

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
 BIWEEKLY INDOOR AIR QUALITY FORUM

Minutes	January 7, 2008	1400-1430	2529 MIB
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MEETING CALLED BY: Paul Donnelly, Modernization Program Manager

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Paul Donnelly, Modernization Program Manager

NOTE TAKER: Gay Bindocci

TIMEKEEPER: Gay Bindocci

ATTENDEES:

- Paul Donnelly, Modernization Program Manager
- Gay Bindocci, Sustainability Coordinator, Modernization Program Office
- Kirby Hunolt, Assistant Director, NBC Administrative Operations
- Paul Hoffman, Deputy Assistant Secretary, Policy, Management, and Budget
- Phyllis Harvey
- Barry Noll
- Arnold Johnson
- Tony Perry
- Jan Elmore

30 Minutes	Modernization	Paul Donnelly
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Discussion:

- Occupant questioned black dirt coning out of fan coil in office on 7th floor
 - Discussion on changing IAQ Forum to monthly meetings as presented and approved.
 - Odor issues identified on 7th and 6th floors –like smoke/solvent – IH will address
 - Discussion on dissemination of “lessons learned” via a town meeting
 - Next phase to begin in late Spring
 - Discussion of move meetings and content – next meeting scheduled for Jan xx
 - Numbers on name plates are falling off in modernized space
 - Information on move meetings should be faxed to solicitors
 - Are walk-thru possible prior to moving into new space
 - How do walls get moved at this stage of modernization?
 - Next meeting February 4, 2008

Action Items	Person Responsible	Due Date
Proactive person to person approach to advise of new construction activity	Paul Donnelly	On-going
Check fan coil unit on 7 th floor	Paul Donnelly/Tunney/Jackson	1/11/08
Present “lessons learned” to occupants via town meeting.	Paul Donnelly	5/08
Investigate odors 6045/43/41	Jackson	1/11/08
Repair numbers on name plates 7 th floor	Donnelly/Tunney	1/18/08
Fax move information to solicitors	Logan	On-going
Schedule/conduct walk-thru’s of new space	Logan	On-going
Removing walls in modernized space	Logan	On-going