

August 12, 2009

VIA e-mail
(3) Pages Inclusive

Mr. Patrick Van Duyne
 Director of Facility Services
 Joliet Junior College
 1215 Houbolt Road
 Joliet, IL 60431-8938

Re: Joliet Junior College – New Facility Services Building
Meeting Minutes
Project Number: 208070.00

Summary of a Joliet Junior College New Facility Services Building 40% Construction Documents Review Meeting with JJC and Legat Architects held on Tuesday, August 11, 2009 at 1:30 p.m. at the JJC Highlands Building Conference Room. 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:

Richard T. Rivera	Asst. Dir. For Facility Services, JJC
Dave Zobel	Lead Groundskeeper, JJC
Tony Chobot	Const. Project Coordinator, JJC
John E. Jawor.	Maintenance Superintendent, JJC
Ed Vasil.....	EHS, JJC
Karin Randolph	Facility Sys. Specialist, JJC
Shirley Hacker.....	Facility Services Adm. Asst., JJC
Pat Van Duyne.....	Director for Facility Services, JJC
Linda Pollock.....	Facility Services, JJC
George Podrebarac.....	Facility Services, JJC
Rick Lyman	Facility Services, JJC
Sherry Borcharding	Facility Services, JJC
Sachin Anand.....	dbHMS
Scott Wiercinski, P.E., S. E.	KJWW
David Weber, P.E.....	Ruettiger, Tonelli & Associates
Marc Rohde, AIA, LEED AP.....	Legat Architects

Items Discussed:

1. As the project has moved into Construction Documents, the purpose of this meeting was to review the 40% complete Construction Documents with all users to make sure they have a clear understanding of the project and the design. Legat Architects and each consultant reviewed our individual drawings and answered questions as they arose. Rather than document each discussion item, we have documented the questions or issues that need resolution in these meeting minutes.
2. Out of the material storage bins, four (4) will need to have roofs on them in order to protect the salt and sand from rain.

Joliet Junior College – Facility Services Building

Meeting Minutes

August 11, 2009....Page 2 of 3

3. After a detailed discussion, it was determined that the tank storage room should not be in the Surplus Furniture Storage, but rather, in a weather proof cabinet, in an enclosure, somewhere else on campus, or on the Facility Services site. At this time, the group needed to give further consideration as to where this will be relocated. We will remove this room from our drawings, and relocate this when we are provided direction.
4. A spill resistant epoxy floor is needed for the Hazardous Waste Storage Room.
5. All interior rolling overhead doors, as well as exterior sectional, doors, will be electrically operated.
6. Pat expressed concern about using a rubber or cork floor for the Administration area. Legat will come up with some flooring options and send samples to them.
7. Interface carpet tiles are the standard being used by the College. These should be single sourced in the project specifications.
8. Pat requested that our interior toilet finishes match the remodeling projects we have done for the College over the past year.
9. Pat needs a new conference room table and chairs to match his new furniture.
10. The key box that was discussed previously was not shown on these plans. Marc will review and make sure it gets on the next set of plans.
11. The owner will purchase all building hardware under a state contract purchase arrangement from A1 Corporate Hardware out of Springfield, IL. Karin will provide contact information, and we will send drawings over to them so that they can put assist us in putting together the hardware specifications as well as the hardware sets.
12. Final building hardware decisions are not made yet, but at this time, the thought is that all exterior main doors would have an electric strike with card key access. We will need to discuss this with the IT department, as they have a certain type of card key access system specified, and we need to use that, and make sure the electric strikes coordinate with that.
13. The thought is that all interior doors would also be on card key access, but that needs to be confirmed.
14. The columns that are in the lower level area will not work with the needs of the Shipping and Receiving Department. Legat will review and work with the structural engineer to delete most or all of the columns if possible, and will send a revised drawing over to Pat and Judy for their review and approval.

Joliet Junior College – Facility Services Building

Meeting Minutes

August 11, 2009....Page 3 of 3

15. Security cameras will be located on a set of plans, marked up by the College, so that dbHMS can provide the proper wiring of the cameras.
16. We need to set up a separate technology and security meeting to discuss the following:
 - Location and types of cameras, and how to wire them back to the main campus system.
 - Location and types of phone and data outlets, for offices, as well as all of the other rooms, and coordination with the rest of the campus standards.
 - Security locking in terms of card key access, proximity cards, etc.
 - Door hardware requirements.
17. The College will discuss the hardware requirements internally before they provide direction to the design team.

Respectfully Submitted,



Marc Rohde, AIA, LEED AP

MCR/mr

cc: All Attendees
Al Zakariya, Gilbane
Jeff Sronkoski, Legat Architects

Attachments: None