

MEETING MINUTES

Project Name: UW-La Crosse New Residence Halls
 DSF No. 08B3M
 EUA Project Number: 708190-01
 Meeting Date: January 12, 2009 at Cartwright Center – 12:30 p.m.

Recorded By: Robert Cooper

<u>Attendee</u>	<u>Company</u>	<u>Email Address</u>
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To the best of my knowledge, the following items represent the information discussed. If there are any discrepancies or omissions, please contact me with any questions.

Sincerely,



Robert D. Cooper
 Senior Design Architect, Principal

cc: All Listed Above

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Room Data Sheet discussion

1. This information needs to be reviewed at this time to help the design move forward.
2. Information will need to be able to evolve as the design develops
3. Materials selected must fit in with DSF & UW – La Crosse standard policies. Also, the ability to include any products or features is predicated on meeting project budget
4. Mechanical design component (Energy Modeling) needs to include Paula's name. This data will not be in the 10% report, since the information is too early in its development to show meaningful comparisons
5. EUA placed room data sheet comments on their marked-up copy and will revise the data sheets to include these comments. The revised pages will be substituted for the corresponding pages in the report.
6. UW La Crosse Campus Planning and Residence Life provided EUA marked up building system descriptions that included miscellaneous comments regarding building systems
7. Suite comments:
 - a. UW-La Crosse prefers carpet base and solid surface window stools/sills.
 - b. UW-La Crosse wants corner guards on drywall partitions in high traffic locations and even inside suites. They can be 5' high, glued on. Fasteners don't have to be concealed.
 - c. UW-La Crosse likes a long-life oil based paint. UW-L likes the alkyd paint used in Reuter Hall bathrooms which has performed well. The use of oil-based paint may be a LEED issue due to VOC emissions – EUA to investigate if there are any low VOC oil based paints.
 - d. Shower hooks and towel bars were discussed. UW La Crosse requested four towel bars, two sink towel bars on each side of sink, two shower hooks per bathroom for 4 occupant suites.
 - e. Vinyl-covered gypsum board ACT in the bathroom ceilings needs an aluminum grid for longevity.
 - f. Windows should have aluminum frames. UW La Crosse Residence Life likes sliders due to ease of having staff lift them out to clean them. In current campus halls other than Reuter the windows are triple track, non-insulated lites, but this arrangement will probably not comply with DSF window performance standards – insulated units will likely be needed. How often do windows break? +/- 6 to 12 per year. Must have security screens on the first floor windows. UW-La Crosse added stops to the operable windows at Reuter to limit movement but, this was a stopgap measure. Double hung/tilt windows at Reuter are not easy to clean by UW La Crosse staff.
 - g. Are copper phone lines to all rooms required? Copper phone lines should be provided to public areas only. What is the cost? What is the realistic value?
 - h. Provide CAT 6 outlet for IT per bed.
 - i. Provide for "Wireless everywhere", but campus IT department puts in actual transformer/broadcast hardware; the project puts in the conduit and power to support it.
 - j. Vertical blinds are desired by UW La Crosse, but the vendor requires further discussion. Currently only one company has vertical blinds with replaceable slats.
 - k. How are closets in suites closed off visually? Closet doors? Campus doesn't like closet doors because of maintenance issues and the need for an additional sprinkler head inside of each closet. Campus would like some sort of "cup" to hold a "shower curtain" or similar fabric to close off the contents of the closet from view. This could be both a life safety issue and cost issue. The A/E will investigate whether sprinklers are required if the closets have "curtains" for "doors". Closet ceilings should be drywall for durability



8. Entry vestibules:
 - a. Removable mullions should be used in entry vestibules double door assemblies.
 - b. All "primary" entries need automatic door openers.
 - c. Need "blue phones" at all "primary entries." Campus uses swipe card, on the exterior side of the door, not inside. Project should provide just a rough in box and power. Campus provides the card reader.
 - d. Campus prefers a "Rhino-Tuff" type walk off mat system, full coverage without a tile border.
9. Reception desk area:
 - a. Front desk will have one full-time person at the desk and two people (with mini-offices) behind the desk.
 - b. Reception counter needs a security gate, similar to Reuter Hall's.
 - c. Revisit Reuter – Campus had to add a lot of cabinetry in the reception desk area. Would this new area also sell "sundries" like Reuter? Yes
 - d. There should be space for storing "a couple" of moving carts that are used throughout the year (others are stored in basement). Provide space for an office worker or two plus one or two desk workers. Same counter material as Reuter with plain cabinets.
 - e. VCT is not working well at "pizza oven" in Reuter. Stripping and sealing this is a pain. Use hard tile at the oven locations and carpet elsewhere in the reception area.
 - f. Need CATV connection too.
 - g. Campus suggested providing 350 s.f. at front desk. Reuter is 250 s.f., just big enough for a hall of 388 residents.
10. Mail room:
 - a. Doug will provide mailbox specification and size.
 - b. Would be nice to have a built in counter and cubbies or shelves for sorting.
 - c. A mailbox should be provided per bedroom, not suite. .
11. Page 11: Make sure lounge RL-8A is accounted for in plan
12. Game room needs a way to see into it. It also needs controllability of lights. Further discussion will be required regarding this room. Also need to talk more about the activities that will take place in this room, i.e. pool, ping pong, electronic gaming, ceiling mounted projector (rather than wall mounted tv?) etc.
13. A full kitchen is needed on each floor (at northeast corner lounges). The A/E needs to determine the impacts of venting kitchen hoods with ducts to the exterior. These kitchens will need a borrowed light for safety. Provide a rolling counter shutter to adjacent space from the kitchen. Also provide a freezer and ice machine in each kitchen. Will need to determine if VCT flooring is O.K. in these rooms. VCT is difficult to strip and finish with having to move furniture in these spaces.
14. Sensor operated lighting, in general, needs to be investigated for technological improvements. The sensor operated lighting in Reuter turns lights off in some spaces even though the rooms are occupied.
15. In Group Study – add dry erase boards, bulletin boards and borrowed lites.
16. Hall Director's apartments:
 - a. Should have more residential style finishes, "wood" base and jute backed carpet.
 - b. "Oil based paint", if possible, should be used in the washer and dryer room.
 - c. Office and private phone lines should be provided (copper).
 - d. Provide a better patio door than Reuter Hall. Not a slider door – can't comply with ADA. A single swinging door is better than a pair of swinging doors.
 - e. Provide a "real", well proportioned kitchen – Reuter's hall director apartment kitchen is too small.
 - f. Hall Director apartment storage needs to be 150 s.f. Does storage need to be on first floor near lobby? This storage is for "office and programming supplies", and it needs to be on first

- floor. Personal belonging storage can go in basement. Floor can be sealed concrete. Should these be separate rooms? Yes, for sure. Add base and upper cabinets. Need to provide ventilation for storage area.
- g. Note that CATV is needed in Hall Director Apartments.
 17. Computer lab – can 15 fit in a 300 s.f. room? Capacity of 15 is desired by Campus. Entry door should have card swipe access.
 18. DSF standards allow operable windows only where required by code.
 19. Laundry should be designed for 20 occupants.
 - a. UW-L's vendor for leasing laundry equipment is Mac - Gray.
 - b. A floor drain is needed.
 - c. Add laundry sink and bulletin boards
 20. House lounges:
 - a. Need space for bulletin boards and white boards at entry to house lounges – maybe in lobby area.
 - b. Add phone.
 - c. Change functional description of house lounge kitchen to having only a sink, cabinets
 21. The Northeast Corner Lounges:
 - a. Should have "full blown kitchens"
 - b. Not a two-story space.
 - c. Add a separate room data sheet for kitchen or include in corner lounge room data sheet.
 22. Hall study lounge:
 - a. Add white board, bulletin board, and borrowed lite
 23. Custodial rooms:
 - a. Plan for space for shelving unit and space for mops, cart, vacuum, and mop sink. Size and lay out room with these in mind.
 24. Vending room is missing on latest version of the plan. Note that these need University control.
 25. Student, equipment storage can be located in the basement, and so can linen storage and building storage. The building storage space should have a floor drain.
 26. Custodial work room should be in the basement – 180 s.f. is too small, prefer 2-3 people, plus equipment. Doug will provide more detail. This is not a supervisor work room, it is a custodial supply and workroom.
 27. Custodial meeting room is four occupant "office" in basement.
 28. Private offices:
 - a. Campus thinks they are too small – wouldn't accommodate files, supplies, etc., but they are compliant with UW System Standards.
 - b. Resident Life Director's Office presently has 8 file cabinets inside the office. These will need to be nearby this office, can't be in the basement.
 29. RLO 1F - two staff, not three
 - a. IT needed for printers.
 30. RLO 1I – Is this covered in seminar space? Add IT/phone/CATV
 31. RLO 1J – Change to carpet. Add base cabinet and wall cabinet to accommodate die cut machine and laminator
 32. RLO 1L – Carpet
 33. RLO 1M – Office supplies, phone books, files, brochures. Lots of different storage.
 34. Open computer station – RLO 1N – What is this? It's a computer on a stand that can be used by visiting staff to access their e-mail and other files.
 35. RLO -1O:
 - a. One room, a 10' x 12' room is plenty



- b. Definitely needs its own "Liebert" A/C unit, on emergency power.
 - c. Can it go in basement? No.
 - d. Can it have a normal sprinkler? No, this is a critical room that requires a pre-action sprinkler system.
36. RLO IP :
- a. 8 occupants, not three.
 - b. Eight workstation carrels.
 - c. Needs to be 380 s.f.
37. Computer parts storage/work room:
- a. Provide for shelving and a workbench.
 - b. Two occupants
 - c. Needs to be bigger than 85 s.f.
38. The IT supervisor will occupy one of the RL Assistant Director offices
39. RHAC:
- a. Reduce to 300 s.f.
 - b. OK to have sealed concrete floor
 - c. Provide swipe card access.
 - d. Provide white boards and bulletin boards
40. NRHH:
- a. Reduce to 200 s.f.
 - b. Two desks
 - c. OK to have sealed concrete floor
 - d. White boards and bulletin boards
 - e. Swipe card access
41. Mechanical rooms – "Vent any steam and electric rooms". Rooms can get up to about 120 degrees without venting
42. Provide one emergency outlet in all voice/data rooms. Provide sealed concrete floor.
43. Add a floor drain in the plumbing room
44. Delete the Fire Command Center. This is not required since the building is not a high rise.
45. Hallways:
- a. Do not provide cove lights.
 - b. Provide window at ends of the hallways where possible.
46. Elevators – flooring to be "Rhino-Tuff" (make sure wall pads are specified). Make sure it's big enough for a stretcher. Definitely provide a traction elevator. What is a "hybrid" elevator? It's a traction elevator without a penthouse machine room.
47. Elevator lobbies :
- a. Provide big bulletin boards at the elevator entry, like was seen at the University Center in Chicago.
 - b. Flat screen TV?
 - c. CATV and power? Maybe provide rough in for future installation
48. Loading dock will be at grade. No elevated/depressed dock needed.
49. What is N/A.2? Delete.
50. Add "student staff office" one for each hall, to accommodate RA's. All staff meetings (18) would be in the seminar room, with Hall Government reps (10). Provide storage space for food for programming, couches, two work stations and office supplies. Could go in the basement, but the first choice is on the first floor. Possibly +/- 300 s.f. each.

Building Design Review



1. Bob explained current progress document
2. Sloped roofs are gone, higher elements still occur at the ends of the building wings.
3. The building could be moved a little further to the east (can move 20' maximum), but don't get too close to the parking lot.
4. DSF will scrutinize any use of "large amounts of glass", particularly related to sustainability and daylighting issues.



5. O.K. to look at the possibility of using sun screens. (They are being used on the new Academic Building)
6. Sliding windows need to be sized so as not to be too big for internal cleaning. Sliders do have a big effect on aesthetics. The drawings show 5' x 5' units, which is at the top limit of removability for washing. Units include metal transom at top in finish to match the window frame. What's in Wilder Hall? It doesn't matter since these have never been washed. Existing sliders in existing residence halls on campus are 3' high x 4' wide each unit.
7. Can lounges have operable windows? What does code say? Is ventilation required by code?
8. Materials:
 - a. Materials shown on the drawings are O.K.
 - b. Modular brick is the standard in one color, but with a range, not monochromatic.
 - c. An architectural precast concrete base with precast accents was also shown.
9. Corner elements were discussed. Curtain wall is discouraged.
10. Campus doesn't like idea of metal wall accents or metal shingles. They liked idea of brick or architectural precast concrete.
11. The committee felt that "amount of glass shown in lounges was appropriate".
12. Campus suggested making the entry elements read stronger. Maybe less thin and horizontal. Strong entries are required by the master plan.
13. The group was split on the clerestory element at resident life offices. Some really liked it, while some felt it was extraneous and blocked views. Can entrance to RLO be more obvious? EUA suggested working the height into strengthening the RL office entry. The group wondered if the RL office entry should be moved to the east face to be more identifiable by visitors to campus.

EIS Orientation discussion, led by Dennis Johnson of Ayres.

51. EUA should send information both to Dennis and Ben Peotter at Ayres
52. Dennis Johnson will take notes for EIS portion of meetings. Ayres will provide minutes for this and subsequent EIS meetings
53. EUA to send one paper copy and one electronic copy of 10% concept plans to Ayres. Need copy of the UW-La Crosse program statement. Ayres would like one paper copy of EIS report and access to an FTP site for electronic copy.
54. Ayres can use 10% report, Page 19, for initial informational release
55. Dennis requested a copy of the current site plan with the initial notification letter. DSF was concerned about the level of detail to be released before campus sign off (sign off is on January 26). Okay to use Page 19 of Tab 5 for now
56. EIS scoping meeting will be on February 4. Move team meeting on 9th to 4th? Or add another meeting? Matt to check. Move scoping meetings to the 9th? Campus prefers the 9th.
57. Larry suggested going to peer review before February 9th scoping meeting. EUA was not comfortable with level of design completed by February 4th or 5th for a good peer review. Goal of DSF was to allow release of design drawings to press. No, this really isn't practical – allows only one more meeting with campus to discuss design. EUA schedule says peer review occurs after February 12. Ayres suggested that there would be benefit in releasing the final EIS released before May 19 (last day of classes). Can it be moved up to release the week of May 4? It can be released before the Board of Regents meet. Public meeting before Board of Regents meeting in May. Everyone decided this might not be possible.
58. Draft EIS meeting is scheduled for 4/14/09, could be 4/13/09 after team meeting.
59. Geotech report has not begun yet, but EUA and Graef will get this moving.
EUA needs to develop a site construction access plan – no parking will be displaced (hopefully) by construction activity

End of Minutes