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July 28, 2009

MEETING MINUTES

Franklin Elementary School Library Addition
Pasadena Unified School District
Project 0918800.01

MEETING DATE: July 22, 2009

ATTENDEES:

Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Gerald Schober, President, SCMC, Inc.
TJ Jamal, IT Coordinator, Pasadena Unified School District
Keith Clinkscales, Construction Accountant, Pasadena Unified School District
Rick Torres, Director of Sales and Marketing, American Modular Systems
Jim Wallace, Southern California Director of Sales, American Modular Systems
Ron Canedy, Assistant Vice President - Civil Design, LEED AP, FPL and Associates, Inc.
Keith A. Williams, Principal, DCGA Engineers, Inc.
Konni Wong, Project Manager, LEED™ AP, WLC Architects, Inc.

PURPOSE OF MEETING

The purpose of the meeting is to walk the site with the District team, AMS, and the engineers and to coordinate with the District team on issues pertaining to data, fire alarm, phone and security.

ITEMS DISCUSSED/ACTION ITEMS

1. The District suggested to use the Landscape Architect, Shirley Barrett, for the project.
2. The District would like to have the book detection system. AMS to provide power requirement. The District to provide District standard model cut sheet. Architect can provide recommendation.
3. The District requested the casework at the sink location to have locks and keys.

4. The District suggested the Architect contact Gus Gonzales to obtain the local fire marshal contact information.
5. The District suggested the Architect contact Ed Mauro to coordinate with the Library furniture layout.
6. The District requested the roofing system to be the standing seam roof. Color to be 9410 Classic Beige.
7. The District to provide hardware spec information.
8. The District IT (TJ Jamal) requested double data/power drops at all computer stations.
9. The District (Gerald Schober) and District IT (TJ Jamal) and will confirm with the Librarian the preferred power/data/communication at her work station. Also copy machine location. District IT (TJ Jamal) to provide NEMA plug info and power requirement.
10. The District has revised the projection screen from motorized to manual pull. AMS to provide projection screen.
11. The District will provide flooring finishes (walk-off mat, carpet, VCT and rubber base) AMS to provide rough prep only.
12. The District accepted the two color carpet selection proposed by the Architect. The District is to provide carpet samples to Architect for the color board presentation. Architect will indicate the two color carpet selection on the floor plan.
13. The District will provide window coverings (Mecho shades).
14. The District to provide to DCGA the associated specifications for the telecommunication systems work.
15. The Library building will require the IDF cabinet. District will remove and re-use the existing IDF box at the relocatable classroom building which is scheduled to be removed. AMS will provide stub-outs/blocking at the determined location and IDF will be installed by site contractor.

16. Architect requested upgraded ceiling tile. AMS to review and advise. Architect will provide installed cost of upgraded ceiling tile and will provide the deductible amount for the Cortega ceiling tiles.
17. AMS noted that GPI (Byron Konstantinidis) called to discuss the soils concerns. Byron Konstantinidis was to follow-up with AMS (Roman Lopez). Byron Konstantinidis will respond to District/Architect with results.
18. Utility runs and locations to be determined by the Engineers and provided to AMS. AMS to provide stub-out locations with this information.
19. The (5) individual computer stations will require floor outlet boxes.
20. AMS to provide upgraded Koroseal firtex.
21. AMS to provide upgraded lighting fixtures.
22. AMS to review lighting schedule for the Story-Telling Area.
23. AMS to review window orientation and advise for maximum day lighting.
24. AMS to provide power/bracing in ceiling for the projector. The projector and projector mounting accessories to be provided by District.
25. AMS to provide drawings to WLC the week of the June 27, 2009.
26. DCGA will provide information on the Library Building to include fire alarm (Notifier), Voice(VOIP), Data, and Public Address (Bogen). The IDF data rack will be noted as Owner furnished Contractor installed (OFCI).
27. DCGA will provide a minimum of (2) 2" conduits spare for future Security/Surveillance, CATV, etc. in addition to conduits required for the noted telecommunications systems.

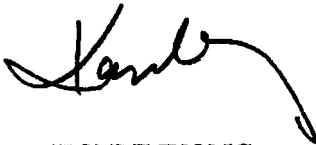
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NEXT MEETING DATE: To be determined.

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:

A handwritten signature in black ink, appearing to read 'Konni Wong', with a long, sweeping underline that extends to the right.

KONNI WONG
Project Manager
LEED™ AP

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Enclosure: Conceptual Site Plan
 Library Floor Plan and Elevations

cc: Attendees
 Caroline Bermudez, Principal, Franklin Elementary School
 Jeanna Pick, Librarian, Franklin Elementary School
 Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.