

**CRITICAL FACILITIES ROUND TABLE
TECHNICAL GUIDELINES COMMITTEE
Meeting #1**

**January 14, 2004
BOMA, San Francisco**

Meeting Minutes

Attendees:

Ellis Milano	Equinix	Chairman	650-513-7095	emilano@eunix.com
Bob Richard	Kaiser Perm	Vice Chairman	650-742-2688	robert.f.frichard@kp.org
Ron Kalich	PG&E	Secretary	650-291-9400	rkalich@yahoo.com
Dave Rinard	JCI/ Schwab	Back Up	415-667-8160	dave.rinard@schwab.com
Charles Krieger	CFRT	Sgt at Arms	650-888-8064	chk1308@aol.com
Steve Johnson	CFRT	703-689-5983		stephen.k.Johnson@trammellcrow.com
Horst Pfendt	CFRT		925-736-1154	horst.pfendt@msn.com
Bruce Myatt	CFRT		415-748-0515	bmyatt@eypmcf.com

Election of Officers: Results Above

Areas of Focus:

1. Guidelines for the Selection of Qualified Critical Facilities Design Professionals and Firms
(Charles Krieger Lead/ Steve Johnson Support)
2. Guidelines for Cost Effective Operations and Maintenance of Critical Facilities through Monitoring and Best Practices
(Charles Krieger Lead/ Rich Greco Support)
3. Guidelines for the Management of Critical Facilities Development and Improvement by Total Cost of Ownership Analysis
(Ron Kalich Lead/ Dave Rinard Support)
4. Guidelines for Effective Critical Facilities Project Management including Programming, Design Review and Independent Commissioning and considering Reliability, Constructibility, Maintainability
(Horst Pfendt Lead/ Ron Kalich Support)

Discussion:

Resources: BOMA Data Exchange
Member Data Bases for Operating History & Performance
Industry Benchmarking
Operating Engineers Certification Program by Steve Johnson & Trammel Crow
Local 39
BOMA

Next Meeting:

Date & Time: 2/24/04 9 AM to 1 PM
Location: BOMA, San Francisco
Focus: Milestones and Resources