April 1, 2009

Project Construction Meeting Notes

*Kitchen Renovations (Lion’s Den) - Moreno Valley Campus*
Riverside Community College District

Attending:

Reagan Romali, *Riverside C.C.D.*
Dale Adams, *Riverside C.C.D.*
Cheryl Ruzak, *Riverside C.C.D.*
Tim Corcoran, *Provider*
Mitch Holt, *Provider*
Geoff Beckham, *GSB Design*
Dave Higginson, *Higginson + Cartozian*
Paxton Jackson, *Higginson + Cartozian*

A meeting was held on the above date and the following items were discussed:

1. All change to plans will be addressed as bid alternates.
2. (Add) Provide vending machines at both patio area’s (DWE/GSB).
3. HCA to provide (2) color boards for RCCD.
4. Tim with Provider has brought to our attention that vinyl flooring at RCCD has been damaged. It was discussed to review other options for flooring, however it was requested to keep vinyl flooring and make sure that chairs have durable glides.
5. HCA/GSB to verify specifications for bulnose at tile locations.
6. (Add) Provide (3) additional lid caddies at each location (GSB).
7. Provider confirmed that ICEE machine is vendor supplied. DWE/GSB to verify water and power only.
8. Provider to provide GSB with slat wall merchandising.
10. (No Cost) Delete charbroiler and expand grille.
11. (Add) GSB to verify if garbage disposal is allowed by Health Department, if so it will be an add.
12. (Add) HCA to meet with College to address drive approach for truck deliveries.
13. It was discussed that the name “Lion’s Den” will remain in lieu of “Lions’ Den”.
   a. Regan to provide HCA with vendor info to coordinate signage/building lettering.
   b. HCA to provide RCC with design options for the “Lion’s Den Cafe” at exterior of building.
   c. “Lion’s Den Cafe” signs to be backlit with white light.
14. (Add) Provide all necessary carts, pans, etc. Provider to generate a list of items for GSB.
15. (Add) Provide sink at grille line due to Health Department requirement. (DWE/GSB/HCA).
16. It was discussed to review putting high end equipment or long lead items in FF&E bid.
These minutes are prepared by Paxton Jackson, Higginson + Cartozian Architects, Inc. The above meeting notes are intended to summarize the comments made, agreements reached and responsibilities assigned during the course of this meeting. Any party wishing to modify or clarify these meeting notes is required to notify the author within (3) business days. Should no comments, corrections, or clarifications be received these minutes shall stand as the true and accurate record of this meeting.

Paxton Jackson, Project Manager
Higginson + Cartozian Architects, Inc.
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