

# Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

**Brookhaven Science Building**  
 3939 Valley View Lane,  
 Farmers Branch, Dallas, TX 75244-4997

**Project # 970202**  
 Tel: 972.860.4700 Fax:

**DMJM Management**

## Design Meeting Meeting 3

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
09/12/2006	01:00 PM	03:05 PM	09/12/2006	03:00 PM	Christopher Hunter	HDR Architecture, Inc.

Purpose	Location	Next Location	General Notes
DMJM and HDR Design Team meeting with representatives from the Facilities/IT/and Campus Police departments. The purpose of this meeting is to further develop the program requirements for design for the technical disciplines as well as identify space requirements.	Brookhaven College Building A Room A203		

Attended By	Non-Attendees
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- Dallas County Community Colleges - George Herring
- Dallas County Community Colleges - Dawn Bishop
- Dallas County Community Colleges - Jim Dwyer
- Dallas County Community Colleges - Ben Barres
- Dallas County Community Colleges - Clyde Porter
- DMJM Management - Doug Wallace
- HDR Architecture, Inc. - Halden Tally
- HDR Architecture, Inc. - Donald Henke
- HDR Architecture, Inc. - Christopher Hunter
- HDR Architecture, Inc. - Russell Williams
- HDR Architecture, Inc. - Matt Palazzetti
- HDR Architecture, Inc. - Anthony Wilson
- KASA Group Architects, Inc - Kola Anifowoshe
- Meza Engineering, Inc - Victor Meza
- Applied Tech Group, LLC - David Misko

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cis'd
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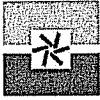
**New Business**

**Opening Statements**

003-001	Doug Wallace of DMJM Management welcomed the team and introduced Halden Tally of HDR for the presentation.						No
003-002	Halden Tally opened the meeting by allowing members of the design team to introduce themselves and share what role each would play on the project.						No

**Department Discussions- Security**

003-003	The new building is to be monitored via security cameras for campus police. There will be no need for staff						No
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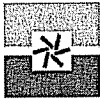
Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cl's Id
<b>New Business</b>							
		presence at the school for security. Provide mag-lock system which runs on TSI e-card readers. Client wants card readers on the new building (i.e., exterior doors, storage rooms, classrooms, labs, and sensitive areas). Needs wiring requirements for remote cameras and for the card swipe system. Client will identify the consultants from the E-cards. Building 'K' to follow security approach as well. The security upgrade will only be applied in the remodeled area. It is not preferable to share closets for racks and raceway and equipment. Provide separate rooms.					
003-004		Provide security camera locations on the north and the south entrances and in the main lobby area. System needs to be expandable for the future.					No
003-005		The security system will be monitored by the campus police at Brookhaven College instead of the City of Farmers Branch.					No
<b>Audio/Video</b>							
003-006		Conduits are to run voice and data per classrooms and the system needs to be expandable. Provide a Wi-Fi system. Provide closets for the servers, racks, switches, etc. Provide a separate AC for use in the server room.					No
003-007		Brookhaven currently uses CISCO systems converged voice over IP is being considered. Applied Tech will provide an open ended design for telephones. This design could be moved to a CISCO based system.					No
003-008		Brookhaven is looking to use an IT based video system, utilizing smart classroom technology. The consultant can use Baylens coaxial system as a option, using a 'twisted pair' of lines. Look for the main ductbanks on the campus. Brookhaven needs additional structure for a video system. The administration will coordinate for the building infrastructure to tie into the campus, including tying into Building K.					No
003-009		Telephone and telecommunication design: Who will pick up this task for documentation? Applied Tech will coordinate with the electrical discipline at HDR to show this information. The specs will come from Applied Tech and it will cover applicable information for the pathways and the system in general. Electrical will work out details on the system coordination into the building. Location of outlets to be documented in future design meeting sessions.					No
003-010		Will there be a wireless system? There are access ports currently being place on the campus.					No
003-011		Wi-Fi design-Does Brookhaven College have a vendor that can tell where the endpoint outlets would be located?					No
003-012		Brookhaven College currently does not have a campus standard or preferred vendor/manufacture that is to be followed for Wi-Fi. Refer to classroom guidelines for the District. There is a possibility that video is to placed in each classroom. There is to be A/V coordination of systems through design.					No



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003-013		There are to be no cables or wiring in the floor. Drop wires from the ceiling.					No
003-014		IP based distribution. Take a look at future converged video currently in Building B (there is an existing path from Building J to Building B).					No
003-015		Student access to network-work with the District Wi-Fi vendor when plans are set.					No
<b>Electrical</b>							
003-016		Do not integrate lighting and A/V controls.					No
003-017		Provide separate transformers which serve the various buildings. The new building will have its own transformer. This transformer is to be located north of Building P.					No
003-018		Emergency power for egress will be provided. There is no emergency power needed for labs at this time.					No
003-019		Keep main electrical room on the first floor near transformer.					No
003-020		Electrical closets are to be placed back to back with A/V rooms and centrally located on the floor.					No
003-021		Use 277 volts with individual classroom controls. Provide two or more switches per room size. Professors want control of the lighting in the room. Provide fluorescent lighting with sensors to control on/off. T-8 or T-5 lights are preferred. Provide energy efficient lighting that is easy to maintain. Lighting is to be flush with the finished ceiling. We can use pendant lighting. Do not provide a system that is too 'smart'. Limit the use of incandescent lighting.					No
003-022		Provide 2 x 2 lay in acoustical ceiling tiling.					No
003-023		'Smart' classrooms need to be simple for maintenance and use by professors.					No
003-024		There are to no dimmers and no incandescent lights. Provide a 'sensitivity' limit on the light sensor (i.e. 20 minute shutdown limit).					No
003-025		Use metal halide for the parking area, and connected via the EMS system. Use poles no taller than 25'-0".					No
003-026		In classrooms and labs, use a battery bank UPS to support the primary power/lighting system.					No
003-027		The fire alarm and elevator panels are both located at campus police on campus.					No
003-028		The new building will be connected to the alarm/monitoring service, which calls the campus police station. The new panel in the new building with the signal shall be connected to the alarm/monitoring service on campus. The new building is a stand alone, so there					No



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		will be an open specification for this.					
003-029		The fire department comes out upon actuation of the sprinkler system or and water movement. Smoke and detector pull stations shall notify the monitoring service.					No
<b>Mechanical</b>							
003-030		HDR proposes using a four (4) pipe system for the campus. There will be an air cooled chiller / chilled water system. The chiller needs to be at grade and that the air handlers need to be in the building. Because the air handlers are in the building the mechanical rooms need to be located on the corners of the building. Jim Dywer of Brookhaven College is leaving engineering decisions to HDR.					No
003-031		Question was asked as to where equipment will go. Client wants it on the ground, since no other building on campus has equipment on the rooftops. Consider the sound issue.					No
003-032		The number of hoods / exhaust rates in labs will go a long way towards determine the tonnage of the air in the building. There needs to be a balance of proper air coming in the building and air going out.					No
003-033		Clients wants to see a lot of valves on the air handler units (AHUs) so one can flush the system and clean easier. Provide a filtration system.					No
003-034		Exhaust hoods are to vent directly to the roof. The hoods could be 'ganged' together with a strobic fan for ventilation.					No
003-035		Provide a variable air volume (VAV) air distribution system so each room can control itself.					No
003-036		Provide gas-fired boilers in the new building.					No
003-037		An assessment study needs to occur to determine the number of chillers, boilers, etc. Pumps vs chillers? Which does Brookhaven want? There are currently two (2) existing boilers with no backup. One kicks in at or below 40 degrees. Is there a need for one chiller or two?					No
003-038		Brookhaven College uses the Energy Management System (EMS), but is open to listening to other system providers. Do an EMS for the new building and provide an open specification for this. Come up with a system the college can use to build upon and expand on in the future. Place an office for facilities management in the new building. Make the room 100 square feet (10 x 10) in size.					No
003-039		If loading goes beyond a 400 ton capacity, a cooling tower becomes an option.					No
<b>Plumbing</b>							
003-040		Provide auto faucets with no large goose necks. There are to be temperature sensed and automatic controlled and for on/off, and for energy efficiency.					No



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003-041		Provide dry/pre-action systems in server rooms.					No
003-042		Provide waterless urinals in the new building that do not require frequent changes of the cartridges. Urinals are to wall hung, and if they are not waterless, provide sensors on the urinals.					No
003-043		The vanity surface is to be a Corian finish or a comparable solid surface, with adequate supports. Mount the vanity off the wall.					No
003-044		Wall hang the water closets and provide automatic flushing (battery powered).					No
003-045		Provide electric hand dryers with paper towels. Provide hard wire sensors to control on/off of lights.					No
003-046		All bathrooms on the first floor are to have baby changing stations.					No
003-047		Use stainless steel finishes in the restrooms.					No
003-048		Provide hard wired motion sensors.					No
003-049		Brookhaven College uses a dry power system. Provide a similar approach in the IT room.					No
<b>Structural</b>							
003-050		Use a steel frame system with a composite deck for the new building.					No
003-051		Meeting concluded at 3:05pm.					No

Cc:	Company Name	Contact Name	Copies	Notes
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