



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
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Design Meeting Meeting 4

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
09/12/2006	03:15 PM	05:00 PM	09/15/2006	10:00 AM	Christopher Hunter	HDR Architecture, Inc.

Purpose	Location	Next Location	General Notes
DMJM and HDR Design Team meeting Brookhaven College Building A with representatives from the Chemistry Room A203 department. The purpose of this meeting is to further develop the program requirements for design of the chemistry department. Particular attention given to identify space requirements and will develop requirements for adjacencies, location in building, and equipment needs.			

Attended By	Non-Attendees
Dallas County Community Colleges - Doris Rousey Dallas County Community Colleges - Claire Bambragh Dallas County Community Colleges - Nancy Graff Dallas County Community Colleges - Don Welsh DMJM Management - Doug Wallace HDR Architecture, Inc. - Halden Tally HDR Architecture, Inc. - Donald Henke HDR Architecture, Inc. - Christopher Hunter KASA Group Architects, Inc - Kola Anifowoshe	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Opening Statements							
004-001		Doug Wallace of DMJM Management welcomed the team and introduced Halden Tally of HDR for the presentation.					No
004-002		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
Chemistry Department Discussion							
004-003		Organic chemistry will be the only people to use the instrument room.					No
004-004		There will be six fume hoods in the introduction to chemistry labs. There will be no need to place an ice maker in the lab. Place two (2) ice makers in the organic/chemistry lab. Set them up at the two desk areas. Place desks around the room.					No



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004-005		Building K area: Chemistry anticipates needing two (2) 24 student classrooms. Question on whether these classrooms can be placed into the new building. The classrooms can be placed on the third floor of the new building, next to the labs which are dedicated for chemistry classrooms. Question on whether one (1) 50 person classroom can be designed, with a folding partition divider. This idea is not likely to happen.					No
004-006		There are missing shared spaces in the Scope to Budget submittal. There is also a need to verify how many adjunct professors each department will have.					No
004-007		There is no anticipated problem with the presence of chemicals. Floors can be zoned to ensure the proper level of inventories for chemical storage. Prep storage is a one hour controlled area that needs to be secure. The rest of the floor can be zoned as another controlled area.					No
004-008		Offices for chemical adjunct professors was left off of the program. These offices need to be part of the program and verified with the Scope to Budget Submittal. There is a need for more biology adjunct professors than chemical adjunct professors. Place chemical and biology adjunct professors on two (2) floors. Consider placing four (4) adjunct offices on the first floor, 12 adjunct offices on the second floor and four (4) adjunct offices on the third floor (4-12-4). Ensure that private space for the interaction between a professor and a student is provided.					No
004-009		Provide 12 chemistry balances and 12 introduction to chemistry balances and 10 organic balances. Balances are to be milligram. Provide open ends of the benched, away from air flow. Locate at the ends of the benches but away from air flow. Balances must be stable.					No
004-010		Provide six fume hoods in Intro to Chemistry, six fume hoods in general chemistry, and ten fume hoods in the organic lab.					No
004-011		The District will provide personal computers (included in the FFE). There will be computers in the wet labs. There shall be 12 computers for chemistry, 12 computers in introduction to chemistry, and 10 computers for organic lab.					No
004-012		Can there be plasma screen monitors in the lobby?					No
004-013		Provide an ice maker in organic chemistry. Place one oven in general chemistry, introduction to chemistry, and organic chemistry for a total of three ovens.					No
004-014		Provide six (6) microscopes total for the three (3) class sessions (general, introduction, and organic chemistry). The microscopes should be low power units. Current staff will determine what equipment will be carried over into the new facility as well as determine what new equipment will be needed.					No
004-015		Place a washer and dryer in the prep storage room. Provide DI water. Provide an explosion proof					No



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		refrigerator. Place two (2) fume hoods with a balance table in the storage room.					
004-016		In chemistry there is no need for a sterilizer unit. Need a dryer rack but there is no need for a dryer machine. Add a milli-q in each lab.					No
004-017		Steam generator is something organic chemistry may want. Pump steam into the lab with 20 outlets, located in the organic labs.					No
004-018		There will be no labware washer.					No
004-019		Ensure that the finishes on the lab floors are impervious to acid.					No
004-020		Provide windows in labs. Provide proper exhaust systems for chemistry.					No
004-021		Provide the following gases: Helium, hydrogen, air, acetylene, and oxygen. All gases in the instrument room should have bottles attached to the tables, with no manifold system. Place natural gas at every station in every lab. Compressed gas must be oilless.					No
004-022		Spatial relationships in chemistry include the following: General, Introduction, Organic chemistry and well as the instrument space shall be adjacent to the corridor. The prep storage shall also be adjacent to the corridor.					No
004-023		Meeting ended at 5:00pm					No

Cc	Company Name	Contact Name	Copies	Notes
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