DRAFT

BROOKLINE- HOLLIS HIGH SCHOOL/ 16-448
Brookline- Hollis SAU #41 Offices and Middle School and High School Site Visit

MEETING NOTES
Date: 08/09/17
Present: Andy, Gina, Holly, Kelly, Ken, Brad (BA)
Absent: Tom, Cindy
copy: Ingrid

Action		*Item*
		NEW BUSINESS
	1.0	Project Schedule and Process reviewed
	1.1	Andy will be giving the School Board (SB) a project overview on 8/17
BA	1.2	Robotics and Exercise Space Program requirements reviewed (see Program notes attached)
	1.3	Mostly open spaces desired for flexibility and cost savings advantages.
	1.4	Large rooms with "auxiliary" support rooms (storage, offices, etc.) off them is desired
	1.5	Software Robotics team can be in remote classroom (CR) if advantageous to layout needs.
BA	1.6	Windows between spaces for instructor supervision and team cooperation needed
	1.7	Robotics "Integration" team is a liaison group among teams and does not need a dedicated space.
BA	1.8	Robotics fabrication room should be 1,500 to 1,800 sf and with access to Mini- Gym
	1.9	Robotics door do not need to be wider than 3 ft.
BA	1.10	Robotics Fabrication and Computer Lab (Business Group) need wall space for projectors
BA	1.11	Robotics meetings of 100 people needed. Standing meeting. Can use fabrication lab or other HS existing space (maybe dance room).
	1.12	Mini-gym can be used as a "swing space" for robot testing and snack table "after hours"
BA	1.13	Main exterior entrance preferable at loading dock since near rear building entrance at Gym but can be at southeastern exterior door (near main gym).
	1.14	During school hours, main entrance will be from main or mini gym.
BA	1.15	Add toilets to second floor (above first floor toilets) to minimize corridor circulation square footage and maximize educational/ student spaces.
BA	1.16	Windows for computer classroom (research room) needed. Skylights needed at Exercise room.
	1.17	Exposed structure, ducts and hung lights are fine.
BA	1.18	Acoustic dampening from second floor (exercise space) needed. Sound reverberation can be an issue. (Sonospray structure?)
	1.19	9 feet head clearance below ducts at first floor acceptable.
BA	1.20	Try to get second floor ducts through open web joists so bottom of diffusers and lights are at bottom of existing joists. This will provide almost 12 feet of head clearance (except for incidental piping). 12 feet is acceptable

BA	1.21	Lighting shall be motion sensor LED. Photo sensors not required.
BA	1.22	Reconfiguration of existing rooftop ventilation unit and ductwork required as part of this work. Air conditioning for new exercise and computer/robotics spaces are required (base cost). Alternate/ break out cost for AC of Main and Mini-gym requested
SAU	1.23	SAU mats to be stored in Mini-gym. SAU to investigate desired systems
SAU	1.24	Athletic uniforms and other existing mezzanine storage items to move to other parts of the existing High School (HS) or into trailer/ shed.
SAU/ BA	1.25	Tables and Chairs can be stored in a detached shed by SAU. BA to Alternate price a shed attached to the main gym.
SAU	1.26	Drama set storage can be in detached shed or storage container by SAU
	1.27	The Athletic Field 2013 design scope has not changed except for possible cost alternates already discussed.
	1.28	Post Meeting: Middle School (MS) robotics lab and High School (HS) site visit discussion with Andy
	1.28.1	Existing MS Robotics lab and computer/ research room visited. Existing MS Robotics is about 1,150 sf plus standard science classroom for "business" group
BA	1.28.2	HS storage closets in corridor outside locker rooms desired. BA to review egress clearance requirement for corridor with closets added.
	1.28.3	Existing HS computer room (Tech) has 20 PC's plus teacher and Project Based Learning (PBL) seating for 22 students
BA	1.28.4	Athletic directors will move to exercise room. Existing 200 sf office will become therapy room. No renovation needed for therapy room
SAU	1.28.5	Existing drama storage needs additional, stand- alone shelving/ hanger space. SAU to install shelves up to structure but 18 inches minimum below sprinkler head height. Top of shelving to be diagonally braced to structure above
	1.28.6	Existing 1,300 sf dance room can be used for robotics larger team meetings/ presentation
BA	1.28.7	BA to provide a (break out) cost opinion for building addition at loading dock to "square off with mini-gym. Two story, masonry exterior and flat roof. Addition to include egress from mini-gym.
		NEXT MEETING: TBD

IN/jd