

MEETING NOTES

Construction Documents Meeting 5 (CD 5)

Project:

FCPS – ES Prototype: Waverley ES (WAVES)

GWWO Project #18045

Meeting Date: January 9/10, 2020

Report Date: February 12, 2020

In Attendance:

Name	Initials	Organization	Email
Brian Staiger	BS	FCPS	Brian.staiger@fcps.org
Kathy Prichard	KP	FCPS	Kathy.prichard.@fcps.org
Larry Phillips	LP	FCPS	Larry.phillips@fcps.org
Scott Blundell	SB	FCPS	scott.blundell@fcps.org
Jeff Seymour	JS	FCPS	jeffrey.seymour@fcps.org
Ric Barnard	RB	FCPS	richard.barnard@fcps.org
Randy Connatser	RC	FCPS	Randy.connatser@fcps.org
Richard Gue	RG	FCPS	Richard.gue@fcps.org
Jimmy Rippeon	JR	FCPS	James.rippeon@fcps.org
Larry Steinly	LS	FCPS	Larry.steinly@fcps.org
Chris Bohner	CB	FCPS	Christopher.bohner@fcps.org
Jenifer Waters	JW	FCPS	Jenifer.waters@fcps.org
Bob Kelly	BK	FCPS	Robert.kelly@fcps.org
Dennis Smith	DS	FCPS	Dennis.smith@fcps.org
Fred Punturiero	FP	FCPS	Fred.punturiero@fcps.org
Cathy Nusbaum	CN	FCPS	Catherine.Nusbaum@fcps.org
Kathy Allen	KA	FCPS	Kathleen.allen@fcps.org
MaryJo Richmond	MR	FCPS	MaryJo.richmond@fcps.org
Jason Hearn	JH	GWWO	jhearn@gwwoinc.com

The purpose of this meeting was to present the project to various department heads and identify any final concerns or requirements needed at the new Waverley facility.

DAY 1 (1/9)

- JH reviewed the building plans and site plan with SB, JS and RC. No immediate concerns or issues were expressed with the plans.
 - RC asked about security partitions throughout the building. The assumption is that the Judy Center suite would have a separate partition as it will operate outside of normal school hours. If programs at the Judy Center require access to the rest of the building, a representative would need to badge through a dedicated door or enter through the main entrance.
 - BS brought up the Specialty Programs Suite and whether it would require a separate partition. RC noted that additional partitions complicate the system and is not preferred. BS will follow-up with Dr. Harris and Paul Lebo to confirm whether dedicated partitions are required.
- JH reviewed the card reader locations with SB. All locations were confirmed but Doors A208 and F214 were deemed unnecessary.
- RB highlighted various items in the hardware preamble developed by the FCPS Lock Shop that need to be coordinated. Because the hardware specification had not yet been received, JH requested a separate meeting with RB for review. BS will coordinate a date and time.
 - RB recommends locks on all classroom casework.
 - Panic hardware at enclosed playgrounds should be considered. JH will research options and report back.
- JH identified access points to the property. SB has no objection with maintaining the two points from the south that connect the Hickory Hill and Hunters Glen Apartments. There should be no gates as openings with offset fence runs are preferred.
- SB asked about egress to the northern portion of the site. Because that portion will be fenced off at the request of Paul Lebo, occupants would be directed towards Schaffer Drive or the ramp to Stonegate. SB would prefer some sort of access between those points for fleeing occupants. JH will explore panic hardware options for a fence gate. The site slopes down drastically past the fence, which would help provide additional protection.
- JH reviewed the building plans with LS; added emphasis was placed on the ELL classrooms.
 - Waverley is within a notably high English-as-Second-Language community. JH asked whether most students are bilingual upon enrollment or if there are cases where English is foreign. LS confirmed the latter.

- JH recommends using additional wayfinding techniques within the facility that act as universal indicators, such icons that represent major spaces. The idea was well received by both BS and LS.
- No concerns were expressed with the dedicated ELL spaces.
- RC returned for the review session with JR; RG came in a few minutes after the session started.
 - No concerns were noted as FCPS Maintenance has been heavily involved in the design process.
 - Dave Toth (Oak Contracting) sat in on the review session. He questioned the location of the machine rooms for the elevators as pumping hydraulic fluid can be an issue. JH explained the placement was determined by the janitorial closets, which are accessed once a day, minimum, and various utilities travel through the space. Elevator installers and manufacturers prefer separation from other building utilities. JH will speak with elevator manufacturers to better understand the impacts of remote machine rooms.
 - RG noted some issues with a door at Frederick High School. JH confirmed that all sidewalks are designed to slope away from doors.
 - RG requested heat detectors in any boiler rooms and a reduction in CO² detectors. RG feels the number of detectors at Frederick High was overkill.
 - RG would like all roof drains to be equipped with Fernco Proflex neoprene couplings, nothing else.
 - RC asked where the Alertus Alert Beacon and panic button will be located. JH noted that it was not yet placed. RC recommends a location behind the reception desks in the main office and Judy Center offices respectively.
- JH reviewed the building plans and site plan with CB from FCPS IT.
 - JH identified the MDF and satellite IDF rooms; no objections were expressed.
 - CB confirmed the model of smart display for each classroom. The number of data drops discussed in previous meetings were reviewed and confirmed.
 - AI Phones will be placed at three locations and will all connect to a hub located in the MDF room. The three locations include: Main Entrance, Kitchen/Loading Entrance, and Judy Center Entrance.
 - BS requested that infrastructure be installed for a potential fourth AI Phone at the bus entrance.
 - The Raptor visitor check-in system will be used in the main office and the Judy Center office. A dedicated laptop and workstation should be provided.

- CB requested a copy of the building plans to identify probably wireless access point (WAP) locations. JH agreed to provide PDF after the meeting.
- CB recommends mounting security cameras 12'-0" above grade along the exterior of the building.
- JH reviewed the building plans with JW, with added emphasis on the Health Suite.
 - No objections were noted.
 - JW asked if lifts were being planned for any restrooms in the building. BS confirmed that none were included to date. JW asked that lifts in the Health Suite and the Specialized Programs restroom be considered.
 - JW also asked that a personal care suite be considered as there tends to be a need at various facilities in the county. JH identified an overflow storage room that could function as this space if desired.
 - BS will confirm if lifts and/or a personal care suite should be added.
- JH, BS and Dave Toth reviewed two design items between sessions:
 - Canopy Design
 - After internal review at GWWO, JH noted a concern about wind-driven rain at the entrance canopies. There is currently an opening designed into the canopy to allow for natural light and to limit penetrations through the building envelope.
 - Both BS and DT prefer the canopy design as-is and do not foresee wind-driven rain as an issue serious enough to warrant a different design.
 - VRF Condensing Units
 - After further discussion with Alban Engineering, the VRF condensers can be placed "inside," meaning under roof, BUT require a significant amount of free area for air to enter and surround the units. This essentially creates window-sized openings that require the roof/slab below the units to be insulated.
 - JH explained the level of detailing and additional material needed to create these enclosures and expressed the opinion that the additional construction is not warranted.
 - Dave Toth agreed as the enclosures over Areas "A" and "F" could cost in excess of \$200,000 each.
 - Because the condensers are designed to be exposed to the elements and are ultimately less visually intrusive at ground level, JH recommended eliminating the enclosures.

- BS agreed to discuss the recommendation with Paul Lebo and provide further instruction.

DAY 2 (1/10)

- JH reviewed the interior material palette, building plans and site plan with LP; added emphasis was placed on custodial spaces.
 - No objections were noted.
 - LP requested a man door between the Custodial Office and Outdoor Storage space. JH will add the door.
- JH reviewed the building plans with BK and DS; added emphasis was placed on the cafeteria and food service spaces.
 - JH noted the increase in cold storage space, which was a concern of both BK and DS during Design Development.
 - JH confirmed that digital menu boards would be mounted in the cafeteria above the serving line doors.
 - No objections were noted.
- Representatives from the visual and performing arts department did not attend their session.
- JH carefully reviewed the building plans, site plan, design intent and material palette with KP.
 - KP expressed sincere gratitude for the amount of thought put into the design of the facility. She would like GWWO to attend the first day for teachers in 2022 and provide a tour of the building that includes the background and design intent. GWWO would be much obliged.
 - KP appreciated the neutral exterior but expressed excitement about the color treatment at the main, bus and rear entrances respectively. Given the diversity of the neighborhood, using color to distinguish entries provides a universal means for communicating location.
 - The color palette was well received, with the blue and yellow selections serving as a “refresh” for the Waverley Golden Eagle colors.
 - JH mentioned the idea of installing iconography wayfinding signage to help serve as universal communicators. KP thought the idea was fantastic and would serve well during math nights or other off-hour events where students and families may not be always be in the company of a teacher.
- JH reviewed the site plan with FP of FCPS Transportation.
 - FP approved of the design but added a couple of items to consider:

- Provide a painted stripe set back from the intersection of the parent drop-off loop and maintenance drive. The stripe would serve as the stopping point for the first car in the parent queue.
- Ensure the bus spaces are numbered.
- FCPS maintenance vehicles may be best suited to use the bus loop and Schaffer Drive entrance to the property.
- Ensure clear and direct access is provided to those students who live at The Fred Apartments.
- FP confirmed that all buses for the facility and throughout the county are owned and operated by FCPS. The oldest buses in the fleet are usually a little over ten (10) years old meaning they are likely compliant with the emissions standards required by LEED. This eliminates the need to install electric charging stations for LEED credit.
- JH reviewed the building plans and site plan with CN and KA of the Judy Center.
 - Both CN and KA were excited about the new Judy Center. The only items noted for the design team to consider were:
 - Install a baby toilet in the Group Room as most programs are for very young children.
 - If the Community Liaisons for both the school and Judy Center are to occupy the same space, it would be beneficial to provide sound separation as private matters are routinely discussed. JH noted that a separate conference room was also provided for additional privacy.
- JH reviewed the Media Center plan with MR. MR was active in the early stages of design and has no concerns with how the design has developed.
 - If possible, a see-through/double-sided display case is preferred between the main space and the office. JH will see what options are available.

The foregoing represents the writer's interpretations of what transpired at the meeting. Please forward any changes or corrections within five (5) days to jhearn@gwwoinc.com. Otherwise these notes will stand as the final record of the meeting.

Respectfully submitted,

GWWO, Inc./Architects



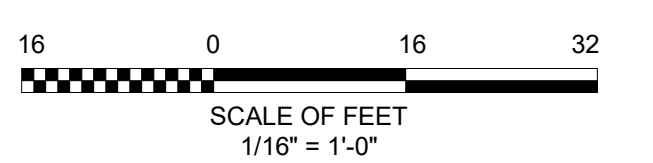
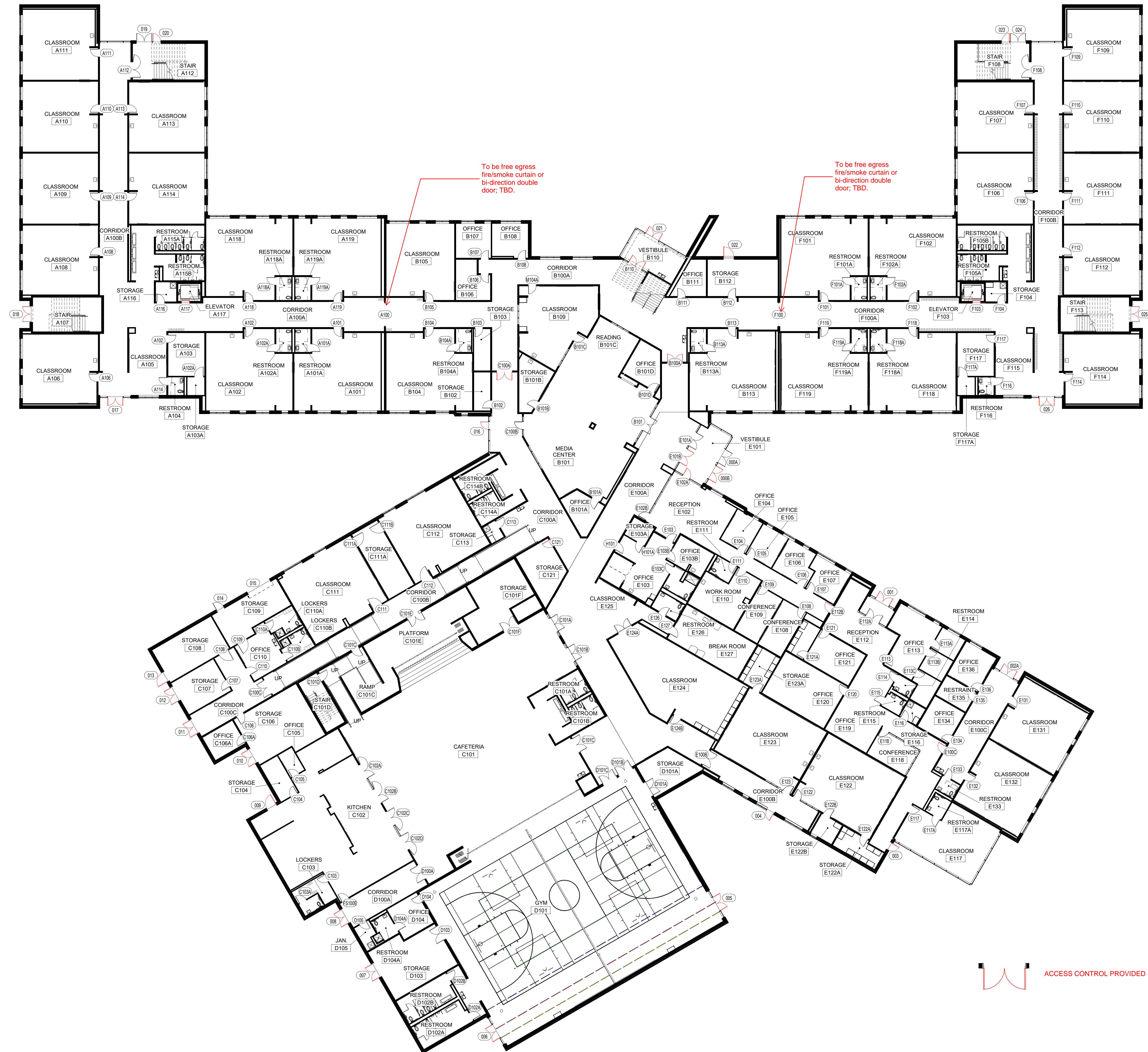
Jason T. Hearn, AIA, LEED AP BD+C
Project Manager

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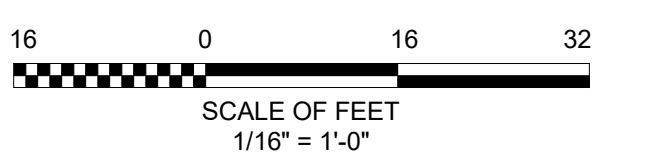
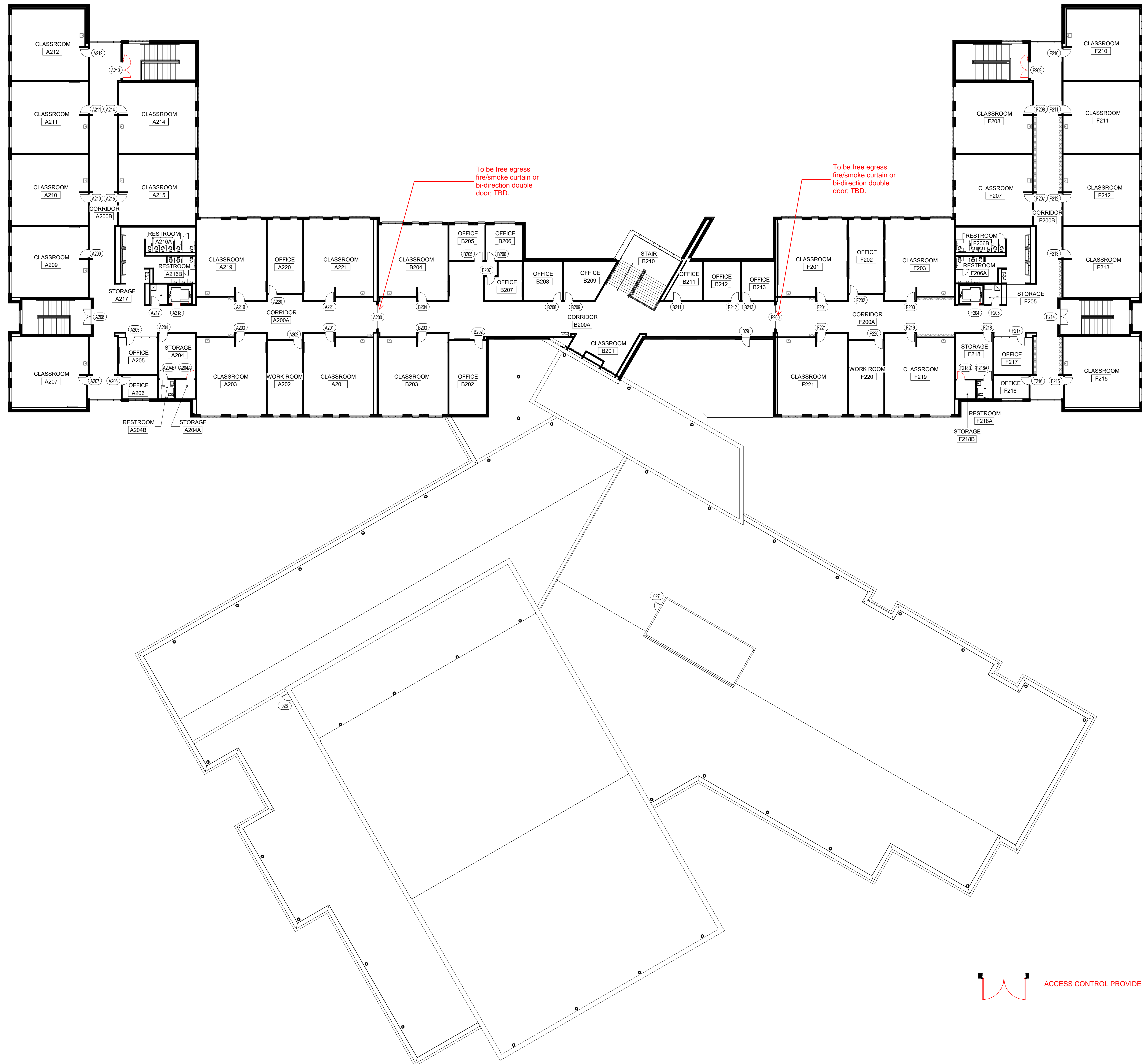
Attachments: Building Plans
 Site Plan

CC: All Attendees
 Tammie Smith
 Paul Hume
 Dave Toth

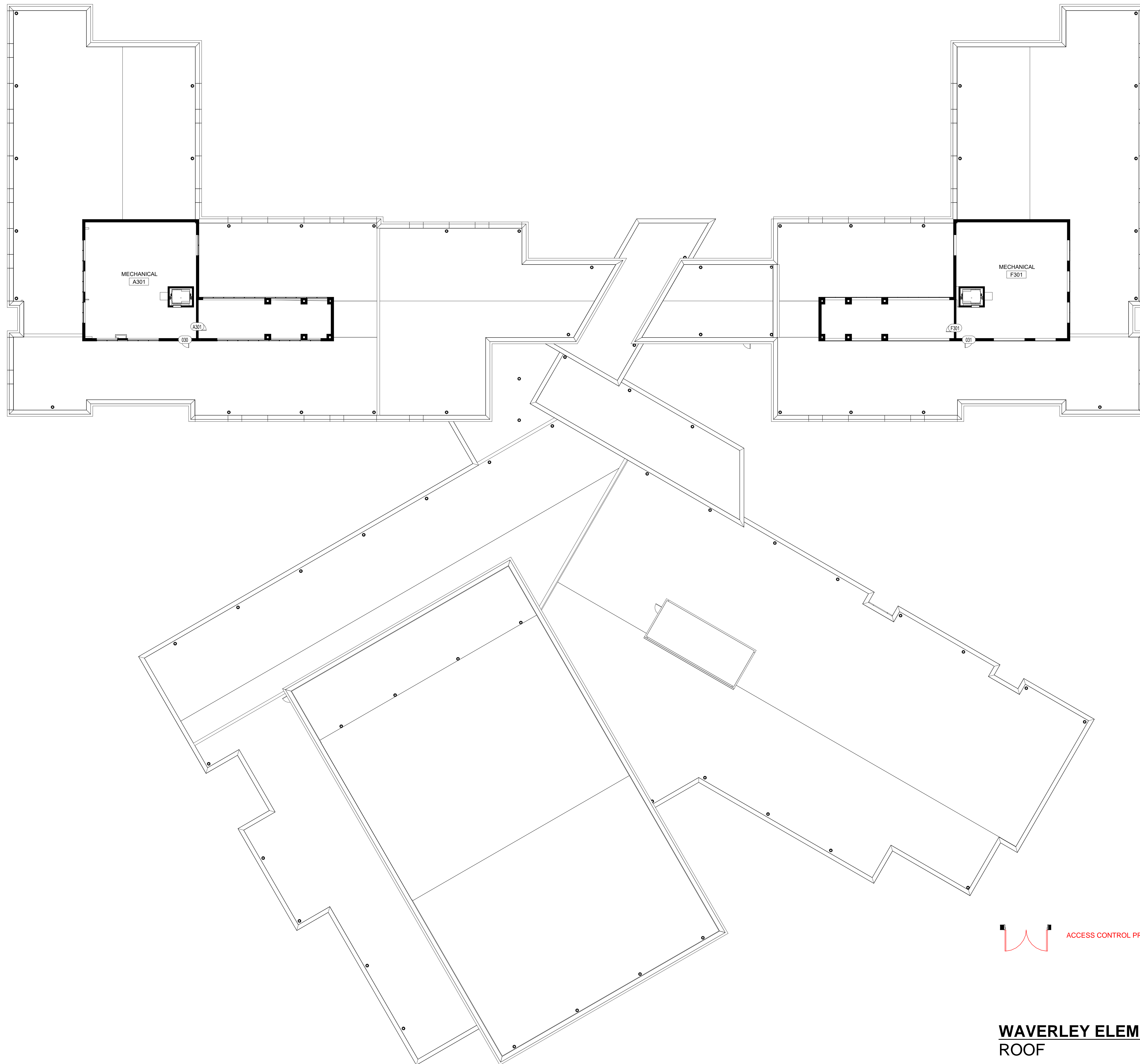
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WAVERLEY ELEMENTARY SCHOOL REPLACEMENT **FIRST FLOOR**



WAVERLEY ELEMENTARY SCHOOL REPLACEMENT
SECOND FLOOR



16 0 16 32
SCALE OF FEET
1/16" = 1'-0"

**WAVERLEY ELEMENTARY SCHOOL REPLACEMENT
ROOF**

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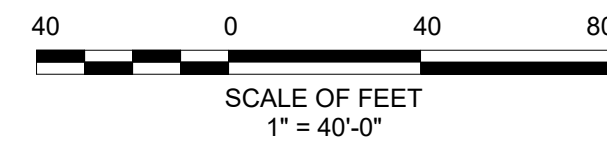


1 AS.1 ARCHITECTURAL SITE PLAN
1" = 40'-0"

KEY PLAN:

KEYNOTES LISTED ON THIS SHEET ARE FOR CONVENIENCE ONLY. REFER TO SHEET CS.2 FOR COMPLETE LIST

CONSTRUCTION NOTES	
NOTE #	DESCRIPTION
1.1	PROJECT WORK POINT (REFER TO A0.1 FOR CONTINUATION)
5.1	PROJECT WORK POINT (REFER TO AS SERIES FOR MORE INFORMATION)
6.1	EXTEND SHEATHING TO COVER END OF FIRE WALL.
9.1	DIMENSION IS TO FACE OF STUD
9.2	ALIGN ACP GRID TO FACE OF VERTICAL BULKHEAD
10.1	SANITARY NAPKIN DISPOSALS TO BE INSTALLED IN ALL GIRLS' RESTROOMS AT SECOND FLOOR



50% CONSTRUCTION DOCUMENTS

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Seal:

Seal:

Revisions:		
No.	Date	Description

WAVERLEY ELEMENTARY SCHOOL REPLACEMENT

FREDERICK COUNTY PUBLIC SCHOOLS

Job No.	#18045	JTH	Drawn
Scale	1" = 40'-0"	JTH	Checked
Date	12/20/19	PLH	Approved
Drawing Title	ARCHITECTURAL SITE PLAN		
Sheet	AS.1		

AS.1

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