

Item #	Date	Item	Assign To	Date Due	Status
Old Business					
001-01		Campus Wide			
		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			
		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	Close
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	Close
	07-Apr-10	<i>Schedule was presented by NMCC and Honeywell forwarded to Sebago.</i>	<i>Honeywell</i>		<i>Close</i>
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
001-07		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
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

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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	Close
	07-Apr-10	<i>Change Order was given to Sebago.</i>	<i>Honeywell</i>		<i>Close</i>
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	Close
	07-Apr-10	<i>Change Order was given to Sebago.</i>	<i>Honeywell</i>		<i>Close</i>
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
	07-Apr-10	<i>Meeting was scheduled with Sebago and Underwood for 1:00PM. Sebago could not make it. Re-Schedule is required.</i>	<i>Honeywell</i>		<i>Close</i>
002-05 Project Schedule					
	10-Mar-10	Rob Smith has sent Graphics to Brian Bolduc. Project Schedule needs to be revised to accommodate changes in EMS Work. End Date will remain the same.	Honeywell	Till Completed	Close
002-06 Building envelope					
	02-Apr-10	Walk thru and Punch out of Building envelope. This ECM is complete	NMCC, Honeywell, ECP	Complete	Close
4 New Business					
003-01 Project Schedule					
	10-Mar-10	<i>Dave Bisson presented a tentative revision to the DDC Schedule. This was again revised during the meeting. Revisions will be incorporated and presented at next meeting</i>	<i>Honeywell</i>	<i>21-Apr-10</i>	<i>Open</i>
003-02 DDC Sequences					
	10-Mar-10	<i>Control Sequences were presented by Dave Bisson. These will be reviewed by the Owner.</i>	<i>Honeywell</i>	<i>21-Apr-10</i>	<i>Open</i>
003-03 DDC Sequences					
	10-Mar-10	<i>Owner discussed the need for "Holiday Skip / Snow Day / Vacation Days. They requested a meeting to review individual building requirements.</i>	<i>Honeywell</i>		<i>Open</i>

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