



CARMICHAEL-KEMP, ARCHITECTS

302 W. FOOTHILL BLVD.
MONROVIA, CA 91016

Tel: 626-357-9880 Fax: 626-357-9480

MEETING NOTES

DATE: 9/28/09
PN: 0910-1

TO:	PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT:	LOMA ALTA MODERNIZATION
		MEETING TYPE:	Meeting with Site Council
		MEETING DATE:	September 23, 2009
ATTN:	MR. STEVE BRINKMAN	PREPARED BY:	TAMMY SCHAEFFER
<p>Eric Sahakian (Principal) ESahakian@pusd.us Honorio Mendez Helga Kuhn Connie Edwards Rocio lida Peter Holden</p> <p>THOSE PRESENT: Steve Brinkman (District Chief of Facilities) sbrinkman@pusd.us Gerald Schober (District Facilities) gschober@pusd.us</p> <p>Mark Kemp (Principal Architect) mkemp@ckarch.net Tammy Schaeffer (Principal Architect) tammy@ckarch.net Syrus Mobayen (Project Architect) syrus @ckarch.net</p>			

1.0 PURPOSE OF MEETING

- 1.01 Provide update of next phase of modernization.
- 1.02 Specifically review the proposed modifications within the Multi-Purpose Bldg

2.0 UPDATE ON NEXT PHASE OF MODERNIZATION

- 2.01 A handout was provided and reviewed with the site council that indicated the budget, outlined the work scope as defined by the Facilities Master Plan, the proposed work scope, and the proposed schedule.
- 2.02 Work completed thus far:
 - Pre-K Spec. Ed. Preschool work and conversion of two classrooms to Kindergarten
 - Entry walk/stair from Canon Drive.
 - Enclosure of fire sprinkler risers
 - Parking lot sealcoat
- 2.03 Work proposed to be completed:
 - 2.03.1 Add HVAC (heat and air conditioning) to the Multi Purpose Bldg

- New roof top package units (that will be positioned so as not to be obvious from the north parking lot and main entrance).
 - New suspended ceilings to conceal ductwork and fire sprinklers in the Cafeteria and MP Room.
 - New lighting in new suspended ceilings.
 - New flooring in MP Room and Cafeteria which is necessitated due to the amount of overhead construction work being done to install the ceiling and ductwork.
 - Interior paint
- 2.03.2 Added acoustical finishes and tackboard in the MP room.
- 2.03.3 Replacement of movable wall between Cafeteria and MP Room with tackable, folding panel partition wall.
- 2.03.4 Conversion of old staff lounge off lobby into office or storage space
- 2.03.5 New sound and stage lighting for MP Room.
- 2.03.6 Replace classroom sinks with accessible sinks for disabled – will be done similar to how it was done at the two classrooms that were converted to Kindergartens this past summer.
- 2.03.7 Upgrades to kitchen will be forthcoming, once central kitchen project is underway.
- 2.03.8 Still investigating issues with existing fire alarm. May need to add heat detectors to existing system.
- 2.03.9 Replacement of asphalt paved hardcourt – to be designed for overflow parking during after hours events.
- 2.03.10 Fix water intrusion issue at Library.
- 2.03.11 Off site improvements along Loma Alta Drive
- Widen driveway entrance for buses
 - Add curb, gutter and sidewalk with retaining wall at slope along Loma Alta Drive; retaining wall to be architecturally pleasing with some landscaping coverage; new curb will align with existing curb to the East
 - Add stair up slope from Loma Alta, onto site, with new concrete walk just east of Library.
 - Trying to secure additional funding from Safe Routes to School program or from State Hardship program – not sure yet if there will be funding from either program

3.0 SITE COUNCIL COMMENTS

- 3.01 **Regarding conversion of old staff lounge:** Would like to see if there is space for stackable washer and dryer in corner of this room for Head Start to use. This room needs to be a flexible meeting or office space.
- 3.02 **Regarding parking area just to East of Relo and drop off:**
- Is there something that can be done to this area to clean it up? Tammy indicated that this area had been reviewed and it might be better if this is done as a separate maintenance project due to accessibility issues if the project is submitted for DSA review.
 - Can access be controlled at the gate at the north end of this area? Would like to have “buzz-in” type access to allow controlled access through the gate during school hours for those dropping off supplies to the Healthy Start relo.
 - East parking area is not believed to be a fire lane, per the architects.
- 3.03 **Regarding MP Room Finishes:** Reviewed interior elevations of proposed finishes along with some samples the architects brought with them. Lower portion of sidewalls of MP Room to be tackable. Upper sidewall and back wall areas to be fabric type acoustic panels.
- 3.04 **Regarding Electrical Outlets in MP Bldg:** Tammy indicated that the site needs to provide specific information as to where additional power and data outlets are needed. This would be throughout the entire building, with special attention to needed outlets at the MP Room for presentations and assemblies in this room.
- 3.05 **Regarding Hardcourt Layout:** Tammy indicated that the site has the opportunity to re-evaluate the layout of the asphalt paved hardcourt and provide input as to how it might be modified for better use.

4.0 SCHEDULE

- 4.01 The off site work in Loma Alta Drive will run as a project separate from that of the rest of the modernization work, since these two projects have different agencies checking them.
- 4.02 The off site work in Loma Alta Drive needs to be constructed during a summer phase, in order to minimize the impact to drop off and pick up. At this point the goal is to get the drawings done and approved by the County so that construction can start next summer. Based on projections from County regarding the approval process, we believe this is possible.
- 4.03 The rest of the modernization work has to be submitted to the Division of the State Architect for approval, and that approval process is predicted to take nearly 6 months from the time the plans are submitted until the plans are approved. If we had all the answers regarding the design (outlet locations, redesign of hardcourt area, etc) and were able to submit plans by the end of this year, the earliest construction might start would be fall of next year. If the plancheck through DSA does not take as long, it might be possible to start sooner. It is critical to get answers from the site staff about the outlet locations and hardcourt design as soon as possible, to provide the best possible chance for some construction work to start earlier than next Fall – otherwise it might have to be delayed to the following summer of 2011.

- 4.04 The sooner staff is able to respond with specific input for those areas discussed below, the sooner the plans can be finalized and submitted for plancheck.

5.0 NEXT STEPS

- 5.01 **Outlets in MP Bldg.:** Architect awaiting input from site regarding how many new outlets and in what locations.
- 5.02 **Hardcourt:** Architects awaiting input from site regarding types of games and equipment they would like for the hardcourt area. Once received, architects will develop a layout for review.
- 5.03 The Architects are available to meet at any time with staff to assist in defining the specific requirements related to outlet locations and hardcourt design. Also, the electrical engineer can also attend a meeting with the architects and staff if that would be helpful to discuss audio/video/lighting upgrades for the Multi-Purpose Room.

Distribution of Meeting Notes:

- Eric Sahakian, Principal
- Steve Brinkman
- Gerald Schober