





## Resolution Tracking Form - SAMPLE

**[PROJECT]**  
**[date]**

Issue #	Date Initiated	Initiated By	Issue Description	Update / Resolution	RTF Photo	Date Resolved	Resolved Initials
75	x.x.xx	FCG	FCG observed that light fixtures were being stored uncovered in Meeting Rm. 2085. The fixtures were observed to have significant dust accumulation on the fixtures, including the lenses.	(xx.xx.xx) The light fixtures have been relocated into the surrounding corridor, but have been left uncovered.	75A, 75B, 75C		
76	x.x.xx	FCG	FCG observed that the type F1D and type F3D light fixtures installed in Meeting Rm. 2085 had dust accumulation on the lenses.	(xx.xx.xx) No change.	76A, 76B		
77	x.x.xx	FCG	FCG observed that the type F1D and type F3D light fixtures installed in Meeting Rm. 2084 had dust accumulation on the lenses.	(xx.xx.xx) No change.	77A		
78	x.x.xx	FCG	FCG observed that the type F1D and type F3D light fixtures installed in Meeting Rm. 2086 had dust accumulation on the lenses.	(xx.xx.xx) No change.			
80	x.x.xx	FCG	FCG observed light fixtures stored uncovered on a table in Lounge 2091. A significant amount of dust had accumulated on the fixtures.	(xx.xx.xx) No change.	80A		
81	x.x.xx	FCG	The power transformers were observed to have significant dust accumulation inside the units. T&D Solutions stated that they will schedule a cleaning of the transformer interiors once the surrounding areas have been cleaned.		81A, 81B, 81C, 81D		
82	x.x.xx	FCG	FCG observed the building envelope spray foam removed for stone anchor installation. The mason explained to FCG that they were to seal these voids with a spray foam material. There is a concern that there may have been some voids not sealed prior to FCG being onsite.		82A, 82B		
83	x.x.xx	FCG	FCG observed the water meter connected to the cooling tower make up water is located in BSA 2115. xxxl stated he would check into this and confirm that this is the correct location.		83A, 83B		
84	x.x.xx	FCG	FCG observed Expansion Tank ET-1 installed for WH-2 in BSA 2115 is not supported in accordance with Detail 1002- Water Heating Piping Diagram on Drawing P0.03.		84A		

RTF Issue #	RTF Image #:	RTF Image:	Notes:	Date Resolved:
083	83A			
083	83B			
084	84A			
114	114A			
136	136A	