

# MEETING minutes



Design Development Report Review

January 10, 2014

project no.: 13113 - Fultonvale Elementary Junior High School Modernization

meeting time: **9:00 am**  
 location: **Fultonvale School**

- Edmonton Studio
- Red Deer Studio
- Calgary Studio
- Saskatoon Studio

Distribution	Attending	Name	Representing	Email
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**Client Representatives:**

X	X	Estella Tong	Program Co-ordinator, Alberta Infrastructure	
X	X	Basil David	Director, Elk Island Public Schools	
X	X	Calvin Wait	Assistant Director, Elk Island Public Schools	
X	X	MJ Nam	Principal, Fultonvale School	
X	X	Peter Olynyk	Project Manager, Alberta Infrastructure	

**Design Team Representatives:**

X	X	Doug Ramsey	Partner, Group2	
X	X	Carly Moore	Intern Architect, Group2	
X	X	Allison Leggatt	Interior Designer, Group2	

**Consultant Team Representatives:**

X	X	Paige Cline	Structural, Williams Engineering	
X	X	Pawel Stefanczyk	Electrical, Williams Engineering	
X	X	Judd Mah	Mechanical, Williams Engineering	
X	X	Kevin Dieterman	Landscape Architect, ISL Engineering	

**Additional Copies To:**

X		Bruce Beliveau	Superintendent of Schools, Elk Island SD 14	
X		John Lovell	Director, North Region, Alberta Infrastructure	
X		Michael Ediger	Director, North Region, Alberta Education	
X		Laurel Udell	Education Manager, Alberta Education	

Item No.	Description	Action
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1.1 Introductions

1.2 Meeting Goal

To establish design decisions for the project, this will act as a blue print for the Contract Documents phase.

- Present the layout and intent for each space and the typical classroom. Discuss, G2 to incorporate client feedback.
- Present electrical, mechanical, and structural systems approach. Discuss, G2 to incorporate client feedback.

1.3

The programme and areas remain unchanged from the layout indicated in the Schematic Design Report. The total area is still slightly under the allowable total of 6200m<sup>2</sup>. Significant changes in overall layout when compared to the SD plan:

1. At the request of EIPS the elementary science room converted to two classrooms.
2. Admin suite expanded.
3. Gymnasium addition re-oriented to accommodate access to office and change rooms without crossing the courts.
4. Facades of existing school to be retained, windows to be replaced.

1.4

Elevations

1. New gymnasium corrugated metal.
2. Facades of existing school to be retained, windows to be replaced (same size).

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3. South façade of existing gym to be punctured with new windows and re-clad to accommodate the new programme use:
  - Entry
  - Student Gathering Space
  - Drama Room

1.5

## Administration Area

1. Access to wrap around services from the main corridor allows more admin space to be usable rather than circulation.
2. Direct access to Staff Lounge and Work Room is provided, W/C also located mid corridor to maximize accessibility.
3. Sound proofing between staff room and adjacent classrooms improved as a result of new block wall construction.
4. Direct sightlines to fine out space.
5. *MJ noted that access via administrative suite during class time a priority. Vestibule to be redesigned by G2.*

G2  
MJ

1.6

## Info Services (Community Meeting Space & Seminar Space)

1. Multi-use space, glazing borrows natural light and allows for supervised independent study space adjacent to student gathering area.

1.7

## Community Kitchen

1. Access to community kitchen towards corridor in order to secure student gathering space outside of school hours. This allows for access to concession during sporting events.

1.8

## Student Gathering Space

1. Deep windows wells allow occupiable space, for more intimate and casual socializing. WiFi and charging stations to be provided. Deep window wells also mitigate direct sun from the South facing façade, affording an even indirect light to the space.
2. Bright colours play off of current pops of colour on the spandrel panels of existing school, to be coordinated when replaced. Minimalist design compliments existing school.
3. Lowered space at entry and corridor to the school is wrapped with an acoustic panel feature wall for performances and improved everyday sound dampening. Trophy case incorporated into feature wall.
4. Higher space in student gathering area appropriate for large dynamic groups, flexible furnishings to allow an empty space.
5. Proscenium opens up drama space into gathering space for performances, folding wall with high STC rating (50 STC) provides sound dampening during drama classes.
6. Roll shutters incorporated into façade for performances.
7. Black box drama space provided with black out curtain wrapping all walls.

1.9

## Music

1. Remove smaller rooms.
2. Reface and lift all millwork.
3. New storage room to include millwork and sink.

2.0

## Storage

1. Current room allocated to community kitchen to be converted to storage. It was agreed that this would be the ideal location for recycling sorting, cleaning and storage.
2. *Peter O. noted drama storage may be a concern, MJ explained intent to use shed for storage.*

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- 2.1** Food & Fashion – Industrial Arts & Graphics
1. Sightlines and machine clearances in Industrial Arts space to be confirmed by Group2. If safety requirements are met layout to remain unchanged.
  2. Millwork in Graphics space to be removed and replaced to suit programmes.  
*MJ noted that the dust collector is loud and would prefer if it were installed outside. Doug & Kevin noted this must be located on the parking lot side, as the ECS access to the courtyard is on the other side.*
  3. *MJ to work with G2 to make revisions to Graphics layout*
- 2.2** New Gymnasium MJ G2
1. Clearance to underside of structure (sloped for drainage) 8 meters.
  2. Two station gym.  
*MJ requested gym dimensions and two station painting pattern, and Doug requested school logo for gym floor.*
  3. *Basil & Cal to discuss gym intruding on baseball diamond with County, Doug & Kevin to attend.*
- 2.3** Library
1. Opened up at corners with sliding glass storefront doors. Clerestory glazing along walls shared with corridor.  
*MJ & Peter O. noted that the library should be more open, with sliding doors for entry. G2 to redesign with more curtain wall, while abiding by code standards for egress, ie swing door in NW corner retained.*
  2. Angled light wells wash library in natural light. Clerestory and glazing at corners allow corridor to borrow light from the library.
  3. Secure room with access from corridor and library includes prep space and sink.  
*MJ noted that prep space should be directly in the library, including sink, and this space should be storage with access from the corridor only. G2 to redesign layout.*
- 2.4** ECS
1. Glazed door accommodates direct access to courtyard.
  2. Maximizing cabinet storage a priority for instructor, direct access to storage from classroom not provided, access from corridor only.
- 2.5** Typical Classroom G2
1. All classrooms outfitted with sinks to accommodate a division 1 class or division 2 class, as they may change over time.
  2. Classrooms within the core include millwork along one wall which accommodates displacement ventilation.  
*MJ noted clerestory windows towards the corridor are desired. Paige noted that the structural lintel could be hidden by t-bar. G2 to explore – cost could be an issue.*
- 2.6** GOALS MJ
1. *MJ to meet with director of student support services to discuss layout and furniture item list.*
- 2.7** Junior High Science Room
1. Secure science prep room.
  2. New millwork with workstations and displacement ventilation.
  3. Fume hood is part of FFE but ventilation & electrical will be included.  
*MJ noted that the demo station should be near the prep room. Allison explained that it is at the opposite end of the room to be near the entry. MJ and G2 to explore options.*

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- 2.8 W/C
1. Open to corridor to allow barrier-free access.  
*Location of lift to TBD by G2, Basil, and MJ.*
- 2.9 Structural (Paige of WE)
1. Flagged CTS as an area where all utilities will be removed during roof structure replacement. Structure must be replaced due to snow shadowing from new gymnasium.
- 3.0 Mechanical (Judd of WE) MJ WE EIPS
1. Sprinkler system requires a diesel pump which will be stored in the existing gym storage room, which will be walled off within the school, with access from the exterior only.
  2. Gooseneck faucets approved for use in typical classrooms. Hose
  3. Bottle filler locations on fountains? *To be approved by MJ.*
  4. Lowered counter & manual flush in ECS only, all other plumbing fixtures standard size. Allows for maximum flexibility with DIV. 1 and DIV.2
  5. Air conditioning included in core and music room only, only approved for areas with displacement ventilation.
  6. Typical classroom does not currently include enough plinth in the millwork to accommodate the displacement ventilation. There are two options, include one large grill or include more millwork at the front of the class which incorporates the white board and smart board with storage.  
*Cal to check how Fort Saskatchewan enjoys their white board millwork.*  
*MJ noted that they already own smart boards and white boards and this may not be the best use of resources.*
- 3.1 Electrical (Pawel of WE) WE
1. Lighting fixtures selected for project presented. Suspended indirect/direct fluorescent most cost effective for typical classroom. Recessed fluorescents for corridors & office spaces. Pot lights for vestibule.
  2. Security cameras as part of the security system on exterior and in corridors.
  3. VOIP in all the classrooms for telephones and intercom system.
  4. Lighting for library and gathering space to be coordinated with G2.  
*MJ requested dimming lights in ECS & GOALS. WE to update drawings.*  
*Basil asked if card access had been included, WE (Pawel) noted that this has been included in the plans.*  
*Basil & MJ requested synchronized satellite clocks for continuity and easy maintenance.*  
*Clocks in every classroom and some in corridors, locations to be approved by MJ & G2.*
- 3.2 Site (Kevin of ISL) G2 ISL
1. Field of heavy duty concrete with painted lines in 'bus transfer' area at front of school. This allows for maximum flexibility and future development.
  2. Auto-turn software indicates that the current configuration of bus loading with 90 parking along the South side is not possible, however this is executed daily, therefore the software is being too conservative. Kevin wanted confirm that we were disregarding the estimates for turning radii projected due to practical experience.
  3. Extension of sidewalk to approximately 5 meters wide.
  4. Kevin inquired about DIV 1 playground. Timing, funding, and footprint?  
*MJ noted that student parent council is fundraising for 2016 and footprint is currently unknown. Likely to leave the DIV 1 courtyard as gravel until the playground is installed, at which point paving will be completed, timing to be coordinated with contractor.*
  5. Kevin inquired about basketball nets, will they be relocated and where?  
*Peter noted that playfields are not included in AI 'capital costs' and may need to be re-installed by the county. Doug to confirm scope with cost consultant on Monday January*

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*14 if included in budget.*

6. Kevin proposed some landscape furniture, in the minimalist style, be added to the field of grass in the front yard, with openings in the guard rail to allow access.  
*MJ/Basil approved openings in the guard rail and furniture if grass is maintained.*
7. Paving surrounding the existing Modus units to be removed and replaced with sod.

## 3.3

Next steps

1. Facilities meetings – MJ will attend. *January 22, 2014*
2. Fultonvale School Working Committee Meetings to begin again Thursday January 16, 2014 and every other Thursday following as required, at Fultonvale School at 1:30 pm.
3. Meeting with County to discuss gymnasium encroaching on baseball diamond in Meeting Room A @ 9am Friday January 17, 2014.
4. G2 to develop, coordinate, and deliver 40% Contract Document drawings for February 14, 2014.

These notes are considered to be an accurate account of the meeting. Should any errors or omissions be identified, please advise the undersigned, in writing, prior to the next meeting.

Recorded By: Carly Moore, Group2 Architecture Interior Design Ltd.

Distribution Date: **January 15, 2014**