Project Number	2019-0076	**Date**	October 8, 2019
Project Name	Las Positas College Building 2100 Academic Support and Office Building		
Subject	AV/IT Coordination		
Notes By			Interface Engineering, Inc.
Attendees	Diane Hardy, Wendy Pinos, Tracy Hart, Ann Kroll, Tom Hall, Geoff Morrison, Stephen Gunderson, Michael Troyer, Kristina Miller		
Distribution			
Meeting Location	Las Positas College, Building 1700 Room 1726		

Applies to   **Building Technologies**

MEETING NOTES – DRAFT -

AV Review with Stephen Gunderson

All AV will be supplied CFCI.

Reviewed typical classroom, computer lab, faculty office for controls location (i.e. thermostat, lights, AV control).

SG described the AV standards (as related to English wing; but applicable for all typical classrooms): LPC uses Pro-Wise system with Crestron AV/Controllers: microphones, assisted listening, projectors are middle of the room (not short throw). See Cristie for cut sheets. Xtron 700s at cubbies. Screens are powered and recessed. Lighting controls at Crestron panels; include control of shades only if needed. When projection system comes on; ability to do 'scenes' *[?].* MT: ensure pendant lighting does not hang in front of projector.

MT: Audio reinforcement is IR with 'listen' technology with one transmitter. Distributed speakers allow for lower sound volume overall; mitigates sound bleed into adjacent classrooms.

Room A163 is a mobile AV solution. SG to send a cut sheet on the monitor with touch; sound bar, and camera. Put on domain with Windows 10

Math proctoring and emporium: spectrum desks, same AV as classrooms. Programming in the specifications? SG; Yes, but as required by Crestron; requiring Crestron-certified installers. Emporium gets future monitor. Digital signage requires carousel players.

Math Learning Center: has two independent stations with separate teaching desk controls.

Study Rooms - Cubbies, have USB charging as part of the Extron 110 plug – SG says they use Crestron switches under table and an HDMI to TV. Need power distribution in the conference table. Wherever a floor box is shown, it needs to be detailed (dimensioned) on a slab grid/layout drawing.

Large conference rooms - ensure set up for Zoom system. Small credenza or task desk may be needed for the racks of the AV controls. Access the system control cubby near one end of the conference table. Large conference room needs projector / screen. Small conference rooms need monitor.

IT review with Wendy Pinos

Cabling standards: specified plenum rated cable used throughout

Pay particular attention to conduit / floor box details; LPC IT will perform inspections

Math Learning Area: SG to call Spectrum to see what box layout / cutout options are available. WP wants 1 box every 4. Concern about 12" gap between desks and how to maximize access/ minimize trash accumulation.

Discussion of conduit/ceiling runs at the atrium; confirm that routing across open ceiling is feasible

without turns; needs a straight path for cable and fiber runs.

Computer CN Room data needs: each student needs 3 data connections that tie into Cisco Racks. As well as the 3 data connections to IT networks per student.

- AV requirements

  - BOD indicates per direction that these standards are still in process.

[TH checked on the standards that were supplied to LPAS. Confirmed SG will forward updated guidelines; but recommends using the installation in B2100 as the standard.]

- Tour of Building 1000 to view and understand the campus standards requirements (if time permits).

- Tour of area around new building area for coordination of underground utilities and existing vault locations (if time permits).

Conducted by Stephen Gunderson – Thank you!

Not specifically addressed; some follow up required:

- IDF Rooms sizes and locations.

  - Review updated sizes and locations from Architect

Review will be continued by LPC IT/AV.

- Security requirements

  - BOD indicates per direction that these standards are still in process.

LPC Security guidelines to be provided – Action: DH/AK

Updated BOD provided by Interface (Div. 21 – 28) – to be reviewed and incorporated into full document – Action: LPC/LPAS

- Review of Campus Standards to ensure all items are covered in the design.
Updated AV guidelines are being prepared using specification provided for Building 1000. Determine if the specifications used for that project be helpful to LPAS / Interface in the meantime. – Action: TH/DH

- Coordination with LPC for schedule.

Need to address with LPAS/District. AK has requested design and cost estimate updates prior to the DD review meeting tentatively scheduled October 17, 2019.