



CARMICHAEL-KEMP, ARCHITECTS

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MEETING NOTES

DATE: 10/9/09
PN: 0902-0001

TO: PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT: SAN RAFAEL MODERNIZATION
	MEETING TYPE: Meeting with Admin. Staff
	MEETING DATE: October 9, 2009
ATTN: MR. STEVE BRINKMAN	PREPARED BY: TAMMY SCHAEFFER
THOSE PRESENT: Alyson Beecher (Principal) abeecher@pusd.us Karen Butler, Nurse Josefina Gomez, Clerk Lorraine Camarena, Office Manage Tammy Schaeffer (Principal Architect) tammy@ckarch.net Syrus Mobayen (Project Architect) syrus @ckarch.net	

1.0 PURPOSE OF MEETING

1.01 To take detailed input regarding the proposed reconfiguration of the administrative area.

2.0 OFFICE AREA

- 2.01 At the meeting last May, the office staff had asked if the workroom could be moved to be closer to the front desk area, kind of where the current Health Office is. Tammy explained that at the recent site council meeting, the teachers were concerned that since there was now only one way in and out of the office area, it might be too much traffic from the corridor to the workroom, passing right by the front desk area. So, the Health Office is now being shown back on its original side and the workroom is located on the side by the corridor. Layout was approved as per this latest revision.
- 2.02 Wall between new Lobby and corridor to have windows and buzzer on door.
- 2.03 At opening between Lobby and Office area, provide roll down shutter, but do not need sliding window in addition to the counter shutter.
- 2.04 Completely remove and replace all cabinetry and counter in the front office area. Provide as much storage as possible; include lazy susan cabinets in corners to maximize use of dead space; provide built in lateral files to replace existing lateral files which are kind of old and look "beat up"; provide upper cabinets where possible; new reception counter to have a higher end (like is existing) on end by corridor and then a lower section for accessibility; remove old window AC unit and replace with new glazing; step new ceiling up at window.
- 2.05 Discussed that the existing door between the Prin. Office and the office area will be removed and infilled with new wall. There could be a window located in this new wall infill,

but Alyson did not think it was needed, as the blinds would most likely be shut all the time anyway so that those who walk into the office wouldn't have a view into the Prin's Office.

- 2.06 The door between the Prin. Office and the existing Health office will be removed and infilled with a new wall section. This will give more wall area to the principal's office. Alyson requested that new cabinets, upper and base, be located along this wall between her office and the toilet, so that the principal can store three ring binders in upper cabinets and other materials in cabinets under counter. It was discussed that the upper cabinets would sit on top of the counter, like a hutch, leaving about 18" of counter space in front of them. The upper cabinets need to be deep enough and tall enough to hold 3-ring binders. Because the lower cabinet will 32"-36" deep, the shelf should be a pull-out type, so that all of the cabinet depth below can be accessed.
- 2.07 The door between the Workroom and the interior office hallway should be a pocket door. Reverse the swing of the door from the corridor into the workroom so that the door swings out into the corridor. Provide as much upper wall cabinet storage as possible – even over the top of the copiers (but make sure lid of copier does not hit upper cabinet).
- 2.08 The Community Liaison office / Conference Room is OK as shown, but do not provide built-ins, since new closet has been added, and since this room needs to provide space for a desk area plus a table with seating for 6-8.

3.0 HEALTH OFFICE

- 3.01 The size of the Health Office isn't really changing from that of the current Health Office. The office does slide down to the South, because the toilet has to be enlarged to be wheelchair accessible.
- 3.02 The layout of the Health office will be very similar to the existing layout.
- 3.03 There will be new counter and sink, with new under counter refrigerator, and new upper cabinets. Sink faucets should be either motion activated or the large paddle type levers like in doctor's offices, so that germs are not spread by touching the hot and cold levers.
- 3.04 Old radiator will be removed, as will existing window air conditioner.
- 3.05 Scale should be located on end of new counter, between new counter and hallway wall.

4.0 FLOORING

- 4.01 The stated preference for flooring is to refinish the existing floors. Tammy stated that this might be possible where walls to rooms are not changing locations. If walls are being removed and replaced in new locations, then patched, refinished floor may not be attractive. Alyson asked if a new flooring material is provided, if it can be something sensitive to the older "flavour" of the building. Tammy stated she would look into this and bring forth some suggestions at another date.

5.0 MISC.

5.01 Lorraine stated that she already has moved one of the roll paper carts to the Lounge and the teachers like it there. The other roll paper cart will also be moved to the Lounge.

Distribution of Meeting Notes:

- Steve Brinkman
- Gerald Schober
- Alyson Beecher, Principal