

Quarterly Progress Report

Project Title: Building Commissioning: Innovation to Practice
Contract Number: (Solicitation) #03-STAC-1
Covered Period: October 1, 2004 to December 31, 2004
Date of Report: January 3, 2005
Recipient Organization: NASEO
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Section V. Progress in Past Quarter and Current Status:

[Include the activities performed during the reporting period, and identify any issues or concerns relation to tasks, schedule or budget. Progress should be reported relative to the approved tasks identified in the Statement of Work.]

Program Element 2: Enhance the Functional Test (FT) Guide

During the period ending December 31, 2004, the following commissioning providers signed up the agreements with ODOE and participated in the training session on November 10th:

1. Northwest Engineering Service, Inc.
2. Systems West Engineers, Inc.
3. Engineering Economics, Inc.
4. TestComm LLC

Section VI. Plans for Next Quarter:

[Identify activities to be performed during next quarter.]

Program Element 2: Enhance the Functional Test (FT) Guide

To collect feedback and recommendations on the FT Guide from participating contractors. Provide report by the end of January 2005.

Current Quarter:

1.1.3 SPENDING SCHEDULE

Budget Category	Approved Budget Per Agreement	Project Expenditures	
		This Quarter	Cumulative to Date
Personnel	\$ 0.00	\$1274.00	\$2054.00
Fringe Benefits	\$ 0.00	\$536.00	\$864.00
Travel	\$ 0.00	\$0.00	\$0.00
Equipment	\$ 0.00	\$0.00	\$0.00
Supplies	\$ 0.00	\$0.00	\$0.00
Contractual	\$ 0.00	\$0.00	\$0.00
Other	\$ 0.00	\$0.00	\$0.00
Total Direct Charges	\$ 0.00	\$1810.00	\$2918.00
Indirect Charges	\$ 0.00	\$815.00	\$1314.00
Total	\$ 0.00	\$2625.00	\$4232.00
STAC Share			
Cost Share			

Note: The figures quoted above are preliminary only. The final figures will be reflected later on the submitted invoice.