



ARCHITECTURE
PLANNING
INTERIORS

3194D

Airport Loop
Costa Mesa
California
92626-3405

714.427.0277 

714.427.0288 

WWW.DDARCHITECTURE.COM

PASADENA UNIFIED SCHOOL DISTRICT
LONGFELLOW ELEMENTARY SCHOOL WINDOW REPLACEMENT
MARSHALL SECONDARY SCHOOL WINDOW REPLACEMENT
MADISON ELEMENTARY SCHOOL WINDOW REPLACEMENT

Design Development Review

D+D No. 20939.20, 20940.20, 20941.20 C2

MEETING NUMBER 1

December 21, 2009

MEETING HELD December 18, 2009 AT 1:00 PM at the District Office.

Attendees:

Steve Brinkman	Pasadena Unified, Facilities	sbrinkman@pusd.us
Gerald Schober	Pasadena Unified, Facilities	gschober@pusd.us
Joe LoBasso	Doughterty + Doughterty	joel@ddarchitecture.com

Author: Seung Paek

Item	Action	Description
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1.1	Info	The meeting was held to discuss the direction and scope of the window replacement project at three schools, Longfellow, Marshall and Madison.
1.2	Info	50% Construction Documents were presented for the Longfellow Project along with material cut sheets showing the different components of the project.
1.3	D+D	Exterior Painting will be part of the scope for the three schools; Longfellow's paint is in fair condition and will be included as an additive alternate. The District's standard for paint is prime and two coats.
1.4	D+D	The color scheme for all schools will be Dun Edwards, Coco for the windows and trim and Navajo White for the walls. A third accent color can be introduced where appropriate. Painted-on school name signs should be re-painted.
1.5	D+D	The District has used medium bronze aluminum windows at two schools and found the color to be acceptably close to the District standard Coco. The Architect can choose the Kynar finish color or medium bronze anodized.
1.6	Info	The window replacement will use aluminum panning over the existing window frames. The window sash and glazing will be removed.
1.7	Info	The interior wood window frames will not be covered by the panning. The wood will remain as-is. Damaged interior wood will be replaced.
1.8	D+D	The District asked that the projects be prepared with two base bids, one with operable windows as shown on the plans, and the other with all fixed windows.
1.9	D+D	The District would like the push, quick-release type latch on the security screens.

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- 1.10 D+D The Architect will install security screens, louvers, and egress doors on the windows that currently contain these features.
- 1.11 Info The security screens and louvers presented in the cut sheet booklet were acceptable to the District.
- 1.12 Info The window mullions will be applied on the inside and outside face of the glass with a spacer between.
- 1.13 D+D Stainless steel insect screens are required at louvered openings.
- 1.14 D+D The window replacement projects will be presented to the design committee on January 13, 2010.
- 1.15 Info The there projects will be bid in March 2010. The projects will not be reviewed by DSA because they are maintenance projects, replacing like with like.

Distribution List: Attendees