



Facilities Management – Facilities Information Systems

Project Review Meeting

Location: FM RM 119

Date/Time: Tuesday, February 8, 2011 at 2:00 PM

Purpose of Meeting: This meeting is being held to ensure all parties are clear on current and future projects between FM and ActiveLogix, who provides the BAS control points and alarms for the Vivarium		
Facilitator/Coordinator: David Champion, BAS Analyst	Attendees: Ray Dinello Bill Rossomano Pamela Duff Tom Stutts	Absentees: Bobby Palmer Jack Berryhill Chris Moose

AGENDA			
Time	Topic	Attendees	Facilitators
2:00 PM	Introduction <ul style="list-style-type: none"> • Agenda Overview 		DC
2:10 PM	Active Logix / FM Project Status Review Smith Bldg Update: Smith JACE upgrade/replacement was completed: Some issues remain possible Hoffman program (reset temp); Air Handler controls All bldg rooms seem to be under control; supplier temp issue are still to be resolved Trending is currently working; however, the link is not working Some slowness issues are still present also with Smith		ST/BR TS SD/ST TS
2:20 PM	A review of Smith was conducted via the BAS website and room temps -AHU Rooms: Supplier temps and review set points -Attendees Reviewed documentation on AHU temp control -A Determination was made that the set points needed to be adjusted to allow it to come out of the Heating Mode. Tom Sparks adjusted the temp -The cold air flow seems to be restricted; Stanley stated he needed to check control decks first before changing any settings CATO Update-T-stat wired backwards: this is now back online Now that the Smith bldg is completed, Bill will begin working on issues with the Substations and Rowe bldg. These items are on his list. Bobby had stated that he would be coming in to complete additional issues once		ST/TS BR ST TS ST/TS/BR TS/BR BR/RD

Smith was corrected; Ray inquired about this. Ray reminded Bill that Bobby would need to schedule time to get the listed items completed as stated to meet the deadline

RD/BR

Ray stated that he would like to schedule the switch with Activelogix; Bill will insure that this is communicated

RD/BR

Discussion on database changes; David will turn DB back on and get info moved over (esp. metering data and weathering data)

DC/TS

Further Prioritization:

TS/DC

-Electric meter on Smith Bldg

-Alarms for Rup 2 higher priority than Smith meter

-David mentioned that there will be a configuration change for email from iron host. There will be some change.

DC

Bill Reviewed his Priority with Tom and David

BR/TS/DC

1. Finalizing Smith
2. RUP History and Alarms
3. Smith Electric Meter

Decisions From Previous meeting

*Smith was made priority for completion and an anticipated goal of 2 weeks for completion w/conversion process:

A review of the project list was conducted/new items added as needed by attendees

*ActiveLogix anticipates completion of the project list items by end of February 2011

Activelogix defined their line for service/support: control level will not be performed by Activelogix: All service/support will be JACE level (Including JACE and on up)

Ray Dinello Suggested to meet after two week period to access Smith competition and performance

Also, to review project list and its completion status

January Meeting Outcome and Actions that were completed

David Champion set up a meeting for approximately 1st week of March for list review

PO # P1124160 along with a copy of the PO for Smith Bldg JACE upgrade was sent via email 19 Jan2011 to Activelogix-all work on this PO has been completed and has been sent for payment and finalization

-A monthly reoccurring regroup meeting was set up and will be conducted with all parties: all concerns and project status will be discussed

2:40 AM

Questions/comments

DC

2:50 AM

Meeting Outcome and actions to be completed

DC

- Review Next Steps
 - Next meeting: March 8, 2011 at 2:00pm in FM 119
 - Agenda: review project list and determine status
- Review Action Item Assignments, if applicable

3:00 PM

Adjourn