During the last meeting (dated April 22/04), a discussion took place to determine a “wish-list” of items for submittal to the MOWG for additional funding. A variety of items were suggested for facilities upgrades and some funding was received for several of these items.

The items for which funding was received have been shifted into the various other sections of this report, based upon their priority. The items that did not receive funding will be moved to a new section of this report that contains all projects which require attention, but for which no funding is available at this time.

**ITEMS FOR FACILITIES - “WISH-LIST” (FUNDING NOT AVAILABLE AT THIS TIME)**

1) Hire consultant to look into dome drives issues.
   - WILL NOT HAPPEN UNLESS MONEY BECOMES AVAILABLE.
   - A consultant has been found that can get us started (gives us suggestions and direction). His name is Steve Gunnels and was one of the engineers that worked at L&F during the original dome fabrication.
   - Attention may be needed sooner than later, as adjusting the dome wheels is starting to become a tax on Sammie’s time, and the amount of dome “decentration” is beginning to effect the dome skirt weather seal.

2) Upgrade some of the facilities ductwork.
   - WILL NOT HAPPEN UNLESS MONEY BECOMES AVAILABLE.
   - There is additional ductwork that can be done in the machinery room, as well as replacement of the expandable duct that is currently being used for the mirror cooling.

3) Flooring / Ceiling tiles in control room need to be replaced.
   - WILL NOT HAPPEN UNLESS MONEY BECOMES AVAILABLE.
   - The ceiling tiles were replaced (as this portion of the upgrade was fairly low priced)
ISSUES THAT REQUIRE IMMEDIATE ATTENTION
******* DO TO SAFETY CONCERNS *******

1) Deficiencies identified by crane inspector need to be attended to.
   - We have one cable and bearing left to install on our 5 ton crane.
   - Tim needs to contact Kenny Kaida to determine what paperwork is needed and also to determine when we need to certify again (soon – 1 yr).
   - Sammy is looking into getting some additional work done on the ram.

2) The platform may need a safety rail installed. On OSHA visit, Ray Welsh mentioned that a safety rail or safety harnesses may be necessary when the platform is raised above the floor any higher than 4 feet.
   - Tim will contact Kenny Kaida for details.

3) The method for removal of ice on the outer dome was discussed and identified as a safety issue.
   - Tim to look into possibilities.

4) The check valve on the SPEX lifting cart needs to be removed / replaced.
   - When SPEX is raised to the MIM, if the check valve triggers, the operator needs put his arm through the “scissors” to release the valve.
   - Lars and Vern are working on this problem.

5) The fork lift needs to be adjusted so that it does not move so fast.
   - We need to specify a new controller with a speed %. We swap out the old controller and get money back for it.
   - Lars is following up on this.

6) The safety brakes on the shutter need to be replaced.
   - We need to buy new ones.
   - Tim/George to discuss this with Alan.
ITEMS FOR TIM
LISTED IN ORDER OF PRIORITY

1) The MIM needs to be analyzed for the additional loads anticipated in the future.
   - The main MIM structure has been welded and painted.
   - 2 of 4 interface boxes have been welded and installed
   - 1 of 4 rail sets have been welded and installed
   - Mirror cell weld need to be inspected/certified.
   - A final report is being written by Tim.

2) The MIM truck rollers/rails need to be realigned.
   - These are being attended to as they are removed for welding. 1 of 4 has been completed to date.

3) The stop locks for the instruments are jamming or are out of alignment. End plates need to be examined as well.
   - To be done as the rails are removed for welding.

4) Moveable counterweights need to be fabricated and installed.
   - Engineering and fabrication is complete.
   - Installation onto the telescope to happen soon. (Kent Fletcher has done the engineering and will help with the installation)

5) An additional (spare) compressor needs to be purchased / repaired?
   - The new compressor is online.
   - Do we purchase an additional “refurbished” compressor, or try to combine our two old compressors into one good one.
   - Other issues such as costs, service contracts, and control room compressor need to be considered as well.

6) A humidifier for the control room needs to be purchased.
   - Sammy has sent Tim information on specs.
   - Tim needs to specify unit and purchase.
7) Preventative maintenance needs to be planned and performed on the platform.
   - This should be done before the realuminization of the primary.
   - Sammy has quotes from manufacturer for help from service technician at approximately $1000/day (7 day min).
   - This probably will not require an engineering run, but should not be performed when a visitor instrument is scheduled.
   - There may be obsolete equipment involved.

7) Blue prints need to be consolidated, sorted, and copied.
   - No progress to date.

ITEMS FOR DAY CREW / OUTSIDE HELP
HIGHEST PRIORITY

1) Replace / repair the roof.
   - The foam repair process no longer seems viable. This was the cheapest process; however, we are having problems with the process and the vendor.
   - We have quotes for a hot tar process, and also an EPM? process but would have to wait until the spring for installation.
   - George is currently looking into getting minimal work done just to get us through the winter.
   - We need to discuss the costs and plan with Alan.

2) Refurbish shutter side panels and weather seals.
   - Engineering is complete (Kent Fletcher) and the material is in the shop.
   - Shop will initially fabricate 2 sections for trial installation.

3) North pier wire wrap is starting to wear. Needs maintenance.
   - Imai attempted to attach slings to cables at top of wrap. The cables then worked their way back down into the wrap. He will attempt to attach slings below wrap.
   - No progress since last meeting.

4) The spare Ice Wagon chiller needs to be installed and tested in the machinery room.
   - Pad made, and chiller installed.
   - Manifold needs to be fabricated (has been started).
ITEMS FOR DAY CREW / OUTSIDE HELP
MEDIUM PRIORITY

1) All of the shutter wheels need to be greased.
   - This job will be delayed until better weather (spring / summer).

ITEMS FOR DAY CREW / OUTSIDE HELP
LOWEST PRIORITY

1) The back door needs work/repairs.
   - Sammy will do this if/when repairs are required.

2) Access holes to the glycol system bleed valves need to be made in the mezzanine floor.
   - Access has not been an issue, and so not effort will be expended here.

3) Training is requested for summit machine shop tools, welding, and HVAC recovery.
   - Need to investigate source of training for HVAC.
   - No progress here.

Additional items:

1) The new hoods for the machinery room have been installed as well as the new air filters. Since the installation, it has been noticeably cleaner in the machinery room.

2) Day crew suggested that we send an email to the tech group with a request that all mechanical issues (including preventative maintenance) be forwarded to Tim for submission into this list of items. That way, priorities can be attached to these items.

3) Sammy expressed concern that he has not had time to order replacement or spare parts for some of the more critical facilities subsystems. Until additional help arrives, then this type of task gets put down to low priority.