



To: Attendees

From: Patrick Triggs | PT

Date: June 3, 2016

Comm. No: 152236

Subject: Independent School District #879 – Delano Public Schools
New Intermediate School User Group Meeting – Maintenance and Receiving
May 16, 2016 Meeting Minutes

Attendees:

Marty Kittok, Independent School District #879	marty.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
Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Patrick Triggs, Wold Architects and Engineers	ptringgs@woldae.com

The Group met to discuss the developing 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 developing Maintenance and Receiving User Group drawing.
- B. The path for maneuvering the skid steer in and out of the receiving area must be widened to accommodate the full size of the equipment with a brush attached.
- C. 120v power is acceptable for all equipment plug-in locations.
- D. A flammable cabinet and a tall cabinet for tools should be provided.
- E. Double doors to the commons and dry storage areas should have a 6'-0" clear opening with no mullion or a removable mullion.
- F. The exact location of doors to the kitchen will be driven by Food Service requirements for wall space and freezer/cooler loading/unloading.
- G. The office does not need a window to the outside of the building, but it should have a window to the receiving area itself.
- H. The Group raised concerns about extra furniture storage needs. The new building and its flexible furniture should mitigate most of these storage needs.
- I. The receiving area should include a 4'x4' box for technology recycling, which is picked up twice a year. This can be one of the 6 pallettes shown in receiving.
- J. A 30" diameter drum for recycling of spent light bulbs should be provided. If the new building is all LED, this may be unnecessary.



- K. Wall hooks and racks for fans and blowers may be accommodated on the walls of receiving and mechanical rooms.
- L. Maintenance should have a washer and dryer for mops heads, etc.
- M. The elevator cab should be sized to hold pallet on a pallet jack.
- N. Next Steps:
 - 1. Wold will revise the User Group drawing based on today's meeting.
 - 2. A future meeting will be scheduled (date and time to be determined) to discuss materials, standards, and mechanical and electrical information about the building.

cc: Traci Lawman, ISD #879
Bob Prell, ICS Consulting
Vaughn Dierks, Wold
Eric Linner, Wold

CN/ISD_879/152236/min/5.16.16 Maintenance and Receiving