

MEMORANDUM No. 30

TO: Kentucky School Architects

FROM: Greg Dunbar, Manager
District Facilities Branch

DATE: October 8, 2013

RE: **Kitchen Reviews**

Projects involving new and renovated kitchens require enlarged plans with equipment information to be submitted at the Design Development Phase. This information has traditionally been reviewed by the Division of School and Community Nutrition; however, due to staffing changes, these plans are currently being reviewed by the District Facilities Branch. With this in mind and until further notice, we request the following:

- The design team shall review the design with the district's Food Service Director during the design of any new kitchen or envisioned changes to existing kitchens.
 - In addition, depending on the capacity of the district, the design team may wish to review the plans with the cooking staff at the school for a renovation.
- When the drawings are submitted to KDE, please include comments from the district's review to allow the plan review to have a better idea of the design team and district intent.
- These guidelines should be followed regardless if the design team employs a kitchen consultant to design the kitchen.

If you have any questions or comments, please do not hesitate to call me or Tim Lucas at 502-564-4326 or send an email to Greg.Dunbar@education.ky.gov or Tim.Lucas@education.ky.gov.