

DD Phase – Client Coordination Meeting – AV / Security

MCC Student Activity Space, SUNY Oswego

The following report was prepared by the Architect and will be assumed to be correct unless written exceptions are received within two weeks of the publication date, 10/03/17.

Meeting Date: October 03, 2017

Meeting Location: 201 MCC

HOLT #2016007

Attendees:

SUNY Oswego	Barbara St. Michel Michael Lotito Holli Stone Earnest Washington Allen Bradberry Dan Wood Tyron Johnson-Neuland .	Barbara.stmichel@oswego.edu michael.lotito@oswego.edu holli.stone@oswego.edu earnest.washington@oswego.edu allen.bradberry@oswego.edu daniel.wood@oswego.edu ty.johnsonneuland@oswego.edu	
HOLT Architects	Quay Thompson Cate Blakemore	aqt@holt.com crb@holt.com	607-273-7600
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Discussion

Action

1. Meeting objective: To discuss AV and Security project requirements
 2. Card Readers:
 - a. Provide standard rough-in requirements
 - Door Contacts
 - Electric Strikes
 - b. Prepare doors assemblies for card readers:
 - Interior Vestibule Doors
 - Event Space Doors in Lobb
 3. Security Camera Locations:
 - a. Locate one exterior with view of vestibule exterior entrance
 - b. Locate one in southeast corner of lobby with view of Event Space doors and Vestibule doors
 - c. Provide one (1) CAT6 cable from J-box to POE
 - d. Camera in Event Space
 - Separate system
 4. Lighting:
 - a. Emergency Lighting: Certain house lighting to be tied to emergency power.
 - b. House lighting base bid, theatrical lighting NIC.
 - c. Provide lighting control that allows for lighting by projectors to be turned-off without having to turn off house lighting
 - d. Lighting Controls:
 - Wireless not currently used on campus, technology is available, if desired
 - Provide multiple zones
 - (i) Zone 1 - House Lighting: One switch for house lighting on dimmer, located by Lobby entrance doors
 - (ii) Zone 2 - Perimeter lighting
 - (iii) Zones 3, 4 & 5 - Interior Zone Lighting
- (b)Cluster 2 Uni-strut sections together to create interior zone

(c) Control Panel for Zones 2-5: Locate On/off Switch and scene controller by Catering Kitchen on west wall of Event Space

5. Audio

- a. Higher Ed: Provide CAT6 connection points at ceiling; wireless PA microphones will be used
- b. Anticipate more parties than formal presentation
- c. Rack Location: Standpipe Room or southeast corner of Mechanical 008
- d. Quay to contact Seth to get proposal for theatrical sound and lighting design.....**HOLT**
- e. Cate to send Ty floor plan to markup with AV location J-Box locations.**HOLT**
- f. Fixed PA system, not mobile; Higher Ed model not sized for a band/DJ, would need to upgrade system
- g. Green Room: Provide power and data j-box for camera; Location TBD
- h. Larger Performance Venues: Music School has solid-state PA gear that is not being used and can be utilized by Campus Life if desired.
 - Recommend west wall for stage location
 - Lines are run to a mixer.
 - (a) How many microphone lines are needed?**SUNY Oswego**
 - Turn-key Space: Equipment is provided in space without having renters to bring in a lot of equipment.
 - Preferred to have DJ booth that is outside of Event Space, but has visual connection to Event Space, if budget allows.

6. Visual Projection:

- a. Inter-connects from projector location to remote panel board location
- b. Provide one (1) 120V power; one (1) CAT6 to each projector location plus (2) additional to be located near projector.
- c. SUNY to provide screen sizes and mounting requirements**SUNY Oswego**
- d. If projectors in use, anticipate using all screens at same time due to the column locations.
- e. Rack located outside Event Space preferred; rack/space needs to be secure and accessed without having to go through mechanical space.

Respectfully Submitted by:

HOLT Architects, P.C.

Cate Blakemore, AIA, Project Architect

Prepared by: Cate Blakemore

Attachments: Presentation from 10/03/17