




ARCHITECTURE  
PLANNING  
INTERIORS

**3194D**

Airport Loop  
Costa Mesa  
California  
92626-3405

714.427.0277 

714.427.0288 

WWW.DDARCHITECTURE.COM

PASADENA UNIFIED SCHOOL DISTRICT

**WEBSTER ELEMENTARY SCHOOL AUDITORIUM RENOVATION & KITCHEN REMODEL**

D+D Project No. 20942.30 & 20942.40 File Code B2

MEETING NUMBER 1

April 8, 2010

MEETING HELD April 7, 2010 AT 2:30 PM AT DANIEL WEBSTER ELEMENTARY SCHOOL

**Attendees:**

Gerald Schober	Pasadena USD	<a href="mailto:gschober@pusd.us">gschober@pusd.us</a>
Sharon Lefler	Pasadena USD	<a href="mailto:slefler@pusd.us">slefler@pusd.us</a>
Joe LoBasso	Dougherty+Dougherty	<a href="mailto:joel@ddarchitecture.com">joel@ddarchitecture.com</a>
Jeff Donati	Dougherty+Dougherty	<a href="mailto:jeffd@ddarchitecture.com">jeffd@ddarchitecture.com</a>
Gaby Soriano	Dougherty+Dougherty	<a href="mailto:gabrielas@ddarchitecture.com">gabrielas@ddarchitecture.com</a>
Daniel Webster Site Council Members		

Author: Gaby Soriano

Item	Action	Description
1.01	Info	The meeting was held to review the preliminary plans for the auditorium and kitchen projects for the Webster Elementary School.
1.02	Info	Construction for the kitchen projects is planned to start by the summer of 2011.
1.03	Info	By the end of summer 2011, the District will use a central kitchen with warming kitchens at the elementary schools. The District has established kitchen standards which have been incorporated into the Webster kitchen layout. The kitchen layouts for the rest of the schools will incorporate these standards as well.
1.04	d+D	The new restroom in the kitchen will be for staff use only.
1.05	d+D	The scope of work in the kitchens will include new equipment shelves and pantry.
1.06	d+D	Site Council members said that there is water damage on the south wall of the cafeteria. d+D recommended this be addressed as a maintenance issue.
1.07	d+D	d+D recommended a new trash enclosure for dumpsters be included in the kitchen project to hide dumpsters from public view.
1.08	d+D	Site Council members said that deliveries to the kitchen are an issue for security reasons. The option of using the elevator with a special key that allows access only to the basement floor was discussed. d+D will look into options.
1.09	d+D	The preschool program has been relocated to the north end of the west wing from its previous location on the south end. The preschool playground location will remain the same. The Site Council suggested the possibility of eliminating the DSA required

PASADENA UNIFIED SCHOOL DISTRICT  
**WEBSTER ELEMENTARY SCHOOL AUDITORIUM RENOVATION & KITCHEN REMODEL**

Meeting Number 1  
April 8, 2010  
Page 2 of 2



wheelchair ramp that was approved with the Preschool Shade Structure project and instead have disabled students use the existing DSA approved ramp near the new preschool area. The Site Council further suggested that the funds intended for the ramp be used for an additional shade structure if possible. Plans will need to be submitted to DSA for review and approval. The Preschool Shade Structure project has not yet gone out to bid and will be put on hold while this issue is being resolved

- 1.10 d+D Fixed seating in the auditorium needs to be refinished. Many seats are damaged and in need of repair. This will be included in the scope of the auditorium renovation.
- 1.11 d+D Heating, Ventilation and Air Conditioning issues to be addressed by District maintenance.
- 1.12 d+D The scope of the central heating system boilers will be reviewed by the architect.
- 1.13 d+D Site Council members said that they would like to keep existing auditorium wall sconces.
- 1.14 d+D Original exit signs will be refurbished and redundant signs will be removed.
- 1.15 d+D House lights will be dimmable.
- 1.16 d+D Pipe handrails at the stage stairs will be replaced with historically accurate handrails on both sides of the stairs.
- 1.17 Info d+D presented three proscenium curtain options. The District's theatre consultant recommends black curtains. Blue curtains (Option 3) are favored among the majority of Site Council members.
- 1.18 d+D The front of the stage will also be refurbished to match the proscenium. Chair storage will remain.
- 1.19 d+D It was mentioned that the air conditioning in rooms 113, 115, 117 is too loud. d+D stated that budget priority will be given to the kitchen and theatre and then to other elements such as air conditioning noise.

These minutes are deemed an accurate account of the meeting. Please contact this office in writing within ten (10) days if you take any exception to the content.

:GS

Distribution List: Attendees  
Steve Brinkman, PUSD  
Brian Dougherty d+D  
File