

PROJECT MANAGER'S MEETING MINUTES

DATE: September 12, 1994

TO: D. Blahnik
K. Fulk
D. Gandee
T. Harrison

D. Holston
R. Huddle
P. Lieser
C. Mizek

D. Olive
L. Reeder
D. Warye

DISTRIBUTION: All Participants
T. Carlo
R. Hagemeyer
D. Lieser
K. Varga

1. Dave Gandee noted that the project managers must remind our asbestos clients that G&A can assist them with a variety of indoor environmental needs (lead, radon, IAQ). Clients planning building renovation should be informed by project managers that G&A can help them with their needs for managing asbestos and lead. Remember that project managers are G&A's best salespersons.
2. For school AHAPs where we have previously completed AHERA studies, AHAP project managers are required to copy portions of the management plan and "line-out" ACM listed that was removed during the AHAP. These marked-up management plan copies should be submitted to Larry or Tim during project close-out. Dave Warye to prompt AHAP project managers to make this part of close-out.
3. When staff members go to technical training seminars they are frequently issued technical documents (typically GBC bound or in a binder). These technical documents subsequently are brought back and kept in an office. We request that staff submit all technical training documents to Dennis for proper filing in the library/conference room.
4. Dave Warye was awarded the "Hoo-Dey-Hoo" award for bringing Mumford potato chips to the meeting.

Meeting Adjourned