

## **AGENDA**

### **INSTITUTIONAL ERGONOMICS COMMITTEE**

**October 16, 2000**

**10 a.m. - Noon**

**CMS Seminar Room (TA-3/SM32/Rm134)**

#### **Office Design/Furniture Installation RFP**

**Stephen Lopez,  
BUS5/1**

Stephen Lopez, Rae Arguello, ESH-5, Monica Ortiz, BUTS5/1, and Mike Brandt will be developing the RFP for the office design/furniture installation contract. Stephen will discuss the plans to involve the IEC in the development of the RFP. He will answer the Committee's questions about the RFP, the process, schedule, specifications/requirements to be included in the new contract, and other concerns.

#### **Data Needs**

**Helena Whyte, ESH-5**

Helena will attend the meeting to listen to the IEC's needs for more detailed data about WMSD and other ergonomic related disorders. This is the time to make a formal request, as a Committee, for specific "slices" of data that can be used by the IEC to establish Ergonomic Program priorities. She will take the IEC data request to ESH-5 for action.