MEETING MEMORANDUM

Oregon State University
Student Experience Center
Opsis Project No. 4509-01 m.f. 2.04

Prepared by: Jennie Cambier

Meeting Date: December 12, 2012

Attendees:
Oregon State University
   Larrie Easterly
   Michael Henthorne
   Sid Cooper
   Eric Alexander
   Rick Freeman

Design Team
   James Meyer
   Jennie Cambier

Craft Center
   Susan Bourque
   Silia Sequeira
   Bonnie Skofield
   Cheryl Barclay
   Paul Kincaid
   Kent Sumner

Distribution: Larrie Easterly/Eric Alexander - OSU Distribution
            Christopher White - Design Team Distribution

Overview
The purpose of the meeting was to review the 100% DD basement level plan, specifically the current Craft Center layout.

General Notes
Pre-Meeting
1.01 Level 3 Restrooms were presented showing a footwash stall in the men’s and women’s restrooms. The layout, based on a University of Washington example provided by Eric, showed a 48” wide and 36” deep washing area with a curb to contain water and a bench for wheelchair transfer. Larrie will confirm layout with campus accessibility group.
1.02 Option to move basement hallway was reviewed and later presented to Craft Center.
1.03 Amount of storage was questioned, specifically for Building Services and whether they need that much space. Eric to confirm with Sid.
1.04 The DDC systems are located in the Building Services office, which needs to be accessible from the main hallway.
1.05 Basement men’s and women’s restrooms will stay as-is per OSU standards (consistent restroom design and location on each level) and concern with high loads in the Craft Center.
Craft Center

1.06 100% DD layout was reviewed.
1.07 The Craft Center provided 100% DD comments which were used as a meeting outline.
1.08 The Craft Center asked about changing the restroom fixture count but it has been determined these restrooms will stay as-is (see item 1.05, pre-meeting).
1.09 Hallway reconfiguration was presented. This includes moving event storage and a caged storage area over to the craft center side of the hallway.
1.10 Woodshop storage preferred near woodshop entry.
1.11 Opsi to confirm height of service elevator cab
1.12 Woodshop requests power drops from above at work tables
1.13 Opsi will send the craft center an updated basement layout so they can layout the woodshop as they see fit
1.14 Accessibility and Best Practices were mentioned in 100% DD review comments and required clarification. Kent Sumner said he had spoken with Gabe Merrill, who made the request that the 60" path of travel was preferred throughout the Craft Center. On levels 1-4, as approved by the Accessibility Workshop and OSU staff, the 60" path of travel is maintained in public circulation areas and restrooms. Once inside suites and more private areas, 36" paths of travel will be maintained per code. A similar approach was taken in laying out the Craft Center studios. However, because of safety concerns a 60" clear path of travel or as wide a path as possible was requested by the Craft center staff in the Jewelry studio and Stained/Fused glass.
1.15 Eye wash stations are needed in woodshop, jewelry and stained glass studios. Opsi will coordinate with PAE to find a station that is integrated into the sinks, as requested by the Craft Center.
1.16 Craft Center to confirm if there are any additional ceiling requirements in the Photo Production studio other than a light-colored ceiling surface and a grid to hang lights.
1.17 Tables will be resized in the stained glass studio.
1.18 PAE to coordinate with Industrial Welding Supply regarding manifolding tanks together in service yard.
1.19 PAE to confirm where master gas shut-off/on switch is located in studios.
1.20 PAE to confirm that each gas line has its own regulator. Separate regulators for each torch was not preferred by Craft Center instructors.
1.21 Larrie confirmed it was acceptable to leave gas lines un-bled.
1.22 Service yard access will be developed in Construction Documents. Larrie has provided an initial security matrix.
1.23 The Craft Center has several waste streams that need to be reviewed by EH&S. Once EH&S has signed off on waste procedures a location can be provided in the service yard.
1.24 A music system was requested in the Craft Center. There is concern about violating RIAA rules for music in public settings. Eric will check with Julia to get further information on requirements. This topic should be covered in an overall "media in the building" meeting that will take place early in the CD phase (schedule TBD).
1.25 The raku kiln was discussed. Currently the C.C. moves the raku kiln to an outdoor space adjacent to Snell and does firings at off-hours (night), about 4 times per term. The fired piece is then placed in ashcan barrels to "cure." The barrels when not in use can produce a smoky odor. The C.C. is to meet with EH&S to review raku firing procedures once they move to the SEC and determine storage requirements for the kiln and barrels. Opsi will need this information early in the CD phase.

END OF MEETING MINUTES