

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

<b>001-01</b>		<b>Campus Wide</b>			
		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>001-05</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	There may be a licensing issue. Honeywell to look into it	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	Item to remain pen until NMCC has gone to bid on Boiler Plant renovations.			Open
	02-Jun-10	<i>Design is complete and work is out to bid.</i>			<i>Open</i>
<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	NMCC has reviewed approx. 80% of Sequences and Drawings (less Christie Complex). They will submit their recommendations to Honeywell.	Honeywell		Open
	21-Apr-10	Dave Bisson submitted the Drawings for Christie Complex. The Sequence is not complete yet.	Honeywell		Open
	21-Apr-10	Occupancy sensors were discussed for the Dining Commons. Dave will look into it.	Honeywell		Open
	21-Apr-10	Multiple Occupancy schedules were discussed and agreed upon via emails after the meeting.	Honeywell		Open
	02-Jun-10	<i>Honeywell has absorbed all of the recommendations to date.</i>	Honeywell		<i>Open</i>
	02-Jun-10	<i>Owner stated there are still issues at Dining Commons, Andrews Hall. These were transmitted to Honeywell over a month ago and are still not resolved.</i>	Honeywell		<i>Open</i>

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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	30-Jun	Close
	02-Jun-10	<i>Lighting work not progressing as scheduled. Underwood prssence is lacking. Underwood has stated to the Owner that man-power is at another project for the time being.</i>	Sebago	30-Jun	Close
	02-Jun-10	<i>Sebago still has not provided cut sheets for lighting in 2nd floor rooms of Christie.</i>	Sebago	30-Jun	Open
	02-Jun-10	<i>Sebago to provide pricing for entrance canopie lighting. This is to replace 13 High Hat cans with LED lihainta.</i>	Sebago	30-Jun	Open
	02-Jun-10	<i>Sebago and Underwood to focus on lighting in Christie Lobby, Martin Wall packs and all perimeter lighting.</i>	Sebago	30-Jun	Open
	02-Jun-10	<i>Underwood given completion schedule. All interior lighting and all exterior lighting, except lights that require trendching, to be completed by 6/30</i>	Sebago	30-Jun	Open
<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>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>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 Dinning Commons is to be completed week of April 26.	Honeywell		Open
	02-Jun-10	<i>Owner explained that Commons is still not complete. Honeywell gave a list of items that needed repaired and requested NMCC absorb repairs. This is not the case but Honeywell is to absorb the repairs. Work not completed.</i>	Honeywell		Open
	02-Jun-10	<i>Hot water reset is not working properly. If reset is enabled there is no hot water for kitchen. This needs to be revised.</i>	Honeywell		Open

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**004-03****Mailman Trades**

21-Apr-10 NMCC explained the Occupancy Sensors int Diesel and Auto Classrooms still are not working properly. They do not sense the occupants in the classroom during classes.

Honeywell

Open

**004-04****Exterior Lighting**

21-Apr-10 NMCC wanted to know if it is possible to start on exterior lighting esp. on Wall Packs. This was forwarded to Sebaco.

Honeywell

Close

**4****New Business****5****Next Meeting**

Time	Date	Location
2:00 PM	16-Jun-10	Facilities Office or To Be Determined