



# CARMICHAEL-KEMP, ARCHITECTS

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**DATE:** 5/27/2009  
**PN:** 0912-0001

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<b>PROJECT:</b>	<b>Roosevelt Elementary School</b>
<b>MEETING TYPE:</b>	Modernization Introduction and Project Kick Off
<b>MEETING DATE:</b>	May 20, 2009
<b>PREPARED BY:</b>	Jessica Needham
<b>THOSE PRESENT:</b>	Jessica Needham; Mark Kemp; Steve Brinkman; Dr. Kathleen Bautista and Staff

Steve Brinkman conducted introductions and outlined the purpose for the meeting. He provided outlines of **the projects list** and priorities set in the last meeting in both Spanish and English.

The purpose of this meeting was to review and confirm that the priorities set in initial meetings establishing the scope of work for the modernization projects.

**School: Roosevelt ES Immediate needs:**

- A. Provide new multi-purpose room, perhaps as an extension of expanded cafeteria. Provide lunch shelter as extension new cafeteria.
- B. School is 1/3 special ed with many severely disabled students- need automatic door openers at various locations especially at admin. area.
- C. Replace non-ADA compliant modular physical therapy with new permanent building.
- D. Relocate trash bin location from near K playground to new area adjacent to kitchen and accessible from Pasadena Ave.
- E. Separate domestic-fire-irrigation water meters
- F. Provide new shade structure
- G. Heating is done with 2 boilers but one is not working provide better heating system.
- H. Regrade fields for safety

These were the items on the original list.

1. Steve explained the timeline. There is an opportunity to “Quick-Start” some projects at each school this summer. Steve asked the staff to identify those projects on the priority list that were most important and discussed the ability for some of the projects to start quickly.
  - a. The Lunch shelter
  - b. Regrade fields for safety
  - c. Automatic doors
2. Though some of the projects are needed immediately the scope of the project may make them first in priority but not first to finish. So, the group assessed the scope and complexity and recommended the three projects above with the understanding that the complexity of scope for the doors may limit the ability of the team to provide that as a

“Quick-Start” project. Steve also cautioned the group to be careful about what design features and scope they add to the “Quick-Start” projects and to keep in mind the complication of DSA. He suggested that the projects be kept simple to enable the design team to process them at DSA via “Over the Counter” method.

3. Steve also explained that the design would start on the major projects but that due to their nature “major projects” they would not be completed immediately.
4. Dr. Bautista recommended that the Physical Therapy room be designed with/and in conjunction with the new multi-purpose room. This would bring all members of the staff and student body together and integrate the usable spaces in the school for everyone. This would combine priority projects A and C into one larger whole.
5. This phase of modernization is a part of a 15 year master plan. 10 years were funded by “Measure Y”. Once these projects are completed there will be 5 years left at the end of the plan and there will be time to plan the next 15 years and go out for another bond.
6. These projects are expected to take at least 2 years.
7. Steve asked if there were any other projects that the staff knew of that should be added to the list or exchanged for any of the listed projects. Steve explained that the budget will stay the same but if there are more critical issues those should be brought up at this time.
8. Steve showed that group the comprehensive district master plan. He explained where to find it on the web site and gave directions to page 11 for this project. All Schools will be having energy and water saving upgrades made. These blanket upgrades will be performed in addition to the listed project budget. Maintenance projects will be performed on an as needed basis like:
  - a. Roofing
  - b. Floors
  - c. Electrical
  - d. Plumbing
  - e. Haz-Mat mitigation
  - f. Removal and replacement of portable classrooms
  - g. Landscape planning and curb appeal improvements
  - h. All schools will be painted with in the next 5 years
9. One of the staff asked where the funding for these projects was generated
  - a. Local bond that was passed by the residents
  - b. Williams Safety Money
  - c. Developer fees
  - d. State match
  - e. Differed maintenance
  - f. Historic sale of tennis courts
10. One of the staff asked when they will be able to see the progress on the project design and how long the process will take? Reviews happen at the following milestones:

- a. Conceptual design phase
  - b. Detailed design phase
  - c. Construction documents
  - d. DSA will take 4 to 6 months
  - e. Bidding will take about 2 months and construction will take about 12 months or more depending on the size and complexity of the project
11. Steve requested input from the group to select the projects from the list and establish the priority. He asked if there were any other projects that the staff could identify that also need addressing.
  12. Steve explained to the group that new projects tend to progress faster because there is less coordination with the existing structure. There can be complications when you work with old buildings.
  13. The staff voiced concern for the grading and the every time it rains the floor floods in the area of the north doors, admin. hall and multipurpose room.
  14. There is a lot of noise generated by the air handlers at the main air conditioning unit. We visited the classroom directly under it and the Dbs seemed very high and there ceiling showed signs of multiple leaks.
  15. Steve announced the addition of 2 new maintenance staff that are dedicated to the maintenance of HVAC systems throughout the district.
  16. The first priority was the combination A&C projects the staff wanted an MP/cafeteria/gym space with physical therapy.
  17. One of the staff asked "what kind of drywall was going to be used in the projects?". There was concern that products made in China have been in the news lately and found to have toxic chemicals in them.
  18. There was concern with the designation of buildings and conditions that are called temporary. The staff explained that elements that are designated as temporary tend to be permanent. They would like us to continue to communicate the plan.
  19. On our tour of the site we observed the physical therapy room and the after school program office and classroom.
  20. We observed the library and the odd application of sway bracing at the pendent lights.
  21. We observed the special ed classrooms and that new wing of classrooms as well as the small size of the custodial closets and workspace. There was a complaint about the smell of natural gas at the "Intake louvers" in the main hall.
  22. Mr. Walker the custodian showed us the main custodial work room and the electrical room as well as the access to the boilers for the HVAC.

23. There is need to include a shipping and receiving area in the new building so that large boxes and shipping container such as wooden pallets are not stored in the main entry corridor.
24. The acoustics in the multi-stall restrooms (located off of the Cross-roads gathering spot currently being used as the multipurpose room) are very bad. Function is audible throughout the space.

Photos of the tour were taken and stored on the server. The meeting and tour adjourned at about 5:15 PM our next meeting date is to be determined.