Project Transition Meeting Minutes

Sterling High School

MEETING NO.: 012

LOCATION: Sterling High School

DATE / TIME: April 17, 2014, 9:00 am

ATTENDEES: Ashlea Hogancamp, SHW Group – Design Team; Kedrick Wright, HISD – Design; Marvin Stone, HISD/Heery – Program Management; Dale Mitchell, Sterling HS – Principal; Joshua Harris, JROTC; John Chilo, Sterling HS; Rev. A.L. Hickman, HISD N.C.C.F.; Norris Groves, Sterling PAT; Eddie Smith, Cadence McShane; Shone Dobbs, Sterling Student; Justin Fuentes, HISD-SSO

PURPOSE: The meeting discussions focused on the Science Room Layouts and Components and review of the Aviation & Auto Technology areas.

AGENDA ITEMS:

- Project Status Update
- Review April 8, 2014 Community Meeting
- What to Expect at the next PAT Meeting

NOTES:
Discussion

1. Marvin Stone opened the meeting with general introductions and an overview of the meeting agenda.
2. Science Lab Layout Review:
    a. SHW explained that there are (10) total Science Labs.
        i. The Second Floor has (4) total Labs.
            1. Neighborhood #01 has (1) General Science Lab and (1) Chemistry Lab
            2. Neighborhood #02 has (1) General Science Lab and (1) Chemistry Lab
        ii. The Third Floor has (6) total Labs
            1. Neighborhood #01 has (2) General Science Labs and (1) Chemistry Lab
            2. Neighborhood #02 has (2) General Science Labs and (1) Chemistry Lab
    b. Each General Science Lab and Chemistry Lab will have a Chemical Storage Cabinet.
    c. An Emergency Eye Wash / Shower will be provided at each Science Lab, per the PAT's request.
    d. The Chemistry Labs have a Prep Room and Chemical Storage Room.
    e. The Chemical Storage Room contains a Chemical Cabinet and Acid Cabinet.

f. The school requested cabinets above the perimeter cabinets and sinks. SHW to confirm the request.
g. The school confirmed that the High School Chemistry will only require (1) single experiment at a time.
h. The school liked how Nathan Hale HS in Seattle, Washington was set up. SHW will review photographs of the layout.
i. The General Science rooms are to have mobile 2-person tables (OFOI), which will be pushed together at the perimeter casework / sinks to have a 4-person work surface.
j. Clay Clayton recommended a mobile demonstration table – which would have direct wires / hoses for water, gas and electrical connection crossing the floor. This is to be considered further by the school and HISD.
k. Kedrick Wright suggested having a mobile demonstration table that is self-contained (as recommended by the HISD DeBakey HS project) which has gas, battery and water tanks within the table, and would eliminate hoses and wires crossing the floor. However, it was discussed that this would have significant maintenance obligations by the school. This is to be considered further by the school and HISD.
l. Principal Mitchell thought the demonstration table, if stationary, should not be placed in front of the Fume Hood. In the event that there was a demonstration at the pass-through fume hood, it would prohibit the amount of space for student to gather to see the demo.
m. The PAT liked the pass-through fume hood suggested by SHW.
n. Principal Mitchell stated that the current demonstration tables are not used at the existing campus.
o. The goal is to make the demonstrations tables mobile, decisions will made on the type of tables at a later date. SHW will proceed with providing wall-mounted gas, electrical and water connections unless otherwise instructed by HISD / PAT.
p. Kedrick suggested Bunsen burners for 'self-contained' use.

3. Welding Discussions:
    a. SHW needs the welding booth specifics in order to finalize the layout and design. The current layout includes (14) booths, but sizes, required clearances, connections and other specifics need to be confirmed and forwarded to SHW. Sterling HS or HISD will need to provide this information as soon as possible.
    b. Ventilation is needed at each welding booth.
    c. The Gas and Oxygen is to be stored at the exterior of the building, immediately adjacent to the exterior wall of the Welding Room and booths. Sterling HS or HISD will need to forward information to SHW regarding the sizes and types of tanks to be stored.
        i. It was requested that the storage area be secured with a chain link fence (height to be confirmed) with a solid cover, locked with a pad lock or similar.
        ii. The access gates are to be located at the south side of the CLF storage area.
        iii. If the 'smaller' tanks are used, it will require (2) tanks per booth – 1 oxygen and 1 gas.
        iv. The welding instructor mentioned possibly getting larger tanks that can be shared by all welding booths. This is to be confirmed by Sterling HS and forwarded to SHW.
    d. There will not be any loading docks required for Sterling High School.
4. Auto Technology Discussions:
    a. The size of the storage room was discussed as approximately 400 SF. If so, this room could be compartmentalized with a chain link fence for tool storage.
    b. The Auto Tech. Instructor is to forward a list of Auto Tech. equipment and a sketch layout of equipment locations in new building, and equipment specifications.
    c. The Oil Change service will require (2) 150 gallon storage drums. SHW to confirm if oil can be stored indoors. The Auto Tech. Instructor stated it is acceptable to store

outside in a storage area. If so, the School will need to send the size of storage needed to SHW.
    i. This needs to be confirmed to clarify if the Visual Arts 'courtyard' / outdoor space will shrink with this oil storage requirement.
d. The (3) Bays of the garage will be for Brakes (east bay), Alignment (center bay), and Tires (west bay).

5. Aviation Discussions:
    a. The campus requested electrical overhead. This needs to be confirmed by SHW due to the 2-story volume ceiling height.
    b. Principal Mitchell stated that everything for the Aviation program will be portable / mobile.
6. General Discussions:
    a. The Baylor Medical Clinic will now be housed on campus.
        i. There is a need for a dedicated space for use for private physicals.
        ii. Principal Mitchell will send the specifics of the program and the dedicated SF needed.
        iii. This SF will need to be shared / absorbed from other previously programmed spaces currently included within the design.
            1. It was discussed that the Storage Room within the Admin + the New Mother's Room could potentially be used for this program.
            2. It was also discussed that the Grab Lab (on the second level adjacent to the northeast stairs) could be potentially used for the Program's needs.
        iv. Principal Mitchell is to confirm if they can do physicals within the clinic curtain area or not.
        v. The clinical program will write basic prescriptions and will need lockable storage.
        vi. The Program will be operational 3 days per week, within the building, not in a mobile unit.
        vii. Quarterly or semi-annually Health Fairs, which are important for the students, are planned.
        viii. Many students do not have vehicle or transportation options to receive medical / wellness checkups and treatment. This service is greatly needed at Sterling HS.
        ix. The program will need access to water / sinks.
    b. Due to time constraints, a follow-up meeting has been scheduled for Thursday, May 1 to discuss the Science Layout with the teachers and HISD Direction (if available), Auto Technology specifics, and Aviation specifics.
7. Review of the April 8, 2014 Community Meeting Comments (refer to attachment).
    a. Requests for a Field House – A field house is not included in this project budget, but SHW will indicate an area on the plan that can accommodate a small field house for future construction with a separate budget.
    b. Concern for Basketball Goals at the ROTC Drill Pad – It was discussed that the use of this shared space could be easily coordinated and scheduled. SHW to include a sign near the Drill Pad for schedule instructions, etc. to be confirmed with the Campus at a later date.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. At the next regular PAT meeting, we will continue to discuss project updates and design specifics.

ACTION ITEMS:

12-01 SHW to confirm upper cabinets above the Science Labs perimeter cabinets and sinks.

12-02 SHW to review photographs of Science Layout at Nathan Hale HS.
12-03 SAHS or HISD to provide Welding Booth information.
12-04 SAHS / HISD to provide information to SHW regarding the sizes and types of tanks to be stored for the Welding Booths.
12-05 SAHS / HISD to provide information to SHW regarding the Welding Booth tank storage size and specifics.
12-06 Auto Tech instructor is to provide a list of Auto Tech equipment, and a sketch layout of equipment locations in new building, and equipment specifications.
12-07 Auto Tech instructor to provide information on the size of oil storage needed.
12-08 Overhead electrical options are to be confirmed by SHW due to the 2-story volume ceiling height in the Hangar.
12-09 Principal Mitchell to provide the Baylor Clinic specifics of the program and the dedicated SF needs
12-10 SHW to include a sign near the Drill Pad for schedule instructions, etc. to be confirmed with the Campus at a later date.

NEXT MEETINGS SCHEDULED:

1. An intermediate PAT meeting was scheduled for May 1, 2014 @ 1:30 pm to discuss Science Labs, Auto Technology and Aviation. A calendar invitation to be sent by SHW and forwarded to all parties that need to participate from SAHS and HISD.
2. The next regular PAT Meeting is scheduled for May 15, 2014 @ 9:00am.

Please review the meeting minutes and submit any changes or corrections to Marvin Stone. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Marvin Stone
Construction & Facility Services, Project Management
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 588.4342