

# UFGS Working Group Meeting Minutes

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**Date:** May 1 - 2, 2007  
**Time:** 9:00 am – 5:00 pm  
**Location:** Washington, DC – National Institute of Building Sciences (NIBS)  
Conference Center  
**Author:** Cheryl Fitz-Simon

## Attendees:

Invited	Attended	Name	Organization/ Location	E-Mail
✓	✓	Carl Kersten	NAVFAC (Norfolk)	<a href="mailto:Carl.Kersten@navy.mil">Carl.Kersten@navy.mil</a>
✓	✓	Frank Der	NASA (KSC)	<a href="mailto:Frank.D.Der@nasa.gov">Frank.D.Der@nasa.gov</a>
✓	✓	Bill Brodt	NASA (HQ)	<a href="mailto:wbrodt@nasa.gov">wbrodt@nasa.gov</a>
✓	✓	Steven Freitas	USACE (Sacramento)	<a href="mailto:Steven.P.Freitas@spk01.usace.army.mil">Steven.P.Freitas@spk01.usace.army.mil</a>
✓	✓	Pete Rossbach	USACE (Washington)	<a href="mailto:Peter.J.Rossbach@hq02.usace.army.mil">Peter.J.Rossbach@hq02.usace.army.mil</a>
✓	✓	Sheron Belcher	USACE (Huntsville)	<a href="mailto:Sheron.G.Belcher@hnd01.usace.army.mil">Sheron.G.Belcher@hnd01.usace.army.mil</a>
✓	✗	Sherri McMillion	NAVFAC(Norfolk)	<a href="mailto:Sherri.Mcmillion@navy.mil">Sherri.Mcmillion@navy.mil</a>
✓	✓	Pat Robinson	InDyne (KSC)	<a href="mailto:Patricia.Robinson@jbosc.ksc.nasa.gov">Patricia.Robinson@jbosc.ksc.nasa.gov</a>
✓	✓	Jim Whitehead	InDyne (KSC)	<a href="mailto:Jim.Whitehead@jbosc.ksc.nasa.gov">Jim.Whitehead@jbosc.ksc.nasa.gov</a>
✓	✓	Cheryl Fitz-Simon	InDyne (KSC)	<a href="mailto:Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov">Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov</a>
✓	✓	Rick Hatcher	SGS (KSC)	<a href="mailto:Richard.Hatcher@jbosc.ksc.nasa.gov">Richard.Hatcher@jbosc.ksc.nasa.gov</a>

## Meeting Objectives:

- 1) [Review Action Items](#)
- 2) [Building Code Checker –Eunice Lee](#)
- 3) [Interim Updates – Policy and Procedure](#)
  - a) UFC 1-300-02
- 4) [CMS vs. Email Review and Approval Process](#)
  - a) MIL-STD-3007
- 5) [Unification of UFGS 01 33 00 Submittal Procedures](#)
- 6) [Quick Fixes – Policy and Procedures](#)
- 7) [UMRL](#)
- 8) [Status of 25 Groups of UFGS for Unification by NASA](#)
- 9) [CCR Process](#)
- 10) [Documenting Disassembled Sections within the Section Header](#)
- 11) [Status Regarding Implementing Check In / Check Out Software](#)
- 12) [UFGS Tracking Chart](#)
- 13) [Instructions for NIBS to Post UFGS Master in PDF](#)
- 14) [Rotation of Release Processing](#)
- 15) [Cumulative Change List](#)
- 16) [Review New Action Items](#)

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## **Discussion Summary:**

### **Subject 1: Review Action Items**

- 1) Action Items were reviewed and agreed to.

### **Subject 2: Building Code Checker**

Eunice Lee from the International Code Council, presented the current research in progress for the Building Code Checker. David Hammes and Robert Clarke both from the State Department were present to assist in answering questions.

### **Subject 3: Interim Updates – Policy and Procedure**

- 1) UFC 01-300-02
  - a) Do not add periods after the Titles in the UFC 01-300-02
  - b) 2-2.9.1 – Submittal Item Descriptions
    - (1) as shown in December 2004 – Change 4 Leave as was, do not incorporate Sherri's changes
  - c) 2-2.9.4 – SD-10, Operation and Maintenance Manuals
    - (1) Remove SD-10, from the Title.
  - d) 2-3.1 Mood, Tense and Voice
    - (1) Change the term "the Contractor shall".
    - (2) Change the term "the Government shall provide" to "the Government will provide"
  - e) 2-3.8 – Proprietary Specifications
    - (1) Change "from a Level One Contracting Officer to "from appropriate authority"
    - (2) Move Second sentence to make it the first sentence.
    - (3) Delete "When a situations arises in which only a single product will perform the required function, forward a request from the...."
    - (4) "no other product will be acceptable" should be consistent with the language used in the FAR
  - f) 2-3.9 "Or Equal" Specifications
    - (1) Delete – Refer to FAR Clause.
  - g) 2-3.10 Warranty Clause
    - (1) Change ordinarily, do not include warranty clauses in UFGS to Ordinarily, do not include warranty clauses in UFGS
    - (2) Change based on the judgment of the designer, to judgment of the author.
    - (3) Modify the last sentence to "Reviewed and approved by a Level 1 Contracting Officer" to "by appropriate authority."
  - h) Delete 2-3.11 Unrestricted Bidding and 2-3.12 Contract Parties
  - i) 2-3.13 Contract Clauses
    - (1) Change first sentence project specifications to UFGS
  - j) 2-3.14 Specifying New Items.
    - (1) In third sentence delete project
    - (2) Last Paragraph change project to UFGS
    - (3) Last Paragraph Move the following statement to 1<sup>st</sup> sentence of paragraph 2-3.8. "If there are not two or more manufacturers or suppliers capable of supplying the product specified, the product must be considered proprietary." Change and approval sought for its use in accordance with paragraph "Proprietary Specifications." to ensure the items specified are not proprietary."

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- k) 2-5 Changes
    - (1) Second sentence delete "or UMRL".
    - (2) Second sentence delete "or tagging"
    - (3) Delete third sentence.
    - (4) Fourth sentence add period after "section date"
    - (5) Fourth sentence delete "and a change statement in the header".
  - l) Appendix A UFGS Organization Guidance
    - (1) Move 1.1 Definitions to 1.3 Definitions
    - (2) Modify / correction superseding subpart numbers to reflect the correct numbers.
- 2) Steve Freitas will update the UFC .1-300-02 to include the changes listed above.

## **Subject 4: CMS vs. Email Review and Approval Process**

- 1) Postpone using CMS until the corrections of the issues associated with this system are fixed.
- 2) Continue using Email along with Adobe Acrobat for the review and approval process.
  - b) Adobe Acrobat 6.0 or newer will be used for the review and approval process.
    - (1) Coordination for the Review and Approval Process
      - (a) Receives comments as a PDF file
      - (b) Responds to all comments
      - (c) Replies are then implemented in the original file
      - (d) After final changes are made, redistribute
- 3) Pete Rossbach and Carl Kersten will discuss the review and approval process at the upcoming Coordinating Panel meeting.
- 4) MIL-STD-3007F, paragraph 5.2.3.3
  - a) Do not modify this statement.

## **Subject 5: Unification of UFGS 01 33 00 Submittal Procedures**

- 1) Rick Hatcher will incorporate the USACE requirements provided by Steve Freitas.
- 2) Rick Hatcher will redistribute the \*.sec file, original PDF along with the last draft of the Section for Final review and approval.
- 3) The 01 33 00 Submittal Procedures Section will be forwarded to the Construction Management Groups for all three agencies for review and approval.

## **Subject 6: Quick Fixes – Policy and Procedure**

- 1) The following are three types of changes that do not require date changes in the Section Date and Superseded Date. (1-300-02 – paragraph 2.5)
  - a) Updating References
  - b) Administrative (Global Changes – example standardized note)
  - c) Formatting and typographical changes

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- 2) The following are three types of changes that require date changes in the Section Date and Superseded Date. (1-300-02 – paragraph 2.5.1 and paragraph 2.5.2)
  - a) Rewriting a UFGS specification (Do not use change tags)
  - b) Technical updates (Use change tags)
  - c) Section References and Section Reference Titles
- 3) Continue to update the statement in the banner “References are in agreement with UMRL dated 19 March 2007.”
  - a) Agreed to change the date format in the UMRL and the Section Banner to only use Mmmmm/YYYY

## **Subject 7: UMRL**

- 1) The current UMRL updated by IHS reflected updates to the reference dates, but not the reference titles.
- 2) Carl Kersten will direct IHS to include the exact verbiage into the Reference Titles as indicated by the Reference Organizations as published on the IHS site.
  - a) Tara is in the process of reviewing the Compare List generated through the UFGS Database Maintenance Program. She flags the references with the incorrect title so IHS can delete it from the UMRL, this way the correct title will appear.
  - b) When a reference standard changes, it may not get updated in the UMRL for up to one year.
- 3) All agencies will implement the Reference IDs used by IHS.
- 4) Once IHS has finished the cleanup of the UMRL the Master.ref file will be generated through SpecsIntact to produce the UMRL.
- 5) Use the UMRL that is redlined by IHS to update the Agencies Database for the October release.
- 6) Discussion took place regarding the latest Master.ref file distributed with the UFGS Master and the UMRL posted on the WBDG web site (dated April 2007):
  - a) The current Master.ref and the UMRL do not include NASA References.
  - b) The UFGS Working Group agreed to regenerate the Master.ref file on the UFGS to include all agencies and publish it as soon as possible.
  - c) The UFGS Working Group agreed to regenerate the master.ref file and the UMRL . pdf document using the current UFGS database.

## **Subject 8: Status of 25 Groups of UFGS for Unification by NASA**

- 1) All agencies were in agreement not to proceed with the disassembly of short sections at this time.
- 2) Agreed the following Sections will not be merged, and defined as unified.
  - a) 01 45 01 USACE QUALITY CONTROL
  - b) 01 45 01.10 USACE QUALITY CONTROL SYSTEM (QCS)
  - c) 01 45 02 NAVFAC QUALITY CONTROL
  - d) 01 45 02.20 NAVFAC QUALITY CONTROL FOR MINOR CONSTRUCTION
  - e) 01 45 04 NASA QUALITY CONTROL

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- 3) Agreed the following Sections will not be merged. The following sections will become unified:
  - a) 01 45 01 USACE QUALITY CONTROL
  - b) 01 45 02 NAVFAC QUALITY CONTROL
  - c) 01 45 04 NASA QUALITY CONTROL
- 4) 01 50 00 TEMPORARY FACILITIES
  - a) Division 1 requires regional requirements therefore; tailoring options will be required to be placed back into the Section.
  - b) Unify but do not disassemble.
- 5) 05 21 00 STEEL JOIST
  - a) Pete's comments were withdrawn.
  - b) Approved for disassembly
- 6) 14 21 00 ELEVATORS, ELECTRIC
  - a) Send copy to Rudy Perkey at NAVFAC
- 7) All groups requiring notice to proceed have been granted to those pending, except the following:
  - a) Group 7 – Not Approved
    - i) Replaced with 07 61 15.00 20.
  - b) Group 16 – Not Approved
    - i) Replaced with 11 40 00.00 20

## **Subject 9: Discuss CCR Process**

- 1) Bill Brodt will schedule a teleconference between Rick Hatcher and CMS to discuss issues he has discovered while using the system.
- 2) Until the CMS System is corrected, it was agreed to use email for the review and approval process.

## **Subject 10: Documenting Disassembled Section within the Section Header**

- 1) Reviewed the two samples of how the header should be documented when a specification is disassembled.
- 2) It was agreed to use Sample #1 and do not indicate the word Disassembled in the header of each specification.

- 3) The following is Sample #1 indicating how the header would be documented:

```
*****¶
USACE / NAVFAC / AFCEA / NASA ..... UFGS-32.31.13 (July 2007) ¶
.....¶
Preparing Activity: USACE ..... Superseding¶
..... UFGS-32.31.00.00.10 (April 2006) ¶
..... UFGS-32.31.13.00.20 (July 2006) ¶
..... UFGS-32.31.13.00.40 (October 2006) ¶
¶
UNIFIED FACILITIES GUIDE SPECIFICATIONS¶
¶
References are in agreement with UMRL dated 9 October 2006¶
¶
Latest change indicated by CHG tags¶
*****¶
SECTION 32.31.13¶
CHAIN LINK FENCES AND GATES¶
07/07¶
¶
*****¶
```

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## **Subject 11: Status Regarding Implementing Check In / Check Out Software**

- 1) NIBS has expressed some interest in hosting such a tool if it were deemed worthwhile, but acquiring, implementing, and using a centralized check in/check out tool is probably not worthwhile.
- 2) Implementing a check in / check out process would be a substantial undertaking.
- 3) Such a tool would provide limited protection against overwriting UFGS Sections updated by another agency. With perhaps one exception, however, such file overwriting has not occurred with the current UFGS updating system.
- 4) Implementing, maintaining, learning to use, and using such a tool would be time-consuming and would require significant changes to existing procedures.
- 5) The protections provided by such a tool could easily be circumvented through careless or overt acts.

## **Subject 12: UFGS Tracking Chart**

- 1) The UFGS Tracking Chart provided by SGS will be used as an additional mechanism to track changes. The UFGS Change List will continue to be published during the quarterly release.
- 2) UFGS Working Group agreed to make the UFGS Tracking Chart available on the WBDG Web Site.
- 3) Rick Hatcher will continue to update the UFGS Tracking Chart, then forward to NIBS for quarterly posting at the time of the database release.

## **Subject 13: Instructions for NIBS to Post UFGS Master In PDF**

- 1) Sharon Belcher stated she will publish the UFGS Database to PDF for posting on the WBDG Web Site.

## **Subject 14: Rotation of Release Processing**

- 1) UFGS Database
  - a) The UFGS Database will remain with Army until 2008 and then rotate to NASA in 2009.
- 2) UMRL
  - a) The UFGS Working Groups stated that the UMRL would remain with NAVFAC since they administer the contract with IHS.

## **Subject 15: Cumulative Change List**

- 1) Prior to posting the Cumulative Change List, the columns that deal with detailed information will be hidden.
- 2) Agreed to drop references to the MasterFormat 1995 Section Numbers and Titles from the Quarterly Change List document.

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## Subject 16: Action Items

<b>#</b>	<b>Action Item</b>	<b>Person</b>	<b>Assign Date</b>	<b>Due Date</b>	<b>Item Status</b>
1	Email the latest version of the UFC 1-300-02 in MS Word format to Steve Freitas.	Carl Kersten	05/01/07		
2	Modify the UFC 1-300-02 to incorporate changes discussed and recorded at the 05/01/07 UFGS Working Group Meeting.	Steve Freitas	05/01/07	06/01/07	
3	Compare language used in the UFC 1-300-02, paragraph 2-3.8 with the language used in FAR for consistency (SLM's markup).	Steve Freitas	05/01/07	06/01/07	
4	Meet with Coordinating Panel to have NASA added to the UFC's that are referenced in the UFGS. Notify Frank Der of the UFC's that will reference NASA.	Carl Kersten and Pete Rossbach	05/01/07	06/30/07	
5	Modify MIL-STD-3007F 5.2.1.1 to "UFGS Agency Database	Steve Freitas	05/01/07	06/01/07	
6	Modify MIL-STD-3007F 5.2.1.4 to "Agency Databases"	Steve Freitas	05/01/07	06/01/07	
7	Modify MIL-STD-3007F 5.2.1.5 to "UFGS Database.	Steve Freitas	05/01/07	06/01/07	
8	Setup Webex Meeting between Bill Brodt, Rick Hatcher and Bill East to review modifications/problems concerning CMS	Bill Brodt	05/01/07		
9	Discuss review and approval process at the upcoming CP meeting.	Carl Kersten and Pete Rossbach	05/01/07	06/30/07	
10	Submit updates from the DoD 25 Group Merger for approval to proceed for posting with the UFGS Working Group Meeting Minutes.	Rick Hatcher	05/01/07	06/01/07	05/10/07
11	Incorporate/modify Section 01 33 00 SUBMITTAL PROCEDURES.	Steve Freitas and Rick Hatcher	05/01/07	06/01/07	
12	Coordinate using Adobe Acrobat for review/approval process.	Steve Freitas and Rick Hatcher		06/07/07	
13	Distribute the Discipline Tri-Service Working Group List to NASA	Pete Rossbach	05/01/07	05/06/07	

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#	Action Item	Person	Assign Date	Due Date	Item Status
14	Update Discipline Tri-Serve Working Group List. Distribute to Pete Rossbach.	Frank Der	05/01/07	06/01/07	
15	Follow up with the Protective Design Center for the status of Section 32 31 ???	Pete Rossbach	05/02/07	05/31/07	
16	Coordinate with the Agency Database Managers the update of reference articles using the latest UMRL.	Sheron Belcher	05/02/07	08/2007	
17	Provide direction to IHS to use the exact publication titles as they are used on the IHS website.	Carl Kersten	05/02/07	06/01/07	
18	Generate Master.ref on All Agency databases to distribute as the latest UMRL	Jim Whitehead	05/02/07	05/07/07	
19	Forward the new UMRL in PDF and the Master.ref to NIBS for posting as an official interim release.	Sheron Belcher	05/02/07	05/11/07	05/09/07
20	Update and coordinate procedure for the UFGS Database Manager	Sheron Belcher	05/02/07	TBD	
21	Upon completion post the procedure for the UFGS Database Manager on the WBDG FTP Site.	Sheron Belcher	05/02/07	TBD	
22	Contact NIBS to inform them that Rick Hatcher will be sending the Tracking Chart directly to NIBS for posting.	Sheron Belcher	05/02/07	05/11/07	05/03/07
23	Provide the UFGS Tracking Chart to NIBS for posting on the WBDG when the database is released.	Rick Hatcher	05/02/07	05/30/07	05/09/07
24	Publish the UFGS Master in PDF format for posting on the WBDG	Sheron Belcher	05/02/07		05/09/07
25	Database will be rotated to NASA.	Frank Der	05/0/07	01/2009	
26	UMRL will remain with NAVFAC until the end of the IHS contract.	Carl Kersten	05/02/07		



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**Next UFGS Working Group Meeting will be held  
October 30-31, 2007  
At  
Kennedy Space Center, FL**