November 19th, 2018

Attendees: George Srajer, Paul Rossi, Ed Russell, Ron Tollner, Ron Moore, Nena Moonier, Bruce Glagola, Dean Wyncott, Lisa Berkland, Shane Flood, Wendy VanWingeren, John Mazzio, Clay White, Bruno Fieramosca

Ed Russell and Ron Tollner introduced the new employee in the Infrastructure Services Directorate, Ron Moore. He will be working with Ed Russell as a building manager. Ron’s primary responsibility will be overseeing technical spaces, i.e. labs and the experimental hall.

**George:** The APS upgrade team is mulling over the identification of the scope, cost, schedule, etc. of projects needing completion before the installation period of the upgrade occurs.

As the hutches are not equipped with sprinkler systems, an engineering evaluation of fire hazards in hutches will take place. The combustible loading in hutches will be assessed as well as the repercussions if a fire were to blaze and the controls needed to mitigate a conflagration.

A new design review process for modifications, new configurations, and/or new construction was implemented Oct. 1st. The need for a more effective process germinated from a few projects around the experimental hall of which the pertinent design/engineering review individuals had no knowledge and gave no subsequent survey.

**Paul:** It was reiterated that a work project checklist is required for each job Scheck and its subcontractors performs. A blanket JSA that encompasses all Scheck work has already been prepared, but a new WPC with signatures from ESH and IS (infrastructure services) is needed for each separate activity.

**Bruce**: In light of his quickly advancing retirement and concern once he is gone, he stressed the importance of the group’s cohesiveness. He emphasized the gravity of communication and teamwork between group members.