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**Wilton Public Schools  
Middlebrook Middle School & Wilton High School  
Toilet Room Renovation Project - December 18, 2012**

**Building Committee - Meeting #1 Attendance**

Karen Birck	WPS – School Board Secretary	<a href="mailto:birburn@optonline.net">birburn@optonline.net</a>
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**Agenda:** The following points are a general outline of the issues to be discussed:

Introductions

- Primary Points of Contact
- Individual Roles and Responsibilities

Orientation

- Goals – What do we hope to achieve through this schematic design study?
- Priorities – What aspects of the design should be the primary focus? Secondary?
- Strategy – What is the process for discovery, documenting, & Disseminating information?
- Schedule – What is the appropriate timeline for surveying, refining, and presenting?

Discussion of Existing Documentation

- AutoCAD Plan files MS / HS
- Original Blueprints of Middlebrook MS
- Original Blueprints of WHS

Field Inspections & Data Collection

- Identify toilet room greatest needs – deficiency in fixture count, plumbing issues, lighting, cosmetic, ventilation (NIC)
- User group meetings – Assembly space discussion (MS Auditorium, HS Fieldhouse)
- Facilities staff interviews to obtain historical data, building systems, & infrastructure issues as well as discuss toilet room fixture / accessory recommendations
- Field Surveying of individual buildings – toilet rooms, custodial/wet wall access, adjacent room use and toilet room expansion opportunities

Analytic Reporting – Discussion of Survey work and Final Product

- Identify & Prioritize – good, better, best approaches
- Confirm Code information – Fixture counts - capacity calculations
- Identify Opportunities for Energy / Water Savings
- Preparation of Schematic Design – overall plans, enlarged floor plans, outline specifications for materials, fixtures/accessories & finishes, MEP description of work / outline specification
- Submit report to Turner Construction for cost estimating and recommendations

Professional Services Contract