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November 23, 2009

Revised November 25, 2009

MEETING MINUTES

Cleveland Elementary School Modernization

Project 0913500.01

Franklin Elementary School Modernization

Project 0913700.01

Jackson Elementary School Modernization

Project 0913800.01

Pasadena Unified School District

MEETING DATE: November 13, 2009

ATTENDEES:

Wesley Howard, Food Service Operations Supervisor, Pasadena Unified School District

Carl W. Vail, Programming & Concepts, Laschober & Sovich

Jose Vallarta, Senior Project Manager, WLC Architects, Inc.

Konni Wong, LEED™ AP, Project Manager, WLC Architects, Inc.

Amanda Weiss, LEED™ AP, Design Team, WLC Architects, Inc.

PURPOSE OF MEETING

The purpose of the meeting is to tour the kitchen at the three sites with the District team and the Kitchen Consultant to assess the needs for each site based on the equipment standards.

ITEMS DISCUSSED/ACTION ITEMS

District Standards/General Items from All 3 Sites:

1. New flooring to be quarry tile. No epoxy flooring.
2. All existing casework is to be removed.
3. All warmers and kitchen equipment will be electrical and portable. No gas will be used.

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4. No cooking at all kitchens. Reheat only.
5. All food serving counters will be covered with proper sneeze guards.
6. WLC will need to get the Health Department's approval.
7. WLC will show the demolition of all the existing casework and finishes.
8. WLC will send background drawings to Laschober+Sovich (Kitchen Consultant) who will provide the standard kitchen equipment in all three kitchens.
9. All existing kitchen equipment will be removed. The District is not salvaging it.
10. The District is considering bidding all the equipment then distributing it to all the campuses.
11. All kitchens are designed to service the school's maximum capacity.
12. Laschober+Sovich is contracted with the District for services through schematic design. After the schematic phase is complete, they will contract with the Architect individually.
13. All Food Service personnel are hired by the District, not the individual school. Each school has keys to the kitchen.
14. Each kitchen will have a high desk coming off the wall with a stool and a point of sales that is connected to the internet and linked back to the Food Service Office at the District office. A large desk is not needed.
15. All kitchens to have hot water.
16. The food service contractor will remove all existing kitchen equipment.

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17. The mop sink will be a depressed slab with a wall mounted faucet that can fill up portable carts.
18. The Central Kitchen to be completed by 2011. The District to determine how the upgraded warming kitchens that will be completed in 2010 will be serviced if there is no central kitchen.
19. A data drop at the point of sale and one at the desk area are required.
20. All storage spaces will be dry storage only.
21. There is no need for freezers.
22. Lockers to be provided for each kitchen.
23. All existing fume hoods to be removed.
24. Provide new shelving for all storage rooms.
25. The decision of having air conditioning at all kitchens has not been confirmed by the District.
26. Fly fans are needed over the doors at all the kitchen doors and the dining area doors.
27. The electric outlets will be on the floor.
28. See the attached meeting notes from Laschober+Sovich dated November 13, 2009.
29. Cold food will be served first, then hot food.
30. See the attached meeting notes from Laschober+Sovich dated November 13, 2009.

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Specific Items at Cleveland Elementary School

1. Because of the kitchen size, the U-shaped serving line will be used.
2. There will be double serving lines.
3. The Storage Room can stay as it is.
4. The possibility of creating a loading dock was discussed to avoid food having to be delivered to the cafeteria from Palisade Street. The deliveries would enter on the east side of the building.
5. It is ideal to access the Storage Room from the main Kitchen, not the area with the line.
6. The incinerator could be removed since it is not being used and an entrance to the Storage Room could come off the existing hallway.
7. See the attached meeting notes from Laschober+Sovich dated November 13, 2009.

Specific Items at Franklin Elementary School

1. The District stated that the Storage Room adjacent to the Kitchen (identified as the Dishwashing Room per the attached drawing) is not needed. It may be used as a staff dining room or the layout could be redesigned to allow students access to the Cafeteria through that space.
2. There is currently no ventilation in the Kitchen. Replace existing window with new fixed windows.
3. A hand sink will be provided for the Kitchen.
4. The smaller refrigerator may be salvageable. It may be refurbished and reused.

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5. The existing door size is adequate for deliveries.
6. The existing window opening could be used for a hot food pass.
7. See the attached meeting notes from Laschober+Sovich dated November 13, 2009.

Specific Items at Jackson Elementary School

1. A hand sink may be placed in the corner.
2. If a hood vent is required by the health department, it will need to be determined if the existing hood will suffice or if a new hood is needed.
3. Teachers go through the same lines as the students to get their food.
4. The cafeteria is getting an air conditioner.
5. A wall may be built to allow access to the staff room next to the Kitchen from the Dining Room without disrupting the line if the space is being occupied during lunch.
6. 85% of the students get their lunch from the Cafeteria.
7. Point of sale will be at the end of the serving line vs. the center of the serving line.
8. A floor sink would be better for servicing the Kitchen.

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9. See the attached meeting notes from Laschober+Sovich dated November 13, 2009.

NEXT MEETING DATE: To be determined.

END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Prepared by:



KONNI WONG

Project Manager

LEED™ AP

KW:mc/P0091350015-mm

Enclosure: Meeting Notes From Laschober+Sovich Dated November 13, 2009
Kitchen Floor Plans of All 3 Sites

cc: Attendees

Steve Brinkman, Chief of Facilities, Pasadena Unified School District

Gerald Schober, President, SCMC, Inc.

Frazer G. Thompson, Owner Representative, Facilities, Pasadena Unified School District

Debra Amos, Director of Food Services, Pasadena Unified School District

Tony Ramirez, President, DCGA Engineers, Inc.

Rudy Diaz, Plumbing/Mechanical Engineer, DCGA Engineers, Inc.

Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.

Laschober +
Associates



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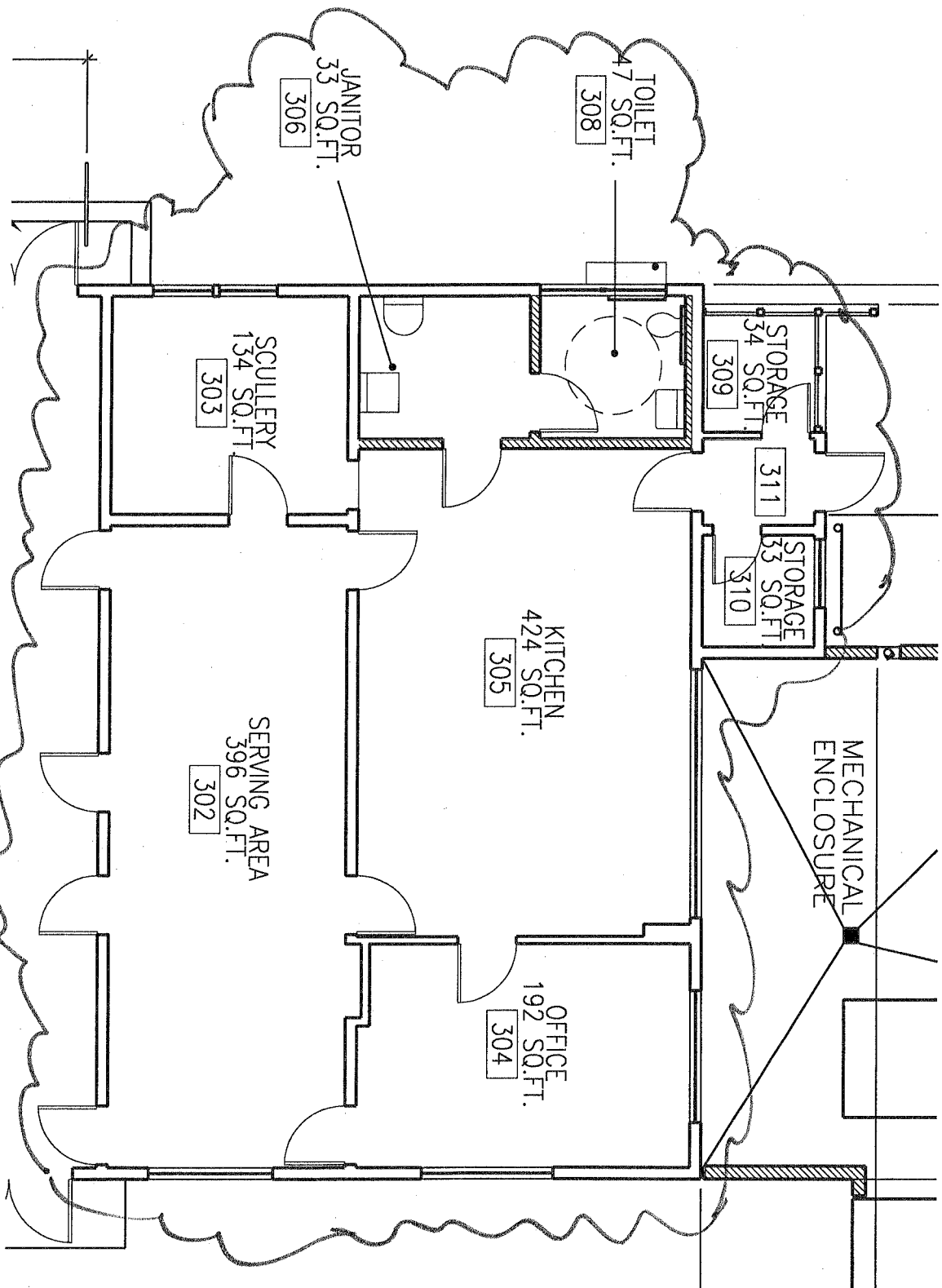
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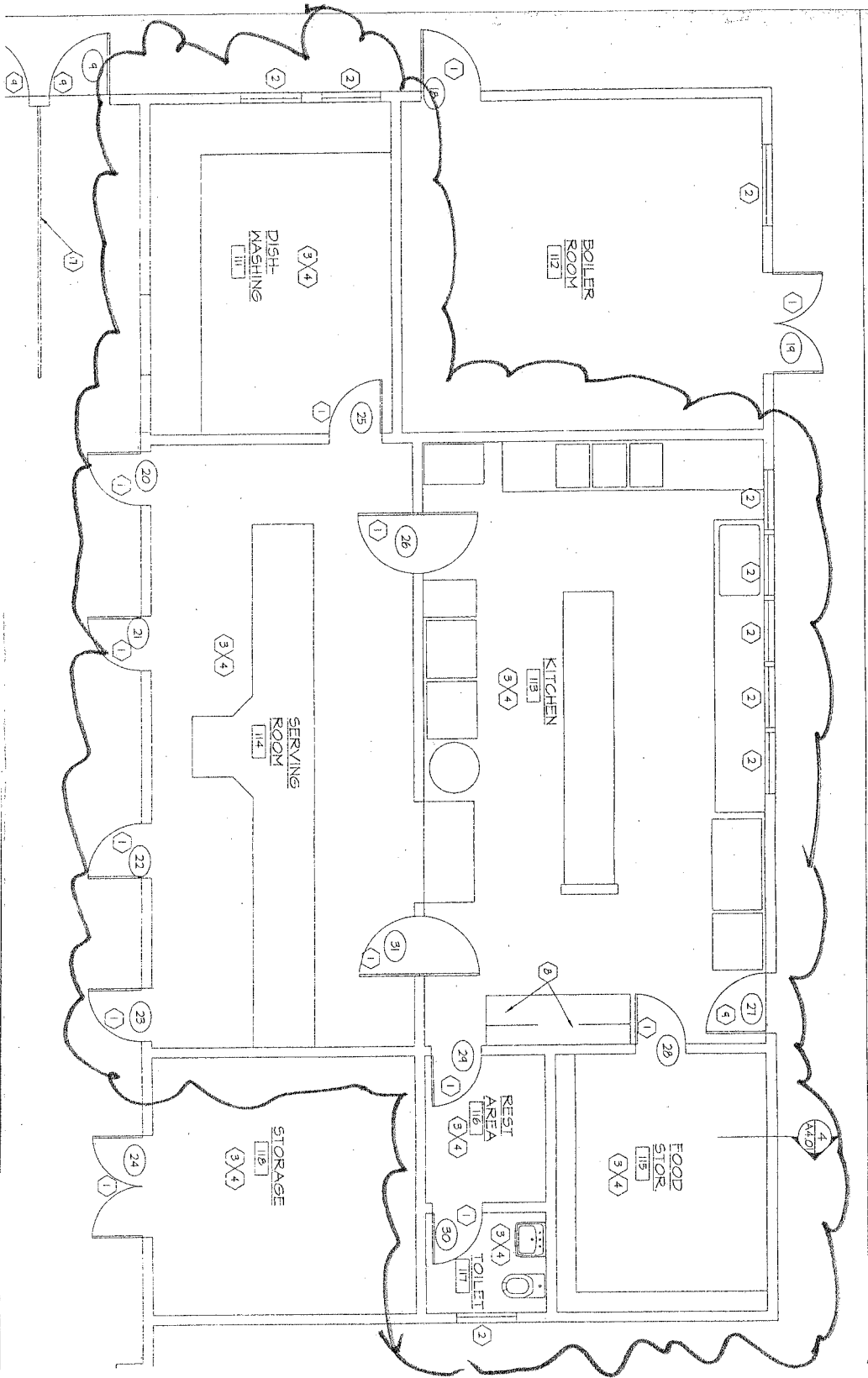
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Meeting

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Project Name	PUSD Elementary Schools Cleveland, Franklin & Jackson	Project No.	1910.1		
Subject	Site visits with architect	Date	13 NOV 2009		
		Time	8 AM - 11 PM		
Participants	Jose Vallarta (JV), Konni Wong (KW), Amanda Weiss (AW); WLC Architects (WLC)	Place	Listed		
	Tony Ramirez (TR), Rudy Diaz (RD); DCGA Engineers	By	Carl Vail		
	Debra Amos (DA), Wes Howard (WH); PUSD Foodservice: Carl Vail (CV); Laschober + Sovich	Doc. No.			
Information below is correct, unless immediately advised otherwise					
Discussion Topics					Action by
Pertinent foodservice comments for each school will be provided below. We understand there may be additional work beyond foodservice. Eliot school was initially on our visit list but cancelled. DA informed us it was excluded from this work. WLC asked for equipment estimates. We will provide quickly based on the "Blair" project.					
1. Cleveland					
1.1. We have large and reduced not to scale drawings. WLC to provide to scale CAD backgrounds.					
1.2. We confirmed the meal counts as shown in the L+S schedule provided to all architects.					
1.3. The servery will accommodate the modified, 23', "Blair" speed line.					
1.4. The kitchen can accommodate the new "Blair" equipment.					
1.4.1. All equipment will be replaced.					
1.4.2. We did not discuss this at Cleveland but as at Franklin, there is an opportunity to give the dishwashing room back to the school since foodservice does not need the space.					
1.4.2.1. Several designs were discussed to make this change while we were at Franklin. The same options are available here. WLC should develop and present these options.					
1.5. This school may be a 2010 project.					
2. Franklin					
2.1. We have large and reduced not to scale drawings. WLC to provide to scale CAD backgrounds.					
2.2. We confirmed the meal counts as shown in the L+S schedule provided to all architects.					
2.3. The servery will accommodate the modified, 23', "Blair" speed line.					
2.3.1. We discussed the four doors between the servery and the dining room and agreed the ones we don't need in the final design will be eliminated					
2.4. The kitchen can accommodate the new "Blair" equipment.					
2.4.1. All equipment will be replaced.					
2.4.2. There is an opportunity to give the dishwashing room back to the school since foodservice does not need the space.					
2.4.2.1. Several designs were discussed to make this change. WLC will develop and present these options.					
2.5. This school may be a 2010 project.					
3. Jackson					
3.1. To avoid some additional repetition, sub items 1.1 through 1.4 are identical.					
3.2. We should be able to offer the dishwashing room to the school but we will not know this for sure until the schematic design is developed.					
3.3 This school may be a 2010 project .					



JACKSON ELEMENTARY SCHOOL
SCALE: 1/8" = 1'-0"



FRANKLIN BUSH SCHOOL
 SCALE: 1/8" = 1'-0"

