



*Larry Wolff, AIA • George M. Wiens, AIA • Robert J. Hensley, AIA • James P. DiCamillo, AIA
Glenn Ueda, AIA • Max Medina, AIA • Kelley Needham, AIA • Kevin A. MacQuarrie, AIA*

July 21, 2009

MEETING MINUTES

Franklin Elementary School Modernization
Project 0913700.01
Franklin Elementary School Shade Shelters
Project 0917300.01
Franklin Elementary School Library Addition
Project 0918800.01
Pasadena Unified School District

MEETING DATE: July 14, 2009

ATTENDEES:

Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Rick Torres, Director of Sales and Marketing, American Modular Systems
Jim Wallace, Southern California Director of Sales, American Modular Systems
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.
Konni Wong, LEED™ AP, Project Manager, WLC Architects, Inc.
(See enclosed Sign-In Sheet)

PURPOSE OF MEETING:

The purpose of the meeting is to review the new Modular Library Building Addition project with AMS and to discuss the various projects items per the enclosed Meeting Agenda.

Meeting Minutes
Franklin Elementary School Modernization
Project 0913700.01
Franklin Elementary School Shade Shelters
Project 0917300.01
Franklin Elementary School Library Addition
Project 0918800.01
Pasadena Unified School District
July 21, 2009
Page 2

ITEMS DISCUSSED

1. The District requested that the following items be included in the new Modular Library Building:
 - a. Provide ALL new furniture items. District to purchase and install these furniture items (Circulation Desk, Library Book Shelving, Chairs, Desks, Storage Benches). The existing storage benches and canvas book displays can be reused and relocated as they are in good condition.
 - b. Architect to provide a cost estimate for the furniture items. Cost estimate to include material and labor. The District suggested to use Hon manufacturer as they are local.
 - c. Provide walk-off mat at door entry. WLC to provide selection choice to AMS.
 - d. Provide circulation desk in lieu of two tables shown on the enclosed floor plan.
 - e. Provide a motorized projection screen. District to provide the District standards for projection screen and projector models. AMS to add projector screen bracing and electrical power supply at the provided location in the ceiling.
 - f. Provide power for copier machine. Architect needs to confirm with the Librarian on location and copier model.
 - g. Provide sink with bubbler and casework.
 - h. Provide VCT flooring at the sink area.
2. Eight computer stations are sufficient for the Library needs.
3. The Library design was accepted by the District.

Meeting Minutes
Franklin Elementary School Modernization
Project 0913700.01
Franklin Elementary School Shade Shelters
Project 0917300.01
Franklin Elementary School Library Addition
Project 0918800.01
Pasadena Unified School District
July 21, 2009
Page 3

4. The District is to provide clarification on the hardware specs to AMS.
5. AMS needs to verify the existing roofing system and provide the same roofing system to the new modular library building.
6. The District is considering pursuing LEED certification on future new and modernization projects. Due to the project schedule constraints, the new Library will not be LEED certified but will meet a LEED performance standard.
7. AMS introduced the first LEED certified modular building to be released by the end of this year.
8. Fire sprinklers are not required at the new Library Building.
9. AMS to provide samples of finishes and materials to WLC for color selection.
10. WLC to review window locations orientation at the new Library with AMS.
11. AMS is to revise the quotation to include junction box and power for the motorized screen and Solatube. Need to coordinate with the Architect on the location.
12. The Architect to contact the District (Gerald Schober) to acquire the complete District standards trade specifications.
13. The Architect to create a list of ALL of the projects that need certification and closeout letters. Coordinate with District (Gerald Schober).
14. The Architect to contact the Geotechnical Engineer (Bryon Konstantinidis) to do the boring test at the new Library location and to prepare the soils report.
15. The District targeted to occupy the new Library building by or before Thanksgiving and to occupy the MPR/Cafeteria building by summer 2011.

Meeting Minutes
Franklin Elementary School Modernization
Project 0913700.01
Franklin Elementary School Shade Shelters
Project 0917300.01
Franklin Elementary School Library Addition
Project 0918800.01
Pasadena Unified School District
July 21, 2009
Page 4

16. AMS to provide the bar schedule for the new Library building.
17. The District, the District IT (TJ Jamal), AMS, the Electrical Engineer (Keith Williams), and the Architect have a meeting scheduled for Wednesday, July 22, 2009 at 3:00 p.m. to walk the Franklin Elementary School site and to coordinate on the electrical work to power the new Library building.
18. The District selected Option 2 for the MPR/Cafeteria accordion folding partition replacement to improve the acoustical quality between the spaces. Option 2 has the higher grade acoustical accordion folding partition and will require additional structural support with the added weight.
19. The District stated that the kitchen scope of work will be determined by the end of the month.
20. During the job walk, the Architect is to review the locations of the lead abatement items with the District and confirm if work was completed for the Multi-Purpose/Cafeteria Building.

Meeting Minutes
Franklin Elementary School Modernization
Project 0913700.01
Franklin Elementary School Shade Shelters
Project 0917300.01
Franklin Elementary School Library Addition
Project 0918800.01
Pasadena Unified School District
July 21, 2009
Page 5

NEXT MEETING DATE: To be determined.

END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Prepared by:



KONNI WONG
LEED™ AP
Project Manager
KW:mc/P00913700x2-mm

Enc: Sign-In Sheet Dated July 14, 2009
Meeting Agenda Dated July 14, 2009

cc: Attendees
Gerald Schober, President, SCMC, Inc.
TJ Jamal, IT Coordinator, Pasadena Unified School District
Caroline Bermudez, Principal, Franklin Elementary School
Jeanna Pick, Librarian, Franklin Elementary School
Keith A. Williams, Principal, DCGA Engineers, Inc.
Byron Konstantinidis, GE, President, Geotechnical Professionals, Inc.