

NASA SPECSINTACT Configuration,  
Control and Coordinating Board Meeting (NS-CCCB)

**November 4-5, 2003**  
**Astronaut's Beach House**  
**KSC Conference Center**

Attendees:

Maggie Muller, IDI - KSC	11/4-5	
Pat Robinson, IDI - KSC	11/4-5	
Jennifer Horvath, IDI-KSC	11/4-5	
Ken Tichy, IDI-KSC	11/5	
Rick Hatcher, SGS - KSC	11/4-5	
Chip Johnson, SGS - KSC	11/4-5	
Bela Gutman, NASA - JPL	11/4-5	
Frank Der, NASA – KSC	11/4-5	
Tom Hinshaw, NASA - GRC	11/4-5	
Lee Lillard, NASA - LRC	11/4-5	Center's NOT represented:
Ed Gobert, NASA – SSC	11/4-5	ARC, DFRC, GSFC, HQ, JSC,
Mike Canicatti, NASA - KSC	11/5	MSFC, WSTF

**MEETING MINUTES:**

**INTRODUCTION – Frank Der**

- Welcome everyone to the meeting
- Presented the logistics and safety issues of the conference room
- Captain Plumb (Key Note Speaker) – Video  
A video from KSC Super Safety Day was shown to the Board.

**OVERVIEW OF MEETING OBJECTIVES – Frank Der**

**MEETING OBJECTIVES:**

- Review and comment on “Draft” Model Spec. Section 09250, GYPSUM BOARD
- Board definition of criteria for performing Major Maintenance
- Review gap analyses by Specification Section and determine Sections to keep or replace with UFGS Sections
- Disposition open software change requests
- Implementation of the Dr. Checks review process
- Review MOU for joining UFGS
- Establish a schedule for NASA joining UFGS
- Board direction for maintaining master text

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**OVERVIEW OF MODEL SPECIFICATION – Rick Hatcher/ Chip Johnson**

- It was agreed that the **CSI Format** of the “Draft” Model Spec. Section 09250, GYPSUM BOARD previously submitted by SGS is acceptable with minor changes
- The text of the model specification was discussed and comments were received

**ACTION:** SGS will revise the model specification in accordance with these comments

- Board Comments to the model specification is as follows:
  - Avoid using words such as “as applicable”, “as appropriate”, “as specified herein”, “as shown on drawings”, “as indicated herein”
  - Continue to write in the imperative mode and avoid superfluous language
  - Add specifier notes and include a scope note in the first note of the specification
- Change title of Section to 09260, GYPSUM BOARD ASSEMBLIES
  - Maintain consistency from beginning to end. The products should be logically arranged
  - Lead in title for each paragraph ending with a colon.  
Example - B. Steel Studs and Runners:

**DEFINE CRITERIA FOR PERFORMING MAJOR MAINTENANCE – ROUND TABLE**

- The board was solicited for important criteria to be used for performing major maintenance. Tom Hinshaw used the Hydraulic Elevator Specification as an example which does NOT include a hole-less hydraulic elevator, only the in ground piston type

**ACTION:** The Board directed SGS to submit a 1620 Change Request to add a hole-less hydraulic elevator to the scope

- NASA Master Text Sections should be reviewed by private industry including National manufacturers
  - Chip Johnson indicated review by private industry was being performed to include national manufacturers and most recently, SGS was teaming with DuPont to review the carpet specifications
- The board prefers short sections where applicable and appropriate. Long sections are cumbersome to edit and re-write. Using the UFGS 09900,

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PAINTING as an example, it was noted that the Section is over 70 pages long and uses the MPI standard reference specifications

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**ACTION:** The Board directed SGS to change NASA Section 03300 CAST-IN PLACE CONCRETE (SHORT SECTION) to 03305 CAST-IN PLACE CONCRETE (SHORT SECTION)

Change NASA Section 03305 CAST-IN PLACE CONCRETE to 03300 CAST-IN PLACE CONCRETE

- The Board has requested that when possible that combined sections be used. Such as “gypsum board assemblies” which would include information for light gage metal framing, gypsum board, finishes and fire assemblies. This approach allows for small specifications on the smaller projects that are commonly done within NASA

**OVERVIEW OF GAP ANALYSIS – RICK HATCHER/ CHIP JOHNSON**

- A review of the Gap analyses provided by SGS was conducted. Initially, the review started with a point-by-point review of each paragraph number. Sections reviewed included NASA 01330S, Submittal Procedures and UFGS 01330, Submittal Procedures, NASA 01420S, Sources for Reference Publications and UFGS 01420, Sources for Reference Publications, NASA 02220S, Demolition and UFGS 02220 Demolition

**ACTION:** The Board directed SGS to replace NASA Section 01420S Sources for Reference Publications, with UFGS Section 01420, Sources for Reference Publications. Standard Sponsoring Organization Names, referenced in NASA 01420S Section, will be included in the UFGS 01420 Section.

In addition to adding NASA standard sponsoring organization names to UFGS Section 1420, SOURCES FOR REFERENCE PUBLICATIONS, each NS-CCCB Board Member should submit a list of LOCAL organization names used at their center to KSC. The local organization names at each center will then be combined and inserted into UFGS Section 01420, SOURCES FOR REFERENCE PUBLICATIONS.

- As the review progressed, the Board quickly realized that to completely understand the recommended changes to the UFGS Sections, each Section needs to be reviewed using the revisions function in SpecsIntact

**ACTION:** Due to the complexities, determining the recommended changes to the UFGS Sections, the Board directed SGS to review the sections using the revisions function in SpecsIntact. The Sections should then be submitted for review by the Board

- It was agreed to use Dr. Checks for specifications review

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**REVIEW OPEN SOFTWARE CHANGE REQUESTS – PAT ROBINSON**

- The Board reviewed and dispositioned the open software change requests
  - Tom Hinshaw requested a TOC for all items contained in a Project Manual including front-end documents and bidding/ contract requirements
- Ken Tichy demonstrated the submittal tracker including conversion to an Excel spreadsheet. The tracker is currently available for everyone's use
- The issue of UFGS listing metric measurements before inch-pound measurements was discussed at length

**ACTION:** The Board directed Bela Gutman to write a paragraph, listing his concerns regarding the issue concerning English and Metric measurements. He would then submit a CCR to Frank Der

- The Board requested that when major changes are made to the web documents that they be notified

**ACTION:** Pat Robinson will add the NASA Board Members to the SpecsIntact Web Site distribution list when changes are made to the web site

**DR. CHECKS PRESENTATION – MIKE CANICATTI**

- An online presentation of the Dr. Checks program was demonstrated using projnet.org
- In Dr. Checks, the Project Manager controls the review schedule and users authorization to make comments
- Everyone with a username and password can review the comments, dispositions and whether the comments have a disposition

**ACTION:** At this time, the attendees should apply for a username and password in Dr. Checks

**NASA CENTER REVIEW PROCESS USING DR. CHECKS – RICHARD HATCHER/  
PAT ROBINSON**

- The NASA center review process will be very similar to a review of a project. The Board members representing their center will be the POC for comments received. It will be incumbent for each board member to let their engineers know when a Section is available for comment and to make their comments including "NO COMMENT"

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**REVIEW MEMORANDUM OF UNDERSTANDING – ROUND TABLE**

- The NS-CCCB Board will need to have concurrence with UFGS before the MOU can be signed and establishing NASA membership on the UFGS working group including protocol for making changes

**ESTABLISH A SCHEDULE FOR NASA JOINING UFGS**

- In order to establish a schedule for NASA joining UFGS, a schedule for merging the Army and Navy Sections needs to be known so that NASA can coordinate their reviews in conjunction with Army and Navy's schedule

**ACTION:** The Board shall have Bill Brodt inquire into and provide the rest of the board the timeline for UFGS conversion

**BOARD DIRECTION FOR MAINTAINING MASTER TEXT**

- It was decided to continue to maintain the “unique” NASA Master Sections NOT found in UFGS

**MEETING WAS ADJOURNED**

**THE NEXT SCHEDULED MEETING FOR THE MASTER TEXT REVIEW (VITS), WILL BE HELD DECEMBER 12, 2003 FROM 3:30 - 4:30 P.M.**