



# BLDD Architects, Inc.

201 E. Grove, Suite 300, Bloomington, Illinois 61701  
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## Meeting Minutes

**Project:** Odell Grade School – Band Room Addition/ Door, Window & Unit Ventilator Replacement

**BLDD Project No.:** 112EX04.400

Meeting Description: Building Committee Meeting

Time: 3:30 pm

Date: September 27, 2011

Place: Odell Grade School

Attendees: See Attached Sheet

Minutes:

Items Discussed:	Action By:	Due Date:
1. The location of several exterior doors to be removed was noted: A. BLDD to add to demolition scope of work: 1. Two (2) pair of existing doors at All Purpose Room. 2. One (1) single existing door on north side of Gymnasium. 3. One (1) single existing door to Kitchen.		
2. Asbestos sampling was performed at the school on September 26.		
3. Soil boring sampling was performed at the school on September 22.		
4. BC said that a person familiar with the school thought that most of the high school footings had been removed when high school was demolished. A. Any existing foundations may interfere with installation of the new footings.		
5. Windows A. All exterior windows are to be removed and replaced. B. On the west side of the building there is a butterfly garden that may be damaged during construction when adjacent exterior windows get replaced. 1. BC understood that garden could be destroyed, but any replacement of garden will be completed by owner. C. The question was asked on the new classroom and Band Room window appearance. 1. BC recommended having BLDD make these selections. 2. Increasing the size of the operable window was acceptable to BC. D. Some existing grade school windows are missing courses of brick that project out from face of exterior wall. 1. The addition should not match the window brick detail of the existing grade school. 2. Originally the grade school was matching high school window details, but that is not important at this point.		

<p>6. Doors</p> <p>A. The interior existing vestibule doors by gymnasium will remain.</p> <ol style="list-style-type: none"> <li>1. One (1) door will be reversed for exiting.</li> <li>2. No interior locks will be necessary according to the BC on those doors in order to maintain access throughout the building during events.</li> </ol> <p>B. A new exit (one pair of doors) from the gymnasium was added to the north wall to accommodate existing requirements.</p> <ol style="list-style-type: none"> <li>1. At the exterior, a new concrete stoop and ramp will be added at this new exit.</li> <li>2. A center vertical mullion (fixed or removable) is not wanted at this location.</li> </ol> <p>C. Existing entry vestibule doors are painted hollow metal with full glass.</p> <ol style="list-style-type: none"> <li>1. An option is to install aluminum entry doors with full insulated glass in lieu of hollow metal doors.</li> <li>2. BLDD to research more cost and durability information on these material options.</li> </ol> <p>D. BC requested that the All Purpose Room and gymnasium hollow metal exterior doors be replaced with doors having vision lights so that students could look outside while waiting for their rides to arrive.</p> <ol style="list-style-type: none"> <li>1. A longer glass light would be more useful for visibility.</li> <li>2. Further in the meeting it was discussed that all new interior doors should have vision lights except toilet room doors.</li> </ol> <p>E. The new classroom and Band Room door and frame type is to match the existing classroom door and frame type.</p> <p>F. The coiling door will not be powered at the Concession Area.</p> <ol style="list-style-type: none"> <li>1. It will be a manually operated, steel counter coiling door.</li> </ol> <p>G. The existing exterior gymnasium doors (on west side) should be moved back into the interior as they were originally, now that they will be interior doors.</p> <p>H. The new pair of doors between the existing grade school and new addition will require magnetic hold-open devices tied into the fire alarm system.</p> <ol style="list-style-type: none"> <li>1. The hold-open hardware will be built into the door frame and specified in the architectural part of the project specifications.</li> </ol>	BLDD	10/4/11
<p>7. Roofing</p> <p>A. There is an existing roof hatch serving the gymnasium located on the north end of stage.</p> <p>B. TPO proposed as roofing material.</p> <ol style="list-style-type: none"> <li>1. TPO is recommended because of its longevity and ability to use a lighter color.</li> <li>2. BC found TPO roofing material acceptable.</li> </ol> <p>C. An EPDM roof is another alternative material.</p>		
<p>8. Toilet Room</p> <p>A. Plastic toilet partition color samples were shown.</p> <ol style="list-style-type: none"> <li>1. The darker green was acceptable to BC.</li> </ol> <p>B. Toilet room sheet vinyl sample was shown and compared to a ceramic tile sample.</p> <p>C. Sheet vinyl was about \$7/sf installed and ceramic tile was about \$10/sf installed.</p> <ol style="list-style-type: none"> <li>1. The board preferred ceramic tile in the toilet rooms.</li> <li>2. BLDD to provide the largest ceramic tile size possible.</li> </ol>		

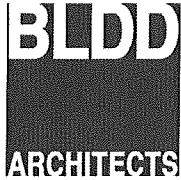
<p>D. Toilet accessories were discussed.</p> <ol style="list-style-type: none"> <li>1. The existing toilet paper dispensers in the school do not match. <ol style="list-style-type: none"> <li>a. All use small rolls of toilet paper.</li> </ol> </li> <li>2. BC prefer the ones that had a back-up paper roll in them.</li> <li>3. Mirrors were recommended as 24" x 36" units with small aluminum frames to be installed at each lavatory in the toilet rooms, BC found this to be acceptable.</li> <li>4. Soap dispensers and paper towel dispensers were discussed. <ol style="list-style-type: none"> <li>a. BC to provide further information about where these will be purchased.</li> </ol> </li> <li>5. Air-powered hand dryers are not be used in the addition. <ol style="list-style-type: none"> <li>a. There may be too much noise from dryer units.</li> <li>b. Paper towel dispensers should be used.</li> </ol> </li> </ol> <p>E. The existing school is using floor-mounted fixtures.</p> <ol style="list-style-type: none"> <li>1. The fixtures show as wall-mounted on A701.</li> </ol>	BC	10/4/11
<p>9. Flooring.</p> <ol style="list-style-type: none"> <li>A. BC accepted the color of the VCT flooring sample that was shown for the classrooms, offices, concession, corridor, and storage areas.</li> <li>B. A walk off carpet tile flooring material was proposed at the entry vestibule. <ol style="list-style-type: none"> <li>1. BC asked to see more color samples of the walk off carpet tile, and preferably a green color.</li> </ol> </li> <li>C. BC preferred the lighter color tan resilient wall base for areas receiving VCT flooring; the existing VCT has black wall base. <ol style="list-style-type: none"> <li>1. Wall base for the entry vestibule will be determined when color of walk off tile is chosen.</li> </ol> </li> <li>D. Laminate colors were shown for different surfaces. <ol style="list-style-type: none"> <li>1. BLDD made recommendation and BC preferred laminate with more color speck.</li> </ol> </li> </ol>	BLDD	10/4/11
<p>10. Paint Colors</p> <ol style="list-style-type: none"> <li>A. Paint colors were shown.</li> <li>B. Darker yellow color was chosen originally so as not to show fingerprints and marks.</li> <li>C. All new doors to receive paint are to match the color of the existing yellow doors and not the yellow wall color in the All-Purpose Room.</li> </ol>		
<p>11. Electrical - Lighting</p> <ol style="list-style-type: none"> <li>A. Devine Engineering to check for lighting on the west side of the gymnasium.</li> <li>B. Move the electrical panel AD1 to the center of the wall opposite the entry door to the space.</li> <li>C. The Concession Room should have an outlet on the outside wall where the popcorn machine may be rolled to.</li> <li>D. Change the exterior new lighting to high-pressure sodium.</li> </ol>		
<p>12. BC was not aware that there was going to be a sink in the classroom, but found it acceptable.</p> <ol style="list-style-type: none"> <li>A. BC recommended that a sink be put in the Band Room as well.</li> </ol>		
<p>13. The Band Room may not need lockable cabinets.</p> <ol style="list-style-type: none"> <li>A. Cubbyhole shelves may be preferable.</li> <li>B. Shelving or cabinets above the Band Room cabinets is not required.</li> </ol>		
<p>14. All building addition HVAC equipment above the corridor ceiling will be accessed by ladder.</p>		

A. BC did not want to consider an equipment platform or walkway for maintenance access.		
15. Next deadline is 50% Construction Documents to be completed by October 14, 2011.		
16. Next Building Committee Meeting is Tuesday, October 4 at 3:30 p.m.		

These notes constitute our understanding of the meeting subject matter and will be considered correct and in order as outlined, unless the writer is notified to the contrary within seven (7) days from the distribution of the minutes.

BLDD ARCHITECTS, INC.  
 Bloomington, Illinois

cc: All attendees



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**Project:** Odell Grade School – Band Rood Addition  
**BLDD Project No.:** 112EX04.400

Meeting Description: Building Committee Meeting  
Time: 3:30pm  
Date: Tuesday, September 27, 2011  
Place: Odell Grade School Library

**Attendees:**

- |     |                                  |   |
|-----|----------------------------------|---|
| 1.  | Name: <u>SARAH JOOS</u>          | Organization: <u>BLDD</u>               |
|     | Phone: _____                     | E-mail: <u>sarah.joos@bldd.com</u>      |
| 2.  | Name: <u>Bob Devine</u>          | Organization: <u>DEVINE ENG</u>         |
|     | Phone: _____                     | E-mail: <u>rdevine@devine-eng.com</u>   |
| 3.  | Name: <u>Mark Hilleary</u>       | Organization: <u>Odell School board</u> |
|     | Phone: <u>674-8647</u>           | E-mail: _____                           |
| 4.  | Name: <u>Bonnie Bolen</u>        | Organization: <u>Odell School Board</u> |
|     | Phone: <u>815-998-2168</u>       | E-mail: <u>doubleb10@frontier.com</u>   |
| 5.  | Name: <u>Mark Hettmansberger</u> | Organization: <u>Odell CCSD #435</u>    |
|     | Phone: <u>815-998-2272</u>       | E-mail: <u>markh@odell.k12.il.us</u>    |
| 6.  | Name: <u>Mark Johnson</u>        | Organization: <u>School Board</u>       |
|     | Phone: <u>815-867-6882</u>       | E-mail: _____                           |
| 7.  | Name: _____                      | Organization: _____                     |
|     | Phone: _____                     | E-mail: _____                           |
| 8.  | Name: _____                      | Organization: _____                     |
|     | Phone: _____                     | E-mail: _____                           |
| 9.  | Name: _____                      | Organization: _____                     |
|     | Phone: _____                     | E-mail: _____                           |
| 10. | Name: _____                      | Organization: _____                     |
|     | Phone: _____                     | E-mail: _____                           |