



**To:** Attendees

**From:** Patrick Triggs | PT

**Date:** May 3, 2016

**Comm. No:** 152236

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**Subject:** Independent School District #879 – Delano Public Schools  
New Intermediate School User Group Meeting – Maintenance and Receiving  
April 25, 2016 Meeting Minutes

**Attendees:**

Marty Kittok, Independent School District #879	mart.kittok@delanoschools.org
Scottie Yanke, Independent School District #879	scott.yanke@delanoschools.org
Matt Schoen, Independent School District #879	matt.schoen@delanoschools.org
Barry Voight, Independent School District #879	barry.voight@delanoschools.org
Bob Prell, ICS Consulting	bobp@ics-consult.com
Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Patrick Triggs, Wold Architects and Engineers	ptrings@woldae.com

*The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies.*

**Discussion Topics:**

- A. The Group reviewed the preliminary Maintenance and Receiving User Group drawing.
- B. Dock Exterior:
  1. The receiving area should have either an elevated dock (accomplished through a sloped driveway) or a dock leveler to facilitate deliveries. Ease of access to grade for trash, outdoor equipment, and exiting must be maintained.
  2. Space for three 12-yard dumpsters should be provided, one each for trash, recycling, and organics.
  3. Access to the dumpsters should be on the same level as the commons. Trash is brought out continuously during the day.
  4. A hose bib and power for cleaning purposes should be provided.
  5. The roll-up door should be 12' wide and at least 7' high (matching existing elementary school).
  6. A camera, call button, and keycard access should be provided at the dock for deliveries.
  7. Deliveries are often made by 53' semi trucks.
- C. Receiving Area:
  1. The inside of the receiving area should include a floor-level slop sink/can wash with grated floor. This will be used for washing trash cans and outdoor equipment that is brought into the receiving area.

**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 651 227 7773

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2. A hose bib/wash station and water fill-up station should be provided for floor scrubbers in conjunction with the slop sink.
  3. An eyewash and shower station is to be provided.
  4. Storage should be provided for the following equipment:
    - a. A riding or walk-behind auto scrubber for hard floors
    - b. Upright vacuums for carpets
    - c. Small scrubber for kitchen
    - d. Floor stripper
    - e. Walk-behind carpet extractor
    - f. Wet/dry vacuum
- D. Satellite Closets at Classroom Clusters should include:
1. Space for two 55-gallon barrels on wheels
  2. Shelving for toilet paper, paper towels, and light bulbs
  3. A chemical dispenser
  4. Floor sink with water
  5. Storage for a vacuum cleaner and brooms
  6. Eyewash stations if required by code
- E. Outdoor Storage:
1. This space should be integrated into the receiving area to make room for storage of a skid steer loader used for sidewalk clearing. The model to design around is a John Deere 250.
- F. Other notes:
1. Storage of six 4'x4' pallets should be accommodated. This accounts for a one-month supply of assorted paper and other products to the school.
  2. A workbench for equipment maintenance would be an asset.
  3. 36" high outlets should be provided in appropriate locations for equipment charging.
  4. Extra space for storing assorted tables and chairs for the building would be an asset.
  5. The Table Storage Room will be "right-sized" with the table vendor with a goal of storing 50% of the cafeteria tables.
  6. Wall space in maintenance/receiving should be maximized.
  7. Receiving can be divided into a "wet zone" and a "dry zone."
  8. Roof access will be provided in the building.
  9. The elevator should be sized to accommodate a pallet on a pallet jack. It would be an asset for the elevator to accommodate two racks of 72 chairs.
  10. 4 lockers should be provided for maintenance/receiving in addition to the lockers provided for kitchen staff.
- G. Next Steps:
1. Wold will revise the User Group drawing based on today's meeting.
  2. A follow-up meeting will be scheduled at a time and date to be determined.

cc: Traci Lawman, ISD #879  
Vaughn Dierks, Wold  
Eric Linner, Wold