

Pasadena Unified School District

**FIELD ELEMENTARY SCHOOL
PROJECT NO. 2334**

MEETING 03

DATE: February 17, 2010 (Distributed March 3, 2010)
LOCATION: Field Elementary School
TIME: 9.00 a.m. to 10:00 a.m.
ATTENDEES: Ana Maria Apodaca, Principal (HES)
Stephen Brinkman, Chief , Facilities (PUSD)
Utar Pollard, Architect (F&M)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	A meeting was conducted to discuss the Measure TT projects.	Info	Info
2.00	DISTRICT'S SCOPE OF WORK		
2.01	District scope of work was briefly discussed: Fire Alarm System, PA System at Pre-K, Replace old or non-compliant plumbing fixtures in classrooms and restrooms where needed and separate domestic, fire and irrigation water meters.	Info	District
3.00	ARCHITECT'S SCOPE OF WORK		
3.01	ADA drinking fountains: Principal Apodaca requested a new drinking fountain adjacent to the existing ADA compliant drinking fountain at the bottom of the walkway serving the playground. Architect to replace all exterior non ADA compliant drinking fountains with ADA compliant drinking fountains.	Info	F&M
3.02	Shade Structure: Architect to assess whether a shade structure can be placed south of Bldg. B, west of walkway, at same level as covered lunch shelter.	Info	F&M
3.03	Ball Wall: Principal Apodaca requested two 8' high 20' length ball wall. Ball walls to be located west of Bldg. I. Ball walls to be oriented in north-south direction. <i>Standard lengths are 16' or 24'. Architect will determine if two 24' ball walls will fit in location identified during site walk.</i>	Info	F&M
3.04	Pergola Lighting: Pergola is in good condition, it needs to be repainted. This area needs additional lighting for the blacktop area.	Info	F&M
3.05	Clock: Principal Apodaca stated site council would like a large caged clock to be placed on the south face of bldg. B for viewing from blacktop.	Info	F&M

Item	Description	Due	Action
3.06	Kindergarten area:		
	1. Principal Apodaca would like to lower the drinking fountain height in the Kindergarten area for kindergartener access.	F&M	F&M
	2. District to verify if replacement of sand with wood chips as the playsurfacing is acceptable.	Info	District
	3. Drains are believed to be clogged with sand and prevents drainage in the kindergarten area.	Info	Info
	4. District to verify if the tree in the kindergarten area needs to be removed as the roots are said to be affecting the retaining wall.	Info	District
	5. New fence at Bldg. C will need to be peeled back to gain vehicular/ backhoe access to dig sand at play area.	Info	Info
3.07	Courtyard paving: Architect to assess all exterior courtyards outside of classrooms for uneven, broken paving. Drainage covers are inadequate as they are easily blocked by leaves. Some courtyards drain towards the building and can easily flood a classroom.	Info	Info
3.08	Classroom Plumbing: Architect to assess all classrooms sinks for bubbler. District to determine if scope of work to be included into Architect's scope of work.	Info	District
3.09	Drop off area: Principal Apodaca request bollards at drop off area to prevent vehicular access on sidewalk for students. Paint striping to show wider access area to prevent car doors from hitting bollards. Mr. Brinkman noted the bollards should have aesthetic sensitivity to fit in the landscaping area.	Info	F&M
3.10	Landscaping: Principal Apodaca will check with site council regarding additional trees for shading. Mr. Brinkman suggested trees along the field / blacktop area.	Info	FES

These minutes were prepared from notes taken by Utar Pollard. If anyone present at the meeting has any changes or corrections, they are to notify Flewelling & Moody Architecture in writing, within seven days after receipt of these minutes. In the absence of such notice, these minutes will be considered a true and accurate record of the meeting.

Items in italics represent topics or decisions made after the meeting.

Sincerely,
Flewelling & Moody

Utar Pollard,
 Architect

cc: Ara Zenobians, F&M
 Matt Buchanan, F&M
 George Ellis, F&M
 Joselito Lacson, F&M