



SUMMARY

NEWSLETTER OF THE SANTA CLARA VALLEY
CHAPTER OF THE CONSTRUCTION
SPECIFICATIONS INSTITUTE

SERVING THE VALLEY OF SANTA CLARA SINCE 1960

www.csiscv.org

February 2003 Newsletter

NEW PAINT VOC REGULATIONS

The Santa Clara Valley Chapter of The Construction Specifications Institute (CSI) would like to extend an invitation to you to join them on Thursday, February 6th, 2003. Come and learn the latest about the new paint regulations.

Matt Crawford, CCPR, the Architectural Representative for Kelly-Moore Paints will give an overview of the new VOC laws for paint coatings. These laws became effective January 1, 2003 for the Bay Area Air Quality Management District and other California districts. His presentation will include how these laws may affect current specifications and discuss how they can be beneficial for LEED projects.

Matt has worked in the paint industry for 23 years, the last 11 years with Kelly-Moore Paints. He has been their Architectural Representative for the last 4 years.

AIA/CES Learning Units: This program meets AIA/CES criteria. Participants will receive 1 hour of LUS (learning units) which also applies to 1 H1SW (Health, Safety Welfare) hour.

When:	THURSDAY, FEBRUARY 6, 2003		
Location:	Ramada Inn Silicon Valley, 1217 Wildwood Avenue, Sunnyvale (Lawrence Expressway and 101)		
Times:	Social hour:	6:30PM	
	Dinner:	7:00PM	Dinner Cost: \$20 per person
	Program:	8:00PM	

RSVP: Please call Harry Hedges (408) 378-2762 and leave a message or email hharki@aol.com
RESERVATIONS ARE REQUIRED ***** Call prior to Noon on Tuesday, February 4, 2003 *****

WEST REGION CONFERENCE CHANGES!!

WEST REGION CONFERENCE 2003 IN HAWAII has changed the date from October to **September 24th through 28th**. Mark your calendars. There is more news too — they have changed the location, which will be published in the coming months. I am sure this has not been easy for the West Region Conference 2003 Committee, but they are excited about it and know that we will love it. How can you not love Hawaii, anyway! Look for the updated information next month.

Aloha,
Julie Brown

RECOMMENDATIONS FOR A NATIONAL STUDENT CSI AGENDA:

If "Student CSI Members are the Future."

*By Trevor Resurreccion, CDT
Orange County, CA & DC Metro CSI Chapters*

"The following article offers a thoughtful suggestion for greater student participation in national CSI affairs. This is a fresh alternative to proposals that have been circulating in various forms for many years without results. This proposal deserves serious consideration because it could be implemented within current Institute bylaws and policy without delay and could offer board members a fresh insight into the role students play in our future as an organization." Robert B. Molseed, FCSI, CCS, FAIA

Even as a young CSI member of three years, I have been fortunate to work with many outstanding professional and industry members in the DC Metro Chapter and my new home chapter in Orange County, CA. Both chapters have shown their enthusiasm and support for increasing student membership by extending open invitations to all students in construction related fields. However, these invitations should not stop at the local chapter level. Therefore, I would like to propose recommendations for broadening communication with student members, encouraging student leadership opportunities at the national level, and extending recognition to student members. These are all well over-due.

REMINDER!

Remember to **VOTE** on
this issue, and the
Institute's openings,
when you receive your
ballot in the mail
sometime in February.

Establish Communication Lines

As a past student president of The Catholic University of America's student affiliate chapter of CSI, I can speak to the challenges that a student affiliate chapter faces in its development and growth. The summer after I joined CSI, I attended the national convention in Los Angeles where a few student members and academic liaisons discussed proposals for the student CSI

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Recommendations...continued from page 2

t-shirt. It read: "Student CSI Members are the Future." In the following years, as our student membership grew, we were able to send a team to the Atlanta convention and two teams to the Dallas convention to participate in student design competitions. Without a doubt, these conventions afforded student members across the nation the opportunity to discuss challenges and successes each of their chapters faced. The national conventions have proven to be excellent forums for students, allowing them to communicate in person. Nonetheless, such opportunities for sharing ideas are too infrequent and less meaningful when they end at the close of the week's activities. While national conventions are a starting point, there are easily many more ways that CSI could and should encourage and develop a national student dialogue. For instance, there should be a student forum on the national CSI website where students would be able to ask other student chapters about their activities and recruitment successes, where local chapters that want to develop a student program could research information about other student chapters, and where links could be posted to student affiliate websites. The end of the national convention's weekly activities would no longer mark the end of a dialogue, but rather would be the starting point for many other opportunities for student members to communicate.

Involve Student Membership at the National Level

As an extension of increasing national student communication, CSI should bring in student members as non-voting representatives on the national board. Student representatives could rotate through the position so that every region in the country sends a student to represent their interests to a meeting at least once a year. Students across the nation could submit

recommendations, concerns, and questions on the proposed student forum on the national website. Student representatives would take these issues to the national board and then communicate the ensuing discussions and decisions to student members through the website. Thus, the lines of communication would be extended from a national student dialogue to one that engages the entire CSI community.

Recognizing Student Members

As a student member, I always wonder why a significant number of the national membership is resistant to affording student members the ability to use "CSI" after our names. Perhaps some do not understand the need for recognizing student members amongst the ranks of the regular membership. It should be no surprise to chapters that have student affiliates that most of us are just as enthusiastic and involved in this organization as its industry and professional members. If there is any doubt, one need only attend a national convention and see the excitement expressed by the many students that attend every year. As a leading construction industry organization, CSI membership would be wise to take a positive step forward in recognizing all of its members by allowing them to use the "CSI" acronym, or at least a designation such as "Student CSI." The inability to use any such designation is particularly strange for those of us who have passed the CDT exam and are allowed to use those initials after our names.

Final Thoughts

CSI must recognize that these recommendations are not just a way for students to be heard, but that they also afford CSI the opportunity to sustain student membership growth and involvement. After all, CSI members across the country have a vested interest in hearing what student members have to say, that is, if "Student CSI Members are the Future."

Board Minutes

Minutes of the Board Meeting

Santa Clara Valley Chapter CSI
(Draft — Board Approval Pending)

Place: Ramada Inn, Sunnyvale

Date: January 9, 2003

Time: 5:00 p.m.

Present: Ron Adams, Rick Aquino,
Jim Balboni, Marvin Bamburg,
Carl Bredl, Julie Brown,
Harry Hedges, Dede Impink,
Gil Johnston, Joe Parsons,
Mike O Donnell, Fritz Swenson

1. Chapter President Jim Balboni called the meeting to order.

2. The minutes of the previous meeting were reviewed by those present. Marvin Bamburg moved that the minutes be accepted as written; the motion was seconded and carried.

3. Treasurer's Report: Chapter Treasurer Ron Adams distributed copies of the financial report for the period ending December 31, 2002. Cash flow for the period was negative due to dinner costs but the Chapter remained solvent. Ron thanked the South Bay Plaster Association for defraying the cost of the entertainment and donating the wine for the raffle. Ron advised that Hill Brothers Chemical would offset the fees charged by the Ramada Inn for credit card phone hook up. Fritz Swenson moved that the report be accepted as presented; the motion was seconded and carried.

4. President's Report: National Engineer's Month: Jim Balboni advised the Board that he had received an information packet from the Institute promoting National Engineer's Month in February. Jim determined that the paint program scheduled for the February meeting was not appropriate to promote with local engineers.

West Region Mid-Year Meeting: Jim Balboni distributed copies of the agenda for the West Region Mid-Year Meeting to be held in Oakland on February 1, 2003. A speak-out session will be held January 31, 2003. Jim Balboni and Gil Johnston will be attending; Jim advised the Board that any member wishing to attend was welcome. Jim also polled the Board for issues to be brought to the attention of the Region Board. The Board suggested continuation of last year's initiatives and revisiting concerns regarding proliferation of committees at the region level. Since the concern about the proliferation of committees related to the region budget, the Board directed Region Director Gil Johnston voice their concerns under the proposed budget agenda item. Gil Johnston verified that no chapter report would be submitted at the Mid-Year Meeting.

Institute Committees: Jim Balboni distributed copies of an e-mail communication from Institute Director Valarie Harris regarding nominations for Institute standing committees and suggested a notice of the opportunity to serve on an Institute Committee be published in the newsletter.

MasterFormat: Jim Balboni also distributed copies of an e-mail communication from Institute Valarie Harris advising that Dennis Hall had posted proposals for revisions to the MasterFormat on the CSI Website.

5. Unfinished Business: Newsletter Billing: Ron Adams volunteered to generate invoices for newsletter ads if the names of advertisers were submitted to him. Jim Balboni and Mike O Donnell advised that Otis Elevator and the South Bay Plastering Association would be taking out business card ads.

Member Badges: Jim Balboni advised that he will order badges with names and firms as indicated on the current Institute roster. Marvin

See Board Minutes...continued on page 5

Board Minutes...*continued from page 4*

Bamburg agreed to order the badge boxes; Jim would like to have the boxes by next month. Jim requested the Chapter Treasurer maintain the boxes and badges.

Roster: Ron Adams advised that Institute roster had been sent to Harry Hedges in Excel format; the printed roster for members was pending.

6. New Business: Convention Delegate

Count: Chapter Secretary Dede Impink advised the Board that the Institute had forwarded documentation advising that the Chapter was entitled to nine delegates at the upcoming Convention based on the number of members listing the Chapter as their home chapter. Dede verified that the membership count was as expected and will notify the Institute that the Chapter agrees with delegate allocation.

Chapter Director: Jim Balboni introduced Joe Parsons to the Board and announced that he had agreed to fill the vacant Industry Director position. Fritz Swenson moved the Board approve Joe Parsons as Industry Director; the motion was seconded and carried.

7. Committee Reports: Task Team — Income

Stream: Jim Balboni reported that the committee had not yet recruited a professional member and requested volunteers. Jim also advised the Board that the tentative spring date for the seminar would conflict with the Institute Convention scheduled for April; an early fall date would be preferable. Joe Parsons advised the Board that the committee was striving to produce a different type of seminar.

Task Team — Leadership Training: Jim

Balboni reviewed the list candidates proposed to attend CSI University in June. Mike O Donnell moved that the Board approve monies to send Krista Nelson to the conference; the motion was seconded and approved. Jim will contact Krista

regarding her availability in June. Carl Bredl and Fritz Swenson had indicated that, if they were able to attend, the cost for them to attend would be defrayed by their companies.

Programs: Mike O Donnell advised the Board that the speaker originally scheduled for tonight's presentation would not be available but had arranged for 2 speakers to replace him. Mike also reported that he was negotiating with Greg Mowat for a tile presentation in April, with Alan Tokagawa for a review of upcoming revisions to the CSI Manual of Practice in May, and with various manufacturers for a presentation on EIFS in July or early fall. June's meeting will be reserved for the installation of new officers.

8. The meeting was adjourned by Chapter President Jim Balboni.

GUI BYTES

SpecProcessor! part 6 - font size and line length

Font selection goes beyond the basic appearance. If fonts are too small or too large they aren't easy to read. If lines are too long the reader gets lost when moving from the end of one line to the beginning of the next. If they are too short it's hard to see where a sentence begins and ends, and the increased eye movement becomes wearing. Again we turn to the publishing industry for advice on what works best.

Size

The size of the font is very important - too small and it can't be read, too large and it takes up too much space with no added benefit. The publishing industry has rules-of-thumb to help decide how large a font should be. In general, they indicate that a line should be about fifty characters long, or about ten words. For 12 point font, a line would be about four inches long, and a 10 point would be about three inches. Obviously, this makes it possible to use two columns on a standard page.

Writing style will have a big impact on font size. Specifications that are verbose will have more words on each line, and will work better in a single column, while specifications that use short statements - a checklist style - will have only a few words per line and will benefit from a two-column format.

Margins

Obviously, if one limits the line length, the page margins will have to change. If you use the publishing industry standards, you will probably find that you have a lot more space on the sides than you did before. Some argue that using a small font and narrow margins is a good "green" thing to do, as it saves paper. This is certainly false economy, as the cost in time,

money, and resources required to correct even the smallest misinterpretation of a specification will far outweigh the savings in paper.

Uppercase

It is extremely difficult to read text that is all uppercase (capital letters). We recognize words not only by the letters themselves, but by the shapes of the letters. The vertical parts of lowercase letters that extend above and below letters like e, o, and x, give us visual clues that differentiate those letters from others. Uppercase letters, being all the same height, interfere with recognition.

The result is that an attempt to make the reader aware of "special" requirements by using uppercase actually gets in the way of the message. Headings, which have but a few words, can be done in uppercase with little loss of readability, but otherwise it should not be used. Even capitalization of just the first letter of words can interfere with reading, and should be reserved for defined terms that must be capitalized.

Want to know more? For more information, read "PAGEFORMAT - Review Comments and Suggested Revisions,"
www.northstarcsi.com/pageformat.pdf.

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on the web at www.CSI-MSP.org

HE/SHE, PC, TEE-HEE!

Many years ago, before it became fashionable, I rewrote the general conditions for an owner to make them gender-neutral. The task wasn't really all that difficult, usually requiring only minor changes in sentences and paragraphs.

See He/She...continued on page 9

2002-2003 BOARD OF DIRECTORS

President, Jim Balboni	408-654-2206	jimbalconi@msn.com
President-Elect, Fritz Swenson	408-434-1686	swenco@pacbell.net
Treasurer, Ron Adams (1 year to go)	408-435-1313	ronadams@hillbrothers.com
Secretary, Dede Impink (1 year to go)	408-817-3214	dimpink@tsgarch.com

DIRECTORS

Industry:

Matt Sparkman (1 year to go)	831-633-2647	msparkman@laticrete.com
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Professional:

Rick Aquino (1 year to go)	408-730-9500	raquino@earthlink.net
Marvin Bamburg (2 year term)	408-297-0288	marvin@mba—architects.net

REGION DIRECTOR

Gilbert Johnson (2 years to go)	925-449-1908	gnpagil@attbi.com
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TASK TEAM CHAIRS

Income Stream Task Team:

Joe Parsons

Leadership/Training Task Team:

COMMITTEE CHAIRS

AIA Liaison, Krista Nelson	408-298-1885	krista@aba-arch.com
Programs, Mike O Donnell	408-988-4965	Bossbid@aol.com
Membership, Carl Bredl	415-601-8728	floornet@prodigy.net
Editor, Matt Sparkman	831-633-2647	msparkman@laticrete.com
Web Master, Robert Anderson	808-823-9353	RBAnderson@att.net
Historian, Julie Brown	408-778-0633	julie@jkbpecs.com
Education, Certification		

INSTITUTE DIRECTORS

Valarie Harris, CSI, CCPR	714-993-2532
John McCaffrey, CSI	415-695-9280



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WEST REGION NEWS

*By Valarie Harris CSI, CCPR, West Region
Director, Industry and
John Patrick McCaffrey CSI, CCS, AIA, SCIP,
West Region Director, Professional*

Valarie and I want to wish you a belated Happy New Year! We hope it will be more prosperous for you than last year. I still haven't gotten used to writing 2003.

REGION NEWS

The West Region Mid-Year meeting is scheduled for 31 Jan — 1 Feb 03 and will be held at the Courtyard by Marriott at the Oakland Airport. A Speak-Out meeting will occur Friday from 6 pm to 9 pm. This meeting is open to all West Region members and it is an opportunity for expressing opinions and sharing experiences concerning matters of interest for the Region's Chapters and members. As your representatives to the Institute, Valarie and I find this meeting to be a very good opportunity to hear from you

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about CSI issues that work or don't work.

On Saturday, from 8 am to 3 pm, the West Region Board meeting will occur. Visitors are welcome to attend. Lunch will be provided for Board members and visitors are asked to pay their own cost for lunch. Please contact Valarie or me if you would like to attend so that we can reserve a lunch for you. The agenda for this meeting is posted on the Region's website.

In December, a written request was presented to the President of the Orange County Chapter, Mark Niese, for a meeting with him and members of the Orange County Chapter Board of Directors to try to reconcile differences between the Chapter and the West Region. Hopefully, this will be a positive beginning. As of this writing, an acknowledgement of the request for meeting has been received, with a more complete response promised. We will keep you informed of developments.

INSTITUTE NEWS

CSI Executive Committee and Board Meeting

The Institute will hold its winter EXCOM and Board meetings the weekend after the West Region's Mid-Year meeting, 6 — 9 Feb 03 in St. Louis, MO. An important issue on the agenda is the selection of the new CSI Executive Director. The outcome will be published on www.csinet.org and we will continue to provide information about decisions made to your chapter's President and West Region leadership.

MasterFormat™ Stakeholders' Symposium III, January 24, 2003

A meeting with major MasterFormat™ users and professional organizations will be held in San Francisco, CA. You are welcome to attend and if you would like a chance to interact with

the task team and hear from others outside CSI don't miss this opportunity. Watch CSINet.org for details.

Construct America - The CSI Show

The CSI Convention is fast approaching, April 9-11, 2003 April 03 in Chicago. Cost savings: New this year, all complete registration package prices have been reduced by \$100.00. Due to the price decrease, lunch will not be included with the registration package. Many food concession options will be available giving you a wide selection and more money in your pocket. And you can save an additional \$145.00 with early bird registration before February 3, 2003. If you register on www.thecsisshow.com or www.csinet.org, you will receive a 10% discount off the Complete Registration Package.

Also, save \$50.00 per person when three or more people from your company register for the Complete Registration Package. Please use one form per registrant. All forms and payments must be submitted together to qualify. Online registration is not available for the team discount.

THIS IS A SHOW NOT TO BE MISSED!!!

CSI's Financial Status

The December 2002 NewsDigest which comes with your Construction Specifier Magazine provides a lot of information about CSI's financial status. Please look at pages 12 through 22 to see FY 2002 Financial Statements. If you can't locate your copy, the NewsDigest is available on line at www.csinet.org.

Did you know -

- Membership dues are only 31.5% of total revenues?
- Operating expenses and Institute Officer, Board and Committees expenses are less than 20% of total expenses. The remaining 80% of expenses are returned to member programs.

See West..continued on page 9

West...continued from page 9

✦ The FY 01 spike in Total Revenue and dip in percent change to Net Assets was due to several factors, including overall economic downturn which equated to reduced convention related revenue and technical publishing sales; losses on investments due to market conditions; expenses relating to the office reorganization and the sale of Spec-Data.

✦ Our cash flow has changed due to moving the CSI Show from June to April.

All in all, it has been a challenging few years for CSI, financially. The Board has been provided financial information each month and has taken a very conservative stance, especially in the past year.

As members of CSI, we have responsibilities for its financial health:

✦ We can encourage people we do business with to exhibit at and attend the CSI Show.

✦ We can take advantage of CSI Education opportunities, Audio Exchanges and Certification programs.

✦ We can pool our chapter funds to send our new leaders for training at CSI University.

✦ And, most importantly, we can share the opportunities with others outside of CSI whether they are people we work with or they are people with whom we do business.

Questions, comments, discussion? We would love to hear from you.

Valarie Harris, CSI, CCPR
714/993-2532
valarieh@pacbell.net

John P. McCaffrey, CSI, CCS, AIA
415/695-9280
jpmccaffrey1@attbi.com

He/She..continued from page 6

Occasionally, though, it is difficult to express an idea without referring to a given entity more than once in a sentence. In those cases, it is possible to use the proper name twice, but using a pronoun sounds better. For example, "The Contractor shall protect his backside" reads a lot better than "The Contractor shall protect the Contractor's backside." The neuter pronoun "it" is o.k. when referring to the contractor, who can easily be seen as a corporate entity, but we tend to think of the architect and the engineer as people.

Unfortunately, we don't have a good gender-neutral pronoun. We sometimes see "he/she" in print, but don't use it in speech; the closest we can come is to say "he or she," "him or her," and so on. Still, it does make sense to use gender-neutral terms when speaking of companies, or of offices or positions that are held by individuals. We continue to have difficulty with it in everyday speech, but written documents can be made gender-neutral with little effort.

Robert Rules!

The Minneapolis-St. Paul Chapter recently revised its bylaws. If you're not familiar with the process, the chapter prepares a draft of its revised bylaws, then sends it to Institute for review. Institute makes necessary corrections and returns it to the chapter. Assuming the chapter has no objections to the changes, they are incorporated into the bylaws and it is presented to the chapter for approval.

As required, we published our new bylaws in the chapter newsletter. And then the fun began. We received a number of calls and e-mails asking a question I had already raised. "Why is it that wherever we used the term 'chair' it was changed to 'chairman'? In other words, why was our gender-neutral document changed to use gender-specific terms?"

See He/She..continued on page 11

CSI CERTIFICATION EXAMS APRIL 2003

REGISTRATION DEADLINE:

FRIDAY, JANUARY 31ST

Our Local REDWOOD EMPIRE CSI Chapter is Providing a Study Group for the CDT Exam! See below for details. SHARPEN your business knowledge. Prepare to compete with the best by becoming a CSI-Certified Professional. Show your success to the industry with professional credentials from CSI - The Construction Specifications Institute.

April 5, 2003 - Nationwide - Certification Program Examinations

- ✦ Construction Documents Technology (CDT). Gain the recognition for your knowledge of the writing and management of construction documents. (\$220 member/\$330 Non-member)
- ✦ Certified Construction Specifier (CCS). Demonstrate your excellence in specifications and contract document preparation.* (\$275 member/\$385 Non-member)

LOCATION: Winzler & Kelly,
495 Tesconi Circle, Santa Rosa

TIME: Tuesday Evenings 6:00-8:30

Once a week for 8 consecutive weeks.
Study sessions are moderated by Dan Furlong.

For more information, contact Dan at
(415) 899-4336 or at dfurlong@csi.com.

✦ Certified Construction Contract Administrator (CCCA). Be recognized for your skill at construction contract administration for complex projects.* (\$275 member/\$385 Non-member)

✦ Certified Construction Product Representative (CCPR). Earn industry respect for your ability in the principles of effective product representation.* (\$275 member/\$385 Non-member)

*CDT is a prerequisite.

Download the registration form at www.csinet.org (Click on Certification) or call (800) 689-2900 to request a registration form. Or call local Certification Chairman Dan Furlong (415) 899-4336.

RECSI CERTIFICATION STUDY GROUP SCHEDULE & PROGRAM

February—March 2003

Date	Study Unit	Presenter
2/04/03	1. Construction Process Overview	Dan Furlong, CCS, CCCA
2/11/03	2. Construction Contract Type	Kevin McCann, CCCA
2/18/03	3. Modifications and Substitution Procedures	Cynthia Ketelsen, CDT
2/25/03	4. Rights, Duties and Responsibilities	To Be Determined
3/04/03	5. Contract Provisions	Bryan Varner, CCCA
3/11/03	6. Use of Construction Documents	Patty Flugum, CCS
3/18/03	7. Organizational Formats Used in Construction Documents	To Be Determined
3/25/03	8. Interpreting Construction Documents	Gaylon Gregg, CCCA

Mock Exam administered by San Francisco CSI chapter. Date and location to be announced.

He/She..continued from page 9

The answer? Because Robert's Rules of Order uses the term "chairman." Excuse me? We stopped using fireman, mailman, policeman, etc., so why does Robert continue to live in the last century? It's especially strange in this case, as it was already accepted practice to refer to the office of the person who leads a meeting, e.g., "I wish to address the chair" or "the chair recognizes so-and-so."

This reminded me of a story I heard several years ago about a municipal waste control

agency. An agency head decided that the word "manhole" was offensive, and directed that the term "maintenance hole" be used instead. The result was an addition to the project manual: a paragraph stating that those things that looked like manholes were really maintenance holes. It went on to say that wherever "manhole" was used in a quotation or the title of a reference standard, it really meant maintenance hole.

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PLANNING CALENDAR 2003

➤ February 11 – New VOC Regulations and How They Affect Your Specifications

The CSI Redwood Empire chapter is providing a certification preparation class for CDT. The classes will begin Feb. 4, 2003 and last 8 weeks. They are evening classes and will take place at the Builders Exchange in Santa Rosa. For more information contact Dan Furlong (415) 899-4336.

➤ March 6 – Copper and Architecture. Copper Association, Steve Solitsky from Southern California

➤ April 3 – Showers and Prevention of Water Intrusion

➤ May 1 – Revisions to the Manual of Practice (MOP)

➤ June 5 – Hawaiian Night and Installation of New Officers

➤ July 3 – EIFS and the State of the Industry for Insurance and Design

Visit our website at www.csiscv.org

or

The West Region's website at www.westregioncsi.org