



Larry Wolff, AIA • George M. Wiens, AIA • Robert J. Hensley, AIA • James P. DiCamillo, AIA  
Glenn Ueda, AIA • Max Medina, AIA • Kelley Needham, AIA • Kevin A. MacQuarrie, AIA

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July 19, 2010

## **MEETING MINUTES**

Muir High School HVAC Upgrades  
Pasadena Unified School District  
Project 0923600.01

### **ATTENDEES:**

Frazer G. Thompson, PE, LEED AP, Owner Representative, Facilities, Pasadena Unified School District  
Kris Zazirski, Project Manager, Pasadena Unified School District  
Rick M. Byrd, SE, President, R.M. Byrd and Associates, Inc.  
Ruben Corral, Draftsman, R.M. Byrd and Associates, Inc.  
Gus Cabral, Senior Electrical Project Engineer, DCGA Engineers, Inc.  
Ryan Maglinao, Project Engineer, California Engineering Design Group, Inc.  
Cirilo Gatilao, PE, Principal, California Engineering Design Group, Inc.  
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.  
José Vallarta, Senior Project Manager, WLC Architects, Inc.  
Amanda Weiss, LEED™ AP, Design Team, WLC Architects, Inc.  
(See attached Meeting Registry)

**MEETING DATE:** July 13, 2010

### **PURPOSE OF MEETING**

The purpose of the meeting was to discuss the Design Development of all systems for the project and begin the Construction Document Phase.

### **ITEMS DISCUSSED**

1. The next deadline is August 4, 2010, there is no meeting but consultants exchange 50% completed drawings with other team members via Buzzsaw and provide a cost estimate.
2. The next meeting is August 18, 2010 for 50%; provide all required cutsheets and cost estimates.

3. The basement cafeteria ceiling will be demolished and a new T-bar ceiling system is to be installed.
4. A new cleanable T-bar ceiling system is to be installed in the Kitchen, serving areas, and Teacher's Lounge area to allow for the installation of the new HVAC equipment, lights, and fire alarm system.
5. The existing windows will be used for make up air within the cafeteria space.
6. The existing mushroom exhaust grills will be removed and a new mushroom exhaust will be provided supplying about 100 cfms per mushroom.
7. The existing HVAC duct work within the Auditorium will be removed and a new 16" wide duct will be placed in the same location.
8. The new roof screens above the dressing rooms at Building B will have a pre-coated metal wall system.
9. The existing concrete curbs are to be removed in the Mechanical Room for Building T.
10. The duct work within the existing Gymnasium will remain the same. The Mechanical Engineer will provide proper insulation for the existing HVAC duct at Building T.
11. The District suggested that the HVAC duct does not need to be silver wrapped and that a rigid paintable insulation will need to be used instead.

#### **ACTION ITEMS**

1. The Architect will include Craig, Ryan, Gus, and Ray in the Buzzsaw mailing list for drawings.
2. The existing fire sprinkler systems are to be reviewed by the design team for any code requirement upgrades.
3. The Mechanical Engineer to upgrade the existing kitchen hood to meet the new code requirements for the project.
4. The Architect to review the existing furred out wall in the Auditorium space. There is a need to increase the size of the furred wall by 3 inches to 6 inches due to the required duct size for the project.

5. The Mechanical Engineer will provide exhaust vents for the changing rooms at the back of the Auditorium.
6. The Mechanical Engineer will illustrate the removal of the existing radiators and the exhaust fans that are located above the Control Room in the Auditorium.
7. The Mechanical Engineer to provide fan coils in the dressing rooms behind the stage area for proper air distribution.
8. The Architect to provide new T-bar ceiling at Teacher's Lounge and serving area.
9. The Structural Engineer to provide a detail illustrating the new chiller lines penetrating through the existing concrete wall, (two 8" holes, and two 4" holes).
10. The Structural Engineer to review the beam below the stage area where the new water lines will be passing through at Building B.
11. The Mechanical Engineer to provide louver cut sheets for the wall louvers at basement windows Building B.
12. The Mechanical Engineer to provide revised duct sizes for the wall ducts that are feeding the auditorium space at Building B.
13. The Architect to coordinate the location of the roof access and ladder within the storage space room at Building B.
14. The Architect to review the existing drawings for a secondary option of having a wall opening at the catwalk level to allow roof access to the lower level roof.
15. The Architect, Structural Engineer, and Mechanical Engineer to review the equipment above the Dressing Rooms and the location of the roof screens.
16. Structural Engineer to provide steel leveling curbs at the smaller HVAC equipment at Building B.
17. Structural Engineer to provide concrete curbs at the larger HVAC units to minimize the amount of added weight to the roof at Building B.
18. Architect to provide updated backgrounds that illustrate existing wall and parapets for Building E.

19. Mechanical Engineer to replace existing exhaust fans in the shower areas to match the existing duct size and equipment size for Building S.
20. Plumbing Engineer to replace existing water lines with copper water lines for durability. Per the District's approval, the water lines are to be replaced with new copper water lines for Building S.
21. The Structural Engineer to provide any additional supports for the equipment above the Weight Room.
22. The Structural Engineer to review the need for any additional supports for the Apparatus Room/Weight Lifting Room in Building T to confirm that the new weights of the new units will not overstress the existing design.
23. The Mechanical Engineer to provide the cut sheets for all the equipment that was discussed at the meeting.
24. The Mechanical Engineer to remove the existing duct returns within the gymnasium space at Building T.
25. The Architect to provide new furred out corners for the revised ductwork returns in the Gymnasium Building T.
26. The Architect to provide revised ceiling systems at Building T Mechanical Room at the second floor level.
27. The Plumbing Engineer to provide to provide medium gas pressure for Building W gas needs.
28. The Structural Engineer to show new concrete pads for all for equipment in Building T.
29. The Plumbing Engineer to upgrade the water lines with copper piping at Building S.
30. The Electrical Engineer to upgrade the power requirements for Building B by providing a new transformer and a new electrical panel.
31. The Mechanical and Electrical Engineers to provide Title 24 forms for the DSA submittal that are either based on the prescriptive method or performance method once a final evaluation is done.

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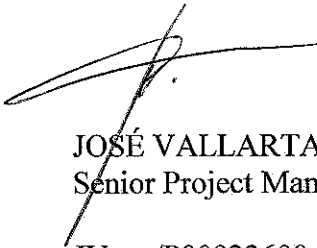
32. The Architect to confirm the need for a fire sprinkler submittal and upgrade based on the scope of work with DSA.

**NEXT MEETING:** August 18, 2010 at 10:00 a.m.

**END OF MINUTES**

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Submitted by,



JOSE VALLARTA  
Senior Project Manager

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Attachments: Meeting Registry

cc: Steve Brinkman, Chief of Facilities, Pasadena Unified School District  
Frazer G. Thompson, PE, LEED AP, Owner Representative, Facilities, Pasadena Unified School District  
Sheryl Orange, Principal, John Muir High School  
Wesley Howard, Food Service Operations Supervisor, Pasadena Unified School District  
Debra Amos, Director of Food Services, Pasadena Unified School District  
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.  
José Vallarta, Senior Project Manager, WLC Architects, Inc.  
Amanda Weiss, LEED™ AP, Design Team, WLC Architects, Inc.



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**MEETING REGISTRY**  
**Muir High School HVAC UPGRADES**

Pasadena Unified School District  
 Contractor: N/A  
 Construction Manager: N/A

Project No.: 09236.30, (T-090615/0015T) (74)  
 Meeting Date:  
 Meeting Time:  
 Meeting Number:

NAME (Please Print)	COMPANY	PHONE	FAX	E-MAIL
Jose Vallarta	WLC Architects	909-987-0909 X5665	909-980-9980	ivallarta@wlcarchitects.com
Glenn Ueda	WLC Architects	909-987-0909 X-5639	909-980-9980	
RICK BYRD	RM BYRD	983 5599	983 4456	rbyrd@rmbyrd.com
RUBEN CORRAL	RM BYRD	983 5579	"	rcorral@rmbyrd.com
GLENN UEDA	WLC			
GUS CABRAL	DCEA ENG'S	909-987-0017	909-980-7023	GUS.CABRAL@DCEAENGINEERS.COM
RYAN MAGLIANO	CEDEG INC.	(818) 566-7777	(818) 566-7760	RYAN@MAGLIANOENGINEERS.COM
CURMO GATILLO	GOOG INC	W	W	
FRANZ THOMPSON	ASD/TC&I	(626) 896-5850		
PAIS PARISKI	TC&I	(626) 396-5850		