1. **Purpose of the Meeting**

   This was the fourth joint meeting with the University Housing, Facilities Services and Public Safety Staff. This meeting focused on architectural, civil, landscape, food service, hardware, recycling, trash, maintenance and other system design elements within the building and site. The following is a summary of items discussed. It was anticipated that the reviewers would provide these comments in addition to others in their formal review.

   1.1. **Drawing L1.01:**
   
   1.1.1. The existing 13” cedar tree on the east side of the site along Moss Street has been removed.

   1.2. **Drawing L1.02:**
   
   1.2.1. The existing parking strip along the east edge of the site will likely be removed and converted into open space. Access to Museum service/parking area will be from the new fire lane.

   1.2.2. The new tunnel will extend along Moss Street to the middle residence room bar.

   1.3. **Drawing L1.03:**
   
   1.3.1. If rock is used on the roof area it should be ¾” minus round rock, not larger diameter river rock.

   1.3.2. No bollards are to be used at the end of the new fire lane.

   1.4. **Drawing L1.05:**
   
   1.4.1. All roof planting and areas that would require regular maintenance should be kept 10 feet from a roof edge for safety reasons. This will allow maintenance staff to work by having to tie off or a railing to be installed at the roof edge.
1.5. Drawing L1.06:
   1.5.1. Look at omitting the turf in the south courtyard area. Currently there is not enough turf in this area that it may be easier for maintenance to delete it.
   1.5.2. Number of secure bike parking spaces to be confirmed by the University.
   1.5.3. Student trash/recycling enclosure to be revised as follows:
   1.5.3.1. Two 3-yard dumpsters. One for cardboard and one for trash. Allow 7-foot square space for each dumpster. Each dumpster should be able to be removed without having to move the other.
   1.5.3.2. Ten barrels
   1.5.3.3. Hose bib on outside of enclosure for cleaning.
   1.5.3.4. No gate to enclosure.
   1.5.3.5. Design should allow users to look inside before entering for security concerns.
   1.5.3.6. Add a wood or rubber guardrail on inside to protect walls from dumpsters.
   1.5.3.7. Each enclosure to have a drain to sanitary sewer.
   1.5.3.8. Each enclosure to be covered but have open sides for ventilation.

1.6. Drawing A2.01:
   1.6.1. Loading dock trash/recycle area to have:
   1.6.1.1. Three 3-yard dumpsters. 7’ x 7’ clear area as noted previously.
   1.6.1.2. One 1-yard oil dumpster.
   1.6.1.3. Ten barrels
   1.6.1.4. This area is to be gated and lockable.
   1.6.1.5. Same additional comments as noted above.
   1.6.2. Loading dock area to have a drain to sanitary sewer.
   1.6.3. Provide power assisted doors to all main exterior entries.
   1.6.4. Provide CTV to Bollards room, dining area and living room.
   1.6.5. Electrical and IT rooms to be a minimum of 7’ clear inside.
   1.6.6. Communal Kitchen at southwest corner is to be walled off from Ping-Pong and Billiards area for security.
   1.6.7. Add vestibule to main entry.
   1.6.8. Add door to mail room.
   1.6.9. Widen the opening to the north courtyard. 8-foot clear minimum.
   1.6.10. Plant material in north courtyard to be selected to minimize maintenance.
   1.6.11. A sustainability interactive display to be added near the area desk.
   1.6.12. Add door at south end of east Jack and Jill rooms to create a secure corridor.

1.7. Drawing 2.02:
   1.7.1. Wall off communal kitchen for security.
   1.7.2. Add CTV to lounge.
   1.7.3. Electrical/IT room can be used just for electrical.

1.8. Drawing A2.03:
   1.8.1. Electrical and IT rooms to be 7’ clear minimum.
   1.8.2. Revise common toilet layout to eliminate sight line issue.
   1.8.3. Switch IT and Electrical in middle bar.
   1.8.4. Change south bar double room at the NE corner to a single.
   1.8.5. Add handicap rooms to bed count.
   1.8.6. Add five AP locations to corridor in each residence hall floor.
1.9. Drawing A3.14:
   1.9.1. 2-foot wide walkable gutter design appears to work for housing maintenance staff.
   1.9.2. Each corridor to have a cable tray. Access to cable tray is to be limited to maintenance only. This issue will be addressed in the DD phase.

1.10. Drawing FS1.1
   1.10.1. The food service layout has been reviewed by Tom Driscoll and comments forwarded to Les Jones. These comments will be picked up at the beginning of the DD phase.

END OF MEETING NOTES

Attachments:  Balzhiser & Hubbard Engineers meeting notes dated 11/04/09
               SD Review Revised Schedule dated 11/03/09

LK/ctc