



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

Deputy Director Facilities Management Administrative Services
DEPARTMENT OF FACILITIES MANAGEMENT

NANCY ANN MARSHALL

To: The John Jay College Community
From: Nancy Marshall, Deputy Director Facilities Management Administrative Services
Re: Change of Facilities Department Office Hours
Date: December 22, 2010

Effective Tuesday, December 28, 2010, the Facilities Department Office Hours and help desk will change;

From: 7:30am – 7pm M-F
To: 7:30am – 5:30pm, M-F

Should you have any facilities issues, concerns or need assistance after 5:30pm, please call Public Safety and they will contact the appropriate Facility Staff person to assist you.

Public Safety contacts are as follows:

Main Office

ext. 8524

M-T 9am to 11pm

F 9am-9pm

Weekends, 10am - 6:30pm

All other times, please call

Public Safety Desks :

T. Building, ext. 8266

NH Building, ext. 8740

Westport Building, ext. 1120

54th Street Building, ext. 4772

BMW Building, ext. 8700

If you have any other questions please do not hesitate to contact me at the number/e-mail below.
Thank you.