



Ford Foundation records, Administration, Building Services, Ford Foundation Headquarters, New Building Planning and Construction Files

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Rockefeller Archive Center

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Table of Contents

Summary Information	3
Foundation Headquarters History	4
Scope and Content Note	6
Administrative Information	6
Related Materials	7
Collection Inventory	8
Publicity and Awards	8
Design and Planning	10
Construction Files	16
Equipment and Furnishings	30
Building Services	31
Images	35

Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, Administration, Building Services, Ford Foundation Headquarters, New Building Planning and Construction Files
ID:	FA500
Date [inclusive]:	1951-2011 (Bulk: 1963-1969)
Date [bulk]:	1963-1969
Physical Description:	28.69 Cubic Feet
General Physical Description note:	(66 boxes. 61 letter-size document boxes, 1 legal-size document box, 4 oversize boxes.)
Language of the Material:	English
Abstract:	The New Building Planning and Construction Files span from 1951 to 1998, with the bulk of the files documenting the construction and initial occupation of the building (1964-1969). The files originate from the Foundation's Administrative Division and touch upon all aspects of the design and construction process. The earliest documents in the collection concern the acquisition of the property at 320 E. 43rd Street, site demolition, and the architectural design. The files document all aspects of the construction of the building, as well as building operations. Other files hold publicity about the new headquarters. The collection also contains photographs and slides of the site demolition and construction, the garden and offices in the completed building, and several individuals including architect Kevin Roche, who achieved recognition for his creative work with glass.

Preferred Citation note

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

[^ Return to Table of Contents](#)

Foundation Headquarters History

Before 1953 the Ford Foundation occupied executive offices in Pasadena, California and general offices at various locations throughout New York City. In the autumn of 1952, Treasurer Oliver May signed a lease for space in 477 Madison Avenue to unite the Foundation's New York operations within a single building and, early in the following year, a decision was made to relocate the executive offices to New York City. The combined Pasadena and New York staff consolidated into one office at 477 Madison Avenue in June 1954.

The Foundation continued to expand and, between 1958 and 1961, the Board of Trustees considered the possibility of moving to a larger building or transferring some of its staff to a separate building. In early 1963, the Board decided to construct a new building for the entire Foundation and engaged a realtor to locate the site. The site chosen was that of the former Grand Central Hospital at 321 East 42nd Street, originally built in 1912 for the Hospital for the Ruptured and Crippled (now the Hospital for Special Surgery). The Foundation appointed a Trustees' Building Committee on March 28-29, 1963, purchased the hospital grounds on April 1st, and took possession of the property on June 13th. A planning committee of six, responsible for the preparation of construction requirements and the selection of an architect, was formed shortly thereafter. The Ford Foundation selected the architectural firm Eero Saarinen and Associates (later known as Kevin Roche John Dinkeloo and Associates) to design the building. In July 1963, the Foundation purchased additional property to enable the lot to encompass a full rectangle. Turner Construction Company became the general contractor on July 30, 1963 and the Foundation signed a demolition contract with the Lipsett Division of Luria Brothers on August 6. The Luria Brothers completed the demolition of the hospital and a three-story apartment building in the northeast corner of the property in February 1964.

Preliminary site excavation began on May 1, 1964. In the same month, the Trustees' Building Committee approved the initial design for a 246,000 square foot building, exclusive of garden and terraces, with executive offices on the 11th floor and restaurant facilities on the 12th floor. In December, the Committee authorized the use of Cor-Ten weathering steel in lieu of reinforced concrete. The neighboring Hermitage apartment building threatened the Foundation with a lawsuit in November 1964 over the loss of access to light and air that would result from the new construction. The litigious parties settled out of court several months later.

Construction began in March 1965 with an initial budget of \$22 million, and was completed less than two years later, but somewhat over budget. By June 1967 the estimated costs had risen to \$25.5 million. The building was dedicated on December 8, 1967, although some floors had been occupied since September. In 1995, the American Institute of Architects and the American Architectural Foundation presented the Ford Foundation Headquarters Building with a Twenty Five Year Award given to buildings and structures that have "stood the test of time for 25 to 35 years" and that "[exemplify] design of enduring significance." Two years later, on October 21, 1997, the New York City Landmarks Preservation Commission awarded the building Landmark status.

Kevin Roche, the primary architect of the building, was recruited in 1950 by Eero Saarinen and Associates. By 1954, he had become the Principal Design Associate to Mr. Saarinen and assisted him on all projects until Mr. Saarinen's death in September 1961. In 1963 the Ford Foundation hired Eero

Saarinen and Associates to design the new headquarters building at 320 E. 43rd Street. In 1966 Roche and his colleague, John Dinkeloo, changed the name of Eero Saarinen and Associates to Kevin Roche John Dinkeloo and Associates.

[^ Return to Table of Contents](#)

Organizational History

The Division of Administration oversaw the construction of the headquarters building and was tasked with building maintenance after construction. The Foundation formally established a Division of Administration in 1964 with responsibilities that grew to encompass the offices of the Vice President, Comptroller, and Personnel (added in 1966), Building Services (1967), Logistical Services (1968), and Program Related Investments (1969). In 1980, the Division of Organization and Management replaced the Division of Administration.

The Building Services Department was responsible for supervising the work of the contractors who provided food, operated and maintained the building; purchased, stored and distributed office supplies and equipment; printed and photocopied staff documents; purchased furniture and furnishings for the building; provided reception, telephone, and conference services; and ensured the building met fire, safety, and sanitation standards. Building services also maintained many of the construction records.

[^ Return to Table of Contents](#)

Biographical History

On December 10, 1964, **Dr. Verne S. Atwater** was asked by Ford Foundation President Henry T. Heald to assume overall responsibility for the planning and construction of the new building.

He earned a B.A. in 1942 from Heidelberg College, an MBA from Harvard Business School, and a PhD from New York University's School of Business in 1961, which he completed while attending classes at night. Following his graduation, Dr. Atwater served for two years as the Ford Foundation's first Representative in Latin America before being promoted to administrative Vice President and Director of the Latin America Program. By January 1965 he had reassigned his Latin American responsibilities to others in order to focus on administration. He resigned from the Foundation in May 1968 to become Chairman and CEO of the Central Savings Bank in New York. He later joined the faculty of Pace University, where he taught finance from 1982 to his retirement in 2002.

Rollin H. "R.H." McCarthy was the Director of Building Planning and Construction. He also worked with members of both the Foundation's management and the Trustees' Building Committee. He served as

Director and ex officio on the Trustees' Building Committee from 1963 until he resigned in February 1, 1966 for health reasons.

Ralph G. Schwarz was the Director of Administrative Services. He replaced Mr. McCarthy as Director of Building Planning and Construction on February 1, 1966 and became an ex officio member of the Trustees' Building Committee.

[^ Return to Table of Contents](#)

Scope and Content Note

The New Building Planning and Construction Files span from 1951 to 2011. The bulk of the files, dating from 1964 to 1969, document the construction and initial occupation of the building. The collection originates from the Foundation's Administrative Division and describes all aspects of the design and construction process. The earliest documents in the collection, 1963-1964, pertain to the acquisition of the property at 320 E. 43rd Street, the site demolition, and the design process. The majority of the files relates to physical construction, while others describe building operations or contain publicity for the new headquarters. The collection also contains photographs and slides of the demolition of the hospital, the construction, the completed 12-story atrium, lush garden and offices, and the architect, Kevin Roche.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rockefeller Archive Center

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URL: <http://www.rockarch.org>

Immediate Source of Acquisition note

Conditions Governing Use note

Completion of a use agreement is required prior to providing scholarly access. See RAC Head of Reference (or applicable designee) for details. Ford Foundation holds title, copyright and literary rights in the collection, in so far as it holds them. The Rockefeller Archive Center has authority to

grant permission to cite and publish material from the collection for scholarly purposes. Permission to publish extensive excerpts, or material in its entirety, will be referred to the Ford Foundation.

Processing Information Note

Conditions Governing Access

Records more than 10 years old are open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC. Researchers interested in accessing digital media (floppy disks, CDs, DVDs, etc.) or audiovisual material (audio cassettes, VHS, etc.) in this collection must use an access surrogate. The original items may not be accessed because of preservation concerns. To request an access surrogate be made, or if you are unsure if there is an access surrogate, please contact an archivist.

[^ Return to Table of Contents](#)

Related Materials

Separated Materials

Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff and consultant reports. See Appendix A for a list of these reports and their specific assigned number. The reports are listed in alphabetical order by author. The assigned number may be used to access reports in the online catalog.

Sixty-five photographs are listed on the inventory as separated and framed for display. Of these, 30 have been visually recorded, wrapped and prepared for offsite storage.

Related Collections

FA622 Ford Foundation records, Office files of Henry T. Heald, 1951, 1956-1966, 1956-1966 (bulk). Mr. Heald's Trustee Building Committee files contain information about the construction of the Foundation's Headquarters on East 43rd Street, New York City.

The "as built" plans are maintained and held on-site by the Facilities Management Department. The plans are divided by area: structural, electrical, plumbing, et cetera.

[^ Return to Table of Contents](#)

Collection Inventory

Publicity and Awards, Bulk, 1962-1997 1962-2011 (bulk 1962-1997) (1962-1997)

Scope and Contents

Series I. Publicity and Awards, 1962-2011

This series comprises articles, magazines, press releases, and other documentation about the architecture and construction of the Ford Foundation's Headquarters Building. The files are arranged chronologically and include fact sheets created about the building, the dedication brochure (1967), pamphlets produced by the Foundation about the building and the garden (1971) and correspondence between members of the Building Planning Committee concerning public relations planning (1963-1964) and the media response (1966-1968). The series also includes files for the Twenty Five Year Award received from the American Institute of Architects and the American Architectural Foundation in 1995 and the granting of Landmark status in 1997. Included in the files of "media response" is a 1968 issue of *Architectural Record* that recognized the building as 'a new kind of urban space' and the March 29, 1968 issue of *Life* magazine with a feature article on the new building.

Title/Description	Instances	
Ford Foundation Building Facts -- Photographs (separated) -- Fact Sheets and News Articles, 1962-1967	box 1	folder 1
Building Planning Committee -- Publicity and Preview, 1963-1964	box 1	folder 2
Ford Foundation Building Facts and Press Clippings -- Fact Sheets, Press Releases, Miscellaneous News Clippings, 1963-1982	box 1	folder 3
New Building -- Publicity -- General -- Miscellaneous Correspondence, Public Relations Releases and Clippings, 1963-1968	box 1	folder 4
Newspaper Excerpts -- Clippings Re: Ford Foundation, Contractors, Architectural Styles, 1963-1965	box 1	folder 5
"New York Headquarters Enclosing A Garden," <i>Architectural Record</i> , November 1964, Nov 1964	box 1	folder 6
Magnum Photographs -- New Building -- Film -- Memoranda, Invoice and Contract Re: 16mm Film of Building, Jun 21, 1966-Oct 10, 1968	box 1	folder 7
Office of the Secretary -- Building the Ford Foundation -- Building Committee -- Dr. Stratton's File, 1966-1968	box 1	folder 8
Public Relations -- Memoranda and Proposal Re: New Building Public Relations, Mar-Aug 1967	box 1	folder 9
"Ford Flies High," <i>New York Times</i> , Nov 26, 1967 (reprint), Nov 26, 1967	box 1	folder 10
Press Coverage -- News Clippings File, Nov-Dec 1967	box 1	folder 11
Ford Foundation Building Dedication Ceremonies -- Brochure, Dec 8, 1967	box 2	folder 1

Office of the Secretary -- Building the Ford Foundation -- Dedication of Building -- Invitation, Pamphlets, Brochures, Dec 8, 1967	box 2	folder 2
New Building Dedication -- General Information, Dec 1967	box 2	folder 3
Publicity -- Magazines and Fact Sheet, Dec 1967-Jan 1968	box 2	folder 4
Office of the Secretary -- Building the Ford Foundation -- Art Purchases/Selections, 1967-1969	box 2	folder 5
"Charity Begins At Home," <i>Progressive Architecture</i> , February 1968, Feb 1968	box 2	folder 6
"The Ford Foundation Building," <i>Architectural Record</i> , Feb 1968, Feb 1968	box 2	folder 7
"New York's Indoor Forest," <i>American Forests</i> , March 1968, Mar 1968	box 2	folder 8
"A Grant to Beauty," <i>Life</i> , 3/29/1968 (full issue), Mar 39, 1968	box 63	folder 1
"Donacion Al Arte," <i>Life en Espanol</i> , 4/22/1968 (full issue), Apr 22, 1968	box 63	folder 2
"The Granite, Glass and Garden Community," <i>Fortune</i> , Apr 1968 (full issue), Apr 1968	box 63	folder 3
"Verwaltungsgebaude der Ford Foundation," <i>Moebel Interior Design</i> , May 1968 (full issue), May 1968	box 62	folder 1
"A House of New York League Values," <i>Architectural Design</i> , July 1968 (full issue), Jul 1968	box 62	folder 2
"The Ford Foundation Building," <i>Audience</i> , Spring 1968 (full issue), Spring 1968	box 62	folder 3
Office of the Secretary -- Building the Ford Foundation -- Articles from <i>Architectural Record</i> , Kevin Roche Statement, Other Clippings, 1968	box 2	folder 9
"Ford Building Still Drawing Visitors," <i>New York Times</i> , August 30, 1970, Aug 30, 1970	box 2	folder 10
"Ford and La Raza," <i>Ramparts</i> , September 1970, Sep 1970	box 2	folder 11
<i>The Garden of the Ford Foundation</i> -- Brochure by Ford Foundation, Apr 24, 1971	box 2	folder 12
<i>The Ford Foundation Building</i> -- Brochure by Ford Foundation, 1971	box 2	folder 13
Building Photograph Requests -- Cover Letters, 1972-1982	box 2	folder 14
<i>The Art of the Ford Foundation Building</i> -- Brochure by Ford Foundation, 1975	box 2	folder 15
"Henry Ford II," <i>New York Times Magazine</i> , 3/5/1978 (full issue), Mar 5, 1978	box 63	folder 4

Office of the Secretary -- Building of the Ford Foundation -- Ford Foundation Headquarters Building 25 Year Award -- American Institute of Architects/American Architectural Foundation, Jan 1995	box 2	folder 16
Office of the Secretary -- Building the Ford Foundation -- New York City Landmark Preservation, Sep 16, 1997	box 2	folder 17
Ford Foundation "75 Years of Change" Celebration -- Pamphlet and Kevin Roche City Museum of New York Exhibit Booklet, Oct 27, 2011	box 2	folder 18

[^ Return to Table of Contents](#)

Design and Planning, Bulk, 1963-1968 1951-1970 (bulk 1963-1968) (1963-1968)

Scope and Contents

Series II. Design and Planning, 1951-1970 (bulk 1963-1967)

This series, arranged alphabetically by subject, details the process of designing and planning the Ford Foundation's new headquarters building. The files include drawings, specifications, and proposals for structural components. They also document site acquisition, demolition of the existing hospital structure, and relations with the Tudor City Community. One document of note is a letter dated August 25, 1966 and signed by architect Kevin Roche and his partner John Dinkeloo, announcing the change in the architectural design firm's name from Eero Saarinen and Associates to Kevin Roche, John Dinkeloo and Associates. The letter is located in the "Architects-Kevin Roche, John Dinkeloo & Associates (1965-1966)" file.

Title/Description	Instances	
326 East 43rd Street -- Berk Industries Property Acquisition -- Correspondence Re: Hospital Cornerstone Property, Jun 7, 1963-Mar 9, 1964	box 3	folder 1
477 Madison Avenue -- Floor Plans, Miscellaneous -- Old Building, Sep 24, 1963	box 3	folder 2
800 Second Avenue -- Correspondence Re: Air Duct, Jul 8-Dec 12, 1966	box 3	folder 3
Architects -- Addendum, Jun 21-Jul 23, 1965	box 3	folder 4
Architects -- Building Specifications (1 of 2), May 3, 1965	box 3	folder 5
Architects -- Building Specifications (2 of 2), May 3, 1965	box 3	folder 6
Architects -- Bulletins, Jan 19, 1965-Jan 28, 1966	box 3	folder 7
Architects -- Deere & Co. (Eero Saarinen) Information Booklet, Jun 5, 1964	box 62	folder 4
Architects -- Eero Saarinen and Associates -- Cost Estimate, Jun 11, 1964	box 3	folder 8
Architects -- Eero Saarinen and Associates -- Model Furniture Mock-Ups, 1965	box 3	folder 9

Architects -- Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) -- Correspondence inc. Signed Letter by Roche and Dinkeloo (1 of 3), 1963-1965	box 3	folder 10
Architects -- Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) -- Correspondence (2 of 3), 1965-1966	box 4	folder 1
Architects -- Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) -- Correspondence (3 of 3), 1965-1970	box 4	folder 2
Architects -- Selection -- Correspondence, 1954-1963	box 4	folder 3
Architects -- Selection -- Correspondence and background, Sep 1962-Feb 1964	box 4	folder 5
Architects -- "SKA" Sketches and Drawings -- Building Specifications, Mock-Up Rooms, Revision Plans (1 of 2), Dec 1967-Jan 1968	box 4	folder 6
Architects -- "SKA" Sketches and Drawings (2 of 2), Dec 1967-Jan 1968	box 4	folder 7
Architects -- "SKA" Sketches and Drawings -- Reception Desk, n.d.	box 4	folder 8
Architects -- Specifications for Furniture -- Eero Saarinen and Associates, Apr 14, 1966	box 4	folder 9
Area Computations, 1964	box 4	folder 10
Area Studies and Occupancy Plans, 1964	box 4	folder 11
Building Design -- Correspondence Re: Planning, 1964-1965	box 5	folder 1
Building Design -- Memoranda, Reports, Specifications, 1965	box 5	folder 2
Building Drawings -- Microfiche, 1968-1969	box 5	folder 3
Building Planning Committee -- Minutes Re: Planning, Design, Construction, Jun 6, 1963-Dec 21, 1964	box 5	folder 4
Building Planning Committee -- Minutes, 1963-1964	box 5	folder 5
Ceilings -- Correspondence Re: Acoustic Tile Bids, Jan 4, 1965	box 5	folder 6
Cellar Plan -- Memoranda, Mar 14-Mar 24, 1967	box 5	folder 7
Complaints -- From Tudor City Re: New Building, Sep 30, 1964-Jan 25, 1967	box 5	folder 8
Contract File -- Inventory List, Contract File, Tax Documents, 1951-1964	box 5	folder 9
Cor-Ten Steel -- Proposal (inc. photographs), [1963]	box 5	folder 10
Cor-Ten Steel -- Memoranda, Proposal and Background (see: Visual Images - Slides), 1967-1968	box 5	folder 11
Data Processing -- Memoranda Re: Computer Room, May 21-Jun 16, 1965	box 6	folder 1

Demolition of Existing Structure -- Correspondence, Demolition Agreement, Insurance, Area Plans, etc. (1 of 2), Mar 14, 1963-Aug 8, 1963	box 6	folder 2
Demolition of Existing Structure -- Correspondence Re: Progress, Demolition Plan, Insurance Certificates, etc. (2 of 2), Aug 6, 1963-Apr 6, 1964	box 6	folder 3
Department of Water, Gas and Electricity -- Correspondence and Area Map Re: Street Lighting Relocation, Apr 5-Jul 12, 1967	box 6	folder 4
Design Analyses and Computations (1 of 3), Jan-Mar 1965	box 6	folder 5
Design Analyses and Computations (2 of 3), Jan-Mar 1965	box 6	folder 6
Design Analyses and Computations (3 of 3), Jan-Mar 1965	box 6	folder 7
Design Committee -- Meeting Minutes (1 of 3), May 18, 1964-Aug 18, 1964	box 7	folder 1
Design Committee -- Meeting Minutes (2 of 3), Aug 31, 1964-Aug 24, 1965	box 7	folder 2
Design Committee -- Meeting Minutes (3 of 3), Aug 11, 1965-Jan 18, 1966	box 7	folder 3
Design Referral Memoranda (1 of 2), Nov 8, 1965-Mar 21, 1966	box 7	folder 4
Design Referral Memoranda (2 of 2), 1965-1967	box 7	folder 5
Designs and Specifications -- Memoranda, Specifications, Analysis, 1964-1965	box 7	folder 6
Dining Room -- Sketch Drawing, Jun 5, 1968	box 7	folder 7
Display Museum -- Brief Memorandum Re: Proposed Idea from "RGS", Jan 21, 1968	box 7	folder 8
Drawings and Layouts -- Space Planning Consultant Letter and Background, Apr 29, 1964	box 7	folder 9
Drinking Water System -- Filtrine Manufacturing Co. -- Proposal, Correspondence, Memoranda, 1963-1967	box 7	folder 10
Electric System -- Lights, Power, Exhaust, etc. -- Correspondence, Notes, Background, 1963-1966	box 7	folder 11
Elevators and Conveyors -- Memoranda and Correspondence Re: Proposals, 1965	box 7	folder 12
Equipment Brochures, 1965	box 7	folder 13
Exterior -- Memoranda, Dec 3, 1964-Oct 5, 1965	box 8	folder 1
Ezra Stoller -- Photographs of Building -- Invoices and List of Photographs, 1968	box 8	folder 2
Fire Protection -- Correspondence, Notes, Permit Amendment Re: Plan Change, Occupancy, Mar 3, 1964-Mar 15, 1966	box 8	folder 3

Floor Design Loadings -- Fact Sheet Memorandum and Floor Plans, Mar 18, 1965	box 8	folder 4
Floor Plans -- Level B through Roof, n.d.	box 8	folder 5
Floor Plans -- New Building, Mar-May 1966	box 8	folder 6
Floor Plans and Space Assignments, Jul 18, 1966-Feb 1, 1968	box 8	folder 9
Floors -- Memoranda, Bids and Background Re: Wood and Carpet Floors, 1963-1966	box 8	folder 10
Floor Spacing and Ceiling Height, Dec 9, 1964	box 8	folder 11
Foundation and Footing -- Memorandum, Feb 16, 1965	box 8	folder 12
General -- Inter-office Memoranda Re: Building Management, 1965-1966	box 8	folder 13
General -- Kitchens, Basement and Office Layout Notes, etc., 1966	box 8	folder 14
General -- Memoranda Re: Occupancy Planning, Plate Glass, Fire Hoses, etc., 1963-1966	box 8	folder 15
General -- New Building Memoranda -- Miscellaneous -- Security, Budgeting, Kitchens, etc., 1964-1966	box 8	folder 16
Insurance and Security -- Memoranda, Policy, etc., 1963-1965	box 8	folder 17
Interior -- Interior Space and Furnishings Planning Memoranda, Dec 31, 1964-Mar 18, 1966	box 8	folder 18
Interior Design Authorization, Sep 29-Oct 21, 1965	box 8	folder 19
J. L. Murphy -- Drawings and Sketches, Jul 22-Dec 1, 1966	box 9	folder 1
Janitorial Space -- Memorandum, Jul 29, 1963	box 9	folder 2
Kitchen -- Specifications, 1966	box 9	folder 3
Library -- Shelving Plans, 1963-1967	box 9	folder 4
Library and Library Operations -- Memoranda Re: Planning Library Services, Oct 31, 1961-Mar 25, 1966	box 9	folder 5
Maintenance -- Proposals, 1964-1965	box 9	folder 6
Management -- Cross & Brown -- Proposal, Mar 10, 1965	box 9	folder 7
Management -- Real Estate -- William A. White & Co., Feb 11-Apr 13, 1965	box 9	folder 8
Management Contractor -- Selection -- Draft Letters to Turner & Fuller, Jun 20, 1963	box 9	folder 9
Medical Area -- Notes, Jun 28, 1963	box 9	folder 10
Movable Partition System, Aug 10, 1964	box 9	folder 11
Move to New Building -- Informational Literature, 1967-1968	box 9	folder 12

Move to New Building -- Proposals, 1966-1967	box 9	folder 13
Nerva-Plast -- Product Information, Jan 25, 1965	box 9	folder 14
Nicely, J. M. -- Property Acquisition and Zoning, Feb 1963-Feb 1964	box 9	folder 15
Pamphlets and Brochures -- Visits to Other Buildings (1 of 2), [1957-1967]	box 10	folder 1
Pamphlets and Brochures -- Visits to Other Buildings (2 of 2), [1957-1967]	box 10	folder 2
Parks Department -- Access Roads and Walks -- Correspondence Re: East Stairwell Exit with Background, Oct 1, 1964-May 10, 1965	box 10	folder 3
Parks Department -- Application -- Correspondence Re: Exit Door Easement, Permit, Pictures, Plans (See: Visual Images--Photos), Oct 28, 1964-Nov 3, 1965	box 10	folder 4
Personnel and Space Analysis -- Budgeted Positions -- Data and Lists, 1964-1965	box 10	folder 5
Personnel and Space Analysis -- Economic Analysis of 320 E. 43rd Street -- Notes and Memorandum, Dec 8, 1965	box 10	folder 6
Personnel and Space Analysis -- Space Assignment, Jan 11, 1966	box 10	folder 7
Personnel and Space Analysis -- Telephone Systems -- Memoranda, Telephone Room Plans, Background, 1965-1966	box 10	folder 8
Photostat Drawings -- 10A, 19, 23 and Elevation -- 321 East 43rd Street Erected 1911, Jun 11, 1963	box 10	folder 9
Planning and Designs -- Correspondence with Brookings Institute, etc. Re: Ford Foundation New Building Plans, Jan 7-Mar 27, 1964	box 10	folder 10
Planning Requirements -- Crowe, T.J., Apr 16-22, 1964	box 10	folder 11
Planning Requirements (1 of 2), Apr 22, 1964	box 10	folder 12
Planning Requirements (2 of 2), Apr 22, 1964	box 10	folder 13
Plumbing -- Jarcho Brothers -- Proposed Specifications (1 of 2), 1965	box 11	folder 1
Plumbing -- Jarcho Brothers -- Proposed Specifications (2 of 2), 1965	box 11	folder 2
Program Assignments -- Obsolete -- Floor Plans, n.d.	box 11	folder 3
Property Purchase -- Plans for Hospital, Purchase of Berk Industries and Grand Central Hospital Closure, Deeds, Title Insurance, Mar 7, 1963-Apr 11, 1966	box 11	folder 4
Proposals -- Bid Documents (1 of 2), 1964-1965	box 11	folder 5
Proposals -- Bid Documents (2 of 2), 1964-1965	box 11	folder 6
Prospective Contractors -- Brochures (1 of 2), 1963	box 11	folder 7

Prospective Contractors -- Brochures (2 of 2), 1963-1965	box 11	folder 8
Protection and Maintenance of Site -- Correspondence and Proposed Agreement Re: Security, Snow Removal, Jun 13, 1963-Dec 20, 1965	box 12	folder 1
Real Estate Notifications -- Space for Rent Letters, 1967	box 12	folder 2
Reception Areas -- Notes Re: Design, UN Pass, Nov 24, 1964	box 12	folder 3
Rental Space -- 800 Second Avenue -- Sub-leases and Correspondence, 1965-1967	box 12	folder 4
Rezoning -- Notes, Oct 9, 1962-Jun 7, 1963	box 12	folder 5
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (1 of 3), Jul 1965	box 12	folder 6
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (2 of 3), Aug 1965-Dec 1965	box 12	folder 7
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (3 of 3), Dec 1965-Apr 1967	box 12	folder 8
Roche -- Ford Foundation Headquarters Specifications, May 3, 1965	box 12	folder 9
Roll-up Doors -- Kinnear Manufacturing Co -- Correspondence Re: Specification Approval, Feb 21-May 29, 1967	box 12	folder 10
Roof Storage -- Memorandum Re: Cancelling Plan, Feb 15, 1967	box 12	folder 11
Security -- Minutes and Memoranda Re: Security Plan, Nov 12, 1965-May 22, 1967	box 12	folder 12
Service Areas -- Notes and Memoranda, Jun 3, 1964	box 12	folder 13
Sewer -- Correspondence Re: Building Sewer Connection Design, Apr 22, 1965	box 12	folder 14
Shelter Area -- Memorandum, Correspondence and Background Re: Installing Civil Defense Area, Aug 25-Dec 10, 1964	box 12	folder 15
Shop Drawings -- Correspondence Re: Schedule, Dec 15, 1964-Oct 5, 1966	box 12	folder 16
Site Development -- Planning Requirements Cover Letters, Traffic Regulations, Nov 5, 1963-Sep 17, 1964	box 12	folder 17
Site Purchase -- Correspondence, Hospital Inventory, Copies of Deeds for Property and Purchase of Berk Industries, Mar 1, 1963-Feb 17, 1964	box 13	folder 1
Space Assignments -- Obsolete -- Plans, Details, Comments, etc., 1967	box 13	folder 2
Space Requirements -- Memoranda and Floor Plans, 1962-1965	box 13	folder 3
Special Areas -- Memoranda and Background Re: AV Design, 1964-1965	box 13	folder 4

Staff Suggestions, 1963-1964	box 13	folder 5
Staff Suggestions -- General -- Memoranda Re: Building Committee Meeting w/Architects, Aug 7, 1963-Feb 27, 1964	box 13	folder 6
Steam Supply System -- Correspondence with Consolidated Edison (Con Ed), Jan 26-Jun 4, 1965	box 13	folder 7
Storm Drainage System -- Memorandum Re: Cistern, Mar 10, 1966	box 13	folder 8
Storm, Sanitary Drains and Plumbing -- Requisition Request, Jun 28, 1965	box 13	folder 9
Structural -- Excavation and Foundations -- Inspection Report, Aug 26, 1964	box 13	folder 10
Structural -- "SK" Sketches, 1966-1968	box 13	folder 11
Structural System -- Correspondence and Background Re: Steel Supports, Cor-Ten, 1965	box 13	folder 12
Structural Walls -- Memoranda and Background Re: Cor-Ten Steel, 1964	box 13	folder 13
Surveys -- Correspondence Re: Surveying, Easement Survey, Plans, Jun 4, 1963-Jun 18, 1968	box 13	folder 14
Surveys of Site -- Zoning Map, 1963	box 13	folder 15
Telephone System -- New York Telephone -- Proposal, Correspondence Re: Telephone Equipment Room, Plans (1 of 2), 1965-1966	box 13	folder 16
Telephone System -- New York Telephone -- Memoranda and Plans Re: Centrex Cancellation (2 of 2), 1967	box 13	folder 17
Toilet Rooms -- Correspondence and Plans Re: Design, 1963-1966	box 14	folder 1
Turner Construction Co. -- General Correspondence, 1963-1964	box 14	folder 2
Under-Surface Investigation -- Sub-surface Test Report, Jun 28-Dec 18, 1963	box 14	folder 3
Utilities and Building Operation, Sep 4, 1964	box 14	folder 4
Visits to and Notes Re: Other Buildings, 1963-1966	box 14	folder 5
Window Washing Equipment -- Western Gear -- Skyclimber -- Proposal and Design Stress Analysis, Aug 24, 1966	box 14	folder 6

[^ Return to Table of Contents](#)

Construction Files, Bulk, 1963-1969 1959-1971 (bulk 1963-1969) (1963-1969)

Scope and Contents

Series III. Construction Files, 1959-1970 (bulk 1963-1969)

This series holds files pertaining to the physical construction and assembly of the new headquarters building. Arranged in alphabetical order, the files contain meeting minutes and reports to the Trustees' Building Committee (1963-1970). Schedules, contracts, and building design meeting minutes regarding specific aspects of construction document the Turner Construction Company's operations as management contractor. Files about the design, installation and troubleshooting of the HVAC system are particularly extensive, as are reports created during the construction process. These include daily construction reports, as well as excavation reports, vibration studies, and structural steel analyses.

Title/Description	Instances	
Acoustical Ceilings -- William J. Scully Acoustics Corp. -- Diagrams, 1966	box 15	folder 1
Acoustical Consultants -- Michael J. Kodaras, Inc., Jun 7, 1967	box 15	folder 2
Architects -- Field Memorandums, Jan 27, 1966-Jan 27, 1968	box 15	folder 3
Architects -- Field Orders, Feb 25, 1966-Jan 5, 1968	box 15	folder 4
Architects -- Finish Schedule, n.d.	box 15	folder 5
Architects -- Luncheons with Architect and Management Contractor -- Agenda, Nov 19, 1965	box 15	folder 6
Architectural Metals -- General Bronze Corp. -- Correspondence Re: Specifications, Oct 11, 1966-Oct 3, 1967	box 15	folder 7
Architectural Metals -- J.W. Fiske -- Illustrations and Correspondence, 1966-1967	box 15	folder 8
Armor Elevators -- Sketches and Plans, 1967	box 15	folder 9
Audiovisual -- Rosner TV -- Cost (1 of 2), 1967	box 15	folder 10
Audiovisual -- Rosner TV -- Cost (2 of 2), 1967-1969	box 15	folder 11
Authorizations and Directives -- Memoranda, Feb 18, 1964-Mar 3, 1965	box 15	folder 12
Acoustics -- Correspondence Re: Consulting, Jan 26, 1965	box 15	folder 13
Bidders and Quotations -- Various Trades, July 1965	box 15	folder 14
Boring -- Haller Testing Laboratories -- Blueprints, Bidding, Contract, 1964	box 15	folder 15
Building Audit -- Price Waterhouse, Mar 10, 1970	box 15	folder 16
Budget -- Budget, Monthly Cost Control Report, Cost Studies (1 of 2), 1964-1966	box 15	folder 17
Budget -- Cost Studies, Accounting Procedures, Status of Orders (2 of 2), 1964-1966	box 16	folder 1
Budget -- Miscellaneous Budget Lists and Correspondence, 1963-1965	box 16	folder 2

Budget -- Monthly Control Reports, 1965	box 16	folder 3
Building Enclosure -- American Bridge -- Contract, 1965	box 16	folder 4
Building Planning Committee -- Correspondence, General Data, Minutes (1 of 2), 1963-1965	box 16	folder 5
Building Planning Committee -- Correspondence, General Data, Minutes (2 of 2), 1963-1967	box 16	folder 6
Bulletins, Agenda and Room Finish Schedules (1 of 2), 1965-1967	box 16	folder 7
Bulletins, Agenda and Room Finish Schedules (2 of 2), 1965-1967	box 16	folder 8
Ceramic Tiles -- Del Turco Brothers -- Correspondence Re: Tile Samples, 1966-1967	box 17	folder 1
Changes, Alterations, Additions -- Memoranda, Floor Plans, Change Orders, Jan 31-Sep 24, 1968	box 17	folder 2
Charles Kurzon Inc. -- Keying Schedule, Plans, Background, 1966-1968	box 17	folder 3
C.I. Designs -- Correspondence Re: Billing Dispute with Invoices, 1967-1969	box 17	folder 4
Computer -- Matrix Corporation -- Specifications, 1969	box 17	folder 5
Computerized Building Construction Control Network and Bar Chart, Feb 23, 1966-Jan 1, 1967	box 63	folder 5
Concrete Pours -- Daily Record, 1966	box 17	folder 6
Concrete Pours -- Sketches -- Floor Plans, [1966]	box 17	folder 7
Concrete Quality Supervision -- Robert Hunt & Co., 1964-1968	box 17	folder 8
Contractors -- Building Construction -- Proposals and Correspondence Re: Selection, 1963	box 17	folder 9
Contracts -- Dan Kiley, Casale & Nowell, Joseph N. Lacy, John V. Dinan, 1964	box 17	folder 10
Core Borings -- Severud-Elstad-Krueger-Assoc. -- Agreement and Memoranda, Jun 20, 1963-Dec 30, 1968	box 18	folder 1
Core Drilling -- Jersey Equipment and Tool, May 10, 1966	box 18	folder 2
Cosentini Associates -- Personnel Memoranda, 1959-1965	box 18	folder 3
Cost Analysis -- Budget -- Monthly Reports with Memoranda, 1964-1967	box 18	folder 4
Cost Analysis -- Building Construction Costs, Mar 1, 1970	box 18	folder 5
Cost Analysis -- Classification of Building Construction Costs, Mar 1, 1970	box 18	folder 6
Cost Analysis -- Commercial Construction Cost Basis, Mar 1, 1970	box 18	folder 7

Cost Analysis -- Memoranda, Notes, Spreadsheets, etc., 1966-1970	box 18	folder 8
Cost Analysis -- Miscellaneous Work Sheets, 1965-1969	box 18	folder 9
Cost Analysis -- Monthly Control Reports, 1966-1968	box 18	folder 10
Cost Analysis -- Reasons for Changes in Costs to Sub-contracts, Mar 1, 1970	box 18	folder 11
Cost Analysis -- Sub-contractors to Turner Construction Co., Mar 1, 1970	box 18	folder 12
Cost Breakdown -- Exhibit A, n.d.	box 18	folder 13
Critical Path Work Schedule -- Correspondence, Charts, Contract (1 of 2), 1965	box 19	folder 1
Critical Path Work Schedule -- Charts, Contract (2 of 2), 1965	box 19	folder 2
Demolition -- Letters to Bidders, Mar 6-Aug 7, 1963	box 19	folder 3
Demolition -- Lipsett Division -- Contract with Ford Foundation, Aug 6, 1963	box 19	folder 4
Detailed Analysis -- Additions to Contract Award, Jan 11, 1967	box 19	folder 5
Directives, 1964-1965	box 19	folder 6
Electrical -- J. Livingston & Co. -- Electrical Generator, Diagram, Report, etc. (1 of 5), 1965	box 19	folder 7
Electrical -- J. Livingston & Co. -- Electrical Generator, Diagram, Report, etc. (2 of 5), 1965-1968	box 19	folder 8
Electrical -- J. Livingston & Co. -- Electrical Generator, Diagram, Report, etc. (3 of 5), 1965-1968	box 19	folder 9
Electrical -- J. Livingston & Co. -- Electrical Generator, Diagram, Report, etc. (4 of 5), 1965-1968	box 20	folder 1
Electrical -- J. Livingston & Co. -- Diagram and Report (5 of 5), [1969]	box 20	folder 2
Electrical Service (temporary) -- M. Eisenberg & Bros., Feb 2-Feb 5, 1965	box 20	folder 3
Excavation -- Boring Logs, Sep-Oct 1964	box 20	folder 4
Excavations and Foundations -- Sketches and Investigation Reports, 1964	box 62	folder 5
Grading and Backfill -- Anthony Muratore Contracting Co. -- Subcontract, 1967	box 20	folder 5
Elevators -- Armor Elevators -- Button Selection, May 10, 1966	box 20	folder 6
Finish Hardware -- Charles Kurzon Inc. (1 of 2), 1965-1968	box 20	folder 7
Finish Hardware -- Charles Kurzon Inc. (2 of 2), 1965-1968	box 20	folder 8
Fire Protection -- Leeder Fire Protection Co., Dec 7, 1966		

	box 20	folder 9
Foundation -- T. Crimmins Contracting -- Minutes, Background, Sketches Re: Foundations, 1964	box 20	folder 10
Garden -- Main Garden and Plantings -- Dan Kiley -- Plans and Correspondence, Oct-Dec 1966	box 20	folder 11
Garage -- Memoranda and Plans, 1965-1968	box 20	folder 12
Glass and Glazing Work -- Samuel Kirschner & Sons Inc., 1965-1967	box 20	folder 13
Hardware -- Charles Kurzon -- Schedules (1 of 3), Feb 9, 1966	box 20	folder 14
Hardware -- Charles Kurzon -- Schedules (2 of 3), Apr 1-Oct 28, 1966	box 20	folder 15
Hardware -- Charles Kurzon -- Schedules (3 of 3), Dec 15, 1966-Aug 23, 1967	box 21	folder 1
Hardware -- Schedules for Movable Partitions, 1966	box 21	folder 2
Hermitage Wall Facing -- Specification, Dec 13, 1966	box 21	folder 3
Hoist Tower and Hoisting Equipment -- Heydt Contracting Corp., 1965-1966	box 21	folder 4
Hollow Metal Doors -- Firedoor Corp. -- Plans, May 19, 1966-Dec 5, 1967	box 21	folder 5
Hollow Metal Work -- Doors and Frames -- Firedoor Corp. of America -- Contract and Bidding, 1965	box 21	folder 6
Housing Administration Department of Buildings -- Application and Management Agreement, 1969	box 21	folder 7
HVAC -- Barber Colman Co. -- Equipment Lists, Schedules, etc. (1 of 3), 1966	box 21	folder 8
HVAC -- Barber Colman Co. -- Specifications (2 of 3), Jul 4-Aug 4, 1966	box 21	folder 9
HVAC -- Barber Colman Co. -- Mixed-box Check (3 of 3), Jun 24, 1968	box 21	folder 10
HVAC -- Color Code Chart, Nov 16, 1965	box 21	folder 11
HVAC -- Conference Room and Board Room, Mar-Jun 1968	box 21	folder 12
HVAC -- Cutler-Hammer -- Plans, Jan 6, 1966	box 21	folder 13
HVAC -- Fans and Air Handlers, 1965	box 21	folder 14
HVAC -- Havens -- Cooling Towers -- Plans, Nov 4, 1965-May 19, 1966	box 21	folder 15
HVAC -- Kerby Saunders -- Air Balancing Data (1 of 2), 1965	box 21	folder 16
HVAC -- Kerby Saunders -- Air Balancing Data (2 of 2), Dec 16, 1967	box 21	folder 17

HVAC -- Kerby Saunders -- Approval Drawings, Jun 22, 1966	box 22	folder 1
HVAC -- Kerby Saunders -- Chromalox, Feb 1968	box 22	folder 2
HVAC -- Kerby Saunders -- General -- Thermostat Control Meeting, Costs, Problems, Billing, Minutes, Background, etc. (1 of 5), 1966-1968	box 22	folder 3
HVAC -- Kerby Saunders -- General -- Punch Lists, etc. (2 of 5), 1965-1968	box 22	folder 4
HVAC -- Kerby Saunders -- General -- Change Orders, Contract, Proposal, Bidding, etc. (3 of 5), 1965-1968	box 22	folder 5
HVAC -- Kerby Saunders -- General -- Billing, Minutes (4 of 5), 1968-1970	box 22	folder 6
HVAC -- Kerby Saunders -- General -- Minutes, Background (5 of 5), 1963-1968	box 22	folder 7
HVAC -- Kerby Saunders -- Submittal Data (1 of 2), 1965-1966	box 22	folder 8
HVAC -- Kerby Saunders -- Submittal Data (2 of 2), 1966	box 23	folder 1
HVAC -- Log of Job Activities -- Minutes, Jan 1969	box 23	folder 2
HVAC -- Mechanical Systems -- Specifications and Correspondence, 1964-1965	box 23	folder 3
HVAC -- Memoranda Re: HVAC System, 1966-1967	box 23	folder 4
HVAC -- Minutes, Memoranda, Invoices Re: HVAC, Plumbing, etc. (1 of 4), Nov 1965-Feb 1966	box 23	folder 5
HVAC -- Minutes, Memoranda, Invoices Re: HVAC, Plumbing, etc. (2 of 4), Mar-Apr 1966	box 23	folder 6
HVAC -- Minutes, Memoranda, Invoices Re: HVAC, Plumbing, etc. (3 of 4), May-Sep 1966	box 23	folder 7
HVAC -- Minutes, Memoranda, Invoices Re: HVAC, Plumbing, etc. (4 of 4), Oct 1966-Mar 1967	box 23	folder 8
HVAC -- National Sheet Metal -- Plans, Dec 2, 1965	box 24	folder 1
HVAC -- Notes, Drawings, etc. (1 of 2), 1965-1966	box 24	folder 2
HVAC -- Notes, Drawings, etc. (2 of 2), 1966-1967	box 24	folder 3
HVAC -- Temperatures in Building -- Studies on Equipment Performance, 1968	box 24	folder 4
HVAC -- Total CFM -- Data and Plans, Jun 18, 1968	box 24	folder 5
HVAC -- Trane, Feb 1968	box 24	folder 6
Iron Work -- Grossman Steel Stair Corp. -- Change Orders, Correspondence Re: Price, etc., 1965-1968	box 24	folder 7
John Swenson Granite Co. -- Approval of Materials, 1966	box 24	folder 8
John V. Dinan Consulting Engineers -- Brochure, Apr 16, 1966		

	box 24	folder 9
Kitchen Equipment -- Straus Duparquet -- Book of Illustrations, Jun 9, 1966	box 24	folder 10
Kitchen Equipment -- Straus Duparquet -- Correspondence Re: Equipment Purchases, Third Party Litigation; Minutes, Contract, Change Orders, etc. (1 of 3), 1966-1968	box 25	folder 1
Kitchen Equipment -- Straus Duparquet -- Correspondence Re: Equipment Purchases, Third Party Litigation; Minutes, Contract, Change Orders, etc. (2 of 3), 1968	box 25	folder 2
Kitchen Equipment -- Straus Duparquet -- Correspondence Re: Equipment Purchases, Third Party Litigation; Minutes, Contract, Change Orders, etc. (3 of 3), 1968-1971	box 25	folder 3
Lighting -- Correspondence, Memoranda, Notes Re: Office and Street Lighting, 1964-1968	box 25	folder 4
Lipsett Division, Luria Bros. & Co., Inc. -- Contract with Ford Foundation, Dec 26, 1963	box 25	folder 5
Mail Conveyor -- Lamson Corp., Sep 8, 1965	box 25	folder 6
Management Committee Meeting -- Minutes, 1966-1968	box 25	folder 7
Management Contractor -- Procedures, Apr 16, 1964-Feb 28, 1966	box 25	folder 8
Masonry -- John B. Kelly Inc., 1966-1968	box 25	folder 9
Mechanical and Electrical -- Cosentini Associates -- Correspondence and Proposal Re: HVAC, etc., Aug 23, 1963-Feb 27, 1969	box 25	folder 10
Millwork and Carpentry -- Irving and Casson -- A.H. Davenport Co., 1967	box 25	folder 11
Mineral Tile Ceilings -- William J. Scully Acoustics Corp. -- Correspondence, Notes, Contracts, Mar 29, 1966-Aug 15, 1968	box 26	folder 1
Mirrors and Miscellaneous Glass -- Haber and Henry Inc., 1967	box 26	folder 2
Movable Metal Partitions and Wall Liner -- Mills Company -- Change Orders, Contract, Bidding, Correspondence Re: Production Problems, Claims, Analysis (1 of 4), 1966-1969	box 26	folder 3
Movable Metal Partitions and Wall Liner -- Mills Company -- Change Orders, Contract, Bidding, Correspondence Re: Production Problems, Claims, Analysis (2 of 4), 1966-1967	box 26	folder 4
Movable Metal Partitions and Wall Liner -- Mills Company -- Change Orders, Contract, Bidding, Correspondence Re: Production Problems, Claims, Analysis (3 of 4), 1967-1969	box 26	folder 5
Movable Metal Partitions and Wall Liner -- Mills Company -- Change Orders, Contract, Bidding, Correspondence Re: Production Problems, Claims, Analysis (4 of 4), 1967-1968	box 26	folder 6
New York City Building Codes -- Approved Amendments, Drawings, etc., Mar 29, 1967	box 26	folder 7

Operating and Maintenance -- Keying Schedule, 1965-1966	box 27	folder 1
Ornamental Iron Work -- J.W. Fiske Architectural Metals -- Contract, Bidding, Change Orders, 1965-1968	box 27	folder 2
Painting, Miscellaneous Corrective -- Stuart-Dean Co., Inc. -- Contracts, Jun 21, 1967-May 22, 1968	box 27	folder 3
Painting Work -- J.I. Hass Co. Inc. -- Contracts, 1967-1968	box 27	folder 4
Personnel -- Listing of Ford Foundation Officials and Organizational Chart, Nov 1963	box 27	folder 5
Photographs -- Mal Gurian Associates -- Contract, Insurance, Correspondence, 1963	box 27	folder 6
Piping -- Underground Piping "As Is" -- Drawings, Mar 28, 1968	box 27	folder 7
Planting Work -- Everett Conklin & Co., Inc. -- Correspondence and Notes Re: Estimate and Plant List (1 of 4), 1964-1965	box 27	folder 8
Planting Work -- Everett Conklin & Co. -- Interim Reports and Quotations, etc. (2 of 4), 1965-1966	box 27	folder 9
Planting Work -- Everett Conklin & Co. -- Contract, Correspondence Re: Quotes, Plant Types, etc. (3 of 4), 1965-1969	box 27	folder 10
Planting Work -- Everett Conklin & Co. -- Contract and Bidding (4 of 4), 1966-1968	box 27	folder 11
Planting Work -- Permit for Tree Planting, May 15, 1967	box 27	folder 12
Plumbing -- Jarcho Bros., Inc. -- Contract, Change Orders (1 of 3), 1965-1968	box 28	folder 1
Plumbing -- Jarcho Bros., Inc. -- Change Orders, Directives, Work Authorization (2 of 3), 1965-1968	box 28	folder 2
Plumbing -- Jarcho Bros., Inc. -- Bid, Proposal, Change Order (3 of 3), 1965-1967	box 28	folder 3
Plumbing System -- Correspondence Re: Directive and List, Oct 5, 1964-Mar 30, 1966	box 28	folder 4
Primary Power -- Consolidated Edison (Con Ed) -- Correspondence, Memoranda and Diagrams Re: Electric and Gas Supply, 1964-1967	box 28	folder 5
Procedures -- Correspondence and Memoranda, Sep 17, 1963-Feb 28, 1966	box 28	folder 6
Procedures and Approvals, Apr 15, 1964-Apr 20, 1965	box 28	folder 7
Punch List, 1968	box 28	folder 8
Reinforcing Steel Detailing -- Invoices, Aug 10, 1965-Feb 7, 1966	box 28	folder 9
Reports -- Areas Examined -- Park West and South Retaining Walls -- John V. Dinan Consulting Engineers, Mar 20, 1964	box 28	folder 10

Reports -- Building Committee -- Monthly Report -- Letters, Jun 12, 1963-Jan 18, 1965	box 28	folder 11
Reports -- Building Examined -- 328-334 East 43rd St. -- John V. Dinan, Mar 20, 1964	box 28	folder 12
Reports -- Building Examination -- 800 Second Avenue -- John V. Dinan Consulting Engineers (1 of 3), Mar 20, 1964	box 29	folder 1
Reports -- Building Examination -- 800 Second Avenue -- John V. Dinan Consulting Engineers (2 of 3), Mar 20, 1964	box 29	folder 2
Reports -- Building Examination -- 800 Second Avenue -- John V. Dinan Consulting Engineers (3 of 3), Mar 20, 1964	box 29	folder 3
Reports -- Concrete Pours -- Phase I -- R.W. Hunt (1 of 10), Jan 25-May 12, 1965	box 29	folder 4
Reports -- Concrete Pours -- Phase I -- R.W. Hunt (2 of 10), May 19-Aug 5, 1965	box 29	folder 5
Reports -- Concrete Test Cylinder -- R.W. Hunt (3 of 10), Aug 19-Dec 21, 1965	box 29	folder 6
Reports -- Concrete Test Cylinder -- R.W. Hunt (4 of 10), Dec 2, 1965-Mar 24, 1966	box 29	folder 7
Reports -- Concrete Test Cylinder -- R.W. Hunt (5 of 10), Mar 2-May 20, 1966	box 30	folder 1
Reports -- Concrete Test Cylinder -- R.W. Hunt (6 of 10), Apr 27-Jul 14, 1966	box 30	folder 2
Reports -- Concrete Test Cylinder -- R.W. Hunt (7 of 10), Jun 10-Aug 31, 1966	box 30	folder 3
Reports -- Concrete Test Cylinder -- R.W. Hunt (8 of 10), Sep 15-Nov 22, 1966	box 30	folder 4
Reports -- Concrete Test Cylinder -- R.W. Hunt (9 of 10), Dec 12, 1966-Mar 14, 1967	box 30	folder 5
Reports -- Concrete Test Cylinder -- R.W. Hunt (10 of 10), Mar 20-Nov 30, 1967	box 30	folder 6
Reports -- Daily Construction (1 of 10), Nov 2, 1964-Mar 10, 1965	box 31	folder 1
Reports -- Daily Construction (2 of 10), Mar 11-Jul 22, 1965	box 31	folder 2
Reports -- Daily Construction (3 of 10), Jul 23-Dec 31, 1965	box 31	folder 3
Reports -- Daily Construction (4 of 10), Jan 3-May 14, 1966	box 31	folder 4
Reports -- Daily Construction (5 of 10), May 16-Aug 31, 1966	box 31	folder 5
Reports -- Daily Construction (6 of 10), Sep 1-Dec 30, 1966	box 31	folder 6
Reports -- Daily Construction (7 of 10), Jan 3-May 26, 1967	box 31	folder 7
Reports -- Daily Construction (8 of 10), May 27-Sep 6, 1967	box 32	folder 1

Reports -- Daily Construction (9 of 10), Sep 7-Dec 29, 1967	box 32	folder 2
Reports -- Daily Construction (10 of 10), Jan 1-Dec 31, 1968	box 32	folder 3
Reports -- Excavation Inspection, Aug 26, 1964	box 32	folder 4
Reports -- Final Mechanical Inspection, Mar 26, 1968	box 32	folder 5
Reports -- Final Report on the New Building, Jun 1970	box 32	folder 6
Reports -- Heat Exchangers -- Certificate of Inspection, 1966	box 32	folder 7
Reports -- Mechanical Inspection -- Cosentini Associates, Mar 28, 1968	box 32	folder 8
Reports -- Re-examination Report with Opinion and Estimate -- 800 Second Avenue -- John V. Dinan [photos separated], Sep 20, 1965	box 32	folder 9
Reports -- Re-examination Report with Opinion and Estimate -- 328-334 East 43rd St. Hermitage -- John V. Dinan [photos separated], Sep 20, 1965	box 32	folder 10
Reports -- Re-examination Report with Opinion -- Park West and South Walls -- John V. Dinan, Sep 30, 1965	box 32	folder 11
Reports -- Structural Design Analysis -- Severud & Associates (1 of 4), 1964	box 33	folder 1
Reports -- Structural Design Analysis -- Severud & Associates (2 of 4), 1964	box 33	folder 2
Reports -- Structural Design Analysis -- Severud & Associates (3 of 4), 1964	box 33	folder 3
Reports -- Structural Design Analysis -- Severud & Associates (4 of 4), 1964	box 33	folder 4
Reports -- Structural Steel Inspection -- Gulick-Henderson -- Transmittal Letters and Field Inspection, 1966	box 33	folder 5
Reports -- Structural Steel Inspection -- Gulick-Henderson -- Field Welding (1 of 2), Dec 30, 1965-Sep 7, 1966	box 33	folder 6
Reports -- Structural Steel Inspection -- Gulick-Henderson -- Field Welding (2 of 2), Sep 9, 1966-Aug 1, 1967	box 34	folder 1
Reports -- Structural Steel Inspection -- Gulick-Henderson -- Shop Welding, Nov 5, 1965-Nov 11, 1966	box 34	folder 2
Reports -- Surveying -- Earl B. Lovell-S.P. Belcher Inc., Dec 21, 1965-Jul 15, 1968	box 34	folder 3
Reports -- Ultrasonic Inspection -- Gulick-Henderson, Jul 24, 1967	box 34	folder 4
Reports -- Sub-surface Investigations, Sep 24-25, 1964	box 34	folder 5
Reports -- Vibration Study for Turner Construction Co. (1 of 4), Dec 21-28, 1964	box 34	folder 6

Reports -- Vibration Study for Turner Construction Co. (2 of 4), Jan 7-Feb 5, 1965	box 34	folder 7
Reports -- Vibration Study for Turner Construction Co. (3 of 4), Feb 15-Mar 19, 1965	box 34	folder 8
Reports -- Vibration Study for Turner Construction Co. (4 of 4), Mar 22-May 18, 1965	box 34	folder 9
Reports -- Vibration Study of Blasting -- John V. Dinan Consulting Engineers, May 11-15, 1964	box 34	folder 10
Resilient Flooring -- Hercules Flooring Co., 1967-1968	box 34	folder 11
Revolving Doors, Faceplates, Key Stations, etc. -- General Bronze Corp. (1 of 2), 1965-1968	box 34	folder 12
Revolving Doors, Faceplates, Key Stations, etc. -- General Bronze Corp. (2 of 2), 1965-1968	box 35	folder 1
Rolling Shutters -- The Abbotsford Co. (Crawford Door) -- Contract and Correspondence Re: Bidding, 1966-1969	box 35	folder 2
Roll-up Doors -- The Kinnear Manufacturing Co., Inc., 1965-1966	box 35	folder 3
Roofing and Flashings -- Tuttle Roofing -- Sketch and Background, Mar 7, 1966	box 35	folder 4
Room Finish Schedules, 1965-1966	box 35	folder 5
Rubbish Removal -- P&F Trucking -- Contracts, 1965-1967	box 35	folder 6
Scaffolding -- Harsco Corp., May 2, 1966	box 35	folder 7
Schedules, 1965-1966	box 35	folder 8
Schedules -- Memoranda Re: Completion Schedule, Mar 21-Jul 7, 1967	box 35	folder 9
Sidewalk Bridges -- Richard C. Mugler Co., Inc. -- Contract, Work Authorization, etc., 1965-1966	box 35	folder 10
Sketches -- Ford Foundation Headquarters -- Miscellaneous, 1965-1967	box 35	folder 11
Sketches -- Miscellaneous, 1966	box 35	folder 12
Skylight -- Fisher Skylight Inc. -- Bidding, Contract, Work Authorization, etc., 1965-1968	box 35	folder 13
Slate -- Friedman Marble & Slate Works, Inc. -- Approved Sketches, Jan 16-30, 1967	box 35	folder 14
Slate -- Friedman Marble & Slate Works, Inc. -- Bidding, Contract, Change Orders, 1966-1968	box 35	folder 15
Snow Melting -- Correspondence, Memoranda, Background Re: Installing Sidewalk Snow Melting Coils, Jul 7, 1965-Jan 30, 1969	box 36	folder 1
Sprinkler System -- J.L. Murphy Inc. -- Equipment List, Oct 8, 1965	box 36	folder 2

Sprinkler System -- J.L. Murphy Inc. -- Bids, Contract, Work Authorization, etc., 1965-1967	box 36	folder 3
Steel Inspection -- Gulick-Henderson Testing Labs, 1966-1968	box 36	folder 4
Strikes -- Plumbers & Derrick Operators -- News Clippings and Memoranda, Aug 8, 1966-Oct 2, 1967	box 36	folder 5
Structural -- American Bridge Division -- Bolt Orders and Sketches, 1966	box 64	folder 3
Structural -- American Bridge Division -- Building Enclosure -- Drawings, Dec 21, 1966	box 36	folder 6
Structural -- American Bridge Division -- Camber in Steel Beams, Feb 2, 1966	box 36	folder 7
Structural -- American Bridge Division -- Correspondence Re: Specification Approval, Aug 3, 1965-Jun 6, 1969	box 36	folder 8
Structural -- American Bridge Division -- KO-674/KO-675 -- Illustrations, 1965-1967	box 36	folder 9
Structural -- American Bridge Division -- Plans, Oct 31, 1965	box 36	folder 10
Structural -- American Bridge Division -- Plans, Nov 1965	box 62	folder 6
Structural Concrete -- C.E. Youngdahl & Co., 1965-1966	box 36	folder 11
Subcontractors -- C.E. Youngdahl & Co. -- Contract, Correspondence, Change Orders, etc. (1 of 2), 1965-1970	box 36	folder 12
Subcontractors -- C.E. Youngdahl & Co. -- Contract, Correspondence, Change Orders, etc. (2 of 2), 1965-1970	box 36	folder 13
Subcontractors -- General Conditions, Nov 27, 1964-Apr 20, 1965	box 36	folder 14
Subcontractors -- List, 1966	box 36	folder 15
Subcontractors -- Port-O-San Corp. -- Correspondence Re: Subcontract, Dec 3, 1964-Aug 31, 1965	box 36	folder 16
Subcontractors and Suppliers -- Prospective, 1964-1965	box 36	folder 17
Subcontractors -- Surveying -- Correspondence Re: Contract, Jul 19, 1963-Dec 17, 1965	box 37	folder 1
Subcontractors -- Thomas Crimmins -- Contract with Turner Construction Co., Dec 1, 1964	box 37	folder 2
Telephone Equipment Rooms -- Memoranda Re: Phone System, Background, 1963-1968	box 37	folder 3
Telephone Facilities -- Correspondence, Notes, Order Information, Background, 1965-1970	box 37	folder 4
Trustee Budget Report -- Cost Analysis of Building Construction, Mar 1, 1970	box 37	folder 5
Trustees Building Committee -- Correspondence (1 of 3), Oct 15, 1964-Dec 9, 1965	box 37	folder 6

Trustees Building Committee -- Correspondence (2 of 3), Dec 2, 1965-Feb 17, 1967	box 37	folder 7
Trustees Building Committee -- Correspondence (3 of 3), Feb 23-Dec 29, 1967	box 37	folder 8
Trustees Building Committee -- Meetings -- Reports (1 of 3), 1963-1967	box 37	folder 9
Trustees Building Committee -- Meetings -- Delegation, Bids, Miscellaneous Cost Figures (2 of 3), 1964-1965	box 37	folder 10
Trustees Building Committee -- Meetings -- New Delhi Building -- Progress Reports (3 of 3), 1965-1970	box 37	folder 11
Trustees Building Committee -- Minutes, Notes and Memoranda, Jan 20, 1964-Jun 15, 1965	box 38	folder 1
Trustees Building Committee -- Purchase of 328 East 43rd Street, Miscellaneous Correspondence, Minutes, etc., 1964-1965	box 38	folder 2
Turner Construction Co. -- Copies of SIS Volume I, n.d.	box 38	folder 3
Turner Construction Co. -- Approval Letters, Apr 8-Sep 20, 1968	box 38	folder 4
Turner Construction Co. -- Budget Report, 1966-1969	box 38	folder 5
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (1 of 6), Jan 26-Nov 9, 1965	box 38	folder 6
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (2 of 6), Nov 23, 1965-Apr 7, 1966	box 38	folder 7
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (3 of 6), Apr 21-Sep 23, 1966	box 38	folder 8
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (4 of 6), Oct 13, 1966-Feb 21, 1967	box 39	folder 1
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (5 of 6), Mar 9-Jul 6, 1967	box 39	folder 2
Turner Construction Co. -- Building Construction Job Meetings -- Minutes (6 of 6), Jul 20, 1967-Jan 15, 1968	box 39	folder 3
Turner Construction Co. -- Building Design -- Minutes (1 of 3), 1963-1964	box 39	folder 4
Turner Construction Co. -- Building Design -- Minutes (2 of 3), 1964-1965	box 39	folder 5
Turner Construction Co. -- Building Design -- Minutes (3 of 3), 1966-1968	box 40	folder 1
Turner Construction Co. -- Correspondence, 1965-1968	box 40	folder 2
Turner Construction Co. -- Daily Report and Progress Schedule, Apr 27, 1968-Jan 13, 1969	box 40	folder 3
Turner Construction Co. -- Management Contract (1 of 2), 1963-1965	box 40	folder 4

Turner Construction Co. -- Management Contract (2 of 2), 1963-1965	box 40	folder 5
Turner Construction Co. -- Management Contractor -- Correspondence Re: Contract Documents (1 of 3), Aug 1, 1963-Sep 13, 1965	box 40	folder 6
Turner Construction Co. -- Management Contractor -- Correspondence Re: Contract Documents (2 of 3), Sep 17, 1965-Jul 8, 1966	box 40	folder 7
Turner Construction Co. -- Management Contractor -- Correspondence Re: Contract Documents (3 of 3), Jul 15, 1966-Aug 4, 1969	box 40	folder 8
Turner Construction Co. -- Punch List -- Meeting Minutes, Memoranda, etc. (1 of 2), Dec 18, 1967-Sep 19, 1968	box 41	folder 1
Turner Construction Co. -- Punch List -- Floor plans (2 of 2), Dec 21, 1967-Jan 13, 1968	box 41	folder 2
Turner Construction Co. -- Schedule of Field Operations -- Construction Schedule (1 of 2), 1967	box 41	folder 3
Turner Construction Co. -- Schedule of Field Operations -- Construction Schedule (2 of 2), 1967	box 41	folder 4
Turner Construction Co. -- Sketches (1 of 2), 1965	box 41	folder 5
Turner Construction Co. -- Sketches (2 of 2), 1966-1969	box 41	folder 6
Unit Prices -- H.L. Lazar Inc. -- Re: Alteration in New Building, Jul 24, 1967	box 41	folder 7
Vertical Conveyor Work -- Lamson Corp., 1965	box 41	folder 8
Waterproofing and Damp-Proofing -- Munro Waterproofing -- Contract, Bids, etc., 1965-1967	box 41	folder 9
Window Blinds -- International Building Products, 1966-1967	box 41	folder 10
Window Washing Equipment -- Plans and Board of Standards and Appeals Ruling, Sep 30-Dec 30, 1970	box 42	folder 1
Window Washing Equipment -- Western Gear Co. -- Skyclimber -- Requirements, Change Order, Resolution, Correspondence Re: Contract and Government Approval, Maintenance Contract, etc. (1 of 3), 1966-1969	box 42	folder 2
Window Washing Equipment -- Western Gear Co. -- Skyclimber -- Correspondence Re: Contract and Government Approval, Background etc. (2 of 3), 1968-1969	box 42	folder 3
Window Washing Equipment -- Western Gear Co. -- Skyclimber -- Maintenance Contract, Permit Approvals, Correspondence, etc. (3 of 3), 1969	box 42	folder 4
Wood Flooring -- Klepp Wood Flooring Corp., 1966-1968	box 42	folder 5
Work Authorizations, 1964-1966	box 42	folder 6

Work Drawings and Specifications, 1964-1965

box 42

folder 7

[^ Return to Table of Contents](#)

Equipment and Furnishings, 1961-1969

Scope and Contents

Series IV. Equipment and Furnishing, 1961-1969

The files in this series document the outfitting of the building interior, the purchase of furniture, and the acquisition of moveable equipment. The earliest files contain information about the demonstration of experimental furniture designs by seven different possible vendors intended for the new building (1964-1965), painting estimates (1965), and the disposal of old furniture (1966-1967). Other files pertain to the planning, budgeting, and specifications for the new furniture (1965-1966) and the planning and installation of cable television in the new headquarters building (1966-1969). The files are arranged alphabetically.

Title/Description	Instances	
477 Madison Avenue -- Additional Office Space -- Memoranda and Estimates Re: Experimental Furniture, Nov 30, 1964-Mar 12, 1965	box 43	folder 1
477 Madison Avenue -- Experiments -- 20th Floor Trial Offices -- Notes, Memoranda, Plans, Sep 23, 1963-Mar 12, 1965	box 43	folder 2
477 Madison Avenue -- Painting, Construction and Redecorating Estimates, Feb 2-Mar 12, 1965	box 43	folder 3
477 Madison Avenue -- Schmid, Robert -- Correspondence Re: Alterations and Refurbishing, Nov 2, 1961-Feb 19, 1963	box 43	folder 4
477 Madison Avenue -- Termination of Lease, Services and Furniture Disposal, Jan 26, 1966-Mar 30, 1967	box 43	folder 5
Audiovisual -- Rosner TV -- Proposal and Lists (1 of 4), 1966-1969	box 43	folder 6
Audiovisual -- Rosner TV -- Stage Equipment Contract (2 of 4), 1967-1968	box 43	folder 7
Audiovisual -- Rosner TV -- Correspondence and Drawings (3 of 4), 1968	box 43	folder 8
Audiovisual -- Rosner TV -- CATV Installation (4 of 4), 1968-1969	box 43	folder 9
Carpets -- Lord and Adams -- Quotes for 10th and 11th Floors, Jun 15, 1966-Jul 12, 1967	box 43	folder 10
Herman Miller -- Price Quotations, 1966-1967	box 43	folder 11
File Equipment -- Diebold, 1965	box 43	folder 12
Food Service Equipment -- Heifetz Metal Crafts, Inc., Jan 18-Mar 1, 1968	box 43	folder 13

Furniture and Equipment Needs -- Central Services -- Lists, Oct 18-Nov 22, 1965	box 43	folder 14
Furniture and Furnishings -- Memoranda Re: Planning, Budgets, Specifications, 1965-1966	box 43	folder 15
Furniture -- Bids, 1966	box 44	folder 1
Furniture -- Decorating -- Metro Decorators, Inc. -- Bills, 1965	box 44	folder 2
Furniture -- Design costs -- Budget and Floor Plans, 1966	box 44	folder 3
Furniture -- Experimental Mock-up -- 477 Madison Avenue 20th Floor -- R.H. McCarthy's File -- Irwin Miller Memorandum, 1963-1965	box 44	folder 4
Furniture -- Standards -- Estimates, 1964	box 44	folder 5
Furniture -- Specifications, Estimates, Correspondence Re: Purchases, Drawings (1 of 2), 1965-1967	box 44	folder 6
Furniture -- Specifications, Estimates, Correspondence Re: Purchases, Drawings (2 of 2), 1967-1968	box 44	folder 7
Furniture -- Wall Alternative Selections -- Drawings, Jan 3, 1967	box 45	folder 1
Interior Design -- Summary of Commitments and Expenses, 1965	box 45	folder 2
Interior Design -- Correspondence and Memoranda Re: Furnishing Price Quotes and Specifications, Dec 20, 1965-Sep 16, 1966	box 45	folder 3
Irving and Casson -- Trading Desk Plans, Contract, Inventories, 1966-1968	box 45	folder 4
Lehigh Furniture Corp. -- Correspondence, 1967	box 45	folder 5
M. Gerber Construction Co. -- Furniture Installation (cabinets, closets, etc.), 1967-1969	box 45	folder 6
New Building -- Miscellaneous Desk and Equipment Requirements -- Correspondence and Memoranda Re: Desks, Telephones, etc., Feb-May 1967	box 45	folder 7
Sketches -- Credenza and Shelving, n.d.	box 45	folder 8
Window Washing Equipment -- Skyclimber -- Illustrations, Jul 18, 1966	box 45	folder 9

[^ Return to Table of Contents](#)

Building Services, Bulk, 1964-1969 1951-1998 (bulk 1964-1969) (1964-1969)

Scope and Contents

Series V. Building Services, 1951-1998 (bulk 1964-1969)

Arranged alphabetically by subject, the Building Services series files include correspondence and sub-leases associated with the Foundation's departure from its office space at 477 Madison Avenue (1966-1968). Other files

pertain to the outside use of the Foundation's new building facilities and the development of policies (1968-1970). In addition there are inventory sheets that were removed from boxes processed as part of the building plans preservation project of the late 1990s (1971-1998).

Title/Description	Instances	
Accounting System -- Proposed, Feb 27, 1968	box 46	folder 1
Allied Handi-Man Company -- Proposal, Analysis, Correspondence, 1964-1967	box 46	folder 2
Analysis of 7th Floor Area, 1964	box 46	folder 3
Art -- Inventory from 477 Madison Avenue, Feb 23-Nov 1, 1967	box 46	folder 4
Art Program -- Memoranda and Correspondence Re: Art Purchases, Andrew Ritchie, 1966-1969	box 46	folder 5
Budget Control Operations -- Budget Report, 1965-1966	box 46	folder 6
Building Plans Project -- Accession Records -- Blueprints -- Memorandum and Records Transfer Inventories, Aug 10, 1974-Oct 7, 1987	box 46	folder 7
Building Plans Project -- Box Inventory Sheets, Jan 19, 1971	box 46	folder 8
Building Plans Project -- Box Inventory Sheets of Building Plans -- Old Copies, 1973-1998	box 46	folder 9
Building Plans Project -- Box Inventory Sheets, 1993-1995	box 46	folder 10
Building Plans Project -- Building Construction File Index -- Box Inventory Sheets, 1963-1969	box 46	folder 11
Building Plans Project -- Index of Ford Foundation Building Plans and Drawings [Paradox Database], Jul 18, 1997	box 62	folder 7
Building Plans Project -- Meeting Agenda, Blueprint Inventory, Nov 17, 1993	box 46	folder 12
Cable TV -- New York Telephone Co. -- Correspondence Re: Hookups, 1968	box 47	folder 1
Cash Register -- Proposal, Apr 7, 1966	box 47	folder 2
Certificates of Approval -- Re: Electrical, Window Washing, Mail Conveyor, etc., 1968	box 47	folder 3
Completion -- Claims -- Turner, Mills, etc. -- Correspondence and Memoranda Re: Outstanding Claims, 1967-1971	box 47	folder 4
Correspondence -- General, Jan 17, 1966-Nov 7, 1967	box 47	folder 5
Correspondence -- General -- Financial Reports, Litigation, 1968	box 47	folder 6
Correspondence -- Headquarters -- Miscellaneous, Jan 3, 1967-Jan 29, 1968	box 47	folder 7
Correspondence -- Miscellaneous (1 of 2), 1965-1966	box 47	folder 8
Correspondence -- Miscellaneous (2 of 2), 1966-1967	box 47	folder 9

Correspondence Re: Rosner TV to Phil Kemp, Apr 18-19, 1968	box 48	folder 1
Correspondence -- Reading File -- Re: Complaints, Turner Construction, Insurance, etc. (1 of 4), Feb-Nov 1964	box 48	folder 2
Correspondence -- Reading File -- Re: Park Department, Architects, Zoning, etc. (2 of 4), Dec 1964-Feb 1965	box 48	folder 3
Correspondence -- Reading File -- Chronological Correspondence of R.H. McCarthy (3 of 4), Mar 1965-Jan 1966	box 48	folder 4
Correspondence -- Reading File -- Chronological Correspondence of Robert E. Ashley (4 of 4), Feb-Dec 1966	box 48	folder 5
Critical Path Program -- Planning Handbook, Bar Chart, Method, 1964-1967	box 48	folder 6
Elevators -- Memorandum Re: Final Installation, Dec 5, 1967	box 48	folder 7
Exterminating Services -- Sameth Exterminating Co., Inc. -- Contract, Sep 3, 1965	box 48	folder 8
Fire Control Materials, Jun 11, 1975	box 48	folder 9
Fire Safety -- Permits, Approvals, Fire Communications System, 1974-1977	box 48	folder 10
Food Service -- New Building -- Memorandum, Jul 21, 1966	box 48	folder 11
Garage -- Memorandum Re: Parking Allocation, 1966	box 48	folder 12
Garden -- Correspondence Re: Landscaping Award, Invoices, Jun 4, 1968-Sep 30, 1969	box 48	folder 13
Index -- Storage Containers Sent by Architects of Shop Drawings by Contractors and Vendors, and Not Plans List, [1966]-1995	box 63	folder 6
Inter-Office Memoranda -- Miscellaneous -- Personal Mail, Design Meeting, etc., Dec 16, 1965-Jul 8, 1966	box 48	folder 14
Lists of Contractors, Manufacturers, Suppliers, Chronology of the Ford Foundation Headquarters, 196[7]	box 49	folder 1
Maintenance and Security -- Dominick G. Riley Detective Bureau, 1965-1968	box 49	folder 2
Meeting of Architects and Construction Groups, Jun 18, 1968	box 49	folder 3
Miscellaneous -- Memoranda and Quotations Re: Furnishings, etc. (1 of 2), 1965-1967	box 49	folder 4
Miscellaneous -- Memoranda and Quotations Re: Furnishings, etc. (2 of 2), 1967	box 49	folder 5
Move to New Building -- Move Coordination Committee Agenda, Plans, Related Correspondence, 1967	box 49	folder 6
Occupancy and Move -- Correspondence, Memoranda, Timetable Re: Move, 1967-1968	box 49	folder 7

Outside Use of Facilities -- Requests, Correspondence, Policy Development, 1968-1970	box 49	folder 8
Phil Kemp Building Files [microfilm], n.d.	box 49	folder 9
Policy for Contractor's Advertising -- Memoranda, Jan 2-Mar 6, 1968	box 49	folder 10
Receptionists -- Memoranda Re: Planning, Nov 25, 1965-Jul 28, 1966	box 49	folder 11
Restaurant Correspondence -- Photographs (separated) Re: <u>Architectural Record</u> Feb 1969 Article, 1969	box 49	folder 12
Security -- New Building Requirements -- Memoranda and Correspondence, 1965	box 49	folder 13
Staff Memoranda from Gertrude Winquist, Jul 1966-May 1968	box 49	folder 14
Sub-Lease -- 477 Madison Avenue -- Barbet & Weigert Advertising Inc. -- 16th Floor, Dec 20, 1967	box 49	folder 15
Sub-Lease -- 477 Madison Avenue -- City Investing Co. -- 19th Floor -- Lease and Correspondence Re: Litigation, Dec 11, 1967-Apr 15, 1970	box 62	folder 8
Sub-Lease -- 477 Madison Avenue -- Educational Facilities Labs, Inc. -- 20th Floor, Dec 1, 1967-Feb 12, 1968	box 62	folder 9
Sub-Lease -- 477 Madison Avenue -- Engelhard Industries -- 24th Floor, Jun 27, 1966	box 49	folder 16
Sub-Lease -- 477 Madison Avenue -- Esaress International Group -- 15th Floor, Apr 3, 1968	box 50	folder 1
Sub-Lease -- 477 Madison Avenue -- LIN Broadcasting Corp. -- 17th Floor, Apr 3, 1968	box 50	folder 2
Sub-Lease -- 477 Madison Avenue -- The Merchandising Group -- 16th Floor, Apr 4, 1968	box 50	folder 3
Sub-Lease -- 477 Madison Avenue -- Paul Klemtner & Co., Inc. -- 24th Floor, Sep 12, 1967	box 50	folder 4
Sub-Lease -- 477 Madison Avenue -- Phillips, Nizer, Benjamin, Krim & Ballon -- 11th and 12th Floors, May 10, 1968	box 50	folder 5
Sub-Lease -- 477 Madison Avenue -- Toshiba America, Inc., Oct 31, 1967-Apr 3, 1968	box 62	folder 10
Sub-Lease -- 477 Madison Avenue -- Vernitron Corp., Oct 10, 1967-Apr 3, 1968	box 62	folder 11
Suggested Stationary -- Samples, Sep 15, 1967	box 50	folder 6
Supervisory System -- Security Alarms -- Agreement, Nov 12, 1965-Nov 18, 1966	box 50	folder 7
Taxes and Tax Exemptions -- Correspondence, Notes, Forms and Background Re: Tax Exemptions, Sep 13, 1951-Mar 13, 1967	box 50	folder 8

Title Insurance, Oct 1965-May 1966	box 50	folder 9
Tours -- Memoranda and Notes Re: Planning, Aug 22, 1965-Jul 18, 1966	box 50	folder 10
Tours -- Memoranda and Group Lists, 1966-1968	box 50	folder 11
UNIVAC -- Agreement, Memoranda, Purchase Orders, Data, 1955-1965	box 50	folder 12
Violations -- Correspondence Re: Occupancy, Aug 10, 1967-Apr 29, 1968	box 50	folder 13

[^ Return to Table of Contents](#)

Images, Bulk, 1963-1968 1963-1999 (bulk 1963-1968) (1963-1968)

Scope and Contents

Series VI. Images, 1965-1988 (bulk 1965-1968)

This series contains visual documentation (slides, photographs, negatives and contact sheets) of the construction and completion of the Ford Foundation Headquarters Building, and its 20th Anniversary in 1987. The majority of the slides depict construction, including site preparation, pouring of the concrete foundation, welding and riveting, fireproofing and electrical work. Additional slides from the same period show the granite quarry in New England that supplied stone for the building, while others portray models of office furnishings. There also are photographs of the building once it was fully staffed and the atrium garden planted (c.1968). Other photographs show the building atrium in December 1970 and the atrium and building exterior in September 1988. In addition, there are a number of contact sheets with images of the various stages of construction and architect Kevin Roche. The photographers were Eugene Cook and Bruce Davidson. Additional photographs, some used in Life magazine, have been separated and retained in frames.

Title/Description	Instances	
Contact Sheets -- Auditorium -- Eugene Cook, [1966]	box 51	folder 1
Contact Sheets -- Auditorium, etc. -- Eugene Cook, [1966]	box 51	folder 2
Contact Sheets -- Construction -- Eugene Cook (1 of 3), [1966]	box 51	folder 3
Contact Sheets -- Construction -- Eugene Cook (2 of 3), [1966]	box 51	folder 4
Contact Sheets -- Construction -- Eugene Cook (3 of 3), [1966]	box 51	folder 5
Contact Sheets -- Construction -- Various -- Eugene Cook (1 of 3), Dec 1-7, 1965	box 51	folder 6
Contact Sheets -- Construction -- Various -- Eugene Cook (2 of 3), [1965-1966]	box 51	folder 7
Contact Sheets -- Construction -- Various -- Eugene Cook (3 of 3), Jan 25-30, 1966	box 51	folder 8
Contact Sheets -- Construction -- Duplicates -- Eugene Cook, [1966]	box 51	folder 9
Contact Sheets -- Construction -- Bruce Davidson (1 of 4), 1968	box 51	folder 10

Contact Sheets -- Construction -- Bruce Davidson (2 of 4), 1968	box 51	folder 11
Contact Sheets -- Construction -- Bruce Davidson (3 of 4), 1968	box 51	folder 12
Contact Sheets -- Construction -- Bruce Davidson (4 of 4), 1968	box 52	folder 1
Contact Sheets -- Construction -- Designers, Atrium Completion -- Bruce Davidson/Magnum Films, 1966	box 52	folder 2
Contact Sheets -- Construction -- Kevin Roche -- Bruce Davidson, 1968	box 52	folder 3
Contact Sheets -- Full View of Site -- Eugene Cook, [1966]	box 52	folder 4
Contact Sheets -- Full View of Site -- Eugene Cook, Apr 22-30, , 1966	box 52	folder 5
Contact Sheets -- Laying Pipe -- Eugene Cook, [1966]	box 52	folder 6
Contact Sheets -- Kevin Roche -- Eugene Cook, [1966]	box 52	folder 7
Contact Sheets -- Stairs and Stairwell -- 3rd Floor -- Eugene Cook, [1966-1967]	box 52	folder 8
Contact Sheets -- Unidentified -- Move In?, [1967]	box 52	folder 9
Contact Sheets -- Widest Views of Building -- Eugene Cook, Jan 18-19, 1966	box 52	folder 10
Negatives -- 320 East 43rd St. -- 1-109 -- Site Preparation and Hospital Demolition, Aug 26, 1963-May 16, 1964	box 53	folder 1
Negatives -- 320 East 43rd St. -- 110-242 -- Demolition and Foundation Work, May 19, 1964-Apr 29, 1965	box 53	folder 2
Negatives -- 320 East 43rd St. -- 243-383, May 6-Dec 23, 1965	box 53	folder 3
Negatives -- 320 East 43rd St. -- 384-551, Dec 30, 1965-Nov 17, 1966	box 53	folder 4
Negatives -- 320 East 43rd St. -- 552-694, Dec 1, 1966-Oct 26, 1967	box 53	folder 5
Negatives -- Color -- Bridge View, [1966]	box 53	folder 6
Negatives -- Color -- Building Inspectors Looking Through Fence, etc., n.d.	box 53	folder 7
Negatives -- Color -- Closeup Views of Site, View From Bridge, [1966]	box 53	folder 8
Negatives -- Color -- North Side 43rd Street, Full View, Floor -- Eugene Cook, [1966]	box 53	folder 9
Negatives -- Ford Foundation Headquarters -- "Deliver To Mr. Kemp" -- Eugene Cook, [1966]	box 53	folder 10
Negatives -- Ford Foundation Headquarters -- Trustees Dining Room in Construction, Jun 23 or Sep 27, unknown year	box 53	folder 11
Negatives -- Ford Foundation Headquarters -- Various, Sep 27, unknown year	box 53	folder 12

Negatives -- New Building -- William Simmons -- Ford Foundation 431 Rolls A & B 35 mm -- Building Model 4x5 Negatives, May 1965	box 53	folder 13
Photos -- 320 East 43rd St. -- Building Extension Final Installation Work -- A-F, 691-694, Mar 9-Oct 26, 1967	box 54	folder 1
Photos -- 320 East 43rd St. -- Foundation Preparation -- 147-169, Jul 8-Dec 31, 1964	box 54	folder 2
Photos -- 320 East 43rd St. -- Foundation Construction -- 171-323, Jan 7-Sep 16, 1965	box 54	folder 3
Photos -- 320 East 43rd St. -- Site Demolition -- 1-17, Aug 26-Sep 19, 1963	box 54	folder 4
Photos -- 320 East 43rd St. -- Site Demolition -- 18-37, Oct 29-Nov 26, 1963	box 54	folder 5
Photos -- 320 East 43rd St. -- Site Demolition -- 39-58, Dec 6-21, 1963	box 54	folder 6
Photos -- 320 East 43rd St. -- Site Demolition -- 73-84, Dec 31, 1963-May 11, 1964	box 55	folder 1
Photos -- 320 East 43rd St. -- Site Demolition -- 88-109, May 16, 1964	box 55	folder 2
Photos -- 320 East 43rd St. -- Site Demolition -- 110-125, May 19-Jun 8, 1964	box 55	folder 3
Photos -- 320 East 43rd St. -- Site Demolition -- 127-146, Jun 15-27, 1964	box 55	folder 4
Photos -- Board Room Entrance -- Esto, [1968]	box 55	folder 5
Photos -- Building -- Magnum -- Bruce Davidson, 1966	box 64	folder 1
Photos -- Building Construction -- Black and White -- Eugene Cook, [1966]	box 66	folder 3
Photos -- Building Construction -- Black and White -- Eugene Cook -- Unidentified Building, [1966]	box 64	folder 5
Photos -- Building Construction -- Color, [1966]	box 66	folder 2
Photos -- Building Construction -- Color -- Posterboard Backed, Jun 20, 1966	box 66	folder 1
Photos -- Building Construction -- Completion -- Artwork -- Garden -- Posterboard Backed -- UPI, [1968]	box 64	folder 6
Photos -- Building Exterior from 42nd St. -- With Negatives -- Ezra Stoller, [1967]	box 55	folder 6
Photos -- Carpenters, [1965]	box 55	folder 7
Photos -- Cementing -- First Slab -- Eugene Cook, Sep 1965	box 55	folder 8
Photos -- Cementing -- Slab -- Eugene Cook, Oct 25, 1965	box 55	folder 9

Photos -- Cementing and Foundation, n.d.	box 55	folder 10
Photos -- Cementing Slab, n.d.	box 56	folder 1
Photos -- Column-Steel Reforms for Column -- Eugene Cook, n.d.	box 56	folder 2
Photos -- Dining Room -- Esto, [1968]	box 56	folder 3
Photos -- Electricians Working on Slab, [1965]	box 56	folder 4
Photos -- Ezra Stoller Associates -- Building (see also: Slides), [1968]	box 56	folder 5
Photos -- Finishing Slab -- Leveling Concrete, [1965]	box 56	folder 6
Photos -- Ford Foundation Headquarters Exterior -- Glassboro State College Art Project -- With Negatives, 1977	box 56	folder 7
Photos -- Form Work for Wall and Slab, [1965]	box 56	folder 8
Photos -- Form Work -- Mainly on Walls, [1965]	box 56	folder 9
Photos -- Forms for Retaining Wall, n.d.	box 56	folder 10
Photos -- Foundation Work -- Looking South and Southeast, [1965]	box 56	folder 11
Photos -- Foundation Work -- Looking West, [1965]	box 56	folder 12
Photos -- Foundation Work -- Looking West -- Color Transparency and Black and White Photographs, Nov 1965	box 56	folder 13
Photos -- Garage Slab, Sep 15-16, 1965	box 56	folder 14
Photos -- Garden -- Bruce Davidson, [1968]	box 56	folder 15
Photos -- Garden -- Negatives Included -- Ezra Stoller, 1967	box 56	folder 16
Photos -- Garden -- Posterboard Backed -- David Lawrence, [1968]	box 64	folder 2
Photos -- Garden and Plantings -- Dan Kiley -- Dedication Party? -- Contact Prints, [1968]	box 56	folder 17
Photos -- Garden in Progress -- Bruce Davidson, [1966]	box 57	folder 1
Photos -- Human Interest (1 of 2), n.d.	box 57	folder 2
Photos -- Human Interest (2 of 2), n.d.	box 57	folder 3
Photos -- Human Interest -- Foundation and Structural Work, n.d.	box 57	folder 4
Photos -- Human Interest -- Foundation and Support Work, n.d.	box 57	folder 5
Photos -- Human Interest -- Foundation Work, n.d.	box 57	folder 6
Photos -- John V. Dinan -- 800 Second Avenue (1 of 3), Apr 13, 1964	box 57	folder 7
Photos -- John V. Dinan -- 330 E. 43rd St. Sidewalk, North Side, E. 43rd St. (2 of 3), Apr 13, 1964	box 57	folder 8

Photos -- John V. Dinan -- Sidewalks, Curbs, E. 43rd St., 303 and 303 1/2 E. 43rd St., 305-309, 313, 321 E. 43rd St., Retaining Wall, Site (3 of 3), Apr 13, 1964	box 57	folder 9
Photos -- Looking East or Southeast -- Eugene Cook, [1965]	box 58	folder 1
Photos -- Looking East or Southeast -- Black and White pPhotographs, Color Transparencies -- Eugene Cook, Oct 28, 1965	box 58	folder 2
Photos -- Looking North -- Includes Color Transparencies -- Eugene Cook, [1965]	box 58	folder 3
Photos -- Looking South -- Color Transparencies -- Eugene Cook, [1965]	box 58	folder 4
Photos -- Looking South -- Contact Sheets and Color Transparencies -- Eugene Cook, Oct - Nov 1965	box 58	folder 5
Photos -- Main Conference Room/Auditorium -- Esto, [1968]	box 58	folder 6
Photos -- Model of New Building -- Ezra Stoller (1 of 2), n.d.	box 58	folder 7
Photos -- Model of New Building -- Ezra Stoller (2 of 2), n.d.	box 58	folder 8
Photos -- Model of New Building from 42nd and 43rd Streets -- Eric Pollitzer, n.d.	box 58	folder 9
Photos -- Neighboring Structures -- Water Seepage from 800 Second Avenue (A-F) -- Mal Gurian, Mar 9, 1967	box 58	folder 10
Photos -- New Building -- Ezra Stoller and Malcolm Smith, [1962-1967]	box 58	folder 11
Photos -- New Building Model -- Posterboard Backed, [1966]	box 64	folder 4
Photos -- <i>New York Times</i> Article, 1967	box 58	folder 12
Photos -- Office of the Secretary -- Building of the Ford Foundation -- Building Committee -- Building Public Relations Photographs, [1968]	box 58	folder 13
Photos -- Parks Department Application -- Pictures of Wall to be Demolished -- Mal Gurian/Ed Whitey, Jul 24-Dec 6, 1963	box 58	folder 14
Photos -- Pouring Concrete -- Eugene Cook, n.d.	box 58	folder 15
Photos -- President's Office -- Esto, [1967]	box 58	folder 16
Photos -- Reception Area -- Esto, [1968]	box 58	folder 17
Photos -- Reinforcement -- Placing Beam in Site, n.d.	box 58	folder 18
Photos -- Reinforcing for Column, n.d.	box 58	folder 19
Photos -- Reinforcing for Slab, [1965]	box 58	folder 20
Photos -- Reports -- Re-examination -- 328-334 East 34th Street -- Hermitage, Sep 20, 1965	box 58	folder 21
Photos -- Reports -- Re-examination -- 800 Second Avenue, Sep 20, 1965	box 58	folder 22

Photos -- Reports -- Re-examination -- East 43rd Street Areas, Oct 20, 1965	box 58	folder 23
Photos -- Restaurant -- Cafeteria, 1969	box 58	folder 24
Photos -- Retaining Wall, [1965]	box 58	folder 25
Photos -- Roche, Kevin -- Plans and Model -- Eugene Cook, Sep 1965	box 58	folder 26
Photos -- Setting Up Beam Site, [1965]	box 58	folder 27
Photos -- Tudor City Sixth Unit -- Hermitage from Ford Foundation Lot (#100) Looking East 2pm -- Mal Gurian, May 16, 1964	box 58	folder 28
Prints -- Area Maps, [1971]	box 64	folder 8
Prints -- Building Sketch and Brochure Cover Art -- Posterboard Backed, [1971]	box 64	folder 7
Prints -- Ina Taylor's Gift (flipped), Feb 25, 1999	box 59	folder 1
Prints -- UDC Feasibility Study Projections and Blueprints -- Blueprints -- Edward Barnes, Aug 22, 1973	box 64	folder 9
Prints -- UDC Feasibility Study Projections and Blueprints -- Posterboard -- Edward Barnes (1 of 2), Aug 22, 1973	box 65	folder 1
Prints -- UDC Feasibility Study Projections and Blueprints -- Posterboard -- Edward Barnes (2 of 2), Aug 22, 1973	box 65	folder 2
Slides -- Atrium and Exterior, Sep 1988	box 59	folder 2
Slides -- Building Miscellaneous -- Atrium and 10th Floor, [Dec 1970]	box 59	folder 3
Slides -- Construction -- Eugene Cook, Nov 1965-Apr 1966	box 59	folder 4
Slides -- Construction -- Cement Work, Furnishings (Secretarial), etc. -- Eugene Cook, Oct 1965	box 59	folder 5
Slides -- Construction -- Overall, Auditorium, Fireproofing, etc., Apr-Jun 1966	box 59	folder 6
Slides -- Construction and Granite Quarry -- Eugene Cook, Aug 1965	box 59	folder 7
Slides -- Cor-Ten Weathering Samples at 12th Floor 800 Second Avenue -- Mal Gurian Associates, Photographers -- 4 35mm Color Transparencies, Mar 17, 1966	box 59	folder 8
Slides -- Miscellaneous Building Slides from Broken Sets in Numerical Order -- Ezra Stoller Associates, Inc. -- Esto, [1968]	box 59	folder 9
Slides -- Model of New Building -- With Prints, n.d.	box 59	folder 10
Slides -- New Building Exterior and Garden -- From Robert Mayer, [1967]	box 59	folder 11

[^ Return to Table of Contents](#)