
Meeting No.: 7 – Building Committee.
Topic: Design Development
Present: Refer to attached Attendance Sheet

1. **Action Items – CMU** The following items require immediate attention from CMU:

- Provide Charter Schools comments on the Program Document
- Provide any additional feedback from the CDC (they commented that they were “not quite sure what they were looking at” when I asked if they reviewed the program detail sheets)
- Review and confirm IMC stack storage requirements matrix (Refer to attached)
- Confirm fume hood requirements (if any) for the Science Methods Lab
- Provide information on the Purdue University Science Methods Lab for reference
- Provide special equipment cut sheets (eg. Production copiers, larger coffee machines, etc.) to allow coordination of any special infrastructure requirements
- Provide final decision on classroom floor finish selection
- Provide additional information on CMU standard clock system including list of locations and product cut sheet
- Provide standard toilet room accessories and preferred changing station standards
- Confirm that proposed quantity and location of proposed display cases is acceptable (Completed – Email dated 10/6/06)
- Confirm location (get survey) of the existing utility tunnel including finished floor elevation, top of vault elevation, and expansion loop location (plan and elevation). The proposed connection to the tunnel is proximate to the expansion loop as indicated on the existing documents. DSA has received typical construction details from CMU, however verification of the existing field conditions are critical.
- Provide list of preferred specimen tree plantings for proposed landscape plan
- Confirm the requirement for alarming the make-up water loop. What are the specific requirements of this alarm?
- Confirm that the revised plan configuration, modifying the location of the CDC janitor’s closet, is acceptable.
- Provide cut sheets on janitorial equipment to coordinate special infrastructure requirements.
- Confirm that the moveable partition may be removed as part of the revised configuration of the indoor play area.
- Provide typical vending machine dimensions, and confirm that 3 are ok.

2. **Action Items – DSA:** Specific action items requiring DSA action are *italicized* below.

3. **Project Schedule and Budget.**

- *DSA to provide (3) copies of the final programming document for CMU use and reference.* Electronic files (PDF format) will be available at that time.
- Design Development documents and project cost estimate will be submitted for CMU's review on November 7.

4. **Program Comments.**

- The small podium / lectern is acceptable for all classroom conditions provided that there is room for instructor layout and that moving parts are limited and durable
- The auditorium lectern will be appropriately scaled for the space
- Floor Boxes: CMU requests the classroom floor boxes allow for flush closure of the lid with cords in place. *DSA will submit physical samples of proposed boxes for CMU's review.*
- Televisions are not required in general classrooms. Infrastructure will be installed to allow a future flat panel display to be placed in the café area.
- Telephones should be placed within or adjacent to the IT support niche within the classrooms. These phones are intended for internal use only.
- Wall or ceiling mounted speakers are acceptable and placement may be finalized at DSA's discretion.
- A projection screen and projector will not be provided in Rm. 131
- Glass 'marker boards' in student study balconies are approved for use
- Card Access door hardware will be provided at the CALI lab and the Childcare entry points.
- Portable gas is acceptable for use within the Science Methods Lab in lieu of hard piped gas. CMU will confirm fume hood requirements with faculty.
- (4) 220V outlets should be provided in the loading / back corridor areas for catering warming carts. *DSA should confirm the quantity and exact location with the current catering vendor.*
- Additional outlets *may* be required in the public court areas for use during open events. At a minimum, convenience outlets should be provided to facilitate amplified sound etcetera.
- Floor drains should be provided in the following areas: kitchens, restrooms, mechanical rooms, janitorial closets, and near laundry facilities.
- Epoxy resin toilet partitions are acceptable for use within the CDC. All other locations will receive campus standard partitions

- Cameras and microphones will be provided for remote observation within the CDC
 - CMU requests additional information on the possible LEED implications of using hand dryers in lieu of paper toweling. *DSA to forward additional information on high velocity hand dryers to CMU for review.*
 - There is no need for data ports within storage or janitorial rooms
 - Slop sinks should be positioned in the corners of rooms and should have a radiused or angled approach face. A minimal lip height (+/- 2") is preferred for the servicing of maintenance equipment. *DSA to forward a cut sheet of the proposed product.*
 - The following utilities should be metered on the building: steam, electricity, chilled water, and irrigation water. The University does not currently require that these meters report to a central monitoring location.
5. **MEP – Lighting Design.** Lighting design concepts were presented for conceptual review and approval. The current proposals for classrooms, public areas, and the auditorium were approved to proceed.
- Final fixture selections should consider long-term maintenance and cleaning requirements.
 - 'Basket' style 2'x2' fixtures should include a slotted diffuser to allow for easy cleaning.
 - Lighting controls should be placed near the IT/AV niche if possible. This would limit the need for maintenance personnel to access items mounted above the ceiling plane.
 - CMU requests that the design development documents include a proposed list of lamps required for maintenance and operation. The design team will limit the required number of lamps through thoughtful selection and specification.
 - Dimmable ballasts will be used in limited applications where acceptable alternatives are either more complex or expensive. Illuminant noted that current pricing places approximately a \$25 premium per ballast over a non-dimmable ballast of comparable quality.
6. **Interior Finishes - Carpet.** Representatives from J&J presented commercial carpet options for CMU's review and approval. The products presented offer significant stain and wear resistance and provide moisture blocking back. *DSA will forward information on typical installation and maintenance requirements for CMU's review.*
- Interior Window Treatments: *DSA to bring a sample of proposed Mecco-shade fabric to the next interior finishes meeting.*
7. **Building Design.** DSA presented a design update for review and comment. The following topics were discussed:
- Exterior Window treatment: The current design for window sun shading devices was presented. Revisions to the design allow the sun-shade to extend about 8" from the face of the building. CMU requests that the light shelf and sill elements should be pulled back from the intermediate mullion and sloped slightly to discourage nesting birds and debris accumulation.

- Vending Area: CMU currently has (4) machines. The proposed design accommodates (3) vending machines (14 ln. ft.) in addition, the proposed café will offer additional food and beverage options.
 - Recycling: DSA presented design intent for proposed building recycling containers. CMU requests that recycling containers are front load accessible (due to possible content weight) and that any aluminum can container be secured to prevent theft of contents.
 - Storm Water Detention: CMU approves the integration of a sub-surface storm water detention system in compliance with requirements established by the City of Mt. Pleasant and the USGBC LEED program.
8. **Landscape Design.** Current plans for the Children's play garden were presented for review and approval.
- Storage 'barn' as indicated was of sufficient size for CDC use. The proposed structure (approximately 12'x22') should be lockable and accessible from the broad side. A wider and shallower structure is preferred (if possible) for use by the students and staff. CDC faculty suggested rotating the structure 90 degrees to increase accessibility during peak use.
9. **Next Meeting.** The next meeting will be October 19, 2006 at 1:00pm in the Chippewa Room of the University Center.

The above represents the items discussed and conclusions reached. If there are any required clarifications please contact the undersigned.

Andrew J. Hetletvedt, AIA

Distribution: Central Michigan University
Design Team
DSA project file



The Centers

- CMU to confirm which items from the IMC (Instructional Materials Center) will be moved to the Education Building. DSA needs to begin the selection of the shelving system and will need the type of material, size, and an estimated number of lf.
 DSA knows of **only** the following items (Inventory does not include items checked out as of 2/21/06):

Material Type	Linear Ft	# of shelves (36" wide currently used @ 10" deep)	Display/ Cabinet/ Steelcase	Available shelves approx.
Easy Picture Big Books	1.5 ft		Wooden display case	
Easy Picture Hanging Kits	12 ft		4 @ Wire floor display racks	
Easy Picture Videos	2.5 ft	3		
Fiction Videos	1 ft	1		
Audio Books (Cassette & CD)	13 ft	5 (always adding to this section of the collection)		5
Non Fiction Videos	61 ft	54		
Non Fiction Kits/Boxes/ Models	247 ft	Mixed with entire collection		
Non Fiction Items Requiring Double Shelf	125 ft	43		
Non Fiction Items: Ex-Large Models e.g. bodies, pyramids, globes, boxes, etc.	23 ft		Examples sizes are 17x20, 35x11, 34x16, 27x23, 16x24, and 20x16	
Music CD's	3 ft			
Biography Video	2 ft			
Textbooks – Big Books or Big Items	40 ft	15		
Bilingual Kits	9 ft		4 (being deselected?)	



ARCHITECTS
 A member of SHW Group

AIMS/GEMS/ Tops	15 ft	1 @ 36x12x78 5 shelf	Black Steelcase bookcases	
Standardized Tests File Cabinets		3 @ standard 5 drawer		
Puppets (200)				
Puppet Tree (3)		3 @ 28x28x60		
Wire Rack (2)		2 @ 24x27x72		
Round display rack 91)	1 @ 21x21x72			
Top of File Cabinets		59 puppets		
FRONT DESK SECURE ITEMS			INHOUSE CIRCULATION ONLY	
Material Type	Linear Ft	# of shelves (36" wide currently used @ 10" deep)	Display/ Cabinet/ Steelcase	Available shelves approx.
Reserve Thematic books	35 ft	2 @ 42x16x78 5 shelves	Black Steelcase bookcases	
Reserve Multimedia	30 ft	2 @ 36x12x78 5 shelves	Black Steelcase bookcases	
Reserve Reference	15 ft	1 @ 36x16x78 5 shelves	Black Steelcase bookcases	
Faculty Reserve File Cabinets		2 @ 18x28x41 3 Drawer	File cabinet needs more space	
Poster Cabinets		Stackable 35x47x31		



	Name	Organization / Department	Email Address
✓	Steve Lawrence	Associate Vice President Facilities Management	Lawre1sp@cmich.edu
✓	Dianne Mark	Associate Dean	dianne.mark@cmich.edu
✓	John Latoski	Project Manager Engineering & Planning	Latos1jr@cmich.edu
✓	Ray Christie	Vice Provost, Academic Administration	Chris2r@cmich.edu
✓	Tom Trionfi	Contracting & Purchasing	Trion1tp@cmich.edu
✓	Phil Lundquist	Education Building Project Assistant	Lundq1pa@cmich.edu
✓	Linda Slater	Director, Plant and Engineering Services	Slate1lm@cmich.edu
✓	Robert Ringel	Project Manager, Plant and Engineering Services	ringe1rf@cmich.edu
✓	LeRoy Barnes	Facilities Management	lbarnes@cmich.edu
✓	Stan Mandziuk	Facilities Management	smandziuk@cmich.edu
✓	Janice Suchan	DSA, Project Manager	jsuchan@shwgroup.com
✓	Andrew Hettetvedt	DSA Architects	ahettetvedt@shwgroup.com



ARCHITECTS
 A member of SHW Group

	Name	Organization / Department	Email Address
✓	Bob White	Illuminat	
Afternoon Session (Above attendees plus the following):			
✓	Carey Baker	BRI, Project Designer	
✓	Christy Summers	BRI, Project Manager	
✓	Helen Hagens	CMU, Director, HGDL	hagen1he@cmich.edu
✓	Margaret Desormes	CMU, Child Development	desor1me2cmich.edu
✓	Cheryl Priest	CMU, Child Development	chpriest@cmich.edu
✓	Jay Kahn	CMU, Facilities	jkahn@cmich.edu
✓	Tom K.	CMU, Grounds	