



MEETING MINUTES

Re: **New Memorial Middle School – Committee Meeting**

Meeting Date: January 3, 2011

From: David Monreal, AIA
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Cc: Oscar Tapia
Raymond Gignac
All Committee Members

The following reflects comments/discussions with the New Memorial Middle School Committee about the re-site of the Vela Middle School Plan. If any of the information contained herein is contrary to your understanding or would like to add additional comments, please contact me and I will make revisions/additions and re-distribute to the group.

Site Plan Comments

- Move tennis courts closer to building. Keep North/South orientation. Re-arrange courts to accommodate bleachers.
- Provide minimum 10'-0" between courts.
- Flip shot putt areas with practice field.
- Athletic Field parking lot should be moved minimal distance to accommodate tennis court relocation. Parking lot is used for fire truck access. (Loop drive around Athletic Field parking lot may need to be added back to site plan. Current drive does not provide adequate turning radius.)

Floor Plan Comments

- Reduce amount of terrazzo in building. Leave terrazzo at Main Entry and eliminate at all corridors and provide VCT. Gignac to verify type of terrazzo installed at Vela MS.
- Gignac to schedule Vela MS kitchen walk-thru meeting to review requested changes.
- Toilet partition selection should incorporate graffiti protection. Gignac to investigate manufactures.
- All exterior doors should have a concrete stoop. (Concrete stoop was added to exterior door at Library to be compliant at Vela MS.)
- Carpet tiles should be used in lieu of roll carpet for ease of maintenance. Carpet tiles can also be used at entry doors in lieu of entry mats. Director of Maintenance forwarded information from Interface. Gignac to review and incorporate into specifications.
- Gignac requested that the District put together a list of manufactures they prefer. Items include but are not limited to: Hardware, Plumbing fixtures, Lighting fixtures, Toilet accessories, Security systems, HVAC equipment, Controls.....).
- A marquee should be included in the base bid, similar to Vela MS.
- Pedestrian railing at sidewalk should be provided at Bus Loop, similar to Vela MS.



- Vela MS had problems with interior paint, incorrect spec. Gignac to review spec with District.
- Gignac to review room numbering with the principal prior to submitting to contractor.
- Marker Boards should be raised. Seem to be too low at Vela MS.
- A/C issues at Vela. Director of Maintenance forwarded A/C service call log. DBR is reviewing log and will incorporate items that are valid.
- Director of Maintenance requested design team review magnetic chillers. DBR has cost comparison between magnetic chillers and what was originally installed at Vela MS. Gignac will forward to the District for review. (District had also previously requested water cooled chillers in lieu of air cooled chillers. Decision needs to be made so mechanical design can move forward.)
- Provide window at Office E150 at Band Hall Area.
- Move wall at Principals office 3'-0" into Secretary's office. Move wall at Secretary's storage 1'-6" to decrease storage room size.
- Provide enough room to transition cable tray at ceiling areas that change elevation. Gignac to review locations with DBR.

End of Meeting Notes.
Mtg05