

STANDARD PLAN INFORMATION NOTICE

Physical Facilities Department

This notice addresses new information that may be helpful in your work with the meetinghouse standard plan program. Please take time to review the information in order to understand the effect this information may have on construction work under your stewardship.

Date of Notification: *November 22, 2002*

Information Title:

Visual Display Board Discrepancies

Information:

PFD has recently received reports from PM's that the quantities and types of visual display boards arriving at many projects are not consistent with their construction documents. This problem occurs when the configurator list is updated at Headquarters to reflect the current standard plan construction documents, and orders based on older versions of standard plan construction documents are received, but processed with this updated configurator list.

Instructions for Implementation:

As this issue may affect buildings currently under construction in your area (particularly those projects where orders were processed by Purchasing after the May 2002 Update), please reference the attached spreadsheet. It is likely the quantities and types of visual display boards arriving at your project will be identical with those reflected in this report rather than per the schedule in your construction documents. This may be verified by requesting from Purchasing a copy of the actual Purchase Order for the visual display boards ordered for your particular project(s). Where possible, please utilize the boards you receive per this attached spreadsheet as it represents the current meetinghouse standard. Where not possible, please make note and promptly notify Purchasing of your needs so that a timely correction can be made to your order.

Attachments:

- 1. Visual Display Board Schedule, dated 11/21/02*

Distribution:

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|---|---|---|
| <input type="checkbox"/> DTA Offices | <input checked="" type="checkbox"/> FTS Division Copy (Randy Stenson) | <input type="checkbox"/> David Hall |
| <input checked="" type="checkbox"/> Regional Project Managers | <input checked="" type="checkbox"/> Purchasing Division Copy (David Stokes) | <input type="checkbox"/> Stephen Streeter |
| <input checked="" type="checkbox"/> Project Managers | <input type="checkbox"/> AED Division Copy (Jesse Harris) | <input type="checkbox"/> Doug Todd |
| <input type="checkbox"/> Regional Facilities Managers | <input checked="" type="checkbox"/> Lyle Sheneman | <input type="checkbox"/> Wayne Balle |
| <input type="checkbox"/> Facilities Managers | <input checked="" type="checkbox"/> Other <u>PM Clerks</u> | <input type="checkbox"/> Steve Markham |