

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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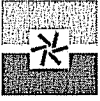
Design Meeting Meeting 6

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
09/15/2006	01:00 PM	03:00 PM	09/28/2006	01:30 PM	Christopher Hunter	HDR Architecture, Inc.

Purpose	Location	Next Location	General Notes
DMJM and HDR Design Team meeting with representatives from the EMS, Nursing, and Radiology departments. The purpose of this meeting is to further develop the program requirements for the design of the various departments. Particular attention to be on the identification of space requirements and development of adjacencies, locations in the new facility, and the equipment needs.	Brookhaven College Building S100		

Attended By	Non-Attendees
Dallas County Community Colleges - Christi Carter	
Dallas County Community Colleges - Juanita Flint	
Dallas County Community Colleges - Sue McLelland	
Dallas County Community Colleges - Richard Campbell	
Dallas County Community Colleges - Stephanie Wells	
Dallas County Community Colleges - Lois Ames	
Dallas County Community Colleges - Justine Schmitt	
Dallas County Community Colleges - Brenda Routh	
Dallas County Community Colleges - Sherrill Ludy	
Dallas County Community Colleges - Joyce Adair	
Dallas County Community Colleges - Valerie Martin	
DMJM Management - Doug Wallace	
HDR Architecture, Inc. - Halden Tally	
HDR Architecture, Inc. - Christopher Hunter	
KASA Group Architects, Inc - Kola Anifowoshe	

Item	Meeting Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business						
Opening Statements						
006-001	Doug Wallace of DMJM Management welcomed the team and introduced Halden Tally of HDR for the presentation.					No
006-002	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



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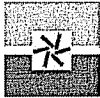
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New Business							
Allied Health Department Discussions							
006-003		Radiology, originally located on the first floor, has been moved to the third floor. Nursing, EMS, and portions of biology and now on the first floor.					No
006-004		There is currently no imaging in the program.					No
006-005		There needs to be a student lounge on the first floor plan. Look to take 600 square feet from the circulation in the building to create this space.					No
006-006		Donald Henke presented spatial adjacencies to the group.					No
006-007		Classrooms and offices need to be adjacent to one another. There is a concern that there are classrooms in Building 'K' while the offices are in the new facility. The staff does not like being in two separate buildings. Could EMS be located in Building 'K'?					No
006-008		Building 'K' remodeling originally included five (5) nursing spaces totally 6,000 sf, six (6) radiology spaces totally 5,400 sf, two (2) EMS classrooms, and two (2) computer labs. The revised program for Building 'K' remodel is one (1) high school lab (existing), one (1) computer lab (existing), three (3) EMS classrooms at 800-1,000 sf supporting 40-50 students, three (3) nursing classrooms at 800-1,000 sf supporting 40-50 students, and three (3) radiology classrooms at 800-1,000 sf supporting 40-50 students.					No
006-009		Provide four (4) skills labs instead of five (5) labs. There will be 20 beds. Can the labs physically connect? Provide one (1) practice room to the skills lab. Place a sink in each of the practice rooms. Take two (2) practice rooms and turn it into one (1). Each skills lab is to be 900 sf. Double the programmed square footage with four (4) skills labs at 400 sf per lab. Make the skills labs at 1,100 sf each. Provide two (2) functioning ADA bathrooms and locate each one between two (2) skills labs. There is no need for a sink. Ensure that the offices have windows. There is to be lab coordinator office at 200 sf. Locate this office close to the skills lab.					No
Nursing							
006-010		There are to be cameras placed in the practice rooms and skills labs. Question on where the control / observation room is to placed. Provide a separate access to the practice room without having to go through the skills lab. Schematically, locate two (2) skills labs adjacent to the corridor, with an ADA functioning bathroom located between the two (2) skills labs. Place a practice room adjacent to the skills lab and to the corridor. Place a conference room in each skills lab. This arrangement changed to now show the practice rooms grouped together with a common corridor that the practice room opens onto. There shall be an open classroom at 1,100 sf in size immediately adjacent to two (2) corridors. These classrooms will have a folding partition, splitting the room in half, with one side as lecture and the other side with lab beds. Provide storage next to labs, not so much storage is needed next to					No



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		practice rooms. The large room could also be used as a conference room.					
006-011		Provide an area for students to cook and eat their food on the floor. This communal concept is to be part of the larger commons area of the building.					No
EMS							
006-012		EMS needs a big open room to function. Change to cardiology rooms from the original respiratory rooms. Provide two (2) rooms.					No
006-013		Locate the accident simulator either behind building 'P' or between the new facility and building 'P'. The ambulance simulator needs to be in close proximity to the accident simulator. Provide a fence and a concrete pad (at 900 sf in size) at accident simulator for the ambulance.					No
006-014		Provide three (3) classrooms instead of two (2). Place classrooms in building 'K' at 1,200 sf. HDR to check on the district standard requirements for a large classroom.					No
006-015		Provide for a moveable partition between the trauma labs and the IV labs to enable these spaces to open up into one classroom.					No
006-016		Locate the faculty office on the exterior wall.					No
006-017		Ensure that the EMS classrooms in building 'K' are no more than 1,260 sf in size.					No
Radiology							
006-018		There are currently four (4) faculty members, but this number will grow by 2-3 persons in the future. Provide 6-7 offices for faculty and provide up to four (4) secretaries.					No
006-019		The program director needs to be adjacent to the secretaries and should have an office at 150 sf. Secretaries should have a space at 50 sf, and to the office for professors. There should be six (6) professor's office and each is to be 100 sf					No
006-020		No pass boxes are a required, no silver recovery unit or chemical recovery system are needed.					No
006-021		A back door to ante xray is not required.					No
006-022		The storage from the open lab should be accessed from the lab, not the corridor.					No
006-023		A lounge on the third floor was requested.					No
006-024		The elevators need to be sized for a patient on a stretcher and x-ray equipment (hospital size) to the third floor.					No
006-025		Specification information was transmitted for non-energized x-ray tables for x-ray rooms (two ceiling mounted and three floor mounted) for open position lab.					No



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New Business

No need for a second access to the x-ray room. Provide card reader access.

006-026		Place a division office on the first floor with a window.					No
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006-027		Meeting ended approximately 3:00pm.					No
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Cc:	Company Name	Contact Name	Copies	Notes
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