MEETING MINUTES

From: Shawn Plum
December 1, 2010

Subject/Project Number:
University of Wisconsin Eau Claire - New Student Center
Building
Burt Hill Project 08947.00

Meeting Number: Meeting Date: Project Phase: Meeting Location:
November 29, 2010 Construction Documents UWEC

Meeting Purpose:
Millwork review with client

Attendees: Distribution:
Charles Farrell – UWEC
Beth Helwig – UWEC
Kyle Clark – UWEC
Shawn Plum – Burt Hill
Lori Delgado – Burt Hill

All Attendees

Comments:

1. UWEC would like a total of 12 touch-down stations for computer access. Design Team to add a touch-down counter (and power/data) along the wall between column RD/R7 and the elevator shaft and within Lounge 103.

2. Service 110A:
   a. All four student works to be facing Entry Corridor 100B.
   b. Prefer a curved front.
   c. Provide ‘Humanscale’ monitor arm for each student worker.
   d. Make base cabinet (drawing 5/A707A) narrower by eliminating (2) form slots.
   e. Move postal meter and scale to counter shown in elevation 4/A707.
   f. Move some pamphlet slots to customer side to reduce number of pamphlet slots shown in elevation 4/A707.
   g. Desk top to be stool height.
   h. Lower the height of the transaction counters.
   i. Move LCD panel to wall housing security gate.

3. Bank 110F: reviewed and approved as shown.

4. UWEC would like to know the cost of the following desks to determine if they should be casework or furniture:
a. BluGold service desk (BluGold 110)

b. Student Orgs reception desk (Reception 220)

c. Event Services/Admin reception desk (Reception 240)

5. BluGold 110:
   a. Wall behind service desk to be 42” high.
   b. Flip Office 110C and Storage 110B
   c. Wall between Office 110C and Service 110A to be 42” high.
   d. Melinda to provide ‘bank’ security standards to Design Team for incorporation into the scope of work.

6. Stair 1 101A: reviewed and approved except would like to incorporate a shallow planter in the slate base under the stair.

7. Dulany 122:
   a. Relocate stained glass at Alumni Room (existing Davies room 253) to Dulany. Incorporate it with the Dulany stained glass configuration.
   b. Dulany casework to be lockable.
   c. Provided interior lighting at casework with glass doors.

8. All banquette’s in Dining 101 to be movable. Possibly incorporated slide castors.

9. Cabin 170:
   a. Revise back counter – extend it to the west to create a condiments space. Space that was condiment space to be beverage pick up.
   b. Lower resin panels at front counter. Panels to be +/- 2’-0” high.

10. Detail 8/A740: minimize dimension of bamboo panels flanking tackable surface. Provide tackable surface on room and corridor side of these column surrounds.

11. At all sections of tackable surface in all corridors (e.g. 8/A709) provide (2) tackable sections flanking a lockable sliding glass door display cabinet with tackable surface at the back face. Cabinet to be full height and +/- 1’-0” deep (size to accommodate full size mannequin).

12. Provide tackable surface at all pilasters along east west corridor on floors 1 and 2. Same location as at bamboo paneled columns.

13. Reception 220:
   a. Add transaction counters at sliding transaction windows.
   b. Desk to accommodate two people.
   c. Transaction counters to flank open space at front of desk providing more visual connection with student sitting at the desk. Open space to be 4’ wide.
   d. Transaction counters to be 42” high.
   e. Desk top to be task chair height.
   f. Wall behind reception desk to have graphic and LCD panel. Created incorporated design.
   g. Provide (2) lateral files with solid surface counter top at wall behind reception desk.

14. Lounges 201B & 201C: wall covering to be replaced with dark paint.

15. Service 220C: elevation 2/A712 -- all casework to have doors – no drawers.
16. All kitchenettes (elevations 4 & 6 / A712 and 2/A715): remove all overhead cabinets except for pair above microwave.

17. Coordinate with Russ to see if Percent for Art is to determine where all the existing Davies stained glass and art is to be located in the University Student Center.

18. Reception 240: remove east most portion of transaction counter (elevation 6/A713). Break countertop and face of desk with reveal.

19. Non-Traditional Lounge 266: accommodate (2) computers and (1) printer at low wall / counter.

20. Alumni 350: (1) LCD panel with wood doors to conceal.

21. Provide display case at wall west of column RD/R8.3 and Entry Corridor 100B. Provide ride board and touch-down counter top east of column RD/R8.3.

22. Russ to provide preservation expert for restoration and relocation of Heritage Room and Frank Lloyd Wright style stained glass.

23. Wall missing at west side of freight elevator on third floor. No freight elevator door at Corridor 300R.

This memorandum represents our understanding of the events which transpired and the actions which were taken. If they do not conform to a recipient’s understanding, prompt written notice must be communicated to the writer. If no corrections or objections are made, this memorandum will be relied upon as a factual interpretation of this meeting.

Submitted by,

BURT HILL
/s/
Shawn Plum
December 1, 2010