



## Design Meeting #14 – Minutes Construction Documents

### Holy Spirit Catholic Parish – Addition and Remodeling Ellis Office – Lower Level February 27, 2019

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#### Attendees

Fr. Steve Brice, Holy Spirit  
Lee Olsen, Holy Spirit  
Chris Burch, Holy Spirit  
Michele Miller, Holy Spirit  
John Krupka, Holy Spirit  
Wendy Mitch, Holy Spirit  
Steve D. Chizzo, Ellis Construction  
Soua Cheng, Ellis Construction  
Representing Kitchen Committee:  
Fred Jaworski, Holy Spirit  
Tom Weinfurter, Holy Spirit

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#### **Previous Meeting:**

*Design Meeting #13 – 2-20-19*

*(minutes not reviewed)*

#### **General:**

1. The first goal for this meeting was to finalize the design for the Kitchen.
2. The second goal was to discuss doors and windows and possibly stained glass locations.

#### **Kitchen:**

1. The flooring (and base) will be quarry tile, with gritted 'anti-slip' tile by the dishwasher. Color for tile and grout are to be determined.
2. Walls will be semi-gloss, washable, light colored paint.
3. Ceiling will be 9' high, vinyl-coated gypsum panel (white, scrubable) in standard grid.
4. There will be two (2) windows above the 3-compartment sink.
5. The doors to the Kitchen will not have locks.
6. The counter doors will not have locks and will not be motorized. (long crank will be provided)
7. There were several plan changes – see attached drawings.
  - A new commercial 6-burner stove will be used in lieu of (2) existing stoves
  - A new sanitizer will be used in lieu of (2) existing dishwashers, (space to load rack betw. sink and sanitizer)
  - A new warming oven will be used, and placed next to the existing combi-oven,
  - The portable griddle will stay in the Kitchen and not be moved back/forth to Storage,
  - There should be a counter at the serving window to the Gathering Space,
  - The prep sink is moved to the west island; the east island becomes a table, not cabinets,
  - A can rack will not be purchased,
  - (1) coffee cup cart will be purchased and (1) dish cart (spring-loaded)
  - The 3-compartment sink will be slid to the east and the Storage area modified slightly.

8. Floor outlets are needed in the Multi-Purpose room, approx. 5' away from the west wall and south wall for banquet serving.
9. Wall cabinets should be provided wherever possible.
10. A wall-mounted microwave shelf should be included on the south wall.
11. At least two (2) floor drains will be in the Kitchen, and a floor drain in the Storage area. A hub drain is needed for the existing ice machine, which could be routed to a floor drain and held up for the required air gap, instead of a separate hub drain.
12. It would be acceptable to have the grease trap in the Storage area instead of outside, if it will save cost.

#### **Flooring in the Multi-Purpose Hall:**

The floor material will be LVT (luxury vinyl tile), in the layout shown on the attached drawing. Final colors are to be determined.

#### **Exterior Doors:**

1. Main entrance and exit door by Kitchen to be 'champagne' anodized color.
2. Main entrance to have one (1) door with automatic door opener,
3. Main entrance and door by Kitchen to have push bar exit device, with pull handles on outside.
  - Lock/unlock from outside with a standard key. Always able to exit from inside, but able to lock/unlock the push bar with special 'hex' key.
4. North door to be painted steel door in steel frame, with push bar exit device and exterior handle. Door to be always locked from outside, unlockable with a standard key. Always able to exit from inside, but not able to unlock door and keep it unlocked.

#### **Interior Doors:**

1. Doors will oak, prefinished to a dark color, with painted hollow metal frames.
2. "Pinewood Derby door:
  - Steel fire door with small narrow lite, lockable, in metal frame,
  - Automatic operator. (needs to be coordinated with fire alarm to always latch when shut)
3. Sanctuary door:
  - Oak door with full glass, lockable, in wood frame, (exit device to have concealed rods)
  - Not a fire-rated door, so it can be held open,
  - Use 'friction' style hold-open closer that swing 180 deg. to open fully to walls.
4. Multi-Purpose main doors:
  - Oak doors with full glass, not lockable, in metal frame,
  - Push bar on inside with pull handle on outside.
5. Kitchen doors – see notes above.
6. Storage and Janitor – solid wood doors, not locking.
7. North Vestibule – solid wood doors, lockable from Vestibule to Office, but always able to exit.
8. Riser room – solid wood door, lockable.
9. Office doors – wood doors with full glass and sidelite, all with locks except for Conference Room and Admin. area.
10. Storage closets in the Office suite – the center closet should be lockable, the other closet and the safe closet can stay unlocked.
11. Library – double wood doors with full glass, not lockable.
12. Storage – double solid wood doors, not lockable.
13. Bathrooms – solid wood doors, not lockable, with push/pull hardware.
14. Unisex and Mother's Room – solid wood doors with privacy locks.

#### **Windows:**

1. The office suite should have operable windows. The window design will be changed to have an awning window as the lower section.
2. Windows in the Gathering Space and Library are to be fixed. (non-operable)

3. The large windows in the Multi-Purpose Room should look similar to the round-top transom at the main entrances. (circle with arches) Verify with the window supplier that the intermediate pieces can be small muntins instead of larger frame pieces.
4. The existing stained glass window by the elevator will be relocated to the wall by the new Sanctuary stairway.
5. The four (4) existing round-top stained glass windows in the balcony will likely be installed in the Multi-Purpose room – if the big hvac unit is installed on the front roof.

#### **Upcoming Design Meetings:**

1. ~~Weds. Feb. 13~~ – Exterior design of the addition and site plan. **DONE!**
  2. ~~Weds. Feb. 20~~ – ~~Diocese call~~, Gathering Space, Multi-Purpose Hall. **DONE!**
  3. ~~Weds. Mar. 6~~ **Feb. 27** – ~~Kitchen~~, Doors, windows, relocation of stained glass. **DONE!**
  4. ~~Weds. Mar. 20~~ **13th** – HVAC, plumbing, electrical, A/V, security, etc.
  5. ~~Weds. Apr. 3~~ **Mar. 20** – Cabinets, furniture, finishes, Sanctuary design
  6. **Weds. Mar. 27** – **Sanctuary, Altar, Baptismal**
  7. ~~Weds. Apr. 17~~ **10th** – Final review of plans and spec's
8. Note that keying discussions will occur later with the vendor for the doors/frames/hardware.
  9. Sanctuary design decisions should be finalized as much as possible before the plans are completed so the costs are reflected in the GMP.

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#### **Action Items**

- Ellis
  - o Revise Kitchen layout and notes
- Holy Spirit
  - o Measure the drawer inserts for silverware

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#### **Attachments**

- *Kitchen layout – from mtg 14.pdf*
- *Kitchen eqpt schedule – from mtg 14.pdf*

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**Next meeting: Wednesday, March 13th at 3:00 pm.**

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*If any of the preceding minutes are not per your understanding, or if there are items missing which you would like added, please notify sender of such updates within (2) business days of receipt of these minutes. Minutes will be amended and redistributed as necessary.*

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----- END OF MEETING MINUTES -----



