

Item #	Date	Item	Assign To	Date Due	Status
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### Old Business

<b>001-01</b>		<b>Campus Wide</b>			
	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
<b>001-03</b>		<b>Campus Wide</b>			
	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
<b>001-04</b>		<b>Campus Wide</b>			
	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	Schedule was presented by NMCC and Honeywell forwarded to Sebago.	Honeywell		Close
<b>001-05</b>		<b>Campus Wide</b>			
	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
	21-Apr-10	<i>There may be a license issue. Honeywell to look into it</i>	Honeywell Branch Office		Open
<b>001-07</b>		<b>Andrews Hall</b>			
	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
	21-Apr-10	<i>Item to remain pen until NMCC has gone to bid on Boiler Plant renovations.</i>			Open
<b>001-08</b>		<b>Campus Wide</b>			
	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
	21-Apr-10	<i>NMCC has reviewed approx. 80% of Sequences and Drawings (less Christie Complex). They will submit their recommendations to Honeywell.</i>	Honeywell		Open
	21-Apr-10	<i>Dave Bisson submitted the Drawings for Christie Complex. The Sequence is not complete yet.</i>	Honeywell		Open
	21-Apr-10	<i>Occupancy sensors were discussed for the Dining Commons. Dave will look into it.</i>	Honeywell		Open
	21-Apr-10	<i>Multiple Occupancy schedules were discussed and agreed upon via emails after the meeting.</i>	Honeywell		Open

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<b>002-03 Exterior Lighting</b>					
	10-Mar-10	Two fixtures are still not working. Sebago to Fix	Sebago	Till Completed	Open
<b>002-04 Lighting</b>					
	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	Meeting was scheduled with Sebago and Underwood for 1:00PM. Sebago could not make it. Re-Schedule is required.	Honeywell		Close
	23-Apr-10	Meeting was re-scheduled to 5/5 at 100 PM	Honeywell		Close
<b>003-01 Project Schedule</b>					
	10-Mar-10	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	Honeywell	21-Apr-10	Close
	21-Apr-10	David Bisson presented a revised schedule.	Honeywell		Close
<b>003-02 DDC Sequences</b>					
	10-Mar-10	Control Sequences were presented by Dave Bisson. These will be reviewed by the Owner.	Honeywell	21-Apr-10	Open
<b>003-03 DDC Sequences</b>					
	10-Mar-10	Owner discussed the need for "Holiday Skip / Snow Day / Vacation Days. They requested a meeting to review individual building requirements.	Honeywell		Open

<b>4</b>	<b>New Business</b>
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<b>004-01 Project Schedule</b>					
	21-Apr-10	Barry explained the need to show completed status for the board.	Honeywell		Open
<b>004-02 Dining Commons</b>					
	21-Apr-10	David Bisson stated the Dining Commons is to be completed week of April 26.	Honeywell		Open
<b>004-03 Mailman Trades</b>					
	21-Apr-10	NMCC explained the Occupancy Sensors in Diesel and Auto Classrooms still are not working properly. They do not sense the occupants in the classroom during classes.	Honeywell		Open
<b>004-04 Exterior Lighting</b>					
	21-Apr-10	NMCC wanted to know if it is possible to start on exterior lighting esp. on Wall Packs. This was forwarded to Sebago.	Honeywell		Open

Item #	Date	Item	Assign To	Date Due	Status
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5	Next Meeting				
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Time	Date	Location
3:00 PM	19-May-10	Facilities Office or To Be Determined