

AVCS

Technology Consulting for the 21st Century

AudioVisual Consulting Services, Llc.

Meeting Minutes

To: Mr. XXXX
Title
Company Name
Company Address 1
Company Address 2

Project Name: XXX
Project Number: XXX
Document Date: XXX

From: Douglas Kleeger, CTS-D, DMC-E, XTP-E, KCD Subject: Coordination Meeting

On XXX(Date), a meeting was held via tele-conference.

Attendees:

Name - Company Name
Name - Company Name
Doug Kleeger - AudioVisual Consulting Services

The following items were discussed and observed:

Clubhouse:

- 1) We were notified that the Bid Release date is May 9, 2016.
- 2) The matter of pdf vs. dwg files were extensively discussed. 99% of voice-data has already been located on electrical plans for pricing. This was accomplished by using pdf drawings.
- 3) It was mentioned that it may be easier and more accurate to cut and paste symbols and notes from an AutoCAD file than copying them from a pdf.
- 4) AV Consultant mentioned that there is the same possibility of error in cutting and pasting as there is for copying from a pdf. That their current drawing set would be difficult to deliver in its current layout.
- 5) It was agreed that delivery of AutoCAD drawing files is not necessary, to continue delivering drawings in pdf format. That IT/AV Consultant will review final electrical drawings for accuracy.
- 6) Final voice-data drawings are on Dropbox, links will be sent out for coordination purposes.
- 7) It was determined that the Clubhouse first floor IDF closet shall have separate cooling control to avoid heat build-up overnight and then need the day to cool down.
- 8) Actual IT equipment BTU's shall be provided, temporarily a ton of cooling per equipment rack has been called out as a general estimate.
- 9) It was agreed that the Clubhouse first floor IDF closet (Room 1001) size will be appropriate due to the minimum amount of equipment.

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- 10) Security was discussed and the Clubhouse first floor IDF equipment rack will be able to be locked.
- 11) At this time there is no requirement to have any AV equipment in the Clubhouse first floor IDF closet.
- 12) It was mentioned that there will be conduit connecting areas in cabling pathways that have a “hard” inaccessible ceiling.
- 13) Some concerns were brought up by AV Consultant that conduit sizes, paths, and location needs may be larger than anticipated due to AV, which is not complete yet. AV Consultant assured team AV docs will be delivered, anticipating this upcoming Monday, April 25, 2016. Owner said that there will be at least a week to coordinate between AV and Infrastructure released docs.
- 14) It was agreed that AV Consultant can contact the Architect directly, copying others in the spirit of expediting drawing coordination.
- 15) The second floor MDF, currently Room 2071 was discussed in detail.
- 16) The idea of splitting the MDF room in two, IT and AV was determined to create too small a space and not be a viable answer to security.
- 17) Owner mentioned that security was an issue, the he did not want clients and/or staff from Banquet Hall events accessing the AV equipment in the same room as IT.
- 18) IT Consultant mentioned that complete control will be exercised remotely via local touch panels, and no one will be required (or allowed) to enter the MDF room to use the Banquet Hall equipment.
- 19) It was agreed that separate cooling will be provided for this room.

Clubhouse Action Items:

- 1) IT Consultant will complete and finalize MDF-IDF drawings to complete Voice-Data drawing set.
- 2) Security Consultant will provide Security drawings to Owner.
- 3) Overall MDF room size was discussed, and it was noted that the MDF room was smaller than anticipated. Some ideas on creating additional space were discussed, and it was determined that AV Consultant will provide a general sketch showing estimated rack placement and appropriate room size that will be delivered to the team on Wednesday, 4.20.2016.
- 4) Cooling was discussed, and the possibility that the overall quantity of racks may be three (3) for AV and one (1) for IT. The general one ton per rack was mentioned, and that actual BTU loads will be provided as soon as they are available.

Fitness Center:

- 1) It was agreed that the Fitness Center IDF (second Floor) will share space with AV equipment, Storage Room 3 (Room 2019) will be utilized.

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- 2) Cooling was discussed, and it was determined that separately controlled cooling will be provided for the IDF / AV room.
- 3) Fitness Equipment was discussed, there are currently specified locations with FSR model FL-500-6 floor boxes. AV Consultant suggested a coordination meeting to ensure appropriately sized conduit for future delivery of audio and Video.
- 4) It was agreed that such a meeting will take place after AV drawings are delivered, reviewed by Owner, and finalized.
- 5) It was agreed that there will need to be a coordination meeting with the Fitness Equipment provider and IT/AV Consultant for questions on delivery and head end equipment for audio and video.

Please review and comment where appropriate. If no comments are received within three (3) days this document will be marked "Final" and become part of our record documents.

Thank you for your attendance and effort.

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