



# CARMICHAEL-KEMP, ARCHITECTS

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# MEETING NOTES

DATE: 1-26-10  
PN: 0913-1

TO:	<b>PASADENA UNIFIED SCHOOL DISTRICT</b> 740 West Woodbury Road Pasadena, CA 91103	PROJECT:	<b>WILSON MODERNIZATION</b>
		MEETING TYPE:	Meeting with Site Council
		MEETING DATE:	January 26, 2010
ATTN:	<b>MR. STEVE BRINKMAN</b>	PREPARED BY:	<b>TAMMY SCHAEFFER</b>
THOSE PRESENT:	<p>Sarah Rudchenko (Principal) Louise Bell (Parent) David Kidsman (Teacher) Annette Dyson Ngozi Ezieme</p> <p>Steve Brinkman (District Chief of Facilities) <a href="mailto:sbrinkman@pusd.us">sbrinkman@pusd.us</a> Gerald Schober</p> <p>Mark Kemp (Principal Architect) <a href="mailto:mkemp@ckarch.net">mkemp@ckarch.net</a> Tammy Schaeffer (Principal Architect) <a href="mailto:tammy@ckarch.net">tammy@ckarch.net</a></p>		

## 1.0 SITE INPUT

- 1.01 The Site Council has walked the school and reviewed the materials provided to them at previous meeting(s) in order to develop their input and priorities.
- 1.02 Attached are the following handouts provided by the Site Council to summarize their input to date:
  - 1. Revised Project Scope; Scope per Facilities Master Plan
  - 2. Auditorium Upgrades
  - 3. Band Room Modernization
  - 4. Boys & Girls Locker Rooms
  - 5. Possible Changes
- 1.03 Upgrades required to bring the school site into compliance with the Americans with Disabilities Act (ADA) are a high priority
- 1.04 Cafeteria:
  - 1.04.1 At the last meeting with the architects (Oct. 13, 2009), the Site Council indicated that installing air conditioning/heating was their #1 priority.
  - 1.04.2 At today's meeting, there was more discussion as to whether or not the windows should be replaced with operable windows even though the Cafeteria would be air conditioned – for reasons of providing emergency egress and added ventilation.

The concern expressed was that there should be more than two exits during a fire or other emergency and the windows could provide additional emergency exits.

- 1.04.3 Tammy Schaeffer stated that there are code requirements used to determine the required legal emergency egress through the doors – windows are not considered legal emergency egress. Tammy will research these code requirements for egress and compare that to what is actually provided at the existing Cafeteria.
- 1.04.4 Mark Kemp noted that in the event of a real emergency, if a person wanted to exit through the windows, rather than trying to squeeze through the open part of the hopper window, that person might choose to break the window so that there was a larger opening to exit through. The glass in the windows is tempered and so would break into little beads rather than shards. In that case, the operation of the window is not really critical to the ability to use the window as an emergency egress.
- 1.04.5 There was a question as to whether the windows could be changed from hopper type to single or double hung push up type, in order to get a bigger opening to escape through. Gerald Schober pointed out that the window sills are high enough that it would be difficult to change them from a hopper type to a double hung type and still be able to open them without a pole.
- 1.04.6 There was discussion regarding the new walk-in refrig/freezer that has been recently added at the end of the Cafeteria. It was determined at this meeting, by Steve talking to Wes, that this walk-in was added to provide storage capacity for the East side of the District, in support of a current need as well as in anticipation of the future changes due to the Central Kitchen project.

*After the meeting, during a site walk, the installation was reviewed. It does not appear that the walk-in is seismically anchored – the panels are shot down into the existing concrete floor. Also, the location of the walk-in decreases the seating capacity of the dining area – a better location would be the old dish room, but it may not fit as the old dish room seems to be a little shorter and wider. There was some discussion as to whether or not it could be installed outside, since the storage is being provided for other sites – access from an exterior location might be more convenient? Not sure if the box is the type that can be installed outside without protection.*

#### 1.05 Auditorium Upgrades:

- 1.05.1 Tammy Schaeffer made a brief report of the site walk with Tom Rusika, theater consultant, a couple of weeks ago. Tom's staff is reviewing their original cost estimates and scope to confirm that these are still valid. In the meantime, CK Architects will be preparing their cost estimate for the other needed upgrades to the Auditorium and Band Room, which include such things as flooring replacement, ceiling replacement, electrical system upgrades, fire alarm upgrades, ADA upgrades, etc.
- 1.05.2 Tammy indicated that the Auditorium Bldg. has not been modernized since it was built in the 60's and so there is a lot of need for improvement, which will have a significant cost.
- 1.05.3 The wood seats are generally in good condition. The site council indicated that they do not feel that upgrades to the seats are a high priority. They also do not like the idea of adding upholstery to the seats because of the maintenance and vandalism

issues. Some seats may have to be removed to provide HDCP seating at the lower and upper elevations of the auditorium.

- 1.05.4 A new wheelchair lift will have to be installed to provide access to the stage, but there is a closet that might work well to conceal it visually from the audience, yet still allow the required access.
- 1.05.5 Path of travel lighting down the aisles is going to be added because of a code requirement.
- 1.05.6 Toilets (Lobby) will need to be upgraded for ADA access even though they are not really in poor condition.
- 1.05.7 There have been some complaints that the acoustics are an issue for musical instrument performances. There might be an opportunity to replace the old acoustic wall tile with newer, updated acoustic panels or fabric, if the budget allows.
- 1.05.8 Electrical upgrades are required in order to coordinate with improvements to the stage lighting and power systems.
- 1.05.9 HVAC would also be added for this entire building so that all spaces have air conditioning and heat.
- 1.05.10 Stage floor needs to be replaced.
- 1.05.11 Tammy stated that the estimate of the improvements for the auditorium will be presented in the following priority:
  - Code required upgrades and upgrades required for safety
  - Auditorium upgrades required to be completed at a minimum so that this auditorium is in line with other similar district auditoriums being upgraded
  - Remainder of recommended optional upgrades that can be reviewed as a shopping list

## 1.06 Band Room Upgrades

- 1.06.1 The attached list provides a good indication of what upgrades the site feels are needed for the Band Room. Ms. Biggle is no longer the band teacher, so she is not available to ask questions relative to this list. It was agreed that the new band teacher (not coming on until after Feb. 8<sup>th</sup>) and another district band teacher, Karen, meet with the architects to review the specifics of the scope of needs identified on Ms. Biggle's list.
- 1.06.2 There was discussion as to whether or not it would be possible to reuse lockers that might be salvaged from the locker room remodel for the Band Room backpacks. This may be explored, however David Kitzman indicated that the PE lockers are generally not big enough for backpacks – that's part of the problem with them in the locker rooms. Steve Brinkman suggested that backpacks might be stored on hooks, if they are not required to be locked up for security during the class.

## 1.07 Toilets:

- 1.07.1 There is still the issue with the toilets at Bldgs. B & C that was identified at the last meeting – difficult for students to use due to locking situation. Providing student restrooms in this area, easily accessed to the inner quad area, is a high priority for the site, as students currently have to go into the main bldg. to use the restrooms during lunch. Also, it is difficult to supervise these restrooms.
- 1.07.2 The restrooms in the main bldg. will be upgraded as a part of the required ADA upgrades.
- 1.07.3 Tammy will analyse the existing toilet situation – complete a toilet fixture count and review the spacing and location of restrooms in order to make a recommendation as to what is the best thing to do to provide more accessible restrooms from the quad area.

## 1.08 Gym / Elevator:

- 1.08.1 At the last meeting, it was noted that the Facilities Master Plan calls for the elevator to be repaired. No one seemed to know then what the issue with the elevator was.
- 1.08.2 At today's meeting, it still is unclear as to what the issue with the elevator is.

*Note that after the meeting, it was determined that the elevator has never been used since it was installed in Measure Y, because it was red tagged by OSHA, because the installation was never completely finished and approved. Gerald Schober will be calling to get this taken care of.*

- 1.08.3 Sarah indicated that she thinks it would be a good idea if the non-load bearing walls that were added to separate the large space above the gym into smaller classrooms were removed in order to restore the original larger dance room. Currently, LEARNNS is using some of these rooms. She would like for this large open room to be available for PE classes, yoga, dance, etc. She said it also might still be available for limited use by LEARNNS.

*During the site walk after the meeting, it was determined that Gerald would go ahead and get a contractor to provide an estimate to remove these walls as soon as possible, rather than doing this as a part of the modernization project.*

- 1.08.4 Gerald stated that the Gym bldg. needs to be reroofed - a must do.

*On the site walk after the meeting, it was noted that water has damaged the wood gymnasium floor in the past years. The gym floor is badly in need of repair and/or replacement, even though it is really not on the Facilities Master Plan list.*

## 1.09 Locker Rooms:

- 1.09.1 See attached list of needs for locker rooms.
- 1.09.2 Ability to see and supervise the entire locker room without lockers blocking line of sight is a number one priority. The attached list describes things that can be done to change out lockers to reduce height of banks of lockers.
- 1.09.3 Showers are not currently used by the school, however, these may be used by bands during the Rose Parade.

- 1.09.4 Plan locker count for 775 students for next year – 800 students maximum
- 1.10 Water Pipe Replacement:
- 1.10.1 FMP indicates that water pipe needs to be replaced with new copper.
- 1.10.2 Site indicates that water quality seems to be OK.
- 1.10.3 Steve Brinkman stated that the architect and Facilities and M&O will review and determine if water pipe replacement needs to be done in this project, or if it can be delayed until a future time when deferred maintenance funds might be available.
- 1.11 Game Room:
- 1.11.1 This is an item on the attached Possible Changes list.
- 1.11.2 The Game Room is currently housed, along with a wood working shop, in an old relocatable building (Bldg. B). The condition of this relocatable is very old and it is not ADA accessible. It's location at between the main quad and the field quad areas tends to block vision and impact the ability to supervise. The site would like to see if there is a way to improve the condition of the building and/or perhaps relocate it to open up the line of sight from the main bldg toward the canteen. This room is opened up for students before school in the mornings only.
- 1.11.3 There was some discussion as to whether there might be other relocatables at site(s) scheduled to be closed, which are in better condition, and which could be relocated to Wilson to replace the current relocatable. The cost to relocate an existing building is at least \$30,000 to \$40,000 – depending on the electrical, water and sewer services.
- 1.12 Williams Act Funding Projects;
- 1.12.1 Gerald Schober stated that applications have been made to fund the following projects:
- Ceiling tile replacement in main bldg. and Auditorium bldg.
  - Flooring (vinyl tile) replacement at Auditorium bldg.
  - Asphalt paving at D ring area between track and tennis courts
- 1.12.2 These projects, if funded, would be summer 2010 projects. If summer school or programs are to occur at this site it should not be housed in the Main Bldg. or the Auditorium Bldg.
- 1.12.3 It would be good to add ballwalls at the D Ring area, however they should not be in the same location as the previous ballwalls, because those created an unsupervised hiding space for students. It might be that ballwalls have to be one-sided only, positioned up against the fence.
- 1.13 Electric Panelboard Upgrade: The FMP indicates approx. \$26,000 allocated for an electric panelboard upgrade. Steve and Gerald will research this to see what needs to be done and most likely handle this item outside of the main modernization contract, so that it can be addressed sooner.

1.14 Boiler Replacement: The architect will review with Facilities and M&O and the mechanical engineer to determine what is the scope of work that needs to be completed relative to the existing boiler system.

1.15 Covered Shelters:

1.15.1 One of the items on the Possible Changes list was to add more covered area for outdoor dining. There was discussion of costs relative to providing canvas shade structures rather than metal roofed shelters. The canvas shade structures are less than ½ the cost of the metal roofed shelters. Also, the canvas shade structures provide only limited protection during rain.

1.15.2 The site preference would be for the metal roofed structures so that there is rain protection.

## 2.0 PROJECT LISTS

2.01 Steve Brinkman indicated that the list of projects could be consolidate into the following major list:

- Gym / Locker Room Upgrades
  - Elevator repairs as required to make it operational
  - Gym floor replacement
  - Reroof Gym Bldg.
  - Locker Room upgrades – specifics to be determined
  - ADA upgrades as required for new work scope
  - Fire Alarm upgrades as required for new work scope
- Auditorium / Band Room Upgrades
  - Upgrades identified by Theater Consultant (lighting, sound system, rigging, etc.)
  - General modernization – floors, ceilings, ADA compliance, fire alarm, electrical system, acoustics, etc.
- Kitchen / Cafeteria Upgrades
  - New heat and air conditioning system for Dining Area
  - Possible relocation of walk in refrig/freezer
  - Reconfiguration as required for coordination with new Central Kitchen concept
- Restrooms / Water Pipe Replacement
  - Upgrades to restrooms in main bldg
  - Address issue with Bldgs. B & C restrooms / usage
  - Water pipe replacement as determined to be needed
  - Boiler repair/replacement as determined to be needed
- Water Meter Separation – probably will be separate project

## 3.0 NEXT MEETINGS

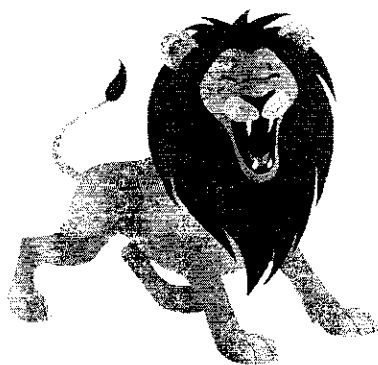
3.01 Next Site Council meeting is tentatively scheduled for February 23<sup>rd</sup> - meets the last Tuesday of each month. At this meeting, CK Architects will come back with cost estimate indicating how the list of projects fit within the allocated funds for this site. The list will be reviewed and priorities re-analysed at this meeting.

### 3.02 To Do List – Prior to Feb. 23<sup>rd</sup> Meeting:

- Sarah to schedule meeting with Karen and new Band Teacher: Tammy to meet with Band teachers to review list of requested upgrades
- Tammy to meet with David Kitzman on Feb. 2<sup>nd</sup> at 8 am to walk the locker rooms and discuss specifics of requested locker room upgrades
- Tammy to review toilet fixture counts and toilet locations to make recommendation as to how to best address Bldgs. B and C toilet access issues
- Tammy to review code required exiting from Cafeteria to confirm that there is adequate exiting per code requirements
- Gerald to see about getting wall(s) removed at the upper dance room, above Gym
- Gerald to follow through with determining what needs to be done to get elevator operational
- CK Architects to move forward with HVAC design for Cafeteria in conjunction with possible recommendations for relocating walk in refrig/freezer. Tammy to work with Steve and possibly Carl Vail (food service consultant) to determine what kitchen reconfiguration might be necessary in support of the Central Kitchen concept.
- CK Architects to work with M&O and Facilities to determine work scope related to electric panelboard upgrade; boiler replacement; water pipe replacement

#### Distribution of Meeting Notes:

- Sarah Rudchenko
- Steve Brinkman – District Facilities
- Gerald Schober – SCMC, Project/Construction Manager



Wilson Middle School  
School Site Council  
January 26, 2010

Welcome and please sign in!

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12/1/16  
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**Revised Project Scope  
Scope Per Facilities Master Plan**

- A. Modernize main Bldg, Kitchen, Auditorium, and Cafeteria; replace outdated power outlets, CATV and AV equipment in Auditorium.
- B. Modernize existing restrooms (plans for buildings B and C) ← *locking issue*
- C. Repair elevator at Gym (ADA compliance #1)**
- D. Modernize locker rooms (see detailed revision plan Kitzman)
- E. Replace restrooms plumbing fixtures and drinking fountains with ADA units (ADA #1)**
- F. Replace old electrical panel boards and new breaker to increase capacity (District Mandate?)
- G. Separate domestic, fire and irrigation water meters (District mandate?)
- H. Provide access to stage (ADA #1 see Auditorium project sheet)**
- I. Modernize band room (see detailed revision plan Mr. Mather)
- J. Replace boiler system in main classroom and gym buildings (how much of a necessity is this? Are we currently having problems?)
- K. Replace galvanized water pipe with copper pipe (District wide mandate)

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## Auditorium Upgrades

It was agreed upon by the revision group from the SSC that the auditorium upgrades that were listed we would like to keep. We understand this is to get all auditoriums in the district up to the same standard. Below is our recommendation for reprioritizing some items due to ADA compliance and overall safety and integrity of the structure.

1. ADA compliance
2. Structural Safety of the stage floor, can't put a piano on it currently because it won't bare the weight? Refinish or cover the stage floor.
3. Electrical Modernization any out of date safety issues?
4. AC/Heating for the entire building.
5. Upgrade A/V system to current standards as recommended, project booth and stage craft room.
6. Stage dimming system/spot lights
7. Front and side spot lights
8. House lighting
9. New work lighting at stage
10. Replace hardware and rigging at stage curtains

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**Band Room Modernization**

Some items on the list may fall under modernizing the auditorium building (#1 and #3)

Mr. Mathers spoke to Ms. Biggle. The ideas she has for the band room are the following:

*Not these items*

1. Air conditioning
2. New acoustic tiling
3. Replacement of existing or new electrical outlets (currently there is one useable outlet)
4. Shelving for folders
5. Small Backpack size lockers for period use (40-50)
6. Collapsible Tables (PTA?)
7. Chair storage racks (PTA?)



**Currently Boys and girls locker rooms are out dated. The boy's lockers are falling apart and are a visibility/safety hazard.**

1. Replace old lockers with same size lockers but only 2 lockers high. This will increase visibility greatly but reduce the number of lockers. (See appendix 2)
2. Add one double bank of lockers for Bank C, to maximize capacity. To do this a new base will have to be poured for the double width of lockers.
3. Add single locker banks under windows. The cement base already exists. (Maximize locker capacity.
4. Create Storage closet under slope created by stairs. Currently it is a safety problem.
5. Bathroom: Add a door that can be locked with a key only to allow for period use. Using a locking door here will create a partition that will allow access from the outside door and keep the locker room secure.
6. Remove free standing wall which is intended as a privacy wall but creates a visibility problem in the locker room. **Safety issue.**
7. Add safety viewing mirrors in the corners of the locker room to allow teacher to see behind lockers from a strategic point of view. **Safety issue.**
8. Add locking door stops to all outside doors and new bathroom partition door .

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## Possible Changes

### **1. Kitchen/Cafeteria**

Recommend most cost effective way to provide AC/Heating in kitchen/cafeteria.  
Recommend replacing the fixed windows with window that open. This would allow for emergencies as well as breakdowns in the AC/Heating system.

### **#2 Game Room/ Eating area**

#### **2A Game Room**

Is this a long-term program? Does this program depend on Mr. Davis running it? How much more time does this structure have before it must be moved or is it a permanent structure? Temporary structures do have a limit on how long they can be used before they must be removed or replaced with a permanent structure.

Problem: Currently this is being used.

Taking away this bungalow would take away the game room area which is strategically placed.

#### **2B Eating/Covered areas**

The school lacks eating and covered areas to allow students to get out of the sun or rain.

One proposal could be to remove the old game room bungalow. Pave the area and cover it. This would open up the courtyard area to view the field. Provide needed shade and shelter, while providing an eating area with tables for students to sit in a centralized area.

Where previous M and N buildings were located, the ground could be paved and covered giving the canteen area more eating space.

As the school population is projected to grow, we will need more covered space.

### **#3 Bathrooms**

#### **3A**

Bathroom problem, Campus wide

Bathrooms located on the end of the B and C buildings. Can they become used regularly and safely by students?

Building B. Mr. Kurchner (head custodian) said that the idea has been looked into about removing the wall between the bathrooms and creating a larger room which would allow for partitions to be put up for ADA compliance. However, building B has a closet between the two rooms with electronics located inside which would not allow for this

Building C does not have a closet so there is no reason that it could not be done here.

Solution: Keep building B bathrooms current as faculty men and women

Change Building C to a larger one room girl's restroom

Problem: unequal amount of boy's and girl's restrooms in courtyard area.

### **3B Restrooms P.E. area**

There are two bathrooms in the P.E./Gym area. Both bathrooms are joined to the prospective boy's and girl's locker rooms. However due to security and supervision problems, they are not used during the period.

#### **Girls Restroom**

Girl's restroom located on north-west corner of gym. Privacy wall intended for privacy is actually a supervision blocker. Remove the wall to allow for better supervision of entrance/exit. There are privacy partitions inside the bathroom to keep people from viewing the toilets from outside.

Female restroom problem: Access from bathroom to girl's locker room. Make sure the lock on the partition door from the bathroom to the locker room is keyed on both sides to insure locking and unlocking with a key only.

Same type of lock needs to be on the exterior door to keep P.E. students in the bathroom and non P.E. students out.

Another problem: access for P.E. girls during class is very difficult. Playing fields and P.E. area are on the other side of a locked gate, so realistically students do not have access during class.

#### **Boy's Restroom**

Currently there is no partition door from the boy's locker room into the boy's bathroom. There is currently an exterior door to the bathroom from the P.E. area which could be easily used during class, but since there is no door between the bathroom and the locker room, access is automatically granted to the locker room. If a double sided key lock was fitted on the currently existing door and a double sided locking door was located inside the bathroom, the bathroom could be utilized during the P.E. period.

During P.E. Classes, this exterior door could be locked and unlocked by the teacher to allow single student access during the period and it could be used by males and females.

**After all suggested changes:**

12 banks of 52 and 5 banks of 28 = 764

**If no new lockers and bases are changed and only replace old lockers with shorter lockers**

9 banks of 52 and 4 banks of 28 = 580 lockers

**Only adding double side to bank C**

10 banks of 52 and 4 banks of 28 = 632

November 24, 2009  
**WILSON**

	Estimated Construction Cost Excluding DC & Esc.	Estimated Construction Cost				Construction Cont. CO Allowance 10%	Soft Costs A/E Fees Inspection / Survey / Soil 20%	TOTAL PROJECT BUDGET ALLOWANCE
		Design Cont. 15%	Escalation / Unknowns Allowance 25%	Total Construction Budget / Bid Allowance				
<b>Bold Text = Started or complete</b>								
<b>A Modern. To Kitchen / Auditorium / Cafeteria</b>	\$1,813,105	\$271,966	\$521,268	\$2,506,338	\$260,634	\$573,394	\$3,440,548	
B Modernization To Restrooms	\$217,573	\$32,636	\$62,552	\$312,761	\$31,276	\$68,807	\$412,844	
C Elevator Upgrade At Gym	\$241,747	\$36,262	\$69,502	\$347,512	\$34,751	\$76,453	\$458,715	
D Upgrade Gym Locker Rooms	\$543,931	\$81,590	\$156,380	\$781,901	\$78,190	\$172,018	\$1,032,110	
E Replace Plumbing Fixtures	\$151,092	\$22,664	\$43,439	\$217,195	\$21,719	\$47,783	\$286,697	
F Replace Electrical Panel board	\$26,592	\$3,989	\$7,645	\$38,226	\$3,823	\$8,410	\$50,459	
G Sep. Domestic, Fire, and Irrig. Water Meters	\$65,272	\$9,791	\$18,766	\$93,828	\$9,383	\$20,642	\$123,853	
H Access To Auditorium Stage	\$42,306	\$6,346	\$12,163	\$60,815	\$6,081	\$13,379	\$80,275	
I Band Room Modernization	\$114,830	\$17,224	\$33,014	\$165,068	\$16,507	\$36,315	\$217,890	
J Boiler Replacement	\$72,524	\$10,879	\$20,851	\$104,254	\$10,425	\$22,936	\$137,615	
K Water Pipe Replacement	\$604,368	\$90,655	\$173,756	\$868,779	\$86,878	\$191,131	\$1,146,789	
Kitchen Allocation							(\$476,093)	
Clock allocation - Complete 2009							(\$49,420)	
Site of 2009 ECM for lighting and mechanical								
Summer windows and painting was part of item A								
Demolished 7 portable classrooms summer 2009 from District-wide portable removal and replacement funds								
Will replace stage floor in 2009 as part of item A								
Ventilation of cafeteria to be upgraded								
<b>TOTAL PROJECT BUDGET ALLOWANCE</b>	\$3,893,340	\$584,001	\$1,119,335	\$5,596,676	\$559,668	\$1,231,269	\$6,862,281	

**TOTAL ORIGINAL ALLOCATED PROJECT ALLOCATION** \$ 7,387,794