

February 20, 2009

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

VIA EMAIL

Re: Meeting Minutes for the Campus Center
ARCHITECTS PROJECT NO. 208069.00/B3

Summary of a Conference Call regarding the Food Service areas and equipment in the Campus Center building at Joliet Junior College held on Friday, February 20th at 9:00 am. 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 MitchellJoliet Junior College
Terry PagoriaJoliet Junior College
Richard Stolarcyk..... Mackesey & Associates
Sherie Peterson Mackesey & Associates
Michael Lundeen..... Legat Architects

ITEMS DISCUSSED:

The current Servery and overall Kitchen plans were reviewed:

1. The group discussed the layout of the Café. Sherie extended the counter 30" west. To allow for the additional equipment required for the café.
2. JJC indicated that they will purchase a new POS system which should speed up check-out. Three POS (cash registers) will be required for the servery instead of four. This will allow the Café POS to move to the outside counter.
3. The group discussed where students will wait to place order. Important for customers to see the bakery/sandwich/salad case before getting to the register. The register was moved to a more central spot on the south side of the café. Refer to the comments on the marked up floor plan which propose the bakery case to be furthest east, the coffee/espresso station to move west and the coffee drink pick-up area to be furthest west.
4. The group discussed the three POS locations. Seems to work better, but we need more room at west side of third station near the condiments and column. Refer to mark-ups o the floor plan for this area. Mackesey to study further several options and forward for review. The dining room clean-up station may be moved west.
5. The group reviewed the dock and kitchen plan. Refer to the attached mark-up of floor plan for clarifications.

Meeting Minutes for JJC Campus Center
Food Service Conference Call
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- a. Dock needs to be secure at doors to student street. Locking on street side. Legat to look at exiting and door placement. The beverage cooler may slide down.
 - b. The column/wall near the elevator should be modified to allow large carts (pallets) to be moved from the dock to the student street/elevators.
 - c. The extractor was deleted by JJC. This may be tracked as an alternate.
 - d. JJC liked the placement of the ice machine. We may need to look at the grate below the ice make being in the past of travel.
 - e. A sink should be added west of the kitchen cooking area .
 - f. A copier should be added to the accounting office.
 - g. Catering should have a window to kitchen corridor.
6. Once the Café is solidified, Legat will begin looking at how the elevations work with the street, signage, sections through café, and security to better understand the café.
7. The next conference call is scheduled for Friday February 27 at 3:30 PM.

Meeting Adjourned at 10:15AM

Sincerely,

LEGATARCHITECTS



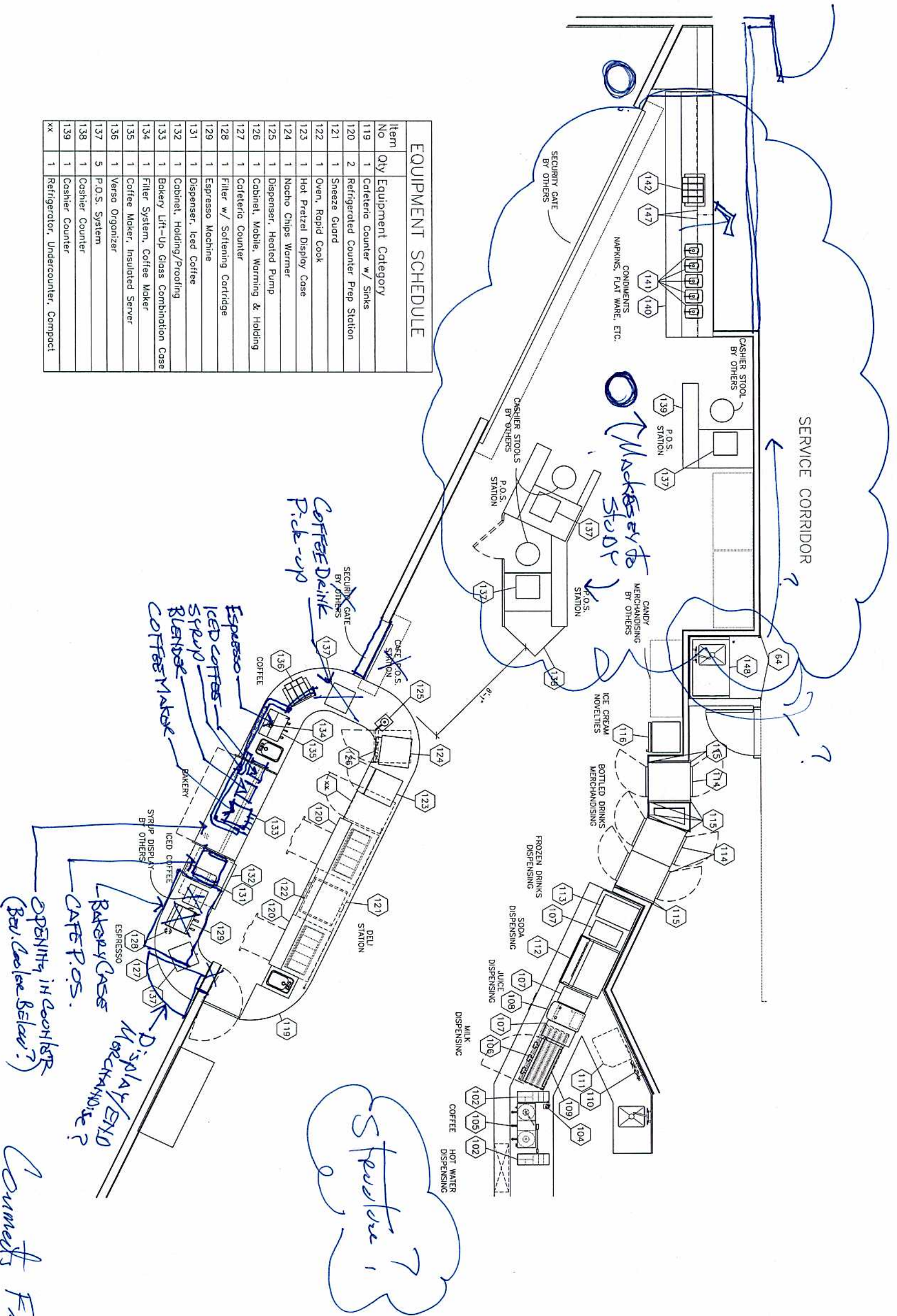
Michael Lundeen, AIA, LEED AP
Associate Director of Higher Education

SP/slb

Attachment: Floor plan layouts

cc: George Karras – KJWW
Erica Wilson – Legat Architects
Scot Parker - Legat Architects

Item No	Qty	Equipment Category
119	1	Catereria Counter w/ Sinks
120	2	Refrigerated Counter Prep Station
121	1	Sneeze Guard
122	1	Oven, Rapid Cook
123	1	Hot Pretzel Display Case
124	1	Nacho Chips Warmer
125	1	Dispenser, Heated Pump
126	1	Cabinet, Mobile, Warming & Holding
127	1	Catereria Counter
128	1	Filter w/ Softening Cartridge
129	1	Espresso Machine
131	1	Dispenser, Iced Coffee
132	1	Cabinet, Holding/Proofing
133	1	Bakery Lift-Up Glass Combination Case
134	1	Filter System, Coffee Maker
135	1	Coffee Maker, Insulated Server
136	1	Verso Organizer
137	5	P.O.S. System
138	1	Cashier Counter
139	1	Cashier Counter
xx	1	Refrigerator, Undercounter, Compact



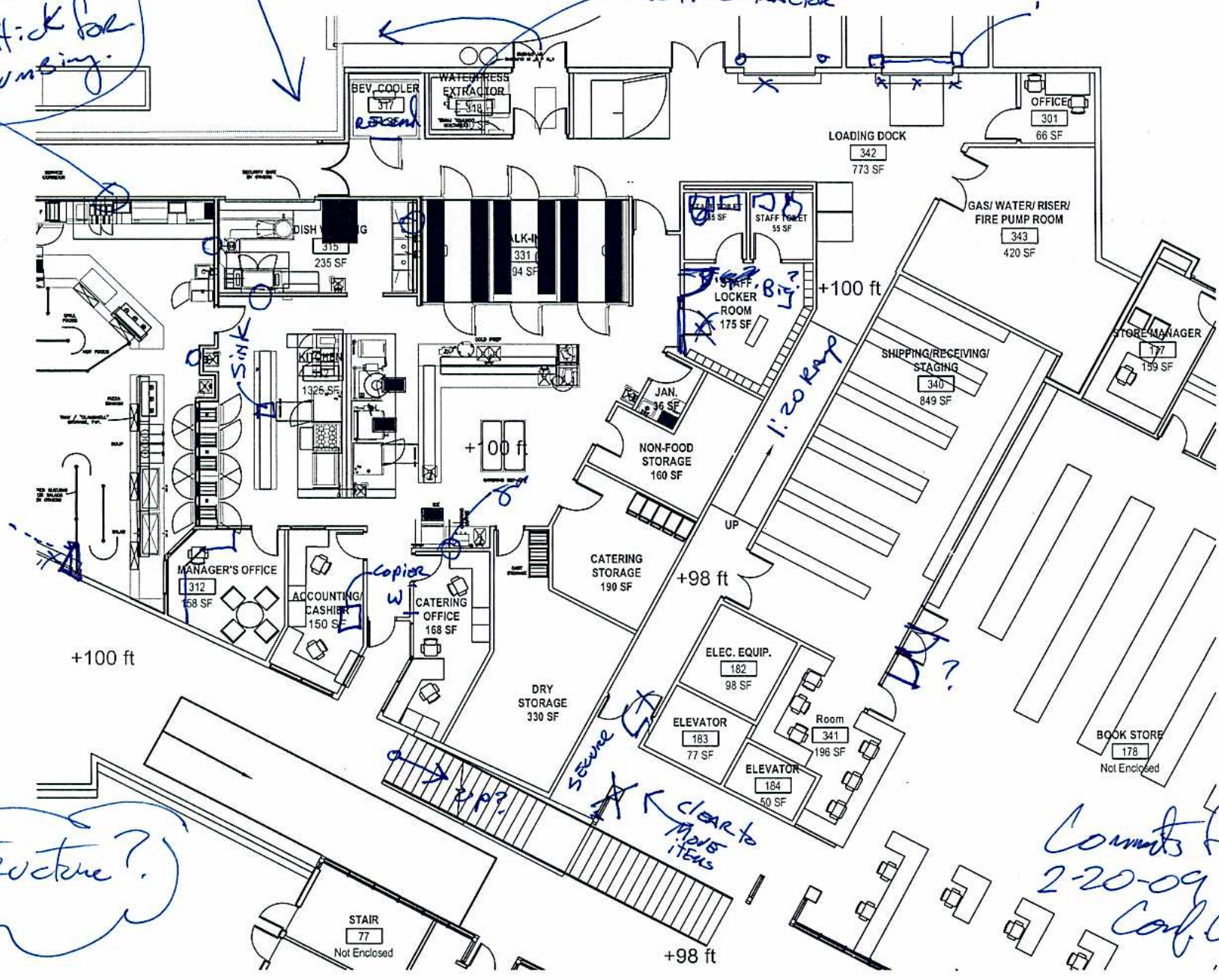
Comments From
2-20-09
Conf. Call.

NEEDS to be SECURE @ CORRIDOR SIDE

Option: Flip Bev. Cooler & Door to Outside & ~~Resize~~ SLIDE CORRIDOR DOOR EAST.

ACT. - extractor

Draw walls & 5" THICK for Plumbing.



Comments from 2-20-09 Conf. Call