

1860 S. Bascom Ave., Suite 280, Campbell, CA 95008

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PROJECT:	Gavilan Joint CCD	DATE:	September 29, 2005
MEETING:	FMP-Input and Planning Process Maintenance	PLACE:	North/South Lounge
PROJECT NO:	3165	TIME:	3:00 PM

PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Maintenance Meeting Notes 9.29.05
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General Notes:

- A. Mezzanine area needs to be designed/built per code.
 - a. Need more storage space so look at including area above Carpentry Shop as well as the south end of the building.
 - b. Need staff break room
 - c. Plan storage area
- B. 107A – Receiving Office with Secure Storage
 - a. Remove wall and create larger office space.
 - b. Move secure storage to mezzanine area.
- C. Existing restroom is unisex. Need to add restroom.
- D. Warehouse 107
 - a. Need electric lift to mezzanine.
- E. Current layout of offices is adequate.
- F. Need additional storage if storage in Occ. Ed. is lost due to conversion to interim housing.
- G. Possibly enclose some of the outdoor/carport stalls to create additional storage.
- H. Pave the yard area around building.
- I. Look into A/C for the warehouse and shops.

End of Notes