East Campus Residence Hall Food Service Meeting No. 2

MEETING NOTES: July 30, 2009

FROM: Lee Kerns (with input from Les Jones, JLR and Joe Shing, Mesher/Shing)

PRESENT: UNIVERSITY OF OREGON
Cathy Soutar
Gregg Lobisser
Tom Driscoll
Allen Gidley

ZIMMER GUNSUL FRASCA ARCHITECTS LLP
Mark Foster
Lee Kerns
Sue Kerns

JLR DESIGN GROUP
Les Jones

MESHER/SHING
Joe Shing

DISTRIBUTION: Those present, Master File

1.0 PURPOSE OF THE MEETING

This was the 2nd food service work session for the East Campus Residence Hall (ECRH). The purpose of this meeting was to meet with both food service consultants and the client and identify the food service program needs. Joe Shing of Mesher/Shing and Les Jones of JLR Design attended this meeting.

Copies of the graphic information and agenda presented at the meeting are attached.

2.0 PROJECT PHASING

2.1 Project to be a phased development as it relates to the demolition and building of two other existing buildings:
Phase I – Dux II 150 seats
Phase II – Dux II expanded when Hamilton Hall is off-line, 400 seats
Phase III – Dux II 150 seats, plus Commissary & Catering Kitchens

2.2 The use of the space will expand and contract over a period of time when this food service has to absorb the impact of added users and contract as the new projects come online. Some of the seating/dining areas will grow into some pocket spaces and possibly into the corridor as needed. Some the spaces could revert to meeting rooms after the contraction.
2.3 The entire design will be done at the beginning but commissary and catering spaces will be shelled and finished at a later date.

2.4 All future design studies should include phasing.

3.0 ESPRESSO/SMOOTHIE STATIONS

3.1 An espresso/smoothie station is needed and could relate the deli and grab and go area. Consider having the espresso/smoothie bar facing out to the dining area. The espresso/smoothie station should be operating longer hours than the main servery and needs to be accessible outside the corral for ordering and paying. May want to separate the espresso, server and grab & go areas so they could be closed off and operated separately.

3.2 Espresso Café could be like “Common Grounds” which is popular with the Hamilton students.

3.2 Concern was expressed over the distance between serving concepts at 125’. Locations of the entry to the servery and the relationships to the points of sale were thought of as good for loss prevention.

3.3 May want a Dux express take-out catering window for customers to pick-up pre-ordered trays of food.

4.0 RETAIL STATIONS

4.1 The retail stations are currently place holders as concepts are still TBD.

4.2 Retail stations should be approximately the size of “Big Mouth Burrito”. Stations being considered are:
   4.2.1 Sushi/sandwich: made-to-order and Grab & Go
   4.2.2 Pasta station: prepared to order and prepared to serve
   4.2.3 Salad and soup stations: self-served
   4.2.4 Display cooking station: food concept could change every day
   4.2.5 Possible Mexican station: added during Dux II surge period
   4.2.6 Espresso Café

4.3 Phase of Dux II will be similar to Dux I except with more circulation space and more Grab & Go

4.4 Disposable paper plates and cups will be used as well as reusable plastic baskets. Utensils will be plastic or stainless steel (to be determined).

4.5 Grab & Go must have visual control to reduce pilferage.
5.0 **COMMISARY AND CATERING**

5.1 Commissary and Catering on the plans presented should be switched so the commissary is closer to the retail functions.

5.2 Catering office location should be restudied as to location. Catering office could be located near the Catering kitchen for taste testing by clients.

5.3 It will need six workstations, and a conference room for eight occupants.

5.4 Catering and Commissary are separate cost centers and should have their own coolers and dry storage and functional areas.

5.5 Pot washing is shared by both functions. Dishwashing for the dining may be part of the Scullery/Pot washing but needs to be studied further.

5.6 Dishware versus disposables is being studied currently and will determine the amount of dishwashing needed.

5.7 Sustainability and composting are stated goals for this project. There may be opportunity for education on this subject somewhere in the project.

5.8 Catering cooking line should be an island with visual contact between chefs. Ovens, steamers, kettles, and titling fry pans could be a separate line.

5.9 Tom would like to have the following arrangement from south to north: Staging area, coolers/freezers, Commissary kitchen on west side, Catering kitchen on east side, ware washing, bakery, and Catering office on north end of space.

5.10 Loading dock has three truck spaces plus trash container(s), recycling and compost areas.

6.0 **BASEMENT/BASEMENT STORAGE**

6.1 Bulk food will be delivered on pallets, Power jacks will be used to move pallets to and from the basement storage. Access will also be via elevator.

6.2 Basement will have coolers, storage, employee lockers, restrooms and catering storage. Note: we will still need to provide some employee restrooms on the kitchen level.

6.3 Catering storage will be for all tables and chairs, coffee urns, etc for catering functions on site and off site.

6.4 Concern was expressed about possible plumbing waste lines over food prep and storage areas. The health department has had concerns in other locations on campus.
7.0 DINING AREAS

7.1 Dining areas should have one area that has more lounge type seating.

7.2 An area should be used for showing movies as this is being taken away when another building on campus is demolished. This could also relate to the location of the espresso/smoothie bar as it will have longer operating hours. Possibly operating until 2:00 AM as is currently the case in other locations.

8.0 OTHER

8.1 Shell space will have a concrete floor so to allow for depressions for walk-in coolers/freezers, and trench drains.

8.2 Footprint is changing due to new survey information. ZGF will provide a new base plan to reflect this.

8.3 Campus steam and chilled water will be available for cooking and refrigeration compressors, including the cook/chill components.

8.4 For the next meeting MSA and JLR will have concept layouts that illustrate each of the phases and what is to be included at each phase, what is pocketed, and how seating will expand and contract. Kitchen equipment will be shown at a conceptual level so scale and travel distances can be ascertained for function and relationship.

9.0 ACTION ITEMS

9.1 The next meeting date has not been determined yet.

9.2 ZGF to provide new base plan to JLR Design and Mesher/Shing.

END OF MEETING NOTES

LK/ctc

Attachments: Graphic materials presented at meeting
East Campus Residence Hall

3bar basement floor

DRY STORAGE: 1500 SQ FT
FREEZER: 1500 SQ FT
STAGING: 1500 SQ FT
MECH: LINEN STORAGE: 400 SQ FT
EMPLOYEE AREA: 960 SQ FT
CATERING STORAGE: 1500 SQ FT
STAGING: 1500 SQ FT