UFGS Working Group Meeting Minutes

Date: **June 3, 2008**
Time: **9:00 am – 5:00 pm**
Location: **Las Vegas, NV Renaissance Hotel - Five Spot Room**
Author: **Cheryl Fitz-Simon**

Attendees:

Invited	Attended	Name	Organization/ Location	E-Mail
✓	✓	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
✓	✓	Steve Rider	NASA (HQ)	srider@hq.nasa.gov
✓	✓	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
✓	✓	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
✓	✓	Steven Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
✓	✓	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
✓	✓	Robert Iseli	USACE	Robert.W.Iseli@usace.army.mil
✓	✓	Walter Heimbaugh	USACE	Walter.J.Heimbaugh@usace.army.mil
✓	✓	Bruce McCracken	USACE	Bruce.H.McCracken@usace.army.mil
✓	✓	Pat Robinson	InDyne (KSC)	Patricia.Robinson@jbosc.ksc.nasa.gov
✓	✓	Cheryl Fitz-Simon	InDyne (KSC)	Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov
✓	✓	Rick Hatcher	SGS (KSC)	Richard.Hatcher@jbosc.ksc.nasa.gov
✓	✓	Richard Hungate	SGS (KSC)	Richard.Hungate@jbosc.ksc.nasa.gov

Meeting Objectives:

1) CSI Section Format™/Page Format™
2) SpecsIntact Formatted Tables
3) CSI Submittal Changes/Recommendations
4) UFGS Release
5) USACE Technical Excellence Network
6) WBDG Specifications Web Page
7) Action Items

Discussion Summary:

Subject 1: CSI Section Format™/Page Format™

1) Steve Freitas stated that according to the CSI Section Format™/Page Format™ the order in which the Reference and Submittal Articles appear is different from how they are documented in the UFC 1-300-02 and throughout the UFGS.

2) Questions were raised on whether this change would affect the way SpecsIntact processes the Reference and Submittal Articles. Cheryl Fitz-Simon and Patricia Robinson stated that as long as the Articles remain within Part 1 and the titles remain as they are, the change will not affect the processing.

3) Further discussion with Jim Whitehead revealed that some modifications would need to be made to the Reference Wizard since this tool will generate new Reference Articles. At present, the Reference Wizard places the new Reference Article as the first Article in Part 1. A Change Request would be required in order to make these changes.

4) The UFC 01-300-02 and the UFGS Template will be modified to include the above changes.

Subject 2: SpecsIntact Formatted Tables

1) Steve Freitas will incorporate the standards for the use of SpecsIntact Formatted Tables throughout the UFGS in the UFC 1-300-02.

2) Formatted Tables will not be incorporated into the UFGS until the standards have been established and approved by the UFGS Working Group.

Subject 3: CSI Submittal Changes/Recommendations

1) Steve Freitas stated that CSI has once again changed the Submittal Standards. Eleven new Submittals have been added as well as sub-categories for each of the Submittals.

2) Incorporating CSI's Submittals would be a significant software change and a major impact to the user community. This would be similar to when the three agencies went from their separate Submittal formats to the Unified Submittal Format.

3) The UFGS Working Group decided not to adopt CSI's Submittals at this time.

Subject 4: UFGS Release

1) Sheron Belcher requested the UFGS Working Group consider adjusting the UFGS Release Schedule by moving it back 1 month to accommodate year end processing/work schedules.

2) The current release schedule is January, April, July, and October. The proposed release schedule is February, May, August, and November.

3) The UFGS Working Group accepted the proposed release schedule.

4) The change will begin with the August 2008 release.

5) Due to coordination issues for New/Merged/Disassembled/Updated Sections, the Database Manager (currently Sheron Belcher) must have written approval from Pete Rossbach, Carl Kersten and Frank Der before posting.

Subject 5: USACE Technical Excellence Network (TEN)

1) The Technical Excellence Network (TEN) is a forum used to stimulate technical discussions, share information, and knowledge between Communities of Practice (CoPs). This system is organized by disciplines and the CoPs.

2) Pete Rossbach stated this would be the perfect system to facilitate communication amongst the three agencies, the Steering Committee's and Technical Representatives for the UFGS.

3) Pete will contact the TEN representative to request NASA access to the system since NASA and DoD both use similar technology (Smart Chip/CATS Cards)

Subject 6: WBDG Specifications Web Page

1) More complaints regarding the layout of the Unified Facilities Guide Specifications web page have been received.

2) Open discussion was held regarding the layout and how it could be enhanced. Suggestions were given to add some space between the Technical documents, and the beginning of Division 00 as well as adding additional space between each of the Divisions. Also, rather than running the Section Number, Title, Date, PDF Link and Zip Link together use icons for the files in a column to add separation.

   a) Example of Current Layout:

3) Carl Kersten stated that he would meet with Bob Payne requesting modifications to the page.

Subject 7: Action Items

#	Action Item	Person	Assign Date	Due Date	Item Status
1	Modify MIL-STD-3007F 5.2.1.1 to "UFGS Agency Database"	Steve Freitas	05/01/07	12/21/07	In Progress
2	Modify MIL-STD-3007F 5.2.1.4 to "UFGS Agency Database"	Steve Freitas	05/01/07	12/21/07	In Progress
3	Modify MIL-STD-3007F 5.2.1.5 to "Agency Databases"	Steve Freitas	05/01/07	12/21/07	In Progress
4	Setup WebEx Meeting between Steve Rider, Rick Hatcher and Bill East to review modifications/ problems concerning CMS	Steve Rider	05/01/07	12/21/07	Completed 05/30/07 Steve Rider will Follow-up on Status
5	Discuss review and approval process at the upcoming CP meeting.	Carl Kersten And Pete Rossbach	05/01/07	11/09/07	30 Days to resend
6	Follow up with the Protective Design Center for the status of Section 32 31 ???	Pete Rossbach	05/02/07	05/31/07	Outstanding due to Army & Navy Review (PDC)
7	Provide direction to IHS to use the exact publication titles as they are used on the IHS web site	Carl Kersten	05/02/07	01/2008	Ongoing
8	Generate Master.ref on All Agency databases to distribute as the latest UMRL	Jim Whitehead	05/02/07	TBD	Ongoing
9	Update and coordinate procedure for the UFGS Database Manager	Sheron Belcher	05/02/07	10/15/07	In Progress 10/15/07 – emailed draft to Dataset Managers and NIBS for review
10	Upon completion post the procedure for the UFGS Database Manager on the WBDG FTP Site	Sheron Belcher	05/02/07	TBD	In Progress awaiting comments
11	Database will be rotated to NASA	Frank Der	05/07/07	01/2009	Ongoing
12	Rick Hatcher will send Pete Rossbach an email stating what Sections are still out for PDC review.	Rick Hatcher	10/30/07	11/09/07	
13	Add Haskell Barker to the COBIE email distribution list for RMS	Steve Rider	10/30/07	10/31/07	Complete

#	Action Item	Person	Assign Date	Due Date	Item Status
14	Follow-up with Chuck regarding ADS interfacing with SpecsIntact	Steve Rider	10/30/07	10/30/07	Ongoing
15	Contact Walt with ADS regarding the interface status with SpecsIntact.	Jim Whitehead	10/30/07	TBD	
16	Conference call with ADS, SpecsIntact and Steve Rider	Steve Rider	10/30/07	TBD	
17	COBIE Web Meeting to get more Specs people up-to-date with COBIE	Steve Rider	10/30/07	TBD	
18	Provide an updated Discipline Working Group List to Rick Hatcher	Pete Rossbach	10/30/07	11/09/07	
19	Provide Steve Rider a copy of the list of open CCR items that was previously sent to Bill East	Carl Kersten	10/30/07	11/09/07	
20	Meet with Bill East to discuss open CCR items in Projnet	Steve Rider	10/30/07	TBD	
21	Complete final revisions to 01 33 00 Submittal Procedure Sections	Rick Hatcher	10/30/07	11/09/07	
22	Publish updated 01 33 00 Submittal Procedure Section	Rick Hatcher	10/30/07	01/2008	
23	Provide a list to Bill to add to the distribution for the COBIE Web conference	Pete Rossbach	10/31/07	11/09/07	
24	Modify the UFC 1-300-02 to incorporate guidelines for using Formatted Tables in the UFGS.	Steve Freitas	06/03/08	06/30/08	
25	Modify the UFC 1-300-02 to incorporate the order in which the Reference and Submittal Article are located according to CSIs Section Format™/Page Format™.	Steve Freitas	06/03/08	06/30/08	
26	Modify the UFC 1-300-02 to incorporate guidelines for using/incorporating Specifiers Notes	Steve Freitas	06/03/08	06/30/08	
27	Modify the UFGS Section Template to incorporate the order in which the Reference and Submittal Article are located according to CSIs Section Format™/Page Format™.	Cheryl Fitz-Simon	06/03/08	06/30/08	

#	Action Item	Person	Assign Date	Due Date	Item Status
28	Contact TEN Representative requesting NASA access	Pete Rossbach	06/03/08	06/30/08	
29	Discuss modifying the WBDG UFGS Page with Bob Payne	Carl Kersten	06/03/08	06/30/08	
30	Email Pete Rossbach EISA 2007	Rick Hatcher	06/03/08	06/30/08	
31	Send updated PowerPoint Presentation on the outstanding UFGS Sections to the UFGS Working Group	Rich Hatcher	06/03/08	06/30/08	
32	Forward the EISA 2007 to the Sustainable Design Working Group	Pete Rossbach	06/03/08	06/30/08	
33	Schedule Conference Room for next UFGS Working Group and SI-CCCB Meetings to be held November 18 – 20, 2008	Frank Der	06/03/08		

Next UFGS Working Group Meeting will be held
November 18 - 19, 2008
At
Kennedy Space Center, FL