Los Angeles Harbor College – Science Complex  
Schematic Design  
Meeting Sign-in Sheet

Subject: User Group Meeting  
Date: Tuesday, September 29, 2009  
Time: 8:00 AM - 10:00 AM  
HGA No.: 3050-001-00

<table>
<thead>
<tr>
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<th>Phone Number</th>
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<td>Satoshi</td>
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<td>Eric</td>
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# PROJECT MEETING

**Project:** LA Harbor College – Science Complex  
SD Meeting – User Group Meeting  
**Date:** Tuesday, September 29, 2009  
**Time:** 8:00 AM – 10:00 AM  
**Place:** NE Academic Bldg Conference Room 187

**Present:**
- Rick Darling, Arcadis Sr Project Manager  
- Michael Rendler, Build-LACCD e7 Studio  
- Lauren McKenzie, LAHC Chair Physical Sciences  
- Joyce Parker, LAHC Chair Life Sciences  
- Joachin Arias, LAHC Physical Sciences User Group  
- Basil Ibe, LAHC Physical Sciences User Group  
- Joe Sion, Steinberg Architects  
- Rob Rogers, FBA Engineering  
- Dave Chapman, Pinner Construction  
- Stan Chiu, HGA Architects  
- Eric Chang, HGA Architects  
- Satoshi Teshima, HGA Architects  
- James Matson, HGA Architects

**Prepared By:** James Matson  
**Distribution:** Pinner/HGA Team

**NOTE:** If there are any inconsistencies or errors, please contact this office; otherwise, it is assumed that the following represents a correct record by all present.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Fly Through</td>
<td>Carlos left message for Rick D. saying fly through is not required for SD phase.</td>
<td></td>
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<tr>
<td>1.1</td>
<td></td>
<td>80% draft fly through was reviewed. Three interior spaces still to be added – lecture hall, computer lab and anatomy lab.</td>
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<tr>
<td>1.2</td>
<td></td>
<td>Second review needed by User Group with interior spaces. Also minor revisions due to added storage room projection from north lab block, height of elevator tower to roof, etc.</td>
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<tr>
<td>1.3</td>
<td></td>
<td>Greenhouse – could it be rotated 90 degrees? It looks like an after thought now. Design team to review best orientation for plants?</td>
<td>Design Team</td>
</tr>
<tr>
<td>1.4</td>
<td></td>
<td>Planted areas – small grass areas will not hold up – need drought tolerant planting.</td>
<td></td>
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</tbody>
</table>
1.6 Boiler Building – did team review relocating building? Yes, but about $2.5m cost to move. Will review with Core Group. Dave C. will review cost of keeping boiler in place versus cost of relocating.

2.0 Interior Finishes
2.1 Draft of finishes reviewed for fly through spaces and will be revised in DD phase.
2.2 Interior Finishes for three labs for fly through – lecture hall, computer lab and anatomy lab, materials tend to be sustainable – either recycled content, locally made, etc.
2.3 Computer lab – talk with IT and Core Group about computer table furniture. Prefer not to have monitors on top of tables for flexibility of use.
2.5 Chair rails being added in classrooms and corridors on campus. Concern about wall finish in corridors below chair rail.
2.6 Classrooms with sled type chairs with basket option below is campus standard. Use largest chair option.
2.7 Collaboration space furniture at offices – users dislike but Core Group may like it.
2.8 Anatomy lab – wood casework, black counters.
2.9 Lecture hall – fabric is a bit bold. Pattern is helpful to conceal stains. Blues and green are good. Earth colors are good.

3.0 Lecture Halls
3.1 Plan revisions were reviewed from the User Group meeting last Friday.
3.2 Lecture Hall options:
   1. Per Program – 120 fixed seats with tablet arms and two aisles against side walls.
   2. Two Aisles moved away from side walls with seats along wall – maintain close to 120 seats – perhaps 110? Best to have 3-4 seats against the wall.
   3. Three aisles – 106 seats but seats need to be staggered more which will reduce seat count further.
3.3 Lot of chalkboard work in lecture halls – 80-90% for chemistry. Two projection screens typically show same images and sometimes use just one screen.
3.4 Chemistry prefers Lecture Hall Options 1 and 2 with higher seat counts.
3.5 Seats will need to be staggered for sight lines – plans to be refined.
3.6 120 seats is multiple of 30 seats from labs so 120 seats is ideal. 1 in 12 floor slope works best for code reasons.
3.7 Need at least one lecture hall with 120 seats. Prefer all lecture halls with 120 seats. Will revise plans with actual seat sizes and staggered rows for all three options to confirm seat counts and review with users again.

3.8 LS and PS lecture halls will be designated due to differences in fit-out.

3.9 East lecture hall has a different proportion than the other three – deeper and narrower – better for power point use.

3.10 Physics still prefers center aisle but with 120 seats preferred.

3.11 70 station lecture hall with flexible seating – tables and chairs and will have slate boards.

4.0 Chemistry

4.1 Chemistry Labs – reviewed minor revisions requested by users.

4.2 Chemistry Storage and Stockroom – added door between two rooms and storage cabinet sizes revised. Tall storage cabinets in center of rooms versus benches.

4.3 Storage Room with adjustable shelving added at north end of lab block.

4.4 Storage Room at southeast stair – may be used for building mechanical or electrical.

5.0 Physics

5.1 Labs – slate boards as long as possible in two physics labs and two lecture halls.

5.2 Stock Room 2 with storage cabinets only. It is adjacent to outdoor Solar Lab. Separate storage closet for Solar Lab storage.

5.3 Computer lab has white boards.

5.4 Display cases at lobby type area for physics – display experiments, articles, etc. Up to 18” deep, locked case at interior corridors for security.

6.0 Life Sciences

6.1 Anatomy Lab and Storage – doors from storage into lab and corridor.

6.2 Micro Prep Room has two doors into lab. Room is at north end of lab block.

6.3 Kiln Room and CPR Storage were originally oversized compared to program so sizes now match program. Kiln Room ventilation is critical due to heat from kilns.

6.4 Display case area added at ground floor interior corridor area for display cases from museum. This is located at key access point into building from outdoor courtyards. Lobby type seating could also be located here. Casework is provided as part of project and can be either freestanding or built-in.

6.5 Child Dev. and Creative Curriculum – provide window between the two labs for surveillance.

7.0 Offices – Life Sciences

7.1 Dept chair office increases to program size of approx.160 sf.
7.2 Copy storage room includes sink, coffee area, small refrigerator, and microwave. Small table and chairs could be added if desired.

8.0 **Offices – Physical Sciences**
8.1 Dept chair office increases to program size of approx. 160 sf.
8.2 Added second set of unisex or M/F toilets near elevator.
8.3 Moved adjunct offices closer to dept chair office.
8.4 Copy room has kitchenette shared by all offices, with copier, counters and table and chairs.