

Meeting Minutes 031



State Center Community College District- West Fresno Campus

SIM-PBK Project Number: 18-14

Date and Time 05/17/19 at 10:00am
Meeting Subject Custodial/Maintenance
Meeting Location State Center District Office
Meeting Facilitator Raleigh Sullivan

Attendees:

George Cummings george.cummings@sccd.edu
Chris Orr
James Rooney
Raleigh Sullivan rsullivan@sim-pbk.com
Hayley Chavez hchavez@sim-pbk.com

Distribution :

Attendees listed with e-mail.
Submitted By: Hayley Chavez

Items Discussed

This meeting was intended to address any needs or concerns regarding custodial/maintenance and the following topics: Floor finishes, CMU wall in Auto Body shop, design of monument sign, and dumpster enclosure.

REFER TO MARKUP FOR ADDITIONAL NOTES.

1. Raleigh opened the meeting addressing the purpose of the meeting and informing everyone the DSA submittal is scheduled for two weeks. Although there are some additional requests from faculty, we will be considering if they are needed in phase 2. Jim, Chris, and George discussed staffing.
 - a. Staff will be needed by 2023, possibly fall of 2022.
 - b. Union will not allow them to contract out.
 - c. They might have one generic grounds person.
2. Raleigh continued to go over the site plan and landscaping. We will be landscaping all of it due to the TCC Grant.
 - a. There will be (2) buildings and allocations for future buildings. However, there will be no support for them yet since it may not even be occupied by the college.
 - b. Utilities will be coming from Church avenue. Jim asked about the vault for pad. Raleigh said it won't be a transformer, only switch gear. There will be two other 5k vaults located other areas. These will be where we pull from for future buildings. It will be the same approach for data and have the capacity for the future buildings.
 - c. There will be bioswales for when it rains, but nothing will be seen. It will be a gentle slope. This is required by the TCC Grant. We will need to consider this when landscaping and choose plants for standing water. The county will treat for

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- mosquitos.
 - d. There will also be a large fountain that will convert site water and re-use it. This is also required by the TCC Grant. The water from the city could also tie into the fountain. The required maintenance for the fountain is a good point to address for it when asking for more staff. Chris also pointed out that the recycled water can't touch any drinking fountains, BBQs, etc.
 - e. Raleigh mentioned it will be mostly drip line and trees. It will be designed to not water the concrete.
3. Raleigh brought up the trash enclosures and discussed what is needed.
 - a. Chris asked if there will be a bailer or compactor. After discussion, there will not be, but it can be added in phase 2 if needed.
 - b. There will be no food service, so the (4) trash can locations will be fine and one can be used for oil barrels. If so, it will need to be completely enclosed and not accessible to the public.
 - c. Chris asked about having a 110 outlet for the carts, George said will have them inside instead.
 4. Raleigh brought up the monument signs and said we will be working on design. Jim asked about flagpole locations. We need add locations for (2) poles on the drawings.
 5. Jim asked about storage for mowers and wash out for site maintenance. They will need storage for sit down mower, handheld mowers, etc. Enclosed storage is also needed for chemicals. After some discussion it was decided to create 1000sf space in the parking lot.
 - a. Add electrical for golf carts.
 - b. It will be chain link and CMU wall
 - c. There will also be a locked enclosed area for chemicals.
 - d. Raleigh will design a couple options and they will be shared with Glenn from him to choose from.
 - e. This storage space will be "Grounds/Maintenance".
 - f. Jim mentioned the maintenance will be out of vans and have them go between campuses.
 6. Chris brought up they need space for pallets, chairs, propane, etc. They discussed the best space for this and if they should add it to the forklift training area. George asked if a trailer would work, but Chris is concerned about transporting the equipment. Raleigh suggested the first floor of academic building, and everyone agreed.
 - a. Add 10-12' racking and leave space for 4' deep pallets.
 - b. (2) large 10' doors and (1) man door.
 - c. This is nonconditioned space. Break rooms will be used for paperwork.
 7. The multipurpose room was brought up regarding more storage area and easier access for dropping off chairs and event equipment.
 - a. Chris would like a large exterior door for drop off.
 - b. The (2) man doors can be 8'.
 8. Jim asked about clearances for maintenance in the mechanical room. Raleigh said he will double check with mechanical engineer and confirm this change has been made.
 9. Stainless steel hand dryers are preferred for all bathrooms. They can be switched out later to paper towel dispenser if needed. George is considered about build up under them and suggest a trash can under each one.
 10. Terrace on second floor of academic building needs an enclosed lock box for hose bib.

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11. Raleigh brought up floor finishes that need to be chosen.
 - a. Academic Building
 - 1) The Academic building will have polished concrete.
 - 2) All bathrooms in will be tile.
 - 3) Library will be carpeted to reduce noise.
 - 4) Labs will be concrete.
 - 5) Carpet in admin/clerical spaces in both buildings.
 - 6) The multi-purpose room has floor boxes and concrete. Jim asked for an underfloor duct system. Raleigh will talk to electrical engineer.
 - 7) Lecture Hall will be concrete
 - b. ATC Building
 - 1) Sealed concrete in all shop and classrooms
 - 2) Carpet in admin/clerical to match Academic Building.
 - 3) Polished concrete in entry areas.
 - 4) Tiles in bathrooms.
12. Raleigh brought up the CMU wall in the Auto Body Shop. Changing the CMU wall to a steel wall would help save us in cost. Everyone agreed it would be best.
 - a. George said plywood would be best, then stucco on outside.
 - b. Will be used for lockers/monitors.
 - c. No Hardie board.
 - d. No wainscot.
 - e. $\frac{3}{4}$ minimum
 - f. No FRP, epoxy paint over plywood.

END OF MINUTES