



I. GENERAL GUIDELINES:

A. Plan Nodes

An “Auditorium Upgrade” Project in the CIP system is an LLW number with one or more components - referred to in the Capital Plan as “nodes”. These components are included in the Capital Plan based on a condition rating of 4 or 5* (poor or very poor) in the Building Condition Assessment Survey (BCAS). An Auditorium repair/upgrade may also include related components rated 3 (fair) if they are possibly needed to fulfill the intent of the project. The project intent is to design for all the nodes that are assigned to the project in the Plan, but the designer must review these related ‘rated 3’ items to determine if the work is, in fact, required to accomplish the repair of the rated 4 or 5 items and should be included in the scope of work.

As with all designated or undesignated components, it is important for the designer to determine the appropriate amount of work to be performed, not just to replace all the components identified by the Node.

Cost effectiveness, maintainability and overall functionality are very important to the SCA and DOE. The designer must consider those factors and use good judgment in determining the amount of work to be performed. The designers should consult the SCA Design Manager for guidance when the designer is doubtful about which way to go.

The Capital Plan intent is to provide the appropriate amount of work required for the listed nodes to bring them to good repair, not to replace all the Auditorium components or provide enhancement for them. The CIP project assignments are specific as to the components of work to be scoped – they are not intended to upgrade the entire Auditorium. Unlike ‘Resolution A’ projects, where the school has the latitude to choose what components should be scoped to enhance the space. CIP projects are limited to assigned or approved nodes.

* BCAS rating is based on a scale of 1 thru 5, where 1 is rated as a building component in good condition and 5 is rated as very poor component that needs to be replaced immediately or it is a component that has outlived its life expectancy.

B. SHPO

For buildings 45 years or older, Designer should check the SCA historic database and/or verify with the SCA Design Manager if the building is eligible for listing on the State and National Register of Historic Places – commonly known as SHPO eligible.

For Projects where SHPO eligibility has not been established, verify the eligibility by providing a preliminary submission to SHPO. Refer to section VI exhibit 3 –“SHPO Submission Procedures” of the CIP consultant manual.

For Projects that are determined to be SHPO eligible, the procedure for design and submittals are to be followed as outlined in the SHPO Submission Guidelines and the “Programmatic Agreement *between* the New York State Office of Parks, Recreation and Historic Preservation *and* the New York City School Construction Authority on behalf of the New York City Department of Education”. Refer to section VI exhibit 3 –“SHPO Submission Procedures” of the CIP consultant manual.

Be aware that some notable Auditoriums include Public Art that may be in the form of Murals, Sculptural elements or Tiffany lamps. The Design Manager will advise if there is a known Public Artwork in the school Auditorium.



Please contact Michele Cohen at (718) -472-8790 in the Public Art for Public Schools (PAPS) unit to confirm the need to protect these valuable aspects of the space.

C. Budget

The LLW budget included in the Plan is based on the dollar values that the online Capital Planning Development System (oCPDS) assigns to the various components. The LLW budget number is not necessarily the true estimate for the scope of work and hence should not be used as a guide for the scoping estimate.

D. Place of Assembly approval/application

A place of assembly permit indicating the maximum number of occupants and a Public Assembly (PA) number as assigned by the New York City Department of Buildings (NYCDOB) is required for all places of assembly. This place of assembly sign is posted in the Auditorium. The designer should include the PA number and the number of occupants listed on the place of assembly sign in the scope report. If no such permit or signage exists, then the scope report should state so. Note that work to the auditorium, that change the stage, seating arrangement or seating capacity will require an amendment to the existing PA permit/number or a new PA permit/number.

II. AUDITORIUM UPGRADE CATEGORIES AND NODES:

The listing below includes all of the possible nodes for this Plan category – the specific funded CIP project is limited to those nodes which have been assigned or approved. Related A&E Design Requirements are referenced for the Designer's use.

A. Architectural Interior:

1. **Stage Curtains:** Assess the condition of the act and rear cyclorama curtains, side cyclorama curtains, sash ropes, borders, proscenium valances, and the related traveler sets, tracks and trims.
Verify condition of Proscenium Fire Safety Curtain, if one exists. Fire safety curtain is to be removed/replaced only if required to rehabilitate the entire fire protective assembly. Replacement of the proscenium fire safety curtain and the associated automatic release mechanism is subject to review by the SCA Facilities Inspection Division (FID) on a case by case basis.
If a manually operated projection screen exists, then its condition should also be verified. A manual projection screen should only be provided when there is no electric projection screen/projection system.

The scope report should include:

- Size of proscenium arch
- Number of rear and side cyclorama curtains and proscenium valances
- Condition of fire safety curtain and its automatic release mechanism
- Size of projection screen

Related DR 1.3.5.2 - Auditorium PK-8 and HS

2. **Fixed Seating:** In investigating the condition of the seating, be aware that not all seats have to be replaced. Those that can be repaired should be repaired/refurbished and only those that are beyond repair should be replaced. Choose the most cost effective option. Fixed Auditorium seating is typically comprised of steel standards and shaped wooden seats, backs and arm rests. Often these components can be purchased for replacement.



The scope report should include:

- Total number of seats
- Number of seats to be repaired
- Number of seats to be replaced

3. **H/C Lift:** Determine if handicapped access to the stage is available. If not, vertical wheelchair lift should be installed only where installing a ramp is not practical. Where elevation differences between the stage and orchestra area is less than 18", installing a ramp is the preferred option. A dedicated circuit is required for the lift. A portable lift requires storage space and should only be considered if installation of a permanent lift or ramp results in the auditorium not functioning.

Scope report should include:

- Difference in elevation between stage and orchestra floor
- Name of closest electric panel with a spare circuit and distance between that panel and the proposed lift's location

4. **Rigging:** Investigate the condition of the beams brackets and other structural members required for the proper support and hanging of the stage curtains. Framing members should be repaired and re-furbished. If replacement of the building's structural framing member is required, it should be flagged and immediately brought to the Authority's attention.

Scope report should include:

- Size and type of rigging members
- Height of members relative to finish floor

5. **Stage:** Investigate the condition of the stage floor, steps leading to the stage floor and the stage apron. The stage floor should be repaired, sanded and stained. Only those portions of stage floor that are beyond repair should be replaced, unless the majority of the stage is damaged in which case the entire stage floor should be redone. Note that if the stage floor is replaced or enlarged, providing accessibility to the stage may be required.

6. **Walls:** Investigate the condition of auditorium walls, column enclosures, walls surrounding the proscenium arch and the walls enclosing the stage. Special shapes, molding requirements for terracotta or gypsum plaster must be noted. Removal/replacement of wall-mounted loudspeaker grilles, supply and return grilles; registers etc. should not be included in the scope of work unless the related Elect or HVAC component is being repaired/replaced. Note that Acoustic Panels is a separate node and must not be lumped together with the walls.

7. **Floor Finish:** Investigate the condition of the floors, and in most cases only that portion of the flooring that is directly affecting the auditorium function should be repaired /refurbished or replaced. (e.g. do not replace the dressing room, utility room or other ancillary room floors). If there is a systemic issue and much of the area is damaged, then a full replacement would likely be the best solution.



8. **Ceilings:** Investigate the conditions for the ceilings, soffits and beam enclosures for the Auditorium seating area, aisles and the stage. Special shapes or molding requirements for terracotta or gypsum plaster must be noted. Note that Acoustic Panels is a separate node and must not be lumped together with the ceilings.
9. **Acoustic Panels:** Investigate the condition of the panels, which may include one or both of wall and ceiling acoustic panels. Note that this component is separate from the walls/ceilings.

Scope report should include:

- Name of Acoustic panel manufacturer, year installed
- Acoustical rating of the panels

Also refer to DR 6.2.25 – HVAC background noise levels to approximate the HVAC related background noise

10. **Window Curtains:** The designer must give careful consideration to the color scheme of the entire auditorium including the stage and proscenium curtains when replacing the window curtains/draperies. Carefully consider mounting locations. Unit Ventilators should not be covered by the window curtains.
11. **Doors:** Investigate conditions of doors leading to the auditorium as well as those leading to ancillary spaces in the Auditorium. If doors are in good condition, only the hardware should be replaced. Replacing the door frame may trigger building code, accessibility and clearance requirements.
 - e.g. door opening min. 44" for place of assembly with 300 or more occupants, Pull and push side clearance requirements as per ANSI A117.1-4.13.6Consider restoration of doors with aesthetic/design significance as opposed to replacement of those doors.
 - e.g. doors encased in leather with decorative metal fasteners

B. Electrical:

1. Lighting – Stage /Theater Dimming System with Remote Control

The designer is required to complete a thorough assessment of the existing Auditorium Stage/Theater Lighting and Dimming System and present justification for the recommendations.

Verify if "Knife blade switch" panel cabinets are mounted on the side walls adjacent to or behind the stage. These panels are to be in locked cabinets for safety, and if not are to be replaced.

Note:

House lights are not listed as a separate node but they have to be evaluated, including the emergency lighting aspect if the house lights are part of that system. If house lights related work is required, it should be listed as an Additional Item in the draft and final scope report. Note that house light related work may require ceiling repair. If the ceiling is unique, special design consideration for repair to match or replacement of the ceiling is required.

The Scope Report should include:

- Condition and operation status
- If existing lighting meets the current SCA standards and Design Requirements
- Manufacturer's name
- Approximate date of installation



- Quantity, type, location and condition of the spotlights, border lights and their respective heights above the finished floor
 - Method of re-lamping
 - Type and condition of stage control panel and/or a remote portable control console and adequate area/clearance required to locate and operate it.
 - Location of power outlet for portable console
 - Quantity type and location of “Knife blade switch” panels
 - Quantity, type, and condition of the house lights
- Related DR 7.2.2. - Stage and Platform Lighting

2. Lighting- Stage The designer is required to complete a thorough assessment of the existing Auditorium Stage Lighting and Dimming System, if any, and present justifications for the recommendations.

Verify if “Knife blade switch” panel cabinets are mounted on the side walls adjacent to or behind the stage. These panels are to be in locked cabinets for safety, and if not are to be replaced.

Note:

House lights are not listed as a separate node but they have to be evaluated, including the emergency lighting aspect if the house lights are part of that system. If house lights related work is required, it should be listed as an additional item in the draft and final scope report. Note that house light related work may require ceiling repair. If the ceiling is unique, special design consideration for repair to match or replacement of the ceiling is required.

The Scope Report should include:

- Condition and operation status
- If existing lighting meets the current SCA standards and Design Requirements
- Manufacturer’s name
- Approximate date of installation
- Quantity, type, location and condition of the spotlights and their respective heights above the finished floor
- Method of re-lamping
- Type and condition of stage control panel and adequate area/clearance required to locate and operate it.
- Quantity type and location of “Knife blade switch” panels
- Quantity, type, and condition of the house lights

Related DR 7.2.2. - Stage and Platform Lighting

3. Auditorium Local Sound System

The designer is required to complete a thorough assessment of the existing Auditorium Local Sound System and present justification for the recommendations.

Note:

Projection system is not listed as a separate Node but it has to be evaluated if it exists. If Projection System related work is required, it should be listed as an additional item in the draft and final scope report. If it does not exist, only state such and include no work.

The Scope Report should include:

- Condition and operation status
- If existing system meets the current SCA standards and Design Requirements
- Manufacturer’s name



- Approximate date of installation
- Location and condition of Auditorium Sound System Control Rack and description of the equipment in the rack
- Area/clearance required to operate Sound Control system
- Quantity, type, location and condition of speakers
- Quantity, type, location and condition of microphones
- Connection to the school wide Sound System
- Location and condition of Audio Amplification System for the Hearing Impaired
- Location and condition of the Projection system, if existing

Related DR 7.3.8 - Sound Intercommunication and Teacher Activated Security System

III. Additional Components – Nodes not in the plan

A. HVAC

The Auditorium Upgrade work above may require the removal and reinstallation of existing (or replacement with new) thermostats, diffusers, grilles, registers, VAV boxes, radiators, convectors, etc. Unless specifically funded, Auditorium ventilation or Air Conditioning is not part of an Auditorium Upgrade project. (Scoping Guidelines for HVAC projects are provided separately.)

B. Electrical

If the House lights or Projection system require repair/replacement, that work should be included in “Additional Scope Items”.

If existing Aisle lighting requires repair/replacement, that work should be included in “Additional Scope Items”.

New Aisle lighting shall not be included in scope of work.

C. Other

If there are items in the Auditorium that require repair but are not listed nodes in the Capital Plan project, they may be suggested to the SCA Design Manager for inclusion as “Additional Scope Items”. Do not proceed with the scoping of those items unless approved.

IV. Meeting with the School: It is important when meeting with the school staff to be clear that the intent of the project is to address the repair or replacement of items listed in the Capital Plan as deficient and to bring the space into good repair, not necessarily to enhance it by adding items that are not currently in the auditorium. If the school desires upgrades, the suggestion for them to apply for ‘Reso A’ funding may be made. Any questions in this regard should be directed to the SCA Design Manager.

V. Local Law 58 Compliance: Note that many repairs in the auditorium have LL58 compliance implications. Refer to Design requirement 1.3.5.4 for these guidelines.

End of Auditorium Upgrade Scoping Guidelines