

The Architects Collaborative, Inc.

UNIVERSITY OF MINNESOTA
HEALTH SCIENCES EXPANSION #68013

POSSIBLE AREAS FOR FOOD SERVICE - UNIT A

- A. The following spaces which have been programmed as lounge or study areas within Unit A, would seem to be best suited for food service. Because of their size and the fact that they are located close to centers of concentrated student - staff circulation

Floor 1:	Medical Student Adytum Study-Lounge Area	2,365 SFN
Floor 2:	Student Study - Lounge	2,680
Floor 4:	Dental Student Lounge	1,553

Somewhat less suitable because of their smaller size and more remote locations from major circulation are the following:

Floor 5:	Dental Hygienists and Assistants Lounge	733
Floor 15:	Dental Faculty Lounge	600

Use of these spaces for food service would be confined to the particular group for which the facilities are intended and would probably result in a lower turnover ratio than for a public dining area. A snack bar or vending area would have to be provided within or close to each area in a way that would not impair the lounge and study functions.

- B. In addition to the programmed areas above there are two locations in Unit A where expanded food service could be provided for students, staff and general public:
1. An area of about 3500 Square Feet of unassigned space on Floor 1 adjacent to the Medical Student Adytum and directly accessible to the student - staff elevators. The food preparation and serving area for this facility could have access to the main service corridor and could double as the food service source for the Adytum.
 2. An area of 2750 Square Feet within the link to Millard Hall on Floor 5. This area is directly accessible from the major student-staff corridor which will link new and existing buildings on Floor 5 and is adjacent to the student escalators and elevators in Unit A. In this location it could serve students and staff located in the Owre-Jackson-Millard complex as well as Unit A.

HELEN FLYNN ASSOC.

C. Conference and Seminar Rooms can be used for conference dining either by catered service or the provision of vending areas nearby. Rooms located near a larger food service area, such as the Seminar Rooms on Floor 2, would be best suited for this purpose. But the provision of limited vending areas throughout Unit A could substantially increase the number of spaces available for conference dining.

Following is a floor by floor summary of conference and seminar rooms in Unit A, based on the most recent drawings:

Floor 1	3 Conference Rooms	600 SFN
Floor 2	13 Seminar Rooms	2,637
Floor 4	1 Conference Room	198
	1 Seminar Room	300
Floor 5	2 Seminar Rooms	525
TOTAL FLOORS 1-5		20 Rooms
		4,260 SFN
Floor 6*	5 Conference Rooms	1,370 SFN
Floor 7*	2 Conference Rooms	600
	Group Discussion Area	810
Floor 8*	2 Conference Rooms	600
	Group Discussion Area	810
Floor 9*	3 Conference Rooms	900
	Continuing Education Seminar Rm.	900
TOTAL FLOORS 6-9		15 Rooms
		5,990 SFN
Floors 11-14	Presently being reprogrammed Assume 1 Conference Room (300 SF) per floor	1,200 SFN
Floor 15	2 Conference Rooms	860
	1 Seminar Room	600
Floor 16	1 Conference Room	450
Floor 17	1 Conference Room	450
Floor 18	1 Conference Room	450
TOTAL FLOORS 11-19		10 Rooms
		4,010 SFN
TOTAL ALL FLOORS		45 Rooms
		14,260 SFN

*The use of conference and seminar rooms on these floors for food service is questionable because of their proximity to clinical areas.

D. Finally, should limited vending machine service be provided near patient waiting rooms? This might be limited to hot and cold drinks and snacks rather than sandwiches or hot foods but would be particularly desirable for mothers with children and for patients with time to kill between procedures.

University of Minnesota
 Health Sciences Expansion
 TAC Job No. 68013

Summary of Space for Nutrition Facilities Recommended in
 Helen Flynn's Report on Food Service for the University of Minnesota
 Health Sciences.

Inpatient food distribution centers and offices for therapeutic dieticians:

Existing space 4,607
 New space, Unit 'C' 1,620
 New space, Health Service 180
 Offices, New 756

TOTAL 7,163

Staff, student, visitor dining:

Existing space 9,253
 Add remodeled
 station 35 4,056
 Powell Living Room 2,065
 Add new
 Unit 'A' 12,950
 Unit 'B' 2,820
 Unit 'C' 12,244
 Unit "E" 5,490

TOTAL 48,878

Receiving and Storage

Existing Mayo 1 1,359
 New, Unit E 4,000

TOTAL 5,359

Preparation, portioning, assembly

Existing Mayo 2 6,952
 Masonic 2,321

TOTAL 9,273

TOTAL, ALL NUTRITION DEPARTMENT SPACE NEEDS 78,673

U. OF MINN.			
DATE: 22 APR 70			
	COPY	ATTN	INT.
JCH			
RK	X		
RT	X		
KT	O		
JS		✓	
DM	X		
OP			
FL			
JO		✓	
DB			
MH			
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SW			
KR			
FILE	X		
30	X		

8.20

HELEN FLYNN ASSOC.

APR 29 1970

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University of Minnesota
 Health Sciences Expansion
 TAC Job No. 68013

PROPOSAL FOR STAFF, STUDENT, VISITOR DINING
 PHASE 1

9,255
 - 2,180

 7,075
 + 200

 7,275

UNIT 'A'

9,255 SFN

Floor 1	Cafeteria Vending Adjacent to Medical School Adytum (2265) COFFEE SHOP 200 SEATS -	3,000 525	$\frac{1}{3} = 1000 \text{ \# SERV. AREA}$ $\frac{2}{3} = 2000 \text{ \# SEATING} - 12 \text{ \# per person}$ TURN OVER 5 = 830 SERVED LUNC
Floor 2	Vending, Snack Bar Student Lounge, Commons	500 2,180	TURN OVER 6 = 1200 PERSONS 400 PERSONS
Floor 5	Cafeteria or Snack Bar - LINK S + DENTAL HYG. - LOUNGE + 100 \#	2,750	TURN-OVER = 5 830 PERSONS
Floor 4	Vending Adjacent to Dentistry Student Lounge (1553)	300	200 PERSON

Floor 15 - DENTAL FACULTY LOUNGE - VENDING - 100 sq ft.

UNIT 'B'

5,590 SFN

Floor 2	Coffee Shop	2,350 - 920
	Cafeteria	3,240 - 835

UNIT 'C'

7,040 SFN

Floor 1	Snack Bar-Vending	1,000 - 800
	Staff Dining-Cafeteria	3,240
	4 Conference Dining Rooms	800
Floor 2	Snack Bar-Vending	1,000 -
Floor 5	Snack Bar-Vending	1,000 -

888 - B. Smith

MILLARD

1,026 SFN

Floor 1	Snack Bar-Vending	1,026 - 800
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KT/bb

HELEN FLYNN ASSOC.

APR 25 1970

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MAYO 7,813 SFN

Floor 1 Canteen 1,758
Canteen 625 } 1600

3,194
935
4,129

Floor 3 Coffee Shop 1,301
Dining-Conference Rooms 935 } 336
Cafeterial and Dining 3,194 } 50304

MASONIC 3,014 SFN

Basement Staff Dining Room 549 } 844

Floor 1 Patient-Employee Cafeteria 2,492

CHILDREN'S REHABILITATION 962 SFN

Floor 1 Employees Canteen 962 - 800

POWELL HALL 2,086 SFN

Floor 2 Dining, Cafeteria 2,086 - 580

$\frac{695}{3} \overline{) 2,086}$ $\frac{695}{2} \overline{) 1390}$ Seats

$\frac{115}{4} \overline{) 460}$ Seats $\frac{115}{5} \overline{) 575}$ = 3 Racks + 1 Platform truck

SUMMARY

Unit A 9,255 -
Unit B 5,590
Unit C 7,040
Millard 1,026
Mayo 7,813
Masonic 3,014
Rehabilitation 962
Powell 2,086

TOTAL, PHASE I 36,786 SFN

29 April 1970
KT/bb
Page Two

HELEN FLYNN ASSOC.

APR 30 1970

The Architects Collaborative, Inc.

UNIVERSITY OF MINNESOTA HEALTH SCIENCES EXPANSION
TAC Job No. 68013

SUMMARY OF SPACE REQUIRED FOR FOOD SERVICE, PHASE 1

Proposed Staff, Student, Visitor Dining	36,786
Inpatient Food Distribution, Offices	5,363 *
Receiving, Storage	5,359
Preparation, Portioning Assembly	7,273
TOTAL	54,781 SFN
<u>TOTAL EXISTING AND PROGRAMMED SPACE FOR FOOD SERVICE</u>	39,004 *SFN
DEFICIENCY	15,777 SFN

*Includes 4607 SFN of existing floor kitchens which will house inpatient distribution centers and offices for therapeutic dietitians.

29 April 1970
KT/bb

RECEIVED AT THE UNIVERSITY OF MINNESOTA

1
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MAIN
CHAS. T. MAIN, INC.
Engineers

OFFICE MEMORANDUM


TO: Files DATE: May 7, 1970
FROM: R.O. Smith FILE: 2565-3
SUBJECT: TAC/U. Minn.
Phone Call From C. Thomas Smith, 4/16/70
Food Handling

He asked whether:

MAIN had formed any conclusion yet about the degree of cart traffic congestion in the elevators located near the Mayo kitchen. If so, and if the problem is large, what remedies are recommended?

I replied that we have no great problem with inpatient meal cart traffic for Phase I (eliminating the 200 beds in Unit C). However, we're awaiting an estimate from Helen Flynn about the numbers of carts projected for carrying foods to the dining rooms cafeterias and snack bars in the H.S.C. campus buildings. To estimate this she will require decisions from H.S.C. officials about sizes and locations of these dining facilities.

The existing dishroom on the second floor should be made large enough to receive up to six carts of soiled dishes at a time and permit easy movement of emptied carts into the cart wash and easy movement of clean carts into the kitchen. Helen Flynn's suggestion that returning cartloads of soiled dishes be routed to the third floor dishroom then to the second floor kitchen for cartwash and reuse was protested in favor of doing all these things on one floor.


Robert O. Smith

ROS/bac

HELEN FLYNN ASSOC.

MAY 15 1970

MAIN
CHAS. T. MAIN, INC.
Engineers

OFFICE MEMORANDUM

TO: Files

DATE: May 8, 1970

FROM: R.O. Smith

FILE: 2565-3

SUBJECT: TAC/Univ. of Minn.
Meeting at Minneapolis on April 30, 1970
Dishwashing Facilities

These minutes were prepared by Chas. T. Main, Inc. for the purpose of recording the information and understandings covered at this meeting. Should there be any objections or revisions to the following minutes, please advise MAIN immediately or it will be understood that the following information is a matter of record.

In attendance:

C. Thomas Smith
Kenneth Taylor
Mrs. Helen Flynn
Mrs. Audrey Coulter
Mr. Peter Sammond
Mrs. Karen Levin
R.O. Smith

It has been proposed to build a new dishwashing facility and several other rooms for the dietary department in the southwest corner of Mayo on the 2nd and 3rd floors.

Under this arrangement cart loads of soiled dishes returning from in-patients would be sent first to the 3rd floor for emptying and the dishwashing facility and then moved empty to the 2nd floor for reloading at the kitchen. R.O. Smith had objected to this double move of all meal carts and proposed that the meal carts return to only one floor, namely that where they are going to be reloaded again, the 2nd floor. This would mean then that the dishes would have to be sent up a dumb waiter to be washed on the 3rd floor and returned down the dumb waiter in a clean condition for use in the kitchen.

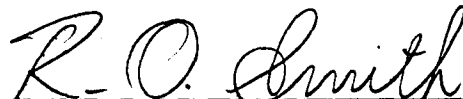
An even better arrangement from a materials handling standpoint would be to put the dishwashing on the same level as the kitchen so that in any event the carts only return to one level near the kitchen. It developed that a good deal of architectural work had previously been devoted to this new facility and that new dishwashing machinery has already been purchased to go into it.

Perhaps the best idea that arose in this meeting was that of the administrators who felt that they might annex some of the adjoining space in the western side of Mayo to be used in the future as a dishwashing and cart cleaning and storage area on the 2nd level.

HELEN FLYNN ASSOC.

ROS/bac

MAY 15 1970


Robert O. Smith

MAIN
CHAS. T. MAIN, INC.
Engineers

OFFICE MEMORANDUM

TO: Files DATE: May 8, 1970
FROM: R.O. Smith FILE: 2565-3
SUBJECT: TAC/Univ. of Minn.
Food Service Meeting at Minn. - 4/30/70

These minutes were prepared by Chas. T. Main, Inc. for the purpose of recording the information and understandings covered at this meeting. Should there be any objections or revisions to the following minutes, please advise MAIN immediately or it will be understood that the following information is a matter of record.

In attendance:

Mrs. Helen Flynn
Mr. Kenneth Taylor
C. Thomas Smith
Mrs. Karen Levin
Mr. Peter Sammond
Mrs. Audrey Coulter
and others Robert Smith

The staff dining rooms provided in various buildings will use disposable dishware, this also includes the existing Mayo cafeteria and the various canteens where vending machines are used.

Only the trays and the empty carts will return to the main kitchen, That means that the bun pans and other bulk food carrying utensils will be disposable also.

The 150 beds formerly planned for Unit C have been eliminated, therefore eliminated are 150 in-patients, perhaps 30 nurses and 60 others. In their place will be medical school offices and clinic offices.

For the immediate future, the main kitchen will remain in Mayo on the 2nd floor and it will be equipped with a new dishwashing facility.

Mr. Taylor handed out a memorandum proposing specific dining areas and square footages for these, to be located in Bldgs. A, B, C, and Mayo. The sum of these is a reduction from the suggestion of Mrs. Flynn in her food service report, by an amount of about 6000 or more sq.ft., which is about 1/5. Therefore 1/5 of the people to have been served under her plans will not be served, perhaps 1600 people.

HELEN FLYNN ASSOC.

MAY 15 1970

May 8, 1970

Mrs. Flynn presented us with two rules for calculating the number of carts required for non-patient feeding. One rule is that to serve 1000 cafeteria meals requires the use of 7 bun pan racks, each of which is 27" wide, 30" deep, 56" high, plus one platform truck to contain dry stores, the truck being 27" wide by 48" long.

We add to this our own estimate that one cart could hold two bun pan racks. This rule presumes that the food will be placed on dishes in the main kitchen. If this is not to be the case but instead the dishes are to be filled in the remote serving rooms, then to serve 1000 cafeteria meals only 5 bun pan racks plus one platform truck are necessary.

Meal times at cafeterias were set as follows:

Breakfast - 6:30 a.m. to 8:30 a.m.

Lunch - 11:10 a.m. to 1:30 p.m.

Supper - 5:00 p.m. to 7:00 p.m.

Meal times at snack bars and coffee shops were set between 7:30 in the morning and 7:30 in the evening.

Meal times for in-patients are flexible but it was agreed that the meals would be delivered to the patient care units by 7:00 a.m. for the breakfast, that the deliveries of carts for lunches would commence at 9:00 a.m. and be completed by 11:00 a.m., and for dinners commencing at 2:30 p.m. and ending at 4:30 p.m. To make this work the empty carts from the supper of the night before would have to be gathered and cleaned and made available for loading for lunch beginning at 8:30 in the morning.

Today the deadline hours for making changes of diets are as follows:

5:00 p.m. of the day before regarding breakfast

9:45 a.m. regarding lunch

2:45 p.m. regarding supper.

Robert O. Smith

ROS/bac

HELEN FLYNN ASSOC.

MAY 15 1970



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~392-2429~~ 392-2429

May 20, 1970

Mr. C. Thomas Smith, Jr.
Associate Director & Coordinator
Health Sciences Planning
Box 605 Mayo
University Hospitals
Minneapolis, Minnesota 55455

Dear Tom:

I regret the delay in sending the remainder of the materials you requested. I had to attend two funerals in the East and I am just now getting caught up.

As you requested in our telephone conversation of May 6th, I am enclosing materials from our working files. To send copies of all that has been done from the beginning would be an overwhelming task. Since the remodeling plans and report were pretty much a culmination of all that had gone before, I decided to send that which has been filed after the plans and report. As you can see, much of our information has been received by telephone calls placed by us, since we received few bulletins concerning changes or the progress of the project.

Since much of our information was received in this informal manner, we debated sending copies to you. However, since your request seemed to indicate a desire to be made aware of the entire scope of the project and the problems inherent therein we decided it would be best if you had all the facts necessary to make any future decisions in regard to our work.

We trust this further information is what you require.

Sincerely,

Helen W. Flynn

HWF:aw

Enclosures

cc: Mr. Roland Kluver

June 1, 1970

Mrs. Audrey Coulter
Director of Nutrition Services
University of Minnesota
Box 84 - University Hospitals
Minneapolis, Minnesota 55455

Dear Audrey:

Thank you for your letters of May 21st and May 26th.

Regarding your staff meeting comments:

3. Nourishment and formula area. At our staff meeting at the end of April, I somehow got the impression that the dietitians requested a much smaller area. Perhaps you recall Mrs. Green stating that she needed no more than a small counter. However, this area can easily be changed. No problem. I do hope that you will not have to enclose the formula room.
4. Bun pan racks. No, 91 bun pan racks are not necessary. I meant to simply point out that there was enough space for that many racks. No, the standard of 7 carts per 1000 cafeteria patrons does not apply to the patients. That rule of thumb applies to cafeteria and coffee shop service only.

I am enclosing a copy of my last letter to Mr. Smith. Early in May, Mr. Smith called and requested that I discontinue working on the project. I have not heard from him so I really don't know if I should be writing at all.

Most Sincerely,

Helen W. Flynn

HWF:aw
Enclosure



MEMORANDUM

TO: Messrs. Kluver and Smith DATE: June 23, 1970
FROM: Helen W. Flynn OUR JOB NO. 726
RE: University of Minnesota Health Sciences YOUR JOB NO. _____
Expansion - Phase I

ESTIMATED EQUIPMENT BUDGET COSTS FOR
FOOD SERVICE AREAS IN UNIT A

<u>Description</u>	<u>Quantity</u>	<u>Cost</u>
<u>FLOOR 1 EAST</u>		
BACK COUNTER	3	\$ 4,500
BACK COUNTER WITH SINK	1	2,000
ROLL-IN REFRIGERATOR 2 SECTION	2	6,000
MICROWAVE OVEN	4	4,000
UNDERCOUNTER REFRIGERATOR	2	3,400
CAFETERIA COUNTER WITH REFRIGERATOR PANS	2	3,500
CAFETERIA COUNTER WITH HOT FOOD WELLS	1	3,500
CAFETERIA COUNTER	1	5,000
WITH UNDERCOUNTER REFRIGERATOR	1	1,400
WITH MICROWAVE OVENS	3	3,000
CAFETERIA COUNTER BEVERAGES WITH CASHIER STAND	1	5,250
COFFEE DISPENSER	3	350
CUP DISPENSERS	3	100

Messrs. Kluver and Smith
June 23, 1970
Page 2

ICE MAKER	2	3,000
ICED TEA DISPENSER	2	150
GLASS DISPENSER	1	500
TOASTERS	4	800
CREAM DISPENSER	1	250
HOT CHOCOLATE DISPENSER	1	150
HOT FOOD WARMER	1	2,000
CASH REGISTER	2	NIC
CASHIER STAND	1	500
STOOL	2	NIC
CONDIMENT COUNTER WITH WATER FOUNTAIN	2	3,500
VENDING MACHINE	10	NIC
BILL AND COIN CHANGER	2	NIC
COMPACTOR	2	5,000
TURNSTILE	2	NIC
BUN PAN RACK	12	800
ROLL-IN REFRIGERATOR 2 SECTION	3	9,000
REACH-IN REFRIGERATOR 2 SECTION	2	4,800
REACH-IN REFRIGERATOR 1 SECTION	1	1,800
COUNTER WITH SINK	1	1,500
TABLE WITH SHELF	1	800
DESK	1	NIC
CHAIR	2	NIC
FILING CABINET	1	NIC

HAND SINK	1	100	
DRINKING FOUNTAIN	1	<u>300</u>	<u>\$76,950</u>

FLOOR 2 EAST

VENDING MACHINE	11	NIC	
BILL AND COIN CHANGER	1	NIC	
CONDIMENT COUNTER WITH SINK	1	1,000	
CONDIMENT COUNTER	1	800	
MICROWAVE OVEN	4	4,800	
COMPACTOR	2	<u>5,000</u>	<u>11,600</u>

FLOOR 5 WEST

BUN PAN RACK	9	600	
HAND SINK WITH MIRROR, TOWEL & SOAP DISH	1	100	
DRINKING FOUNTAIN	1	300	
ROLL-IN REFRIGERATOR 2 SECTION	2	6,000	
REACH-IN REFRIGERATOR 2 SECTION	2	4,800	
COUNTER WITH SINK	1	2,000	
STORAGE CABINET	1	2,500	
BACK COUNTER	2	4,000	
UNDERCOUNTER REFRIGERATOR PASS THRU	2	6,800	
QUARTZ OVEN	4	2,800	
MICROWAVE OVEN	4	4,800	

Messrs. Kluver and Smith
June 23, 1970
Page 4

COUNTER	1	3,500	
ICE CREAM DISPENSER	1	1,800	
ICE MAKER	3	4,500	
ICED TEA DISPENSER	2	150	
CASH REGISTER	4	NIC	
UNDERCOUNTER REFRIGERATOR 2 SECTION	2	3,400	
CONDIMENT COUNTER WITH WATER	2	3,500	
VENDING MACHINE	20	NIC	
BILL AND COIN CHANGER	2	NIC	
COMPACTOR	1	<u>5,000</u>	<u>56,550</u>

TOTAL

\$145,100

Items specified but not priced:

<i>vending machines</i>	<i>41</i>
<i>cash registers</i>	<i>6</i>
<i>bill & coin changers</i>	<i>5</i>
<i>stools</i>	<i>2</i>
<i>transstiles</i>	<i>2</i>
<i>chairs</i>	<i>2</i>
<i>desk</i>	<i>1</i>
<i>Filing cabinet</i>	<i>1</i>

Mr. Roland Kluver
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Mr. C. Thomas Smith
Administrator
University of Minnesota
University Hospitals
Minneapolis, Minnesota 55455

aw

cc: Audrey Coulter, Director of Nutrition Services

The Architects Collaborative, Inc.

MEETING NOTES

DATE: 24 June 1970

PLACE: Office of C. T. Smith

PRESENT: Audrey Coulter, Karen Levin, Roland Kluver, C. Thomas Smith, Ken Taylor

PROJECT: University of Minnesota Health Sciences Expansion #68013

SUBJECT: Review of Food Service Proposal

Mrs. Coulter reviewed points of concern identified by the Nutrition Department as requiring further clarification.

Equipment Key: Our set of drawings includes placement of kitchen equipment but the equipment is not identified. The written report includes cost of major equipment but not a detailed analysis of number of pieces and placement within the kitchen area. A coordinating key is required.

Work Flow: A detailed narrative work flow would be particularly useful for understanding the implications of design. It would also help to clarify whether or not space is adequate.

Cart Space: The Nutrition staff has reservations about the adequacy of storage area for carts. Drawings have not included space for small carts for nourishments.

Stores Facilities: The Nutrition Department has not had the opportunity to review detailed plans for storage on the first level of Mayo or in Unit E.

Design Detail: Details like hand sinks have been omitted from drawings in the past because they are not a critical part of design. Due to concern about limited space, it would be helpful to review a plan specifying all aspects of the kitchen area.

Formula Area: While an open design is acceptable, codes prohibit major traffic through the formula area for reasons of contamination.

Masonic Food Service: While the Nutrition Department is open to the recommendation to abandon the Masonic Kitchen, several issues of design and function have not been resolved. Will spaces be provided on each floor for Food Service? Can existing pattern of immediate response to patient requests be continued with a centralized kitchen facility? Can the needs of the long term patient be adequately met by food service oriented toward an acute, rapid turnover

patient population? Can the dietician responsible for Masonic food service retain an administrative as well as therapeutic role if Masonic Hospital is served from central food service?

General: Mr. Taylor summarized several issues on which the architects would like Mrs. Flynn's guidance. Mrs. Flynn recommended a decentralized food service and consequently her responsibilities include working out all aspects of the decentralized system. This includes problems of distribution as well as design and operations at both originating and terminal points. It will be necessary to resolve the problem of ramps for elevation changes between different health science buildings.

An overall review of food service plans and revisions is urgently needed to define areas that have been satisfactorily resolved and the problems that require further consideration.

TAC
25 June 1970
KT/bb



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~392-2429~~

June 25, 1970

Mr. C. Thomas Smith
Associate Director & Coordinator
Health Sciences Planning
University of Minnesota
Box 605 Mayo
Minneapolis, Minnesota 55455

Mr. Roland Kluver
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

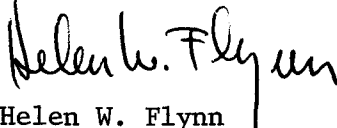
Re: University of Minnesota Health Sciences Expansion
Completion of Schematic and Design Phase of food services areas

Dear Messrs. Smith and Kluver:

Enclosed are the equipment lists and cost estimates for Unit A. These figures along with the remodelling budget figures of 3-15-70 complete the estimated costs of food services equipment for all areas known at this time for the Health Sciences Center.

The plans are being sent under separate cover. Copy of the transmittal is attached.

Sincerely,


Helen W. Flynn

HWF:aw
Enclosure
cc: Audrey Coulter-University of Minnesota

THE ARCHITECTS COLLABORATIVE INC.



*Copy to
Carroll
return*

JEAN B. FLETCHER
1945 ----- 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 ----- 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. McMILLEN

26 June 1970

Helen Flynn and Associates
P.O. Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Dear Mrs. Flynn:

You will find enclosed notes of the food service meeting held in your absence on Wednesday, June 23, 1970. The status of your work was reviewed and outstanding issues and problems are enumerated in the notes. It is relevant to reiterate at this point that the scope of your work calls for plans of all food service areas showing location of all food service equipment as well as cost estimates for all food service facilities. Approval of these plans by TAC and the University will constitute completion of the schematic and design development phase.

The areas which constitute food service space for staff, student, and visitor dining are those proposed and given you April 30. A copy of that proposal is enclosed. It includes minor adjustments which reflect the areas designated for food service on Unit 'A' plans transmitted to you June 11, 1970. It is our understanding that you will be forwarding to us plans for Unit 'A' shortly as well as plans for conversion of the Powell Hall living room.

In addition we will need to review plans for any modifications of the designated food service areas in Mayo, Masonic and Children's Rehabilitation Center.

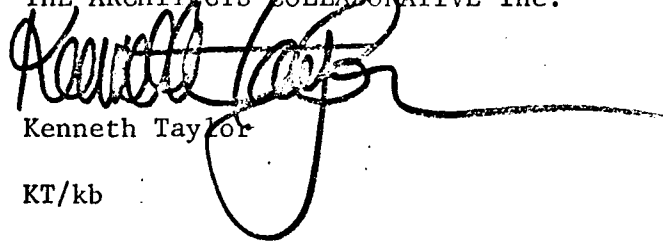
We are awaiting your reaction to the April 29 proposal for food service space in Unit 'B', Unit 'C' and Millard. Schematic plans designating areas for food service will be available to you shortly; but it is important that you indicate to us first what the nature and subdivision of the 11,954 SFN in Units 'B' and 'C' and the 1,026 SFN in Millard should be.

The remaining areas which require plans or revised plans are those in Mayo for preparation, portioning, and assembly, for dishwashing for inpatient food distribution, and for storage. Since no plans will be available for Unit 'E' at an early date, a space program for the subdivision of the 4,500 SF, an equipment list and estimate and a description of the functioning of this unit should be provided.

Progress toward completion of the schematic and design development phase of work is contingent on an early review of plans and estimates with you and the University in Minneapolis. We will rely on you to designate the date for this review.

Sincerely,

THE ARCHITECTS COLLABORATIVE Inc.

A large, stylized handwritten signature in black ink, appearing to read "Kenneth Taylor". The signature is written over the typed name and extends to the right with a long horizontal stroke.

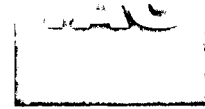
Kenneth Taylor

KT/kb

Enclosures

cc: C. Thomas Smith ✓
R. Kluver

THE ARCHITECTS COLLABORATIVE INC.



30 June 1970

JEAN B. FLETCHER
1945 ——— 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 ——— 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. MCMILLEN

Helen Flynn Associates
Food Systems Consultants
PO Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Dear Mrs. Flynn:

A review of your Unit 'A' drawings has generated questions about the organization of the serving area for the cafeteria on the first floor. The column in the center of the space is an obtrusive element and circulation around it would present a problem.

Enclosed find alternate proposals which may simplify the circulation. We would appreciate your comments and any new proposals you may offer.

We are also concerned about the architectural consequences of using one third of the Powell Hall Cafeteria for serving. We will consider it further and plan to discuss it with you.

Sincerely,

THE ARCHITECTS COLLABORATIVE, Inc.

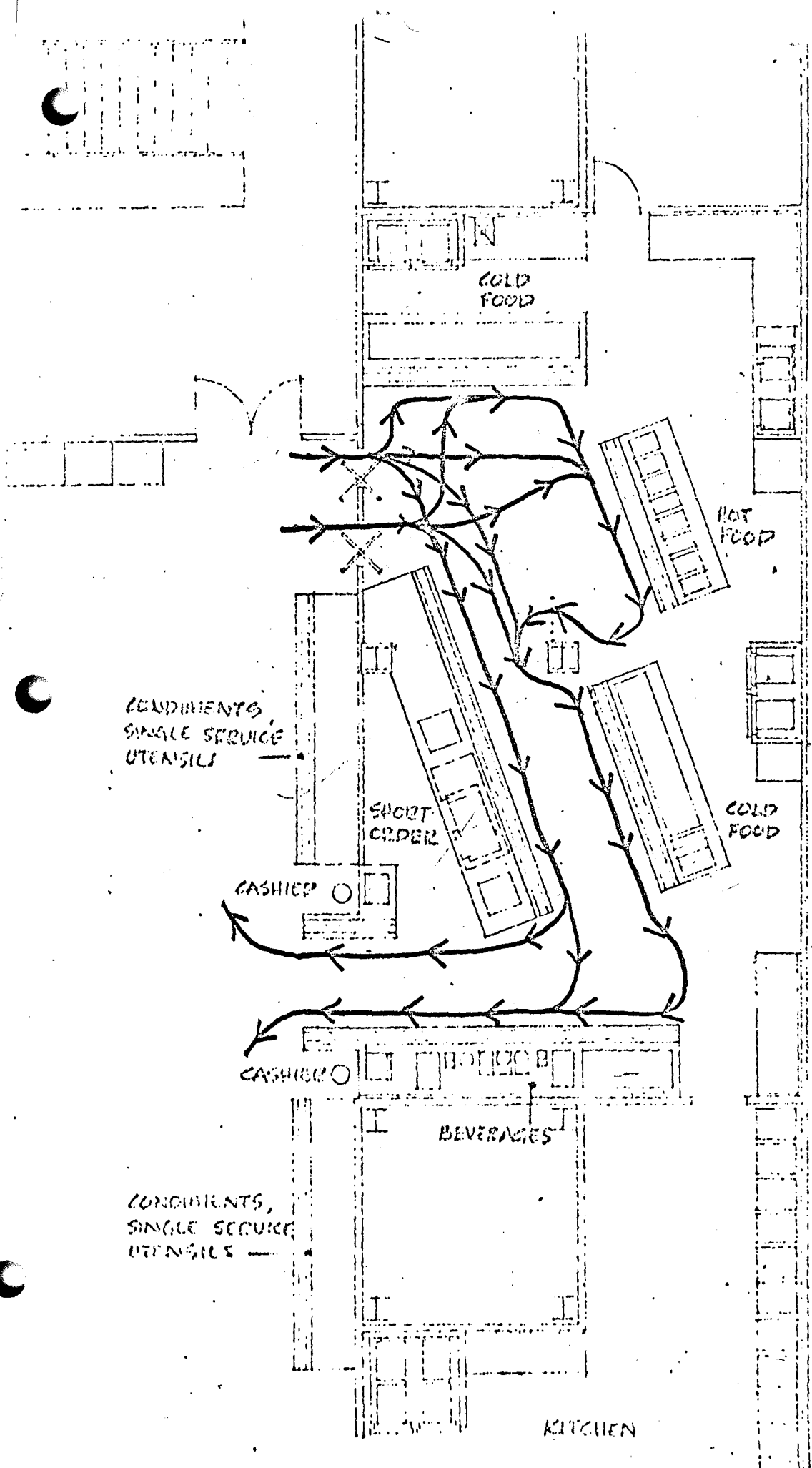
Kenneth Taylor

KT:MR
Enclosures

CC: Roland Kluver
C. Thomas Smith

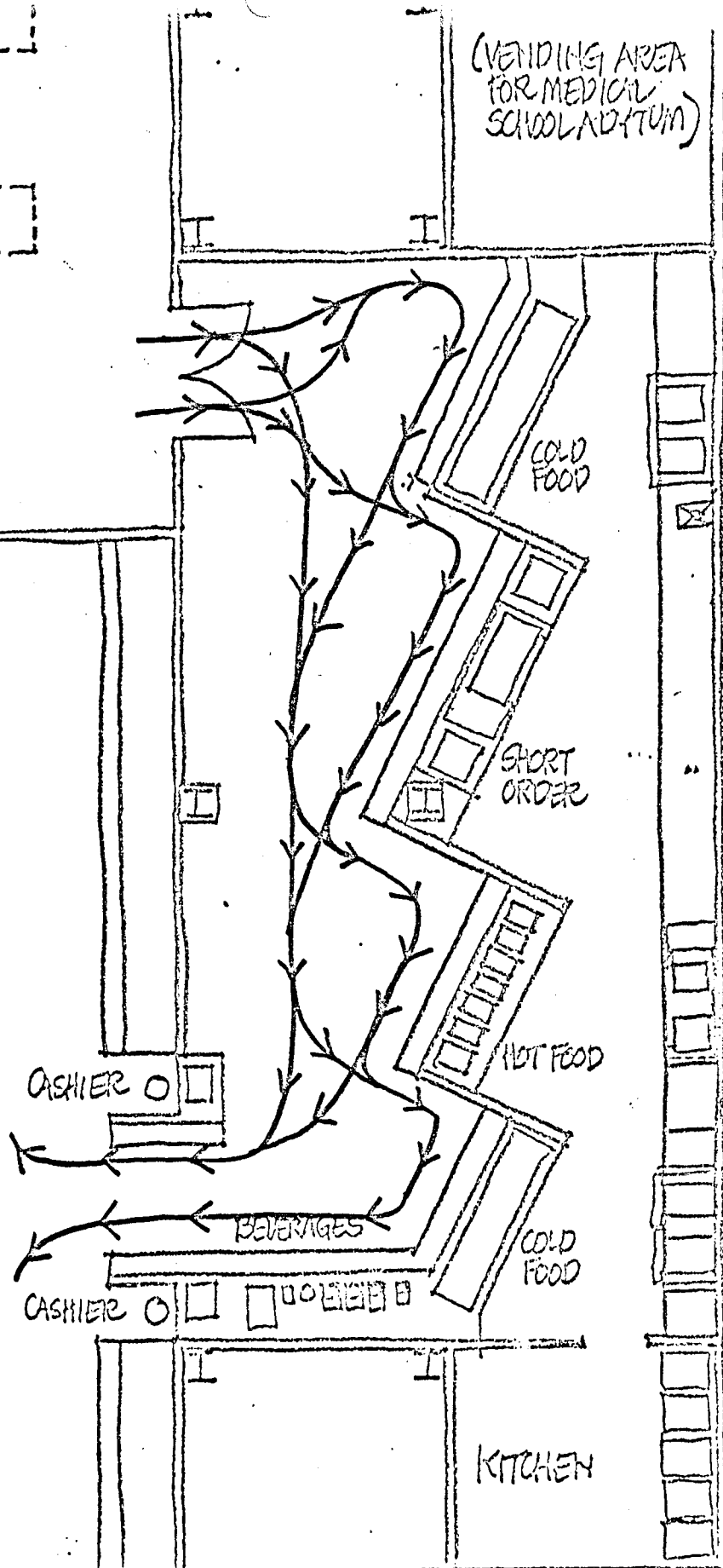
HELEN FLYNN ASSOC.

JUL 2 - 1970



HELEN FLYNN ASSOC.

JUL 2 - 1970



HELEN FLYNN ASSOC.

JUL 2 - 1978

UNIVERSITY OF MINNESOTA
HEALTH SCIENCES EXPANSION

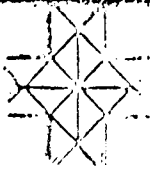
THE ARCHITECTS COLLABORATIVE, INC. CAMBRIDGE MASS &
THE HEALTH SCIENCES ARCHITECTS & ENGINEERS, INC.

THE LEAD ARCHITECTS INC. MINNEAPOLIS MINNESOTA
HOWARD GREEN & PARTNERSHIP INC. ST PAUL MINNESOTA
KUTNER LEACH & SCHNEIDERMAN INC. MINNEAPOLIS MINNESOTA

DATE	06/05
BY	RT
SCALE	
PROJECT	
DATE	7/2/1978

SERVING AREA
CAFETERIA
UNIT 'A', FLOOR 1

SHEET NO.



THE ARCHITECTS COLLABORATIVE INC.



JEAN B. FLETCHER
1945 ——— 1965
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WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

29 June 1970

Mrs. Helen Flynn
Helen Flynn Associates
P.O. Box 904
Santa Monica, California 90406

Dear Mrs. Flynn:

We have received your food service drawings, sheets K2 through K12, today and are in the progress of reviewing them. The remaining work to be done to complete the schematic and design development phase of your work was reviewed in my letter to you dated 26 June, 1970.

Please forward your recommendations for Units 'B', 'C', 'E' and Millard as soon as possible, so we can expedite the completion of schematics and design development for those units.

We will plan to discuss the Distribution Center and Unit 'A' plans when we see you in Minneapolis.

Sincerely,

THE ARCHITECTS COLLABORATIVE Inc.

Kenneth Taylor

KT/kb

cc: C. Thomas Smith
R. Kluver

HELEN FLYNN ASSOC.

JUL 1 - 1970



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~394-6530~~

July 6, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion
Food Service

Dear Ken:

Thank you for your letters of June 29 and 30 and for commenting on our June 25 schematic plans.

Regarding the Unit A, Floor 1 cafeteria, you are right, the column in the center of the serving area presents a problem. Please note our enclosed revised sketch. We prefer a random, scramble area type of service to the more conventional type you sketched. We have found the service to be faster and more efficient in the scramble area type.

We received two enclosures with your letter, one being a copy of our drawing and the other of your alternate. However, in your letter you stated there were alternate proposals enclosed. Could it be that we are missing some enclosures? The ones we received are attached.

The area you designate as vending area for Medical School adytum was not labeled as such on the plans you sent us. It was within the green boundary lines as part of the cafeteria, as you undoubtedly will recall. We plan to use that space for an office. Must the adytum have its own vending or can the students use the vending in the cafeteria?

As to Powell Hall and the architectural consequences of our space divisions, I am not too sure what you mean. I am looking forward to your comments on this. In our Food Service Report of 3-15-70 on page 18 you will find we used the same ratio. This is a common ratio to use when over-all space is limited and seat turn-over is expected to be high.

Mr. Kenneth Taylor
The Architects Collaborative
July 6, 1970
Page 2

In your June 29 letter you asked for recommendations for Units B, C, E, and Millard.

The recommendations for dining areas for Units B, C, and E are in the "Inplant and Visitor Dining Services" section of our 3-15-70 report on pages 19 and 20. However, this report is for the population before the beds were deleted in Unit C.

We are awaiting your revised categorical and area population figures.

We have never received any plans for Millard Hall. The first reference to a food service area in Millard Hall was in your April 30 Proposal for Staff, Student, Visitor Dining. Your allotted 1,026 sq. ft. are designated as Floor 1 Snack Bar Vending on that proposal. It would be helpful for us to have some plans before making any recommendations. Although, you must admit that an area of 1,026 sq. ft. is quite limiting when it comes to a choice of services.

Sincerely,

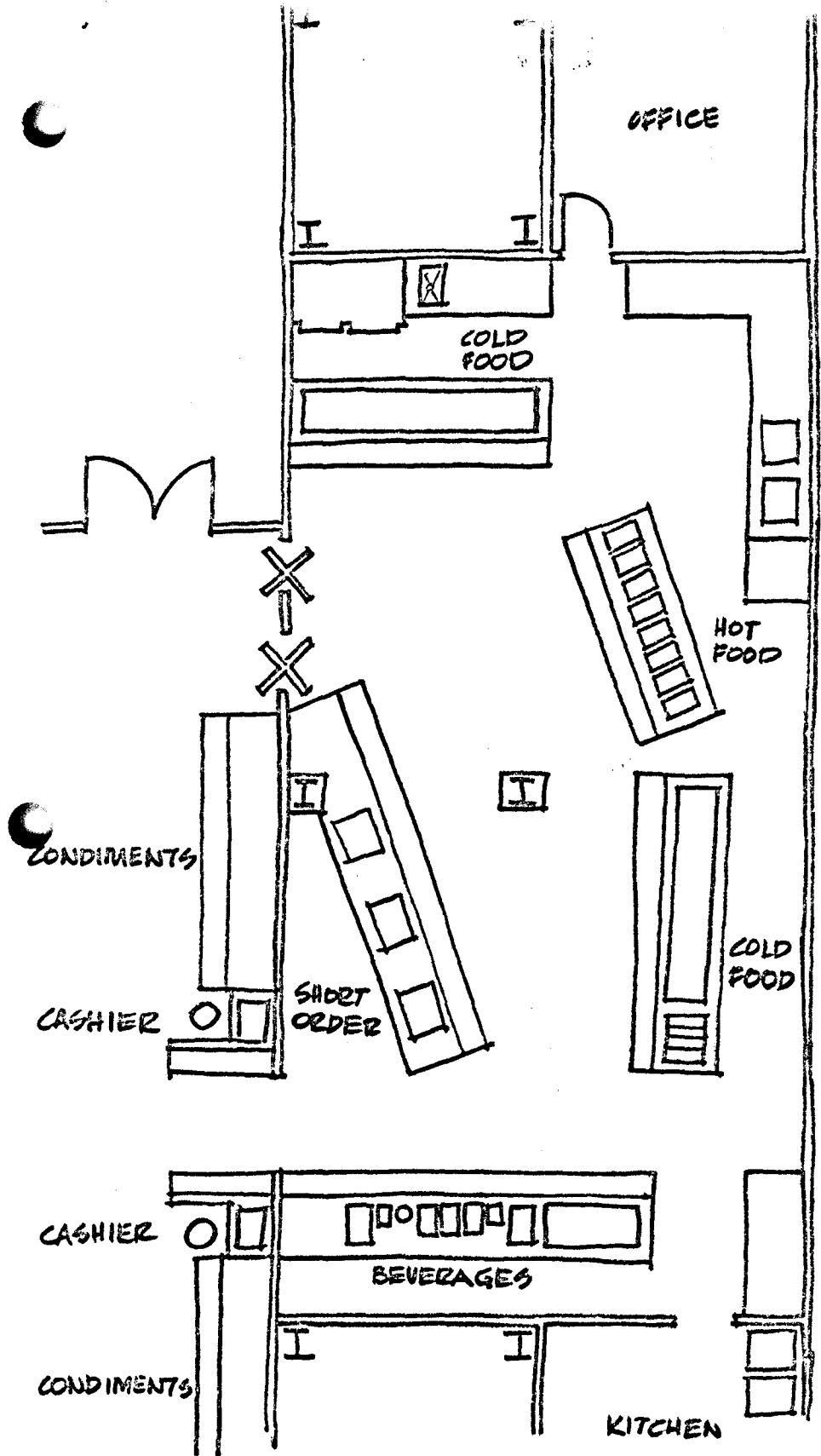


Helen W. Flynn

HWF:aw

Enclosures

cc: Mr. Roland Kluver
Mr. C. Thomas Smith ✓
Ms. Audrey Coulter
Ms. Karen Levin



HELEN FLYNN ASSOCIATES
 FOOD SYSTEMS CONSULTANTS
 SANTA MONICA CALIF.

UNIVERSITY OF MINNESOTA
 CAFETERIA
 UNIT 'A', FLOOR 1.

JULY 6 '70



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~394-6530~~

392-2429

July 7, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion
Phase I

Dear Ken:

Thank you for your letter of June 26 with the revised Proposal for Staff, Student, Visitor Dining and the Meeting Notes. The Meeting Notes are dated 24 June 1970, and your letter refers to a meeting on Wednesday, June 23, 1970. I am assuming that you are referring to the same meeting in both the letter and the notes.

I appreciate your reminding me "that the scope of our work calls for plans of all food service areas showing location of all food service facilities". I am sure you meant that the scope of our work calls for estimates of "food service equipment" and not "food service facilities".

Generally, during the Schematic and Design Development Phase we prepare study sketches of the food service facilities to determine the approximate space requirements and location of all food service equipment. However, after studying the existing University of Minnesota Health Sciences facilities, requirements to fulfill their needs, and existing future plans; our conclusion was to remodel the existing kitchen as the central food preparation area instead of locating it in Unit E as originally planned. Also, it was our understanding at the time that there was a great urgency to complete the Phase I plans and it was obvious that the existing food service facility was desperately in need of modernization. We felt it was extremely important to work up plans to show how the existing kitchen could continue operating during remodelling. We developed 1/4" plans showing three alternate methods. These plans were based on the concept we developed and reported in our Food Service Program of March 15. We certainly worked toward that which

Mr. Kenneth Taylor
The Architects Collaborative
July 7, 1970
Page 2

we felt was ideal. However, we had to keep in mind that we were limited by the existing facilities and existing plans. I think we did quite well in view of all the limitations and the constant changes.

At this time the location of equipment must be approximate and cannot be exact until working drawings. As for example, Unit A:

3/15/70 - Sq. Ft. required, HFA Report	=	12,950
4/13/70 - Sq. Ft. scaled from TAC Plans	=	1,287
4/29/70 - Sq. Ft. proposed, TAC Proposal	=	9,255
6/12/70 - Sq. Ft. scaled from TAC Plans	=	10,197
6/30/70 - Sq. Ft. proposed, TAC Proposal	=	9,931

Another example is Mayo kitchen. At the April 30 meeting in Minneapolis you stated there was a possibility of enlarging the kitchen by extending the north end of the kitchen and that this would require relocating existing offices in that area. We have waited before proceeding with the Mayo schematics, but have not heard from you. We don't know if the possibility of this additional area for the kitchen has been abandoned or not.

Also, in the first paragraph of your letter you state "Approval of these plans by TAC and the University will constitute completion of the schematic and design development phase." Perhaps at this point, I should bring to your attention that to date you have never disapproved any of the volumes of drawings and materials we have completed and sent to you.

I don't understand your third paragraph. To what and whose modifications are you referring?

As to our reaction to the April 29 proposal for food service space in Unit B, C, and Millard, I would interpret your Proposal for Staff, Student, Visitor Dining of April 29 and our Food Service Report of March 15 as the nature and subdivision of SFN. Also, please refer to the first paragraph of our June 18 letter to you regarding further reactions.

Referring to your last paragraph on the first page you state "The remaining areas which require plans or revised plans are those in Mayo for preparation, portioning, and assembly, for dishwashing for inpatient food distribution, and for storage." Which areas require plans and which areas require revisions? I don't understand what you mean by "dishwashing for inpatient food distribution". From the April 29 meeting, I understood there was a possibility that Unit E would not be built at all--has this changed?

Mr. Kenneth Taylor
The Architects Collaborative
July 7, 1970
Page 3

I think progress toward completion of the schematic and design development phase of work is contingent upon necessary and correct information being forwarded to us automatically instead of us discovering that more changes have been made after we complete a particular area. Why is the review limited to our firm and the University of Minnesota. Isn't TAC going to review them?

As to your relying on me to designate a date for review, this was well covered in our June 18 letter to you, in our June 22 telegram to you and in my June 23 telephone conversation with Roland Kluver.

I guess I have raised as many questions as I have answered, but at least we are communicating.

Most sincerely,



Helen W. Flynn

HWF:ao

Enclosures

cc: Mr. Roland Kluver
Mr. C. Thomas Smith
Ms. Audrey Coulter
Ms. Karen Levin ✓

THE ARCHITECTS COLLABORATIVE INC.



JEAN B. FLETCHER
1945 ——— 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 ——— 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. McMILLEN

26 June 1970

Helen Flynn and Associates
P.O. Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Dear Mrs. Flynn:

You will find enclosed notes of the food service meeting held in your absence on Wednesday, June 23, 1970. The status of your work was reviewed and outstanding issues and problems are enumerated in the notes. It is relevant to reiterate at this point that the scope of your work calls for plans of all food service areas showing location of all food service equipment as well as cost estimates for all food service facilities. Approval of these plans by TAC and the University will constitute completion of the schematic and design development phase.

The areas which constitute food service space for staff, student, and visitor dining are those proposed and given you April 30. A copy of that proposal is enclosed. It includes minor adjustments which reflect the areas designated for food service on Unit 'A' plans transmitted to you June 11, 1970. It is our understanding that you will be forwarding to us plans for Unit 'A' shortly as well as plans for conversion of the Powell Hall living room.

In addition we will need to review plans for any modifications of the designated food service areas in Mayo, Masonic and Children's Rehabilitation Center.

We are awaiting your reaction to the April 29 proposal for food service space in Unit 'B', Unit 'C' and Millard. Schematic plans designating areas for food service will be available to you shortly; but it is important that you indicate to us first what the nature and subdivision of the 11,954 SFN in Units 'B' and 'C' and the 1,026 SFN in Millard should be.

The remaining areas which require plans or revised plans are those in Mayo for preparation, portioning, and assembly, for dishwashing for inpatient food distribution, and for storage. Since no plans will be available for Unit 'E' at an early date, a space program for the subdivision of the 4,500 SF, an equipment list and estimate and a description of the functioning of this unit should be provided.

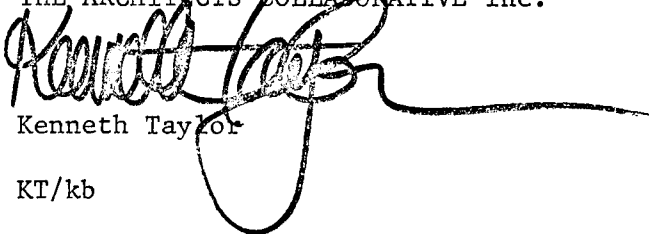
HELEN FLYNN ASSOC.

JUN 30 1970

Progress toward completion of the schematic and design development phase of work is contingent on an early review of plans and estimates with you and the University in Minneapolis. We will rely on you to designate the date for this review.

Sincerely,

THE ARCHITECTS COLLABORATIVE Inc.

A large, stylized handwritten signature in dark ink, appearing to read 'Kenneth Taylor', is written over the typed name and extends across the page.

Kenneth Taylor

KT/kb

Enclosures

cc: C.Thomas Smith
R. Kluver

HELEN FLYNN ASSOC.

JUN 30 1970

University of Minnesota
 Health Sciences Expansion
 TAC Job No. 68013

U. OF	DATE		ATTN.		COPY		JCH		RK		RT		KT		JS		DM		OP		FL		JO		DB		MH		PO		SW		KR		FLYNN		070	
														X				X				X																

PROPOSAL FOR STAFF, STUDENT, VISITOR DINING
 PHASE 1

UNIT 'A'

9,255 SFN 9,931*

Floor 1	Cafeteria Vending Adjacent to Medical School Adytum (2265)	3,000 525	5930 (NOT PART OF FOOD SERVICE)
Floor 2	Vending, Snack Bar Student Lounge, Commons	500 [~] 2,180	430 (NOT PART OF FOOD SERVICE)
Floor 5	Cafeteria or Snack Bar	2,750	3565
Floor 4	Vending Adjacent to Dentistry Student Lounge (1553)	300	(NOT PART OF FOOD SERVICE)

UNIT 'B'

5,590[~] SFN 4914

Floor 2	Coffee Shop Cafeteria	2,350 3,240	2000 2914
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UNIT 'C'

7,040 SFN

Floor 1	Snack Bar-Vending Staff Dining-Cafeteria 4 Conference Dining Rooms	1,000 3,240 800
Floor 2	Snack Bar-Vending	1,000
Floor 5	Snack Bar-Vending	1,000

MILLARD

1,026 SFN

Floor 1	Snack Bar-Vending	1,026
---------	-------------------	-------

HELEN FLYNN ASSOC.

JUN 30 1970

KT/bb

UNIT 'A'
 * TOTAL FOOD SERVICE SPACE AS SHOWN ON PLANS TRANSMITTED TO HELEN FLYNN
 11 JUNE, 1970

MAYO 7,813 SFN

Floor 1 Canteen 1,758
Canteen 625

Floor 3 Coffee Shop 1,301
Dining-Conference Rooms 935
Cafeterial and Dining 3,194

MASONIC 3,014 SFN

Basement Staff Dining Room 549

Floor 1 Patient-Employee Cafeteria 2,492

CHILDREN'S REHABILITATION 962 SFN

Floor 1 Employees Canteen 962

POWELL HALL 2,086 SFN

Floor 2 Dining, Cafeteria 2,086

SUMMARY

Unit A 9,255
Unit B 5,590
Unit C 7,040
Millard 1,026
Mayo 7,813
Masonic 3,014
Rehabilitation 962
Powell 2,086

TOTAL, PHASE I 36,786 SFN

29 April 1970
KT/bb
Page Two

HELEN FLYNN ASSOC.

JUN 30 1970

The Architects Collaborative, Inc.

UNIVERSITY OF MINNESOTA HEALTH SCIENCES EXPANSION
TAC Job No. 68013

SUMMARY OF SPACE REQUIRED FOR FOOD SERVICE, PHASE 1

Proposed Staff, Student, Visitor Dining	-36,786
Inpatient Food Distribution, Offices	5,363 *
Receiving, Storage	5,359
Preparation, Portioning Assembly	7,273
TOTAL	-54,781 SFN
<u>TOTAL EXISTING AND PROGRAMMED SPACE FOR FOOD SERVICE</u>	39,004 *SFN
DEFICIENCY	15,777 SFN

*Includes 4607 SFN of existing floor kitchens which will house inpatient distribution centers and offices for therapeutic dietitians.

29 April 1970
KT/bb

HELEN FLYNN ASSOC.

JUN 30 1970



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~392-2429~~ 392-2429

July 8, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion
Phase I

Dear Ken:

Thank you for sending the meeting notes of 24 June. I will attempt to clarify reviewed points of concern.

Equipment Key: Our set of drawings includes placement of kitchen equipment but the equipment is not identified. The written report includes cost of major equipment but not a detailed analysis of number of pieces and placement within the kitchen area. A coordinating key is required.

Equipment keys as such do not become a part of a plan drawing until the Working Drawing Phase, however, our schematic kitchen plan of May 11 that we sent you did have a limited schedule. In fact, we even listed manufacturers and model numbers. Even though a coordinating key is not required during this phase, we are sending it to you per your request.

Work Flow: A detailed narrative work flow would be particularly useful for understanding the implications of design. It would also help to clarify whether or not space is adequate.

The work flow has been detailed on the drawings of March 1, 1970 and pages 21 through 30 of our March 15 Food Service Report.

As to whether or not the space is adequate is a good point to discuss. As pointed out in our letter of July 7, our decision to use the existing kitchen was primarily to have a central location and to obtain an efficient and updated food service area for the Nutrition Department instead of waiting several years for Unit E to be built. The existing kitchen area lends itself very well to a non-cooking type of food service. True, it is a little smaller than ideal but we prefer this compromise to that of a remote location and a wait of several years for completion.

Mr. Kenneth Taylor
The Architects Collaborative
July 8, 1970
Page 2

Cart Space: The Nutrition Staff has reservations about the adequacy of storage area for carts. Drawings have not included space for small carts for nourishments.

Please refer to the plans of May 11 and the letter of June 1 that were sent to the Nutrition Department.

Stores Facilities: The Nutrition Department has not had the opportunity to review detailed plans for storage on the first level of Mayo or in Unit E.

Whose detailed plans do you refer to? I understand that new shelving was purchased and installed in the 1st level store-room. This, of course, will have some impact on any future designing and planning. It would also help to know the status of Unit E.

Design Detail: Details like hand sinks have been omitted from drawings in the past because they are not a critical part of design. Due to concern about limited space, it would be helpful to review a plan specifying all aspects of the kitchen area.

The hand sinks were detailed in our May 11 plan. You have a print of it. Please check and you will see there is one at the north end of the room and one at the south end, both are in line with the main set of columns in the center of the room.

Formula Area: While an open design is acceptable, codes prohibit major traffic through the formula area for reasons of contamination.

Please refer to our letter of June 1 to the Nutrition Department.

Masonic Food Service: While the Nutrition Department is open to the recommendation to abandon the Masonic Kitchen, several issues of design and function have not been resolved. Will spaces be provided on each floor for Food Service? Can existing pattern of immediate response to patient requests to continued with a centralized kitchen facility? Can the needs of the long term patient be adequately met by food service oriented toward an acute, rapid turnover patient population? Can the dietician responsible for Masonic food service retain an administrative as well as therapeutic role if Masonic Hospital is served from central food service?

It is recommended that Masonic Kitchen no longer prepare its own food but not to abandon the area. Yes, spaces are provided on the floors, please refer to our Food Distribution Centers plans dated 6-25-70. Yes, immediate response to patient requests

Mr. Kenneth Taylor
The Architects Collaborative
July 8, 1970
Page 3

can be continued through a sub-station. Yes, the needs of the long term patient can be adequately met by a food service oriented toward an acute, rapid turnover patient population through menu planning and management. It is being done every day and in even larger institutions. If administration makes the decision to have the dietitian responsible for Masonic food service retain an administrative as well as therapeutic role if Masonic Hospital is served from central food service then it is most certainly possible.

General: Mr. Taylor summarized several issues on which the architects would like Mrs. Flynn's guidance. Mrs. Flynn recommended a decentralized food service and consequently her responsibilities include working out all aspects of the decentralized system. This includes problems of distribution as well as design and operations at both originating and terminal points. It will be necessary to resolve the problem of ramps for elevation changes between different health science buildings.

An overall review of food service plans and revisions is urgently needed to define areas that have been satisfactorily resolved and the problems that require further consideration.

I don't think you meant "a decentralized food service". That is the type of food service the Health Sciences Center has now. You were correct in the paragraph before this in referring to it as "centralized". I am at a loss to understand why you refer to it as a centralized service in one paragraph and a decentralized one in the next.

As for "distribution", this is written up in great detail in our Food Service Report and detailed in color on the plans we sent to you on March 1. Also, I was under the impression that Charles T. Main, Inc. had been retained as logistics consultants.

My recommendations for ramps are on Page 29 of our Food Service Report. The solution to this problem is an architectural one.

Most sincerely,



Helen W. Flynn

HWF:sb
cc: Mr. Roland Kluver
Mr. C. Thomas Smith
Ms. Audrey Coulter
Ms. Karen Levin ✓



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~597-6530~~

TO	University of Minnesota	DATE	7/8/70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. ✓ Mr. Roland Kløver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input checked="" type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - 1
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL
<input type="checkbox"/>	<input checked="" type="checkbox"/> Equipment Lists - 14 shts.

<input checked="" type="checkbox"/> HEREWITH
<input type="checkbox"/> UNDER SEPARATE COVER
<input type="checkbox"/> MAIL
<input type="checkbox"/> PICKED UP
<input type="checkbox"/> MESSENGER
<input type="checkbox"/> BY HAND

REMARKS: Food Service Equipment Lists

& Estimated Budget Costs for: Mayo Hospital - Food Distribution Center

12 pages

Powell Hall - 1 page

Mayo Coffee Shop - 1 page

Mayo - Main Kitchen - sent 3-15-70

Unit A - sent 6-23-70

And: Mayo - Schematic Kitchen Plan with coordinating key also enclosed.

cc: Ms. Audrey Coulter
Ms. Karen Levin

TRANSMITTAL

BY

Helen W. Flynn

UNIVERSITY OF MINNESOTA HEALTH SCIENCES EXPANSION - PHASE I

ESTIMATED EQUIPMENT BUDGET COSTS FOR

FOOD DISTRIBUTION CENTERS

9

MAYO HOSPITAL

STATION 22 - ROOM C222

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINKS	\$ 1,900	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
COUNTER	2,100	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	\$ 7,158

STATION 30 - ROOM B317

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,800	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	

TOASTER	EXISTING	
TOASTER		<u>162 5,495</u>

STATION 31 - ROOM B359

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK		5,900
ICED TEA DISPENSER		70
COFFEE DISPENSERS		334
MICROWAVE OVENS		2,592
TOASTER	EXISTING	
TOASTER		162
CLOSET		<u>NIC 9,058</u>

STATION 32 - ROOM C328

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINKS		1,900
ICED TEA DISPENSER		70
COFFEE DISPENSERS		334
COUNTER		2,100
MICROWAVE OVENS		2,592
TOASTER	EXISTING	
TOASTER		162
CLOSET		<u>NIC 7,158</u>

STATION 35 - ROOM 329-15

ICE MAKER	2,350	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,100	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>5,913</u>

STATION 41 - ROOM B458

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	5,900	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	
CLOSET	NIC	<u>9,058</u>

STATION 42 - ROOM C425

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	1,900	
ICED TEA DISPENSER	70	

COFFEE DISPENSERS	334	
COUNTER	2,000	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	
CLOSET	<u>NIC</u>	<u>7,058</u>

STATION 44 - ROOM C448

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,600	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	<u>EXISTING</u>	<u>4,133</u>

STATION 46 - ROOM D425-4

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,400	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	<u>EXISTING</u>	<u>3,933</u>

STATION 47 - ROOM D447

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,800	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>5,500</u>

STATION 48 - ROOM D475

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	5,400	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>8,558</u>

STATION 50 - ROOM B563

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,900	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	

MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	
CLOSET	NIC	<u>7,058</u>

STATION 51 - ROOM C527

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINKS	1,900	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
COUNTER	2,000	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	
CLOSET	NIC	<u>7,058</u>

STATION 52 - ROOM C581

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,000	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>4,533</u>

STATION 55 - ROOM D529-14

ICE MAKER	2,350	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,300	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>6,183</u>

STATION 56 - ROOM D527-5

ICE MAKER	2,350	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,000	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>5,883</u>

STATION 57 - ROOM D513

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	4,300	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	

TOASTER	EXISTING	
TOASTER	162	<u>7,458</u>

STATION 58 - ROOM A536

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,700	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,858</u>

STATION 60 - ROOM B621

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,400	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>4,100</u>

STATION 61 - ROOM B659

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	

COUNTER WITH SINK	2,800	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>5,958</u>

STATION 62 - ROOM C677

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,500	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,658</u>

STATION 64 - ROOM D644

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,000	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,158</u>

MASONIC MEMORIAL HOSPITAL

STATION I - ROOM M129

ICE MAKER	2,350	
REFRIGERATOR, UNDERCOUNTER	1,492	
COUNTER WITH SINK	600	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
COUNTER	800	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>6,775</u>

STATION II - ROOM M229

ICE MAKER	2,350	
REFRIGERATOR, UNDERCOUNTER	1,492	
COUNTER WITH SINK	600	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
COUNTER	800	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>6,775</u>

STATION III - ROOM M321

ICE MAKER	2,350	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	1,300	

ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	EXISTING	<u>5,183</u>

CHILDREN'S REHABILITATION CENTER

STATION IV - ROOM R480

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,800	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,958</u>

STATION V - ROOM R580

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	3,800	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,958</u>

HELEN FLYNN ASSOCIATES
 SANTA MONICA, CALIFORNIA
 726/6-70/11

VARIETY CLUB HEART HOSPITAL

STATION 201 - ROOM 259

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,900	
ICED TEA DISPENSER	70	
COFFEE DISPENSERS	334	
MICROWAVE OVENS	2,592	
TOASTER	EXISTING	
TOASTER	162	<u>6,058</u>

STATION 301 - ROOM 351

ICE MAKER	EXISTING	
REFRIGERATOR	EXISTING	
COUNTER WITH SINK	2,500	
ICED TEA DISPENSER	70	
COFFEE DISPENSER	167	
MICROWAVE OVEN	1,296	
TOASTER	<u>EXISTING</u>	<u>4,033</u>

MAYO HOSPITAL	140,927
MASONIC MEMORIAL HOSPITAL	18,733
CHILDREN'S REHABILITATION CENTER	13,916
VARIETY CLUB HEART HOSPITAL	<u>10,091</u>
	<u>\$183,667</u>

HELEN FLYNN ASSOCIATES
SANTA MONICA, CALIFORNIA
726/6-70/12

July 8, 1970

Helen Flynn Associates
P.O. Box 904
Santa Monica, California 90406

Dear Helen:

Thank you for the plans for the "Distribution Centers" and the Powell Hall Cafeteria.

What the Nutrition Department really wants - and needs - is a detailed layout of our proposed remodelled kitchen, possibly with flow diagrams that can be superimposed on the layout to give a visual aid for evaluation of the total plan.

We are anxious for your plan to succeed but we are apprehensive about the space available for all necessary equipment as well as increased and improved services to be provided. Aisle space, again the number and kinds of carts, the heavy traffic flow by the formula preparation area, limited area for trash, width of doorways are among the questions we still raise.

The schematics that you sent dated May 12 had several changes from the March plans and we could not reconcile the equipment drawn in on the two plans. We also have concerns regarding Masonic Nutrition services.

Additional storage, refrigeration and freezer space in our Food Stores and Building E are not defined for us anywhere.

Mrs. Green is concerned about the amount of space allocated for general preparation. Enclosed is a summary of one week's diet preparation for your reference.

As you know, we are a pragmatic group with some deficiencies in imagination so we need to have information as specific as possible.

We hope to see you soon in Minnesota.

Yours truly,

(Mrs.) Audrey Coulter
Director of Nutrition
Services

AC/lcl
HEALTH SCIENCES CENTER

cc. C. Thomas Smith
Kenneth Taylor

Enclosure



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~392-2429~~ 392-2429

July 8, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion
Phase I

Dear Ken:

Thank you for sending the meeting notes of 24 June. I will attempt to clarify reviewed points of concern.

Equipment Key: Our set of drawings includes placement of kitchen equipment but the equipment is not identified. The written report includes cost of major equipment but not a detailed analysis of number of pieces and placement within the kitchen area. A coordinating key is required.

Equipment keys as such do not become a part of a plan drawing until the Working Drawing Phase, however, our schematic kitchen plan of May 11 that we sent you did have a limited schedule. In fact, we even listed manufacturers and model numbers. Even though a coordinating key is not required during this phase, we are sending it to you per your request.

Work Flow: A detailed narrative work flow would be particularly useful for understanding the implications of design. It would also help to clarify whether or not space is adequate.

The work flow has been detailed on the drawings of March 1, 1970 and pages 21 through 30 of our March 15 Food Service Report.

As to whether or not the space is adequate is a good point to discuss. As pointed out in our letter of July 7, our decision to use the existing kitchen was primarily to have a central location and to obtain an efficient and updated food service area for the Nutrition Department instead of waiting several years for Unit E to be built. The existing kitchen area lends itself very well to a non-cooking type of food service. True, it is a little smaller than ideal but we prefer this compromise to that of a remote location and a wait of several years for completion.

Mr. Kenneth Taylor
The Architects Collaborative
July 8, 1970
Page 2

Cart Space: The Nutrition Staff has reservations about the adequacy of storage area for carts. Drawings have not included space for small carts for nourishments.

Please refer to the plans of May 11 and the letter of June 1 that were sent to the Nutrition Department.

Stores Facilities: The Nutrition Department has not had the opportunity to review detailed plans for storage on the first level of Mayo or in Unit E.

Whose detailed plans do you refer to? I understand that new shelving was purchased and installed in the 1st level store-room. This, of course, will have some impact on any future designing and planning. It would also help to know the status of Unit E.

Design Detail: Details like hand sinks have been omitted from drawings in the past because they are not a critical part of design. Due to concern about limited space, it would be helpful to review a plan specifying all aspects of the kitchen area.

The hand sinks were detailed in our May 11 plan. You have a print of it. Please check and you will see there is one at the north end of the room and one at the south end, both are in line with the main set of columns in the center of the room.

Formula Area: While an open design is acceptable, codes prohibit major traffic through the formula area for reasons of contamination.

Please refer to our letter of June 1 to the Nutrition Department.

Masonic Food Service: While the Nutrition Department is open to the recommendation to abandon the Masonic Kitchen, several issues of design and function have not been resolved. Will spaces be provided on each floor for Food Service? Can existing pattern of immediate response to patient requests to continued with a centralized kitchen facility? Can the needs of the long term patient be adequately met by food service oriented toward an acute, rapid turnover patient population? Can the dietician responsible for Masonic food service retain an administrative as well as therapeutic role if Masonic Hospital is served from central food service?

It is recommended that Masonic Kitchen no longer prepare its own food but not to abandon the area. Yes, spaces are provided on the floors, please refer to our Food Distribution Centers plans dated 6-25-70. Yes, immediate response to patient requests

Mr. Kenneth Taylor
The Architects Collaborative
July 8, 1970
Page 3

can be continued through a sub-station. Yes, the needs of the long term patient can be adequately met by a food service oriented toward an acute, rapid turnover patient population through menu planning and management. It is being done every day and in even larger institutions. If administration makes the decision to have the dietitian responsible for Masonic food service retain an administrative as well as therapeutic role if Masonic Hospital is served from central food service then it is most certainly possible.

General: Mr. Taylor summarized several issues on which the architects would like Mrs. Flynn's guidance. Mrs. Flynn recommended a decentralized food service and consequently her responsibilities include working out all aspects of the decentralized system. This includes problems of distribution as well as design and operations at both originating and terminal points. It will be necessary to resolve the problem of ramps for elevation changes between different health science buildings.

An overall review of food service plans and revisions is urgently needed to define areas that have been satisfactorily resolved and the problems that require further consideration.

I don't think you meant "a decentralized food service". That is the type of food service the Health Sciences Center has now. You were correct in the paragraph before this in referring to it as "centralized". I am at a loss to understand why you refer to it as a centralized service in one paragraph and a decentralized one in the next.

As for "distribution", this is written up in great detail in our Food Service Report and detailed in color on the plans we sent to you on March 1. Also, I was under the impression that Charles T. Main, Inc. had been retained as logistics consultants.

My recommendations for ramps are on Page 29 of our Food Service Report. The solution to this problem is an architectural one.

Most sincerely,



Helen W. Flynn

HWF:sb

cc: Mr. Roland Kluver
Mr. C. Thomas Smith ✓
Ms. Audrey Coulter
Ms. Karen Levin

June 1, 1970

Mrs. Audrey Coulter
Director of Nutrition Services
University of Minnesota
Box 84 - University Hospitals
Minneapolis, Minnesota 55455

Dear Audrey:

Thank you for your letters of May 21st and May 26th.

Regarding your staff meeting comments:

3. Nourishment and formula area. At our staff meeting at the end of April, I somehow got the impression that the dietitians requested a much smaller area. Perhaps you recall Mrs. Green stating that she needed no more than a small counter. However, this area can easily be changed. No problem. I do hope that you will not have to enclose the formula room.
4. Bun pan racks. No, 91 bun pan racks are not necessary. I meant to simply point out that there was enough space for that many racks. No, the standard of 7 carts per 1000 cafeteria patrons does not apply to the patients. That rule of thumb applies to cafeteria and coffee shop service only.

I am enclosing a copy of my last letter to Mr. Smith. Early in May, Mr. Smith called and requested that I discontinue working on the project. I have not heard from him so I really don't know if I should be writing at all.

Most Sincerely,

Helen W. Flynn

HWF:aw
Enclosure

THE ARCHITECTS COLLABORATIVE INC.



JEAN B. FLETCHER
1945 ——— 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 ——— 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. MCMILLEN

13 July 1970

Mrs. Helen Flynn
Helen Flynn Associates
P.O. Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Re: University of Minnesota
Health Sciences Expansion
TAC Job No. 68013

Dear Mrs. Flynn:

In response to your letter of 6 July 1970:

- Paragraph 1: We concur with you that a scramble system is appropriate for the floor 1, Unit 'A' Food Service. It would be equally feasible with our more conventional revised plan as with your initial plan. We received copies of those two plans which had been enclosed in my letter to you but not your 'enclosed revised sketch' mentioned in the letter. Please forward this revised sketch.
- Paragraph 2: You did receive all the enclosures in my 30 June letter. There was one alternate plan which you have.
- Paragraph 3: A vending area will be provided within the medical school adytum in the space noted. Its proximity to food service will preclude the need for any elaborate facilities. If an office is required, it will have to be accommodated in the remaining food service area.
- Paragraph 4: The Powell Hall Plan you have proposed is unacceptable architecturally and has raised serious questions of economic viability at the University. Tom Smith is concerned that the amount of space for seating does not justify the kind of food service proposed. Two alternatives are possible. First, the service can be reduced to a snack bar - vending operation requiring less serving space. The second alternative is to provide additional space across the corridor in rooms 2108 and 2106 for serving and use the entire living room for seating. (See enclosure #1). The 640 SFN in these two rooms should be adequate to accommodate the serving area you have proposed. We would appreciate your comments and sketches of alternatives you recommend.

Mrs. Helen Flynn
13 July 1970
Page Two

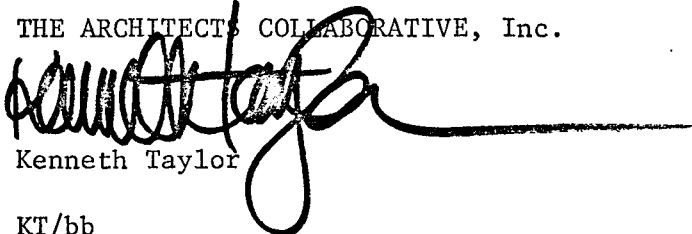
Paragraph 5, 6, 7: We are forwarding to you under a separate cover the latest revised schematic plans for Phase 1. These plans include designation of food service in Owre Hall, Unit 'A', Unit 'B'- 'C', Powell Hall food service receiving and storage in Unit 'E' as well as expansion for nutrition on floors 1 and 2 of Mayo. Included with the revised schematic plans is the revised approved space program for food service and nutrition. We solicit your comments on the location of expansion areas, especially in the Mayo Building.

Paragraph 8: The revised schematic plans for Phase 1 include space for food service in Owre Hall first floor rather than Millard. The enclosed as-built drawing (Enclosure #2) indicates the space available for food service totalling 1570 SFN. Please develop a sketch plan for the designated area.

Robert Smith at Charles T. Main has completed the Materials Handling Report. A copy is being forwarded to you for your review.

Sincerely,

THE ARCHITECTS COLLABORATIVE, Inc.

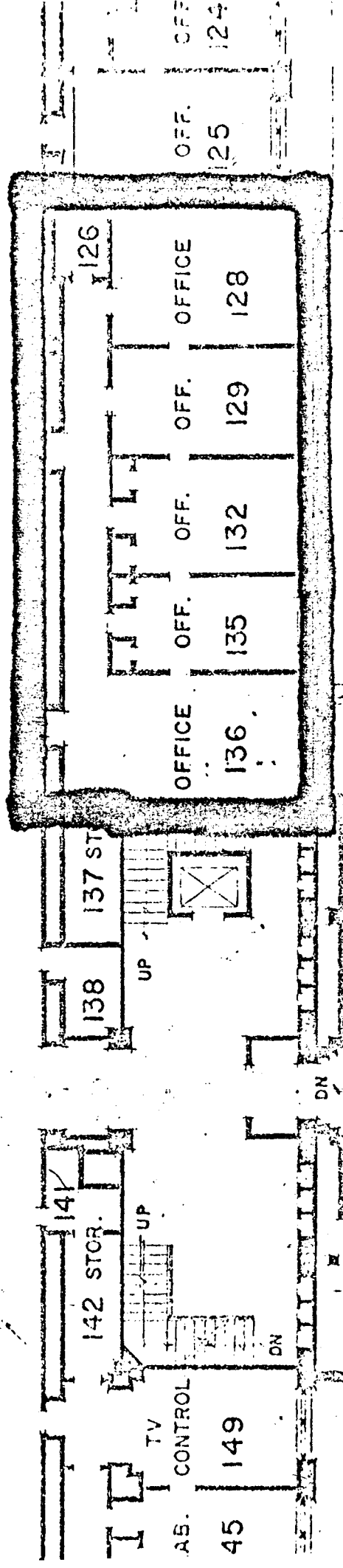
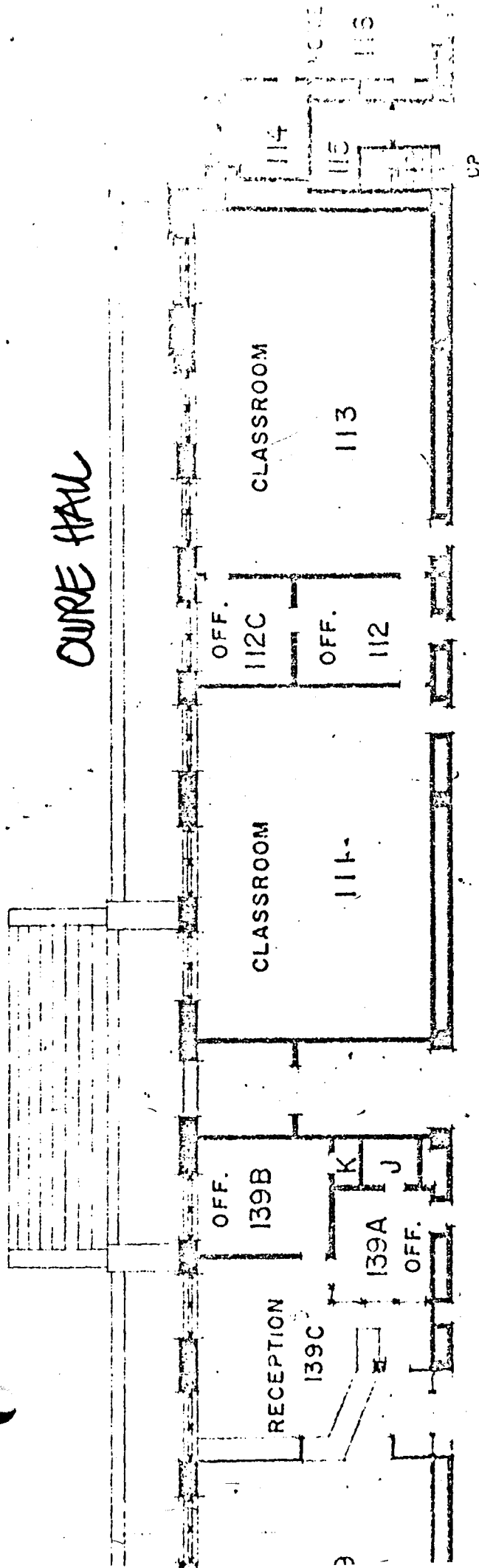


Kenneth Taylor

KT/bb

cc: C.T. Smith ✓
R. Kluver

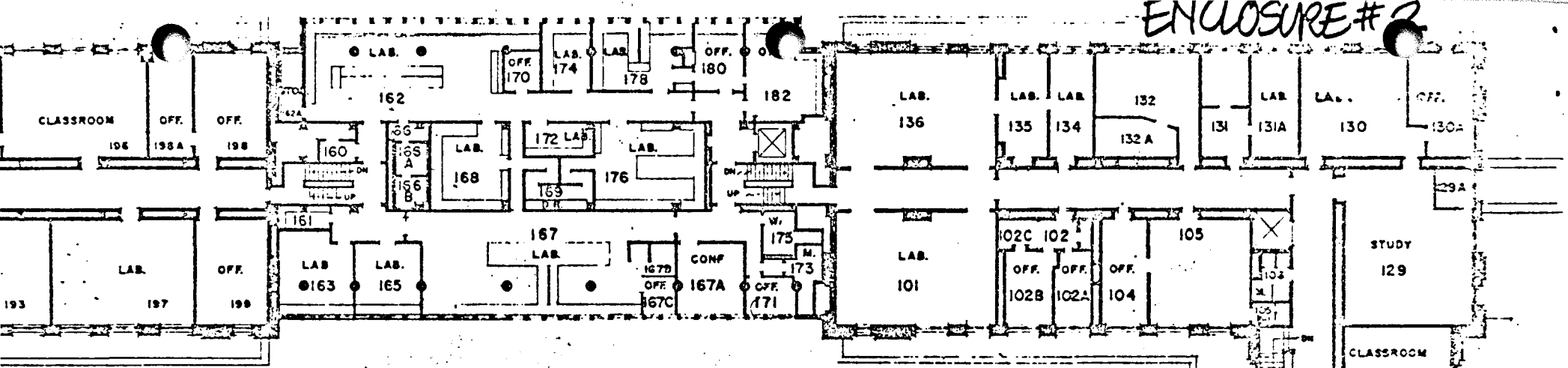
CURE HALL



1/16" = 1'-0"

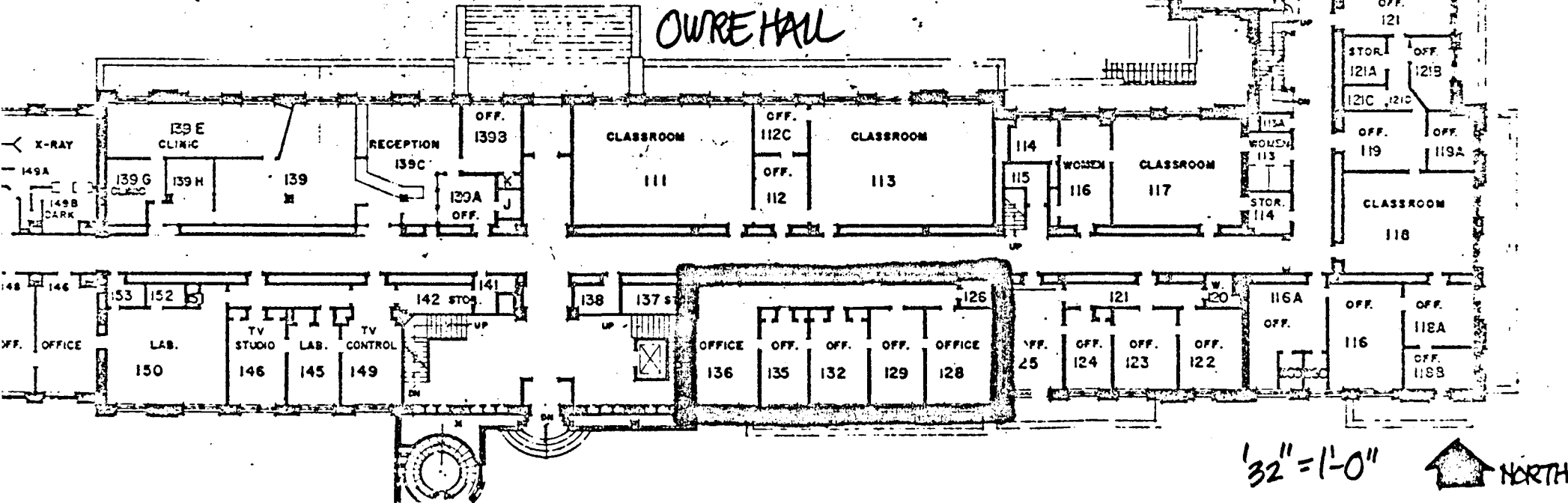
FIDON EICOD

ENCLOSURE # 2



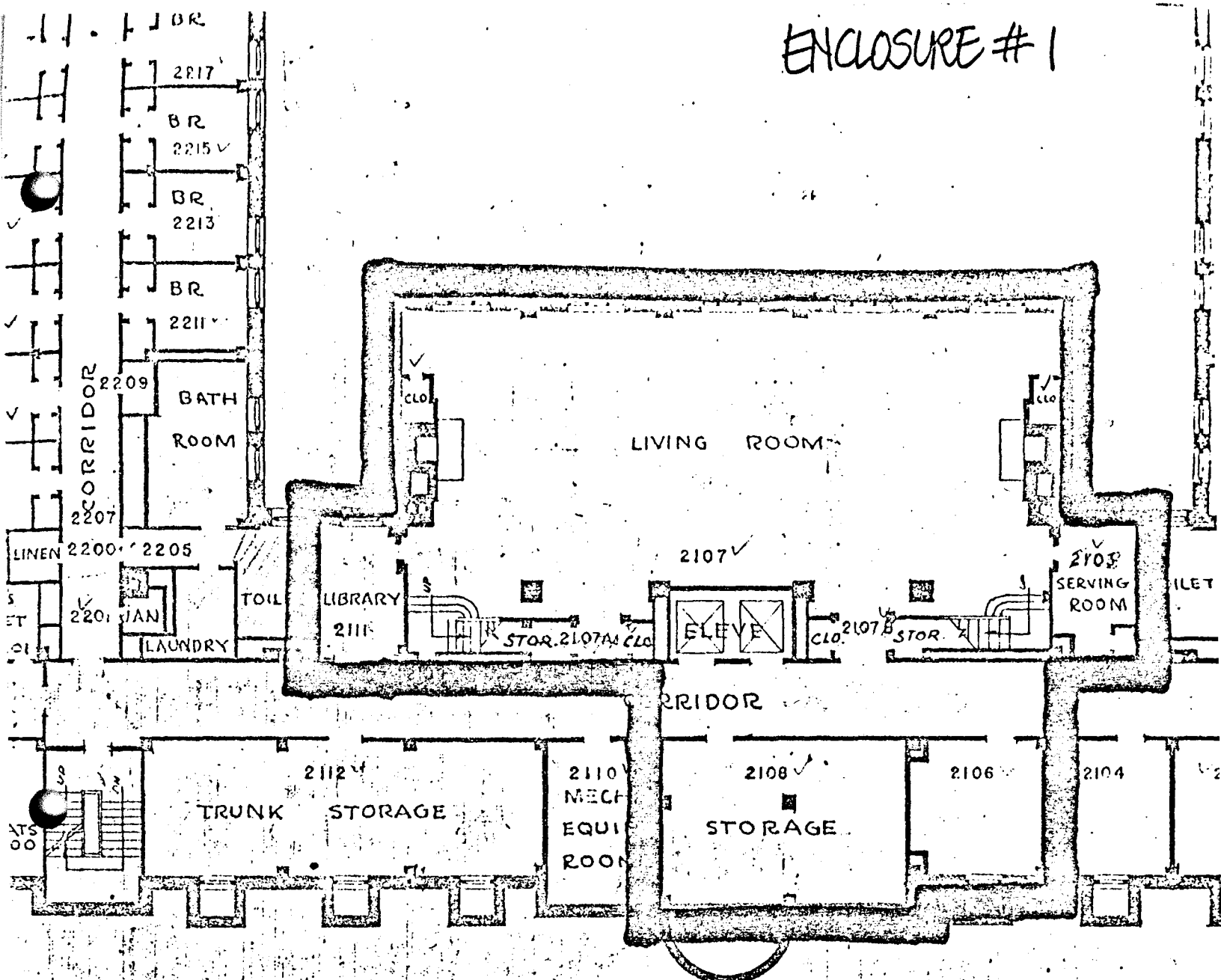
UNIVERSITY OF MINNESOTA
 MEDICAL SCIENCES BLDG
 FLOOR 1
 LEVEL G
 1/32" = 1'-0" 68013

OWRE HALL



1/32" = 1'-0" NORTH

ENCLOSURE # 1



SECOND FLOOR PLAN

POWELL HALL
1/16" = 1'-0"





HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

392-2420

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 1394-6530

July 20, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion

Dear Ken:

Enclosed is the study sketch you said you didn't receive. Five were sent out at the same time, perhaps Roland Kluver got two by mistake.

I will comment on your July 13 letter in detail as soon as the revisions and changes stop coming. Today we received a revision from you of the revisions we received from you on Friday. Because of your constant changes, we now have more obsolete study sketches and plans than all those we have done for the last ten hospitals combined. And most of those ten hospitals are either in the process of being built or are already completed.

We have never received the revised approved space program for food service and nutrition that you mention in your July 13 letter and your July 14 transmittal. Perhaps you are revising it?

Most sincerely,

Helen W. Flynn

HWF:AW

Enclosure: Duplicate 7-6-70 Study Sketch-Unit A, Floor 1 Cafeteria

cc: Mr. Roland Kluver
Mr. C. Thomas Smith
Ms. Audrey Coulter
Ms. Karen Levin ✓

THE ARCHITECTS COLLABORATIVE INC.



JEAN B. FLETCHER
1945 ——— 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 ——— 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. McMILLEN

27 July 1970

Mrs. Helen Flynn
Helen Flynn Associates
P.O. Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Dear Mrs. Flynn:

It is good that we are finally getting into the design process for Phase I of the University of Minnesota Health Sciences Expansion. You voiced concern in your recent letter about the number of changes which have been forthcoming. These changes, specifically, the Revised Phase I Schematics of 15 July 1970 which detail the locations for food service in the Health Sciences, are a direct result of the implementation of your food service recommendation of March 15, 1970.

As you recall, the initial proposal for food service prior to your involvement on this project was substantially different. The original Phase I proposal called for centralizing food receiving, preparation and dining facilities in Unit E. Your recommendation was substantially different in that it provided for the remodeling of existing preparation areas in Mayo, and it proposed decentralized dining facilities throughout the new construction and existing buildings.

We have made every attempt to respond to your recommendation even though it was made at a very late date. As a result, we do have food service in Unit A, and we are proposing food service in Unit B-C, in Powell Hall, and in the Millard-Owre area in addition to existing facilities. This major change in the concept for food service was implemented without the benefit of detailed discussion and communication between your office and ours. Therefore, the schedule had been drawn out more perhaps than has been the case on some of your other jobs, but you will realize that the design process is a two way process, and it relies heavily on communication.

We are pleased that we are now in communication. We do see the Phase I Revised Schematics as the definitive proposal for food service for the Health Sciences. The space program for these revised schematics is contained in the Schematic Tabulation of Food Service Space, dated July 13, 1970 and transmitted to you on the 20th of July, 1970. Design development for the Health Sciences Expansion will include drawings outlining your food service proposal for each of these areas.

One major unresolved problem does threaten the whole concept of food service that you have proposed. As you have known from the outset, the Health Sciences is composed of a number of buildings having floor elevations which are all different. In addition, the expansion involves substantial new space which will not relate horizontally to the floor elevations of existing buildings. Therefore, it is inevitable that ramps will be required to connect the existing and the new buildings within the Health Sciences. Given this as one of the factors with which we have to contend, a food service proposal which does not allow for ramping of any kind between buildings does not work. We discussed this particular problem several months ago, and you mentioned at that time that a 6% slope was too steep for food service. Consequently, we asked that you investigate what slope for a ramp would be acceptable for food service. The only reply that we have received to that question is that no ramp slope is acceptable.

We have forwarded to you the Charles T. Main report which outlines the pathways for food service distribution. As you review this proposal, you'll be aware that major number of the pathways involve moving from one building to another and inevitably, traversing a change in elevation. In some cases the movement of the food carts relies on pre-existing ramps. The connection between Mayo and Masonic currently involves going through one of two tunnels - either the tunnel north of Diehl Hall entering the south side of the basement of Masonic, or the tunnel through Powell Hall entering the south side of Masonic Basement. Both of these are now ramped and it is virtually impossible architecturally, to modify these ramps. Now, if you tell us that no ramping is acceptable in the food service, that means in the case of movement of carts from Mayo to Masonic, we cannot prepare the trays centrally in Mayo and move them between Mayo and Masonic over these pathways. Therefore, perhaps we have to look back to the current kind of food service which permits the trays to be made up in Masonic where no ramps are involved for distribution of food. This instance is repeated in the provision of food service to Units A, B and C, to food service in Millard and Owre, and to food service in Powell Hall.

As you can see, this has a radical impact on your proposed food service and we solicit your help in establishing either that 1) no ramps are tolerable in your food service distribution system in which case we have to look for a modification of the system itself, or 2) determining what slope ramps are tolerable for your proposed food service. The responsibility for the resolution of this problem lies with your office, with Charles T. Main and with ourselves, and we will do everything we can to cooperate with you and Charles T. Main in resolving this problem.

The question of review of the drawings which you have prepared was mentioned in our recent correspondence. TAC very definitely plans to participate in the review of your proposals, as I stated in my letter of 26 June 1970. You are correct when you say that we have not disapproved any of the drawings and materials which you have sent to us. At the same time, we have not had the opportunity to review them with you in detail at the University, and this is necessary for the approval of those drawings. I reiterate that the completion of design of schematics and design development for the University of Minnesota Health Sciences Expansion is contingent on our approval and the University's approval of

your proposals. In light of this and in light of the problem of distribution of carts on ramps, it probably would be useful to meet with you and Charles T. Main in Minneapolis in the first week of August. Robert Smith of the Charles T. Main Co. will be there at that time to review with the University the C.T. Main Materials Handling Report.

We have received your revised sketch of the serving area of the Unit A, Floor 1 cafeteria with your 20 July letter. Is an office for food service required at that location? If so, we need to identify an alternate location since the one shown on the sketch is not available for food service. The scramble service would be possible with either your revised proposal or our alternate proposal. Architecturally we feel our alternative is preferable. What are your specific criticisms of that proposal?

We hope to be able to meet with you in Minneapolis to expedite the design development process.

Yours truly,

THE ARCHITECTS COLLABORATIVE Inc.



Kenneth Taylor

KT/kb

cc: C. Thomas Smith ✓
R. Kluver

COPY

UNIVERSITY OF *Minnesota*

UNIVERSITY OF MINNESOTA HOSPITALS • MINNEAPOLIS, MINNESOTA 55455

August 19, 1970

TO: Mrs. Helen Flynn
FROM: Health Sciences Planning Office
SUBJECT: Attached

Please find enclosed geographic plans of Powell Hall 2 (special reference to rooms 2106 and 2108 which would be used to service a snack bar facility) and Mayo remodeling first floor room 145 (mistakenly labeled 132 in meeting) as you requested at the Dietary meeting of August 4, 1970.

/js

1900

UNIVERSITY OF MINNESOTA

DEPARTMENT OF MINNESOTA HOSPITALS • MINNEAPOLIS, MINNESOTA 55455

STATE OF MINNESOTA
COUNTY OF _____

I, _____, of the County of _____, State of Minnesota, do hereby certify that _____ is a resident of the County of _____, State of Minnesota, and is entitled to the benefits of the laws of this State.

Witness my hand and seal of office this _____ day of _____, 1900.

County Clerk

August 10, 1970

Dear Helen,

Marie Gardner and I are looking forward with pleasure to our visit to see The System in operation. We will arrive on August 19, Continental Airlines Flight 129 at 10:00 A.M.

Mr. Watt has arranged a demonstration in the Litton test kitchens for Friday, August 14 for some of our staff so perhaps a few more questions regarding microwave equipment will be checked off our list.

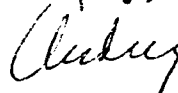
As a quick review of our conference after the meeting with the architects, these items were discussed: 1.) what impact the proposed expansion space will have on your design 2.) whether space is adequate not only for nourishment carts and bun pan racks but storage of paper, plastics, bakery supplies, etc. 3.) air conditioning of kitchen 4.) solution of venting problems that now are irritating to Station 44 patients 5.) whether preparation area space is adequate 6.) Storage space for carts to buildings A,B,C, Powell and E.

It was suggested that you prepare a quick study sketch to include the new area (when it is available) because the work flow will most likely change.

It was good to see you again. We're all regaining our enthusiasm for the project.

See you in California.

Sincerely,



Audrey S. Coulter

cc Mr. Thomas Smith
Mr. Kenneth Taylor

HEALTH SCIENCES CENTER

ASC/pms

STATEMENT OF FACTS
RE: TAC LETTER DATED SEPTEMBER 10, 1970

1) Acceptance of your proposed food service concept, contingent on resolution of the two issues pointed out in our 5 August 1970 letter, has not been given. The two issues outlined in that letter are:

"1. The demonstration of adequate amount of preparation space on Mayo, second floor, to serve all of the Health Sciences at the completion of Phase 1, and

* * *

We propose that the existing Mayo kitchen has adequate space to convert to a non-cooking type of kitchen that will adequately serve the 845 patients in Mayo, Masonic, Heart, and Rehab Hospitals, and the various non-patient food services in the entire Phase I complex.

We recommended remodelling the existing kitchen instead of TAC's proposed Unit E kitchen because:

1. In the entire Phase I complex, the existing Mayo kitchen is much more centrally and conveniently located than the proposed Unit E.

2. Not only is the location of Unit E inconvenient, but the site requires that the majority of the problems of the existing food service be duplicated on an even larger scale. TAC's schematics located the receiving area on the third level, storage and kitchen preparation on the second level, serving and dining on the fourth level, and dishwashing on the second level.

3. The equipment in the existing Mayo kitchen is obsolete and needs to be replaced as soon as possible. Any equipment that is to be purchased should be part of an upgraded type of service and not a continuation of the existing obsolescence. It is urgent that the facilities be modernized now instead of waiting years for a new facility that will be no better than the existing one. It should also be noted that food service workers are becoming almost impossible to replace. The existing service desperately needs to be modernized.

The attached chart compares the areas of the food service that we proposed for the University of Minnesota Health Sciences Center with those of two other new facilities. Temple University Medical Center in Philadelphia is similar in services to the University of Minnesota Health Sciences Center but it is a larger facility. St. Mary of Nazareth Hospital is similar to Mayo Hospital at its usual 80% occupancy. Both of these facilities are designed with complete non-cooking food services and both are now in the process of being built. Both were designed with the assistance of the food service directors who are presently operating non-cooking food services in their existing hospitals and both are very familiar with this concept.

COMPARATIVE SQUARE FOOTAGE CHART

FOOD SERVICE

	UNIVERSITY OF MINNESOTA HEALTH SCIENCES CENTER	TEMPLE UNIVERSITY MEDICAL CENTER PHILADELPHIA	ST. MARY OF NAZARETH - HOSPITAL CHICAGO
Number of Beds 100% Census	845	1,200	486

AREA	SQUARE FEET		
Preparation, Assembly, Nourishments, and Refrigerated Storage	3,767	4,428	2,180
Patient and Non-Patient Cart Storage, Dishwashing, and Offices	1,718	1,450 **	920
Day Stores	77	-	700
Central Stores	<u>1,464</u>	<u>1,367</u>	<u>1,800</u>
TOTAL SQUARE FEET	7,026 *	<u>7,245</u>	<u>5,600</u>
ORIGINALLY PROGRAMMED-PHASE I			
Future Stores, Unit E	4,500		
LATEST ADDITIONS - PHASE I			
Existing Masonic Kitchen	1,100		
Future Kitchen Area, Mayo	1,684		
Future Stores, Mayo	<u>2,508</u>		
<u>TOTAL - END OF PHASE I</u>	<u>16,818</u>		

* Size of existing Mayo food service area.

** Carts for Temple's 7 employee cafeterias, 7 conference dining rooms, and the 52 seat coffee shop will also be stored in this area.

Helen Flynn Associates
Santa Monica, California
726 9-21-70

- 2) "2. the resolution of the question of the use of ramps between Mayo and Masonic for carts of prepared trays for inpatient food service.

* * *

At 1:00 p.m., on August 4, Mr. Robert O. Smith of Chas. T. Main, Inc. conducted a cart demonstration in Powell Hall tunnel to determine the feasibility of transporting carts containing prepared trays from Mayo Hospital to Masonic Hospital. At that time, it was determined that the grade was steep enough to cause the dishes and glasses of food on the trays to slide and spill. In our original program, it was our recommendation to assemble the patient trays in Mayo and transport them to Masonic to avoid duplication of labor and to effect the consequent savings. However, after the ramp demonstration, it was decided that it would be more feasible to send the food in bulk from Mayo to Masonic and assemble the trays in the Masonic Kitchen. This decision was reflected in our report of August 10, 1970 on page 18. (See attached.) Copies of this report, Food Service Schematic and Design Recap - 23 pages with a 2 page letter of the August 4, 1970 Meeting assumptions were sent to Roland Kluver, Tom Smith, Kenneth Taylor, and Audrey Coulter.

It should be noted that the ramps between Mayo and Masonic unfortunately already exist. However, any new planning or building should certainly not duplicate this problem.

Tuesday, August 4th

8:00
Ken Taylor
4107 Powell Hall

9:00
Helen Flynn, C. T. Smith
B-310

9:30 - 1:00
Helen Flynn
4112 Powell Hall

*
1:00
Cart Demonstration
Powell Hall tunnel

1:00 - 2:30
Helen Flynn, R.O. Smith
4112 Powell Hall

2:30
Helen Flynn, Mrs. Coulter
C-368

3:00 - 5:00
R. O. Smith
4112 Powell Hall

Wednesday, August 5th

7:00
Planning Group
Dining Room III

8:00 - 10:00
Mr. Larsen, Gerry Olson
4112 Powell Hall

10:00 - 12:00
Mr. Larsen, PAP Program
4112 Powell Hall

1:00
Mr. Larsen, Dr. Gedgaudas
4112 Powell Hall

1:00
Mr. Taylor, Dr. Lynch
4107 Powell Hall

Wednesday, August 5th, Cont.

2:00
Mr. Larsen, Dr. Fuller,
Dr. Gedgaudas
4112 Powell Hall

4:00
Ken Taylor, Dr. French (Tentative)
4112 Powell Hall

4:30 - 5:00
Gerry Olson, Ken Taylor, Paul Lang
4107 Powell Hall

Thursday, August 6th

7:00 - 9:00
Outpatient Committee - Medical
Dining Room III

9:00 - 11:00
Outpatient Committee - Hospital
4112 Powell Hall

12:00
Ken Taylor, Dr. Najarian
4112 Powell Hall

1:00
Ken Taylor, Dr. Olsen
4107 Powell Hall

2:00
Ken Taylor, Dr. Verby
4107 Powell Hall

3:00
Ken Taylor, Dr. Paparella
4107 Powell Hall

HELEN FLYNN ASSOC.

AUG 4 - 1970

*
10:00
R. O. Smith, Tracy Page
4107 Powell Hall

11:00
R. O. Smith, Mr. Foster, Mr. Jones
4107 Powell Hall

LOCATION: Masonic 1

CATEGORY: 8.20 Nutrition

AREA: 2,244 sq. ft. - Existing to remain
Cafeteria serving 424 sq. ft.; dining
room 720 sq. ft.; food storage, kitchen,
office, and dishwashing 1,100 sq. ft.

FUNCTION: This area provides space for service
facilities required to carry out the feeding
of patients, staff, students, and visitors.
This area includes cafeteria serving, office,
dining room, food storage, dishwashing and
kitchen.

OCCUPANCY: 4 to 8 food service workers
60 persons per seating - dining room

EXISTING EQUIPMENT: To remain

REQUIRED EQUIPMENT: 1 Cold food counter
1 Hot food counter
1 Short order counter
1 Beverage counter
1 Back counter
1 Refrigerator, roll-in
1 Food warmer
1 Refrigerator, under counter
3 Microwave ovens
1 Infra red oven
1 Ice maker
1 Iced tea dispenser
1 Condiment counter
1 Freezer, reach-in
1 Compactor
1 Tray make-up assembly

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste, H/C water

- 3) " Design Development plans of the Mayo 2 preparation area indicating the Phase 1 plan and the staging to arrive at that point will provide the basis for determining whether that space is adequate to serve all of the Health Sciences. Your recommendation regarding the Masonic food service problem will help in determining whether an independent unit should be continued there or whether it should be served centrally from Mayo."

- 4) As was reiterated in our 4 August meeting, plans of the immediate remodeling of existing preparation area on May 2 and the Phase 1 expansion were required to demonstrate to the dietary staff that adequate space will be available to serve all the health sciences. In addition, your recommendation for and description of inpatient food service in Masonic were required to determine whether that unit will continue to function independently or will rely on central preparation and tray make-up.

* * *

On March 16, 1970, three (3) sets of Design Development Plans and the Staging to Arrive at That Point in the form of thirteen (13) 36" x 32" prints were sent to C. Thomas Smith, Roland Kluver, Audrey Coulter, Robert O. Smith, and John L. Ryan. Also included were the Equipment Lists and Estimated Budget Costs. Copies of the transmittals are attached.

On May 12, 1970 at the request of Roland Kluver, two sets of the Design Development Plans and the Staging to Arrive at That Point each consisting of thirteen (13) 36" x 32" prints were sent again, one to C. Thomas Smith, and one to Roland Kluver. Copy of transmittal attached.

On May 12, 1970 we also sent to C. Thomas Smith, and Roland Kluver a 1/4" scale plan Sheet 1 of 1 - Main Kitchen, 2nd Floor, Mayo Building, Preliminary Layout, dated March 6, 1970 revised March 9, 1970 and May 11, 1970 with equipment drawn in and a schedule showing mobile

equipment. Transmittal attached.

On May 12, 1970 we also sent to C. Thomas Smith, and Roland Kluver an 1/8" scale plan Sheet 3A of 3 - Existing Main Kitchen Utilities dated April, 1970. Transmittal attached.

On July 8, 1970 we sent to C. Thomas Smith, Roland Kluver, Audrey Coulter, and Karen Levin an 1/8" plan, Drawing A - Mayo Hospital, 2nd Floor, Main Kitchen, Preliminary Layout dated 7-7-70 with all equipment drawn in and with a full equipment schedule and coordinating key. (A concession far beyond the requirements of any schematic layout). Transmittal attached.

Our recommendations regarding Masonic food service have been covered under paragraph 2.



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~392-6539~~

TO	University of Minnesota - Health Sciences Center	DATE	3-16-70
ADDRESS	University Hospitals	OUR JOB NO.	726 <i>cut</i>
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Associate Director & Coordinator Mr. C. Thomas Smith, Jr. -- Health Sciences Planning		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:			
<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	CORRECT & RE-SUBMIT
<input checked="" type="checkbox"/>	FOR YOUR APPROVAL	<input checked="" type="checkbox"/>	PRINTS 2 sets-26 sheets total
<input type="checkbox"/>	FOR YOUR FILES	<input type="checkbox"/>	SHOP DRAWING
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	SPECIFICATIONS
<input type="checkbox"/>	NOT APPROVED	<input type="checkbox"/>	PROPOSAL
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Budget Costs - 4 sheets

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL ATP-SPEC. DEL.
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

Remodeling -- Estimated equipment budget costs - 4 sheets

TRANSMITTAL
aw

BY Helen W. Flynn

Exhibit "B"



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 1394-6530

TO	The Architects Collaborative	DATE	3-16-70
ADDRESS	45 Brattle Street	OUR JOB NO.	726
	Cambridge, Massachusetts 02138	YOUR JOB NO.	68013
ATTENTION	Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:	
FOR YOUR INFORMATION	CORRECT & RE-SUBMIT
FOR YOUR APPROVAL	X PRINTS 1 set - Total 13
FOR YOUR FILES	SHOP DRAWING
APPROVED	SPECIFICATIONS
NOT APPROVED	PROPOSAL
	X Budget Costs - 4 Sheets

X	HEREWITH
	UNDER SEPARATE COVER
X	MAIL AIR-SPEC. DEL.
	PICKED UP
	MESSENGER
	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

Remodeling -- Estimated equipment budget costs - 4 sheets



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	University of Minnesota - University Hospitals	DATE	3-16-70
ADDRESS	Box 84	OUR JOB NO.	726 C-10
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mrs. Audrey Coulter -- Director of Nutrition Service		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:			
<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	CORRECT & RE-SUBMIT
<input checked="" type="checkbox"/>	FOR YOUR APPROVAL	<input checked="" type="checkbox"/>	PRINTS 2 sets - total 26
<input type="checkbox"/>	FOR YOUR FILES	<input type="checkbox"/>	SHOP DRAWING
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	SPECIFICATIONS
<input type="checkbox"/>	NOT APPROVED	<input type="checkbox"/>	PROPOSAL
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Budget Costs - 4 Sheets

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL AIR-SPEC.DEL.
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

Remodeling -- Estimated equipment budget costs - 4 sheets



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 1394-6530

TO	Chas. T. Main, Inc.	DATE	3-16-70
ADDRESS	441 Stuart Street	OUR JOB NO.	726 C+U
	Boston, Massachusetts 02116	YOUR JOB NO.	
ATTENTION	Mr. Robert O. Smith		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:			
<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	CORRECT & RE-SUBMIT
<input type="checkbox"/>	FOR YOUR APPROVAL	<input checked="" type="checkbox"/>	PRINTS 1 set - total 13
<input type="checkbox"/>	FOR YOUR FILES	<input type="checkbox"/>	SHOP DRAWING
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	SPECIFICATIONS
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<input checked="" type="checkbox"/>	HEREWITH
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<input type="checkbox"/>	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

TRANSMITTAL

aw

BY

Helen W. Flynn



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ~~1924-6530~~

TO	Ryan Advisors Inc.	DATE	3-16-70
ADDRESS	Chevy Chase Building - 5530 Wisconsin Avenue	OUR JOB NO.	726 C+U
	Washington, D. C. 20015	YOUR JOB NO.	
ATTENTION	John L. Ryan MIA		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:		
<input checked="" type="checkbox"/>	FOR YOUR INFORMATION	CORRECT & RE-SUBMIT
	FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS 1 set - Total 13
	FOR YOUR FILES	SHOP DRAWING
	APPROVED	SPECIFICATIONS
	NOT APPROVED	PROPOSAL

<input checked="" type="checkbox"/>	HEREWITH
	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL AIR-SPEC.DEL.
	PICKED UP
	MESSENGER
	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

TRANSMITTAL

aw

BY

Helen W. Flynn

Exhibit "B"



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2400

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	University of Minnesota	DATE	5-12-70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. and Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
FOR YOUR INFORMATION	CORRECT & RE-SUBMIT
FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - Total 39
FOR YOUR FILES	SHOP DRAWING
APPROVED	SPECIFICATIONS
NOT APPROVED	PROPOSAL

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

Enclosed is one print each of the following:

- REMARKS: Sheet 1 of 1 - Main Kitchen, 2nd Floor, Mayo Building. Preliminary Layout. DATED MAR 6, 1970
- Sheets 1 & 2 of 2 - Floor Plans, Food Service Areas, Mayo Building.
- Sheets 1, 2, 3, & 4 of 5 - Floor Plans (Floor Kitchens).
- Sheet 5 of 5 - Kitchen Floor Plan, 2nd Floor, Mayo Building.
- Sheet 1A of 3 - Existing Floor Kitchens & Utilities, Mayo Building.
- Sheet 2A of 3 - Existing Floor Kitchens & Utilities, Masonic Hosp. Rehab. Center, & Heart Hosp.
- Sheet 3A of 3 - Existing Main Kitchen & 2nd Floor Powell Hall & Utilities. DATED APRIL, 1970
- Sheet K1 of 11 - Main Kitchen Floor Plan.
- Sheets K2, K3, K4, K5, K6, K7, K8, & K9 of 11 - Food Dist. Centers, Floor Plans.
- Sheet K10 of 11 - Powell Hall, Second Floor.
- Sheet K11 of 11 - Canteens, 1st Floor, Mayo Building & Coffee Shop
3rd Floor Mayo Building, Floor Plans.
- Sheets 1, 2, 3, & 4 of 13 - Scheme A, Mayo, Food Service Program Phase I.
- Sheets 5, 6, 7, & 8 of 13 - Scheme B, Mayo, Food Service Program Phase I. } ORIGINALLY MAILED 3.16.70
- Sheets 9, 10, 11 & 12 of 13 - Scheme C, Mayo, Food Service Program, Phase I.
- Sheet 13 of 13 - Food Service Distribution Systems.
- Sheet 1 of 1 - Third Floor Area, Alternate Dishwashing Room Layouts.
- Sheet K1 of 3 - 3rd Floor Dishroom, Floor Plan.
- Sheet K2 of 3 - 3rd Floor Dishroom, Electrical and Plumbing Plan.
- Sheet K3 of 3 - 3rd Floor Dishroom, Equipment Details.

TRANSMITTAL
jw

BY Helen W. Flynn



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

37440

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	University of Minnesota	DATE	7/8/70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input checked="" type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - 1
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL
	<input checked="" type="checkbox"/> Equipment Lists - 14 shts.

<input checked="" type="checkbox"/> HEREWITH
<input type="checkbox"/> UNDER SEPARATE COVER
<input type="checkbox"/> MAIL
<input type="checkbox"/> PICKED UP
<input type="checkbox"/> MESSENGER
<input type="checkbox"/> BY HAND

REMARKS: Food Service Equipment Lists

& Estimated Budget Costs for: Mayo Hospital - Food Distribution Center
12 pages

Powell Hall - 1 page

Mayo Coffee Shop - 1 page

Mayo - Main Kitchen - sent 3-15-70

Unit A - sent 6-23-70

And: ✓ Mayo - Schematic Kitchen Plan with coordinating key also enclosed.
DATED 7.7.70

cc: Ms. Audrey Coulter
Ms. Karen Levin

TRANSMITTAL

BY

Helen W. Flynn

Exhibit "B"

- 5) Of the work listed in our 5 August 1970 letter, the following has not been completed:

UNIT A, FLOOR 1

A revised plan of service area of the cafeteria was requested.

* * *

A revised sketch and letter were sent to Kenneth Taylor, Roland Kluver, C. Thomas Smith, Audrey Coulter, and Karen Levin on July 6, 1970. Both are attached.

July 6, 1970

Mr. Kenneth Taylor
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota Health Sciences Expansion
Food Service

Dear Ken:

Thank you for your letters of June 29 and 30 and for commenting on our June 25 schematic plans.

Regarding the Unit A, Floor 1 cafeteria, you are right, the column in the center of the serving area presents a problem. Please note our enclosed revised sketch. We prefer a random, scramble area type of service to the more conventional type you sketched. We have found the service to be faster and more efficient in the scramble area type.

We received two enclosures with your letter, one being a copy of our drawing and the other of your alternate. However, in your letter you stated there were alternate proposals enclosed. Could it be that we are missing some enclosures? The ones we received are attached.

The area you designate as vending area for Medical School adytum was not labeled as such on the plans you sent us. It was within the green boundary lines as part of the cafeteria, as you undoubtedly will recall. We plan to use that space for an office. Must the adytum have its own vending or can the students use the vending in the cafeteria?

As to Powell Hall and the architectural consequences of our space divisions, I am not too sure what you mean. I am looking forward to your comments on this. In our Food Service Report of 3-15-70 on page 18 you will find we used the same ratio. This is a common ratio to use when over-all space is limited and seat turn-over is expected to be high.

Mr. Kenneth Taylor
The Architects Collaborative
July 6, 1970
Page 2

In your June 29 letter you asked for recommendations for Units B, C, E, and Millard.

The recommendations for dining areas for Units B, C, and E are in the "Inplant and Visitor Dining Services" section of our 3-15-70 report on pages 19 and 20. However, this report is for the population before the beds were deleted in Unit C.

We are awaiting your revised categorical and area population figures.

We have never received any plans for Millard Hall. The first reference to a food service area in Millard Hall was in your April 30 Proposal for Staff, Student, Visitor Dining. Your allotted 1,026 sq. ft. are designated as Floor 1 Snack Bar Vending on that proposal. It would be helpful for us to have some plans before making any recommendations. Although, you must admit that an area of 1,026 sq. ft. is quite limiting when it comes to a choice of services.

Sincerely,

Helen W. Flynn

HWF:aw

Enclosures

cc: Mr. Roland Kluver
Mr. C. Thomas Smith
Ms. Audrey Coulter
Ms. Karen Levin

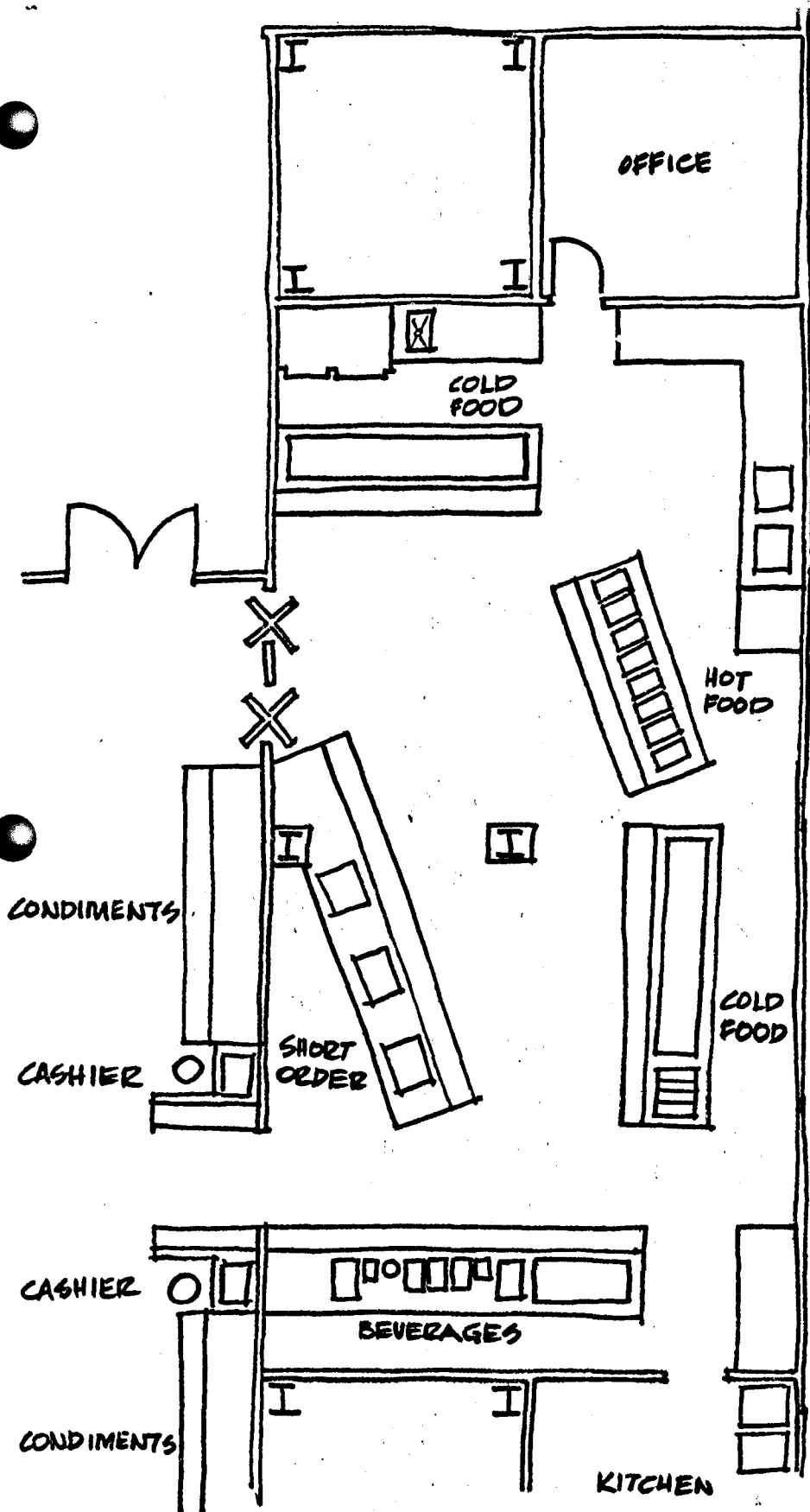


Exhibit "B"

HELEN FLYNN ASSOCIATES
 FOOD SYSTEMS CONSULTANTS
 SANTA MONICA CALIF.

UNIVERSITY OF MINNESOTA
 CAFETERIA
 -19 UNIT 'A', FLOOR 1.

JULY 6 '70

6) UNIT B/C

Plans for these facilities have not been provided.

* * *

Types of food service for Units BC 2, BC 5, and BC 15 attached (6 pages). These are from our August 10, 1970 Food Service Schematic and Design Recap - 23 pages.

See the attached 3 page TAC letter of August 5 (10), 1970, page 2, paragraph 3. We have received no plans as indicated.

LOCATION: Unit BC2

CATEGORY: 9.13 Health Sciences Food Service

AREA: 4,614 sq. ft. - Additional new
(To be completed - 1974)
Cafeteria serving 1,000 sq. ft.; vending
and dining room 2,814 sq. ft.; conference
dining 400 sq. ft.; food storage and
preparation 400 sq. ft.

FUNCTION: This area provides space for service facilities
required to carry out the feeding of staff,
students, and visitors. This area includes
cafeteria serving, vending and dining room,
conference dining rooms, food storage and
preparation. The vending machines will
provide food items during hours when cafeteria
is not in operation, or if desired instead of
the cafeteria.

OCCUPANCY: 4 to 8 food service workers
230 persons per seating - dining room
40 persons per seating - conference dining

EXISTING EQUIPMENT: None

REQUIRED EQUIPMENT: 2 Cold food counters
1 Hot food counter
1 Short order counter
1 Beverage counter
3 Back counters
2 Cashier counters
3 Refrigerators, roll-in
1 Food warmer
2 Refrigerators, under counter
4 Microwave ovens
1 Infra red oven
2 Ice makers
2 Iced tea dispensers
3 Coffee dispensers
2 Condiment counters
2 Work counters
1 Freezer, reach-in

LEVEL 5

FOOD SERVICE

REQUIRED EQUIPMENT:
(continued)

1 Bill changer
1 Coin Changer
10 Vending machines
2 Compactors
1 Hand sink

ELECTRICAL:

120 V and 208 V outlets and connections

PLUMBING:

Waste, H/C water

Helen Flynn Associates
Santa Monica, California
726 8-10-70 12

LOCATION: Unit BC 5

CATEGORY: 9.13 Health Sciences Food Service

AREA: 3,520 sq. ft. - Additional new
(To be completed - 1974)
Cafeteria serving 1,000 sq. ft.; vending
and dining room 1,745 sq. ft.; conference
dining 400 sq. ft.; food storage and
preparation 375 sq. ft.

FUNCTION: This area provides space for service
facilities required to carry out the
feeding of staff, students, and visitors.
This area includes cafeteria serving,
vending and dining room, conference dining
rooms, food storage and preparation. The
vending machines will provide food items
during hours when cafeteria is not in
operation, or if desired instead of the
cafeteria.

OCCUPANCY: 4 to 8 food service workers
145 persons per seating - dining room
40 persons per seating - conference dining

EXISTING EQUIPMENT: None

REQUIRED EQUIPMENT: 2 Cold food counters
1 Hot food counter
1 Short order counter
1 Beverage counter
2 Cashier counters
2 Microwave ovens
2 Infra red lamps
1 Food warmer
2 Refrigerators, under counter
3 Refrigerators, roll-in
2 Ice makers
2 Iced tea dispensers
3 Coffee dispensers
2 Cream dispensers
2 Condiment counters
10 Vending machines
1 Bill changer
1 Coin changer

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Santa Monica, California
726 8-10-70 20

REQUIRED EQUIPMENT: 2 Compactors
(continued) 2 Work counters
 1 Freezer, reach-in
 1 Hand sink
 1 Water station

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste, H/C water

LOCATION: Unit BC 15

CATEGORY: 9.13 Health Sciences Food Service

AREA: 3,520 sq. ft. - Additional new
(To be completed - 1974)
Cafeteria serving 1,000 sq. ft.; dining
room 1,745 sq. ft.; conference dining 400
sq. ft.; food storage and preparation
375 sq. ft.

FUNCTION: This area provides a cafeteria food service
facility for staff, students, and ambulatory
patients. The area includes food storage
and preparation, cafeteria serving, dining
room and conference dining rooms.

OCCUPANCY: 5 to 10 food service workers
145 persons per seating - dining room
40 persons per seating - conference dining

EXISTING EQUIPMENT: None

REQUIRED EQUIPMENT: 2 Cold food counters
1 Hot food counter
1 Short order counter
1 Beverage counter
2 Cashier counters
2 Microwave ovens
2 Infra red lamps
1 Food Warmer
2 Refrigerators, under counter
3 Refrigerators, roll-in
2 Ice makers
2 Iced tea dispensers
3 Coffee dispensers
2 Cream dispensers
2 Condiment counters
2 Compactors
2 Work counters
1 Freezer, reach-in
1 Hand sink
1 Water station

LEVEL 8

FOOD SERVICE

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste, H/C water

Helen Flynn Associates
Santa Monica, California
726 8-10-70 23

THE ARCHITECTS COLLABORATIVE INC.



JEAN B. FLETCHER
1945 — 1965
NORMAN FLETCHER
WALTER GROPIUS
1945 — 1969
JOHN C. HARKNESS
SARAH P. HARKNESS
LOUIS A. McMILLEN

50 August 1970

Mrs. Helen Flynn
Helen Flynn Associates
P.O. Box 904
Santa Monica, California 90406

RICHARD BROOKER
ALEX CVIJANOVIĆ
HERBERT GALLAGHER
WILLIAM J. GEDDIS
ROLAND KLUVER
PETER W. MORTON
H. MORSE PAYNE, JR.
ERNEST L. BIRDSALL
TREASURER

Dear Mrs. Flynn:

As a result of yesterday's meeting it is useful to reiterate as precisely as possible the work required to complete the Schematic and Design Development phase of your food service consultation. As we mentioned yesterday, the acceptance of the concept in general is contingent on the resolution of two specific problems:

1. The demonstration of adequate amount of preparation space on Mayo, second floor, to serve all of the Health Sciences at the completion of Phase I, and
2. the resolution of the question of the use of ramps between Mayo and Masonic for carts of prepared trays for inpatient food service.

Design Development plans of the Mayo 2 preparation area indicating the Phase I plan and the staging to arrive at that point will provide the basis for determining whether that space is adequate to serve all of the Health Sciences. Your recommendation regarding the Masonic food service problem will help in determining whether an independent unit should be continued there or whether it should be served centrally from Mayo.

An important part of your effort is the review of the Phase I Schematic Proposal of ^{13?} (15) July 1970 which indicates the provision for food service in the Health Sciences. This proposal, generated in response to your food service report, has not had benefit of your detailed consideration and advice regarding the number, geographical location, and type. Your review should include consideration of a proper balance of the various food service elements related to the total amount of space available for food service. The amount of space for food service in Unit A, Unit B-C, Powell Hall and Owre are fixed; however, there is the possibility in the case of Units B-C to adjust the amount of space in the three locations somewhat.

The work required to complete schematic and design development stage of your consultation is itemized below. Some of it has already been completed.

Unit A, Floors 1, 2, 5 - A list of equipment required for each of these three units. A written description of the food service to be provided in each unit and a revised plan of the serving area of the first floor cafeteria.

Unit B-C, Floors 2, 5, 15 - A review of the locations and type of food service proposed in Unit B-C. A description of the type of food service to be provided in each of the proposed locations. Lists of equipment to be provided for each of the three units and design development plans for the units (we will be able to provide you with plans showing the area available after you complete your review of the type of food service and the amount of space that should be provided within the total allocation for Unit B-C).

Powell Hall Living Room - A revised plan providing for the use of the existing living room as eating space only with vending machines in the two adjacent support rooms and a snack bar serving area across the corridor in Room 2108 and 2106. In addition, a list of equipment required for this facility and a written description of the service and the nature of the food service to be provided. The University would like your considerations regarding utilization of the central preparation area versus food service by an outside contractor.

Owre Hall, 1st floor - A written description of the type of food service to be provided in this 1026 SF facility and a list of equipment which would be required to service this facility.

Unit E - A written description of the function of this unit. A list of spaces and equipment required for the functioning of this unit and a plan of facilities (base plans will be available to you after the functional description and equipment lists are provided).

Mayo, 1st floor - An evaluation and a review of the existing storage areas and the expansion space to be provided on station 12. A written description of the functions to be housed in the existing and expansion space. A list of equipment required for the functioning of that facility and design development plans for the units.

Mayo, 2nd floor - A written description of the functioning of the food preparation unit, equipment lists which are required for the functioning of this facility. Plans indicating the Phase I provisions for preparation areas including expansion area, and plans which will show interim staging of remodeling of preparation areas within the boundaries of the existing facility.

Mayo, 3rd floor - A written description of the type of food service to be housed in the existing dining cafeteria area, a description of any modifications required to the existing facility, any equipment required to facilitate food service in that area, and plans of any modifications.

HELEN FLYNN ASSOC.

Inpatient Food Distribution Centers - Design development plans for the conversion of existing patient kitchens to food distribution stations and patient care and dietitians offices. Equipment lists related to these individual remodeling projects and a written description of the functioning of these units.

Masonic Basement, 1st floor - A description of the food service to be provided in Masonic Hospital, plans indicating any modifications in the existing facility, and an equipment list describing what equipment would be required in this location.

Children's Rehabilitation Center, 1st floor - Description of any modifications in the existing canteen area, if any, with accompanying plan modifications and equipment lists.

Mayo Canteens, Floor 1 - Description of any modifications in existing facilities and related equipment lists and plans.

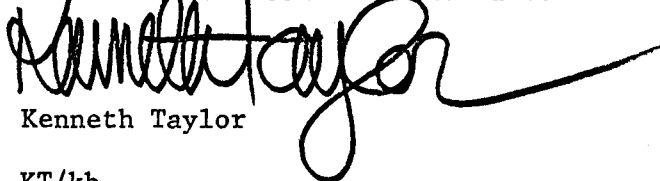
Mayo, 3rd floor - Coffee Shop - Description of the proposed modifications, description of food service to be provided in existing unit, design development plans showing remodeled area and equipment lists detailing what equipment is required for the functioning of this unit.

The schematic and design development phase should also include any revisions to your 15 March, 1970 report necessary to make it coincide with the approved Phase I plan. An analysis of the number of people served by the Phase I facilities should be part of these revisions.

We ask your cooperation in completing this effort as early as possible.

Sincerely,

THE ARCHITECTS COLLABORATIVE Inc.



Kenneth Taylor

KT/kb

cc: Peter Sammond
Thomas Smith
Audrey Coulter
Roland Kluver

HELEN FLYNN ASSOC.

AUG 14 1970

7) POWELL HALL LIVING ROOM

The food service described in your 10 August 1970 letter refers to the use of Powell Hall Living Room for vending only. It was very specifically agreed in the 4 August 1970 meeting that Rooms 2108 and 2106 would be developed as a snack bar serving area. You have not responded to this request and have not provided required plans, equipment lists and descriptions.

* * *

The food service described in our Food Service Schematic and Design Recap - 23 pages of August 10, 1970 refers to the use of Powell Hall Living Room as dining facilities and not for vending only. Please read the attached page 13 of that report. Vending is located across the hall and in the two adjacent rooms.

It was not very specifically agreed in the August 4, 1970 meeting that Rooms 2108 and 2106 would be developed as a snack bar serving area. It was specifically agreed that HFA would evaluate the area and make a recommendation as to whether it would lend itself best to a vending room or a vending/snack bar. We recommended that the area be converted to a vending room since there is not sufficient space for a suitable combination vending and snack bar. We used the attached undated study sketch that we received from TAC on July 17, 1970 as a guide. (Also please note the other memo from the University of Minnesota dated August 19, 1970 regarding this area.)

We had responded to a request for a practical food service in Powell Hall that would supplement the existing overburdened employees'

cafeteria in Mayo and provide the staff, students, and visitors with something more than snack food at lunch time. This recommendation was first made in our Food Service Program of March 15, 1970.

A plan, Sheet K10 - Powell Hall Second Floor, dated February 2, 1970 was submitted to C. Thomas Smith, Roland Kluver, and Audrey Coulter on 6-25-70. Equipment List and Estimated Budget Costs dated 6-70 was submitted to C. Thomas Smith, Roland Kluver, Audrey Coulter, and Karen Levin on 7-8-70. Transmittals are attached.

LOCATION: Powell 2

CATEGORY: 9.13 Health Sciences Food Service

AREA: 2,086 sq. ft. - Additional remodeled

FUNCTION: This area provides dining facilities for staff, students, and visitors which will be served by the proposed vending area located across the corridor and in the 2 rooms adjacent to the existing living room.

OCCUPANCY: 174 persons per seating

EXISTING EQUIPMENT: 1 Counter with sink

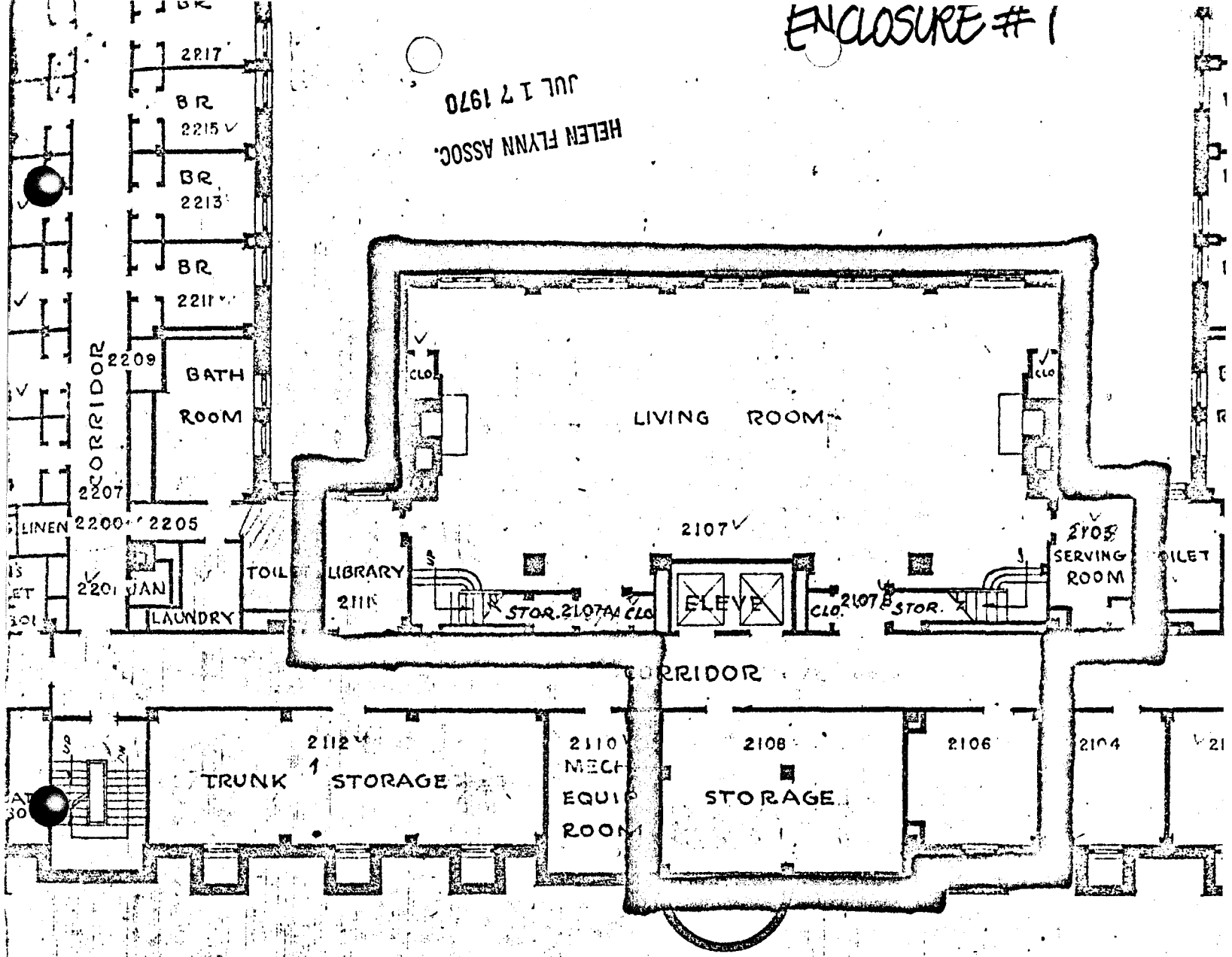
REQUIRED EQUIPMENT: 18 Vending machines
1 Bill changer
1 Coin changer
3 Condiment counters
3 Microwave ovens
2 Water stations
2 Compactors

ELECTRICAL: 120 V duplex outlets

PLUMBING: Waste, H/C water

ENCLOSURE # 1

JUL 17 1970
HELEN FLYNN ASSOC.



SECOND FLOOR PLAN

HELEN FLYNN ASSOC.
JUL 17 1970

POWER HALL
1/16" = 1'-0"
Exhibit "B"



UNIVERSITY OF *Minnesota*

UNIVERSITY OF MINNESOTA HOSPITALS
MINNEAPOLIS, MINNESOTA 55455

August 19, 1970

TO: Mrs. Helen Flynn
FROM: Health Sciences Planning Office
SUBJECT: Attached

Please find enclosed geographic plans of Powell Hall 2 (special reference to rooms 2106 and 2108 which would be used to service a snack bar facility) and Mayo remodeling first floor room 145 (mistakenly labeled 132 in meeting) as you requested at the Dietary meeting of August 4, 1970.

/js

HELEN FLYNN ASSOC.

AUG 24 1970



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

332-2423

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	University of Minnesota	DATE	6-25-70
ADDRESS	Box 605 Mayo - University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith - Associate Director & Coordinator		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input checked="" type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - Total 10
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL
<input type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/> HEREWITH
<input type="checkbox"/> UNDER SEPARATE COVER
<input checked="" type="checkbox"/> MAIL Air-Spec. Del.
<input type="checkbox"/> PICKED UP
<input type="checkbox"/> MESSENGER
<input type="checkbox"/> BY HAND

REMARKS: Enclosed is one print each of the following:

Sheets K2 thru K9 - Food Distribution Centers Floor Plans - 8 sheets

✓ Sheet K10 - Powell Hall Second Floor - 1 sheet DATED FEB 2, 1970

Sheet K12 - Unit "A" Food Service Areas - 1 sheet

These plans dated 6-25-70 in addition to those sent on 3-16-70

and 5-12-70 complete all drawings required for all food service areas for the schematic design phase of our work.

cc with enclosures to: Roland Kluver - The Architects Collaborative

Audrey Coulter - University of Minnesota

TRANSMITTAL

BY

Helen W. Flynn

EW



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

DS 3-0771

TO	University of Minnesota	DATE	7/8/70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. Mr. Roland Kløver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - 1
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL
	<input checked="" type="checkbox"/> Equipment Lists - 14 shts.

<input type="checkbox"/>	HEREWITH
<input checked="" type="checkbox"/>	UNDER SEPARATE COVER
<input type="checkbox"/>	MAIL
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: Food Service Equipment Lists

& Estimated Budget Costs for: Mayo Hospital - Food Distribution Center
12 pages

✓ Powell Hall - 1 page

Mayo Coffee Shop - 1 page

Mayo - Main Kitchen - sent 3-15-70

Unit A - sent 6-23-70

And: Mayo - Schematic Kitchen Plan with coordinating key also enclosed.

cc: Ms. Audrey Coulter
Ms. Karen Levin

TRANSMITTAL

BY

Helen W. Flynn

Exhibit "B"

8) UNIT E

Plans have not been done.

* * *

It would be impossible for us to submit plans since we have never received any architectural plans.

See the attached page 6 of the Food Service Schematic and Design Recap - 23 pages for Unit E and TAC letter of August 5 (10), 1970, page 2, paragraph 6.

LOCATION: Unit E

CATEGORY: 8.20 Nutrition

AREA: 4,500 sq. ft. - Additional new
(To be completed - 1973)
Receiving, office and dry storage 3,000 sq. ft.; refrigerated storage 500 sq. ft.; and freezer storage 1,000 sq. ft.

FUNCTION: This area provides space for receipt and storage of food stuffs for the Nutrition Department. Here the items can be checked against invoices and separated as to type of storage. This location will be the central receiving and storeroom area for food service on its completion in 1973, relieving the storeroom in Mayo to become a day stores area.

OCCUPANCY: 2 to 3 persons

EXISTING EQUIPMENT: None

REQUIRED EQUIPMENT: 1 Floor scale
1 Portable scale
1 Landing table
1 lot shelving
1 lot prefabricated walk-in refrigerators and freezers
1 desk
2 chairs
1 filing cabinet

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste and cold water

The work required to complete schematic and design development stage of your consultation is itemized below. Some of it has already been completed.

Unit A, Floors 1, 2, 5 - A list of equipment required for each of these three units. A written description of the food service to be provided in each unit and a revised plan of the serving area of the first floor cafeteria.

Unit B-C, Floors 2, 5, 15 - A review of the locations and type of food service proposed in Unit B-C. A description of the type of food service to be provided in each of the proposed locations. Lists of equipment to be provided for each of the three units and design development plans for the units (we will be able to provide you with plans showing the area available after you complete your review of the type of food service and the amount of space that should be provided within the total allocation for Unit B-C).

Powell Hall Living Room - A revised plan providing for the use of the existing living room as eating space only with vending machines in the two adjacent support rooms and a snack bar serving area across the corridor in Room 2108 and 2106. In addition, a list of equipment required for this facility and a written description of the service and the nature of the food service to be provided. The University would like your considerations regarding utilization of the central preparation area versus food service by an outside contractor.

Owre Hall, 1st floor - A written description of the type of food service to be provided in this 1026 SF facility and a list of equipment which would be required to service this facility.

[Unit E - A written description of the function of this unit. A list of spaces and equipment required for the functioning of this unit and a plan of facilities (base plans will be available to you after the functional description and equipment lists are provided).]

Mayo, 1st floor - An evaluation and a review of the existing storage areas and the expansion space to be provided on station 12. A written description of the functions to be housed in the existing and expansion space. A list of equipment required for the functioning of that facility and design development plans for the units.

Mayo, 2nd floor - A written description of the functioning of the food preparation unit, equipment lists which are required for the functioning of this facility. Plans indicating the Phase I provisions for preparation areas including expansion area, and plans which will show interim staging of remodeling of preparation areas within the boundaries of the existing facility.

Mayo, 3rd floor - A written description of the type of food service to be housed in the existing dining cafeteria area, a description of any modifications required to the existing facility, any equipment required to facilitate food service in that area, and plans of any modifications.

9) MAYO, 2ND FLOOR

As mentioned previously, plans critical to the acceptance of your food service concept showing Phase 1 preparation area and stages leading up to this have not been provided.

* * *

This is a reiteration of paragraphs 1, 3 and 4.

10) MAYO, 3RD FLOOR DINING CAFETERIA

A plan of the proposed modifications of the existing dining cafeteria showing equipment has not been provided.

* * *

The Equipment List for the cafeteria is included in Food Service Schematic and Design Recap - 23 pages of 8-10-70 on page 15 which is attached. The estimated costs were included in the March 16, 1970, Estimated Equipment Budget Costs for Remodeling. A copy of the transmittal is attached.

We have never received an architectural plan from TAC.

LOCATION: Mayo 3

CATEGORY: 8.20 Nutrition

AREA: 4,947 sq. ft. - Existing to remain

FUNCTION: This area provides space for the hot, cold, and beverage counters and dining facilities to provide food service to staff and students.

OCCUPANCY: 194 persons per seating
119 persons per seating if dining room II and dining room III are deleted

EXISTING EQUIPMENT: Obsolete

REQUIRED EQUIPMENT: 2 Cold food counters
1 Hot food counter
1 Beverage counter
1 Back counter
1 Short order counter
1 lot storage cabinets
2 Cashier counters
1 Refrigerator, roll-in
2 Refrigerators, under counter
1 Freezer, under counter
2 Microwave ovens
1 Convection oven
1 Food warmer
1 Infra red lamp
1 Ice maker
1 Iced tea dispenser
3 Coffee dispensers
2 Cream dispensers
1 Condiment counter
1 Water station
2 Compactors

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste, H/C water, exhaust vent

Helen Flynn Associates
Santa Monica, California
726 8-10-70 15



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • ECR 6520

TO	University of Minnesota - Health Sciences Center	DATE	3-16-70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Associate Director & Coordinator Mr. C. Thomas Smith, Jr. -- Health Sciences Planning		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:			
<input type="checkbox"/>	FOR YOUR INFORMATION	<input type="checkbox"/>	CORRECT & RE-SUBMIT
<input checked="" type="checkbox"/>	FOR YOUR APPROVAL	<input checked="" type="checkbox"/>	PRINTS 2 sets-26 sheets total
<input type="checkbox"/>	FOR YOUR FILES	<input type="checkbox"/>	SHOP DRAWING
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	SPECIFICATIONS
<input type="checkbox"/>	NOT APPROVED	<input type="checkbox"/>	PROPOSAL
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Budget Costs - 4 sheets

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL ATP-SPEC. DEL.
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

Remodeling -- Estimated equipment budget costs - 4 sheets

TRANSMITTAL
aw

BY Helen W. Flynn



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

303-2428

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	The Architects Collaborative	DATE	3-16-70
ADDRESS	45 Brattle Street	OUR JOB NO.	726
	Cambridge, Massachusetts 02138	YOUR JOB NO.	68013
ATTENTION	Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:	
FOR YOUR INFORMATION	CORRECT & RE-SUBMIT
FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS 1 set - Total 13
FOR YOUR FILES	SHOP DRAWING
APPROVED	SPECIFICATIONS
NOT APPROVED	PROPOSAL
	<input checked="" type="checkbox"/> Budget Costs - 4 Sheets

<input checked="" type="checkbox"/>	HEREWITH
	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL AIR-SPEC. DEL.
	PICKED UP
	MESSENGER
	BY HAND

REMARKS: University of Minnesota Proposed Food Service Remodeling

Schemes A, B and C - 12 sheets

Food Service Distribution Systems - 1 sheet

Remodeling -- Estimated equipment budget costs - 4 sheets



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

392-2429

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-8500

TO	University of Minnesota - University Hospitals	DATE	3-16-70
ADDRESS	Box 84	OUR JOB NO.	726 4770
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mrs. Audrey Coulter -- Director of Nutrition Service		
PROJECT	University of Minnesota Health Sciences Expansion - Phase I		

WE ARE TRANSMITTING THE FOLLOWING:	
<input type="checkbox"/>	FOR YOUR INFORMATION
<input checked="" type="checkbox"/>	FOR YOUR APPROVAL
<input type="checkbox"/>	FOR YOUR FILES
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	NOT APPROVED
<input type="checkbox"/>	CORRECT & RE-SUBMIT
<input checked="" type="checkbox"/>	PRINTS 2 sets - total 26
<input type="checkbox"/>	SHOP DRAWING
<input type="checkbox"/>	SPECIFICATIONS
<input type="checkbox"/>	PROPOSAL
<input checked="" type="checkbox"/>	Budget Costs - 4 Sheets

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
<input checked="" type="checkbox"/>	MAIL AIR-SPEC. DEL.
<input type="checkbox"/>	PICKED UP
<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: ~~University of Minnesota Proposed Food Service Remodeling~~
 Schemes A, B and C - 12 sheets
 Food Service Distribution Systems - 1 sheet
 ✓ Remodeling -- Estimated equipment budget costs - 4 sheets

TRANSMITTAL

BY

Helen W. Flynn

11) MAYO, 3RD COFFEE SHOP

A plan of remodeled coffee shop showing equipment described was required but not provided.

* * *

The plan for the remodelled coffee shop dated 5-11-70 was sent to C. Thomas Smith and Roland Kluver on May 12, 1970 as indicated on the attached transmittal.

The Equipment List and Estimated Budget Costs of June, 1970 were mailed to C. Thomas Smith, Roland Kluver, Audrey Coulter, and Karen Levin on July 8, 1970, transmittal attached.

See the attached page 16 of Food Service Schematic and Design Recap - 23 pages of 8-10-70.



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

TO	University of Minnesota	DATE	5-12-70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. and Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
FOR YOUR INFORMATION	CORRECT & RE-SUBMIT
FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - Total 39
FOR YOUR FILES	SHOP DRAWING
APPROVED	SPECIFICATIONS
NOT APPROVED	PROPOSAL

<input checked="" type="checkbox"/>	HEREWITH
<input type="checkbox"/>	UNDER SEPARATE COVER
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<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

Enclosed is one print each of the following:

- REMARKS: Sheet 1 of 1 - Main Kitchen, 2nd Floor, Mayo Building. Preliminary Layout.
Sheets 1 & 2 of 2 - Floor Plans, Food Service Areas, Mayo Building.
Sheets 1, 2, 3, & 4 of 5 - Floor Plans (Floor Kitchens).
Sheet 5 of 5 - Kitchen Floor Plan, 2nd Floor, Mayo Building.
Sheet 1A of 3 - Existing Floor Kitchens & Utilities, Mayo Building.
Sheet 2A of 3 - Existing Floor Kitchens & Utilities, Masonic Hosp. Rehab. Center, & Heart Hosp.
Sheet 3A of 3 - Existing Main Kitchen & 2nd Floor Powell Hall & Utilities.
Sheet K1 of 11 - Main Kitchen Floor Plan.
Sheets K2, K3, K4, K5, K6, K7, K8, & K9 of 11 - Food Dist. Centers, Floor Plans.
Sheet K10 of 11 - Powell Hall, Second Floor.
 Sheet K11 of 11 - Canteens, 1st Floor, Mayo Building & Coffee Shop
3rd Floor Mayo Building, Floor Plans. DATED 5.11.70
Sheets 1, 2, 3, & 4 of 13 - Scheme A, Mayo, Food Service Program Phase I.
Sheets 5, 6, 7, & 8 of 13 - Scheme B, Mayo, Food Service Program Phase I.
Sheets 9, 10, 11 & 12 of 13 - Scheme C, Mayo, Food Service Program, Phase I.
Sheet 13 of 13 - Food Service Distribution Systems.
Sheet 1 of 1 - Third Floor Area, Alternate Dishwashing Room Layouts.
Sheet K1 of 3 - 3rd Floor Dishroom, Floor Plan.
Sheet K2 of 3 - 3rd Floor Dishroom, Electrical and Plumbing Plan.
Sheet K3 of 3 - 3rd Floor Dishroom, Equipment Details.

TRANSMITTAL

jw

BY Helen W. Flynn



HELEN FLYNN ASSOCIATES

FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530

032-5177

TO	University of Minnesota	DATE	7/8/70
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	
ATTENTION	Mr. C. Thomas Smith, Jr. Mr. Roland Kluver		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input checked="" type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS - 1
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL
<input type="checkbox"/>	<input checked="" type="checkbox"/> Equipment Lists - 14 shts.

<input type="checkbox"/>	HEREWITH
<input checked="" type="checkbox"/>	UNDER SEPARATE COVER
<input type="checkbox"/>	MAIL
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<input type="checkbox"/>	MESSENGER
<input type="checkbox"/>	BY HAND

REMARKS: Food Service Equipment Lists

& Estimated Budget Costs for: Mayo Hospital - Food Distribution Center

12 pages

Powell Hall - 1 page

✓ Mayo Coffee Shop - 1 page

Mayo - Main Kitchen - sent 3-15-70

Unit A - sent 6-23-70

And: Mayo - Schematic Kitchen Plan with coordinating key also enclosed.

cc: Ms. Audrey Coulter
Ms. Karen Levin

TRANSMITTAL

BY

Helen W. Flynn
Exhibit "B"

LOCATION: Mayo 3

CATEGORY: 8.11 Hospitality and Vending

AREA: 1,301 sq. ft. - Existing to remain

FUNCTION: This area provides space for coffee shop waitress counter service required to carry out the feeding of staff, students, and visitors.

OCCUPANCY: 58 persons per seating
7 food service workers

EXISTING EQUIPMENT: Obsolete

REQUIRED EQUIPMENT: See 6-70 HFA "Estimated Equipment Budget Costs for Mayo Coffee Shop".

ELECTRICAL: 120 V and 208 V outlets and connections

PLUMBING: Waste, H/C water



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 SANTA MONICA, CALIFORNIA 90406 (213) 870-8079 ~~394-6530~~

September 29, 1969

Mr. C. Thomas Smith, Jr.
Associate Director and
Coordinator, Health Sciences Planning
University of Minnesota
Minneapolis, Minnesota 55455

Dear Mr. Smith:

Thank you for your letter of September 24. We are pleased that ours is one of the firms you are considering for your Health Sciences expansion program. Indeed, we are interested in working with you on this project in the event that we meet your qualifications.

Let me tell you something about us. We are professional food facilities planning consultants that are dedicated to the professional approach to food service planning, and are in no way affiliated with manufacturers or supply houses.

We have a very broad experience in all phases and types of food service. The services of our firm include not only developing new concepts and food service systems, but complete planning and engineering designs. We are prepared to do all layout, electrical, plumbing, and mechanical drawings for use by your engineers and architects. We prepare complete specifications and details of all equipment and prepare the bidding documents.

Our facilities include a complete Research and Development Department here for evaluating and developing food products and testing new equipment. Also, surveys and feasibility studies have become a large part of our work.

We have a distinct advantage in that we have actually set up new dietary departments and made them operate effeciently. This experience is involved in all phases of our planning.

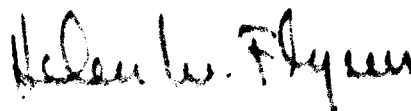
We plan entire systems instead of just kitchens.

September 29, 1969
Mr. C. Thomas Smith, Jr.
Page 2

Enclosed are two sample contracts to give you an idea of the scope of our work. One is used for feasibility studies and the other for food facilities planning. The enclosed resume will give you information on my background and the reprints will identify me with the original concepts I have developed.

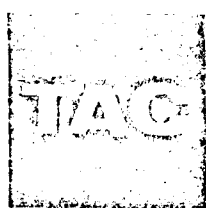
If you have any questions or if a meeting would be desirable, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Helen W. Flynn".

Helen W. Flynn, A.D.A.

HWF:aw
Enclosure



OFFICE MEMORANDUM

TO : ROLAND

DATE 13 OCT 70

FROM : KEN

SUBJECT: FLYNN RESPONSE & FINAL BILLING

A POINT-BY-POINT REVIEW OF HELEN'S RESPONSE IS AS FOLLOWS:

1) RECOMMENDATIONS AND BACK-UP MATERIAL, 'EXHIBIT "B" PP 1-3, ARE NEW AND HAVE NOT BEEN PREVIOUSLY PROVIDED. IN ANY CASE THE PLANS WHICH HAD BEEN PROVIDED DID NOT HAVE ENOUGH DETAIL TO SUFFICIENTLY CONVINCED THE UNIVERSITY THAT THE SPACE WAS ADEQUATE. IN ADDITION, PLANS REQUESTED HAVE STILL NOT BEEN PROVIDED.

2) ~~WHILE~~ WHILE THERE IS A DESCRIPTION OF THE MASONIC KITCHEN AND EQUIPMENT IN THE 10 AUGUST LETTER, THERE IS NO STATEMENT OF ~~HOW~~ HOW THIS ~~UNIT~~ UNIT FUNCTIONS WITH RESPECT TO THE NYHO 2 FACILITIES. THE

3) REQUESTED "DESCRIPTION OF INPATIENT FOOD SERVICE FOR MASONIC" WAS NOT FORTHCOMING. PLANS STILL HAVE NOT BEEN PROVIDED SHOWING HOW THE 1684SF EXPANSION PROVIDED THE PREPARATION AREA IN RESPONSE TO ~~THE~~ THE MITCH RECOMMENDATION BY FLYNN & ASSOCIATES WOULD BE INCORPORATED. ~~THE~~ THE ONLY PLANS RECEIVED ~~WERE~~ WERE PREPARED WITHOUT THE BENEFIT OF ADVICE AND CONSULTATION OF TAC OR THE UNIVERSITY HAVE NOT CONVINCED THE CLIENT OF THE ADEQUACY OF THE SPACE. IN ADDITION, THE CONTRACT CALLS FOR SCHEMATIC AND DESIGN DEVELOPMENT DRAWINGS — NOT JUST SKETCHY PLANS.

U. OF MICH.		
DATE: 14 OCT 70		
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- 5) WE DID NOT APPROVE THE REVISED UNIT 1 PLAN SENT IN THE 6 JULY, 70 LETTER AND REQUESTED REVISIONS.
- 6) PLANS HAVE NOT BEEN PROVIDED, BUT ARE REQUIRED BEFORE COMPLETION OF PHASE 1 DESIGN DEVELOPMENT WORK. NO EXPLANATION WAS GIVEN FOR SWITCH FROM EARLIER PROPOSALS OF COFFEE SHOPS, 15 MAR. 70 REPORT, TO ALL CAFETERIAS.
- 7) NO EVALUATION OF POWER SECOND FLOOR SPACE WAS PROVIDED. THE CHANGE WAS MADE WITHOUT CONSULTATION. THE UNIVERSITY STILL WANTS TO DEVELOP A SNACK BAR-VENDING AREA.
- 8) PLANS HAVE NOT BEEN PROVIDED TO FLYNN & ASSOCIATES, BUT THE WORK REMAINS TO BE DONE.
- 9) SEE 1, 3, 4.
- 10) HEVEN RECEIVED PLANS OF EXISTING PIPERS FROM THE UNIVERSITY - TAC DID NOT PROVIDE ANY OF THEM
- 11) THE PLAN OF MAYO 3 COFFEE DATED 5-11-70 SHOWED ONLY A COUNTER LAYOUT AND CANNOT BE CONSIDERED WITH DESIGN DEVELOPMENT DRAWINGS

HELEN FLYNN

23 October 1969

Present: Helen Flynn
Audrey Coulter, Sheila Farnan, Peter Sammond, Kenneth Taylor

BACKGROUND

Mrs. Flynn was originally an art student and became an office nurse. Through nursing she became aware that the whole morale of the hospital depends on the food service. She then received an M.A. in dietary administration. Her graduate work with infra-red ovens brought her to the attention of Kaiser Hospitals in California. After her success with non-cooking food service for Kaiser she formed her own consulting organization 4 years ago.

HELEN FLYNN SYSTEMS

Mrs. Flynn is currently working with Temple University and Tufts New England Medical Center. In terms of visiting dietary systems that are currently operational, Mrs. Flynn recommended Kaiser Hospitals in Southern California. Panorama City had the first convenience food system. Bellflower in the Los Angeles area had the first micro-wave ovens on each floor. It is a 200-bed hospital with 18 full time dietary service employees. Also in the Los Angeles area Anahiem Memorial Hospital has a Helen Flynn food service system. The traditional kitchen was remodeled for convenience foods and floor kitchens remodeled for carts and micro-wave reconstitution ovens. The Martin Luther King Hospital in Watts has integrated the convenience food concept in a fairly traditional dietary system.

APPROACH

There are no rules of thumb in designing dietary services. Each institution has its own unique needs. However, labor presents a common problem. Food service is the fourth largest industry in the country and is the least mechanized. Kitchen work schedules in the past having geared to keeping hot food hot convenience foods revolutionize kitchen procedures, reduce peak meal period activities, and create a patient centered food service.

QUALITY OF CONVENIENCE FOODS

The quality of the food that the patient is served depends on a standard of the person in charge of the dietary service. Getting quality convenience foods is not a problem. Quality control with pre-prepared foods is superior to control within the hospital kitchen. Supplies of convenience foods can afford the finest equipment, staff bacteriologists and can apply modern management principles to food preparation. The user, however, has limited time, money, and energy and is better off buying competitively from many brokers than launching an in-house preparation effort.

HELEN W. FLYNN
President, Helen Flynn Associates
Food Systems Consultants
P. O. Box 904 - Phone: (213) 870-8079 or 392-2429
Santa Monica, California 90406

EDUCATIONAL BACKGROUND

Art Institute of Chicago, Chicago, Illinois
School of Nursing, State University of Iowa Hospitals, Iowa City, Iowa
State University of Iowa, Iowa City, Iowa - B.A. and M.S.
Internship in Nutrition, Nutrition Department, College of Medicine
State University of Iowa, Iowa City, Iowa

PROFESSIONAL EXPERIENCE

Foodland Stores, Honolulu - Designed, organized, and headed Central
Commissary

University of Hawaii, Honolulu - Instructor, Food Cost Accounting,
Institutional Management, and Nutrition

California Western University, San Diego - Instructor, Nutrition for
Nursing

Foodmaker Company, San Diego - Designed, organized, and headed Food
Research Department

Kaiser Foundation Hospitals - For six years as Chief Dietitian,
Honolulu and Panorama City; Food Service Advisor, Los Angeles.
Presently and for the last four years Consultant to the group
including kitchen designs

MEMBERSHIPS

American Dietetic Association
American Association of University Professors
American Home Economics Association
Institute of Food Technologists
Society for the Advancement of Food Service Research
American Society for Hospital Food Service Administrators

AFFILIATIONS

The Georgetown Consultants, Washington, D.C. - Associate Consultant

Autonetics Division of North American Rockwell Corporation, Anaheim,
California

Systems Group of TRW Inc., Redondo Beach, California

PARTIAL LIST OF CLIENTS

Affiliated Hospitals Center, Boston, Massachusetts
Architect - Bertrand Goldberg Associates, Boston, Massachusetts

*Anaheim Memorial Hospital, Anaheim, California
Architect - Adrian Wilson Associates, Los Angeles, California

Atomedic Hospital, Montgomery, Alabama

Beverly Manor, Pasadena, California

Bullock's Department Store, Employees' Cafeteria, Los Angeles, California

*Broomall Presbytery Home, Broomall, Pennsylvania
Architect - Stonorov and Haws, Philadelphia, Pennsylvania

*Community Hospital of South Broward, Hollywood, Florida
Architect - Richard A. Pollack, No. Miami Beach, Florida

Coronado Hospital, Coronado, California

*Dallas Presbyterian Hospital, Coffee Shop, Dallas, Texas
Architect - Roscoe DeWitt Associates

*David O. McKay Hospital, Ogden, Utah
Architect - Keith W. Wilcox and Associates, Ogden, Utah

Delmonicos Restaurants, Mexico City, Mexico

Elms Sanitarium, Glendale, California

*Foodland Commissary, Honolulu, Hawaii

*Foothill Presbyterian Hospital, Glendora, California
Architect - Neptune and Thomas, Pasadena, California

*Holy Cross Hospital, Austin, Texas
Architect - Page, Southerland and Page, Austin, Texas

*Kaiser Foundation Hospital, Bellflower, California
Architect - Kaiser Engineers, Oakland, California

*Kaiser Foundation Hospital, Harbor City, California
Architect - Clarence W. Mayhew, San Francisco, California

*Design Included

Partial List of Clients

Page 2

- *Kaiser Foundation Hospital, Hayward, California
Architect - Clarence W. Mayhew, San Francisco, California
- *Kaiser Foundation Hospital, Honolulu, Hawaii
Architect - Wolf and Zimmerman, Portland, Oregon
- *Kaiser Foundation Hospital, Los Angeles, California
Architect - Wolf and Zimmerman, Portland, Oregon
- *Kaiser Foundation Hospital, Santa Clara, California
Architect - Kaiser Engineers, Oakland, California
- *Kaiser Foundation Hospital, Walnut Creek, California
Architect - Clarence W. Mayhew, San Francisco, California
- Kermin Frozen Foods, Los Angeles, California
- *Los Angeles County Criminal Courts Building, Los Angeles, California
Architect - Adrian Wilson Associates, Los Angeles, California
- *Martin Luther King, Jr. General Hospital, Los Angeles, California
Architect - Adrian Wilson Associates, Los Angeles, California
- *Mesa Vista Psychiatric Hospital, La Mesa, California
Architect - Frank L. Hope and Associates, San Diego, California
- Monte Sano Hospital, Los Angeles, California
- *121st Evacuation Hospital, Seoul, Korea
Architect - Adrian Wilson Associates, Los Angeles, California
- Orchard Gables Sanitarium, Los Angeles, California
- Pacifica Convalescent Homes, Sacramento, California
- *Red Car Restaurant, Monrovia, California
Architect - Coate and McLane, Los Angeles, California
- Seymour Foods, Topeka, Kansas
- *San Juan Presbyterian Hospital, San Juan, Puerto Rico
Architect - Mariani and Associates, Washington, D.C.

*Design Included

Partial List of Clients

Page 3

- *St. Ansgar Hospital, Moorhead, Minnesota
Architect - The Georgetown Consultants, Washington, D. C.
- *St. Francis Hospital, Breckenridge, Minnesota
Architect - The Georgetown Consultants, Washington, D. C.
- St. Mary of Nazareth Health Center, Chicago, Illinois
Architect - E. Todd Wheeler and Perkins and Will Partnership
- State University of New York at Stony Brook Health Sciences Center, New York
State University of New York Construction Fund, Albany, New York
- *State University of New York at Stony Brook Health Sciences Center, New York
Architect - Bertrand Goldberg Associates, Chicago, Illinois
- Temple University Health Sciences Center, Philadelphia, Pennsylvania
Architect - Wallace, McHarg, Roberts and Todd, Philadelphia, Pennsylvania
- *Temple University Clinical Teaching Building, Philadelphia, Pennsylvania
Architect - Stonorov and Haws, Philadelphia, Pennsylvania
- *Temple University Faculty Student Union, Philadelphia, Pennsylvania
Architect - Howell Lewis Shay and Associates, Philadelphia, Pennsylvania
- *Tufts-New England Medical Center Hospitals, Boston, Massachusetts
Architect - The Architects Collaborative, Cambridge, Massachusetts
- *UAW International Family Education Center, Black Lake, Michigan
Architect - Stonorov and Haws, Philadelphia, Pennsylvania
- United Convalescent Homes, Los Angeles, California
- *Valley Oasis Hospital, El Centro, California
Architect - Arthur L. Jacobson, Riverside, California
- *Veterans Administration Hospital, San Diego, California
Architect - Charles Luckman Associates, Los Angeles, California
- Vista Hill Psychiatric Hospital, Chula Vista, California
- *Walter Reed Army Medical Center, Washington, D. C.
Architect - Stone, Marraccini & Patterson, San Francisco, California



HELEN FLYNN ASSOCIATES
FOOD SYSTEMS CONSULTANTS

P.O. BOX 904 SANTA MONICA, CALIFORNIA 90406 (213) 870-8079 394-6530

October 30, 1969

Mr. C. Thomas Smith, Jr.
University of Minnesota
Health Sciences Center
University Hospitals
Minneapolis, Minnesota 55455

Re: Health Sciences Center
Food Service Program

Dear Mr. Smith:

Thank you again for including us in your list of Consultants to be interviewed for your expansion program. It was most enjoyable meeting you and your co-workers.

After reviewing the material at hand, I am sure that I now have a good idea of the scope of work and am prepared to make the following submittal:

1. It is our understanding that the Concept Phase for the entire Medical Center must be completed by January 15, 1970. If we are awarded the contract and are permitted to start immediately, with a clear understanding upon which our assumptions are based, we can complete this phase by that date.
2. If a Feasibility Study is required in addition to the Concept Phase Program an additional eight to twenty weeks will be required depending upon the amount of detail. The two Feasibility Studies being sent to you under separate cover will give you an idea of the range of our studies. The Martin Luther King Hospital Study required eight weeks of very intensive concentrated effort. The State University of New York at Stony Brook Health Sciences Center Study required several months.

October 30, 1969
Mr. C. Thomas Smith, Jr.
Page 2

It should be noted that if a Feasibility Study is necessary, it will help if it is fairly well completed before the Concept Phase programming is begun. However, much of the investigation and research that will be done for the Feasibility Study can be applied to the Concept Phase, consequently the length of time for the Concept Phase should be somewhat decreased.

3. Our fee schedule was listed in the sample proposal that was included in our letter of September 29. The outside fee for the Concept Phase for the entire Health Sciences Center will be \$25,000. Hopefully, it will be less. This is roughly 35 to 50% of a complete job of designing, planning, detailing and supervising construction of all food services for a 1000 to 1500 bed hospital.

Student Unions, coffee shops and other food service areas outside of the hospital but part of the Health Sciences Center will be included in the Concept Phase. However, the total fee for designing, planning, etc. of these areas will have to be negotiated. Based on our past experience, these various areas have cost us anywhere from \$6,500 to \$17,000. It is always the hospital that is the most complex and costly to design.

4. The fee for the Martin Luther King, Jr. General Hospital Feasibility Study was \$7,000. The cost of the State University of New York at Stony Brook Health Sciences Center Study and the two appendixes was \$27,000. This included reimbursable expenses.

These reports and the costs should help in deciding the extent of the Feasibility Study or if it is needed at all.

5. The schedule for payments is outlined in both our sample proposal and sample contract and we will undoubtedly submit a final proposal for signatures that is a cross between the two.

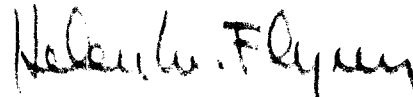
Due to the concentrated effort that will be required and the time limits, we will ask for a 5% retainer, or roughly \$1,250.

I have tried to make this as brief as possible. I do hope I have given you the information you need at this point. If you have any questions, please call me.

October 30, 1969
Mr. C. Thomas Smith, Jr.
Page 3

I would also like to remind you that I will be more than happy to make arrangements for you to visit our West Coast hospitals. For this, it doesn't matter whether or not we will be working with you. We'll even arrange for our competitor to visit the hospitals too!

Most sincerely,



Helen W. Flynn, R.D.

HWF:aw



HELEN FLYNN ASSOCIATES

FOOD SERVICE CONSULTANTS

P.O. BOX 904 SANTA MONICA, CALIFORNIA 90406 (213) 870-8079

392-2429
~~392-2429~~

December 1, 1969

Mr. Roland Kluver
The Architects Collaborative
46 Brattle Street
Cambridge, Massachusetts 02138

Re: University of Minnesota
Health Sciences Expansion

Gentlemen:

We are pleased to submit the following for the designing, planning, detailing and supervising of construction of the Food Facilities for referenced project.

I. Basic Services of the Food Service Facilities Consultant

The Food Service Facilities Consultant shall provide the following professional services for the Architect and his client in accordance with the best professional standards of the Industry. The Food Service Facilities Consultant further agrees that he is concerned only with the designing and planning of the Food Service Facilities and that he has no affiliation with manufacturers or supply houses. The work that the Food Service Facilities Consultant shall perform covers the following items or parts as requested by the Architect:

- Kitchen, Cafeterias and Coffee Shops (including staff and student feeding)
- Nursing Floor Food Distribution Centers
- Equipment required in the above design considerations
- Refrigerators and Low Temperature Freezers (Walk-In) Refrigeration System
- Storage Shelving (Storerooms and Refrigerators)
- Character and location of Vending Canteen Areas

RF

The professional services shall include:

1. Schematic and Design Development Phase

- a. He shall meet with the Architect and Owner to discuss and determine the requirements of the project as they pertain to the Food Service Facilities.
- b. He shall prepare sketch studies of the Food Service Facilities to determine the approximate space requirements and location of all Food Service equipment.
- c. He shall prepare a reliable cost estimate of all the Food Service Facilities for the complete project as known at that time.
- d. Final written approval of the design phase by the Architect will constitute authority for the Food Service Facilities Consultant to proceed with the working drawing phase.
- e. He shall make himself familiar with all aspects of existing conditions related to food service operations.

2. Working Drawings Phase

The Food Service Facilities Consultant shall prepare from the approved design phase documents final and complete working drawings including:

- a. Schedule of Equipment.
- b. Mechanical and electrical requirements for equipment, including rough-in locations.
- c. Details and such other information as are required to obtain the exact cost and provide instructions for the proper execution of the project, including locations for curbs, floor depressions, drains, etc., leaving no significant decision to the discretion of the bidders.
- d. Complete specifications for all items of the Food Service Facilities including, if necessary, bidding information, general and special conditions of the contract (unless furnished by the Architect) and the proposal and contract forms. A typed original of the specifications shall be furnished to the Architect, ready for Xerox duplication by him to a format and type face as requested by the Architect.

PK

- e. The Food Service Facilities Consultant, during the progress of the working drawings, shall keep the Architect informed of any changes affecting previous cost estimates and shall prepare for the Architect a reliable construction cost estimate of the Food Service Facilities.
- f. The Food Service Facilities Consultant shall deliver to the Architect all final tracings and specifications and be fully responsible for their safe delivery.
- g. During the working drawing phase, a reasonable number of prints requested by the Architect for his departments will be furnished. The Architect shall furnish to the Food Service Facilities Consultant, a reasonable number of prints of such studies and drawings of the building and its mechanical and electrical services as are required by the Food Service Facilities Consultant for proper coordination of his work with that of the Architect.
- h. Drawings shall be prepared on sheets furnished by the Architect, and together with the specifications, shall become the property of the Architect.
- i. The Food Service Facilities Consultant shall perform his services hereunder within the times required to permit the orderly incorporation of his work into the Architect's overall responsibilities under his contract with the Owner.

3. Bidding Phase

- a. The Food Service Facilities Consultant shall answer all questions pertaining to the Food Service Facilities during the course of bidding, as requested by the Architect. He shall give no interpretation whatsoever, oral or written, to prospective bidders. Changes, if required, shall be handled in writing by addenda through the Architect's office.
- b. If requested by the Architect, the Food Service Facilities Consultant shall assist the Architect in the detailed analysis of bids and in the preparation of a recommendation for contract award.

4. Shop Drawings Phase

- a. He shall check and approve shop drawings and schedules for compliance with contract documents. Approved shop drawings and schedules shall be issued to the contractors through and from the Architect's office.

RJL

5. Construction Phase

- a. He shall, through the Architect's office, supervise and inspect the materials and equipment furnished, together with the proper installation.
- b. Inspections at the fabricator and job site by the Food Service Facilities Consultant shall be dictated by the best interest of the project and as requested by the Architect.
- c. He shall, through the Architect's office, if so requested, examine and certify contractor's applications for payment.

6. Communications

- a. In order to insure the best flow and confirmation of information, the consultant recognizes that although having an agreement with the Architect, the ultimate user must be satisfied. Therefore, copies of all correspondence to the Architect will go to the Owner, and all correspondence with the Owner will have copies for the Architect. (Architect and Owner will also observe this and see that all parties are informed.) Telephone calls of substance will be confirmed in writing and be distributed in a similar fashion.
- b. It is required and understood that the consultant cooperate fully with other consultants retained by the Architect or Owner. Consultants presently or soon to be under agreement with the Architect are:

Chas. W. Lerch Associates - Elevators
Hodges-Jage, Inc. - Cost
Charles T. Main - Materials Handling
Ryan Advisors - Special Architectural

II. Extra Services

1. Payment for extra service shall be made for the following items of work when authorized by the Architect to accomplish changes ordered by the Architect:
 - a. Revisions to drawings or specifications previously approved including changes in concept or scope after approval of preliminary drawings and specifications.
 - b. Supervising the replacement of work damaged by fire or other cause during construction.

RK

- c. Preparation of as-built drawings showing construction changes in the work and final locations of mechanical service lines, outlets and equipment, if requested by the Architect.
2. The remuneration for extra service shall be made at the rate of \$300.00 per day (\$37.50 per hour) for principal members of firm and \$15.00 per hour (\$6.00 per hour factored by 2.5 times) for members engaged in preparation of drawings and specifications. Stenographic time in typing of specifications is considered part of office overhead and no extra services rate is charged for such stenographic time.

III. Abandonment or Deferment

If any work designed or specified by the Food Service Facilities Consultant and approved by the Architect and Owner is abandoned or deferred in whole or in part, the Food Services Facilities Consultant is to be paid for the services rendered prior to receipt of written notice from the Architect. Payment shall be made within the scope of the basic rate schedule in accordance with the percentage of the work completed.

IV. Termination of Agreement

This agreement may be terminated by either party after receipt of seven (7) days written notice by registered mail, should the other party fail substantially to perform in accordance with its terms through no fault of the party giving notice. In such event, the Food Services Facilities Consultant shall be paid for services rendered to termination date in accordance with the basic rate schedule and the proportion of work actually completed.

Further: It is understood by and between the parties that the Owner may, under certain circumstances, terminate his contract with the Architect by written notice to the Architect and it is agreed by and between the parties that in the event of such termination of the contract, the Architect may terminate his agreement by written notice to the Food Service Facilities Consultant. In such event, the Food Service Facilities Consultant shall be paid for services rendered within the scope of the basic rate schedule in accordance with the percentage of the work completed.

V. Fee Schedule Based on the Following Salaries:

1. Principal - \$300.00 per day (\$37.50 per hour)
2. Systems Consultant - \$20.00 per hour

RK

3. Planning Consultant - \$20.00 per hour
4. Research Assistants - \$6.00 to \$10.00 per hour
5. Designers - \$8.00 per hour
6. Draftsmen - \$6.00 per hour

(Personnel in Items 4., 5., and 6. will be factored at 2.5)

VI. Reimbursable Expenses

1. The Architect shall reimburse the Food Service Facilities Consultant for all traveling and per diem expenses, long distance telephone calls, telegrams, blue-printing, and reproductions not included in Paragraph I.2.g. with an added 10% surcharge; and after completion of Schematics and Design Development Phase the rate of \$300.00 per day or part day that the consultant spends away from the home office.
2. Charges for reimbursable expenses will be billed monthly in conjunction with statement for services rendered.

VII. Payments to the Food Service Facilities Consultant

1. The Architect agrees to pay the Food Service Facilities Consultant according to Paragraph VII.2., as compensation for his professional services.
2. Payments to the Food Service Facilities Consultant after Schematics and Design Development Phase shall be progressive and at the completion of the progressive phases of the work shall become due in the amount equal to the percentage of the fee in accordance with the following schedule:

Upon Completion of:

Payment Method:

Schematic and Design
Development Phase

Payment of monthly invoices for satisfactory work completed based on the hourly schedules outlined in Paragraph V., but not to exceed \$25,000.00

Working Drawing Phase - 85%
Bidding Phase - 5%
Construction Phase - 10%

Lump sum presently estimated not to exceed \$30,000.00 but to be determined after Design Development Stage.

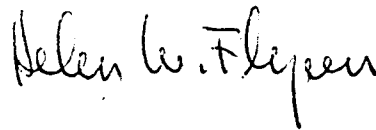
3. Payments shall be made by the Architect when received from the Owner.

RK

VIII. This proposal shall be valid for thirty (30) days, subject to change by negotiations by either party.

Should the above meet with your approval, please sign where indicated on Page 7 of this agreement and initial each and every page of the Agreement in the lower right hand corner. Please return one (1) copy of this proposal to us, retaining one (1) copy for your files.

Sincerely,



Helen W. Flynn

AGREED TO AND ACCEPTED:

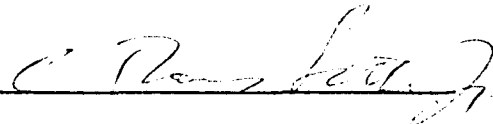
BY



TITLE Vice President

DATE 31 December 1969

BY



TITLE Coordinator of Health Sciences Planning

DATE January 27, 1970

For Schematic and Design Development Phase only as per agreement of Vice President Hale Champion on January 27, 1970.

AK

HELEN FLYNN
SCHEDULE

November 25 & 26, 1969

Monday, December 1

9:00 Mrs. Coulter

10:30 Tour of hospital - Mrs. Coulter

1:30 Mr. Peacock - B308

3:00 Mr. Schultz - A102 (Mrs. McHugh will be out of town til Wed.)

Tuesday, December 2

9:00 Stan Williams - B310

10:30 TENTATIVE - Mr. Ledder, University Food Services - B308

Finish tour of hospitals with Mrs. Coulter

Wednesday, December 3

10:00 Detany Committee

Thursday, December 4

Husman
Sachari
Liquor
Kufarlan

Bater
Kang
Kang
Kang

CONSULTANTS		JON	COPY	DATE 20 Nov 1969
ED	WE	KR	ATTN.	FLYNN ASSOCIATES
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RT	TEL.	FOOD SYSTEMS CONSULTANTS
		JS	HELEN	392-2429
		DM		P.O. BOX 904 • SANTA MONICA, CALIFORNIA 90406 • (213) 870-8079 • 394-6530
		OP		
		FL		
		JO		
		DS		
		MH		
		PO		
		SW		
		KR		

2 COPIES

9-20

0



TO	University of Minnesota Health Sciences Center	DATE	11-24-69
ADDRESS	University Hospitals	OUR JOB NO.	726
	Minneapolis, Minnesota 55455	YOUR JOB NO.	68013
ATTENTION	Audrey Coulter, Director of Nutrition Service		
PROJECT	University of Minnesota Health Sciences Expansion		

WE ARE TRANSMITTING THE FOLLOWING:	
<input checked="" type="checkbox"/> FOR YOUR INFORMATION	<input type="checkbox"/> CORRECT & RE-SUBMIT
<input type="checkbox"/> FOR YOUR APPROVAL	<input checked="" type="checkbox"/> PRINTS (2)
<input type="checkbox"/> FOR YOUR FILES	<input type="checkbox"/> SHOP DRAWING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> SPECIFICATIONS
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PROPOSAL

<input checked="" type="checkbox"/> HEREWITH
<input type="checkbox"/> UNDER SEPARATE COVER
<input checked="" type="checkbox"/> MAIL AIR-SPEC. DEL.
<input type="checkbox"/> PICKED UP
<input type="checkbox"/> MESSENGER
<input type="checkbox"/> BY HAND

REMARKS: Dishwashing Room Layouts dated 11-24-69
Plan 1 and Plan 2 shown on one sheet

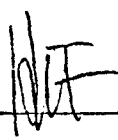
cc: Mr. Roland Kluver ✓
The Architects Collaborative (2 prints)

Mr. C. Thomas Smith, Jr.
University of Minnesota (1 print)

RECEIVED
NOV 26 1969

THE ARCHITECTS COLLABORATIVE, INC.

RECEIVED
NOV 26 1969

BY 

Helen W. Flynn

TRANSMITTAL THE ARCHITECTS COLLABORATIVE, INC.