

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE  
 INDOOR AIR QUALITY (IAQ) FORUM

Minutes	May 5, 2008	Time: 2:00 – 2:30	Location: 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: Sandra Jackson

TIMEKEEPER: Sandra Jackson

ATTENDEES:

Paul Donnelly, Modernization Program Manager

Kirby Hunolt, Assistant Director NBC

Sandra Jackson, DOI Industrial Hygienist

Jan Elmore, Office of the Solicitor

David Behler, Office of Environmental policy and Compliance (OEPC)

EchoHawk Necoine, Office of Secretary of Indian Affairs

<b>Time: 30 Minutes</b>	<b>Modernization</b>	<b>Chair: Paul Donnelly</b>
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Discussion:

- Review of last meeting minutes of March 10, 2008.
- Modernization will not be publishing SMACN scores from May 2, 2008 as the construction phase has ended and the space has been turned over to DOI SMACNA scores will be resumed and posted on or around the 3<sup>rd</sup> week of August.
- Cafeteria will close on May 30, 2008 for construction work and will remain closed for approximately 18 months. Sealed barriers will be erected around the construction zone and routine air quality testing will be performed during construction activities.
- Industrial Hygienist will continue one-on-one communication with occupants reporting concerns and issues.
- Consideration addressed in changing the name of the IAQ Forum to address IAQ and more current modernization information for occupants.
- IAQ Forums will be on hold for now and will start again in August.
- New snack bar will be located in room 4061.
- Do new HVAC units have air filters?

Action Items	Person Responsible	Due Date
Proactive person to person approach to advise of new construction activity	Paul Donnelly	On-going
Present “lessons learned” to occupants via town meeting	Paul Donnelly	On-going
Notify Elmore ( SOL) via personal email of next IAQ Forum	Bridget Hooper	On-going