

UFGS Working Group Meeting Minutes

Date: October 31, 2006 and November 1, 2006
Time: 9:00 am – 5:00 pm
Location: Kennedy Space Center, FL - Conference Center (K8-1699)/OSB II
Author: Cheryl Fitz-Simon and Patricia Robinson

Attendees:

	Invited	Attended	Name	Organization/ Location	E-Mail
	Y	Y	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
	Y	Y	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
	Y	Y	Steven P. Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
	Y	Y	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
	Y	N	Paul Dicker	USACE (Washington)	Paul.F.Dicker@hq02.usace.army.mil
	Y	Y	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
	Y	Y	Sherri McMillion	NAVFAC(Norfolk)	Sherri.Mcmillion@navy.mil
	Y	Y	Pat Robinson	InDyne (KSC)	Patricia.Robinson@jbosc.ksc.nasa.gov
	Y	Y	Jim Whitehead	InDyne (KSC)	Jim.Whitehead@jbosc.ksc.nasa.gov
	Y	Y	Cheryl Fitz-Simon	InDyne (KSC)	Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov
	Y	Y	Rick Hatcher	SGS (KSC)	Richard.Hatcher@jbosc.ksc.nasa.gov
	Y	Y	Richard Hungate	SGS (KSC)	Richard.Hungate@jbosc.ksc.nasa.gov

Meeting Objectives:

- 1) Unification Of UFGS 01 33 00 Submittal Procedures
- 2) Unification Of Division 1 Assignments From November 2005 Meeting
- 3) UFGS General Note Regarding Editing Of Section
- 4) Status Of Agreement On Reference Identifiers (RID)
- 5) UMLR Policy
 - a) Duplication Of Documents
 - b) Status Of Maintenance Contract
 - c) Schedule And Procedure For Updating
- 6) MasterFormat Implementation Issues
- 7) Identify 25 Groups Of UFGS For Unification By NASA (Navy Contract)
- 8) Rotation Of Database Release Processing
 - a) NASA
 - b) ARMY
 - c) NIBS
- 9) Review UFGS Template
- 10) UFGS Conversion Matrix
- 11) 5 NAVFAC Roofing Sections Status
- 12) UFGS PDF File

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Discussion Summary:

Subject 1: Unification Of UFGS 01 33 00 Submittal Procedures

- 1) Rick Hatcher summarized the way the 01 33 00 unification process was done.
 - a) Originally, the 3 Sections for each agency were combined into one file.
 - b) Merged portions of the section related to how a contractor processes the submittals.
 - c) Agency process could not be unified because each agency has their own unique way.
- 2) SGS distributed the new section for review.
- 3) Steve responded in an email that he did not like the use of agency editor options via notes and brackets and wanted it done using ARMY, NAVY, and NASA tailoring options.
- 4) Steve stated the notes addressing actions in following paragraphs should be moved and included within the paragraph being addressed. Use "Delete this paragraph" instead of "Delete the following paragraph." This will assure that the note will be removed when the appropriate action is taken. Otherwise, people may subsequently "delete the following paragraph" until none remain.
- 5) NASA and Army agreed that we are on the right track, but it still required some work.
- 6) Sherri commented that a lot of the Navy's process is very similar to NASA's. Possibly those areas could be unified between NASA and Navy using the tailoring options.

Subject 2: Unification Of Division 01 Assignments From November 2005 Meeting

- 1) A discussion was held and will be worked on a section by section basis over the course of time.

Subject 3: UFGS General Scope Note Regarding Editing of Section

- 1) A discussion was held regarding the General Scope Note.
- 2) The Working Group decided to table the discussion until the SI-CCCB Meeting the following day, due to some of the members wanting to have time to prepare different wording for the additions.
- 3) These changes will be implemented into the UFGS Template (covered under Subject 9)
- 4) Information that is more detailed will be covered in the SI-CCCB Meeting Minutes.

Subject 4: Status Of Agreement On Reference Identifiers (RID)

- 1) Carl Kersten stated the contract with Information Handling Services (IHS) was initiated October 1, 2006. The contract is funded by DoD.
- 2) Each agency has identified the references with discrepancies.
- 3) Sharon Belcher stated there were still a lot of open items when the reference no longer exist and there is no replacement. This item will need a technical person to review and recommend the correct reference.
- 4) Carl Kersten stated that we will wait for the first list from IHS and then decide the next course of action.

Subject 5: UMRL Policy

- 1) Schedule and procedure for updating
 - a. Each agency closes changes on their database on the 15th of the month prior to the release.
 1. December 15th
 2. March 15th
 3. June 15th
 4. September 15th

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Subject 5: UMRL Policy (Continued)

- b. Each agency sends their database to the UFGS Database Manager on the 30th of the month prior to the release.
 1. December 30th
 2. March 30th
 3. June 30th
 4. September 30th
- c. The UFGS database manager combines the three databases and performs quality assurance on the UFGS Database. The UFGS database manager contracts the individual agency database managers to correct any discrepancies.

The UFGS database manager sends the combined UFGS database to NIBS on the 15th of the release month for posting.

1. January 15th
2. April 15th
3. July 15th
4. October 15th

Subject 6: Masterformat 2004 Implementation Issues

- 1) USACE PARC is in the process or working out some EFAR front end contract issues to implement MasterFormat 2004.
- 2) Navy Contracts is approximately 3 months from implementing MasterFormat 2004.
- 3) NASA has implemented MasterFormat 2004 in their projects and has not had any issues with contracts.

Subject 7: Identify 25 Groups Of UFGS For Unification By NASA

- 1) Richard Hungate presented "UFGS Top 25"
 - o The UFGS specifications are "system specifications" instead of "product specifications". Due to the fact the specifications are system specifications is the reason our Guide Specifications are so large and will take a longer time to disassemble.
 - o The 25 specifications will be funded by Navy.
 - o Requested the UFGS Working Group provide approval of the listed specifications to be merged.
 - o Once the sections are merged, they will be distributed to each of the agencies for review and approval.
 - o Tailoring will be kept to a minimum in Division 1. In Division 2 – 49 tailoring will be implemented by product.
 - o SGS will remove Division 21 from their list and participate in the Mechanical Working Group's review process

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GRP	Section	Date	Title	Status	Comment
DIVISION 01 - GENERAL REQUIREMENTS					
1	01 45 00.00 20	07/06	CONSTRUCTION QUALITY CONTROL	Accepted	Carl recommended to add to list at meeting.
	01 45 00.00 40	04/06	QUALITY CONTROL	Accepted	Carl recommended to add to list at meeting.
	01 45 01.00 20	04/06	QUALITY CONTROL (QC) - MINOR CONSTRUCTION	Accepted	Carl recommended to add to list at meeting.
	01 45 04.00 10	04/06	CONTRACTOR QUALITY CONTROL	Accepted	Carl recommended to add to list at meeting.
2	01 50 00.00 20	04/06	TEMPORARY FACILITIES AND CONTROLS	Accepted	
	01 50 00.00 40	04/06	TEMPORARY FACILITIES AND CONTROLS	Accepted	
	01 50 02.00 10	04/06	TEMPORARY CONSTRUCTION FACILITIES	Accepted	
3	01 57 19.00 20	07/06	TEMPORARY ENVIRONMENTAL CONTROLS	Accepted	Carl recommended to add to list at meeting.
	01 57 20.00 10	04/06	ENVIRONMENTAL PROTECTION	Accepted	Carl recommended to add to list at meeting.
	01 57 23.00 10	04/06	STORM WATER POLLUTION PREVENTION MEASURES	Accepted	Carl recommended to add to list at meeting.
4	01 77 00.00 20	07/06	CLOSEOUT PROCEDURES	Accepted	
	01 78 00.00 40	04/06	CLOSEOUT SUBMITTALS	Accepted	
	01 78 02.00 10	04/06	CLOSEOUT SUBMITTALS	Accepted	

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GRP	Section	Date	Title	Status	Comment
DIVISION 03 - CONCRETE (Tentative)					
5	03 45 00.00 40	06/06	PRECAST ARCHITECTURAL CONCRETE	Tentative	Sherri will meet with Jim for approval. She will distribute an email to board members.
	03 45 00	04/06	PLANT-PRECAST ARCHITECTURAL CONCRETE	Tentative	Same as above
	03 45 01.00 10	04/06	PRECAST ARCHITECTURAL CONCRETE	Tentative	Same as above
DIVISION 05 - METALS					
6	05 21 00.00 20	04/06	STEEL JOISTS [AND JOIST GIRDERS]	Accepted	
	05 21 00.00 40	06/06	STEEL JOISTS FRAMING	Accepted	
	05 21 02.00 10	04/06	STEEL JOISTS	Accepted	
7	05 50 00	04/06	METAL: MISCELLANEOUS AND FABRICATIONS	Tentative	
	05 50 00.00 40	06/06	METAL FABRICATIONS	Tentative	
	05 50 03.00 10	04/06	METALWORK FABRICATION, MACHINE WORK, MISCELLANEOUS PROVISIONS	Tentative	
	05 50 04.00 10	04/06	METALS: MISCELLANEOUS, STANDARD ARTICLES, SHOP FABRICATED ITEMS FOR CIVIL WORKS STRUCTURES	Tentative	
DIVISION 07 - THERMAL AND MOISTURE PROTECTION					
8	07 61 14.00 20	04/06	STEEL STANDING SEAM ROOFING	Tentative	Disassembly required. Navy will review and respond.
	07 40 00.00 40	04/06	ROOFING AND SIDING PANELS	Tentative	Same as above
	07 61 13.00 10	04/06	STRUCTURAL STANDING SEAM METAL ROOF (SSSMR) SYSTEM	Tentative	Same as above
DIVISION 08 - OPENINGS					
9	08 51 13.00 20	07/06	ALUMINUM WINDOWS	Accepted	
	08 51 13.00 40	06/06	ALUMINUM WINDOWS	Accepted	
	08 51 14.00 10	04/06	ALUMINUM AND ENVIRONMENTAL CONTROL ALUMINUM WINDOWS	Accepted	
DIVISION 09 - FINISHES					
10	09 22 36.00 20	04/06	FURRING AND LATHING	Accepted	Added to list at meeting.
	09 22 37.00 10	04/06	LATHING AND PLASTERING	Accepted	Same as Above
	09 23 00.00 40	06/06	GYPSON PLASTERING	Accepted	Same as Above
	09 23 82.00 40	06/06	FIREPROOF GYPSON PLASTERING	Accepted	Same as Above

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GRP	Section	Date	Title	Status	Comment
DIVISION 10 - SPECIALTIES					
11	10 22 26.13 40	06/06	ACCORDION-FOLDING PARTITIONS	Tentative	
	10 22 26.13	04/06	ACCORDION FOLDING PARTITIONS	Tentative	
	10 22 26	04/06	OPERABLE PARTITIONS	Tentative	
DIVISION 12 - FURNISHINGS					
12	12 20 00	06/06	WINDOW TREATMENTS	Accepted	Carl recommended to add to list at meeting.
	12 22 00.00 20	04/06	CURTAINS AND DRAPES	Accepted	Same as above.
13	12 35 30.00 10	04/06	RESIDENTIAL CABINETS AND COUNTERTOPS	Accepted	
	12 35 30.00 20	04/06	RESIDENTIAL CASEWORK	Accepted	
	12 30 00.00 40	06/06	CASEWORK	Accepted	
DIVISION 13 - SPECIAL CONSTRUCTION					
14	13 34 00.00 40	06/06	FABRICATED ENGINEERED STRUCTURES	Tentative	
	13 34 19	04/06	PREENGINEERED METAL BUILDINGS	Tentative	
	13 34 20	04/06	METAL BUILDING SYSTEMS (MINOR REQUIREMENTS)	Tentative	
DIVISION 14 - CONVEYING EQUIPMENT					
15	14 20 00	04/06	ELEVATORS, ELECTRIC	Accepted	
	14 21 00.00 20	04/06	ELECTRIC TRACTION ELEVATORS	Accepted	

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GRP	Section	Date	Title	Status	Comment
DIVISION 21 - FIRE SUPPRESSION					
	21 13 00.00 20	04/06	WET-PIPE FIRE SUPPRESSION SPRINKLERS	Rejected	Navy Mechanical Group currently working. SGS will participate in review process.
	21 13 00.00 40	06/06	FIRE-SUPPRESSION SPRINKLER SYSTEMS	Rejected	Same as Above
	21 13 13.00 10	04/06	WET PIPE SPRINKLER SYSTEM, FIRE PROTECTION	Rejected	Same as Above
	21 21 00	04/06	FIRE EXTINGUISHING SPRINKLER SYSTEMS (RESIDENTIAL)	Rejected	Same as Above
	21 13 19.00 20	04/06	[DELUGE] [PREACTION] FIRE SPRINKLER SYSTEMS	Rejected	Same as Above
	21 13 26.00 40	06/06	DELUGE FIRE-SUPPRESSION SPRINKLER SYSTEMS	Rejected	Same as Above
	21 13 18.00 10	04/06	PREACTION AND DELUGE SPRINKLER SYSTEMS, FIRE PROTECTION	Rejected	Same as Above
	21 21 01.00 20	04/06	CARBON DIOXIDE FIRE EXTINGUISHING (HIGH PRESSURE)	Rejected	Same as Above
	21 21 02.00 20	04/06	CARBON DIOXIDE FIRE EXTINGUISHING (LOW PRESSURE)	Rejected	Same as Above
	21 21 03.00 10	04/06	WET CHEMICAL FIRE EXTINGUISHING SYSTEM	Rejected	Same as Above
	21 23 00.00 20	04/06	WET CHEMICAL FIRE EXTINGUISHING FOR KITCHEN CABINET	Rejected	Same as Above
	21 21 00 00 40	06/06	CARBON-DIOXIDE FIRE-EXTINGUISHING SYSTEMS	Rejected	Same as Above
DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING					
	23 09 23	04/06	DIRECT DIGITAL CONTROL FOR HVAC AND OTHER LOCAL BUILDING SYSTEMS	Rejected	In Work by UFGS Working Group
	23 09 33.00 40	06/06	ELECTRIC AND ELECTRONIC CONTROL SYSTEM FOR HVAC	Rejected	In Work by UFGS Working Group
	23 09 54.00 20	04/06	DIRECT DIGITAL CONTROL SYSTEMS	Rejected	In Work by UFGS Working Group
	23 00 00	04/06	AIR SUPPLY, DISTRIBUTION, VENTILATION, AND EXHAUST SYSTEMS	Rejected	In Work by UFGS Working Group
	23 00 00.00 40	06/06	HEATING, VENTILATING, AND AIR-CONDITIONING SYSTEMS	Rejected	In Work by UFGS Working Group
	23 03 00.00 20	04/06	BASIC MECHANICAL MATERIALS AND METHODS	Rejected	In Work by UFGS Working Group
16	23 05 00.00 40	06/06	COMMON WORK RESULTS FOR HVAC	Tentative	
	23 08 00.00 10	04/06	COMMISSIONING OF HVAC SYSTEMS	Tentative	
	23 08 00.00 20	04/06	HVAC TESTING/ADJUSTING /BALANCING	Tentative	

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GRP	Section	Date	Title	Status	Comment
DIVISION 23 - 21 HEATING, VENTILATING, AND AIR CONDITIONING (Continued)					
17	23 05 93.00 10	04/06	TESTING, ADJUSTING, AND BALANCING OF HVAC SYSTEMS	Tentative	
	23 05 93.00 40	06/06	TESTING, ADJUSTING, AND BALANCING FOR HVAC SYSTEMS	Tentative	
DIVISION 26 - ELECTRICAL					
	26 41 01.00 10	04/06	LIGHTNING PROTECTION SYSTEM	Rejected	In Work by UFGS Electrical Working Group
	26 41 00.00 20	04/06	LIGHTNING PROTECTION SYSTEM	Rejected	Same as above
	26 41 00.00 40	04/06	FACILITY LIGHTNING PROTECTION	Rejected	Same as above
18	26 42 13.00 20	04/06	CATHODIC PROTECTION BY GALVANIC ANODES	Accepted	
	26 42 14.00 10	04/06	CATHODIC PROTECTION SYSTEM (SACRIFICIAL ANODE)	Accepted	
19	26 42 15.00 10	04/06	CATHODIC PROTECTION SYSTEM (STEEL WATER TANKS)	Accepted	
	26 42 22.00 20	04/06	CATHODIC PROTECTION SYSTEM (STEEL WATER TANKS)	Accepted	
20	26 42 17.00 10	04/06	CATHODIC PROTECTION SYSTEM BY IMPRESSED CURRENT	Accepted	
	26 42 19.00 20	04/06	CATHODIC PROTECTION BY IMPRESSED CURRENT	Accepted	
	26 42 19.10	04/06	CATHODIC PROTECTION SYSTEMS (IMPRESSED CURRENT)FOR LOCK MITER GATES	Accepted	
DIVISION 31 - EARTHWORK					
21	31 62 16.00 10	04/06	STEEL H-PILE	Tentative	
	31 62 16.16	04/06	STEEL H-PILES	Tentative	
22	31 62 19.00 20	04/06	TIMBER PILES	Accepted	
	31 62 20.00 10	04/06	ROUND TIMBER PILES	Accepted	
DIVISION 32 - EXTERIOR IMPROVEMENTS					
23	32 31 00.00 10	04/06	FENCING	Accepted	Carl recommended to add to list at meeting.
	32 31 13.00 20	07/06	CHAIN LINK FENCES AND GATES	Accepted	Carl recommended to add to list at meeting.

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GRP	Section	Date	Title	Status	Comment
DIVISION 41 - MATERIAL PROCESSING AND HANDLING EQUIPMENT					
24	41 22 03.13 20	04/06	MONORAILS WITH MANUAL HOIST	Accepted	Added to list at meeting.
	41 22 03.16 20	04/06	MONORAILS WITH AIR MOTOR POWERED HOIST	Accepted	Added to list at meeting.
	41 22 03.19 20	04/06	MONORAILS WITH ELECTRIC POWERED HOISTS	Accepted	Added to list at meeting.
	41 22 23.19 10	04/06	MONORAILS WITH ELECTRIC,AIR, OR MANUAL POWERED HOIST	Accepted	Added to list at meeting.
25	41 22 13.13 20	04/06	CRANES, OVERHEAD ELECTRIC, TOP RUNNING (UNDER 20,000 POUNDS)	Accepted	Added to list at meeting.
	41 22 13.14 20	04/06	CRANES, OVERHEAD ELECTRIC, UNDERRUNNING	Accepted	Added to list at meeting.
	41 22 15.00 10	04/06	OVERHEAD ELECTRIC CRANES	Accepted	Added to list at meeting.

Subject 8: Database Rotation

- 1) Carl Kersten recommended NIBS coordinate the UFGS Database for each release.
 - a) Due to Quality Assurance of the UFGS Database the SI-CCCB members rejected having NIBS coordinate the database.
 - i) Project Wise maybe one solution.
 - ii) UFGS databases should reside on the NIBS Server
 - iii) The three database managers would be able to check the files in and out.
 - iv) Rather than a license for Project Wise, research freeware that has the capabilities to checkin/checkout files and can work with SpecsIntact.
 - b) Carl Kersten has requested a new server from NIBS dedicated to UFGS.

Subject 9: Review UFGS Template

- 1) Changes to the Section Header:
 - a) Add each agency to the Preparing Activity as a bracketed option.
 - b) Remove "Superseding", it is not required in the Section Template
- 2) Remove all instances where "Submittal Requirements" was used from the Submittal Article. Submittal Requirements should only appear in the body of the Section.
- 3) Modify Scope Note to the agreed format:
 - a) Edit this guide specification for each project specific requirements by adding, deleting, or revising text. Choose applicable bracketed item(s) or insert appropriate information.
 - b) Delete paragraph, "Use of electronic communication is encouraged".
 - c) Delete sentence "Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer".
- 4) Remove <HLS> tag from the Section Reference for 01 33 00 found in Subpart 1.2 .
- 5) Add <SRF> tags to Section References within the Notes.
- 6) Run "Renumber" on the Section Template to change the Title Numbers from #.1 to the correct Subpart number.

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Subject 10: UFGS Conversion Matrix

- 1) UFGS MasterFormat 1995 to MasterFormat 2004 Conversion Matrix was developed for the transition period.
- 2) The Matrix will remain available on the UFGS web site, but will not be maintained.

Subject 11: 5 NAVFAC Roofing Sections

- 1) Rick Hatcher stated the changes that were submitted have been incorporated.
- 2) Carl Kersten stated he has received additional changes that may need to be incorporated into the Sections before posting.

Subject 12: UFGS PDF File

- 1) Working Group agreed to have NIBS publish the UFGS Master for PDF for posting on the UFGS web site.

Subject 13: Informing Database Managers Of Discipline Working Group Activities

- 1) Sharon Belcher suggested someone put a consolidated list together or have a location in order to get the information on what the individual Working Groups were working on.
- 2) The Working Groups should also provide status as to what UFC's they are working.
 - a) Pete Roszbach stated he could provide what UFC's are currently being worked on by the Working Groups.
- 3) The issue is getting the Working Groups to provide status.
- 4) If the information could be gathered, Rick Hatcher stated he could publish the information in the Conversion Matrix for posting on the FTP Website.

Action Items:

#	Action Item	Person	Assign Date	Due Date	Item Status
1	Incorporate Steve and Sherri's comments into the Submittal Procedures Section. Distribute to board members for review/comment.	Rick Hatcher	10/31/06	01/15/06	
2	Update UFC 300-2 Section paragraph 2-5 to define when the Section Date is Changed. Distribute the modified UFC to the UFGS Working Group for review/comment.	Sherri McMillion	10/31/06		
3	Update UFC 300-2 to include Submittal Requirements (tagging, formatting and placement).	Sherri McMillion	10/31/06		

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4	Update UFC 300-2 and UFGS Section Template to include 1.3 DEFINITIONS	Sherri McMillion	10/31/06		
5	Send an email to the various Working Groups to add SGS to the review process of the specifications.	Carl Kersten	10/31/06		
#	Action Item	Person	Assign Date	Due Date	Item Status
6	Contact NIBs regarding implementing freeware for the Check in / Check out process of files.	Jim Whitehead	10/31/06		
7	Database will be rotated to Army.	Sheron Belcher	10/31/06	01/01/07	
8	Database will be rotated to NASA.	Maggie Muller	10/31/06	01/01/08	
9	Submit software Change Request to have the Section Verification Report recognize <SRF> within Notes for Masters only.	Cheryl Fitz-Simon	10/31/06	05/01/06	
10	Send Action Items to SI-CCCB Members three weeks prior to the next scheduled meeting	Cheryl Fitz-Simon	10/31/06	04/10/06	
11	Modify Scope Note for January 2007 release.	Database Mgrs.	10/31/06		
12	Direct NIBS to delete the paragraph referring to the UFGS MasterFormat 1995 to MasterFormat 2004 Conversion Matrix from the UFGS web page.	Carl Kersten	10/31/06		
13	Write procedure for publishing the UFGS Master to PDF through SpecsIntact. Email procedure to Carl Kersten.	Cheryl Fitz-Simon	10/31/06		
14	Inform NIBS to produce the PDF file using the procedure provided by SpecsIntact in order post on the UFGS web site.	Carl Kersten	10/31/06		