

Item #	Date	Item	Assign To	Date Due	Status
Old Business					
Kick-Off		Campus Wide			
	24-Feb-10	Review Start Up Agenda Went thru each line of the Agenda and everyone agreed to each item. Agenda is being made part of the job folder.	All	24-Feb-10	Close Close
001-01		Campus Wide			
	24-Feb-10	There needs to be a Contingency for Inclement Weather for all Work. If the College is closed; there will be no work on Campus.	NMCC	Ongoing	Open
001-02		Campus Wide			
	24-Feb-10	Remote Access to the DDC System is in place and the AX Supervisor is operational. The Branch will keep all informed as to progress of remote access in accordance with ER Standards.	Honeywell	Ongoing	Open
001-03		Campus Wide			
	24-Feb-10	A sign in process will be followed by all. Everyone will sign in and out at Facilities Office daily/	Honeywell & Contractors	Ongoing	Open
	24-Feb-10	One set of Contractor Keys will be available for sign out by one Contractor Foremen. They will be returned to Facilities at end of shift.	Honeywell & Contractors	Ongoing	Open
001-04		Campus Wide			
	24-Feb-10	The School's Lab Schedule will be added to their Schedule for determining work schedule.	NMCC	10-Mar-10	Open
001-05		Campus Wide			
	24-Feb-10	NMCC has requested the EMS Scheduling Package be sent to NMCC in order to interface with their scheduling program. The Branch is looking into this possibility.	Honeywell Branch Office	24-Mar-10	Open
001-06		Campus Wide			
	24-Feb-10	NMCC has requested a copy of Honeywell Safety Manual and Policies and Procedures for Contractors.	Honeywell	26-Feb-10	Closed
001-07		Andrews Hall			
	24-Feb-10	NMCC has requested we hold off on controls in Boiler Room. This is due to Boiler Room Renovations being designed. New Boilers will be installed this year. Design will change proposed Sequence of Operation.	NMCC	Ongoing	Open

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001-08

Campus Wide

24-Feb-10 NMCC has sent an email of Control Issues and Concerns. This has been forwarded to DDC Group for action. Honeywell 10-Mar-10 Open

4	New Business
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002-01

Christie Complex

10-Mar-10 *NMCC has said OK on LED Lights for Christie Lobby. They have also requested Sebago do LED Lights in the two Conference Rooms on Third Floor. This will be a NO CHARGE Change Order to NMCC* Sebago Till Completed Open

002-02

Autobody Shop

10-Mar-10 *This shop was missed during lighting audit. NMCC has requested it be done by Sebago. This will be a NO CHARGE Change Order to NMCC* Sebago Till Completed Open

002-03

Exterior Lighting

10-Mar-10 *Two fixtures are still not working. Sebago to Fix* Sebago Till Completed Open

002-04

Lighting

10-Mar-10 *Co-ordination of Lighting for Underground work. Underwood to present no later than 4/21/10* Sebago Till Completed Open

002-05

Project Schedule

10-Mar-10 *Rob Smith has sent Graphics to Brian Bolduc. Porject Schedule needs to be revised to accommodate changes in EMS Work. End Date will remain the same.* Honeywell Till Completed Open

002-06

Building envelope

02-Apr-10 *Walk thru and Punch out of Building envelope. This ECM is complete* NMCC, Honeywell, ECP Complete Close

5	Next Meeting
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Time **Date** **Location**
3:00 PM 21-Apr-10 Facilities Office or To Be Determined

