

May 13, 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 Plan Review Meeting with JJC and Legat Architects held on Tuesday, May 5, 2009 at 2:00 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. RiveraAsst. Dir. For Facility Services, JJC
Dave ZobelLead 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
Maureen Peterson.....Local 7 Steward, JJC
Marc Rohde, AIA, LEED AP.....Legat Architects

Items Discussed:

1. As the project was approved to move into Design Development at the April Board Meeting, the purpose of this meeting was to review the Design Development Floor Plan and receive user feedback. The plans have not changed since the final revisions in February, 2009, but we understand that we have not yet had one on one meetings with the users, and that is the goal for today.
2. Marc reviewed the overall concept of the design, and the floor plans themselves.
3. Marc also reviewed the lower level plans. These had changed as we met with Judy Mitchell yesterday. The maximum slope grade the forklift can handle is 10%. We will make sure that the civil engineer takes that into account during the design of the sitework.

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4. Shirley pointed out that the administration area conference room is too small, as the conference room table they have now is 15'-10" x 4'-6". We will have to increase the size of the conference room. In order to do that, we will take a couple of feet out of each of the three divisional areas.
5. A long discussion followed regarding the toilet facilities. In summary, it was agreed that there will be (2) small single toilets into the administration. There will be two (2) toilet rooms, with two (2) fixtures plus sinks and a shower for each with direct access into the garage. Hand dryers will be provided in all toilet rooms. Modesty screening will be provided if we do not have enough available space to provide complete screening of views into these rooms.
6. Uniform and boot wash area will go to the south wall of the garage.
7. Laundry room will need two dryers, one washer, counters for folding and a single slop sink. The custodial cart will fit in there also. This will be relocated into the Custodial Services portion of the building.
8. The Print Room should utilize hanging files for drawings. We will need to allow space for a 4'-0" x 4'-0" sign engraver that is typically set on top of a large counter. We will need to study this in more detail.
9. The time clock should be shown on plan by door into garage at northwest corner.
10. Custodial Services
 - Layout will not work as shown.
 - Supervisor should be located to the northwest corner of custodial service shop 122, with the three (3) cubes running west – east, and a door connecting to the Lunch / Training Room.
 - Custodial services shop fits to the west wall.
 - Custodial supply room shifts to the west a bit.
 - Both custodial supply and the EHS / Campus Police Storage need to keep their direct access into the garage.
 - All spaces, even if reconfigured, will need to still remain rectangular.
 - Consider flipping entire arrangement in order to simplify these changes.
11. Exterior doors to west will need to remain as shown for emergency egress.
12. Roads and Grounds
 - Need to make sure we have a vehicle exhaust system at the vehicle service bay.
 - Add wash bay to space #10, and show a floor mounted power washer unit with hose reel and 5'-4" high concrete block walls.
 - The only thing on the hose reel rack is air, water, exhaust, power, and a shop light.
 - Add a trench drain by overhead door.

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- Pesticide room needs to be exhausted from building.
13. Karin brought up concern about computer outlets in each shop. Need to have outlets at each countertop, but she is concerned about the computers being located in the shop area in terms of dust and debris.
14. Building Maintenance Shop
- Maureen did not like the layout of the space at all.
 - Upon further review, the Tool Storage is okay as it is shown.
 - Paint storage – shrink 10'x15' – use additional square footage for wood shop.
 - Wood shop needs a proper exhaust system and sawdust collection system.
 - Consider taking out wall between shop and storage. Maureen will review that and determine before our next meeting if that is necessary.
15. Revise sinks in all shops to be single sinks.
16. Need to get each department to provide a list of equipment, toolboxes, etc. that they plan on bringing over.
17. These plan changes will be made and sent over via e-mail next week for review, and a follow-up review meeting will take place with the same group next week as well. Once we have the floor plans approved by the Owner, we can then finalize the Design Development schedule, and the engineers can begin more detailed work on the project.

Respectfully Submitted,



Marc Rohde, AIA, LEED AP

MCR/mr

cc: All Attendees
Miguel Gonzalez, dbHMS
Scott Wiercinzki, KJWW
David Weber, Ruettiger & Tonelli
Rick Wise, Gilbane
Mark Karaskiewicz, Gilbane
Dennis Wills, Gilbane
Jeff Sronkoski, Legat Architects

Attachments: None