

# Meeting Minutes



PROJECT NAME: Joliet Junior College – Automotive Service Technology Expansion  
 PROJECT NO.: 02-5236-01  
 MEETING DATE: February 18, 2010  
 MEETING TIME: 12:30 p.m. – 2:30 p.m.  
 MEETING LOCATION: Automotive Classroom 1002A  
 SUBJECT: Workshop for FFE locations and Design Development Details

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MEETING ATTENDEES:  
 Joliet Junior College: Jim Coleman, Professor & Automotive Coordinator  
 Dan Warning, Associate Professor  
 Curt Ward, Automotive Professor  
 Gilbane Building Co: Bhini Jain  
 Wight & Company: Mark Eklund, Project Architect  
 Kari Fry, Intern Architect  
 DISTRIBUTION: Attendees, Pat Van Duyne, Jeff Graves, George Karras,  
 Larry Bacher, Dr. Margaret Semmer, file

**NOTES:**

No.	Item	Notes
1.	Meeting Purpose	This meeting was held as a workshop to discuss locations of new and existing furniture and equipment. We also covered some design issues in more detail as the plans have progressed and items are being located.
2.	Furniture and Equipment	<ul style="list-style-type: none"> <li>a. Mark and Kari walked the group through a listing of all the existing furniture and equipment in the current lab/classrooms. The goal was to determine final locations of the items at project completion and be sure they are documented correctly. Afterwards the same steps were taken for the new equipment for the shop, labs and classrooms. The attached list to these minutes outlines all of these items and their final location.</li> <li>b. The existing equipment and furniture in the shop space, rooms and offices other than the labs has not been documented to any great detail. The automotive staff has indicated that it all is intended to remain as is. Wight will document and locate on the plans for any future coordination that may need to occur.</li> </ul>
3.	Classroom and Office Furniture	Jim Coleman has had some discussions with Judi Mitchell regarding furniture and equipment for the new classrooms and offices. Wight is also currently attempting to schedule a meeting with Judi to discuss these items. Wight will schedule a time with Judi, Gilbane and Jim to cover what items are needed, what options are available and how they tie into the budget and cost estimate.
4.	Design Development Issues (plans and spaces)	<p>Mark and Kari also covered the following items related to further developing the plans and documents for the Design Development phase.</p> <ul style="list-style-type: none"> <li>a. The final FFE layouts for the existing labs/classrooms will be reviewed to determine if any MEP work is necessary in the spaces, but the automotive staff is currently stating that they need no work in these rooms other than placement of equipment and furniture.</li> <li>b. The existing Computer Lab is to remain as is according to the automotive staff. The single leaf swing door that is currently being blocked by bookcases is to be utilize din the new design. The bookcases will need to be shown as removed.</li> <li>c. The existing parts and storage rooms (C1014, C1016, and C1018) are to remain as is and will serve as storage for the neighboring labs in the new design.</li> </ul>

		<ul style="list-style-type: none"> <li>d. The existing compressor and the room are acceptable to the automotive staff and do not need any work. If a venting system to reduce heat build up in the room can be designed and provided within the budget that is acceptable, but not necessary. Wight will continue to review with KJWW and the budget for options.</li> <li>e. Wight stated the need for more information the car lifts in each stall. Underground coordination is necessary. Jim will work with vendor to obtain and provide cut sheets, foundation requirements, etc. for the lifts.</li> <li>f. Floor slopes to drains are desired by the automotive staff to be minimal so that the lifts can be better accessed. Slight pitch (1/8" per foot) is desired only to achieve positive drainage to the center. Wight will review.</li> <li>g. Utility Room – review layout for sound and access of the compressor to be housed within room. It was discussed that the door may want to move or grow in size. Wight will review.</li> <li>h. New stalls in Commercial Shop are to be numbered with painted numbering at heads of stalls. Numbers are to be 1-15 starting at southwest corner and rotating counterclockwise. Alignment stall to be labeled 'A'.</li> <li>i. No curtain or wall is desired at the wash area in the Commercial Shop. Since water will be from a garden hose at lower pressures it is not anticipated to have a large overspray area.</li> <li>j. No guards, bollards or curb is required between the Commercial Shop and the Customer Area according to the automotive staff. Wight will leave design as is, with a paint stripe creating a visual barrier only.</li> <li>k. One set of doors to the new Equipment Storage room needs to be (2) 3'-0" doors. Wight will review and revise one door to be the necessary size.</li> <li>l. The alignment rack will not need a bench or vise. Jim will revise equipment quote. Wight will revise furniture plans.</li> <li>m. Some quantities of lockers, benches, vises and shelves on the list provided by Jim will be revised based on stall quantities and re-use of shelving.</li> </ul>
5.	Design Development Issues (MEP issues)	<ul style="list-style-type: none"> <li>a. Bhini stated that discussions with JJC IT staff indicated that wireless internet connections may be problematic in the shop because large files and downloads will cause a drain on the network. Desktop style computers are also more cost effective than laptops and the JJC IT staff does not allow for wireless desktops. Given this, it was determined by all attendees that a desktop computer hard-wired to a data outlet is best at each stall in the shop.</li> <li>b. It is desired to still have a wireless access point in the shop area for roaming professors to connect to the internet, as well as any customers.</li> <li>c. The existing shop HVAC system is loud according to the automotive staff. Wight and KJWW should review to see if it is a maintenance issue, a design issue that can be resolved, or an issue JJC should deal with separately.</li> <li>d. Current oil storage tank is still usable according to the automotive staff. Their hope is that the tank can be relocated to the southeast corner of the expansion and remain above ground. Wight and KJWW will review.</li> <li>e. Each bay in the Commercial Shop should be designed with a quad electrical outlet for various tools at the bench, a duplex outlet for the computer station, and a power supply between the stalls for the electric work light connections. Wight and KJWW to coordinate locations.</li> <li>f. An eye wash station/chemical spill shower should be provided in the expansion area. This may be able to be located in the Wash Room, but will be reviewed by Wight and KJWW to confirm a location. The existing</li> </ul>

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		<p>building area has a shower in the Men's Room and an eye wash station in the shop.</p> <p>g. A hose connection is requested by the automotive staff between stalls so that two stalls can share one water connection. For these locations only cold water is required. No hose is required.</p> <p>h. At the wash bay and the east overhead door a water supply is required by the automotive staff that has both hot and cold water. These two (2) locations are also to have a 50' garden hose mounted to the wall. It was discussed that hot water for the wash bay connection could come from the new Hand Wash Area and the hot water for the east location could possibly come from the existing building's wash area where hot water exists. Wight and KJWW to review.</p> <p>i. The auto lifts have controls that need to be either post or wall mounted with conduit underground from the control to the lift for air and hydraulic lines. Wight and KJWW to coordinate and find a location for these controls.</p> <p>j. The AV items in two of the three existing labs are to be removed and relocated to new classrooms since they are no longer necessary for the function of the lab. This is to include the projector, screen, speakers, computer and cart. Wight will review and coordinate.</p>
6.	Plan Changes	<p>Mark and Kari reviewed the current Wash Area and its size with the automotive staff. All of the staff believes a larger space is required for the wash/cleaning functions that the shop requires. In order to accommodate for a larger space it was suggested to remove the Kitchenette space. This would allow for more room and reduce overall costs. Jim stated that none of the staff need the Kitchenette. A location for coffee is not necessary since the staff will not make or supply coffee. The students currently have access to a microwave and refrigerator in the existing shop area. Jim also stated that any outside partners or groups using the space do not expect access to a kitchen and will bring in outside coffee and food that can be set directly on a table. Wight will review this and remove the Kitchenette from the scope, creating a larger Wash Area.</p>
7.	Gilbane Requests	<p>Wight asked Bhini to look into the following items:</p> <p>a. Room numbering for the new spaces – How do they get assigned to fit in with the rest of the building and college?</p> <p>b. Toilet Rooms C1073 and C1074 – Wight would like contract documents and specs on the rooms so we can utilize them for our toilet room calcs and LEED requirements.</p> <p>c. Requirements for hand dryers or paper towels in the new Wash Area – The automotive staff would like to use paper towels instead of hand dryers. Wight will need to know what to specify and if power will be required.</p>
8.	Next meeting	<p>At this time there is no confirmed date or time for the next meeting on this project. Wight will continue to work with engineers and consultants to further develop the project's design and documents. Wight will send out a meeting invite for the next meeting to be located in the Automotive Service Technology Department. <b>The actual date and time of the next meeting is TBD.</b></p>

*The foregoing constitutes our understanding of the matters discussed and conclusions reached at this Meeting. The participants are requested to advise the undersigned of any additions or clarifications as soon as possible.*

Recorded by: Mark Eklund  
 Date: 02/21/2010

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ATTACHMENT TO MINUTES: Existing Labs Final Furniture and Equipment Locations

**Existing Electrical Lab C1002A furniture as of January 27, 2010**

Size	Name	Final Location
(2) 3'-0" wide x 1'-9" deep x 6'-6" tall	"Lyon" storage cabinet	Move to new classroom
15" dia. x 6'-4" tall	Electrical demonstration board	Move to new classroom
12" dia. x 5'-9" tall	Electrical demonstration board	Staying in C1002A
3'-0" wide x 1'-7" deep x 3'-1" tall	"Snap-on" tool cabinet on wheels	Staying in C1002A
2'-3" wide x 1'-6" deep x 2'-2" tall	2- tier cart on wheels	Staying in C1002A
6'-0" wide x 2'-6" deep x 3'-0" tall	Teachers desk/Demonstration table with 5 drawers Chair	Staying in C1002A
4'-0" wide x 2'-6" deep x 3'-8" tall	Computer desk/projector	Staying in C1002A
(6) 10'-6" wide x 2'-6" deep x 2'-6" tall  with 2 ¼" x 2 ¼" x 4" electrical back splash	3-person electrical student desk  Chairs	Staying in C1002A
(2) 4'-0" wide x 1'-1 ½" deep x 9 ½" tall	Wall mounted adjustable storage shelves	Staying in C1002A
2'-1" wide x 6" deep x 2'-10" tall	"Snap-on" wall mounted diagnostic tool storage	Staying in C1002A
(2) 3'-0" wide x 1'-9" deep x 6'-6" tall  (2) 3'-0" wide x 1'-9" deep x 6'-10" tall  (1) 3'-0" wide x 2'-0" deep x 6'-6" tall	"Lyon" storage cabinets	Staying in C1002A
3'-6 ¼" wide x 1'- 6 ½" deep x 5'-0" tall	Magazine rack	Staying in C1002A
(2) 11" wide x 1'-9" deep	Recycle and Trash receptacles	Staying in C1002A
(4) 6'-0" wide x 2'-6" deep x 2'-9" tall	2- Person student tables with electrical demonstration equipment  Chairs	Staying in C1002A
2'-10" wide x 2'-2" deep x 4'-3" tall	Engine stand on wheels	Move to new classroom
3'-0" wide x 1'-10" deep x 3'-3" tall	Computer cart on wheels	Staying in C1002A

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**Existing Engine Lab C1002B furniture as of January 27, 2010**  
***This will become Transmission lab***

Size	Name	Final Location
(1) 3'-0" wide x 1'-9" deep x 6'-6" tall	"Lyon" storage cabinets	1 move to C1003 3 move to New classroom
(1) 3'-0" wide x 2'-0" deep x 6'-6" tall		
(2) 3'-0" wide x 1'-9" deep x 6'-10" tall		
(2) 11" wide x 1'-9" deep	Recycle and Trash receptacles	Staying in C1002B
2'-6" wide x 1'-4" deep x 3'-0" tall	2-tier cart with wheels	Move to C1003
2'-6" wide x 2'-7" deep x 3'-6" tall	Engine stand	Move to C1003
(20) 2'-6" wide x 2'-7" deep x 3'-6" tall	Engine stand on wheels	Move to C1003
(9) 6'-0" wide x 2'-6" deep x 2'-10 ¼" tall with 3" back splash	2-person student engine desk with 4 drawers and 1 door cabinet	Move to Existing Shop Lab 1001 (existing tables in shop to be removed)
(2) 2'-3" wide x 1'-6" deep x 2'-1 ½" tall	2 tier cart on wheels with projector	Move to new classroom
1'-8" wide x 1'-6 ½" deep x 5'-0" tall	Crank shaft press	Move to C1003
4'-0" wide x 8.5" deep x 4'-0" tall	Wall hung (2) door wood cabinet	Move to C1003
4'-0" wide x 1'-9" deep x 3'-1 ¼" tall	"Snap-on" tool chest with wheels	Move to C1003
2'-10" wide x 6" deep x 4'-0" tall	Wall hung "Snap-on" tool cabinet	Move to C1003
2'-11" wide x 1'-7" deep x 3'-1" tall	"Snap-on" tool chest on wheels	Move to C1003
3'-0" wide x 1'-8" deep x 4'-0" tall	Valve grinder on wheels	Move to C1003
4'-0" wide x 8.5" deep x 4'-0" tall	Wall hung (2) door wood cabinet	Move to C1003
5'-0" wide x 2'-6" deep x 3'-0" tall	Desk with 5 drawers	Move to C1003
3'-0" wide x 1'-7 ¾" deep x 6'-6" tall	"Lyon" storage cabinet	Move to C1003

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2'-2 1/2" wide x 2'-2 1/2" deep x 4'-6" tall	Tripod for video camera	Move to C1003
(2) 2'-7" wide x 2'-1 1/2" deep x approximately 5'-2" tall	Engine crates	Move to C1016
6'-0" wide x 3'-0" deep x 3'-0" tall with 3" backplash	Desk	Move to C1003
3'-0" wide x 3'-0" deep x 4'-8" tall	Large engine stand on wheels	Move to new classroom
5'-0" wide x 2'-0" deep x 6'-1" tall	5 tier storage unit	Move to C1016
6'-0" wide x 2'-0" deep x 2'-10" tall	Teacher/Demonstration table on wheels	Move to C1003
(10) 5'-0" wide x 2'-0" deep x 2'-5" tall	2-person student desk Chairs	Move to new classroom
3'-0" wide x 2'-0" deep x 3'-9" tall	2 tier computer cart on wheels	Move to new classroom (Also move the projector and the screen.)
(27) 1'-3" wide x 2'-6" deep x 2'-10" tall	"Equipto" Pedestal Workcenter	Final location room C1003 (This is New Item from Jim Coleman's equipment list)

**Existing Transmission Lab C1003 as of January 27, 2010**  
***This will become Engine lab***

Size	Name	Final Location
3'-0" wide x 1'-7" deep x 3'-1" tall	"Snap-on" tool chest on wheels	Move to C1002B
(2) 11" wide x 1'-9" deep	Recycle and Trash receptacles	Staying in C1003
4'-0" wide x 2'-4" deep x 6'-0" tall	Press	Move to C1002B
(3) 3'-0" wide x 1'-9" deep x 6'-6" tall	"Lyon" storage units	Move to C1002B
1'-6" wide x 2'-3" deep x 3'-0" tall	3 tier computer cart on wheels	Move to new classroom (Also move the projector and the screen.)
5'-0" wide x 2'-6" deep x 3'-0" tall	Teacher/Demonstration desk	Move to C1002B
1'-6" wide x 2'-0" deep x 2'-2" tall	2 tier cart on wheels with projector	Move to new classroom
4'-0" wide x 2'-0" deep x 5'-1" tall	"Robinair" and "Snap-on" tool chest on wheels	Move to C1002B
3'-4" wide x 3'-10" deep x 4'-0" tall	Large transmission stand on wheels	Item no longer exists

2'-2" wide x 2'-7" deep x 4'-7" tall	Large transmission stand on wheels	Move to C1002B
2'-0" wide x 1'-8" deep x 2'-11" tall	Utility sink	Needs to be removed/ demolished
2'-2 1/2" wide x 2'-6" deep x 5'-6" tall	Press	Move to new equipment room
(5) 6'-1 1/2" wide x 2'-10" deep x 2'-11" tall	2-person student transmission desk 1	Move to C1002B
(9) 6'-0" wide x 3'-0" deep x 3'-0" tall	2-person student transmission desk 2	Move to storage/ permanently remove if they are not needed in existing shop lab 1001
(9) 5'-0" wide x 2'-0" deep x 2'-5" tall	2-person student desk Chairs	Move to new classroom
3'-1 1/2" wide x 1'-0 1/2" deep x 7'- 0" tall	Storage unit with 4 adjustable shelves	Move to C1002B
(22) 6'-1 1/2" wide x 2'-10 1/4" deep x adjustable height	"Shure" TransMax Bench	Final location room (This is New Item from Jim Coleman's equipment list) C1002B

**Existing Transmission Lab Storage C1003A as of January 27, 2010**  
***This room will have walls removed to be a part of Engine lab***

Size	Name	Final Location
	"Sun" alternator generator tester on wheels	Move to C1018
	Storage unit with 4 adjustable shelves	Move to C1014
	"Toyota" Storage Cabinet	Move to C1014 or new equipment room
(7)	"Lyon" storage units	Move to C1014 or new equipment room
	"Robinair" Air Conditioner unit	Move to new equipment room
	Shopping Cart	Move to C1016
	Electrical demonstration board Distribution machine on wheels	Move to C1002A To be eliminated-no longer needed
	"Snap-on" tool box 2 tier cart on wheels	Move to C1014 Move to C1016
(2)	Wall mounted adjustable storage shelves  2 tier cart on wheels	Removed/ demolished
(6)	Circuit boards	Move to C1018