

**HAMILTON ELEMENTARY SCHOOL  
PROJECT NO. 2335**

**PROGRAMMING / SITE ASSESSMENT MEETING 01**

DATE: April 14, 2009 Site Committee Meeting (Issued April 23)  
April 22, 2009 Facilities Assessment Meeting (Issued April 23)

LOCATION: Hamilton Elementary School

TIME: 9:00 a.m. to 10:00 a.m.

ATTENDEES: Sarah Rudchenko, Principal (HES) April 14 and April 22 meeting  
David Mathison, Architect (F&M) April 14 and April 22 meeting

Stephen Brinkman, Chief , Facilities (PUSD) April 14 Site Committee Meeting  
Ara Zenobians, Vice President (F&M) April 14 Site Committee Meeting  
Site Committee Members, (SCM) April 14 Site Committee Meeting

Item	Description	Due	Action
<b>1.00</b>	<b>GENERAL INFORMATION</b>		
1.01	The meeting was conducted for the architect to learn more about the site and discuss modernization goals with the principal in preparation for the next site committee meeting to be conducted in May. The first portion of the minutes is intended to document some of the goals stated during the site committee meeting conducted on April 14, 2009 (Scope of Work and Schedule discussion lead by Steve Brinkman).	Info	Info
<b>2.00</b>	<b>SITE COMMITTEE MEETING – APRIL 14, 2009</b>		
2.01	Immediate Needs Based on the Facilities Master Plan: <ul style="list-style-type: none"> <li>1. Modernize Cafeteria/Kitchen/Multi-Purpose Room</li> <li>2. Replace electrical panel boards at multi-purpose to accommodate increased capacity.</li> <li>3. Separate domestic/fire/irrigation meters</li> <li>4. Re-grade areas prone to flooding and install area drains.</li> </ul>	Info	Info
2.02	District Central Kitchen: Steve indicated that if the District moves forward with plans to provide a central kitchen that the site kitchen area will be modified for standardized serving lines only and much of the kitchen work will not need to be completed. Some of the money allocated to the site for the kitchen will need to be re-allocated to the central kitchen but there will likely be some budgetary dollars returned to the site because the central kitchen will cost less on a per site basis than the modernization of individual kitchen spaces. It is the goal of PUSD to maintain the dollars allocated to each site. PUSD to confirm central kitchen concept with the facilities sub-committee.	TBD	PUSD

Item	Description	Due	Action
2.03	Additional Needs Based on Discussion with Site Committee: <ol style="list-style-type: none"> <li>1. Provide additional electrical outlets at classrooms. Classrooms have outlets on the side walls and they are not convenient for the use of instructional aides such as overhead projector. Extra extension cords may be a safety problem.</li> <li>2. Provide a Science Lab.</li> <li>3. Improve the staff room. Committee members observed that the school does not have an effective staff room.</li> </ol>	Info	Info
2.04	District Wide Projects: Steve indicated that some improvements to the school that are not included in the modernization budget will be performed on a district wide basis. Potential projects include: <ol style="list-style-type: none"> <li>1. Water savings projects</li> <li>2. Energy efficiency projects</li> <li>3. Removal and replacement of portable buildings over 20 years in age</li> <li>4. Painting and exterior improvements</li> <li>5. Seismic upgrades</li> </ol>	Info	Info
2.05	Schedule: Steve indicated that it would take approximately 18 months before any improvement will be seen. The process will start with an assessment and scope determination phase then move into design. The plans need to be submitted to DSA which can take 5-9 months then the project is bid and constructed.	Info	Info
2.06	Next Steps: Steve to work with the PUSD Facilities Sub-committee to determine if a Central Kitchen will be provided as this will help determine the ultimate modernization budget for the school. In the meantime F&M will meet with Sarah on April 22 to begin the facilities assessment process. F&M to attend the next site committee meeting in May (Exact date to be confirmed by Sarah)	TBD 4/22 TBD	PUSD F&M HES
3.00	<b>FACILITIES ASSESSMENT MEETING – APRIL 22, 2009</b>		
3.01	The focus of the meeting was on the Multi-Purpose building (Building C). This is likely where most of the modernization will occur because very little work was done during the measure Y improvement effort.	Info	Info
3.02	Primary Toilet Rooms: The existing toilet rooms (Bldg C) are undersized and in poor condition. There seems like a lot of wasted space in the entry Foyer so it may be possible to expand the toilet rooms north into the Foyer. Another idea might be to expand the toilets south into the storage room but only if sufficient storage can be provided in other areas because there is a real shortage of storage space on the campus. The toilet rooms need to be upgraded to comply with current accessibility requirements at a minimum.	Info	Info

Item	Description	Due	Action
3.03	Parent Room: Sarah recommended combining all the rooms on the north side of the building into a single Parent Center that would be equipped with a small kitchen; have access to toilet facilities (shared with Kitchen Staff) and a service window to the playground to sell baked goods, tee shirts, etc.	Info	Info
3.04	Storage: There is an extreme shortage of storage space on the campus and as a result the storage spaces in building C are filled beyond capacity. There is no place to store equipment for physical education or the tables and chairs serving the multi-purpose. The perimeter of the Multi-Purpose is cluttered with items that need a place to be stored. The chair storage area under the stage is used for PE storage. Two areas have been identified on the north side of the building for potential storage room addition for Building C. See attached plan. A storage room addition at the north west portion of the building could be used for playground equipment storage / PE with access to the room only from the playground. A storage room could be created on the north east portion of the building with access from the interior for the storage of tables or chairs. If the existing kitchenette is relocated to the parent center then this room (east side north of foyer) could be used for storage.	Info	Info
3.05	Movable Partition: The existing movable partition needs to be replaced with a new model that provides better acoustical separation between the spaces.	Info	Info
3.06	Stage Area: The stage needs a stage lift, improved lighting, stage curtain replacement, and a new local PA system.	Info	Info
3.07	Technical Requirements: The building needs electrical panel upgrades; connection to the clock/bell/PA system serving the rest of the campus; internet connection and a complete HVAC system. Sarah reported that the building has no heat or air conditioning.	Info	Info
3.08	Speech/Therapy Rooms: There are two rooms at the south side of the building used for small group or individual instruction. These rooms used to be the changing rooms for the stage. The rooms should be improved with the idea of formalizing their use as instructional spaces in mind. Remove or reduce costume closet storage and provide marker boards on the north wall, upper and lower cabinets should be provided for storage on the south wall and provide a classroom sink. Toilet rooms can be removed to increase the size of the rooms. Access to the spaces is only available from behind the stage and F&M will need to research code requirements and exiting problems that may be associated with the use of these rooms as educational spaces. F&M reviewed the "after school office" as a sample of the type of built-in furniture and cabinets that may be provided at the Speech/Therapy Rooms.	Info	F&M

Item	Description	Due	Action
3.09	Exiting: There are two sets of double doors that exit the Multi-Purpose to the east. If the doors to the north could be eliminated this may provide more opportunities to modify the function of the underutilized foyer space for additional storage. At the time of the meeting F&M did not see the apparent use of the doors but upon reviewing the plans it seems the doors must remain to serve the multi-purpose room that is created north of the movable partition. The separate room that is created when the partition is closed will require a primary exit.	Info	Info
3.10	Door Hardware: Door hardware is old, not compliant with the current code and is keyed differently than the remainder of the campus and will need to be replaced. Some doors are badly damaged and will need to be replaced.	Info	Info
3.11	Windows: Windows are in need of repair to operate properly. Some windows are in need of new glazing to replace existing lexan that has become discolored over the years.	Info	Info
3.12	Staff Room: Sarah indicated that a door is needed between the staff lounge and the staff work room. It is possible this work may be completed from the site budget prior to the modernization.	Info	Info
3.13	Sarah to confirm the date of the next site committee.	TBD	HES

These minutes were prepared from notes taken by David Mathison. 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**

David Mathison,  
Architect

cc: Attendees