Bullis School
Request For Proposal
Café Operator
Bullis Discovery Center

Issued:
February 3, 2017

Responses Due:
February 28, 2017

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Section 1: General Information

The Bullis School is soliciting proposals to enter into a contract with an operator (Operator) to lease and manage a school Café, to be located on the campus of the school in the newly built Discovery Center at 10601 Falls Road, Potomac, Maryland.

Submission
Respondents must submit one (1) original and five (5) copies of the proposal to:

Tracy Harris, Chief Financial Officer
Bullis School
10601 Falls Road
Potomac, Maryland 20854

Proposals are due by February 28, 2017 at 2:00 p.m. and should be delivered in a sealed envelope marked with the name and address of the proposer.

Pre-proposal Conference
A mandatory pre-proposal on-site meeting of interested operators will be held at the Bullis School on February 17, 2017 3:00 p.m. at which time questions regarding the RFP will be addressed. A representative from your firm should attend to gain further insights to our requirements, tour the Discovery Center and ask questions.

Minimum Requirement
In order to be considered for this opportunity, Operators must meet the following minimum requirements.

1. The proposer shall have at least five (5) or more years of continuous experience within the last ten (10) years of ownership, management and operation of a coffee facility, food service company catering service or similar operation.
2. Operator must be licensed to do business in the state of Maryland
3. Operator must have valid business licenses for food service providers
4. Operator must meet all health and safety standards applicable in the state of Marlyand.
5. Financial stability of the Operator.
6. Meeting Bullis facility and operations specifications.
7. Operational philosophy the best compliments with Bullis School.
8. The Operator must be willing to sign an annual agreement with Bullis School for operation of the Café.
9. The Operator must adhere to all Bullis school schedule, policies and procedures in the operation of the Café.
10. Financial offer made by the proposer.

Special Condition

The Bullis School community consists of over 865 students from K-12 grades, their parents, alumni, summer seasonal employees and a school staff of over 250 employees. The Discovery Building will be the newest addition to the 103-acre campus. The Café should serve as an integral enhancement to the main reasons that people visit the building.

Bullis employs its own security officers, and works with Montgomery County police department to ensure traffic flow and safety on the campus at all times. Furthermore admittance to the campus is strictly monitored and parking is limited to staff, students and visitors to the campus. The Café Operator would have approximately 1,000 potential customers on campus everyday.

Section 2: Proposal Review Schedule*

Activity	Date
RFP advertised	February 6, 2017
Pre-proposal visit of facility	February 17, 2017
Proposals due	February 28, 2017
Proposals reviewed	March 10, 2017
Qualified Operators interviewed (Café menu review and tastings)	March 22, 2017
Operator selected	April 1, 2017
Operator Contracted	May 15,2017
Operator on board	June 1, 2017
Café Operational	September 1, 2017

* This represents the optimal proposal and review schedule. Bullis School reserves the right to deviate, if necessary, from the schedule above.

Section 3: Background

About Bullis School

Vision: to be the independent school of choice for families seeking an extraordinary educational experience which develops global leaders who will enthusiastically embrace challenge, exhibit strong character and cultivate community.

Mission: Bullis School provides a student-centered balanced experience in academics, athletics, the arts and community service. Bullis uniquely prepares every student to become caring and creative, critical thinkers who will thrive in tomorrow's world.

Bullis School was founded in 1930 by Commander William F. Bullis and his wife, Lois H. Bullis, and was first located in the former Bolivian Embassy in Washington, D.C. Then-Captain Bullis established the school as a one-year preparatory program and boarding school for post-graduate young men who wished to improve their academic skills to pass entrance examinations for the U.S. Naval Academy and other service academies. The school began with 13 students and quickly grew.

In 1934, Bullis moved to the site of a former veterans' hospital in Silver Spring, Maryland. The larger campus allowed the school to increase its enrollment of local day and boarding students, and to expand its curriculum offerings. Students followed a rigorous and demanding schedule that included academics, calisthenics, required and supervised evening study, and morning classes and practice tests on Saturdays. Sports and team practices were added, and the Bullis football program in particular was very successful. The School flourished and expanded during the 1940s even through World War II, gradually adding a high school or "Upper School" college preparatory curriculum for 9th through 12th grades to its very reputable post-graduate program.

When service academies began using SAT scores for admission requirements by 1957, the demand for post-graduate preparatory programs declined, but Bullis School continued to grow by adding more grade levels, including 7th and 8th grades.

In 1962, Bullis purchased 80 acres in Potomac, Maryland in order to expand the School in a country day school environment. Ninth grade students were bused to the new campus for classes at first, and Bullis Self-Study 29 by 1964, with the completion of South Hall; the School began a transition from the old campus to the new. Upper School classes and post-graduates remained at Silver Spring until 1968 when North Hall and a gymnasium were completed and the School could complete its transition. In 1971 and 1972, 5th and 6th grades were added. By 1979 the boarding program and the Silver Spring campus were closed, and while a few post-graduates remained through the 1980s, that program gradually closed as well. In 1981, Founders' Hall was built, contributing a dining hall, arts classrooms, a larger library and administrative offices to the campus.

The 1980s brought many changes to the School. Larry Bullis '54, a Bullis math teacher, and son of founders Commander and Mrs. Bullis, became Headmaster in 1980. After much discussion and a careful analysis of trends in education and the best direction for Bullis, the Board of Trustees voted to admit girls to the school in the 1981-82 school year. Larry Bullis retired in 1990, followed by Stephen Kurtz who served as interim Headmaster, 1990-1991.

Dr. Richard K. Jung became Headmaster in 1991. During his tenure, 3rd and 4th grades were added. The Athletic Center was completed as well as the headmaster's residence, The Marriott Library and The Blair Family Center for the Arts. The Blair Center provided more classroom space and a 750- person capacity auditorium and theater. Bullis now had an increasing number of students and an approximately equal ratio of boys and girls. Racial and ethnic diversity at the School increased at this time, though it is worth noting that Bullis had always practiced diverse inclusivity.

Dr. Jung retired in 2002 and was succeeded by Thomas B. Farquhar as Head of School (the first use of the title). Mr. Farquhar led the creation of a new strategic plan for Bullis. Areas of focus included faculty compensation and evaluation, enrollment planning, diversity, a facilities and campus master plan and endowment and financial resources. Marketing consultants worked with the School to best position Bullis in the community. In 2005, Kline Alumni Stadium opened and Bullis celebrated its 75th anniversary. Tom Farquhar continued to focus on the strategic plan and on creating a strong 21st century curriculum throughout his tenure, which also included the expansion of the Lower School.

In 2010, Dr. Gerald Boarman succeeded Mr. Farquhar as current Head of School, initiating structural changes to further build the Bullis community and professional task forces to bring faculty and staff together from all divisions and departments. Under Dr. Boarman's leadership the faculty evaluation process was revamped and the promotional tier program strengthened. A 20-year plan for expansion and growth, beginning the building of a new Discovery Center to house the School's rapidly expanding STEM and entrepreneurship programs as well as the arts is scheduled to break ground in the fall of 2015 with completion in 2017. Dr. Boarman also led the effort to acquire 22 acres of land, increasing the campus footprint to 103 acres. In addition, 2nd grade was added in 2011, and Kindergarten and 1st grade will be added in 2017. Under Dr. Boarman's leadership Bullis plans to continue its growth in programs, plant and educational opportunities. Bullis projected enrollments for 2017 is 865 students, and current plans are to continue to increase enrollment annually.

Bullis believes in providing a variety of flavorful, fresh and nutritious food for students and staff. Bullis is very sensitive to the needs of students and parents and is currently adhering to various dietary restrictions, food allergies, special diets and religious observances.

The Gerald L. Boarman Discovery Center

This project is the first phase in a 20-year master plan for Bullis that develops a physical campus to support specific goals for the school. Key elements to the success of the plan include flexibility and movement, sustainability, technology and team based learning and collaboration. The 70,000 square-foot Discovery Center has been designed to address all of the goals and become a showcase for Bullis in the heart of the campus. The LEED certified building is designed to save resources, money, and have a positive impact on the health of occupants, while protecting the environment as it promotes renewable, clean energy.

The Discovery Center is the first in the nation for grades K-12 to bring Science-Technology-Engineering-Math (STEM), entrepreneurship and arts together in one building. Designed to complement the existing campus buildings. The Discovery center will include classrooms, science labs, administrative offices, theater, the boardroom, school store, Café, and large roof terrace.

The student center, located on the first floor, will be a gathering place for the Bullis community. This will be a college-like student union atmosphere for study, leisure and social engagement. There will be an expanded school store, full Café offering meals, snacks, coffee and beverages throughout the day and special events. This area will be the hub of student and faculty interaction during the school year.

For more details and renderings please go to: Bullis.org/Discovery Center

Section 4: Bullis Cafe

Bullis expects the Café to become the new social hub for the Bullis community, and for visitors and alumni. The ideal Café operator will delivery culinary imagination and innovation, offering a delicious, high quality and rotating menu, prepared with sustainably-sourced and seasonal ingredients whenever possible. The Café should support the mission of Bullis, including a focus on excellence and innovation, and contribute to the ambiance, distinctiveness, and reputation of a top independent school.

The Discovery Center has allocated very desirable space for the Café, in close proximity to the spacious entrance lobby. The area is convenient to both those using the bookstore and student center. The Café will have to comply with the guidelines for the operation, security and maintenance of the building.

The room reflects the design features of the rest of the building, with exterior windows that draw in light and allow individuals approaching the building to see what is going on inside the facility, with interior windows that generate interests and enhance security of the building.

The Café will be fully designed and equipped with state of the art kitchen equipment. The Café will be delivered to the Operator on a turnkey basis. Behind the Café, a full-service catering kitchen with high capacity appliances is contemplated within the design of the Discovery Center. The Café will be operated for the benefit of the Bullis community and its visitors.

Bullis will also provide two full-time staff to work in the Café. Bullis will pay all salaries and benefits for staff, however they will work for the Café Operator.

The Café features the following:

- Café (Seating Area) Size: 3,833 SF
- Catering Kitchen Size: 580 SF
- Café Kitchen / Serving Area Size: 612 SF
- Staff Office Size: No staff office in Kitchen/Café area
- Refrigeration Area Size: 103 SF
- Freezer Area Size: 62 SF
- Outdoor Patio Area Size: 391 SF
- Terrace Area Size: 3,405 SF
- Outdoor Patio Area Size: 391 SF
- Indoor Seating: 49 seats (see furniture plan for note)
- Outdoor (Patio) Seating: 17 seats (see furniture plan for note)

- Outdoor (Terrace) Seating: 71 seats (including 11 for the circular bench, see drawing
- Equipment: A list of the brand new equipment is provided in the appendix

Bullis provides lunch to all students and staff at no additional costs through a contract with Aramark. The Café is a new venture for the school; therefor-historical financial results do not exist. However it is contemplated that with the activity and vibrancy of the Discovery Center students, families, visitors and staff will congregate in the new building Café regularly.

Bullis wants the Café to be successful and for all student to have equal and frequent access to the facility. Therefore every Bullis student will be given a pre-paid card for exclusive use in the Café for the upcoming school year. This would guarantee over $130,000 in potential sales for the Operator in year 1.

Catering & Use of Catering Kitchen

Bullis retains the right to use outside caterers for special events and programs. Any outside caterer hired by Bullis will have use of the catering kitchen within the Discovery Center on an as needed basis. Additionally, Bullis offers culinary arts classes during the school day to students. The Catering kitchen will be used by the school for educational purposes, an example is the Food Science Laboratory which is a class held in the kitchen. The catering kitchen may also be used for camps during the summer. Bullis will meet with the Café Operator to review the schedule of school and, if known, outside catering use of the kitchen to limit the impact on ongoing to Café operations.

Bullis spends approximately $200,000 annually on catering, sports and special events, it is our desire that the Operator be able to provide the variety, quality and level of service needed to handle various student, alumni and parent events at the school. Additionally the Lobby, Roof Terrace and Courtyard will be used for catered events planned by the school. So the Operator should have sufficient linen, tableware and equipment to execute those types of events if selected.

Café Hours of Operation

Café hours will be determined during the RFP process. As part of this process, Operators must submit proposed operation hours, which should reasonably service the school's academic and sports programs. The Operator will be have access to the Bullis School sports schedule, and the Bullis Connection and Website in order to have a reasonable understanding of campus needs and activities to inform operating hours and community needs.

The School Campus is currently open year-round from Monday through Friday form 7:00 a.m. to 5:00 p.m. Special events and sports activities on weeknights and weekends are common. The Campus gates close at 11:00 p.m.

Bullis is closed on Christmas Day and New Year's Day.

Bullis publishes an annual calendar every year indicating holiday, special schedules and annual school breaks. Additionally the campus is closed from time to time for inclement weather. A copy of the proposed calendar for the upcoming school year is provided in appendix

Equipment

Prior to the completion of construction, the kitchen equipment listed in the Appendix will be built in and provided by Bullis School. Any additional equipment needed for the café will need to be provided by the Operator.

Menu

Our goal is to have a Café that reflects and enhances the vision of our new state-of-the-art building. The menu should be based on healthy, tasty, locally sourced food. Creativity and Innovation is paramount.

The Café will serve students as well as staff, faculty, alumni, recruiters, and donors. Prices should be moderate to match student budgets, with a selection of more expensive items, which appeal to other diners. The ideal menu will rotate and include seasonal variety, specials, healthy, vegetarian and vegan options.

The services are breakfast, lunch, dinner, snacks and events. In addition to coffee, tea, and snack foods, we require high-quality offerings, including healthy sandwiches, seasonal soups, tossed-to-order salads, global cuisine and other specialty items. We require high-quality coffee and the full range of coffee-related drinks.

Bullis will allow the new Café operator to serve beer and wine at catered events, under mutually agreeable guidelines and the Operator's ability to obtain a beer and wine license.

Liquor

The Café Operator will not be allowed to sell any alcoholic beverages on the Bullis campus. The Café Operator must obtain a Catering Privilege License in order to serve beer and wine to adults on the campus at catered events.

Section 5: Café Requirements

The following key elements are important to the Bullis community and will be used in evaluating all proposals. We encourage prospective vendors to address these areas in the materials submitted:

Cost:

Our community is diverse in terms of age, experience, and income. Food and beverage pricing should be affordable for students and also include a selection of reasonable priced meals to accommodate staff, visitors, and donors.

Quality:

Food should be of highest quality, according to industry standards. In addition, the menu should include quality, seasonal selections, and daily specials. The Operator should provide a menu that uses many fresh and sustainable ingredients, without compromising the quality, taste or price of the food. We also have many students with food allergies and dietary restrictions.

Variety:

The ideal menu will rotate. Additionally, it is important to offer a selection of food that represents the school's diverse student body, which is highly culturally diverse. Operators should have an understanding of how to serve these types of populations, their interests and potential food restrictions.

Healthy Choices:

Selections should include some healthy/low-fat options, fresh and made-to-order salads, as well as vegetarian, vegan, and gluten-free options. Selections should include local foods, seasonal and fresh produce items sourced locally.

Speed of Service:

Given that community members are often consuming a meal, snack and/or beverage between classes and meetings, wait time should be short. In addition, a variety of options such as grab-and-go, preordering for individuals and groups via text, app and/or other digital means should be considered.

Section 6: Proposal Requirements

Proposal

Proposals will be evaluated on each of the issues raised in this summary, including but not limited to: proposed café menu, catering menu, hours, sample tastings, quality, sustainability, experience, cultural fit, and proposed rent.

Required submittal materials

- Resume of prospective Café Operator
- Sample menu for Café and prices
- Experience in Catering, sample menus and prices for various events 30/50/100 attendees. Menus and pricing for seated dinners and buffets plans, also school wide events +1000
- Proposed hours of Operations
- If seeking to explore catering option, provide sample menus with prices for events previously catered.
- Proposed rent structure/percent rent
- List of current operations, locations and menus
- Copies of two most recent health inspections for each current location.
- Three years of financial statements for each current operation.
- References from property owners who have leased or licensed Café space to the prospective Café Operator.

Projected first-year operating statement for the proposed Café, including:

- Revenue for food
- Revenue for beverages
- Anticipated number of daily patrons
- Anticipated revenue per patron
- Staffing plan and expenses for labor
- Expenses for food & beverages
- Expenses for rent and/or percentage rent
- Overhead profit
- Sample lease agreement
- Other relevant information that would inform your application

Section 7: Bullis School Requirements

Operating Standards

1. Food Quality

Operator will make efforts to ensure that only the highest quality of food is sold at the school, including, but not limited to:

- Coffee should be ground on demand from whole beans from a quality roaster, competitive in quality with the best roasters in the area for a balance of flavor, body, aroma, and acidity. Beans for espresso should be appropriate for industry recognized professional espresso use.
- Retail whole bean coffee should be valve packaged and should be sold within two months. Opened packages of coffee beans should be used within 10 days.
- Butter, milk and milk products shall be USDA Grade "A" and kept refrigerated.
- Pastries and all baked goods shall be fresh daily prepared on site or from a quality baker.
- Whole fruit should be fresh, clean, and attractively displayed.

2. Maintenance and Housekeeping

Bullis is seeking a high standard of cleanliness and maintenance in the Café and Discovery Center.

Operator will provide basic cleaning services for the coffee bar and interior and exterior tables, chairs and floor of the premises, including cleaning and clearing tables at times they are not in use and cleaning spills on floors and tables assigned to the Café when they occur.

Display cases shall be clean and free of crumbs and signage and menu boards shall be professional in appearance. The Operator will be expected to clean all equipment daily and perform routine maintenance on all equipment. The Operator will not allow boxes, cartons, barrels, trash or other similar items to remain in view of public areas.

3. Employee Standards

Bullis has high standards for excellent customer service and expects service from Café staff to be timely, attentive and friendly. Food and beverage orders will be taken promptly and in a friendly and courteous manner. The Operator will recruit, train, supervise, direct, and deploy the optimum number of employees to match the work requirements.

Bullis expects the following of the Operators Staff:

- Neat, clean, and well groomed
- Professional, courteous, and friendly to the community
- Healthy and able to perform work as required
- Wear uniform or food service mandated attire
- Meet food service training requirements of Montgomery County

4. Deliveries

All deliveries must be made before 7:00 am via the delivery/receiving entrance. Some deliveries may need to be carried or hand-trucked into the building, directly to the Café. Discovery Center staff will not accept deliveries at the welcome desk; therefore the Operator will need to have staff available to accept all deliveries.

Deliveries will not be allowed during critical school hours and carpool hours.

5. Trash Removal

The Café Operator is responsible for the collection and removal of all trash in the Café area and it environs. Trash should be collected regularly during the day and deposited in dumpsters provided by the school. Trash should not be left overnight inside the Café or catering kitchen. Bullis is responsible for trash removal of all trash placed in the appropriate dumpsters. The Café will be assigned a dumpster area for the placement of all trash and refuse.

6. Equipment Use & Maintenance

Bullis is providing the vendor with a new state of the art Café and catering kitchen. It is our expectation the all equipment and machinery be used properly and cleaned thoroughly after use. The Café Operator will be responsible for repair and replacement of any equipment damaged or destroyed through improper use or neglect. Bullis maintains the warranties on all equipment in the Café and catering kitchen. Any issues with equipment, fixtures or machinery should be immediately reported to the Director of Facilities.

Additional Bullis School Requirements

1. Background Checks

All contractors (including tutors, vendors, and summer staff) as well as visitors who will be unsupervised at any point must complete a background check before they are cleared to be on campus. There are two parts of the background check:

a. Fingerprinting

Bullis uses a third-party agency called American Identity Solutions (or AIS) for fingerprinting. They have three locations in Montgomery County. Appointments can be made using the Fingerprint Info sheet, which provides hours of operation, addresses, and phone numbers. It costs $55 for contractors to be fingerprinted.

Bullis Human Resources will provide a fingerprint authorization form before printing. This form indicates the cost of the printing and where the reports should be sent. Everyone coming to the Bullis campus as a contractor must be fingerprinted. This can take anywhere from 1 - 7 days, so it is advised that printing happen as soon as possible to avoid a delay in work eligibility.

b. Child Protective Services Form

A Child Protective Services Background Clearance Request form is required from every contractor or unsupervised visitor to the school. This form must be completed using a computer - handwritten forms will not be accepted. This form requires notarization, which the individual may either do at Bullis or using another agency (like a bank). The individual must appear in person for notarization and bring a valid photo ID.

2. Licenses, Fees, and Taxes

a. The Operator shall obtain and post all applicable health permits for its facilities.

b. The Operator shall comply with all health and safety regulations required by Federal, State, or local law.

c. The Operator shall comply with all building rules and regulations.

d. Operator shall collect and remit all taxes, licenses and fees to Montgomery County and the State of Maryland as required by law.

3. Indemnity and Insurance

To the fullest extent permitted by law, Operator agrees to indemnify and hold harmless Bullis School, its owners, officers, trustees, agents, employees and contractors ("Released Parties") from and against any and all claims of whatever nature, including costs of defense and attorneys fees incurred in defending the same, arising from any act or omission on the part of the Operator, its owners, officers, directors, agents, employees, licensees, agents contractors resulting in or alleged to have resulted in injury, death, damage or property damage to any person or to the property of any person. In the event any claim, demand or suit is brought against Bullis within the scope of this agreement, the Operator shall pay for legal counsel chosen by Bullis to defend against the same.

For the purposes of this indemnity Operator agrees to maintain adequate insurance with reputable, duly qualified insurance companies approved by the Bullis School as hereafter set forth and, upon request to furnish Bullis School with certificates of insurance properly executed by the respective insurance companies evidencing such fact, giving thirty (30) days notice to Bullis School in the event of cancellation or material alteration of such coverage. The insurance coverage to be maintained by the Operator shall be as follows:

- Comprehensive general liability insurance, including blanket contractual liability, product liability, completed operations coverage, and child abuse and molestation coverage against claims for bodily injury, death and property damage affording a minimum combined single limit of Five Million Dollars ($3,000,000) with respect to personal injury, bodily injury, death and property damage occurring or resulting from one occurrence.

- Umbrella or Excess Liability insurance policy with a minimum aggregate liability of Five Million Dollars ($3,000,000).

- Workers Compensation and employers liability insurance in accordance with the statutory requirements of the State of Maryland. The Operator is responsible for providing coverage for its employees.

- Auto liability coverage with a minimum combined single limit of $1,000,000 per occurrence.

- Bullis School shall be named specifically as an additional insured under each of these policies, which shall be primary coverage. Any insurance carried by Bullis is excess and non-contributory coverage.

- The contract of insurance shall provide for notice to the School of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

4. Performance Bond

The Café Operator will be required to purchase a performance bond for equal to the annual value of the service contract.

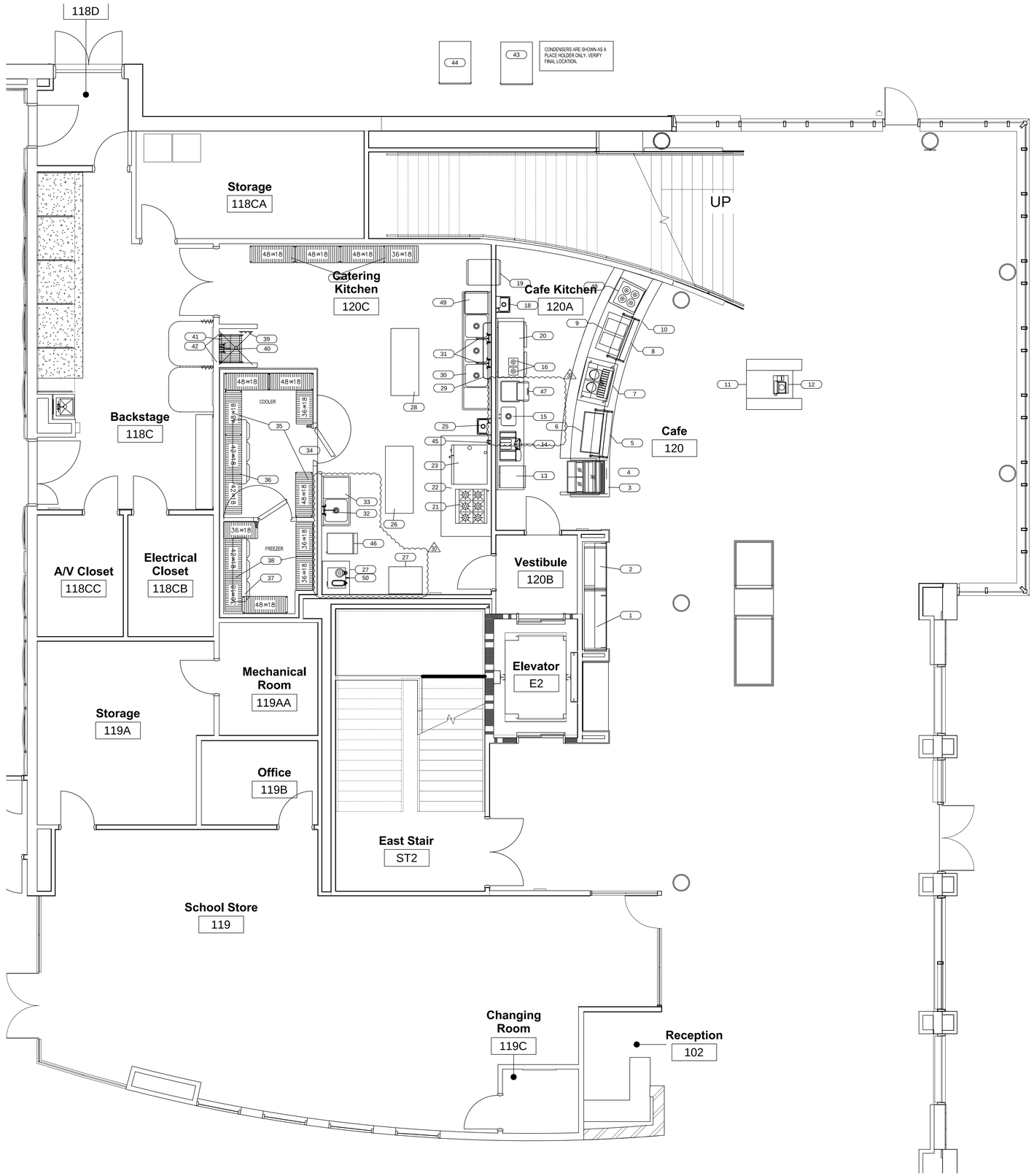
Section 8: Appendix

A. Floor Plans & Schematics (PDF)
B. List of Equipment Supplied (PDF)
C. IRS Regulations for Tax-Exempt Bond Financed Facilities
D. Proposed Bullis School Calendar FY2017-2018 (PDF)

Appendix: A

EQUIPMENT SCHEDULE

ITEM NO	QTY	EQUIPMENT CATEGORY
1	1	REFRIGERATED SELF-SERVICE CASE
2	1	REFRIGERATED SELF-SERVICE CASE
3	1	DISPLAY CASE, REFRIGERATED
4	1	MILLWORK COUNTER
5	1	SNEEZE GUARD
6	1	DROP-IN, HEATED SHELF
7	1	INDUCTION, DOWNDRAFT COOKER
8	1	SNEEZE GUARD
9	1	DROP-IN, HOT/COLD UNIT
10	1	MILLWORK COUNTER
11	1	MILLWORK COUNTER
12	1	POS TERMINAL
13	1	OVEN, MICROWAVE/CONVECTION, COMBI
14	1	ESPRESSO/CAPPUCCINO MACHINE
15	1	BACK COUNTER WITH SINK
16	2	BLENDER, BEVERAGE/FOOD
17	1	SPARE NUMBER
18	1	HAND SINK, WALL MOUNT
19	1	CABINET, HOLDING/PROOFING
20	1	REFRIGERATOR, UNDERCOUNTER, COMPACT
21	1	RANGE, RESTAURANT, GAS
22	1	EXHAUST HOOD W/SUPPLY
23	1	OVEN-STEAMER, COMBINATION, ELECTRIC
24	1 LOT	SHELVING, STORAGE
25	1	HAND SINK, WALL MOUNT
26	1	TABLE, WORK
27	2	TABLE, WORK
28	1	TABLE, WORK
29	1	POT RACK, WALL MOUNT
30	1	SINK, POT WASHING
31	2	FAUCET, WALL MOUNT
32	1	FAUCET, WALL MOUNT
33	1	SINK, PREP
34	1	WALK-IN COOLER/FREEZER
35	1 LOT	SHELVING, STORAGE
36	1	EVAPORATOR COIL
37	1	EVAPORATOR COIL
38	1 LOT	SHELVING, STORAGE
39	1	3 MOP RACK HOLDER
40	1	SERVICE SINK FAUCET, WALL MOUNT
41	3	SHELVING, CHEMICAL STORAGE
42	2	WALL BRACKETS
43	1	CONDENSER REMOTE, AIR-COOLED
44	1	CONDENSER REMOTE, AIR-COOLED
45	1	WATER TREATMENT SYSTEM
46	1	ICE MAKER W/ BIN
47	1	MOBILE ICE TRANSPORT CART
48	1	ICE CREAM MERCHANDISER
49	1	U/C DISH MACHINE
50	1	TEA/COFFEE TWIN BREWER



FOR INFORMATION ONLY

DUDA | PAINE ARCHITECTS

OWNER
Bullis School
10601 Falls Road
Potomac, MD 20854

ARCHITECT OF RECORD
Duda | Paine Architects, LLP
333 Liggett Street
Durham, NC 27701

CIVIL ENGINEER FOR THE OWNER
MACRIS, HENDRICKS & GLASCOCK, P.A.
9220 Wightman Road, Suite 120
Montgomery Village, MD, 20866

STRUCTURAL ENGINEER
Stewart
421 Fayetteville St, Suite 400
Raleigh, NC 27601

MEP ENGINEER
Newcomb & Boyd
303 Peachtree Center Avenue, NE
Suite 525
Atlanta, GA 30303

CONTRACTOR
Coakley & Williams
7475 Wisconsin Ave, Suite 900
Bethesda, MD 20814

LANDSCAPE ARCHITECT
Stewart
421 Fayetteville St, Suite 400
Raleigh, NC 27601

BULLIS SCHOOL DISCOVERY CENTER

10601 FALLS RD. POTOMAC, MARYLAND

FOR CONSTRUCTION SET

*REVISION CLOUDS REMOVED FOR CLARITY FOR RE-ISSUE ON 01/15/16

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MARK	DATE	DESCRIPTION
REV 10	6.30.2016	CPR-003
REV 30	1.24.2017	CPR-005

ISSUE DATE: AUGUST 24, 2015
PROJECT NUMBER: 21211

CAFETERIA

CONSTRUCTION DOCUMENTS

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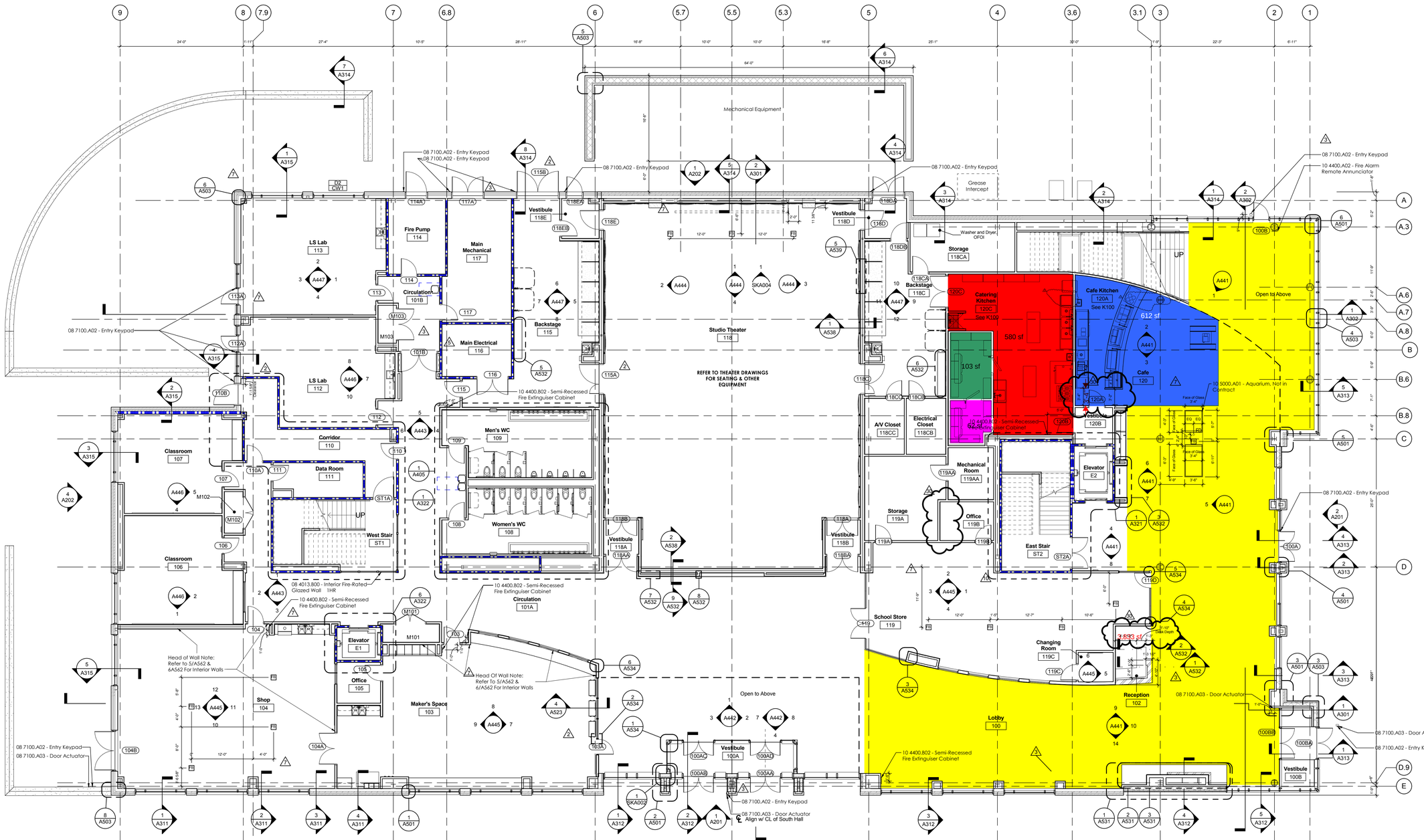
FLOOR PLAN NOTES

A. ALL DIMENSIONS ARE TO FACE OF PARTITION, UNLESS SHOWN OR NOTED OTHERWISE. SEE SHEET A111 FOR DIMENSIONS AND WALL TYPES.
B. ALL DOORS SHALL BE LOCATED 6" FROM FACE OF NEAREST PARTITION TO THE INSIDE EDGE OF THE JAMB AT HINGE SIDE, UNO.
C. ALL INTERIOR GYPSUM BOARD IN EXTERIOR WALL ASSEMBLIES TO BE WATER RESISTANT FIBER-REINFORCED GYPSUM BOARD.
D. UNLESS OTHERWISE NOTED, NO FURNITURE, FIXTURES AND EQUIPMENT SHALL BE INCLUDED. FURNITURE SHOWN IS FOR LAYOUT AND REFERENCE ONLY
E. REFER TO AV DRAWINGS AND SPECIFICATIONS FOR INFORMATION REGARDING AV EQUIPMENT AND ACOUSTICAL REQUIREMENTS.
F. REFER TO FOOD SERVICE CONSULTANT DRAWINGS AND SPECIFICATIONS FOR INFORMATION REGARDING CATERING KITCHING EQUIPMENT AND CAFE EQUIPMENT.

WALL RATING LEGEND

3A — WALL TYPE SYMBOL - REFER TO SHEET A501 FOR PARTITION SCHEDULE
UNRATED WALL
SMOKE PARTITION
1-HOUR FIRE BARRIER



1 A101 FLOOR PLAN - LEVEL 1
1/8" = 1'-0"

8' 4' 0' 8' 16'
SCALE : 1/8" = 1'-0"

DUDA | PAINE ARCHITECTS

OWNER
Bullis School
10601 Falls Road
Potomac, MD 20854

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333 Liggett Street
Durham, NC 27701

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Stewart
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Raleigh, NC 27601

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CONTRACTOR
Coakley & Williams
7475 Wisconsin Ave, Suite 900
Bethesda, MD 20814

LANDSCAPE ARCHITECT
STEWART ENGINEERING
421 Fayetteville Street, Suite 400
Raleigh, NC 27601

Professional Certification. I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number 18151, expiration date 4/25/2017.

BULLIS SCHOOL DISCOVERY CENTER

10601 FALLS RD. POTOMAC, MARYLAND

IFC SET
2/9/2016

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MARK	DATE	DESCRIPTION
3	11/6/15	Corrected CDs (Permit)
5	2/9/16	VE & Finish Revisions
7	5/4/16	CPR 001
10	10/07/16	CPR 003
30	01/13/17	CPR 005

ISSUE DATE: AUGUST 24, 2015
PROJECT NUMBER: 21211

FIRST FLOOR PLAN

CONSTRUCTION DOCUMENTS

A101

1/13/2017 3:23:09 PM

FLOOR PLAN NOTES

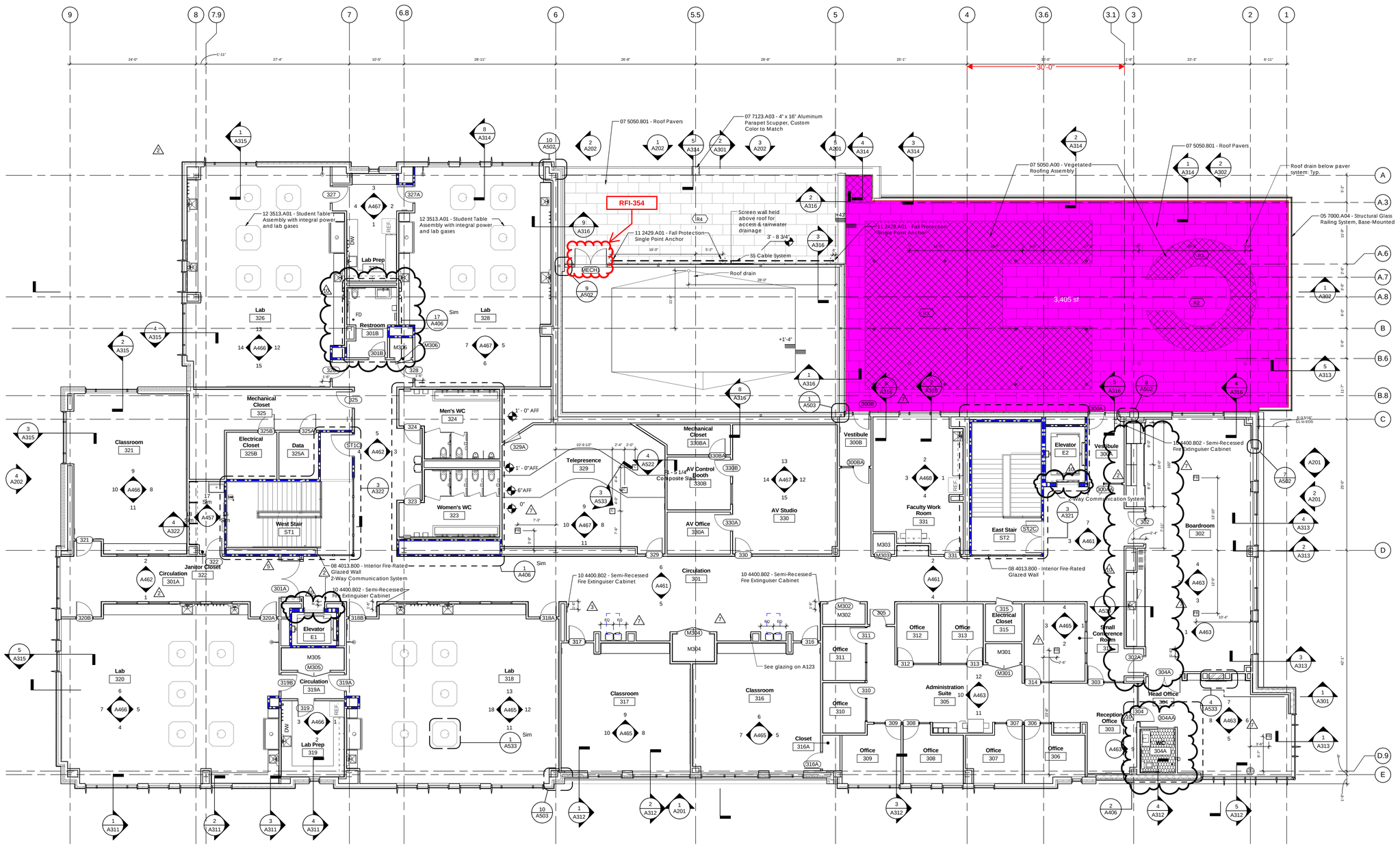
A. ALL DIMENSIONS ARE TO FACE OF PARTITION, UNLESS SHOWN OR NOTED OTHERWISE. SEE SHEET A113 FOR DIMENSIONS AND WALL TYPES.
B. ALL DOORS SHALL BE LOCATED 6" FROM FACE OF NEAREST PARTITION TO THE INSIDE EDGE OF THE JAMB AT HINGE SIDE, UNO.
C. ALL INTERIOR GYPSUM BOARD IN EXTERIOR WALL ASSEMBLIES TO BE WATER RESISTANT FIBER-REINFORCED GYPSUM BOARD.
D. UNLESS OTHERWISE NOTED, NO FURNITURE, FIXTURES AND EQUIPMENT SHALL BE INCLUDED. FURNITURE SHOWN IS FOR LAYOUT AND REFERENCE ONLY
E. REFER TO AV DRAWINGS AND SPECIFICATIONS FOR INFORMATION REGARDING AV EQUIPMENT AND ACOUSTICAL REQUIREMENTS.
F. REFER TO FOOD SERVICE CONSULTANT DRAWINGS AND SPECIFICATIONS FOR INFORMATION REGARDING CATERING KITCHING EQUIPMENT AND CAFE EQUIPMENT.

WALL RATING LEGEND

3A — WALL TYPE SYMBOL - REFER TO SHEET A501 FOR PARTITION SCHEDULE
UNRATED WALL
SMOKE PARTITION
1-HOUR FIRE BARRIER

ROOF SYSTEM LEGEND

R# — Refer to A 310 for roofing assemblies.



1 A103 FLOOR PLAN - LEVEL 3
1/8" = 1'-0"

8' 4' 0' 8' 16'
SCALE : 1/8" = 1'-0"

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STATE OF MARYLAND — CATHERINE E. PAINE — 18151 — REGISTERED ARCHITECT

Professional Certification. I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number 18151, expiration date 6/25/2017.

BULLIS SCHOOL DISCOVERY CENTER

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2/9/2016

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MARK	DATE	DESCRIPTION
2	10/08/15	Corrected CDs (Permit)
3	11/6/15	Corrected CDs (Permit)
5	2/9/16	VE & Finish Revisions
7	5/4/16	CPR 001
10	10/07/16	CPR 003

ISSUE DATE: AUGUST 24, 2015
PROJECT NUMBER: 21211

THIRD FLOOR PLAN

CONSTRUCTION DOCUMENTS

A103

10/7/2016 4:22:51 PM

ORDER: 120

Unsure of what these are, no seats were counted for these items except for the 3 chairs shown on the South end. Total Number of Seats inside = 49

Assuming these are chairs with some sort of accessory? Total number of patio seats = 17

Scale: 1/8" = 1'

1/18/2017 9:40:56 PM

arbee associates

Effective Workplaces

9300 Gaither Road
Gaithersburg, MD 20877
Phone (301) 963-3900
Fax (301) 977-1734
www.arbeeofficefurniture.com

PROJECT INFORMATION:

The Bullis School
10601 Falls Rd.
Potomac, Md. 20854

LOCATION PLAN:

BASE PLAN PROVIDED BY:

CLIENT APPROVED BY:

TITLE: DATE:

DRAWN BY: Jhoupt DATE: 01.18.2017

CHECKED BY: DATE:

DISCLAIMER:
THIS DRAWING IS FOR FURNITURE INSTALLATION ONLY.
THIS DRAWING IS NOT FOR CONSTRUCTION.

REVISIONS:

NO. DATE DESCRIPTION

SHEET TITLE:
Discovery Center
Level 1
Overall Layout

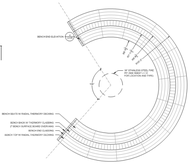
PROJECT NUMBER: 151559

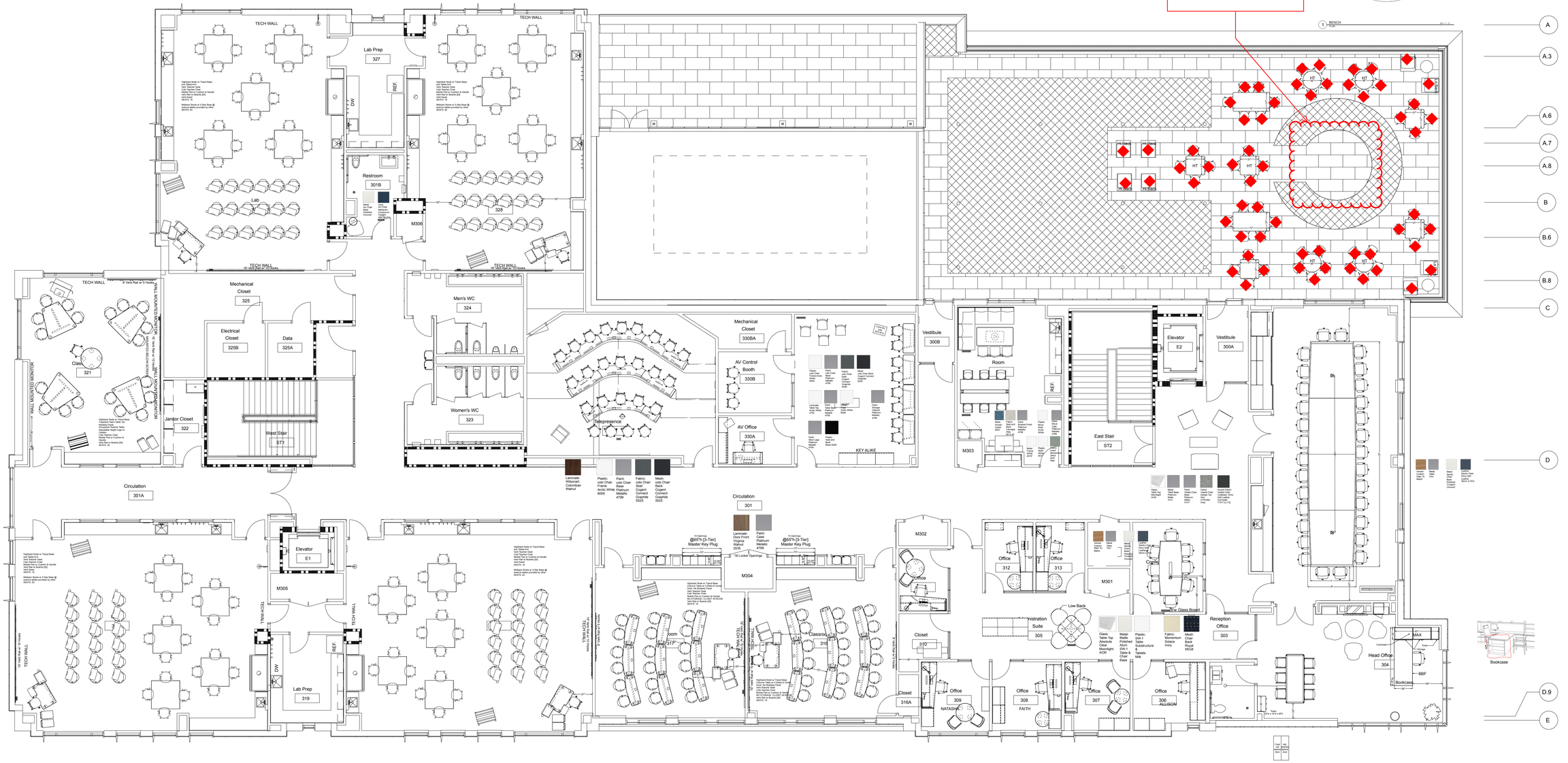
DRAWING NUMBER: 1/8"=1'-0"

SHEET NUMBER: TOTAL SHEET:

DRAWING NUMBER:
FURN

Circular bench located within hatch area, see snip (on right) from L2.04. Drawing shows 11 sections of the bench, 11 seats added to total. Total Terrace Outdoor Seating = 71





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Gaithersburg, MD 20877
Phone (301) 963-3900
Fax (301) 977-1734
www.arbeeofficefurniture.com

1/18/2017 8:40:59 AM

PROJECT INFORMATION:

The Bullis School
10601 Falls Rd.
Potomac, Md. 20854

LOCATION PLAN:

BASE PLAN PROVIDED BY:

CLIENT APPROVED BY:

TITLE: DATE:

DRAWN BY: Jhoupt DATE: 01.18.2017

CHECKED BY: DATE:

DISCLAIMER:
THIS DRAWING IS FOR FURNITURE INSTALLATION ONLY.
THIS DRAWING IS NOT FOR CONSTRUCTION.

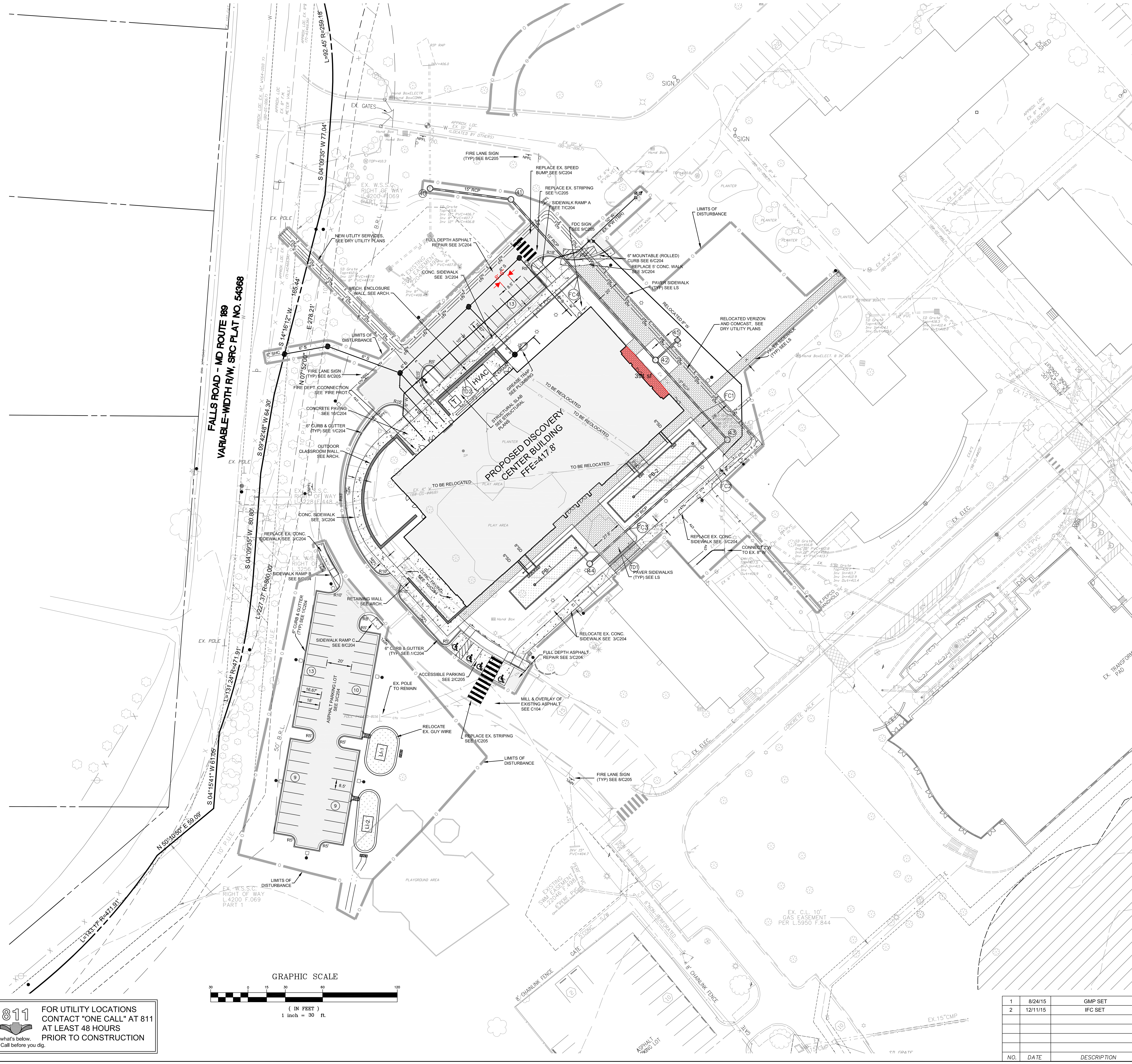
REVISIONS:

NO.	DATE	DESCRIPTION

SHEET TITLE:
Discovery Center
Level 1
Overall Layout

PROJECT NUMBER: 151559
DRAWING NUMBER: 1/8"=1'-0"
SHEET NUMBER:
TOTAL SHEET:

DRAWING NUMBER:
FURN



GENERAL CONSTRUCTION NOTES

1. CALL "MISS UTILITY" ("ONE CALL" AT 811 OR 1-800-257-7777) TWO FULL BUSINESS DAYS PRIOR TO BEGINNING ANY CONSTRUCTION. HOMEOWNERS & REGISTERED EXCAVATORS MAY FILE REQUESTS ONLINE AT http;//www.missutility.net
2. SHOULD THE CONTRACTOR DISCOVER DISCREPANCIES BETWEEN THE PLANS AND FIELD CONDITIONS, THIS OFFICE IS TO BE NOTIFIED IMMEDIATELY TO RESOLVE THE SITUATION. SHOULD THE CONTRACTOR MAKE FIELD CORRECTIONS OR ADJUSTMENTS WITHOUT NOTIFYING THE ENGINEER, THEN THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR THOSE CHANGES.
3. ASPHALT PAVING AND CONCRETE FOR CURB, WALKS AND RAMPS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MARYLAND STATE HIGHWAY ADMINISTRATION (MSHA) SPECIFICATIONS.
4. CURB & GUTTER SHALL BE MONTGOMERY COUNTY DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION (MCDPW&T), STANDARD 100.01 UNLESS OTHERWISE INDICATED ON THE PLANS.
5. WHEN TYING INTO EXISTING PAVING, SAW CUT PAVING EDGE TO PROVIDE A CLEAN, STRAIGHT AND VERTICAL JOINT. WHEN REMOVING EXISTING CURB OR SIDEWALK, REMOVE TO THE NEAREST JOINT.
6. STORM DRAIN SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE MONTGOMERY COUNTY ROAD CODE AND THE MARYLAND STATE HIGHWAY ADMINISTRATION (SHA) SPECIFICATIONS.
7. ALL EXPOSED METAL SURFACES ASSOCIATED WITH STORM, SEWER, WATER OR OTHER UTILITY APPURTENANCES (I.E. INLETS, GRATES, MANHOLE COVERS, ETC.) SHALL BE PAINTED WITH TWO (2) COATS OF BATTLESHIP GRAY PAINT (ZINC RICH).
8. ALL PIPES ARE TO HAVE MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION CLASS "C" BEDDING, UNLESS OTHERWISE NOTED.
9. WHERE ANY PART OF THE STORM DRAIN SYSTEM IS LOCATED IN A FILL SECTION, PROVIDE SELECT FILL MATERIAL COMPACTED TO 95% AASHTO T-99 DENSITY FROM APPROVED SUB-GRADE TO THE STRUCTURE BOTTOM SLAB AND/OR PIPE BEDDING.
10. FINISHED GRADES REFER TO THE TOP OF SOD, TOPSOIL, PAVEMENT OR WALKS. ALLOW FOR THICKNESS AS APPLICABLE WHEN GRADING.
11. SLOPE SMOOTHLY BETWEEN INDICATED ELEVATIONS TO PROVIDE POSITIVE DRAINAGE OF ALL AREAS GRADED OR DISTURBED BY THIS CONSTRUCTION. MAXIMUM SLOPE ON EARTH-BANKS SHALL BE NO GREATER THAN 3:1.
12. ACCESSIBLE PARKING, HANDRAILS AND RAILINGS FOR DISABLED SHALL CONFORM TO THE "AMERICAN'S WITH DISABILITIES ACT", (ADA) REQUIREMENTS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ARRANGING AND DOCUMENTING ALL REQUIRED INSPECTIONS AND CONSTRUCTION APPROVALS.
14. ANY SIDEWALK, RAMP OR PARKING AREA NOT CONSTRUCTED IN ACCORDANCE WITH THE CURRENT ADA REGULATIONS AND REQUIREMENTS OF THESE PLANS SHALL BE REMOVED AND RECONSTRUCTED AT THE CONTRACTOR'S EXPENSE.
15. ALL CURB RADII ARE DIMENSIONED AT FACE OF CURB UNLESS OTHERWISE NOTED.
16. ALL ON-SITE CURB & GUTTER SHALL 6" STANDARD EXCEPT WHERE OTHERWISE NOTED.
17. PROPOSED SITE LIGHTING, ELECTRIC, COMMUNICATION, & GAS WORK IS SHOWN FOR INFORMATIONAL PURPOSES ONLY. REFER TO MECHANICAL, ELECTRICAL & PLUMBING PLANS. CONTRACTOR RESPONSIBLE FOR COORDINATING NEW WORK WITH UTILITY COMPANIES TO AVOID EXISTING AND PROPOSED UTILITIES AT POINT(S) OF CROSSING.
18. REFER TO ARCHITECTURAL DRAWINGS FOR ALL BUILDING DIMENSIONS.

C201

TAX MAP FP343 & FP563

WSSC 213NW09 & 213NW10

SITE PLAN – DISCOVERY CENTER
PARCEL A, BLOCK E – BLENHEIM

THE BULLIS SCHOOL

PLAT NO. 24460 – 24464

10TH ELECTION DISTRICT – MONTGOMERY COUNTY – MARYLAND

NO.	DATE	DESCRIPTION	BY
1	8/24/15	GMP SET	
2	12/11/15	IFC SET	

MHG
Macris, Hendricks & Glascock, P.A.
Engineers ▪ Planners
Landscape Architects ▪ Surveyors
9220 Wightman Road, Suite 120
Montgomery Village, Maryland
20886-1279
Phone 301.670.0840
Fax 301.948.0693
www.mhgpa.com

Proj. Mgr.	Designer
PGL	PGL
Date 12/11/15	Scale 1" = 30'
Project No. 12.145.15	Sheet 1 of 6

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Appendix: B

EQUIPMENT SCHEDULE

ITEM NO	NOTE	QTY	EQUIPMENT CATEGORY	MANUFACTURER	MODEL NUMBER	AMPS	KW	HP	VOLTS	PHASE	CYCLE	DIRECT	PLUG	NEMA	COLD WATER SIZE (IN)	HOT WATER SIZE (IN)	WATER TEMPS	HOT WATER GPH	DIRECT DRAIN SIZE (IN)	INDIR DRAIN SIZE (IN)	GAS SIZE (IN)	MBTUH	HVAC MAKE-UP DUCT SIZE (IN)	HVAC MAKE-UP CFM	HVAC MAKE-UP SPWG	HVAC EXHAUST DUCT SIZE (IN)	HVAC EXHAUST CFM	HVAC EXHAUST SPWG	EQUIPMENT REMARKS
1		1	REFRIGERATED SELF-SERVICE CASE	STRUCTURAL CONCEPTS	B62	12.0	2.4		208	1	60		X	6-20P						1.0									
2		1	REFRIGERATED SELF-SERVICE CASE	STRUCTURAL CONCEPTS	B42	16.0	1.6		120	1	60		X	5-20P						1.0									
3		1	DISPLAY CASE, REFRIGERATED	RPI	VSCD2-20-R-SQ-SC	7.3		0.38	115				X	5-15P						1.0									
4		1	MILLWORK COUNTER	D&W WOOD DESIGN	CUSTOM																								
5		1	SNEEZE GUARD	PREMIER FOOD SHIELDS	TM2R																								
6		1	DROP-IN, HEATED SHELF	HATCO	GRSB-42-I	8.9	0.9		120	1	60		X	5-15P																
7		1	INDUCTION, DOWNDRAFT COOKER	VOLLRATH	69722C-2-VC	25.1			120	1	60		X	5-30P																
8		1	SNEEZE GUARD	PREMIER FOOD SHIELDS	TM2R																								
9		1	DROP-IN, HOT/COLD UNIT	VOLLRATH	3667201D	11.2			120	1	60		X	5-15P						0.5									
10		1	MILLWORK COUNTER	D&W WOOD DESIGN	CUSTOM																								
11		1	MILLWORK COUNTER	D&W WOOD DESIGN	CUSTOM																								
12		1	POS TERMINAL	BY OWNER		3.0			120	1	60		X	5-15P																
13		1	OVEN, MICROWAVE/CONVECTION, COMBI	TURBOCHEF	I3-9500-14-DL	24.0	8.6		208	3	60		X	15-30P																
14		1	ESPRESSO/CAPPUCCINO MACHINE	FRANKE	FM850 T 2M 1P H FS KE300	24.0	4.8		208	1	60		X	6-30P	0.375															
						10.0	0.1		115	1	60		X	5-15P																
						10.0	0.8		115	1	60		X	5-15P																
15		1	BACK COUNTER WITH SINK	ATLANTA CUSTOM FABRICATORS	CUSTOM										0.5	0.5	140												
16		2	BLENDER, BEVERAGE/FOOD	VITA-MIX	36019-QUIETON	15.0			120	1	60		X	5-20P																
17			SPARE NUMBER																										
18		1	HAND SINK, WALL MOUNT	ADVANCE TABCO	7-PS-85										0.5	0.5	110		1.5											
19		1	CABINET, HOLDING/PROOFING	WINSTON INDUSTRIES	HA4522-PT-HL-5	19.3	2.3		120	1	60		X	5-20P																
20		1	REFRIGERATOR, UNDERCOUNTER, COMPACT	CONTINENTAL REFRIGERATOR	UC60	6.6		0.25	115	1	60		X	5-15P																
21		1	RANGE, RESTAURANT, GAS	SOUTHBEND	4361R																0.75	243.0								
22		1	EXHAUST HOOD W/SUPPLY	CAPTIVE AIRE		15.0			120	1	60	X																		
23		1	OVEN-STEAMER, COMBINATION, ELECTRIC	RATIONAL USA	SCCWE 62	61.4	22.5		208	3	60	X			0.75					2.0										
24		1 LOT	SHELVING, STORAGE	FOCUS FOODSERVICE	FF18**G																								
25		1	HAND SINK, WALL MOUNT	ADVANCE TABCO	7-PS-85										0.5	0.5	110		1.5											
26		1	TABLE, WORK	ADVANCE TABCO	SS-306																								
27	29	2	TABLE, WORK	ADVANCE TABCO	KSS-303																								
28		1	TABLE, WORK	ADVANCE TABCO	SS-306																								
29		1	POT RACK, WALL MOUNT	ADVANCE TABCO	SW1-60																								
30		1	SINK, POT WASHING	ADVANCE TABCO	94-43-72-24RL															2.0									
31		2	FAUCET, WALL MOUNT	T & S BRASS	B-1128										0.5	0.5	140												
32		1	FAUCET, WALL MOUNT	T & S BRASS	B-1128										0.5	0.5	140												
33		1	SINK, PREP	ADVANCE TABCO	94-41-24-24R															2.0									
34		1	WALK-IN COOLER/FREEZER	THERMAL RITE		15.0			120	1	60	X																	
						15.0			120	1	60	X																	
35		1 LOT	SHELVING, STORAGE	FOCUS FOODSERVICE	FF18**G																								
36		1	EVAPORATOR COIL	HEATCRAFT		15.0			120	1	60	X								0.75									
37		1	EVAPORATOR COIL	HEATCRAFT		8.0			208	1		X								0.75									
38		1 LOT	SHELVING, STORAGE	FOCUS FOODSERVICE	FF18**G																								
39		1	3 MOP RACK HOLDER	EAGLE	312688																								MOUNT AT 72"-AFF
40		1	SERVICE SINK FAUCET, WALL MOUNT	T & S BRASS	B-0655-BSTP										0.5	0.5	140		3.0										
41		3	SHELVING, CHEMICAL STORAGE	METRO	2430NC																								
42		2	WALL BRACKETS	METRO	SW45C																								
43		1	CONDENSER REMOTE, AIR-COOLED	HEATCRAFT				1.5	208	1	60	X																	
44		1	CONDENSER REMOTE, AIR-COOLED	HEATCRAFT				1.5	208	1	60	X																	
45		1	WATER TREATMENT SYSTEM	SCALTROL	SC-100																								
46	28	1	ICE MAKER W/ BIN	HOSHIZAKI AMERICA	KM-600MAH	12.0			115	1	60		X	5-15P	0.5					0.5										W/B-300SF ICE BIN
47		1	MOBILE ICE TRANSPORT CART	CAMBRO	ICS100L131																								
48		1	ICE CREAM MERCHANDISER	OSCARTEK	POZETTI P4	5.2			115	1	60		X	5-15P																
49		1	U/C DISHWASHER	CMA	UC65E	22.0	2.0	1.5	208	1	60	X				0.5	140			0.75									
50	30	1	TEA/COFFEE TWIN BREWER	BUNN	ITCB-TWIN-HV	25.0	6.0		120/208	1	60	X				0.5	140			0.75									
DCO1			DCO-1			20.0			120	1	60	X																	DUPLEX CONVENIENCE OUTLET
DCO2			DCO-2			20.0			120	1	60	X																	

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BULLIS SCHOOL DISCOVERY CENTER

10601 FALLS RD. POTOMAC, MARYLAND

FOR CONSTRUCTION SET

*REVISION CLOUDS REMOVED FOR CLARITY FOR RE-ISSUE ON 01/15/16

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MARK	DATE	DESCRIPTION
REV 10	6.30.2016	CPR-003
REV 30	1.24.2017	CPR-005

ISSUE DATE: AUGUST 24, 2015
PROJECT NUMBER: 21211

EQUIPMENT SCHEDULE

CONSTRUCTION DOCUMENTS

K101

FOR INFORMATION ONLY

E:\PROJECTS\Bullis Discovery Center\Bullis 01-24-2017.dwg Jan 27, 2017-4:09pm

Appendix: C

IRS Regulations for Tax-Exempt Bond Financed Facilities

On August 22, 2016 the IRS released long-anticipated Revenue Procedure 2016-44 (Rev. Proc. 2016-44), which substantially increases flexibility in, and provides a less formulaic approach to, the ability of a tax-exempt bond issuer or 501(c)(3) conduit borrower to contract with private parties without jeopardizing the tax-exemption of bonds that financed the facilities at which the applicable services are provided. Under the revised guidance, the term of the contract can be up to 30 years, but not in excess of 80% of the weighted average reasonably expected economic life of the managed property, and there are no restrictions on the percentage of compensation that can be variable, so long as none of the compensation constitutes a share of net profits.

The Internal Revenue Code restricts private use of facilities financed by certain categories of tax-exempt bonds, including governmental bonds and bonds issued for the benefit of hospitals, colleges and other organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code. A manager of a facility is generally treated as a user of the facility. Rev. Proc. 2016-44 addresses so-called "management contracts," which are defined as "management, service, or incentive payment contracts between qualified users and service providers under which the service provider provides services for a managed property" and provides a revised management contract safe harbor under which a private management contract does not result in impermissible private business use of projects financed with tax-exempt bonds. This revised safe harbor generally permits almost any type of fixed or variable rate compensation for services rendered under a contract provided that the compensation is reasonable for services rendered during the term of the contract. It removes the previous requirements for prescribed percentages of fixed compensation for contracts with different terms. The revised safe harbors add certain new principles-based constraints (governmental control, governmental risk of loss, and no inconsistent tax positions by private service providers). As with the previous safe harbors, there is a prohibition against sharing of net profits.
The new safe harbor components are as follows:

- Compensation for services rendered during the term of the contract must be reasonable.
- The contract must not provide the service provider with any share of the net profits from operation of the managed facility. The guidance states that compensation to the service provider will not be treated as providing a share of net profits if no "element" of the compensation takes into account, or is

contingent upon, either the managed property's net profits or both the managed property's revenues and expenses for any fiscal period. For this purpose, "elements" of the compensation include eligibility for, the amount of, and the timing of the payment of the compensation. Incentive compensation will not be treated as providing a share of net profits if the eligibility for the incentive compensation is determined by standards that measure quality of services, performance or productivity.

- The service provider must not bear the burden of any share of net losses from operation of the managed property.

- The term of the contract cannot be greater than the lesser of 30 years or 80% of the weighted average reasonably expected economic life of the managed property.

- The bond issuer or conduit borrower (each a "qualified user") must exercise a significant degree of control over the use of the managed property. The guidance states that this control requirement is met if the contract requires the qualified user to approve the annual budget of the managed property, capital expenditures with respect to the managed property, each disposition of property that is part of the managed property, rates charged for the use of the managed property, and the general nature and type of use of the managed property (for example, the type of services).

- The qualified user must bear the risk of loss upon damage or destruction of the managed property.

- The service provider must agree that it is not entitled to and will not take any tax position that is inconsistent with being a service provider to the qualified user with respect to the managed property (*e.g.,* agree not to take depreciation or amortization, tax credit or deduction for rent).

- There can be no circumstances that would substantially limit the qualified user's ability to exercise its rights under the contract based on all of the facts and circumstances. A safe harbor is provided for governance overlap between the contracting parties, under which governance overlap is permitted if (i) no more than 20% of the voting power of the governing body of the qualified user is vested in the directors, officers, shareholders, partners, members, and employees of the service provider or a related party thereof, (ii) the

governing body of the qualified user does not include the chief executive officer of the service provider or the chairperson (or equivalent executive) of the service provider's governing body, and (iii) the chief executive officer of the service provider is not the chief executive officer of the qualified user or any of the qualified user's related parties.

The overall impact of Rev. Proc. 2016-44 would seem to be an increase in the ability of bond issuers and tax-exempt users of bond-financed facilities to use for-profit contractors at bond-financed facilities. However, practitioners have already noted that the increased flexibility comes with less certainty and more facts and circumstances analysis with respect to many aspects of the safe harbor. One area in which flexibility may be diminished is in the conditions under which payments may be subordinated or deferred, as the guidance indicates that timing of payment may not be conditioned on tests involving both the managed property's revenues and expenses for any fiscal period.

The revised safe harbors are effective for any management contract that is entered into on or after August 22, 2016, and an issuer may apply these safe harbors to any management contract that was entered into before August 22, 2016. In addition, an issuer may apply the safe harbors in Rev. Proc. 97-13, as modified by Rev. Proc. 2001-39 and amplified by Notice 2014-67, to a management contract that is entered into before February 18, 2017 and that is not materially modified or extended on or after February 18, 2017 (other than pursuant to a renewal option as defined in Treasury Regulations §1.141-1(b)).

Appendix: D

2017-2018 Calendar

DRAFT #3

2/3/2017

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
6	Textbook sales open 7	8	9	10	End of summer programs 11	Football preseason begins 12
13	14	15	16	17	18	19
20	Fall preseason athletic practices begin 21 New instructional staff meetings College Counseling senior workshops International student orientation	New instructional staff meetings 22 International student orientation College Counseling senior workshops	New instructional staff meetings 23 11am-1pm: Student tutors orientation International student orientation 5:00-7:00pm: New instructional staff reception College Counseling senior workshops	New instructional staff meetings 24 International student orientation College Counseling senior workshops	8:30am-4pm: Administrative planning retreat 25 New instructional staff meetings International student orientation College Counseling senior workshops	26
27	8:45am: "Welcome Back" 28 All staff breakfast All staff meetings 3:30pm: **US** theater/dance/tech preseason begins School Store open	Instructional staff meetings 29 7-9pm: Parents Association (PA) board meeting	Instructional staff meetings 30 10am-12pm: **US** peer mentor training 5-7pm: New Parents Reception	Instructional staff meetings 31 10am: "Welcome Day" for **US students new to Bullis** 5-7pm: All staff picnic		

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2017-18 school year: _____school days and 3 snow days

August 2017

sunday	monday	tuesday	wednesday	thursday	friday	saturday
AUGUST 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1 All staff meetings	2 **Eid al-Adha**
3 **GOLD SCHEDULE**	4 **SCHOOL HOLIDAY OFFICES CLOSED** **Labor Day**	5 **8am: First day of school**	6 8am: New **US** parent & principal coffee	7 **LS/MS/US** Experiential Education	8 **LS/MS/US** Experiential Education	9 ACTs
10 **BLUE SCHEDULE**	11 8am: PA "Welcome Back" coffee	12 8am: **LS** parent & principal coffee	13 8am and 7pm: **12th grade** parent coffee/College Counseling (repeat program) 6:00pm: **LS** Back to School Night	14 5:45pm: **US** athletics parent information night 6:30pm: **US** Back to School Night	15 4-5:30pm: **MS** student & staff picnic 7pm: Fall musical	16 2pm & 7pm: Fall musical
17 **GOLD**	18 8am: **MS** parent & principal coffee	19 5:45pm: **MS** Athletics parent information night 6:30pm: **MS** Back to School Night	20 Rosh Hashanah begins at sundown	21 **SCHOOL HOLIDAY OFFICES CLOSED** **Rosh Hashanah**	22 3:30-5pm: **LS** student, family & staff picnic Discovery Center dedication ceremony	23
24	25	26 8am: **11th grade** parent coffee/College Counseling	27	28 8am: **9th & 10th grade** parent coffee/College Counseling	29 8am-3pm: Picture day, **LS/MS/US** & all staff Yom Kippur begins at sundown	30 **Yom Kippur**

NOTE:
September: Reserve time/date for Discovery Ctr dedication ceremony

September 2017

October 2017

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2 **Homecoming**	3 **Homecoming**	4 **Homecoming**	5 **Homecoming**	6 **Homecoming**	SATs 7 **8pm: Homecoming Dance**
8 **BLUE**	**SCHOOL HOLIDAY OFFICES CLOSED** **Columbus Day** 9	8am-3pm: Picture day, **MS/US** & all staff 10	8am-3pm: Picture day, **US** & all staff 11	8am-3pm: Picture day, **Seniors** 12	8am: PA board meeting 13 8am-3pm: Picture day, **Seniors**	**Mid-trimester** 14
15 **GOLD**	16	17	6:30pm: Board of Trustees meeting 18	8-9:30am: **US** parent & principal coffee 19	20	21
4pm: rehearsal for Independent Schools Choral Festival 22 **BLUE**	Bullis Founders' Day 23 3:30pm: All Staff Art Show	7pm: **8th grade** parent/student roundtable 24	PSAT **10th & 11th grades** 25 8pm: Independent Schools Choral Festival	**LS/MS:** No school 26 **LS/MS** parent/teacher/ student conferences	**LS/MS:** No school 27 **LS/MS** parent/teacher/ student conferences	ACTs 28
1pm: Admission open house 29 **GOLD**	30	**US** Instrumental Children's Concert 31 **Halloween**				

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2016

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2017

sunday	monday	tuesday	wednesday	thursday	friday	saturday
BLUE			1 8-9:30am: Conversation & Coffee with Head of School 7pm: **US** NHS induction ceremony	2 9:15am: delayed opening	3 8am: PA board meeting 7pm: Fall Theater Festival	4 SATs 7pm: Fall Theater Festival
5 GOLD	6	7	8 8am-3pm: Picture make up day, **LS/MS/US** & Staff	9 3pm: US Trimester Art Show	10	11 7pm: Jazz & Dance Show **Veterans Day**
12 BLUE	13 **MS/US** winter sports begin	14 1:30pm: **5th grade** Entrepreneurship Fair	15 8am: **5th grade** parents introduction to **MS** **US** EXAMS	16 **US** EXAMS **MS** EXAMS	17 **US** EXAMS **MS** EXAMS	18
19 GOLD	20 **US** EXAMS	21 **US** EXAMS	22 **SCHOOL HOLIDAY OFFICES CLOSED**	23 **SCHOOL HOLIDAY OFFICES CLOSED** **Thanksgiving Day**	24 **SCHOOL HOLIDAY OFFICES CLOSED**	25
26 BLUE	27 **SCHOOL HOLIDAY** All staff professional development	28 **8am: Classes resume** 2nd trimester begins	29	30 1:15pm: **US** fall athletic awards		

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2017

sunday	monday	tuesday	wednesday	thursday	friday	saturday
BLUE	NOVEMBER 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JANUARY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			1 10am: **MS** fall athletic awards	2 SATs
3 2-5pm: **US** Festival of Light rehearsal GOLD	4	5	6	7 9:15am: delayed opening 6:30pm: **8th grade** parents introduction to **US**	8	9 ACTs 7pm: **US** Festival of Light
10 BLUE	11	12 Hanukkah begins at sundown	13 **6pm: LS/MS Festival of Light / change to MS?** **Hanukkah**	14 4-7pm: All staff holiday party **Possible here – 2pm: LS Festival of Light?**	15 **US** basketball tournament Winter break begins at end of school day	16 **US** basketball tournament
17 **US** basketball tournament	18 **SCHOOL HOLIDAY OFFICES CLOSED**	19 **SCHOOL HOLIDAY OFFICES CLOSED**	20 **SCHOOL HOLIDAY OFFICES CLOSED**	21 **SCHOOL HOLIDAY OFFICES CLOSED**	22 **SCHOOL HOLIDAY OFFICES CLOSED**	23
24 **Christmas Eve**	25 **SCHOOL HOLIDAY OFFICES CLOSED** **Christmas Day**	26 **SCHOOL HOLIDAY OFFICES CLOSED**	27 **SCHOOL HOLIDAY OFFICES CLOSED**	28 **SCHOOL HOLIDAY OFFICES CLOSED**	29 **SCHOOL HOLIDAY OFFICES CLOSED**	30
31 **New Year's Eve**	**NOTES: December** **LS/MS FOL - split into LS & MS performances?**					

January 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
GOLD	1 **SCHOOL HOLIDAY OFFICES CLOSED** **New Year's Day**	2 **SCHOOL HOLIDAY** All staff professional development	3 **8am: Classes resume**	4 12-3pm: Young Alumni open house	5	6
7 BLUE	8	9 7pm: **11th grade** parent "kickoff college" meeting	10 8-9:30am: **LS** parent & principal coffee	11 8am-9:30am: Countdown to Graduation **12th grade** parent coffee 3pm: AP Art Show opening **US** dodgeball tournament	12 8am: PA board meeting	13
14 GOLD	15 **SCHOOL HOLIDAY OFFICES CLOSED** **Martin Luther King, Jr. Day**	16	17	18 1:15pm: Global Village	19 Mid-trimester	20 SATs
1-3pm: Summer Programs Camp Fair 21 BLUE	22	23	24 8-9:30am: **MS** parent & principal coffee	25 12pm: **US** dismissal **US** parent/teacher conferences	26 8:30am-4:30pm: Board retreat **US:** No school **US** parent/teacher conferences 7-9pm: Gala Wine Tasting	27
28 GOLD	29	30	31			

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
GOLD				1 12:45pm: **US** musical matinee	2 7pm: **US** musical	3 7pm: **US** musical
4 BLUE	5	6	7 7pm: **US** National History Night	8 **LS:** No school **LS** parent/teacher/student conferences	9 **LS:** No school **LS** parent/teacher/student conferences	10 ACTs
11 1-3pm: Summer Programs Camp Fair (snow date) GOLD	12	13 3pm: **US** Open Studio art show	14	15 8am: All staff—State of the School 10am: delayed opening	16	17
18 BLUE	19 **SCHOOL HOLIDAY OFFICES CLOSED** **Presidents Day**	20 IAC spring sports begin	21	22	23	24 7pm: Jazz Café
25 GOLD	26 **MS** spring sports begin ISL spring sports begin	27 2pm: **8th grade** Open Studio and **MS** art show	28			

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
GOLD	FEBRUARY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	APRIL 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1	1pm: **MS** Musical 2	2pm: **MS** Musical 3 7pm: **MS** Musical
4 BLUE	3rd trimester begins 5 6:30pm: **10th grade** College Counseling symposium	6	8-9:30am: **US** parent & principal coffee 7	1:15pm: **US** winter athletic awards 8 6:30pm: Accepted parent reception	8am: Parents Association board meeting 9 10am: **MS** winter athletic awards	10
11 GOLD	6:30pm: **US** Arts Honor Societies Inductions 12	13	14	9:15am: delayed opening 15	16 6:30pm: **Gala**	17
18 BLUE	19	1:15pm: **5th grade** play 20	21	22	1:30pm: **Senior/Staff** basketball game 23 Spring break begins at end of school day	24
25	**SCHOOL HOLIDAY OFFICES CLOSED** 26	**SCHOOL HOLIDAY OFFICES CLOSED** 27	**SCHOOL HOLIDAY OFFICES CLOSED** 28	**SCHOOL HOLIDAY OFFICES CLOSED** 29	**SCHOOL HOLIDAY OFFICES CLOSED** 30 **Good Friday** Passover begins at sundown	31 **Passover**

April 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1 **Easter Sunday** **GOLD**	2 **SCHOOL HOLIDAY** All staff professional development	3 **8am: Classes resume**	4	5	6	7
8 **BLUE**	9	10 6:30pm: Introduction to **MS** curriculum for accepted **MS** parents	11	12 5pm: Board of Trustees dinner 7pm: Board of Trustees meeting	13	14 ACTs Bullis student recitals
15 Bullis student recitals **GOLD**	16	17	18 6:30pm: Introduction to **US** curriculum for **8th grade** parents	19 1:15pm: **Senior** Lunch	20	21 **Prom**
22 **Earth Day** **BLUE**	23 7pm: PA board meeting	24 8am: Signature Program Symposium	25 2pm: Blue/Gold relay 6-8pm: Head of School's reception for donor and volunteer leadership	26 **MS**: No school **MS** parent/teacher/student conferences 7pm: **11th grade** student/parent mock admission program	27 **MS**: No school **MS** parent/teacher/student conferences **Mid-trimester** 7pm: **US** Spring Dance Show	28 7pm: **US** Spring Dance Show
29 Bullis Gives Back 5K Race Bullis Honors Recital **GOLD**	30 AP EXAMS					

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
GOLD		AP EXAMS 1 AP Studio Art Showcase **(move to 5/8?)**	AP EXAMS 2 8-9:30am: Conversation & Coffee with Head of School	AP EXAMS 3 9:15am: delayed opening	AP EXAMS 4 8:30-11:30am: **LS/MS** Grandparents & Special Friends Day 11:30am: **LS/MS** dismissal	SATs 5 7pm: Jazz Café
6 BLUE	AP EXAMS 7	AP EXAMS 8 2pm: Art Show **K-8th grades (move to 5/15?)**	AP EXAMS 9	AP EXAMS 10 12:45pm: **US** Spring Play	AP EXAMS 11 Alumni Golf Tournament 7pm: **US** Spring Play	12 7pm: **US** Spring play
Mother's Day 13 GOLD	AP EXAMS 14 10:05am: **US** spring athletic awards	AP/SENIOR EXAMS 15 7pm: **MS** NJHS induction ceremony	AP/SENIOR EXAMS 16	AP/SENIOR EXAMS 17 7pm: **US** spring concert **Seniors:** book buyback	AP/SENIOR EXAMS 18 **Seniors:** book buyback 6pm: KEEN Prom	19
20 BLUE	**Senior** service trips 21	**Senior** service trips 22 6pm: **MS** spring concert	**Senior** service trips 23	**Senior** service trips 24	**Senior** service trips 25 8am: Parents Association board meeting	26
27 GOLD	**SCHOOL HOLIDAY OFFICES CLOSED** **Memorial Day** 28	6pm: **LS** spring concert 29	8am: **LS** summer reading parent & principal coffee 30 2pm: **MS** spring athletic awards 5:30pm: **Senior** Supper	**MS** exams 31 1:15pm: **US** Recognition Day		

APRIL 2017

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOTES - May
Check art show dates
& also check grades for LS/MS show - K-8 or K-7 (it's 2nd-7th for this year)

June 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
GOLD	MAY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			1 **MS** exams 1pm: Graduation rehearsal and photo 4:30pm: reception and awards	2 SATs
3 BLUE	4 **US** EXAMS **7:30pm: Graduation at Strathmore**	5 **US** EXAMS 10am: Delayed opening Book buyback grades 6-11	6 **US** EXAMS 1-3pm: **LS** Field Day 2pm: **6th & 7th grade** Academic Awards 6:30pm: Board of Trustees meeting Book buyback grades 6-11	7 **US** EXAMS Last day of school **grades K-7** 8:15-9:30am: **LS** recognition assembly; **LS** dismissal 12pm: **MS** dismissal Book buyback grades 6-11	8 **US** EXAMS Last day of school **grades 8-11** 9-10:30am: **8th grade** recognition assembly; **8th grade** dismissal Book buyback grades 6-11 5-8pm: Alumni Crab Feast	9 ACTs
10 **Father's Day**	11 9am: Instructional staff meetings Snow make up day	12 9am: Instructional staff meetings 11:30am: PA appreciation luncheon for All Staff Snow make up day	13 Snow make up day	14	15 **Eid al-Fitr**	16
17	18 Summer programs begin	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4 **SCHOOL HOLIDAY** **OFFICES CLOSED** **Independence Day**	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

sunday	monday	tuesday	wednesday	thursday	friday	saturday
JULY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2018