MEETING NOTES

MEETING SUBJECT
Moreno Valley Science & Technology Center Remodel

NOTES TAKEN BY DATE | TIME
Shawna Upp 07.29.30 | 02:30 PM

LOCATION
Moreno Valley Campus, Humanities 234

ATTENDEES
Rick Hernandez (RH), RCCD
Dale T. Adams (DA), RCCD
Reagan Romali (RR), MVC - VP Business Services
Diane Marsh (DM), MVC - Chemistry
Ellen Lipkin (EL), MVC - Microbiology
Steve Wagner (SW), MVC - Anatomy/Physiology
Able Sanchez (AS), MVC - Lab Tech
Carmen Medina (CM), MVC - Lab Tech
Rebecca Loomis (RL), MVC - Anatomy/Physiology
Felipe Galicia (FG), MVC - Biology
Joe Sion (JS), Steinberg Architects
Shawna Upp (SU), Steinberg Architects

OBJECTIVE
Project Kick-Off

ITEM ID NOTES (notes do not occur in order discussed, instead they have been organized by topic)

1.0 Workplan / Schedule
1.1 The workplan consists of five (5) Building Committee workshops. Workshop 6 is tentative and will be confirmed later in the programming process.
1.2 During the summer, workshops will take place on Wednesday mornings. Once school begins workshops will occur on Friday mornings. See attached Workplan for schedule.

2.0 Existing Conditions - General
2.1 Mechanical / Plumbing/Electrical
2.1.1 Chemical Storage Room is not exhausted to the exterior.
2.1.2 All rooms lack adequate ventilation.
2.1.3 The Anatomy Lab does not have proper ventilation for working with preserved cats.
2.1.4 It is believed that fume hoods are not ventilating to the exterior.
2.1.5 JS explained that the design team will evaluate all the spaces regarding ventilation and exhaust. The goal being to provide “one-pass air” exhaust system where necessary.
2.1.6 Plumbing for gas and water is housed within lab benches and is difficult to access. When a leak is found, large sections of lab bench must be removed to fix the problem.
2.1.7 The design team will approach the remodel to avoid moving existing equipment when possible due to significant cost implications.
2.1.8 DA mentioned seeing a gas line that runs through a seismic joint at the building.

2.2 Lab Technicians
2.2.1 Lab Techs are stationed within Support Rooms.
2.2.2 Majority of Lab Tech hours are spent doing office-type work, however they do not have adequate space in the prep rooms to accommodate those tasks.
2.2.3 In the renovation, Lab Techs could be stationed within Support Rooms if appropriate space is provided and exhaust and ventilation issues addressed. Otherwise, a separate shared office for the Lab Techs would be acceptable.

2.3 **Laboratories**

2.3.1 Anatomy/Physiology has a dedicated lab for 12 lab sections. It is the most impacted lab with waiting lists.

2.3.2 Biology has a dedicated lab for 8 lab sections.

2.3.3 Chemistry shares with Physics. Chemistry has 8 lab sections.

2.3.4 Microbiology shares with Physics. Microbiology has 5 lab sections.

2.3.5 Physics has 2 lab sections.

2.4 **Support Rooms**

2.4.1 All Support Rooms are too small.

2.4.2 Shelving is provided in the middle of the two large support rooms.

2.4.3 Physics does not have any prep space. Currently storage is located in the basement of the Tiger’s Den.

2.4.4 Anatomy/Physiology does not have prep space.

3.0 **Microbiology**

3.1 Currently the Microbiology Prep Room stores the autoclave. The autoclave must be located in a separate room with an independent ventilation system.

3.2 Currently the Microbiology Lab Tech is stationed in the Prep Room with the autoclave. This condition must be corrected.

3.3 The lab used for teaching Microbiology is undersized.

3.4 Students’ backs are to the teaching area.

3.5 Benches are too close together.

3.6 Lockers are needed.

3.7 Microscope storage is needed.

3.8 Typical lab bench in arrangement perpendicular to the teaching station is desired.

3.9 Need trough sink in bench with hand washing sinks at each end.

4.0 **Anatomy / Physiology**

4.1 Specimen Room houses cats and is too small. When prepping for exams, trays are stacked on floor in adjacent Support Room. A Specimen Room is needed that is at least twice the size with separate temperature control and adequate ventilation.

4.2 Since Anatomy/Physiology does not need sinks or gas at the benches they could share lab space with Physics.

4.3 Anatomy/Physiology needs two (2) labs to help deal with the course waitlist.

4.4 Lab benches which are not fixed but are grouped in twos to provide space for 4 students would work best for Anatomy and would also work for Physics, as shown in the diagram prepared for LAHC.

4.5 Large sinks are necessary at the perimeter of the lab.

5.0 **Biology**

5.1 Could potentially share lab with Microbiology, however issues arise over need to have clear bench space for glassware; trough sink interferes with this. Some labs continue for a week and will need to remain set up on benches.

5.2 A trough cover or a glassware shelf was suggested as possible solutions to the trough sink issue.

5.3 Biology only uses a fume hood a few times during the semester therefore FG suggested the possibility of using a fume hood in another lab or support space.

5.4 If a refrigerator is provided within the lab then Biology Prep Room could be across the hall.
6.0 Chemistry
6.1 Chemical Storage Room is inadequate in size.
6.2 Chemicals are stored in cabinets. CM to email Chemical Inventory to Steinberg.
6.3 Need fume hoods within the lab.
6.4 Need a larger prep room dedicated to Chemistry.
6.5 Need better storage in prep room and lab.
6.6 Current lab sinks are too small.
6.7 Need lockers for glassware.
6.8 Need storage.
6.9 Large center bench is needed for holding materials used during labs.
6.10 Need better prep room.
6.11 In general, content with current bench configuration.

7.0 Physics
7.1 Need equipment room or in room storage.
7.2 Lab set up as described for Anatomy/Physiology above is desired.
7.3 Physics to share space with either Anatomy/Physiology or Biology.

8.0 Ground Floor
8.1 Ideally the desire is to have 3 additional labs.
8.2 Two new labs would be acceptable if Microbiology lab could be made into a usable space.
8.3 Per RR, the entire first floor is available for the remodel. However, the Stem Center will be temporarily located on the ground floor.
8.4 The Stem Center is currently under construction and will be 2000 SF (square feet).
8.5 It is desirable to keep the fume hoods on the second floor; however it might be best to allow for potential fume hoods at the ground floor for future flexibility.

9.0 General Information
9.1 Course demand occurs in the following order:
   1. Anatomy/Physiology (most impacted)
   2. Chemistry and Biology
   3. Microbiology
   4. Physics (least impacted)
9.2 Minimum number of student stations = 28.
9.3 Maximum number of student stations = 32.
9.4 28 student stations with 4 overflow would be acceptable.
9.5 One teaching station in each lab. Teaching station must have space for a computer and demonstrations.
9.6 Fume hoods are needed in 2 labs to service Chemistry. Other labs can use fume hoods within support spaces.
9.7 Per RR, the Board would likely be supportive of updating the old labs on the second floor to meet contemporary standards for science laboratories.
9.8 Loma Linda and UCR have new science facilities, which may be worth touring.

DISTRIBUTION
☑ ALL ATTENDEES
☐ OTHER: D. Hart

Steinberg Architects will rely on these notes as the approved record of matters discussed and conclusions reached during this meeting unless the author receives written notice to the contrary within seven calendar days of the issue date of this meeting report.
WORKSHOP 1 – Building Committee
**Week-1: July 29, 2009, 2:30p – 4:30p**
- Project Parameters
- Discuss Program Information
- Define Project Vision and Goals
- Review Workplan/Set Workshop Schedule

Field Review – Design Team
**Week-2: August 5, 2009**
- Meeting with PO&M group
- Building review / assessment

WORKSHOP 2 – Building Committee
**Week-3: August 12, 2009, 10a – 12p**
- Draft Space Needs List
- Discuss Preliminary Adjacencies
- Initial Planning Option Diagrams

WORKSHOP 3 – Building Committee
**Week-5: August 26, 2009 10a – 12p**
- Refine Space Needs List
- Refine Planning Option(s)
- Initial Space Layouts
- Utility / Infrastructure Requirements

WORKSHOP 4 – Building Committee
**Week-8: September 18, 2009, 10a – 12p**
- Refine Space Layouts
- Program refinement
- Building Systems Solutions

WORKSHOP 5 – Building Committee
**Week-10: October 2, 2009 10a – 12p**
- Review initial objectives
- Finalize Plan / Program

WORKSHOP 6 – Building Committee
**Week-12: October 16, 2009, TBD**
- Review Cost Model