

RGC Mercury Testing

Date	Time	Task	Person Responsible
Completed 8/1/03		Arrange testing date with campus manager and testing contractors	Becky Cole
Wed. 8/13/03	4:00 p.m.	Communication to ACC employees, associations, exec. Team etc	Becky Cole
Wed. 8/13/03	12:00 p.m.	Verify max temperatures that data equipment at RGC can handle (phone, server, etc.	Becky Cole / Gary Wesman
Wed. 8/13/03	1:30 p.m.	Verify max temperatures for V-tel equipment	Becky Cole / James Albright
Wed. 8/13/03	12:00p.m.	Post signs on doors notifying RGC occupants that building will be closing on Fri. 8/15/03 at 5:00 p.m. sharp	Marilyn Lee Taylor
Friday 8/15/03	5:00 p.m.	Place signs on all doors- will provide verbage. NO ONE IS TO ENTER THE BUILDING AFTER 5:30 P.M. 5/15/03	Marilyn Lee Taylor
Friday 8/15/03	5:00p.m.	Turn off all exhaust, set temperatures to 85 degrees. Will need documentation on conditions set on HVAC(print out os set points, etc.) V-tel rooms should remain at normal temps and data/telephone rooms cooling remains on.	Buddy Rainer
Friday 8/15/03	by 5:30 p.m.	Verify all exhaust is off (chemical storage and lab hoods) and that temperature setting for building is 85 degrees minimum.	Buddy Rainer Please page me at 849-5537 when all actions and verification is complete.
Friday 8/15/03	by 5:30 p.m.	Campus Police to close all windows, close all hallway doors and close/lock up building.	Paul Williams
Friday 8/15/03	5:30p.m.	Building is cleared of all occupants!	Paul Williams
Saturday 8/16/03	5:00p.m.	Meet at West Entrance of RGC	Becky Cole, 1 maintenance person, HBC Terracon, Bolton Laboratories
Saturday 8/16/03	5:30 p.m.	Begin concurrent mercury "hot box" test.	Above
Saturday 8/16/03	8:30 p.m.	Testing completed. Time is estimated.	
Saturday 8/16/03	8:30 p.m.	Maintenace personnel to reset HVAC setting and turn all exhaust back on.	Buddy Rainer
Saturday 8/16/03	9:00 p.m.	Verify HVAC system on and exhausts are on	Buddy Rainer
Saturday 8/16/03	9:00 p.m.	Remove signs from RGC Main Bldg.	Becky Cole