



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #1

MEETING DATE: 6/29/04
PURPOSE: Project Start up Meeting
LOCATION: Bovis Lend Lease Campus Office
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	YES	NO
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939	X	
Horiuchi & Assoc (Mechanical)	Kats Horiuchi	katskoriuchi@jps.net	(626) 793-2579	(626) 793-2525		X
Integrated Design Services (Structural)	Said Hilmy	Said.hilmy@idese.com	(714) 368-5080	(714) 368-5088		X
Kishimoto Architects	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects	Richard Stensby	rstensby@kisharch.com	(714) 669-1101	(714) 669-1411		X
Mt. SAC	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611	(909) 869-1076	X	
Mt. SAC	Debbie Cavion	dcavion@ibm.mtsac.edu	(909) 594-5611	(909) 468-4024		X
Mt. SAC	Joe Jennum	jjenum@ibm.mtsac.edu	(909) 594-5611	(909) 468-4032		X
Mt. SAC	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611	(909) 468-4445	X	
Mt. SAC	Roger Sneed	rsneed@mtsac.edu	(909) 468-5611	(909) 468-4052	X	
OMB Electrical Engineers	Jeff Overmeyer	jeff_overmyer@ombengrs.com	(949) 753-1553	(949) 753-1992		X
Vortects (Sports)	Keith Fuchigami	kjfuchigami@verizon.net	(310) 490-8601	(310) 824-4852		X

GENERAL NOTES:

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<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
1.1		General discussion on project procedure and communication protocol. KAI and consultant team members will be communicating directly with Caryn Cowin at BLL and send copies to whomever requested by Caryn Cowin.
1.2		Goal for the programming is to fit all of the programmatic requirements into this 20,000sf building 45. The attached program dated 6/29/04 is the summary from this meeting. Client handout.
1.3		Divisional offices to be in this building. If it is not possible than the alternative may be a temporary facility in a trailer. Gary Nellesen at Mt. SAC would prefer that we do not resort to trailers. Deb Blackmore at Mt. SAC desires are to be in building 12 or 3 if not in building 45.
1.4		WIN program consists of computer lab classrooms currently located in trailers that are 4 wide (4x48ftx60ft). We will allocate 50% of the area in this building program= 1,448sf.
1.5		Current buildings to be reviewed for understanding of relative space are as follows: <ul style="list-style-type: none"> a. building 50 G: existing training room for the football program will remain in place but the components of this room will be similar. b. Building 21 (dance studio): the function of this building to be provided in bldg 45. Building 21 will be demolished. c. Building12 (oldenhouse) old fire station: existing divisional office to be relocated into building 45. Building 12 will be demolished. d. Gym 3 (gymnasium) to remain. Use the space as a relative comparison to the new function in building 45.
1.6		Histotech area (skin tissue lab) has to remain in the building until the science building is completed in 2006. This area is approximately 1,470 sf. There is no obvious function to be placed in this space at this time.
1.7		Team rooms are hang out space for individual sport teams and cannot be shared.

- End of Meeting Minutes -

Meeting Minutes Composed by:

Kaz Kishimoto
KISHIMOTO ARCHITECTS, INC.
3002 Dow Avenue, Suite 106
Tustin, CA 92780
Phone: 714-669-1101
Facsimile: 714-669-1411

Building 45 Athletic Field House Program

Mt. San Antonio College

Existing gross building area: 194' x 105.5' = 20,467 gross sf

6/29/04

A.	Offices for coach and assistants:		
	1. Assistant athletic director (Debbie Cavion)	140	
	2. Baseball coach and 2 assist. (3x70sf one large room)	210	
	3. Golf men coach.	70	
	4. Golf women coach	70	
	5. Soccer men coach and 2 assist (3x70sf)	210	
	6. Soccer women coach and 2 assist (3x70sf)	210	
	7. Tennis men coach	70	
	8. Tennis women coach	70	
	9. Softball coach and 2 assist (3x70sf one large room)	210	
	10. PE instructor (2x70sf prefer 2 separate office)	140	
	Subtotal		1,400asf
B.	Team rooms with full lockers, restrooms, shared showers, dry-erase bds. All the team sports are concurrent program and cannot share facilities.		
	1. Baseball (40 lockersx 15sf)	600	
	2. Soccer men (30 lockers x 15sf)	450	
	3. Soccer women (30 lockers x 15sf)	450	
	4. Softball (30 lockers x 15sf)	450	
	Subtotal		1,950asf
C.	Faculty locker room with 10 lockers, 2 shower, 1 lav and 1 wc. This could possibly share with Officials.		
	1. Men Faculty	200	
	2. Women Faculty	200	
	Subtotal		400asf
D.	General PE locker room with 20 ½ lockers, 4 showers, restrooms. Students taking shower is minimal.		
	1. Men	300	
	2. Women	300	
	Subtotal		600asf

- E. Officials locker room. 3 lockers, 1 shower, 1 lav, 1wc.
- | | | |
|----------|-----|--------------|
| 1. Men | 150 | |
| 2. Women | 150 | |
| <hr/> | | |
| Subtotal | | 300sf |
- F. Equipment supervisor:
- | | | |
|---|-----|--------------|
| 1. Room for storage of hanging or folded uniforms, desk, washer and dryer. For athletes only, students provide their own towel. | 300 | |
| 2. Cage to issue uniforms to Men's and Women's teams | 300 | |
| Subtotal | | 600sf |
- G. Theory smart classroom. Shall contain dry erase board, 40 tablet student desks, instructors desk. (40x20sf) **800sf**
- H. Weight room (40x40) **1,600sf**
- | | | |
|--|--|--|
| 2. Instructors desk | | |
| 3. Weight equipment, machines and free weights. | | |
| 4. Cardio equipment, elliptical, treadmills, bikes, stairmaster. | | |
| 5. Dry erase boards and bulletin boards. | | |
- I. Pilate and Tap dance room to be larger than existing building 21 dance room. Dance is part of the athletic dept. This shall be divided into 2 rooms with a door between. On one side is the dance floor and the other side is for reformers (total of 6 reformers). Carol Ritz is the dance instructor. **1,000sf**
- J. Athletic Training facility:
- | | | |
|---|------|-----------------|
| 1. office space (1 x 70sf) | 70 | |
| 2. Wet room shall be glass enclosed to reduce noise, humidity/wet floors. It shall contain whirlpools 1 hot and 1 cold, ice machine, utility sink, cooler storage area. | 1000 | |
| 3. Treatment area, | | |
| 4. Gym area for rehabilitative machines | | |
| 5. Built in taping stations (4) with storage underneath. | | |
| 6. Counter with small sink | | |
| 7. Outside access for easy in and out for water, ice, equipment, paramedics. | | |
| 8. Storage. | | |
| 9. Locker room access. | | |
| 10. See fields | | |
| 11. <u>Cart and cart storage to be easily accessible.</u> | | |
| Subtotal | | 2,000 sf |

K. Existing Men and Womens restroom facility (6 wc each) to be used for the overall athletic facility in the area. Due to night and weekend use the rest of the building needs to be able to be secured.

955asf

L. Existing Histotech (skin tissue lab) to remain until 2006 when the science building is completed.

1,470asf

M. Kitchen with refrigerator, microwave, counter, storage and dining table.

200asf

N. Additional golf storage (can be outdoor bin)

O. Trophy Case from Deb's office (viewing should be of linear type from the hallway, 2 ft wide x 50 lf)

100asf

P. Outside area:

1. Storage for three carts-trainer, equipment supervisor, coaches.
2. Covered patio area and BBQ with tables.

Q. WIN athletic tutorial computer lab.

1,500asf

S. Divisional Offices:

- | | |
|--|-----|
| 1. Dean's office | 200 |
| 2. Director's office (2x140sf) | 280 |
| 3. Secretarial Office (2x70sf)+(2x40sf file) | 220 |
| 4. Receptionist Cler | 70 |
| 5. Clerical (2x70sf)+(2x40sf file) | 220 |
| 6. Work area: copier, fax, storage, lunch | 160 |
| 7. Conference room to seat 30 (30x25sf) | 750 |
| Subtotal | |

1,900asf

T. Existing Histotech (skin tissue lab) will be converted to _____ in the year 2006

1,467asf

U. Main corridor

1,750asf

TOTAL approximate ASF

19,992asf



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #2

MEETING DATE: 8/26/04
PURPOSE: Preliminary Cost & Layout Review
LOCATION: Bovis Lend Lease Campus Office
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	YES	NO
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939	X	
Horiuchi & Assoc (HA) (Mechanical)	Kats Horiuchi	katskoriuchi@jps.net	(626) 793-2579	(626) 793-2525		X
Integrated Design Services (IDS) (Structural)	Said Hilmy	Said.hilmy@idese.com	(714) 368-5080	(714) 368-5088		X
Kishimoto Architects (KAI)	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects (KAI)	Richard Stensby	rstensby@kisharch.com	(714) 669-1101	(714) 669-1411		X
Kishimoto Architects (KAI)	Mike Yamamoto	myamamoto@kisharch.com	(714) 669-1101	(714) 669-1411		X
Mt. SAC	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611	(909) 869-1076	X	
Mt. SAC	Debbie Cavion	dcavion@ibm.mtsac.edu	(909) 594-5611	(909) 468-4024	X	
Mt. SAC	Joe Jennum	jjennum@ibm.mtsac.edu	(909) 594-5611	(909) 468-4032	X	
Mt. SAC	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611	(909) 468-4445		X
Mt. SAC	Roger Sneed	rsneed@mtsac.edu	(909) 468-5611	(909) 468-4052	X	
OMB Electrical Engineers (OMB)	Jeff Overmeyer	jeff_overmyer@ombengrs.com	(949) 753-1553	(949) 753-1992		X
Vortects (Sports)	Keith Fuchigami	kjfuchigami@verizon.net	(310) 490-8601	(310) 824-4852		X

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<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
2.1	All	<p>Preliminary floor plan dated 8/4/04 was reviewed and the following adjustments were agreed upon.</p> <ul style="list-style-type: none"> a) Divisional offices to be across the corridor due south from the coaches area. Provide individual functional area as directed by Deb. b) Conference room to be moved into the existing Histotech (tissue lab area) in the future after the Histotech area is relocated to the new building. c) Weight room to be relocated to the southwest corner of the building. d) Equipment storage area is too narrow. e) Door access from the training facility should be to due north toward the field. f) Provide as much window in the office area as budget allows. g) Within the locker and the wet area close off the window. h) Officials locker room can be much smaller. i) It is assumed that toilet fixture count will meet the DSA requirements.
2.2	All	<p>Cost Estimated dated 8/5/04 was presented by KAI. Two approach to this cost estimate was made (SF cost and Unit cost). The source of this estimate is a joint effort by the A & E team with input from O'Connar Construction Estimator. The estimate ranged between \$2,000,000 to \$2,500,000 which is \$500,000 to \$1,000,000 over the budget of \$1,500,000. Caryn to review with Gary as to the direction to take. Supplement the budget or to phase the project by cutting back on the scope. The estimate at this level is plus or minus 25%.</p>
2.3		<p>KAI requests from Mt. SAC complete list of furniture, equipment, fixtures and equipment (FFE). The budget of this cost needs to be allocated by Mt. SAC since it is not included in the budget.</p>

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 Facsimile: 714-669-1411



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #3

MEETING DATE: 8/13/04 and 8/18/04
PURPOSE: Building 45 review with Engineers and review of other functions to move into this building
LOCATION: Building 45, 21, 12, Gym, WIN trailers.
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	YES	NO
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939	X	
Horiuchi & Assoc (Mechanical)	Kats Horiuchi	katskoriuchi@ips.net	(626) 793-2579	(626) 793-2525	X	
Integrated Design Services (Structural)	Said Hilmy	Said.hilmy@idese.com	(714) 368-5080	(714) 368-5088	X	
Kishimoto Architects	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects	Richard Stensby	rstensby@kisharch.com	(714) 669-1101	(714) 669-1411		X
Kishimoto Architects	Mike Yamamoto	myamamoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Mt. SAC	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611	(909) 869-1076		X
Mt. SAC	Debbie Cavion	dcavion@ibm.mtsac.edu	(909) 594-5611	(909) 468-4024		X
Mt. SAC	Joe Jennum	jjenum@ibm.mtsac.edu	(909) 594-5611	(909) 468-4032		X
Mt. SAC	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611	(909) 468-4445		X
Mt. SAC	Roger Sneed	rsneed@mtsac.edu	(909) 468-5611	(909) 468-4052		X
OMB Electrical Engineers	Jeff Overmeyer	jeff_overmyer@ombengrs.com	(949) 753-1553	(949) 753-1992	X	
Vortects (Sports)	Keith Fuchigami	kjfuchigami@verizon.net	(310) 490-8601	(310) 824-4852		X

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<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
3.1	All	<p>Building 45 was walked thru by the A/E team and BLL. The following key comments were made:</p> <p>Architectural:</p> <ul style="list-style-type: none"> a. Since existing Histotech area is a tissue lab area with fume hoods, there are concerns related to the area separation walls and ceilings. List of all material stored in those labs and the rest of the buildings were requested from KAI to BLL. b. Existing corridor is a echo chamber. Provide for sound deadening material such as carpeting, acoustical ceiling, etc. c. Existing windows to be enlarged to accommodate more glass area. Provide for spandrel glass where closure is needed in the wet area. Create new window area in places where it is absolutely needed. <p>Structural issues:</p> <ul style="list-style-type: none"> a. Additional roof bracing to be installed by accessing through the roof by removal of roof panel or from the interior side. If the roof panels are removed than most likely the panels will be replaced with new panels. b. There are noticeable slab depression at the north side of the building where the HVAC equipment are located. There is enough depression to cause water ponding. Further investigation of this area is needed in order to establish the extent of the concrete repair work. In spot checking some of the interior area, there seems to be no water damage. c. Seismic bracing of the ceiling and the mechanical ducts were not consistantly in compliance in the couple of the areas that were checked. We would recommend removal of the entire ceiling and provide for proper seismic bracing. <p>Mechanical/Plumbing issues:</p> <ul style="list-style-type: none"> a. Are fire sprinkler required? KAI and HA to review the code compliance issue and review with DSA/Fire Marshal/IOR. BLL to review the insurance requirements of the campus in regards to the safety of the students and the teachers in a permanent building. BLL to provide list of contacts for KAI. b. Approximately 400 sf area is required for mechanical hot water heaters. c. Existing 4" line is inadequate due to 1% slope. We will probably take a new line to the outside. d. As built underground utility lines were provided to HA by BLL. e. Per HA some of the HVAC units will need to be replaced. <p>Electrical issues:</p> <ul style="list-style-type: none"> a. Exterior lighting to remain as is with building mounted wall packs per BLL. b. Existing panel and service was reviewed by OMB.
3.2		<p>The engineers need to complete their respective preliminary design in order to collectively review the total project budget impact.</p>
3.3		<p>BLL and KAI walked through building 21, gym, WIN trailers to understand how it is currently being utilized.</p>

- End of Meeting Minutes -

Meeting Minutes Composed by:

Kaz Kishimoto
KISHIMOTO ARCHITECTS, INC.
3002 Dow Avenue, Suite 106
Tustin, CA 92780
Phone: 714-669-1101
Facsimile: 714-669-1411



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #4

MEETING DATE: 9/2/04
PURPOSE: Project Status
LOCATION: BOVIS OFFICE
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411
Kishimoto Architects Project Architect	Michael Yamamoto	myamamoto@kisharch.com	(714) 669-1101	(714) 669-1411
Kishimoto Architects Project Captain	Richard Stensby	rstensby@kisharch.com	(714) 669-1101	(714) 669-1411
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076
Mt. SAC Wellness Service Director	Joe Jennum	jjenum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 468-5611 x5173	(909) 468-4052

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<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
4.1	NA	Following items were delivered: 1 set of 24x36 Progress drawing set 6 set of 11x17 Progress drawing set 6 set of 8-1/2x11 Preliminary Construction Cost Estimate
4.2	KAI	Final Deliverable to be for Multiple Prime package; General Structural Mechanical Plumbing Electrical
4.3	Roger	Fire sprinkler requirement will be verified by Mt.SAC
4.4	Caryn	Existing sewer main to be located for existing and proposed connection from the building 45 Consider make connection at west end of the building to main located at south of building
4.5	KAI	Current water heater is electric and proposed need to be gas heated and update current with gas as well.
4.6	Deb	Proposed Divisional Office space will require more storage area.
4.7	Deb	Divisional Office will be using existing desks and other furniture into the proposed office. Proposed layout of the office is laid out with suggested modular cubicle plan. The modular cubicle can be removed to accommodate the existing furniture.
4.8	Roger	Proposed plan "A", full-scope has cost estimate of 2.5 million dollars, which is based on the original concept. Proposed plan "B", partial-scope has cost estimate of 1.5 million dollars, which is the original proposed budget. This plan provides all infrastructures along with finishing internally only the north half of the building. The college to determine the final plan.
4.9	Deb	If plan "B" is selected, Divisional Office will stay at present office location.
4.10	KAI	Mechanical concrete pad located at north side of the building needs to be replaced with planter area. Install sprinkler system without cutting of newly paved area
4.11	KAI	Replaced some of the current window with larger window to suite the internal function.
4.12	KAI	Modify existing HORC rooms to fit WIN and weight rooms.
4.13	KAI	Trophy case along the corridor needs to be investigated to determine wood finish is allowed in the corridor.
4.14	KAI	For security purpose, locate a pair of double door at main corridor between present staff men's room and women's rest room, approximately 20 feet from the main entrance. If the door can not be located for any reason, each door from all corridors need to have lockable hardware.
4.15	All	No additional action will be taken until the final budget is established by the College.

- End of Meeting Minutes -

Meeting Minutes Composed by:

Michael Yamamoto
KISHIMOTO ARCHITECTS, INC.
 3002 Dow Avenue, Suite 106
 Tustin, CA 92780
 Phone: 714-669-1101
 Facsimile: 714-669-1411



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #5

MEETING DATE: 10/28/04
PURPOSE: Project Status
LOCATION: Mt. SAC
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939		X
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Architect	Michael Yamamoto	myamamoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Captain	Richard Stensby	rstensby@kisharch.com	(714) 669-1101	(714) 669-1411		X
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076	X	
Mt. SAC Wellness Service Director	Joe Jennum	jjennum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032		X
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445	X	
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 594-5611 x5173	(909) 468-3931		X
	Joan				X	
	Randy				X	

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ITEM	ACTION	NEW DISCUSSION
5.1		Exterior: <ul style="list-style-type: none"> • Ext. plug-in for vending machine at east wall • Keep some of concrete paved at north side but add landscaping to soften the mechanical area. • Move payphone to East ext. wall
5.2		WIN <ul style="list-style-type: none"> • Increase room by +/- 200 square feet • Provide supervisors' area (2) with counter space • Add 2 study rooms • Study room for 6 students
5.3		Pilate & Reformer Room – combined area to be 2500 sf <ul style="list-style-type: none"> • Pilate room - 900 sf separated from weight room with partition – full ht. with lockable door & (2) windows • Tap & Martial Art Room (Reformer) with sprung floor - 1600 sf • Tap Room with mirror at 2 walls. 2'h x 6'w. • 4' x 9' – matt storage • Reformer space to be carpeted (on concrete) • Provide sound system cabinet. • Provide ceiling mounted tv monitor, for video showing. User needs to identify which direction is the front of room.
5.4		Weight Room – convert from "Conference" & "Future Office" space. <ul style="list-style-type: none"> • Provide outlet for cardio machine • Provide sound system • Add mirrors at East & West walls
5.5		Locker Rooms <ul style="list-style-type: none"> • Reverse faculty locker room • Convert "official locker room" to "faculty room" • Same square feet area for women's locker as men's. • Gen. shower lockers (men & women) to have 2 shower, 2 WC, 2 sinks 20) lockers. ½ size equipment room. • Locker with keypad at door • Ask Roger for spec for security locker.
5.6		Lounge area – provide outlets for vending machines.
5.7		Offices <ul style="list-style-type: none"> • Convert 2 secretary's room to a conference room for 12 people • Reception at front w/center spaces – add ½ control door • Window at offices – make as large as possible • Computer outlet at all office space
5.8		Equipment Room: Add deep laundry sink.
5.9		Rename " Kitchen " to Workroom
5.10		Get user's input to for more detail of each room. User's groups: <ul style="list-style-type: none"> • Sports info director - Sid • Dance - • Equipment - • Baseball – Stacy • Soccer – Scott • W. Soccer – Melinda • Softball – • WIN - • Coaches – Debbie • Admin. – • Smart – (exist 27A109) theory classroom
5.11		Have final revised schematic drawing for committee's review by 11/9/04

- End of Meeting Minutes -

Meeting Minutes Composed by:

Michael Yamamoto
KISHIMOTO ARCHITECTS, INC.
3002 Dow Avenue, Suite 106
Tustin, CA 92780
Phone: 714-669-1101
Facsimile: 714-669-1411



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

Meeting Minutes #10

MEETING DATE: 10/18/05
PURPOSE: Finalization of the Plans dated 10/18/05.
LOCATION: Mt. SAC
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939	x	
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Architect						
Mt. SAC Assist Athletic Director	Debbie Cavion				x	
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076	X	
Mt. SAC Wellness Service Director	Joe Jennum	jjenum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032	x	
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445		x
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 594-5611 x5173	(909) 468-3931		X
Mt. SAC WIN program Director	Madelyn Arballo	marballo@mtsac.edu			x	

GENERAL NOTES:

- A. "NOTED" denotes items that have been completed and/or acknowledged by parties in attendance.
- B. KAI will distribute minutes via e-mail to client's main point of contact and appropriate consultants of KAI.
- C. Please notify writer within five (5) business days of receipt if you would like to change the record for any reason. The minutes will be considered an accurate depiction of events occurring at the noted meeting date and time.

Change Joe Jennum from Wellness Service Director to Director of Physical Education/Athletic Administrator

<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
10.0	NOTE	<p>Intent of the meeting. To solidify the plan dated 10/18/05. Only changes from this plan are noted in these meeting minutes. If it is not noted then the plan will stand as is. Also response email from Caryn dated 10/13/05 will become part of this meeting minutes.</p>
10.1	NOTE	<p>Exterior:</p> <ol style="list-style-type: none"> Landscape hardscape and softscape will not be part of this scope of work. At the athletic training facility provide a new metal canopy of 10'x16' wide above the golf cart storage area. This will be to accommodate 2 Golf cart storage. Size of the golf cart is approx. 4'x8' and will be gasoline fueled and electric fueled. There is no gasoline storage in this area. If the electric recharging is required we need the electrical specs. The canopy will become an additional cost item to the project.
10.2	GARY N.	<p>WIN</p> <ol style="list-style-type: none"> It was agreed by Madelyn to consider the relocation of the 2 study rooms above the existing telephone room. With this relocation, the remaining open area will be approximately 1,200 sf. Madelyn needs 1,800 sf of area to maintain the existing WIN program at peak attendance levels. Per Madelyn the 1,800 sf of area is required and the existing furniture layout is optimum. We explored the WIN attendance count that was submitted which appears to have a high concentration of students during the lunch hour and the rest of the day the attendance was manageable by the 1,200 sf area. Per Madelyn this attendance roster is not complete and that further attendance information for the following two weeks will be submitted. Per Madelyn, sharing the smart classroom for the WIN program is not optimal due to lack of supervision and spreading resources between 2 separate spaces. From KAI's point of view this seems achievable by video monitoring of the smart classroom, if budget allows. We explored the possibility of reducing the Pilates area but per Deb all of the remaining space is needed for anticipated 10 Pilate reformer stations for final build out. Pilates has already been reduced in square footage from previous plan revisions and from their current square footage. This issue will need to be resolved at an administrative level. Provide supervisors' area (2) with counter space 2 Study rooms for 6 students total relocated as noted in item a. above, and reduced in size to more closely match current size.
10.3	NOTE	<p>Coaches 1 thru 7 Office area</p> <ol style="list-style-type: none"> No changes There is no equipment or furniture dealer involved in this project. All furnishings will be used furniture from existing and/or storage. KAI is assuming a furniture desk size of 2'6" x 5' 6". Users to verify size of existing furniture in preparation for Design Development phase. Need Caryn to send floor plans and room data sheets. Vertical storage filing system using a legal size (18" wide) and 52-inches tall.
10.4	NOTE	<p>Administrative area</p> <ol style="list-style-type: none"> There will be no built in millwork in this area except in staff lounge. Office staff room will have 2 persons occupying the space. Enlarge the office to 140 sf. Work room to be enlarged approximately 4' toward conference room. This room will contain copy machine, fax, table for sorting, legal vertical file storage, etc. This change allows for reducing the size of the hallway from reception area towards Deb's office (much larger than necessary, also allows for clear space needed at vertical files. Enlarge the conference room by 2'. SID to be renamed to DID (divisional information director). No changes to this room. Staff lounge: Relocate the counter along the corridor wall, since there is plumbing along that wall. Provide door from the hallway.
10.5	NOTE	<p>Men's and Women Locker Rooms, Restroom, Faculty, Men and Women PE Locker Rooms,</p>

<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
		No change
10.6	NOTE	<p>Student Lounge area</p> <ul style="list-style-type: none"> a. Only electric power source is required for the vending machines. Need water supply for hot drink machine. b. The 4 vending machines are snack, snack, coffee, and cold drinks. Might have more than 4. c. At the counter next to the sink provide electrical power for microwave. d. Open lounge area is desired by Deb, but the exiting requirement is necessitating the enclosure of the lounge. Deb accepted but must have windows. We will put in as much window area as the code allows. e. Floor to be VCT.
10.7	NOTE	<p>Pilate and Dance/Tap Area</p> <p>No Change</p>
10.8	NOTE	<p>Equipment/Attendant Room:</p> <ul style="list-style-type: none"> a. Provide 8 millwork units of approximately 3' wide. Joe to provide more information. b. Provide 10' counter with overhead storage. c. Provide large side to side residential type dryer and washer. d. Provide (2) deep sinks for hand washing equipment/uniform. e. Provide a desk station for the attendant. f. Joe requested a dutch door (door operable at top with bottom closed). Since this is a rated corridor wall this type of door is not possible. (Note: Other rated dutch doors have been installed on campus, tied to the fire alarm system, CLC to investigate, provide info to Kaz. We will need to provide a pass thru opening in the wall with a fusible link firesafe overhead roll up door with counter. g. Floor to be vct.
10.9	NOTE	<p>Training Room/Wet Room</p> <ul style="list-style-type: none"> a. Re-swing the office door outward to the wall, add windows surrounding the office. b. Remove the millwork cubbies. c. Open area to be consumed by various training equipment that does not require power. KAI will need to be notified of any power required equipment. A treadmill will require a 220v outlet. d. Floor in the training room to be vct. Ceiling to be 2x4. e. Floor in the wet room to be ceramic tile non-slip. Ceiling to be gyp bd.
10.10	NOTE	Corridor floor to be vct floor and acoustical ceiling on gyp bd 1 hour ceiling. Per Caryn since there is so much cable tray crossing above the ceiling, she would prefer a 1 hour tunnel corridor.
10.11	NOTE	Next meeting to finalize the design development package when the WIN program criterion is further established.
10.12	NOTE	Users were provided with tape measurers to allow them to measure existing furniture and equipment. Users also agreed to revisit existing spaces to examine millwork, see how much of it can be reused, and where. BLL advised users that per J. Nixon, everything remaining in the building can be reused for this project with the exception of furnishings and equipment in the HistoTech area. Need floor plans and room data sheets

- End of Meeting Minutes -

Meeting Minutes Composed by:

Kaz Kishimoto
KISHIMOTO ARCHITECTS, INC.
 3002 Dow Avenue, Suite 106
 Tustin, CA 92780
 Phone: 714-669-1101

Facsimile: 714-669-1411



Mt. SAC Building 45 Renovation
KAI Job No.: 24124

RECEIVED
OCT 28 2005
BOVISLENDLEASE

Meeting Minutes #10

MEETING DATE: 10/18/05
PURPOSE: Finalization of the Plans dated 10/18/05.
LOCATION: Mt. SAC
ATTENDEES:

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Bovis Lend Lease (BLL)	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611	(909) 468-3939	X	
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Architect						
Mt. SAC Assist Athletic Director	Debbie Cavion				X	
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076	X	
Mt. SAC Wellness Service Director	Joe Jennum	jjennum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032	X	
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445		X
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 594-5611 x5173	(909) 468-3931		X
Mt. SAC WIN program Director	Madelyn Arballo	marballo@mtsac.edu			X	

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- C. Please notify writer within five (5) business days of receipt if you would like to change the record for any reason. The minutes will be considered an accurate depiction of events occurring at the noted meeting date and time.

ITEM	ACTION	NEW DISCUSSION
10.0	NOTE	<p>Intent of the meeting. To solidify the plan dated 10/18/05. Only the changes from this plan is noted on this meeting minutes. If it is not noted than the plan will stand as is. Also response email from Caryn dated 10/10/05 will become part of this meeting minutes.</p>
10.1	NOTE	<p>Exterior:</p> <ul style="list-style-type: none"> a. Landscape hardscape and softscape will not be part of this scope of work. b. At the athletic training facility provide a new metal canopy of 10'x16' wide above the golf cart storage area. This will be to accommodate 2 Golf cart storage. Size of the golf cart is approx. 4'x8' and will be gasoline fueled and electric fueled. There is no gasoline storage in this area. If the electric recharging is required we need the electrical specs. The canopy will become a additional cost item to the project.
10.2	GARY N.	<p>WIN</p> <ul style="list-style-type: none"> a. It was agreed by Madelyn to relocate the 2 study rooms above the existing telephone room. With this relocation, the remaining open area will be approximately 1,200 sf. Madelyn needs 1,800 sf of area to maintain the existing WIN program. Per Madelyn the 1,800 sf of area is required and the existing furniture layout is optimum. We explored the WIN attendance count that was submitted which appears to have a high concentration of students during the lunch hour and the rest of the day the attendance was manageable by the 1,200 sf area. Per Madelyn this attendance roster is not an accurate and that further attendance roster will be submitted. Per Madelyn sharing the smart classroom for the WIN program is not possible due to the supervision of 2 separate spaces. From KAI's point of view this seems achievable by video monitoring of the smart classroom. We explored the possibility of reducing the pilate area but per Deb we need all of the space for anticipated 10 pilate reformer stations for final build out. This issue will need to be resolved at a administrative level. b. Provide supervisors' area (2) with counter space c. 2 Study rooms for 6 students each
10.3	NOTE	<p>Coaches 1 thru 7 Office area</p> <ul style="list-style-type: none"> a. No changes b. There is no equipment or furniture dealer involved in this project. All furnishings will be used furniture from existing storage. KAI is assuming a furniture desk size of 2'6" x 5' 6". c. Vertical storage filing system using a legal size (18" wide).
10.4	NOTE	<p>Administrative area</p> <ul style="list-style-type: none"> a. There will be no built in millwork in this area except in staff lounge. b. Office staff room will have 2 person occupying the space. Enlarge the office to 140 sf. c. Work room to be enlarged approximately 4' toward conference room. This room will contain copy machine, fax, table for sorting, legal vertical file storage, etc. d. Enlarge the conference room by 2'. e. SID to be renamed to DID (divisional information director). No changes to this room. f. Staff lounge: Relocate the counter along the corridor wall, since there is plumbing along that wall. Provide door from the hallway.
10.5	NOTE	<p>Mens and Women Locker Rooms, Restroom, Faculty, Men and Women PE Locker Rooms, No change</p>
10.6	NOTE	<p>Student Lounge area</p> <ul style="list-style-type: none"> a. Only electric power source is required for the vending machines. b. The 4 vending machines are snack, snack, coffee, and cold drinks. c. At the counter next to the sink provide a electrical power for microwave.

<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
		<ul style="list-style-type: none"> d. Open lounge area is desired by Deb, but the exiting requirement is necessitating the enclosure of the lounge. Deb accepted but would like to have windows. We will put in as much window area as the code allows. e. Floor to be vct.
10.7	NOTE	Pilate and Dance/Tap Area No Change
10.8	NOTE	Equipment/Attendant Room: <ul style="list-style-type: none"> a. Provide 8 millwork units of approximately 3'wide. Joe to provide more information. b. Provide 10' counter with overhead storage. c. Provide large side to side residential type dryer and washer. d. Provide deep sink for hand washing equipment/uniform. e. Provide a desk station for the attendant. f. Joe requested a dutch door (door openable at top with bottom closed). Since this is a rated corridor wall this type of door is not possible. We will need to provide a passthru opening in the wall with a fusible link firesafe overhead roll up door with counter. g. Floor to be vct.
10.9	NOTE	Training Room/Wet Room <ul style="list-style-type: none"> a. Reswing the office door outward to the wall. b. Remove the millwork cubbies. c. Open area to be consumed by various training equipment that does not require power. KAI will need to be notified of any power required equipment. A treadmill will require a 220v outlet. d. Floor in the training room to be vct. Ceiling to be 2x4. e. Floor in the wet room to be ceramic tile nonslip. Ceiling to be gyp bd.
10.10	NOTE	Corridor floor to be vct floor and acoustical ceiling on gyp bd 1 hour ceiling. Per Caryn since there is so much cable tray crossing above the ceiling, she would prefer a 1 hour tunnel corridor.
10.11	NOTE	Next meeting to finalize the design development package when the WIN program criteria is further established.

- End of Meeting Minutes -

Meeting Minutes Composed by:

Kaz Kishimoto
 KISHIMOTO ARCHITECTS, INC.
 3002 Dow Avenue, Suite 106
 Tustin, CA 92780
 Phone: 714-669-1101
 Facsimile: 714-669-1411



Meeting Minutes 11

Project **Mt. SAC Building 45**
 Name: **Renovation**
 Location: **MSAC Campus**
Walnut, California
 Date: **MM11: 05/19/06**
 Copies **Attendees**
 To:

Arch. Proj. No.: **24124**
3002 Dow Ave.
Tustin, California 92780
 Minutes Composed by: **Kaz Kishimoto**
(O) 714.669.1101
(F) 714.669.1411
 Phone No.

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Bovis Lend Lease	Caryn L. Cowin	Caryn.cowin@bovistendlease.com	(909) 594-5611	(909) 468-3939	X	
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Architect	Butch Culas	bculas@kisharch.com	(714) 669-1101	(714) 669-1411	X	
Kishimoto Architects Project Architect	Mike Yamamoto	myamamoto@kisharch.com	(714) 669-1101	(714) 669-1411		X
Mt. SAC Assist Athletic Director	Debbie Cavion					X
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076		X
Mt. SAC Wellness Service Director	Joe Jennum	jjennum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032	X	
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445	X	
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 594-5611 x5173	(909) 468-3931		X
Mt. SAC WIN program Director	Madelyn Arballo	marballo@mtsac.edu				X
Vantage Technology Consulting Group	Lisa Cooper	Lisa.Cooper@VantageTCG.com	(310) 536-7676	(310) 536-7677	X	
OMB Electrical Engineers	Jeff Overmyer	jovermyer@ombengr.com	(949) 753-1553	(949) 753-1992	X	
Horiuchi and Associates	Kats Horiuchi	katshoriuchi@jps.net	(626) 793-2579	(626) 793-2525	X	
Integrated Design Services, Inc.	Said Hilmy	Said.hilmy@idsse.com	(949) 387-8500 ext 116	(949) 387-0800	X	

GENERAL NOTES

BLL: Bovis Lend Lease
 IDS: Integrated Design Services, Inc.
 OMB: OMB Electrical Engineers

MSAC: Mt. San Antonio College
 KAI: Kishimoto Architects, Inc.
 VTCG: Vantage Technology Consulting Group

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KISHIMOTO ARCHITECTS, INC.

3002 Dow Avenue, Suite 106, Tustin, CA 92780 ■ Ph 714.669.1101 ■ Fax 714.669.1411 ■ Email info@kisharch.com

ITEM	ACTION	NEW DISCUSSION
11.0	ALL	<p>Intent of the meeting.</p> <ul style="list-style-type: none"> a. To solidify the design development plan dated 05/17/06 and BLL comments. Only the changes from this plan is noted on this meeting minutes. If it is not noted than the plan will stand as is. b. Construction documents Start Up Discussion and Confirmation of previous discussion
SCHEDULING		
11.01	ALL	<p>A and E team to be 100% complete with the CD package by end of July/August 2006. The issues that will affect the schedule will be the following:</p> <ul style="list-style-type: none"> a. BLL to authorize Soils engineering testing/report. Assessment of the report by IDS. b. Audio Visual consultant (Vantage) coordination of telecom system with athletic dept., architect and engineers. c. BLL to organize meeting between Mt. SAC operation/maintenance staff with the Architect and Engineer d. Code interpretation of the existing building B occupancy and type of construction.
11.02	ALL	<p>Budget: Currently approved by the campus board for \$4,054,555 construction budget.</p>
CAMPUS STANDARDS CONFIRMATION		
11.03	ALL	<p>Specification: Mt. SAC campus specifications dated July 12, 2002 fourth edition is the current specification with the only exception of the fire sprinkler revision of 2004 fifth edition.</p>
11.04	ALL	<p>AutoCAD Standard: AIA standard is ok. There is no specific Campus standard.</p>
11.05	ALL	<p>Signage: All interior rooms to have room signage per Campus standard.</p>
11.06	ALL	<p>Communication System: Communication including audio cabling/outlets will be completed by Vantage consultants. OMB to provide conduits and junction boxes. There will be no security system.</p>
11.07	ALL	<p>Fire Alarm: Edwards is the Campus standard. Based on the design by OMB the alarm installation contract will be negotiated for the installation contract.</p>
11.08	ALL	<p>Fire Sprinkler: Per BLL the fire sprinkler system to be designed by the A and E team. DSA does not allow deferred approval on the fire sprinkler design. KAI to verify with DSA. This will be bid competitively to the fire sprinkler contractor as part of the general contractor contract.</p>
11.09	ALL	<p>Geotechnical report, concrete coring sample, etc.: Will be needed for DSA plan check, determination of the extent of the concrete slab demolition, obstruction with the existing structural footing.</p>
11.10	ALL	<p>General Contractor: Selection will be Public hard bid process with the low bidder to get the work. BLL to provide KAI the specification and drawing documents that were used for the BLL building relocation project as a sample bid documents. KAI's concern is the extent of change orders.</p>
11.11	ALL	<p>Hazardous material: Per BLL there is no hazardous material in the building, outside or underground.</p>
11.12	ALL	<p>Security: There will be no security system.</p>
11.13	ALL	<p>Cable: BLL to provide cable connection requirements to KAI to implement.</p>
11.14	ALL	<p>Door Frame, Door and Finish Hardware: Reuse existing. Per BLL this will be a generic call out to reuse the existing door frame, door and finish hardware. New door to be supplemented as needed. KAI has requested sample drawings to follow. Specific finish hardware grouping will be provided by the Campus.</p>
AGENCY APPROVAL REQUIREMENTS		
11.15	ALL	<p>Submittal to Los Angeles DSA for Structural, Fire and Accessibility: KAI has requested for all DSA approved A numbers within the surrounding area. BLL will provide to KAI all A number of existing facility for accessibility point of connection.</p>
11.16	ALL	<p>County of Los Angeles Fire Department: BLL to furnish KAI with all current County approved site plan for fire truck access, fire hydrants data/flow etc.</p>
11.17	ALL	<p>City of Walnut approval not required per BLL.</p>

KISHIMOTO ARCHITECTS, INC.

3002 Dow Avenue, Suite 106, Tustin, CA 92780 ■ Ph 714.669.1101 ■ Fax 714.669.1411 ■ Email info@kisharch.com

<u>ITEM</u>	<u>ACTION</u>	<u>NEW DISCUSSION</u>
11.18	ALL	In order for bid clarity, minimizing the change order, guarantee/warranty issues, KAI has recommended specifying all new products with unit price for individual items for reuse as a deduct. Mt. SAC would like to bid it out with the reuse of the existing fixtures. BLL to furnish KAI with samples of drawings of past similar projects that has been successful with this type of bid procedure.
11.19	ALL	<p>Demolition/reuse/Owner furnish item issue</p> <p>The intent of the client is to reuse the following existing items in the new construction. The existing shell and the interior construction documents will be attached as part of the bid document for reference. BLL to send to KAI the complete existing shell and interior drawings of the existing building. The existing drawings will be included for DSA and bid packages. The millwork item will be specifically identified as to the installation in the new location with the modification. All other items will be to generically describe as to reinstall existing based on the BLL bid criteria and the existing drawings. The following items are being affected by this issue:</p> <ul style="list-style-type: none"> • Millwork • Doors, door frames, finish hardware • Windows • Plumbing fixtures • Light fixtures <p>Existing Mechanical equipment will be reused/relocated All other items will be identified to be salvaged and returned to the campus facilities.</p>
11.20	ALL	All items that are Owner furnished, owner installed furniture, fixture, equipment items will be removed from the drawing. All utility related items that need to be implemented will be per the User Worksheets.
11.21	ALL	Joe Jennum input on the DD package was not received by KAI as it relates to the training area. KAI had deleted the millwork counter due to the lack of space for the amount of tables that need to fit into the space. Joe wishes to have the millwork counter on the northside of the training room office built in. KAI recommended to Mt. SAC reducing the hot water heater room to half of its size and allocating the space for the training room. It was unanimously agreed by all present. The ceramic tile will be restricted to only the whirlpool area. All other areas will be vinyl composition tile as well as in the training room. There will be a 6" high concrete curb wall around this water area with exception of the entry area that will not be allowed due to disable access requirements. Provide 110v dedicated power for treadmill in lieu of 208v. The washer and dryer will be a residential type of electric washer and gas dryer provided and installed by Mt. SAC.
11.22	ALL	Contractor furnished contractor installed equipment utility criteria will be based on the design development cut sheet criteria submitted. Additional copy of the cut sheet was provided to Joe Jennum for athletic department input on the hot and cold whirlpool units. Ice machine has already been ordered by BLL. Copy of the spec of the ice machine has been provided to the mechanical engineer in order to properly engineer the unit into the space. The ice machine will become owner furnished contractor installed item.
11.23	ALL	Extent of the existing concrete slab to be demolished will be determined once the slab sample has been examined. KAI is anticipating 1" plus of recess for ceramic tile floor. All wet areas to receive ceramic tile floor to be on 1" plus mortar bed (concrete recess) and on 6" high concrete curb including the area next to the exterior metal panel.
11.24	ALL	<p>OTHER ISSUE</p> <p>There are no utility requirements next to the golf cart shed. There are other areas on the campus for utility recharging/refueling. The golf carts will only be temporarily stored at this location.</p>
11.25	ALL	Per Mt. SAC, provide independent 24 hour HVAC unit for existing telecommunication room.

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- End of Meeting Minutes -

Kaz Kishimoto
KISHIMOTO ARCHITECTS, INC.
3002 Dow Avenue, Suite 106
Tustin, CA 92780
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Facsimile: 714-669-1411

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Meeting Minutes 12

Project Name: Mt. SAC Building 45 Renovation Arch. Proj. No.: 24124
 Location: MSAC Campus 3002 Dow Ave.
 Walnut, California Tustin, California 92780
 Date: MM12: 06/07/06 Minutes Composed by: Kaz Kishimoto
 Purpose: Discussion of Mechanical, Plumbing, Electrical Facility Date Minutes Prepared June 30, 2006
 Copies Attendees Phone No. (O) 714.669.1101
 To: (F) 714.669.1411

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Bovis Lend Lease	Caryn L. Cowin	Caryn.cowin@bovislendlease.com	(909) 594-5611 X5468	(909) 468-3939	X	
Horiuchi and Associates	Kats Horiuchi	katshoriuchi@jps.net	(626) 793-2579	(626) 793-2525	X	
Integrated Design Services, Inc.	Said Hilmy	Said.hilmy@idsse.com	(949) 387-8500 x116	(949) 387-0800		X
Kishimoto Architects Principal in Charge	Kaz Kishimoto	kkishimoto@kisharch.com	(714) 669-1101 X27	(714) 669-1411	X	
Kishimoto Architects Project Architect	Butch Culas	bculas@kisharch.com	(714) 669-1101 X13	(714) 669-1411		X
Kishimoto Architects Project Architect	Mike Yamamoto	myamamoto@kisharch.com	(714) 669-1101 X12	(714) 669-1411		X
Mt. SAC WIN program Director	Madelyn Arballo	marballo@mtsac.edu				X
Mt. SAC Assist Athletic Director	Debbie Cavion					X
Mt. SAC Dean of P.E.	Deb Blackmore	dblackmo@ibm.mtsac.edu	(909) 594-5611 x4355	(909) 869-1076		X
Mt. SAC Electrical	Don Hurdle		(909) 594-5611 X4850		X	
Mt. SAC Wellness Service Director	Joe Jennum	jjenum@ibm.mtsac.edu	(909) 594-5611 x5173	(909) 468-4032		X
Mt. SAC Director of Facility	Gary Nellesen	gnellesen@ibm.mtsac.edu	(909) 594-5611 x5179	(909) 468-4445		X
Mt. SAC HVAC	Pete Ruiz		(909) 594-5611 X4866		X	
Mt. SAC Superintendent	Kent Smith		(909) 594-5611 X5218		X	
Mt. SAC Facility Project Manager	Roger Sneed	rsneed@mtsac.edu	(909) 594-5611 x5173	(909) 468-3931		X
Mt. SAC Plumbing	Matt Thatcher		(909) 594-5611 X4850		X	
OMB Electrical Engineers	Jeff Overmyer	jovermyer@ombengrs.com	(949) 753-1553	(949) 753-1992		X

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
OMB Electrical Engineers	Adam Sloan		(949) 753-1553	(949) 753-1992	X	
Vantage Technology Consulting Group	Lisa Cooper	Lisa.Cooper@VantageTCG.com	(310) 536-7676	(310) 536-7677		X

GENERAL NOTES

BLL: Bovis Lend Lease
 HAA: Horiuchi and Associates
 IDS: Integrated Design Services, Inc.
 KAI: Kishimoto Architects, Inc.

MSAC: Mt. San Antonio College
 OMB: OMB Electrical Engineers

- A. "NOTED" denotes items that have been completed and/or acknowledged by parties in attendance; will be deleted, no longer appear in future minutes.
- B. KAI will distribute minutes via e-mail to Caryn Cowin and Gary Nellesen, the clients, only. All others, distribution will be at KAI discretion.
- C. Please notify writer within five (5) business days of receipt if you would like to change the record for any reason. The minutes will be considered an accurate depiction of events occurring at the noted meeting date and time.
- D. **BOLDED** items are UPDATES.

ITEM	ACTION	DESCRIPTION
11.0	ALL	Intent of the meeting. a. To solidify the design development plan dated 05/17/06 and BLL comments. Only the changes from this plan is noted on this meeting minutes. If it is not noted than the plan will stand as is. b. Construction documents Start Up Discussion and Confirmation of previous discussion
		SCHEDULING
11.01	ALL	A and E team to be 100% complete with the CD package by end of July/August 2006. The issues that will affect the schedule will be the following: a. BLL to authorize Soils engineering testing/report. Assessment of the report by IDS. KAI has not received b. Audio Visual consultant (VTCG) coordination of telecom system with athletic dept., architect and engineers. Received prelim. From VTCG and forwarded to OMB in mid June. c. BLL to organize meeting between Mt. SAC operation/maintenance staff with the Architect and Engineer. 6/17/06 meeting to see the new items. d. Code interpretation of the existing building B occupancy and type of construction. Occupancy will remain as B.
11.02	NOTED	Budget: Currently approved by the campus board for \$4,054,555 construction budget.
		CAMPUS STANDARDS CONFIRMATION
11.03	NOTED	Specification: Mt. SAC campus specifications dated July 12, 2002 fourth edition is the current specification with the only exception of the fire sprinkler revision of 2004 fifth edition.
11.04	NOTED	AutoCAD Standard: AIA standard is ok. There is no specific Campus standard.
11.05	NOTED	Signage: All interior rooms to have room signage per Campus standard.
11.06	ALL	Communication System: Communication including audio cabling/outlets will be completed by Vantage consultants. OMB to provide conduits and junction boxes. There will be no security system. Ongoing coordination.
11.07	ALL	Fire Alarm: Edwards is the Campus standard. Based on the design by OMB the alarm installation contract will be negotiated for the installation contract. OMB to verify (E) alarm panel whether the existing is Edwards and has enough capacity.
11.08	ALL	Fire Sprinkler: Per BLL the fire sprinkler system to be designed by the A and E team. DSA does not allow deferred approval on the fire sprinkler design. KAI to verify with DSA. This will be bid competitively to the fire sprinkler contractor as part of the general contractor contract. Per BLL, the fire sprinkler system can be deferred approval with DSA
11.09	ALL	Geotechnical report, concrete coring sample, etc.: Will be needed for DSA plan check, determination of the extent of the concrete slab demolition, obstruction with the existing structural footing. Not received
11.10	ALL	General Contractor: Selection will be Public hard bid process with the low bidder to get the work. BLL to provide KAI the specification and drawing documents that were used for the BLL building relocation project as a sample bid documents. KAI's concern is the extent of change orders. Not received.
11.11	NOTED	Hazardous material: Per BLL there is no hazardous material in the building, outside or underground.
11.12	NOTED	Security: There will be no security system.
11.13	ALL	Cable: BLL to provide cable connection requirements to KAI to implement. Not received
11.14	ALL	Door Frame, Door and Finish Hardware: Reuse existing. Per BLL this will be a generic call out to reuse the existing door frame, door and finish hardware. New door to be supplemented as needed. KAI has requested sample drawings to follow. Specific finish hardware grouping will be provided by the Campus. Not received
		AGENCY APPROVAL REQUIREMENTS

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ITEM	ACTION	DESCRIPTION
11.15	ALL	Submittal to Los Angeles DSA for Structural, Fire and Accessibility: KAI has requested for all DSA approved A numbers within the surrounding area. BLL will provide to KAI all A number of existing facility for accessibility point of connection. Not received
11.16	ALL	County of Los Angeles Fire Department: BLL to furnish KAI with all current County approved site plan for fire truck access, fire hydrants data/flow etc. Not received
11.17	ALL	City of Walnut approval not required per BLL. The only exception is the LA County Fire Dept.
11.18	ALL	In order for bid clarity, minimizing the change order, guarantee/warranty issues, KAI has recommended specifying all new products with unit price for individual items for reuse as a deduct. Mt. SAC would like to bid it out with the reuse of the existing fixtures. BLL to furnish KAI with samples of drawings of past similar projects that has been successful with this type of bid procedure. Not received
11.19	NOTED	<p>Demolition/reuse/Owner furnish item issue</p> <p>The intent of the client is to reuse the following existing items in the new construction. The existing shell and the interior construction documents will be attached as part of the bid document for reference. BLL to send to KAI the complete existing shell and interior drawings of the existing building. The existing drawings will be included for DSA and bid packages. The millwork item will be specifically identified as to the installation in the new location with the modification. All other items will be to generically describe as to reinstall existing based on the BLL bid criteria and the existing drawings. The following items are being affected by this issue:</p> <ul style="list-style-type: none"> • Millwork • Doors, door frames, finish hardware • Windows • Plumbing fixtures • Light fixtures <p>Existing Mechanical equipment will be reused/relocated All other items will be identified to be salvaged and returned to the campus facilities.</p>
11.20	NOTED	All items that are Owner furnished, owner installed furniture, fixture, equipment items will be removed from the drawing. All utility related items that need to be implemented will be per the User Worksheets.
11.21	ALL	Joe Jennum input on the DD package was not received by KAI as it relates to the training area. KAI had deleted the millwork counter due to the lack of space for the amount of tables that need to fit into the space. Joe wishes to have the millwork counter on the northside of the training room office built in. KAI recommended to MSAC reducing the hot water heater room to half of its size and allocating the space for the training room. It was unanimously agreed by all present. The ceramic tile will be restricted to only the whirlpool area. All other areas will be vinyl composition tile as well as in the training room. There will be a 6" high concrete curb wall around this water area with exception of the entry area that will not be allowed due to disable access requirements. Provide 110v dedicated power for treadmill in lieu of 208v. The washer and dryer will be a residential type of electric washer and <u>gas</u> dryer provided and installed by MSAC. KAI was notified on 6/06 that MSAC utility standard was preferred electric over gas.
11.22	ALL	Contractor furnished contractor installed equipment utility criteria will be based on the design development cut sheet criteria submitted. Additional copy of the cut sheet was provided to Joe Jennum for athletic department input on the hot and cold whirlpool units. Ice machine has already been ordered by BLL. Copy of the spec of the ice machine has been provided to the mechanical engineer in order to properly engineer the unit into the space. The ice machine will become owner furnished contractor installed item. As of 6/6/06 hot and cold Whirlpool units have been ordered by BLL and will be owner furnished contractor installed item.

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ITEM	ACTION	DESCRIPTION
11.23	ALL	Extent of the existing concrete slab to be demolished will be determined once the slab sample has been examined. KAI is anticipating 1" plus of recess for ceramic tile floor. All wet areas to receive ceramic tile floor to be on 1" plus mortar bed (concrete recess) and on 6" high concrete curb including the area next to the exterior metal panel. As of 6/6/06 extent of demolition is <ul style="list-style-type: none"> a) in all wet area b) all underground utility line including electrical outlet c) pilate area conc. To remain as is and flooring will be placed on top of conc
11.24	NOTED	OTHER ISSUE There are no utility requirements next to the golf cart shed. There are other areas on the campus for utility recharging/refueling. The golf carts will only be temporarily stored at this location.
11.25	NOTED	Per Mt. SAC, provide independent 24 hour HVAC unit for existing telecommunication room.
12.1	ALL	Following are Matt Thatcher/MSAC plumbing related discussion: <ul style="list-style-type: none"> a) HAA provided Matt with the plumbing fixture cut sheets of plumbing fixtures, water heater, drains as previously submitted in the DD package dated 2/22/06. b) American Standard fixtures are acceptable. c) All new water closets to be wall hung, manual flush valve type. Existing floor mounted type of water closet to remain as is. d) All new urinals to be Sloan waterless wall mounted type. No future provision for water urinal needs to be provided. Existing water urinals to remain as is. e) Simmons shower valves are acceptable. f) Chicago faucets are acceptable. g) Central water heater with storage tank is acceptable by Matt. Desired water heater by the facility department is instant hot water unit under the lavatory but HAA explained the pro/con of both and central water heater was accepted by Matt. It was explained by Ken as the preferred choice of utility between gas and electric is electric. Ken explained that electricity was free on the campus. This was the first time that our A and E team OMB and HAA response is that electric water heater is available but is not something professionals recommend for high volume hot water consuming facility. This is due to the high demand level of the electricity, title 24 calculation justification, meeting the intent of the LEED green building. HAA to send to OMB estimated design demand load for the water heater. h) Per Matt, there is an existing 6" sewer line at the east side of building 45 approximately 10' from the building face. This line does not have any extensive load. This line connects to the 8" line to the south of the building. Per Matt, existing 4" line has a minimum of 1% slope west to east connecting to the existing 6" line. With this information, HAA will be connecting the new plumbing fixtures to the existing 4" line. i) Plumbing chase does not have to be man accessible. Provide numerous cleanouts for future maintenance need. j) Received cut sheets of Whirlpool model 680 by Ferno IIIe from BLL. This whirlpool has been ordered by BLL as an owner furnished contractor installed item.

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ITEM	ACTION	DESCRIPTION
12.2	ALL	<p>Following are Pete Ruiz/MSAC HVAC discussed items:</p> <ul style="list-style-type: none"> a) Gave to Pete Carrier VVT controls catalog cut sheet including diagrams and economizer cut sheets. This was in the DD package dated 2/22/06. b) The energy conserving VVT controls are acceptable by Pete and match well with use of existing nine Carrier package units. The controls advantage are unlimited zone capability and economizer operation for building which requires numerous thermostat-controlled zones. c) Peter to provide HAA with requirements in interfacing our DDC control system with campus standard automatic logic control (ALC) system. d) Provide ductless split-system air conditioning for the Telecom Equipment room. The condensing unit to be located outside the north wall. Do not place units on roof. Do not specify EMI equipment due to past performance. Mount condensate pump exposed on wall for accessibility.
12.3	ALL	<p>Basic electrical design was explained by OMB and accepted by Don Hurdle. Following are discussed items:</p> <ul style="list-style-type: none"> a) Electricity is the preferred power source at MSAC per Don and Kent. OMB to follow up on the electrical capacity issue as it relates to the decision on the water heater as to gas or electric. b) Transformer at building 45 might have been upgraded per BLL. OMB to verify. c) The reuse of the existing light fixture was approved by Don and Kent. The reuse of existing fixture criteria will be as previously discussed.

- End of Meeting Minutes -

Kaz Kishimoto, AIA
KISHIMOTO ARCHITECTS, INC.
 3002 Dow Avenue, Suite 106
 Tustin, CA 92780
 Phone: 714-669-1101
 Facsimile: 714-669-1411

KISHIMOTO ARCHITECTS, INC.

3002 Dow Avenue, Suite 106, Tustin, CA 92780 ■ Ph 714.669.1101 ■ Fax 714.669.1411 ■ Email info@kisharch.com



Meeting Minutes 14

Project Name: Mt. SAC Building 45 Renovation Arch. Proj. No.: 24124
 Location: MSAC Campus 3002 Dow Ave.
 Walnut, California Tustin, California 92780
 Date: 07-0823 Minutes Composed by: Brett L. R. Detmers
 Purpose: Discuss DSA Testing Program Date Minutes Prepared 08/15/07
 Attendees
 Copies: Mike Yamamoto Phone No. (O) 714.669.1101
 To: file (F) 714.669.1411

COMPANY	REPRESENTATIVE	E-MAIL	PHONE	FAX	Attendees	Non-Attendees
Mt. San Antonio College, Director, Facilities Planning and Management	Gary Nellesen	gnellesen@MtSAC.edu	.909.594.5611	909.468.3931	X	
Bovis Lend Lease, Project Manager	Caryn L. Cowin	caryn.cowin@bovislendlease.com	909.594-5611 ext. 5468	(909) 468-3939	X	
Integrated Design Services, Inc. President	Said Hilmy PhD PE SE	said.hilmy@idsse.com	949.387-8500	949.387-0800	X	
Kishimoto Architects, President	Kaz Kishimoto	kkishimoto@kisharch.com	714.669.1101	714.669.1411	X	
Kishimoto Architects, Project Manager	Brett L. R. Detmers	bdetmers@kisharch.com	714.669.1101 X14	714.669.1411	X	
Kishimoto Architects	Mike Yamamoto	myamamoto@kisharch.com	714.669.1101	714.669.1411		X

GENERAL NOTES

BLL: Bovis Lend Lease
 KAI: Kishimoto Architects, Inc.
 IDS: Integrated Design Services, Inc.
 MSAC: Mount San Antonio College

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- B. KAI will distribute minutes via e-mail to Mike Yamamoto and Kaz Kishimoto of Kishimoto Architects, Inc., for in house use only. All others, distribution will be at KAI discretion.
- C. Please notify writer within five (5) business days of receipt if you would like to change the record for any reason. The minutes will be considered an accurate depiction of events occurring at the noted meeting date and time.
- D. **BOLDED** items are UPDATES.

	<u>ACTION</u>	<u>DESCRIPTION</u>
1.0	ALL	Intent of the meeting: a. Review DSA Testing Report procedure. b. Justify additional service. c. Construction Documents and DSA Structural structural update.
1.1	KAI	a. DSA Structural plan checker has reviewed and commented on the submitted construction drawings. b. One comment DSA was a submittal for an Approve Testing Program. c. DSA gave the responsibility to the Architect and Structural Engineer to develop an Approve Testing Program
1.2	MSAC/ KAI	a. DSA Structural Review requires a "Testing Program" by IDS and KAI. b. KAI coordinate with IDS and submit a Testing Program to DSA.
1.3	IDS	a. Prior to DSA Structural submittal, no building testing was initiated. b. Only testing done was a simple core test of the slab and foundation submitted to IDS from Bovis. c. The Testing Program will be the basis for the missing information for the actual construction of building 45. d. DSA will review if Approve "Testing Program" is acceptable or not. e. Approved "Testing Program" is to be conducted by a certified on site testing inspection.
1.4	BLL	a. No record drawings of mill certificates and inspection reports could be found b. Bovis searched for record drawings, testing documentation on the existing framing, roof diaphragm, bolting strengths, mill certificates, and inspection reports but found no documentation except for record drawings and calculations of a Butler building (Building 45). c. No inspection reports was done at the time construction of the Butler Building (Building 45).
1.5	KAI/ IDS	a. DSA typically rejects Butler buildings types (i.e.: Building 45) as unsafe. b. DSA will not accept original record drawings. The drawings only satisfies part of the DSA requirement. c. Original Record Drawings are standard to Butler Building but not necessarily constructed to DSA standards. d. DSA is following their procedure for handling a non-permitted existing Butler building (Building 45).
1.6	MSAC/ KAI IDS	a. The evaluation report needs to be understood by an onsite destructive testing company, prepared from the approved "Testing Program; "Who will prepare the report?" b. IDS will prepare DSA Testing Program and KAI will review and coordinate with consultants and as well as with DSA.
1.7	MSAC/ KAI IDS	a. Mt Sac will pay for DSA Testing Report including review and coordination with consultants and DSA, but will need to go before the board for approval. b. Requested by Mt Sac for KAI submit a fee breakdown to support the process of coordinating a "Testing Program."
1.8	MSAC/ BLL	a. The project will be funded in November 2008.

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	<u>ACTION</u>	<u>DESCRIPTION</u>
1.9	KAI/IDS	<ul style="list-style-type: none"> a. Fault line concern is not identified as active and Mt Sac's geotechnic consultant feels that it is not an important issue. b. IDS design based upon the Mt Sac's geotechnic consultant information and based is upon the June 20, 2007 plan check comments on sheet G000. c. DSA hand written note states, "<i>existing calculations and drawings are ok</i>" and the IDS is designing with the soil/geotechnical investigation report dated 8/22/07 and conducted by Global Geo-Engineering Inc. d. KAI will follow through checking with DSA on the status of soil/geotechnical investigation report
2.0	MSAC	Gary Nellesen will meet with the board to consider a financial amendment at the end of September 2007.

- End of Meeting Minutes -

Brett L. R. Detmers, Associate AIA
 Project manager
KISHIMOTO ARCHITECTS, INC.
 3002 Dow Avenue, Suite 106
 Tustin, CA 92780
 Phone: 714-669-1101
 Facsimile: 714-669-1411

KISHIMOTO ARCHITECTS, INC.