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PASADENA UNIFIED SCHOOL DISTRICT
MADISON ELEMENTARY SCHOOL PRESCHOOL AND FAMILY CENTER
Schematic Design Review
D+D No. 20940 A2
MEETING NUMBER 1
December 8, 2009

MEETING HELD December 1, 2009 AT 4:00 PM AT MADISON ELEMENTARY SCHOOL

Attendees:

Steve Brinkman	Facilities	sbrinkman@pusd.us
Gerald Schober	Facilities	gschober@pusd.us
Sandra Macis	Principal	smacis@pusd.us
Ann Rector	Health Program Coordinator	arector12@pusd.us
Mirsa Serrano	Program Coordinator, Family Center	mserrano@pusd.us
Teresa De LaTorre	Case Manager, Family Center	tdelatorre28@pusd.us
Vicky Greening	Program Coordinator, Pre-School	vgreening59@pusd.us
Brian Dougherty	Dougherty + Dougherty	briand@ddarchitecture.com
Seung Paek	Dougherty + Dougherty	seungp@ddarchitecture.com
Joe LoBasso	Dougherty + Dougherty	joel@ddarchitecture.com

Author: Joe LoBasso

Item	Action	Description
1.1	Info	The meeting was held to review the Schematic Design for the Family Center and Preschool. A site plan, floor plans and elevations were presented.
1.2	D+D	The Architect will compile a LEED checklist for the project.
1.3	Info	The schematic design will be reviewed by the District's Facilities Subcommittee.
1.4	Info	The following comments were made on the plans: <ul style="list-style-type: none"> a) The courtyard at the entry should be covered. b) The entire perimeter of the site should be fenced, with access gates at the west and east ends. c) Provide accommodations for trash and deliveries. d) The preschool should have views to the playground. e) Green lighting such as solar tubes and dimmers should be incorporated into the project. f) The water closets in the preschool restroom should be separated by a partition that extends to within 4 inches of the ground and is no higher than 4 feet. g) Coiling doors should be considered for the storage rooms. h) Two drinking fountains requested, one on each side of the preschool building.

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Schematic Design Review

Meeting Number 2

December 1, 2009

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- i) Furniture will be used to create teaching stations in the preschool. The room will use two kidney-shaped tables, one round table and one rectangular table.
- j) High and low cabinets and well as tall cabinets are needed in the preschool. The Loma Alta preschool is a good example.
- k) Accommodation for up to five strollers is needed at the entry to the Family Center.

1.5 PUSD The District will send a plan of the Loma Alta preschool.

1.6 D+D The District was unsure if the elevations were in context with the existing school campus. The Architect will present additional images for review.

1.7 Info The building's current independent, power, gas and water connections will be maintained in the new structure. Fire alarm, phone and data will be connected to the school's hub.

1.8 D+D The Architect will follow-up the meeting with cost information.

1.9 D+D A follow-up meeting is scheduled for December 14, 2009 at 4:00 PM.

Distribution List: Attendees