

February 7, 2007

Dear Juilliard Faculty and Staff members - -

As you are well aware, Juilliard's and Lincoln Center's renovation work began last summer and will continue in stages through mid-2009. In recent months the east side of the Juilliard building has been cleared and closed in preparation for demolition, many employees and functions have been relocated temporarily to other spaces, the "President's" balcony has been removed, and preparatory work is underway in the Peter Jay Sharp Theater lobby.

Joe Mastrangelo and I want to thank each and every one of you who have tolerated the disruption, noise, dust, and many other inconveniences of a major construction project. While I can't say there will be no further noise or inconvenience, nor that the noise will be isolated to only the east side of the building – for example, when our entrance changes to 66th Street this summer and the Plaza level lobby is demolished for the new grand stair – some of the heavy and noisy work has been completed and much of the remainder will occur on the far east side behind a substantial construction wall. We anticipate that by the end of this week, most construction personnel and material will enter on the east side of that wall, using an exterior hoist that you probably have noticed near the southwest corner of 66th Street and Broadway.

We also want to take this opportunity to provide an update on upcoming construction work, the air quality/environmental management within the building, information sessions like the one given recently in Morse Hall, and to remind you of the various avenues available to report issues and problems. Finally, I would like to remind you of the schedule for the closing of Alice Tully Hall and what that means to us.

- **Upcoming work - -**

- As mentioned above, this week the construction walls in the east corridors of floors 2 through 5 will be sealed and the workers will begin entering the construction zone via the hoist on 66th Street (not through the building). These walls are weather-resistant and should muffle some of the noise created on the other side. We also will not experience the transmittal of dust through the corridors as a result of the sealing of these walls.
- Demolition of the east side (beyond the new construction wall) will continue until mid-March at which time construction of the extension will begin with the erection of steel.
- Renovation work has begun in the Sharp Theater lobby. On the orchestra level, the women's restrooms are now closed for the remainder of the semester, and the men's restrooms will close next week. During performances, the S-level restrooms will be available, and we are hopeful that we will be able to use the new temporary restrooms in the Alice Tully Hall lobby, on the east side of our Marble Lobby.

- **Upcoming work, continued - -**

- In March, work will begin at 144 West 66th Street to create the new temporary entrance to the School. This entrance should open on or around June 4.
- This summer, demolition in the Plaza Level Lobby will begin for creation of the new grand staircase.

- **Air quality and environmental management - -**

- The air quality throughout the building is monitored daily. While there has been dust transmitted through the building while the workers haul debris through the corridors, the air quality is safe per OSHA standards. Construction workers and Juilliard maintenance staff continue to mop floors routinely, and watch for excess dust expelling from the construction wall doors.
- Again, once the construction walls are sealed and workers enter via the hoist, the level of dust should diminish significantly.

- **Workplace issues - -**

We recognize that the renovation project presents a variety of potential challenges to the community, including those that may pertain to an individual member's particular circumstances or needs. You are welcome to -- and indeed encouraged -- to convey these to your supervisor if appropriate or to the project team (see Communications section below). *You should also feel free to contact Caryn Doktor (x7354) regarding any workplace safety or health issues, or any other personal issues of a sensitive nature requiring confidentiality, whether they are related directly to the construction or not.* While we cannot guarantee that every issue can be completely resolved, we will take every reasonable measure to do so, and in a way that preserves confidentiality to the extent possible. Talking to someone about it is usually the best course!

- **Communications - -**

Last summer we established several ways to communicate on issues and plans that affect the whole community, and to respond to questions and concerns as quickly and as effectively as possible. Many of you have availed yourselves of these tools, but others may benefit from a reminder.

- If you experience or know about what may be an emergency situation (life, safety, or building risk issues) during work hours you should call the Facilities Office (x311); during other hours you should call the security desk (x246).
- An e-mail "Infoline" (renovation@juilliard.edu) has been used frequently to apprise the project team, including myself and Joe Mastrangelo, of facilities issues or problems that arise on a day to day basis (or to simply ask questions). Our "Renovation Infoline" system sends messages to the day-to-day management group at Juilliard, who will assess the issue quickly, be in touch with Turner Construction or other contacts as necessary, and respond to the writer as appropriate.
- In addition, you should always feel free to see or call me or Joe Mastrangelo regarding general construction plans or issues (x7288 for me, x311 for Joe).

- **Communications, continued - -**

- The Juilliard public web site (www.juilliard.edu) and the School's intranet (www.intranet.juilliard.edu) have sections on their home page with a variety of information about the project design, schedule, logistics, information sessions offered and other useful information.
- Lincoln Center's web site (www.lincolncenter.org) has a construction news section on its web site with updates on the construction plans for the entire campus, and updated information.
- Joe and I have led or sponsored a number of information sessions on various aspects of the project. We will continue these sessions throughout the life of the renovation. Please look for announcements of these via email and/or postings on the construction webpage. Upcoming sessions will include a monthly schedule and logistics update session, introduction to the renovation plans for new staff, and sessions specifically for students.
- We also have begun posting a "Renovation Bulletin" at each elevator bank. These will be updated with timely information as needed (daily, weekly, etc) so please watch for these as well.

- **Alice Tully Hall - -**

The Hall will close on May 1, 2007. Juilliard's commencement ceremonies of 2007 and 2008 will take place in Avery Fisher Hall (this year, May 25, 2007 at 3:00 pm). Nick Saunders, Juilliard's Director of Concert Operations, is working to relocate the many concerts we typically hold in Tully Hall. Alternate venues will include the Peter Jay Sharp Theater, Avery Fisher Hall, Ethical Culture Society, Merkin Hall, among others. The Hall is scheduled to re-open in December, 2008.

As always, we thank all of you for your continued patience with, perseverance through and, in many cases interest in (!) the renovation process. You can help the project team and your colleagues by continuing to ask questions, by notifying us of concerns, and by sharing this information with students, donors, parents, and visitors as necessary.

Cordially,

Tricia Ross
Director of Executive Projects