNATI	No of Buildings Calc: 0
State:	OH	Area Gross Int: 0 sf
Postal Code:	45215	Area Rentable: 0 sf
County Code:		Area Lease Neg: 0 sf
Status:	OWNED	Num Pkg Spaces: 0
Property Use:	60000 USE	Num Pkg Spaces Calc: 0
Owner Contact:	Bill Stauberg	Area Parking: 0 sf
Ownership State:	Other	
Responsible Agency:	BOCC	Date of Purchase: 30 Dec 2005
Agency Contact:	Paula Linn	Purchase Price: \$0.00
Tenant:	Juvenile Court	Deed Book & Page:
Tenant Contact:	Brian Griffiths	Value - Market: \$7,956,570.00
		Deed Restrictions: No
Easements:	No	
Tax Exempt:	No	
Generates Revenue:	No	
TransAssessments:	\$0.00	
Other Assessments:	\$0.00	
ORC:		
Funding:	Other	
Revised Funds:	\$0.00	
Property Description:		
Revenue Description:		
Additional Comments:		
Assessment Comments:		
Deed Comments:		
Tax Comments:		

ASSOCIATED PARCELS

Parcel Code	Name
BUILDING DATA	
Building Code: 5900 - Hamilton Administration	
Building Name & Address:	Hamilton Administration - 246 Bonham Road
Agency:	Juvenile Court
Gr Gross Area:	13,427.72 sf
Gr Gross Area:	4,982.00 sf
Total Roof Area:	
Building Code: 246B - Hamilton Chapel	
Building Name & Address:	Hamilton Chapel - 246 Bonham Road
Agency:	Juvenile Court
Gr Gross Area:	3,217.74 sf
Gr Gross Area:	4,982.00 sf
Total Roof Area:	
Building Code: 246C - Hamilton Training School	
Building Name & Address:	Hamilton Training School - 246 Bonham Road
Agency:	Juvenile Court
Gr Gross Area:	13,427.72 sf
Gr Gross Area:	4,982.00 sf
Total Roof Area:	



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What is the Space Management Module

Space Management Module

Although most large organizations have space management programs in place, they are consistently challenged to keep the data current and accessible to management for timely decision making. For many organizations, the information resides in AutoCAD or static spreadsheets, making ad hoc reporting a challenge. For others, excessive time is often spent auditing space information on an annual basis, rather than focusing on the upkeep and validity of the data throughout the year. The result can be a lack of confidence in the space inventory numbers, leading to non-enforced space standards, inefficient use of space, and the inability to respond to management reporting needs. For the facilities managed by County Facilities we have addressed this issue.

How does the County use it

Our Space Management module of our CAFM system allows us to document facility portfolios and report on facility space utilization. This used for benchmarking to BOMA reports of similar type facilities. Using AutoCAD drawings and relational databases, the Facilities staff and CAFM Partner has built a comprehensive inventory of facility information, including sites, buildings, floors, and rooms. Our intuitive website provides our staff and Design Partners with access to view drawings, generate space utilization reports, and update space data.

What does the system provide

Our system has provided:

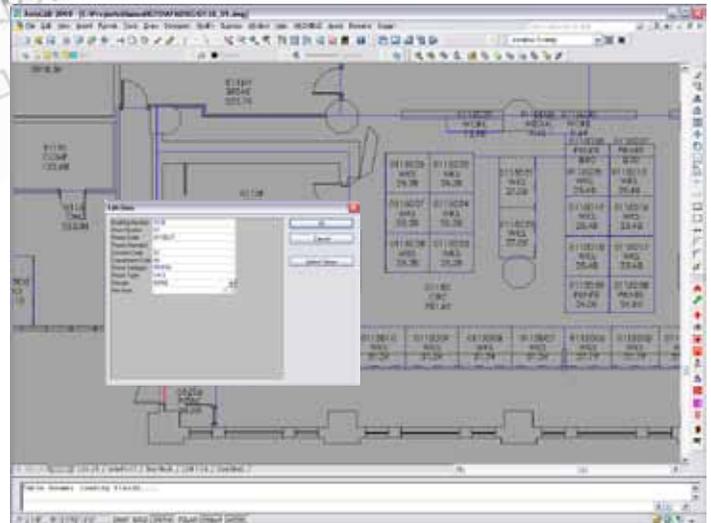
- Clear visualization and documentation of space ownership
- Ability to do benchmarking and to establish standards as necessary for County facilities
- Accurate space usage reports to avoid external or interdepartmental billing disputes
- Automates space charge backs to departments, if needed
- Easy to access drawings for use in project planning and estimating
- Easy to update database once drawings changes have occurred
- Facilitates the identification of space inefficiencies and enforcement of room standards
- Captures facility information such as work order detail, assets, and infrastructure
- Online access to facility plans, which can include structural, mechanical, electric, telecommunication and plumbing detail
- Additional Life Safety Information can be accessed online as it relates to projects and general employees and their work conditions

How has it helped the County

Activities of the Building Operations Module

Activities for Space Management:

- Overlay for AutoCAD
- Roof Management



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What is the Roof Management Activity

Space Management Add-On Activities Space Management - Roof Management Module

Although most large organizations have space management programs in place, many systems lack the ability to track roof space as a separate type of asset, integral to the building, and tracking square footage that is separate from the overall building square footage. This space can also have equipment located on it, Work Orders and Projects associated with it, and the Building level reporting includes information about it. Proper maintenance and knowledge of the roof surfaces is just as important to the Building Manager as any other part of the building's infrastructure.

Roof Code	Roof Name	Area (Sq Ft)	Installing Contractor	Overall Roof Condition	Roof Mem	Roof Cracks	Roof Surf	Vapor Retarder	Roof Type
0000	Section 01	2,081.04		No Condition Reported					
0000	Section 02	121.74		No Condition Reported					
0000	Section 03	333.66		No Condition Reported					

Benefits

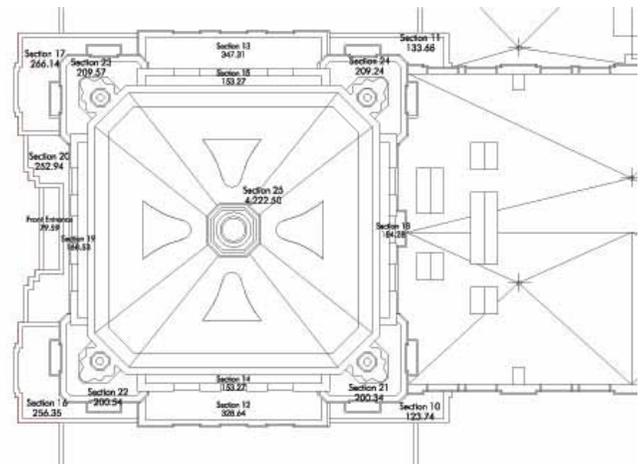
Our system has provided:

- Clear visualization and documentation of roof space
- Important information about the various roof surfaces for each building, such as the date last replaced, vendor, flashing, deck type, drainage, insulation, roof slope, vapor retarder, etc.
- Easy to access drawings for use in project planning and estimating
- Captures roof information such as work order detail, assets, and infrastructure
- Online access to roof plans and detailed reporting per surface

What is the Overlay for AutoCAD w/Design Management

Space Management - Overlay for AutoCAD w/Design Management

The Overlay for AutoCAD allows for a direct connection between the AutoCAD drawing space data and the ARCHIBUS database. The AutoCAD Add-On that is provided allows for updating various pieces of information that is connected between the drawings and database, including but not limited to: room square footage, location of equipment, furniture and employees, hazardous material locations, asbestos and lead-based paint locations, and lock & door details. (More detail is available on the sheets for the associated modules)



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What is the Furniture & Equipment Module

Furniture & Equipment Module (Asset Management)

As a Government Organization with funding from various sources, we are responsible for tracking everything we purchase and dispose of. An annual inventory is submitted to the Board of County Commissioners and the County Auditor, and then the information is reconciled. We need to know who owns everything, who pays the bill when it comes, and who is responsible for keeping track of it.

The ARCHIBUS Furniture & Equipment module allows us to track our assets to the necessary level. We track all non-consumable items purchased over a certain dollar amount (varies by agency and funding source), tools, computers, and equipment related to the function of the buildings.

Additionally, we can track PM and On-Demand work that is performed on the equipment, track tools for tool control in secure work locations, Confined Space and Lockout Tagout Procedures for the equipment, sub-components, and we track the software associated with each computer in a sub table. The Warranties module is available to track multiple warranties per piece of equipment, as well.

Facilities Furniture & Equipment module features are:

- Online snapshot of the equipment including photo, location in building (floor plan), details of equipment, work history, and scheduled maintenance
- Ability to add and update equipment online
- Easy inventory tracking system that can be used by all County departments/agencies
- Track equipment warranty
- Track depreciation of assets
- Annual budget Forecasting - replacement plan

Benefits for the County:

- Annual inventory submittal process is more efficient - reports are printed for each location or person responsible, information is updated via the website, and pre-formatted reports are available for submission
- Ability to track maintenance of equipment and know when we are spending more on repairs than the actual value of the asset

Additional Asset Management Activities:

- Software Management
- Record Drawing Inventory
- Warranty Management

EQUIPMENT 250-AHU-1-1 EAST SUMMARY
01 Feb 2013 02:51 PM

EQUIPMENT DATA			
Parent Code:	250-AHU-1-1 EAST	AIR HANDLING UNIT - 1	
Building:	0250	Date Stored:	
Floor:	01	Date Installed:	01 Jan 1998
Room:	118	Date in Repair:	
Division:	01	Date Sold:	
Department:	06	Life Expectancy:	15
Employee:		Purchase Cost:	\$0.00
Date Read:		Date Last Read:	
Serial Number:	N/A	Replacement Cost:	\$103,881.00
Model Number:	MCCAD21	Dispos. Value:	\$0.00
Manufacturer:	TRANE	Salvage Value:	\$0.00
Organization Code:		Condition:	good
Status:		In Service:	

Location Description:
1st Floor East Mech Room

Comments Log:
2013

EQUIPMENT STANDARD DATA			
Category:	0.00	Manufacturer:	0.00
Std Amperage:	0.00	Std BTU:	0.00
Std Depth:	0.00	Std Height:	0.00
Std Power:	0.00	Std Voltage:	0.00

ASSOCIATED SUB-COMPONENTS

How does the County use it

Benefits and Features of the ARCHIBUS Furniture & Equipment Module

Activities of the Building Operations Module



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What is FM Works Mobile

Furniture & Equipment/Building Operations Add-On Activity Furniture & Equipment/Building Operations - FM Works Mobile

FM Works Mobile is a third party application that extends the power, innovation and productivity of the Furniture & Equipment and Building Operations modules to mobile devices including tablets (iPad), smart phones and PDA devices. Data from the ARCHIBUS system is synchronized to the FM Works Cloud database. Once the mobile device scans the inventory bar code, the inventory record is synchronized in real time, which automatically updates the ARCHIBUS system with the current date of last count. FM Works is compatible with iOS and Android mobile devices, and older versions will run on PDAs with Windows Mobile 5.0 and 6.0. Data communication can be broadband (cellular) wireless WAN for mobile devices and via hard-wired "cradle sync" for PDAs.

Equipment Survey™ -- enables you to view inventory assets on a mobile device so it can be field verified, updated, etc. You can add new equipment, as it is discovered in the field. The "Bean" Counting tool allows users to set the current date/time as "Date of Last Count", when scanned, and/or predefine a location, and have assets update as they are scanned.

Equipment Code	Date of Last Count	Serial Number	Description
06-0001	August 12, 2014 at 11:09 AM	025L88400	COMPRESSOR, PORTABLE AIR
06-0001	August 5, 2014 at 10:11 AM		ANEMOMETER, THERMAL
06-0002	August 7, 2014 at 9:08 PM	14	TANK, AIR, PORTABLE, 9 GAL.
06-0003	August 7, 2014 at 2:11 PM		GAS ANALYZER, SINGLE
06-0009	August 12, 2013 at 11:00 AM	C-40040	ALUMINUM CRAN BINK MACHINE
06-0041	August 8, 2013 at 3:07 PM	1006	MACHINE, SOLDER TUBE SFL
06-0043	July 31, 2014 at 1:07 PM	52000-0	SAW, 14" BAND
06-0044	October 11, 2013 at 9:12 AM	48775	CLUTTER, SHOCK
06-0046	September 23, 2013 at 11:00	P-8706004	BUFFER, HIGH SPEED



Mobile Work Express™ -- allows maintenance workers, using their own login ID, to access a focused screen that displays only their own work orders (and/or unassigned requests in their trade) and allows them to make updates with an easy-to-use interface. This powerful capability enables maintenance workers to access and update their work orders from their own handheld device anywhere the worker has wireless access to the intranet.

Benefits

Benefits

- Designed for Ease-of-Use
- Quickly Update Equipment Location Details
- Quickly Audit Asset information
- Easily run reports showing what you did not find in your audit
- Easily update work requests with notes and labor hours
- Quickly add work requests, while out in the field
- Ability to look up details about equipment when performing Maintenance Service (finding the filter number, for example, without having to return to their desk)



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What is the Software Management Activity

Software Management Activity (Asset Management)

Management of purchased licenses and their documentation is very important to an organization, and the larger the organization, the more critical it is to know where you are using software.

The ARCHIBUS Software Management Activity allows us to track our purchased software, and upload documentation related to the purchase of the software, as well as, knowing where a subscription or access fee is due, when product support ends, etc.

Additionally, we can track what equipment the software is installed on. The information is secure, and usable for reporting purposes. Ever wonder if you have gone over on your licensing with recent purchases, or some old computers you brought out of storage and setup for an employee? This module can help you manage it. You can also track versions. As computers are upgraded to new versions of software, you can manage that in the system, so you can review the status of your upgrades.

Facilities Software Management Activity features are:

- Detailed listing of software
- Ability to store key codes, license codes, etc.
- Ability to upload documentation (invoice, PO, Quote, EULA, etc.)
- Easy designation of relationship between software and computers installed on
- Budget forecasting for upgrading software, or paying annual fees
- Per software item, and key, reporting on what equipment the software is installed on
- Full reporting on your department's available licenses

Benefits for the County:

- Ability to report on overages in licensing
- Ability to report on software costs and value of existing software
- Ability to track relevant documents

How does the County use it

Benefits and Features of the Software Management Activity





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What is the Record Drawing Inventory Activity

Record Drawing Inventory Activity (Asset Management)

The Record Drawing Inventory and Request activity was developed to address Ohio Senate Bill 184, in response to 9/11. Drawings are bar coded and cataloged into ARCHIBUS, from construction projects, and stored in a secure location. The database will allow you to search for certain types of drawings or drawings of work performed in certain locations, and then details are available for the drawings location (room number, drawer, and barcode ID).



Barcode ID	Floor Number	Sheet Number	Sheet Name	Drawing Date	Drawing Scope	Drawing Medium	Drawing Size	Partnering Firm 1	Partn Firm 2
Records for Building Number: 0250									
Records for Project Name: 250 Taft Road Professional Building									
103051	0b	2	Plan of Finish Grades at Bulding	01/17/1963	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103054	0b	=1	Basement Floor Plan	06/07/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103055	01	=2	First Floor Plan	09/18/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103056	02	=3	Second Floor Plan	06/22/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103057	0r	=4	Roof Plan	06/25/1963	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103089		exp-2	Revised Driveway & Grading Plan	09/09/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103091			Survey of North Side of Wm. H. Site Plan	09/09/1962	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103094			Survey at Northeast Corner	10/01/1947	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103095	1		Parking Layout	09/09/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103704	1-1		Sample Medical Office Layouts	04/24/1963	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103705			Exterior Conc. Ramps, Walks &	05/08/1964	Full Drawing	Blueprints	20 x 42	Potter Tyler Martin & Root	John 1
103732	02	=3	Second Floor	04/22/1964	Full Drawing	Blueprints	30 x 42	Potter Tyler Martin & Root	John 1
103998	2		Plan of Finish Grades at Bulding	06/23/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
103999	3		Boring Log	04/24/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
103960	4		Site Details	04/24/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
103901	01	=2	First Floor Plan	05/21/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
103902	02	=3	Second Floor Plan	06/11/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
103905	1		Site Plan	06/11/1963	Full Drawing	Blueprints	24 x 36	Potter Tyler Martin & Root	John 1
Records for Project Name: Corridor Refurbishment									
103889	01	1	First Floor - Wall and Ceiling Fin	03/27/1989	Full Drawing	Blueprints	24 x 36	Roth Partnership	
103890	01	2	First Floor - Floor Finish Plan	03/27/1989	Full Drawing	Blueprints	24 x 36	Roth Partnership	
103891	02	3	Second Floor - Wall and Ceiling	03/27/1989	Full Drawing	Blueprints	24 x 36	Roth Partnership	
103892	02	4	Second Floor - Floor Finish Plan	03/27/1989	Full Drawing	Blueprints	24 x 36	Roth Partnership	
Records for Project Name: HAMILTON COUNTY ENVIRONMENTAL SERVICES									
114291	01	A2.01	DEMOLITION PLANS	06/05/1998	Full Drawing	Bond	24 x 36	COLE & RUSSELL ARCHIT	MAFFT
114291	01	A2.02	FIRST FLOOR PLAN	06/05/1998	Full Drawing	Bond	24 x 36	COLE & RUSSELL ARCHIT	MAFFT
114292	01	A2.03	FIRST FLOOR REFLECTED CEIL	06/05/1998	Full Drawing	Bond	24 x 36	COLE & RUSSELL ARCHIT	MAFFT

Prepared By Michelle Ray

How does the County use it

Information being tracked for each drawing includes the following: Barcode Number, Building, Floor, Room, Drawer ID, Project Name, Sheet Name, Sheet Number, Drawing Date, Drawing Type (Architectural, Structural, etc.), Drawing Scope (Full or Partial Plan), Drawing Medium (Bond, Sepia, Mylar, etc.), Drawing Size, 3 fields for Partnering Firms, Available on Website, Security Level, and the location of the Electronic Files (if any were provided).

Benefits of the Record Drawing Inventory Activity

Requests can also be made through the system for drawings. These requests are sent to the appropriate employees for review and approval and then the request is passed on to the individual responsible for sending the drawings out for copies. Each drawing requested can be approved or declined, based on the security level provided and the requestor and purpose for the request.

Facilities Record Drawing Inventory activity Benefits:

- Controlled secure access to drawings
- System for easy lookup of drawings for projects
- Method for tracking changes in the building and confirming that all updates have been made to the master plan drawings maintained for ARCHIBUS
- System for others to request drawings for approval
- System for tracking who has made drawing requests and of which drawings they were given copies



RECORD REQUEST SUMMARY 13		REQUESTED	
Requested By	Date Requested	Requested By	Requested Date
Kevin Meach	Friday, 07 May 2004		
Company	Public Works	Phone	946-4749
Address 1		Email	
Address 2		Estimated Cost	\$0.00
City & State	OH		
Zip			
Comments:			
REQUESTED DRAWING RECORDS			
Barcode ID	Project Name	Sheet Name	Sec. Appr.
103021	Mechanical Details	The Ohio National Life Insurance Com	Secured
103179	Security	Security System Access Control Proje	Secured
103189	Electrical Details	Electrical Legend Sheet	Secured
103200	Architectural	Cover Sheet	Secured
103201	Architectural	Site Plan	Secured
103202	Architectural	Site Plan & Details	Secured
103203	Architectural	Proposed & Existing Site Plan	Secured
103211	Architectural Details	North Elevation No. 1 & 2	Secured
103212	Architectural Details	East Elevation No. 1, West Elevations	Secured
103213	Architectural Details	South Elevation No. 1 & 2	Secured
103214	Architectural Details	Section No. 3 East & West - Corridor	Secured
103215	Architectural Details	Exterior Wall Section - North West	Secured
103216	Architectural Details	Exterior Wall Section - North Window	Secured
103217	Architectural Details	Exterior Wall Section - West - Wind	Secured
103218	Architectural Details	Exterior Wall Section - Main Entrance	Secured
103219	Architectural Details	Exterior Wall Sec. & Details - North	Secured
103220	Architectural Details	Exterior Wall Section - South Entrance	Secured
103221	Architectural Details	Exterior Wall Section & Details - SE	Secured
103222	Architectural Details	Exterior Wall Section - Loading Dock	Secured
103223	Architectural Details	Exterior Wall Detail - South & Free	Secured
103224	Architectural	Perthouse Details - Record Lift & Ei	Secured
103225	Architectural	Exterior Lobby - Plans & Details	Secured
103226	Architectural Details	Stair Details - No. 2 & 3	Secured
103227	Architectural Details	Stair Details No. 1	Secured
103228	Architectural Details	Stair Details	Secured
103229	Architectural Details	Core Detail & Toilet Room Elevations	Secured
103230	Architectural Details	Lobby Details	Secured
103231	Architectural Details	Lounge, Dining Details & Elevations	Secured
103232	Architectural Details	Lounge & Dining Details	Secured
103233	Architectural Details	Kitchen Layout & Details	Secured

Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is the Fleet Management Module

How does the County use it

County Statistics

Benefits of ARCHIBUS Fleet Module

Standard Reporting Options



Fleet Management Module (Asset Management)

This Module offers a solution to the critical need of safety and efficiency in operations for every organization that owns fleet - whether they consist of cars, trucks, ships, or planes. ARCHIBUS/FM helps track each vehicle, its usage, mileage, fuel consumption, maintenance schedules, and more. ARCHIBUS modules are all add-on products that can be used as a stand alone product or as an integrated product. Web Central Fleet module allows users to have a simple way to enter information, modify existing information, develop reports, and see an overview of the fleet which they maintain.

Hamilton County's Fleet Module offers functionality to manage vehicles, fuel consumption, users, how the vehicle is being used, mileage, warranties, maintenance schedules, and on demand maintenance. Several standard reports are available OOTB, as well as the option to easily set up custom reports, via the Facilities department.

Some of the Benefits include:

- Boosts fleet availability through improved preventative maintenance
- Lowers operating costs by enabling implementation of a maintenance program
- Tracks all maintenance and vehicle use in one place making it clear when a vehicle is an issue
- Provides one place to store all vehicle information
- Provides the County garages with the information they need to better service other department/ agency vehicles
- Allows users to reserve vehicles on their own - where departmental policies allow
- Provides easy access to warranty information for vehicles

ARCHIBUS also allows users to better control the cost and downtime of their fleet. The preventative maintenance feature allows users to follow the manufacturers maintenance schedule. This will keep the vehicles in better shape, they will likely last longer, and mechanics will be able to better predict their workload based on those schedules, additionally the number of pop-up requests will be reduced because the vehicles are being better maintained.

Some of the Standard Reports available:

- Vehicle Summary Report
- Vehicle Mileage and Fuel Report
- Scheduled Dispatch Orders
- Vehicle availability and scheduled vehicle reports

VEHICLE 01-ESCAPE SUMMARY
08-Sep-07 - 07:20 AM

VEHICLE DATA

Vehicle Code: 01-ESCAPE	2001 Ford Escape (Director)		
License Plate: Q11921	Date Purchased: 11 Apr 2001	Trade:	M-MT-CH
Make: FORD	Purchase Price: \$19,900.00	Fuel Capacity:	
Vehicle Type: 4WD	Mileage: 42,255.00	Fuel Type:	
Model: ESCAPE	Mileage Last Updated: 22 Aug 2007	Engine:	
VIN Number: 1FMFQ191KB64443	Lease Number:	Transmission:	
Assigned Div: 01	Monthly Lease Cost: 50.00	Battery:	
Assigned Dept: 06	Lease Start Date:	Payload (lbs):	0.00
Assigned Employee:	Lease End Date:	Gross Weight (lbs):	0.00
Maint. Manual: 01-ESCAPE MAINT.PDF			
Owner's Manual: 01-ESCAPE OM.PDF			

TOYOTA/DAICOR RED

ASSOCIATED WARRANTIES

Warranty ID	Center	Warranty Type	Expiration Date	PDF	
USAGE HISTORY (3 months)					
Driver	Trip Date	From Location	Destination	End Mileage	Miles
RLINNE	12 Apr 2007	NEWTOWN	CH	44,830	17
RLINNE	12 Apr 2007	CH	EASTGATE	44,686	16
RLINNE	12 Apr 2007	EASTGATE	NEWTOWN	44,601	7
RLINNE	13 Apr 2007	NEWTOWN	CH	44,704	11
RLINNE	13 Apr 2007	CH	NEWTOWN	44,718	14
RLINNE	16 Apr 2007	NEWTOWN	CH	44,730	12
RLINNE	16 Apr 2007	EASTGATE	NEWTOWN	44,748	18
RLINNE	16 Apr 2007	EASTGATE	NEWTOWN	44,753	5
RLINNE	17 Apr 2007	NEWTOWN	CH	44,765	12
RLINNE	17 Apr 2007	CH	NEWTOWN	44,776	11
RLINNE	18 Apr 2007	NEWTOWN	BP - GAS	44,783	7
RLINNE	18 Apr 2007	BP - GAS	CH	44,789	6
DBRUCI	18 Apr 2007	CH	BOB SUMMERS - SERVICE	44,790	1
DBRUCI	18 Apr 2007	BOB SUMMERS - SERVICE	CH	44,791	1
RLINNE	18 Apr 2007	CH	NEWTOWN	44,804	13
RLINNE	19 Apr 2007	NEWTOWN	CH	44,816	12
RLINNE	19 Apr 2007	CH	EASTGATE	44,833	17
RLINNE	19 Apr 2007	EASTGATE	NEWTOWN	44,839	6

Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



Assessments, Master Plans, Design and Construction

These modules handle the Facilities department's Project Management functions. It includes the following Modules:

Condition Assessment Activity

Management of Condition Assessment projects performed, and entered, by contracted vendors. Project Recommendations can be easily copied over into the Capital Projects Module for further processing, if approved.

Capital Projects Estimating Module - LEED and Basic

Once a year, users can submit, or re-submit, projects. Our Contracted vendors assess the projects and build detailed cost estimates for basic/standard construction and one for LEED (where applicable). This information is required to be reported to the BOCC for project and funding approval.

Capital Projects - Capital and Deferred Maintenance Planning

Once projects have been entered, and Major Building Equipment designated, this activity allows the department to do 5-20 year budget forecasting for maintenance in the buildings. This piece has been expanded to other modules in Archibus as well.

Project Management Module

Once projects have been approved, this module is used to track the "real" costs of the project, vs. Estimated, can show money saved by performing work in-house, instead of contracting it out, and is a repository for vendor notes on the progress of the project.

Capital Budgeting Module

Once a project's funding has been established, this module is used to track the finer details of the budget. This module is geared towards managing Capital Improvement Projects, more so than Capital Maintenance Projects, but can be successful in managing both.

Green Buildings Module

This module tracks projects and locations where we have met, or are attempting to meet, LEED Silver ratings. It allows for note taking, uploading of documents, and a placeholder for information, prior to submitting for certification.



What is the Condition Assessment Activity

Condition Assessment Activity

In order to properly prepare a Capital Plan, one must have the proper tools to determine the condition of a facility, and then the knowledge to know what to do with that information. County Facilities has developed a detailed facility condition assessment activity which identifies immediate and long-term facility needs, prioritize those needs by organizational importance, plan corrective measures, and budget for future capital expenditures.

This module provides our design partners with the appropriate CAFM solutions needed to collect, organize, and evaluate assessment data. With knowledge of handheld data collection options and software configuration, our design partners are equipped and trained as an assessment team to collect the necessary information about the condition and improvement costs in areas such as structure, interiors, roofs, HVAC systems, and/or code compliance. Once data is collected, deficiencies are analyzed and ranked by priority and type and then estimated. This is then used as the basis for capital planning purposes.



Benefits of the Activity:

- Consistent format for reporting assessment, no longer dependent upon the changing firms internal format
- Ability to allow our Partner firms to enter and update information on the secure website

Benefits

- Details of the assessment are available to multiple people within the County, as needed
- Ability to generate recommended projects as Capital Projects for estimating and managing, with one click



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)

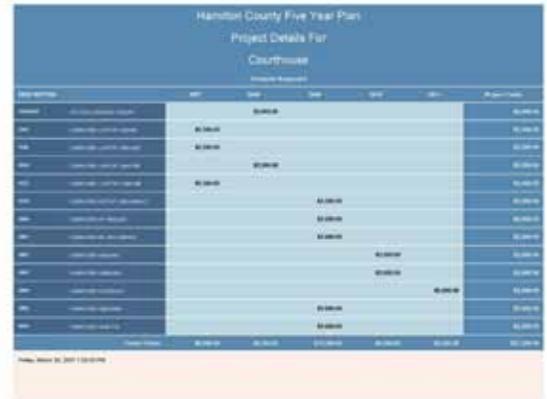


What is the Capital Planning Activity

Capital Projects Estimating Module Add-On Activities Capital Projects - Capital and Deferred Maintenance Planning

In addition to the Capital Estimating Module and the Project Management activity, it was determined that the County also needed a method for estimating future spending based on the available life of our assets. This activity is tied into the Capital Estimating module and it's functionality for cost calculations in an effort to produce Capital and Deferred Maintenance Projects from the projected needs.

County Facilities now has the ability to include a replacement cost and replacement year to each asset, and the ability to create scoreboard reporting for budget projections. The scoreboards can project costs for 5, 10, or 20 years out. They also include individual reporting options for the following types of budgeting needs:



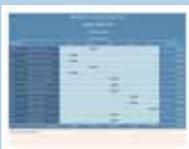
LOCATION	Capital Projects					Building Totals
	2008 Recommendation	2010 Recommendation	2011 Recommendation	2012 Recommendation	2013 Recommendation	
Administration Building	\$109,938.00	\$172,691.00	\$2,314,417.00	\$0.00	\$40,816.00	\$2,838,862.00
Alms & Doejke Building	\$0.00	\$0.00	\$2,608,676.00	\$0.00	\$0.00	\$2,608,676.00
Engineer's Garbath Rd Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$10,514.00	\$10,514.00
William Howard Taft Center	\$99,026.00	\$218,432.00	\$80,442.00	\$85,337.00	\$0.00	\$483,237.00
237 William Howard Taft Building	\$1,861,483.00	\$348,454.00	\$30,848.00	\$0.00	\$32,342.00	\$2,273,127.00
Hillcrest Campus	\$407,281.00	\$1,501,803.00	\$638,913.00	\$0.00	\$0.00	\$2,548,097.00
250 William Howard Taft Building	\$122,302.00	\$461,585.00	\$19,527.00	\$0.00	\$415,324.00	\$1,019,738.00
264 William Howard Taft Building	\$0.00	\$0.00	\$35,916.00	\$0.00	\$0.00	\$35,916.00
800 Broadway Building	\$2,765,179.00	\$11,111.00	\$1,009,891.00	\$0.00	\$20,906.00	\$3,825,987.00
Courthouse	\$2,702,492.00	\$2,001,572.00	\$3,255,980.00	\$913,533.00	\$843,760.00	\$9,717,337.00
Palat Headquarters	\$0.00	\$279,939.00	\$9,470.00	\$2.00	\$0.00	\$289,411.00
Engineers Burlington Road Garage	\$0.00	\$0.00	\$0.00	\$94,186.00	\$0.00	\$94,186.00
Justice Center	\$1,022,849.00	\$1,286,046.00	\$3,033,185.00	\$1,048,822.00	\$0.00	\$6,491,002.00
Alms & Doejke Parkhaus	\$199,750.00	\$0.00	\$0.00	\$14,529.00	\$0.00	\$214,279.00
B&B Parking Lot	\$470,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470,636.00
Memorial Hall	\$84,928.00	\$0.00	\$0.00	\$72,838.00	\$0.00	\$157,766.00
Juvenile Youth Center	\$174,304.00	\$361,366.00	\$0.00	\$0.00	\$0.00	\$535,670.00
Hillcrest Administration	\$286,569.00	\$0.00	\$229,377.00	\$0.00	\$0.00	\$515,946.00
Hillcrest Chapel	\$92,554.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,554.00
Hillcrest Training School	\$746,777.00	\$0.00	\$0.00	\$847,397.00	\$0.00	\$1,594,174.00
Hillcrest Dining Rm	\$327,036.00	\$0.00	\$0.00	\$0.00	\$0.00	\$327,036.00
Hillcrest Security	\$0.00	\$0.00	\$0.00	\$32,055.00	\$0.00	\$32,055.00
Hillcrest Gym Pool	\$0.00	\$84,787.00	\$0.00	\$0.00	\$0.00	\$84,787.00
Hillcrest Groundskeeping	\$0.00	\$28,313.00	\$0.00	\$0.00	\$0.00	\$28,313.00
Hillcrest Maintenance	\$0.00	\$39,833.00	\$0.00	\$0.00	\$0.00	\$39,833.00
Hillcrest Pole Barn	\$35,908.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,908.00
Hillcrest Storage	\$15,226.00	\$0.00	\$0.00	\$19,276.00	\$0.00	\$34,502.00
Hillcrest Evergreen Cottage	\$0.00	\$98,479.00	\$0.00	\$498,047.00	\$0.00	\$696,526.00
Hillcrest Walnut Cottage	\$153,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153,832.00
Hillcrest Cedar Cottage	\$0.00	\$90,186.00	\$0.00	\$0.00	\$0.00	\$90,186.00
Hillcrest Cypress Cottage	\$92,464.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,464.00

- Capital planning
- Deferred Maintenance planning
- Vehicle replacement
- Building Automation System upgrade and replacement planning
- Computer equipment replacement planning
- Software upgrade cost planning

Benefits for the County and Partner Firms

This activity allows us to do the following:

- Develop and maintain reliable cost information
- Plan for future costs to the department
- Develop replacement plans for spreading necessary costs over various years
- Show the impact of not approving certain funds
- Provide quality information to the Board of County Commissioners for budget approval





What is the Project Management Module

Benefits for the County and Partner Firms

Project Management & Capital Budgeting Modules

The Project Management Module is the second phase of the Capital Improvement (and Deferred Maintenance) Project process. Once projects are estimated, in the estimating module, they are sent to the Board of County Commissioners for approval for the upcoming year's budget. Once all projects have been approved by the Board and the money is appropriated, the projects are approved in the ARCHIBUS module.

Once approved, the projects are moved to the Project Management module. In this activity, information is maintained by the Facilities department and the project Architects, Engineers, and Structural Engineers. This module allows us to achieve the following:



- Track actual project costs including change orders
- Compare actual project costs to original estimated costs with a percentage of variance
- Manage annual budgeted dollars as changes occur and how actual costs can vary from estimates
- Management of actual project costs
- Cost comparison to original estimates and history showing why it changed

- Track project notes and updates on progress from each partnering firm
- Track internal costs if it is determined that some or all of the work can be performed by in-house staff instead of contracting the work out
- Compare estimated costs for outside vendors to internal costs, if a project is turned over to in-house staff
- Ability to Archive completed projects with all associated estimating details, work order details, and original request submissions
- Manage Project tasks and time lines
- Coordinate budget resources
- Consolidate PM activities in one place
- Manage day-to-day budgeting



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is the Green Buildings Module

Green Buildings

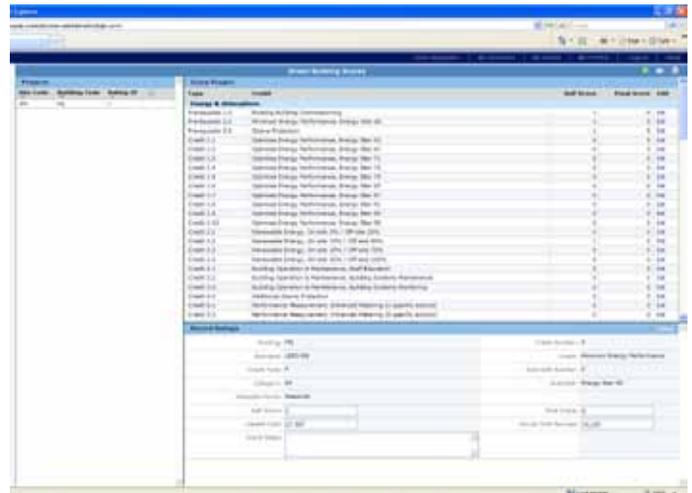
The Green Buildings Module is used for tracking LEED Certified and other Green projects. This application allows you to enter each project and then track progress for each project, including an activity log and document library.

How do your various LEED or other green projects compare to one another? Are you learning from successes and challenges related to each project? Use of this application facilitates a comparison of projects to develop best practices and develop an enterprise-wide program.

Track capital costs, cost savings (ROI) and overall costs related to each project, or in aggregate. Integrate the application with energy management solutions to take your sustainability program into measuring the total building life cycle including operation and maintenance.

Features

- Walks you through the scoring system in a user friendly interface.
- Upload background information for reference and documentation.
- Track submissions, comments, responses and revisions so you can see project status.
- See how your entire organization is doing on sustainable construction
- Document and track progress through green rating projects (e.g., LEED)
 - Provides step-by-step scoring
 - Creates a documented record of process by scoring category, including document library and activity log
 - Share practices between locations and projects to develop best practices
 - Calculate capital costs and savings (ROI)



What are the Benefits for the County

Business Value

- Own the process; own the information
- Creates a "road map" for sustainable business practices
- Document cost savings and return on investment
-

Activities for the Green Buildings Module:

- Carbon Footprint Tracking
- Utility Tracking



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



Emergency Facility Management

The Risk Management modules handle the Facilities department's Emergency Management drawings and information. It includes the following Modules:

Emergency Contacts

This module tracks all Emergency contacts in the County. There are Primary and Secondary contacts for each department, per building they are located in. In case of an emergency, the Building Managers, Director of Facilities, and the Assistant Directors have access to a call list per buildings. This is the top of the call tree.

Life Safety Plans & Emergency Equipment Locations

On the floor plans for each building, the Facilities department has designated the location of all emergency equipment maintained by the department (fire alarms, fire extinguishers, AED's, smoke detectors, sprinkler systems, etc.). Additionally, the egress routes have been laid out in the drawings, per our Architectural Partner, and information supplied by the Fire Department and Risk Manager.

Clean Buildings

This module is for tracking known locations of Asbestos and lead-based paint in the buildings.

SDS Management

This module is tracking the supplies purchased by the facilities department, that have SDS sheets. The SDS sheet is attached (uploaded to the server), and we have designated where they are stored within the buildings. In case of an emergency, this information can be provided to the emergency responders.



What is the Emergency Contacts Activity

Emergency Contacts Activity

In recent months the media has broadcast several events that involved violence on college campuses where gunmen went on random killing sprees by entering and locking down campus facilities, and senselessly shooting students. Studies in the aftermath of these emergencies have shown that immediate communication with key personnel across the college campus while the emergency is in progress, is key to containing the situation and minimizing additional loss of life.

Of course, emergencies can involve a whole host of other events including natural disasters such as tornadoes, hurricanes, and floods, as well as power outages, snow emergencies, and bomb threats. The key question every organization needs to ask itself is how would they effectively deal with an emergency, such as those referenced above? More specifically, how would they communicate and contact key personnel in multiple locations across the organization, business, or campus?

In Hamilton County, the County Facilities Department utilizes the Emergency Contact Activity developed within ARCHIBUS. This Activity consists of a "call tree" for upper management and the County's Building Managers. The "call tree" is a hierarchal list of contacts provided for the users to access when emergencies occur. The "call list" consists of a sequential list of key contacts, and lists who those individuals should contact, and so on, down the call tree list. The "call list" is building specific. Approved users can go online to view their call list by building, and access phone numbers, email addresses, and cell phone numbers for both work and home. This information is updated annually by the County Facilities department, with the assistance of other county departments.

Benefits

Benefits of the Activity:

- Quick access to contact information
- Details necessary to contact people at work or home
- Distribution of responsibilities to speed up contact process
- Clear responsibilities are displayed, so that personnel know who they need to call, and who is taking care of contacting others on the list
- Updated at least once a year, so that the information is current
- Secondary contacts are available, in case someone can not contact one of the Primary contacts



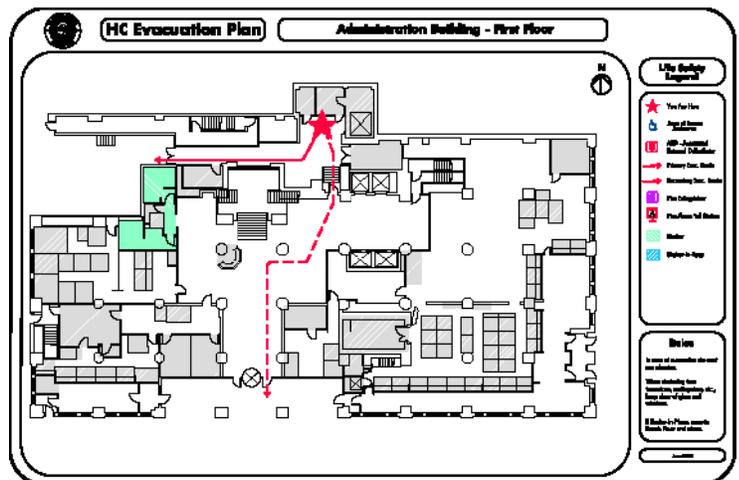
What is the Life Safety Plans & Emergency Equipment Mgmt Module

Life Safety Plans & Emergency Equipment Management

County Facilities has organized and disseminated emergency preparedness information to County employees in the event of a disaster. Using software applications, we have leveraged the facility information in a CAFM system to provide access to critical life safety plans, equipment, and procedures. Utilizing existing AutoCAD drawings as a base, life safety plans were compiled to include egress plans, safe areas, pull stations, fire equipment, alarms, smoke detectors, defibrillators, and other emergency equipment. The County Risk Manager has been an active partner in this effort. Floor plans can be accessed via web screens, and are printed for display in public hallways and corridors. Integration with CAFM work order functionality and asset management capabilities allows our building managers to maintain audit trails of maintenance performed on safety equipment, and schedule future preventative maintenance requirements.

We have developed an effective life safety plan that is supported by a CAFM system which:

- Keeps egress plans up to date as floor plans change
- Identify impacts of space layout changes on life safety plans
- Identify and communicate safe areas
- Tracking fire and safety data
- Publish and print fire safety plans for display on walls
- Maintain fire and life safety equipment
- Integration with work order system



Benefits

Advantages



County Facilities' staff and our CAFM Partner gathered the necessary life safety information to be included in the CAFM system. The proper egress routes for each building were studied and determined by a code specialist, and members of our CAFM Partner updated the drawings. Drawings were printed and posted in specially designed signage for public display throughout the County's facilities. The project has resulted in the:

- Standardization of life safety signage throughout the County's facilities
- Documentation of locations of all life safety equipment and safe rooms
- Review of all egress routes by a code specialist
- Increased visibility of life safety and egress impacts from project work and reconfiguration of space



What is the Clean Buildings Activity

Clean Buildings

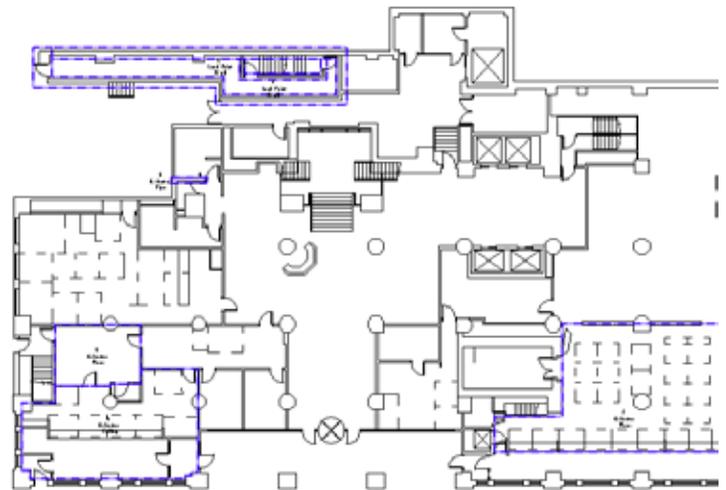
County Facilities has initiated an asbestos material and Lead-Based Paint identification and tracking program to ensure the safety of the general public, County employees, and emergency responders. This activity was acquired to provide quick and easy access to comprehensive information regarding the location and condition of asbestos, lead-based paint and other hazardous materials.

It does the following:

Manages our regulatory obligations for assessment, abatement, monitoring and reporting.

Avoid project delays and cost overruns by giving your facility managers concise and complete information early in the planning process for capital improvements and renovation projects.

The ARCHIBUS Clean Building module focuses on the management of asbestos, lead-based paint, industrial hygiene (indoor air quality) and other hazardous materials. As with other ARCHIBUS modules, information is associated with locations, drilling down to building, floor, room and equipment level of detail. For each material, you define your material type(s) and associated locations. You then can add information for material samples, locations, results and documentation.



You can also manage renovation projects to incorporate information regarding all hazardous materials within the scope of the renovation. In this way, your facility managers can quickly and comprehensively account for scope development, cost, health & safety, training and other considerations related to hazardous materials when planning a project.

Benefits

Benefits of this Activity:

- Clear understanding of where materials are located
- Detailed information available for projects and for removal of the material
- Available online for:
 - Maintenance and trades staff
 - Architect's and Engineer's managing projects with outside vendors
 - Emergency Responders
 - Employees and tenants within the buildings

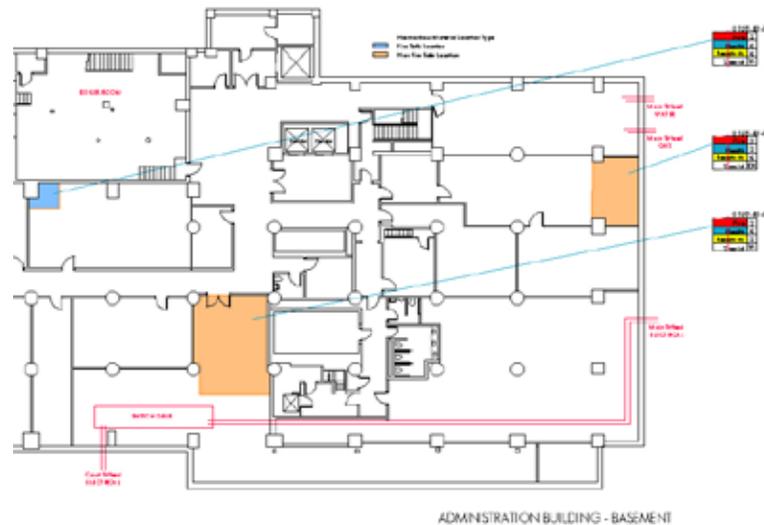




What is the SDS Management Activity

SDS Management (Risk Management)

County Facilities has initiated a hazardous material-tracking program to ensure the safety of the general public, County employees, and emergency responders. This activity consolidates all of your safety data sheets (SDS) into a web-based application that provides access to up-to-date chemical and hazard information.



Manage your chemical storage information by location, including drill-downs to building, floor, room and equipment level of detail.

Personalize your application to include individual chemical ingredients, hazard rankings and volumes to facilitate effective management and reporting.

The ARCHIBUS SDS Management module creates a centralized, web-based repository of information for your SDS management. The application includes the ability to link directly

to the manufacturer's SDS on the Internet, or post internal files. Users can then search for information by manufacturer, product name and/or keywords. The filter search also enables users to search and sort information by location. The application links all locations to a single set of SDS data, so you won't have to update every area individually when a change occurs.

Using the functionality of the application, you can quickly and easily provide information to first responders regarding the location and type of chemical storage at a specific location.

Features

- Central repository allows for easy and effective updates of information
- Eliminates misplaced or out-of-date binders
- Access SDSs using a graphic interface

Benefits of this Activity:

- SDS Sheets available for maintenance, trades, and housekeeping staff
- Quick information in the drawings to assist in emergency situations
- Drawings and SDS Sheets are available online for:
 - Building Managers and Supervisors
 - Outside Vendors
 - Emergency Responders

Features & Benefits



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



Personnel Management

The Personnel Management modules are used to track County employees

Personnel Management Module

This module tracks employees in the county, associating them with the appropriate department/agency, location, phone number, email, etc. This module is very important as we are giving people access to Archibus, but can also be managed by each department for other purposes.

EHS - Tracking Training

This module is used to track training (County and non-County) and medical monitoring (fit testing), what training has been taken by each employee, and who is due for training that is required on a scheduled term.

Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



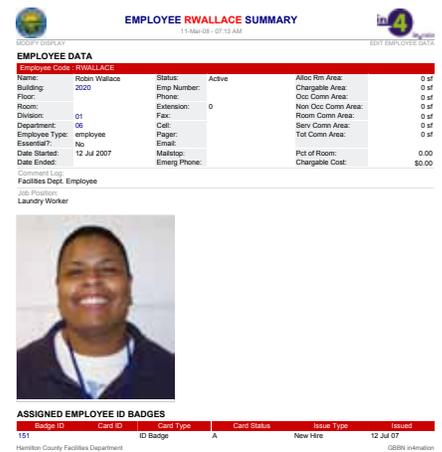
What is the Facilities Personnel Mgmt Module

Facilities Personnel Management Module

In the process of utilizing other ARCHIBUS modules, the Facilities department has compiled a list of all Facilities employees in the Personnel module, and is tracking various pieces of information about each employee: location, job title, pay rate, email address, phone number, supervisor, etc. This information is also in the system for other departments and agencies that utilize our Work Order, Fleet, or Project Management modules. Recently, we have started taking advantage of this availability, and have begun generating various reports about our staff. For example, when an employee leaves the department, we can print a report showing everything that was ever assigned to that employee, and verify that it was returned. The list could include tools, computers, palm pilots, County issued shirts and jackets, and phones.

Benefits of the Module:

- All personnel information is in one place
- Ability to use this information in other modules
- Ability to track the items that have been issued to each employee
- Tracking inventory back to personnel assists in the audit process - each person is given a list to update, instead of leaving the entire list up to the Building Manager or Trades Supervisor



EMPLOYEE RWALLACE SUMMARY

EMPLOYEE DATA

Employee Code:	RWALLACE	Status:	Active	Alloc Rm Area:	0 sf
Name:	RWALLACE	Emp Number:		Chargeable Area:	0 sf
Building:	2020	Phone:		Dis Comm Area:	0 sf
Floor:		Extension:	0	Non Occ Comm Area:	0 sf
Room:		Fax:		Room Comm Area:	0 sf
Division:	01	Cell:		Srvy Comm Area:	0 sf
Department:	05	Pager:		Tot Comm Area:	0 sf
Employee Type:	employee	Email:		Plot of Room:	0.00
Essential?:	No	Emerg Phone:		Chargeable Cost:	\$0.00
Date Started:	12 Jul 2007				
Date Ended:					

Comments Log:
Facilities Dept. Employee
Job Position:
Laundry Worker



ASSIGNED EMPLOYEE ID BADGES

Badge ID	Card ID	Card Type	Card Status	Issue Type	Issued
151		ID Badge	A	New Hire	12 Jul 07

Hamilton County Facilities Department



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is the Tracking Training EHS Module

EHS - Tracking Training

The ARCHIBUS EHS module assists safety managers with tracking incidents, training, medical monitoring, and work restrictions as part of a comprehensive Environmental Health & Safety management system. You can associate incidents with locations, equipment, and personnel. It easily links training and medical monitoring to the incidents that created the need. Incident witnesses, lost work, and short- and long-term corrective actions can also be documented. The underlying ARCHIBUS, Inc. role-based system security allows you to restrict access to selected information.

This application creates an integrated listing of your training programs and employee training records. Make sure that employee training is up-to-date. Quickly and easily identify employees that meet the training requirements for specific job categories or projects.

Summary views show you employees whose monitoring or training has expired. A summary Missing Training view displays a comprehensive list of who needs to be trained. Supervisors can quickly find who has completed training required for the job and check to see if they have any work restrictions.

Benefits

- View the complete training history for a selected employee.
- View employees with missing or expired training.
- Track detailed records of employee training.
- Preview reports show all employee training that is ready to expire, in one easily accessible place

Benefits



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



Management

Department Accounting System

This module is used for internal tracking of the Annual Budget. It assists in day-to-day management of our budget, and is used for reporting internally or to outside organizations (BOMA, MAXIMUS, etc.).

Benchmark Reports

This custom process is used to generate annual benchmarking reports, including BOMA, MAXIMUS and Annual Work Request Reports

Energy Management

This module is used to track County utilities. It tracks the usage and cost for each bill, pulls down weather data from any location, selected per building, and can run comparisons to show how we are managing our energy consumption.

Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is the Department Accounting System

Department Accounting System

The Facilities DAS, Department Accounting System is an in-house developed system, within ARCHIBUS, that allows the accounting division of Facilities to manage the department's budget. Information that is tracked in this system is as follows: all OCA's for departmental funds (including non-general fund OCA's), Sub-Objects per OCA, Encumbrances, Vouchers, and Revenue Receipts (including revenue that does not return to our budget).

The system is setup by first establishing OCA's for current and prior year funds. Then Sub-objects are created for those OCA's, with Appropriated dollars input. All Sub-Objects must be listed in the Base Sub-objects table, with an Expense Type assigned. This does include Sub-Objects used only for Revenue Receipts.

On a day-to-day basis, Vouchers, PO's and Revenue Receipts are entered into the system. This allows Facilities staff to track available funds in real-time. From this data we are able to do budget projections to determine if we are still on-target for the year's budget and manage funds within each OCA. It is also the key tool in monitoring spending and is used to develop future year budgets.

In addition to tracking day-to-day costs and performing the "checks and balances", this system provides us with the necessary data needed for the annual BOMA report, which is the key benchmarking tool for the Facilities Department.

Data is tracked at three levels. Current YTD data, End of Month (EOM) data that reflects a snapshot in time at the end of the previous month, and Archived data. Data is archived at the end of each year, and an action is in place to archive the data, and then rebuild the new budget. It also totals project costs for the year and creates a new entry in the project table to account for that year's spending.

Benefits

- Ability to track day-to-day balance of the budget
- Ability to project if we are on-target for the current year's budget
- Ability to quickly build the BOMA report at the end of the year
- Less room for errors
- Data easily accessible by all employees, with the appropriate authority level
- All data is in one location/file
- Employees can filter reports and change viewed fields to build the reports they need

How does the County use it

Benefits of ARCHIBUS Fleet Module



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is BOMA

Benchmark Reporting - BOMA

The Building Owners and Managers Association (BOMA International), founded in 1907, is a professional organization for real estate professionals based in the United States. Its membership includes building owners, managers, developers, leasing professionals, corporate facility managers, asset managers, and the providers of the products and services needed to operate real estate properties.

EER Report

County Facilities utilizes BOMA data to prepare an annual comparison report based on square footage which is submitted for benchmarking into BOMA's Experience Exchange Report (EER). The Experience Exchange Report is the industry's most trusted benchmarking resource for office buildings in addition to offering the essential data and analysis needed to succeed in the office and industrial sectors. This data shall also be used to provide County Facilities cost reports for the annual indirect cost plan.

Evolution and Productivity

Over the years, County Facilities has evolved the annual BOMA report procedure, from an Excel spreadsheet to utilizing ARCHIBUS to produce and export the report. This process not only reduced the amount of time to fill out data manually on a spreadsheet, but also improved data accuracy and simplified data reconciliation. The data produced from the formatted ARCHIBUS BOMA report is also easily imported into a template which is used to submit the annual EER through BOMA's website.

The image displays the ARCHIBUS software interface for generating a BOMA report. The top section shows the 'BOMA Report' window with a 'Generate Report' button. Below this is a detailed table titled 'County Facilities BOMA Report 2014' for Building 0138. The table lists various expense categories and their corresponding amounts.

Subcode	Description	Amount
464	Payroll, Taxes, Fringe	\$ 44,276.64
465	Lease Contract	\$ 1,572.16
466	Other Specialized Contracts	\$ 35,405.13
467	Total Supplies/Materials	\$ -
468	Miscellaneous	\$ 5,243.24
469	Trash Removal/Recycling	\$ -
Total Cleaning Expenses		\$1,409.69
470	Payroll, Taxes, Fringe	\$ 184,345.00
471	Elevator	\$ 14,348.00
472	HVAC	\$ 23,845.17
473	Electrical	\$ 24,449.09
474	Operational/Plant	\$ -
475	Painting	\$ 1,888.03
476	Fire and Life Safety	\$ 846.82
477	General Building Systems	\$ 476.19
478	Gen. Building Extens.	\$ -
479	Misc. Repairs/Maint.	\$ 13,376.48
Total Repair/Maintenance Expenses		\$62,875.35
480	Electricity	\$ 348,209.10
481	Gas	\$ 22,130.37
482	Water/Steam	\$ 12,736.73
Total Utility Expenses		\$69,256.23
490	Landscaping	\$ -
491	Grass Removal	\$ -
492	Misc./Other	\$ -
Total Road/Grass Expenses		\$ -
500	Contractors	\$ 16,345.00
501	Equipment	\$ 248.41
502	Misc./Other	\$ 19.00
Total Security Expenses		\$16,612.41
510	Payroll, Taxes, Fringe	\$ 67,043.00
511	Professional Fees	\$ 22,996.17
512	General Office Expenses	\$ 856.27
513	Total Misc./Other	\$ -
Total Administrative Expenses		\$91,935.44
Total Building Expenses		\$72,819.68
Total Cost Per Rentable SQFT		4.17
Total Cost Per Gross SQFT		3.68



Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)



What is the Indirect Cost Plan

Benchmark Reporting - Collection of Cost for Indirect Cost Plan

The purpose of the Indirect Cost Plan is to identify and separate the costs associated with each building in order for the County consultants to properly charge back where appropriate the operation cost of the Facilities Department. This information is captured in ARCHIBUS by using several modules including Space, DAS, Building Ops and custom made reports.

The Indirect Cost Plan Reports are produced by County Facilities annually and consist of a collection of reports including Maximus, Annual Work Requests, Salary Information and Salary Allocation Reports. The Maximus Reports are for expenses only, including prior year and current year; they do not include salary, revenue adjustments, allocations or project costs.

Maximus Reports are a combination of several annual reports, all of which are produced in ARCHIBUS:

- Maximus Recap
- Operating Project Expenses
- Budget Year Voucher Report (Data Dump)
- Annual Work Request Reports

Examples

The screenshot shows the ARCHIBUS interface for a Maximus Report. The left sidebar contains navigation options like 'HamCo Reporting and Technology', 'Administration Reports', 'CAEII Reports', 'Import/Export Reports', 'MAXIMUS Reports', 'Annual Work Request Reports', 'Depreciation Reports', and 'HamCo General Reports'. The main window displays a 'Maximus Report' with a filter for 'Budget Year Archived From: 2014' and 'Expense Type'. Below the filter is a spreadsheet table titled 'Maximus Report - Recap Report 2014'.

Sub-Object #	Code #	Total	OT	OT2
Total		8,254,165.56	163,735.58	
003-Rent of Land & Buildings		1,300.08		
004-Misc. Reimbursements		1,344.15		
005-Small Office Equip & Computers under \$5k		83,277.58		
007-Office Supplies		14,908.83	833.63	
008-Laboratory Supplies		141,804.94	29,643.15	
009-Uniforms & Personal Equipment		3,973.37		
004-Fuel Oil Lubricants		13,320.78		
005-Other Operating Supplies		230.74		
008-Small Tool & Minor Equipment		7,276.81	317.21	
008-Coal Coke Fuel Oil		25,702.86		
003-Fire and Safety Supplies		5,763.68		
004-Building Supplies - electrical		15,389.46	381.42	
004-Building Supplies - security		1,292.00	16.03	
004-Building Supplies - paint shop		17,077.44	782.72	
004-Building Supplies - plumbing		14,451.52	313.04	
004-Building Supplies - HVAC		437.48	127.81	
004-Building Supplies - painting		3,311.25	167.93	
005-Building Supplies		144,765.17	3,115.83	
004-Misc. Repair & Maintenance Supplies		33,527.52		
004-Misc. Road Material Supplies		304.88		
003-Salt/Concrete		21,434.64		
071-Safety Training and Consulting		43,465.00		
071-Engineering Services		4,824.50		
071-Architectural Services		384,396.13	385.50	
071-Plumbing Repair		2,319.71		
073-Food Service Contracts		404.00		
073-Inspections		17,136.78	644.91	
073-Clock & Alarm Repair		21,628.54	245.41	
073-Security Services		87,457.64	11,678.73	





What is the Energy Management Module

Energy Management

The Facilities Department purchased the Energy Management Module to compliment Energy Watchdog. With high energy costs, mandates to reduce carbon emissions, and sustainable efforts gaining more visibility, effective energy management has become a critical practice for forward-looking organizations.

ARCHIBUS Energy Management provides the means to easily aggregate, evaluate, and optimize energy and utility spending decisions to reduce unnecessary consumption and costs. Archibus allows the Facilities department, to correlate and manage extensive cost data with real-time facility and infrastructure portfolio information to track energy expenditures against a business plan or objective benchmark.

The Facilities Department enrolled in EDI (Electronic Data Interchange) billing with our energy suppliers for paperless billing and automatic energy data imports into Web Central that provides various reports including trend and cost comparison.

Features

Features

- Can Connect to local utility businesses to have the cost and usage details directly imported - Saving time and cost for manual data entry
- Provides audit capabilities to easily access, aggregate, evaluate consumption patterns as the basis to renegotiate rates and consolidate energy providers
- Improves decision-making by aligning energy spending to business needs
- Gathers weather data for each building, from the appropriately selected weather station
- Utilizes degree day data in usage comparison reporting





Opportunity

Energy Management Customizations

After initially implementing EDI with our utility service provider, which automatically imports monthly energy data into ARCHIBUS, like usage and cost, the Facilities Department saw an opportunity to utilize that data for continued benchmarking, track guaranteed savings with performance contracting, utility cost and usage trending and budget forecasting.

What is Performance Contracting

Hamilton County began contracting with a performance contracting design build firm to conduct nearly \$20 million of design and construction improvements to save an estimated \$1,250,000 of energy usage annually. Part of the performance contracting agreement, a 14-yr guaranteed savings period, initiated the need to customize the data management and reporting sections of the Energy module. This personalization also required units of measurement conversion, like KGALS and KWH, to match the guaranteed savings' units of measure. In addition, we created a new section for the module called BASELINE DATA to track actual monthly usage versus monthly baseline data identified in the guaranteed savings contract.

Baseline Reports

After modifying the ARCHIBUS Energy Measurement and Verification reports out-of-the-box, we developed Baseline Reports that can be reviewed monthly to ensure savings are met. The example below shows the County Administration Building has saved approximately 2.8 million gallons of water within 6 months of the start of the Savings period. The Annual Guaranteed Savings Goal is 4.1 million gallons, currently exceeding expectations.

