

## Meeting Minutes

<b>Date:</b>	July 28, 2017	<b>Location:</b>	SUNY Oswego Commissary
<b>Project Name:</b>	Commissary Cold Storage Rehab	<b>Project No.:</b>	19537.00
<b>Subject:</b>	Kick-Off Meeting	<b>Scribe:</b>	Taylor

### Commissary Cold Storage Rehab Kick-off Meeting

When Fri Jul 28, 2017 9am – 10:30am Eastern Time

Where TBD ([map](#))

Calendar [tayloras@erdmananthony.com](mailto:tayloras@erdmananthony.com)

Who

- [linda.paris@oswego.edu](mailto:linda.paris@oswego.edu) - organizer
- [michael.lotito@oswego.edu](mailto:michael.lotito@oswego.edu)
- [ruth.stevens@oswego.edu](mailto:ruth.stevens@oswego.edu)
- [brian.reedy@oswego.edu](mailto:brian.reedy@oswego.edu)
- [robert.clarkiii@oswego.edu](mailto:robert.clarkiii@oswego.edu)
- [stephen.mcafee@oswego.edu](mailto:stephen.mcafee@oswego.edu)
- [tayloras@erdmananthony.com](mailto:tayloras@erdmananthony.com)
- [mitch.fields@oswego.edu](mailto:mitch.fields@oswego.edu) - optional
- [michael.flaherty@oswego.edu](mailto:michael.flaherty@oswego.edu) - optional
- [kevin.knopp@oswego.edu](mailto:kevin.knopp@oswego.edu) - optional
- [steven.baker@oswego.edu](mailto:steven.baker@oswego.edu) - optional

1. The attendees introduced themselves and described their role on the project.
2. Previous work was reviewed, including the *Replacement Study* (Dwyer Architectural 12/12/16) and *Proposed MEP Work Scope*.
  - a. From an architectural perspective, it was noted that a hybrid of options 1 and 3 would be preferred.
3. The Commissary team described the daily operations of the facility and the current use of the coolers/freezers.
  - a. This facility acts as the central receiving of products for four kitchens located on campus.
  - b. Product is pulled each morning and then distributed out to campus.
4. Some specific desires/requirements noted included:
  - a. Alarms connected to BMS and directed to University Police
    - i. Trending ability is required
  - b. Staging area should be held at same temp as freezer
  - c. The current defrost timers/system does not work well
  - d. There is no preference in refrigeration type
  - e. The existing Bakery Freezer will need to remain operational until the beginning of Summer '18
  - f. The area that is proposed for the new break room currently is used for document storage. The new break room will have to accommodate this storage in a locked room/cage.
5. Schedule:
  - a. Project should bid by the end of the year
  - b. Construction complete by Aug 6, 2018

c. Proposed Design Schedule:

- i. 30% Review Submission – REF 09/01/17
- ii. 30% Review Submission – ARCH TBD
- iii. 60% Review Submission – 10/13/17
- iv. Pre-Bid Review Submission – 11/03/17
- v. Final Bid Documents – 11/24/17
- vi. Out to Bid – 12/01/17
- vii. Bids Due – 12/22/17

This is the writer's interpretation of the above meeting. If there are any issues that need to be revised or discussed, please inform the author within five days of receiving the minutes.

**Next Meeting:** TBD

**Copies:** file

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Andrew Taylor