On the above date, a core group meeting was held at the Dover Area School District Offices to review the Kitchen and Food Court design for the Dover Area High School project. Pertinent issues and items of discussion are as follows.

1. The food service equipment layouts for the kitchen and food court were reviewed.
2. 12 staff lockers were acceptable.
3. It was noted that Life Skills will utilize the coffee section of the food court during times the food court is not serving breakfast or lunch.
4. Incorporate LCD menu displays located at each station and mounted to lower height bulkhead.
5. Incorporate an additional electrical receptacle in the Coffee/Pastry Station to accommodate the toaster.
6. Incorporate double tier of shelves within the front face of the Deli/Soup Counter (in front and to sides of soup wells) to accommodate snacks.
7. District will secure additional snack racks from their Vendors, and position in front of the milk cabinets.
8. Specify four (4) two-shelf, wire-type utility carts to utilize as tray carts (for student accessed flat trays).
9. Include twelve (12) cutouts in each cashier’s counter to accommodate flatware cylinders (six (6) per side).
10. Stainless steel tops, quartz tray slides/snack shelves; plastic laminated fronts/exposed sides, and upscale adjustable breath guards will be specified for the serving counters.
11. The budget estimate ($775,000), which includes a 5% contingency was discussed. We will continue to monitor; however, alternates are not currently being considered.
12. DASD to provide washer & dryer.
13. The specifying of ultra-efficient ventilators (hoods), complete with plenum boxes (to accommodate make-up air) was confirmed.
14. DASD will continue to review, contacting me with any additional questions or desired modifications.

Respectfully submitted,
CRABTREE, ROHRBAUGH & ASSOCIATES

Scott Cousin, AIA, LEED AP
Principal, Senior Project Manager

cc: Core Group
Design Consultants