

March 29, 2010

VIA E-MAIL

Re: Joliet Junior College – Science Furnishings
Architect's Project Number: 209087.10
Meeting Minutes

Summary of a Furniture Meeting held at 9:00 AM on March 25, 2010 at Joliet Junior College, Room H108. 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

Judy Mitchell, Joliet Junior College
Dennis Kluge, Legat Architects
Greg Spitzer, Legat Architects

ITEMS DISCUSSED

- A. Lab Stools: Science faculty is interested in Bevco, model 7000-MG. Judy mentioned that we will need to check the cost and if Office Equipment Company (OEC) can provide under state contract; if not, these will need to be bid. Greg to get final stool quantity count needed from Marie.
- B. Classroom Furniture: Judy mentioned that we should reuse/relocate existing classroom furniture in excellent condition into renovated classrooms where possible. Greg and Dennis will coordinate these locations with Marie. Faculty has expressed a desire to have table dividers at the desks for testing privacy. Judy had mentioned that no standard dividers are offered by Steelcase or KI for classroom furniture. Library type carols and library tables with dividers are prohibitively expensive for classroom furniture at 3 or more times the cost per Judy; However she mentioned an idea to have single desks (twice the classroom cost of double desks) as an option to consider with faculty. Greg mentioned that classroom space limitations for single desk separation may be a concern, but a few inches may be possible. This will be reviewed with faculty along with cost considerations.
- C. Offices: Any new office furniture will depend on budget. Judy mentioned to reuse existing office furniture for the existing faculty offices to remain. Some new furniture may be needed for new adjunct offices and prep room managers offices in the renovated space. This will need to be verified from the existing office furniture inventory.
- D. Greg and Dennis to prepare an overall furniture floor plan that indicates new furniture and relocated furniture for the above areas. This drawing will then be reviewed with Judy and Marie. Once approved, this drawing may be then used to coordinate with OEC for pricing.

End Minutes

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Sincerely,
Legat Architects, Inc.



Greg Spitzer, AIA, LEED AP

GS/CH

cc Joliet Junior College
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