

**Meeting Minutes from Condition Assessment Group Meeting
October 19-21, 2010
North Las Vegas, Nevada**

Tuesday -- 10/19/2010

Site Status

1. Mike McGrady from NREL noted that their Science and Technology building is certified as LEED Platinum. See <http://www.nrel.gov/news/press/2007/507.html> for the press release on this achievement.
2. Jane Nations from Y12 noted that in addition to conducting CAS surveys, they have been conducting energy surveys using the LEED Energy Efficiency Checklist as well as the EPA Portfolio Manager. She has customized CostWorks for the site and is working with Bob Gair regarding missing mappings.
3. Billy Johnson from NNSS introduced the two new International Code Council (ICC-<http://www.iccsafe.org/Pages/default.aspx>) certified inspectors they have hired: Arnold Myers and John Skirvin. Billy noted that Susann Smith is now LEED certified. NNSS uses ICC inspectors because of their experience, but they do have an adjustment on DOE sites because there isn't a code book like there would be outside.
4. Debbie Etheredge from SRS gave appreciation to Y12 for providing three inspectors to do inspections at SRS.
5. Carolos Sanchez from OST noted that Milt West retired and Bernadette Parra-Brito is taking his place. JGMS is doing their inspections and they are using Condition Assessment Information System (CAIS).
6. Gene Buck from LANL said they finally got money to do inspections and hired two companies that they had used before. Sustainment for 10 year period use DOE models. Need to customize them to match their assets.
7. Dennis DuPont from LM noted that they are not CAIS users but CAIS supporters. He listens to how DM is doesn't at other sites and follows those guidelines. They do use Facilities Information Management System (FIMS) and CostWorks.
8. Paul Reynolds from LLNL stated that LLNL received an excellent on condition assessments on DM. Facilities and Infrastructure Recapitalization Program (FIRP) helped with DM reductions, but now DM is starting to creep up. With CostWorks backbone every facility is modeled and in the process identified some missing mappings. Using this information to acquire funding. DM minimum of 2 % for all enduring facilities (Energy Facility Contractors Group-EFCOG definition).
9. Jake Hayes from Paducah noted that Martin Bodell has handed over responsibilities to him and energy efficiency is the focus.
10. Steve Patterson from Pantex stressed CostWorks importance and acknowledged there is room for improvement in the mapping. FY Baseline was not used before and now it is very important.

Headquarters News Items – Gary Horn

1. Sustainability is monitored by Energy Efficiency and Renewable Energy (EERE).
2. Cool roofs are the way to go and are tracked in FIMS.
3. Pre year-end reporting analysis was sent by Mark Gordy and Gayle Smith from FIMS.
4. Validations now are including leased buildings and cool roofs.

NNSA Perspectives-Dino Herrera

1. In addition to identifying DM for sites, CAS inspections have saved lives by identifying safety issues.
2. FIRP is ending. He is looking for ways to still have funding resources. That is his responsibility.
3. Dino suggested sites need to elevate issues if their CAS program is not following RPAM guidelines.

CAS Inspection Best Practices Discussion

1. Jane Nations noted that when subcontractors do inspections, they do a thorough QA of the data with especial attention paid to OSF inspections.
2. Jerry Bingham noted that accurate depiction of the location of all IUs is a key to having good inspection data.
3. Paul Reynolds noted that the quality of data is critical. They find that filling out the comment section with additional information to be very helpful.
4. Bill Buyers from INL noted that the other type description field is used to provide detailed information to identify the deficiency. Equipment must be properly identified for the IU data to be useful. Paul Reynolds noted that they include asbestos inspections with their CAS surveys.
5. Steve Patterson noted that they do a monthly review of their CMMS system to identify activities that have resulted in reductions in their DM backlogs.
6. Paul Reynolds noted that their building managers have access to CAIS reports and provide the CAIS staff with updates on important maintenance activities.
7. Gene Buck noted that they use in-house people to inspect smaller buildings and they use subcontractors to inspect the larger buildings. Old data doesn't always have enough data. The more data entered the better to help determine what the information means. Use comments fields. component detail report didn't give enough input to input deficiencies
8. Billy Johnson noted that the Roof Asset Management Program (RAMP) program used by NNSA sites for roofing can be used as a source of data for inputting roof deficiencies in CAIS. However, sometimes the specific location of the roofing deficiencies identified by RAMP is unclear. Need to keep in mind that different inspectors still inspect and input differently even though they are under one contract.
9. Jake Hayes noted that the DOT referred them to a provider of certified bridge inspectors.

10. Jane Nations noted that it is important to be aware of the bridge inspector's schedules. They are tied up during certain parts of the year with state bridge inspections reporting deadlines.
11. Gene Buck noted that the quality of the reporting of DM for bridges at LANL has become more accurate over the last three years.
12. Steve Patterson noted that the descriptions of the OSFs at Pantex have become more detailed. They have increased the count of OSFs from 21 to 86.

Cost Adders – Ken Rowe

Paul Reynolds suggested using RS Means repair remodeling as a starting point. The RS Means costs do not include the costs associated with demolition, removal of old equipment, scaffolding, engineering, etc.

OSF Best Practices – Group Discussion

Jerry Bingham said that for bridges/sewers there was good data but not costs. He entered information into CAIS to get the costs. Other comments included use of DOT inspector for bridges and coincide with their routine bridge inspections. Get on the DOT inspectors schedule to ensure your due dates. Subject matter experts are the key source for quality data. Send via email key areas below excellent or good and ask for corrections back. The email gives you the date and timestamp.

Wednesday -- 10/20/2010

CAS/CAIS Training Synopsis-Paul Reynolds

1. Paul noted that doing major overhauls of chillers resulted in an extension of their service life. He uses a prioritizing system so that limited funds can go to the highest importance items to mission. He emphasized the importance of the IU splitting enhancements recently completed. Bringing in outside inspectors can end up costing as much as doing inspections inside.
2. He volunteered to help with the recent training for CAS/CAIS and mentioned that he would be helping with the training planned for the first week of April 2011 in Albuquerque.

Source Documentation for CAIS Audits-Debbie Etheredge

1. Debbie uses access to pull records to check accuracy and uses the information to clean up data
2. Billy Johnson suggested that if you conduct an inspection and the asset has no deficiencies, one way to document that the inspection was carried out would be to make an entry with the date of the inspection and a descriptive note in the comment section for the asset.

3. The sites have different methods for adding new assets to their inspection cycles. NNSS conducts inspections of new assets as they are added to the site. However, LLNL and Pantex wait until the new asset has been in place for few years and inspect it as part of the inspection cycle.
4. Paul Reynolds said that they have queries set up and the FIMS administrator also quality audits.
5. Gene Buck noted that LANL uses a spreadsheet to track changes made to IU records. They do a before and after.
6. Steve Patterson noted that Pantex also uses a spreadsheet to track changes to IU records.
7. Jerry Bingham noted that they schedule meetings with the facility people to go over the results of the inspections. Jane Nations noted that they have a website where documents and reports on CAS inspections are posted.
8. Jerry Bingham stated the INL posts the results of their CAS and asbestos inspections on a website as well. All facility people have access to the website.
9. Bill Denton from LLNL noted that they keep hard copy documents for the current and previous inspections. And Paul added they keep electronic copies.
10. Billy Johnson said that they keep CAS inspection documentation for 10 years.

CAIS/CostWorks Enhancements-Ken Rowe

1. Ken provided a handout of the new CAIS Quick Reference Guide and also Inspection Unit Snapshot Requirements.
2. Ken talked about the snapshot enhancement. It was requested that it be made so that the administrator can run it when they want to instead of at prescribed times and also that deficiency data also be stored. The answers to objectives 4, 5, and 6 was no.
3. Mike McGrady requested that a date/time stamp be added to the header of the Ad Hoc reports.
4. Bill Buyers requested that the CAS Administrator have the ability to specify the order of the columns in the IU List with the administrator determining the order.
5. Debbie Etheredge requested that CAIS have the capability of attaching documents and photographs to the Inspection Units.
6. Billy Johnson requested that CAIS have the capability of attaching documents and photographs to the Assets.
7. Billy Johnson requested that the secondary unit of measure stored in FIMS for OSFs be added to CAIS via the FIMS to CAIS update trigger.
8. Gary Horn requested that the CostWorks Sustainment model default to the building's RPV on the Life-Cycle Costs (LCC) spreadsheet instead of the current value of \$1.
9. Ken proposed changing the FIMS Upload to show the five worst systems by dollar amount instead of FCI.
10. Add building, trailer and asset property type to asset report.

CostWorks Portfolio Model Subcommittee Report – Larry Bridges

1. Trailers definition for real and personal will be on the CAS website and Larry will also mail to everyone on the Netlist.
2. Paul Reynolds is taking the document from the subcommittee and creating a requirements document.
3. Issues have been identified with CostWorks. Instead of fixing items one at a time, it is suggested that all the issues be presented and addressed together. The committee would like to see RS Means take a more pro-active role. We need to look at the possibility of creating a license rights to the portfolio software.
4. Paul Reynolds did a demo of how has implemented the Portfolio Module.

Thursday -- 10/21/2010

Completing DM IUs-Steve Patterson

1. Ken Rowe noted that when the Status of a DM IU gets changed to Demolished, Completed, Excess or Sale the DM flag gets set to 'No' and the Completed Cost and Completion Year get filled in.
2. Jane Nations stated that they remind their building managers to keep them in the loop on building maintenance activities on an ongoing basis. They have moved to a two year inspection cycle to keep the DM data in CAIS as up-to-date as possible.
3. Billy Johnson noted that increasing the inspection cycle is the best way to keep DM data in CAIS accurate.

CAS Homepage Redesign-Ken Rowe

1. Bernadette Parra-Brito from OST requested that links to CAIS be added to the public web page.
2. Gary Horn suggested that we update the DOE Seal.