

March 19, 2010

VIA E-MAIL

Re: Joliet Junior College – Science  
Architect's Project Number: 209087.00  
**Meeting Minutes**

Summary of a Science DD Biology and Chemistry Prep Meeting held at 3:00 PM on March 12, 2010 at Joliet Junior College. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Geoff White, Joliet Junior College  
Virginia Piekarski, Joliet Junior College  
Marie Wolff., Joliet Junior College  
Mark Hartmann, Harley Devereaux Ellis  
Bhini Jain, Gilbane  
Greg Spitzer, Legat Architects

ITEMS DISCUSSED

1. Biology Prep.
  - a. Increase size of glass washing room. Reduce autoclave room. Adjustments made to layouts of these rooms.
  - b. Washing Room: Need dish washer and garbage disposal; sprayer required. DI water needed. 2 sinks required. Ice machine (flakes) need. Provide space for future 2<sup>nd</sup> dishwasher. Need tall cabinet with stainless steel shelves and glass doors. Drying racks needed. Open shelves required. Provide power. Cart Storage space required.
  - c. Sheet AQ-12 will identify what equipment will be Owner supplied or provided vs. Contractor provided or installed. Gilbane to confirm all indications.
  - d. Autoclave room: Stainless steel casework, sink, open shelves, drying rack; gas stove with oven (small range) – 20" x 28" x 36" high. 2 clean carts. Open shelves in base cabinets. Exhaust hoods.
  - e. Autoclave Unit: 2 desired (need to track cost). Should consider sole sourcing in spec. Equipment cut sheet was provided by Virginia. The autoclave will require purified DI water. Steam generator required.
  - f. Biology Dry Storage: -20 degrees freezer needed.
  - g. Create refrigerator/freezer alcove directly north of mechanical room.
  - h. Biology Preparation Area: Coordinate unistrut hangers for upper shelving suspended above islands. Power at islands required, no data. Gas and cold water in (3) fume hoods. DI water and drying rack at each sink. Virginia needs some open space below the islands for storage, she will verify the extent. Add tack boards and white boards to the east wall; consider "graphics" wall coverings in prep area (of forest?). Power and data and open shelved along west wall. All paper towel dispensers will be provided by JJC and shown on the drawings as "not-in-contract". Provide tall waste can near each sink below the counter.

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- i. Flip Bio Waste Room and Bio Manager Office. Provide all glass walls for Bio Manager Office with sill at 3'-6" above the floor.
2. Chemistry Prep
- a. Provide glass above 3'-6" at Chem. Manager's office. (both walls).
  - b. Chem Storage: Existing flammable cabinets to be relocated; Need 2 additional. Need 3 new acid cabinets. Open shelves with lip edge required. Card reader desired. (Need to coordinate at security meeting).
  - c. Confirm acids have been reviewed for mechanical system cooperation in fume hood.
  - d. Chem. preparation: 2 glass washers (1 existing). Adjust fume hoods to the south. Cart storage for 10. 1 existing steam scrubber. Stainless steel or glass cabinetry at SE corner. Tote case needed. Waste container needed. Minimum (1) 36" wide drawer required. Provide DI water. Gas and vacuum required adjacent to sink at each bench. Gas and cup sink at each fume hood (cold water only). Power and data required at chem. prep worker stations. Desire to have a panic/call button in prep area and all labs, tied to campus police leave by safety shower.
  - e. Safety Items: Fire blanket, first aid kit, emergency call button, spill kit, mercury spill kit, fire extinguisher cabinet, safety reports on wall, wall phone. Should attempt to keep all of these within close proximity to each other.
  - f. Add a tack board and white board to the west wall of mechanical room facing Chem. Manager's Office.
  - g. Dry storage rooms: Need tall cabinets with adjustable shelves. 6' long glass tubes will need to be stored vertically in a tall glass tubing cases. Desire for epoxy floor in labs (match Harper College). Concern about chemical impact on sheet good floors. Polished concrete also was discussed as an option if epoxy floors were cost prohibitive.

End of Minutes

Thank you.

Sincerely,  
Legat Architects, Inc.



Greg Spitzer, AIA, LEED A

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GS/CH

cc Joliet Junior College  
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