November 1st, 2013 VIA EMAIL

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: College of Lake County Master Plan Projects
Architect's Project Number: 214011.00
Southlake Chemistry Lab Programming Meeting #2 Minutes

Summary of the **Southlake Chemistry Lab Programming Meeting #2 Minutes** held at 12:30 pm on November 1st, 2013 at College of Lake County-Southlake Campus, Room V122. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Viki Cvitkovic, Dean	College of Lake County (CLC)
Nick Terlap, Facilities Lead Maintenance	College of Lake County (CLC)
Mel Israel, Campus Operating Coordinator	College of Lake County (CLC)
Jason Cashmore, Faculty-Biology	College of Lake County (CLC)
Ahmad Audi, Faculty-Chemistry	College of Lake County (CLC)
Mary Urban, Faculty-Chemistry	College of Lake County (CLC)
Steve Holman, Dean	College of Lake County (CLC)
Ted Johnson, Construction Manager	College of Lake County (CLC)
Drew Miller, Project Manager	College of Lake County (CLC)
Lakeisha Lindsey, Project Manager	Cotter Consulting (Cotter)
Jeff Sronkoski, Principal	Legat Architects (Legat)
Burcin Moehring, Director of Science and Technology	Legat Architects (Legat)
Jackie Rutter, Intern Architect	Legat Architects (Legat)

ITEMS DISCUSSED

1. The Space List Summary document (attached) was distributed and reviewed. The revisions have been incorporated and attached.
2. CLC team noted the following:
    a. General Chemistry
        i. Would need six fume hoods.
    b. Organic Chemistry - Faculty do not intend to teach full bloom organic chemistry.
    c. Chemistry Prep Lab
        i. Glass wash needed.
        ii. Sink should be larger than what they currently have at Southlake.
    d. Chemical Storage/Mini-stockroom
        i. This space would need vented cabinets and flammable storage cabinets.
        ii. Burcin Moehring inquired if the Storage Room should be divided into two rooms for safety. Ahmad Audi indicated that it is important to keep chemicals separate from flammables.

The group noted that special separate cabinets for flammables might work. It was agreed that David Wentzell's, (Lab Safety Coordinator's), input will be asked.

e. Chemistry Instrument Lab
   i. The group confirmed that since they offer Chemistry classes other than Chemistry 120, they will need an instrument lab. .
   ii. The space should accommodate six to eight students as well as the instrumentation in the Nano Lab.
   iii. The group indicated that one fume hood in the Instrument Lab will be desirable.

f. Nano Technology Lab
   i. Ahmad Audi indicated that the Nano Technology would be combined with the Instrument Lab. This will change the layouts for the options presented.
   ii. Ahmad Audi also noted that currently 1-2 students occupy the space but accommodating more students will be desirable.
   iii. Ahmad Audi confirmed that the instruments in the Nano Lab are sensitive to the chemicals and this should be taken into consideration while the lab is designed.
   iv. CLC team indicated that it is desirable to have the Nano Lab adjacent to the Chemistry teaching lab since the Nano Lab uses many of the chemistry instruments and the same faculty member teaches both classes.
   v. It was confirmed that the course in the Nano Lab and the Chemistry Lab will not be taught at the same time, and hence, there will not be scheduling conflicts.

g. Lab Assistant Office
   i. Should accommodate two people.
   ii. The group agreed that a work station or an office space should not be exposed to chemicals and hence, should not be located in a lab. It was agreed that it should be a separate office.
   iii. Jason Cashmore noted the faculty workstation should have an access to the corridor.

3. The following general questions were discussed:
   a. The number of faculty members on the Southlake Campus.
      i. Biology Faculty - Jason and 2 other adjunct faculty members.
      ii. Chemistry Faculty - 1 full time Chemistry Faculty and 1 part-time Chemistry Faculty members.
      iii. They also offer a CNA class at the Southlake Campus.
      iv. If any research takes place at the Southlake campus. The faculty indicated that they sometimes do chemical experiments in the Nano Lab and hope to expand their research capabilities with the expansion of the Nano Program.

v. The future of Microbiology courses offered at this campus was briefly discussed. The faculty stated that CLC is not investing in Microbiology courses right now. It was confirmed that incorporating a Microbiology Lab will not be part of the scope of this project.

4. Legat team asked the faculty to complete the detailed space requirements form for each space. Steve Holman agreed that the CLC team will submit the completed forms in a week.
5. Burcin Moehring reviewed examples and trends of Chemistry Labs. She also shared some of the trends and concepts which have been presented at the Tradeline Conference.
6. The group reviewed the three options for Chemistry Lab Suite based on the CLC team's input during the last meeting.
    a. Option 1: Chemistry Lab would be on the 3rd Floor where the conference spaces are and these spaces would be moved to the 1st floor.
        i. Steve Holman noted that this option does not include all of the requested program needs and spaces.
        ii. Drew Miller stated that this option is too disruptive and moves too many spaces around.
        iii. Viki Cvitkovic indicated that the ceiling would be too low for the designated spaces. She will review the low ceiling issue in the community room.
    b. Option 2: Providing a 2nd floor addition adjacent to the existing lab on stilts.
        i. The group agreed that the Southlake Campus lacks student lounges. It was suggested that the space below the 2nd floor addition could be used as a student lounge area. Drew Miller noted that this option is likely to be the most expensive one and enclosing the space below the 2nd floor will add further cost.
        ii. The group noted that if the Biology and Chemistry Labs are close to each other, only one office space and one Prep Lab would be adequate.
        iii. Mary Urban noted that having the labs close together on the same floors would be beneficial for scheduling.
        iv. The majority of the group found Option 2 favorable, with the cost not being a factor.
    c. Option 3: Renovating the Community Room and an Addition on 1st floor for the new Chemistry Lab Suite.
        i. Some of the group was concerned that the new addition might block views of the campus.
        ii. Viki Cvitkovic asked the Legat team to show an Option 3A where the Nano and Instrument Labs are combined and the current Nano Lab space will be converted to a student lounge.
    d. Alternate options
        i. The possibility of converting the classrooms on the 2nd floor into the labs was discussed. The group agreed that losing a classroom space was not acceptable and the

instrumentation in the Nano Lab will be subject to some motion due to the adjacent mechanical room.

e. The group ranked their favorite options from the most to the least favorite, with the cost not being a factor.
   i. Option 1- Rank #1: 0 people Rank #2: 2 people Rank #3: 6 people
   ii. Option 2- Rank #1: 5 people Rank #2: 1 person Rank #3: 2 people
   iii. Option 3- Rank #1: 3 people Rank #2: 5 people Rank #3: 0 people
   iv. Conclusion: A majority of the group favored Option 2.

7. It was agreed that the next meeting will be at 9:30 am on November 15th, 2013.
   a. Legat team will present the Option 3A at the next meeting.

Sincerely,
Legat Architects, Inc.

Burcin Moehring, AIA, LEED AP BD+C

Jackie Rutter

JR/BM

ATTACHMENTS
Attendance Record
Space List Summary - distributed at the meeting
Space List Summary - revised after the meeting
Detailed Space Requirements Form

CC
File: 213007.00CLC Grayslake Master Plan: B3
Dave Agazzi, College of Lake County
David Wentzell, College of Lake County
Vuk Vujovic, Legat Architects

FILENAME
213007.00_MIN_131101-PDSouthlake_Chem_Mtg2.docx

Southlake Chemistry Lab

Proposed Program
Programming & Analysis

Space List Summary

	Program Designation	Room Name / Function	Design Capacity	Existing NASF	Proposed NASF	Space Classification	Comments
1	Ch 01	Chemistry Teaching Lab	24	1356	1,323	Teaching Lab	
2	Ch 02	Chemistry Prep Lab	1 - 2	492	500	Lab Support	
3	Ch 03	Chemical Storage/mini-stockroom	1	235	300	Storage	
4	Ch 04	Chemistry Instrument Lab		0	400	Lab Support	
5	Ch 05	Nano Lab		200	441	Lab Support	
6	Ch 06	Lab Assistant Office	1		80	Office Space	
				Chemistry Total:	3,044		

Southlake Chemistry Lab

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1	Ch 01	Chemistry Teaching Lab	24	1356	1,323	Teaching Lab	
2	Ch 02	Chemistry Prep Lab	1 - 2	492	500	Lab Support	
3	Ch 03	Chemical Storage/mini-stockroom	1	235	350	Storage	
4	Ch 04	Chemistry Instrument Lab/Nano Lab	6-8	0	700	Lab Support	
5	Ch 05	Lab Assistant Office	2		150	Office Space	
				Chemistry Total:	3,023		

Detailed Space Requirements

College of Lake County

Southlake Chemistry Lab

Prepared By: .....
Email: .....
Contact Tel: .....
Date: .....

Room Name and Number: .....
Number of Occupancy – People: .....

Room Area .....

Function/Utilization .....

Hours of Use
- ☐ 8 hours/day
- ☐ 14 hours/day
- ☐ 24 hours/day

Hours of Operation
- ☐ 8 hours/day
- ☐ 14 hours/day
- ☐ 24 hours/day

Environment
- ☐ Standard HVAC
- ☐ Lab grade HVAC

No. of Phone Outlets .....

Computers
- ☐ Wireless Network
- ☐ Computers in this space
- No. of Computers .....
- ☐ Data
- No. of Data Outlets .....

Lighting
- ☐ Single Zone fluorescent
- ☐ Multi-zone fluorescent
- ☐ Dimmable incandescent
- ☐ Comb. Fluor. & incand.
- ☐ Natural Light Desired

Misc.
- ☐ Tackboard
- ☐ Markerboard
- ☐ Chalkboard
- ☐ Projector/Projector Screen
- ☐ Smartboard
- ☐ Other

Architectural

Floor
- ☐ Carpet
- ☐ Resilient Tile (linoleum or rubber)
- ☐ Sheet Flooring (linoleum or rubber)
- ☐ Stone
- ☐ Ceramic Tile
- ☐ Epoxy
- ☐ Sealed Concrete
- ☐ Other

Walls
- ☐ GPDW, Paint
- ☐ Cement Board, Paint
- ☐ Ceramic Tile
- ☐ CMU, Paint
- ☐ Other

Base
- ☐ 4" Vinyl
- ☐ Integral w/ Floor

Ceiling
- ☐ Open (no ceiling)
- ☐ Acoustic Tile
- ☐ Metal Panel
- ☐ GPDW, Paint
- ☐ Other
- Ceiling Height .....

Sensitivities
- ☐ Acoustical
- ☐ Vibration
- ☐ Light
- ☐ Radio Frequency

Special Criteria .....

☐	Negative relative pressure	☐	Snorkel Exhaust	Qty.	☐	Canopy Hood	Qty. .....
☐	Positive relative pressure	☐	4 Ft. Fume Hoods	Qty.	☐	Lamina r Flow Hood	Qty. .....
☐	Air Filtration/Supply	☐	6 Ft. Fume Hoods	Qty.	☐	Bio Safety Hood	Qty. .....
☐	Air Filtration/Exhaust	☐	8 Ft. Fume Hoods	Qty.	☐	Type II BioSafety Cab.	Qty. .....
☐	Acid/Base Storage	☐	Walk-in Fume Hoods	Qty.	☐	Gas Cabinet	Qty. .....
☐	Flammable Storage Cab.	☐	Radioisotope Hood	Qty.			

- ☐ Emer. Spray/Eyewash
- ☐ Emergency Shower
- ☐ Lab Gas
- ☐ Lab Air (50 psi)
- ☐ Compressed Air (100 psi)
- ☐ Piped Carbon Dioxide
- ☐ Piped Nitrogen Gas
- ☐ Piped Argon Gas
- ☐ Lab Vacuum (15" Hg)
- ☐ High Vacuum (29" Hg)
- ☐ Steam

Cylinder Gases:
- ☐ Inert
- ☐ Flammable
- ☐ Toxic

- ☐ Potable Cold Water (CW)
- ☐ Potable Hot Water (HW)
- ☐ Chilled Water (CHW)
- ☐ Water Polisher
- ☐ Floor Drain
- ☐ Piped Lab Grade 2 Water
- ☐ Piped Lab Grade 1 (18 MegaOhm) Water
- ☐ Lab Sinks
- ☐ Cup Sinks

Electrical:
- ☐ 120 Volt
- ☐ 208 Volt
- ☐ 480 Volt
- ☐ Instrument Ground
- ☐ Other: .....