



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

ELMER PHELON

**EXECUTIVE DIRECTOR
DEPARTMENT OF FACILITIES MANAGEMENT**

To: John Jay College Faculty, Staff & Students
From: Department of Facilities Management
Re: Helping Us Serve You Better
Date: January 28, 2011

Maintaining a functional, safe and clean environment is vital to the teaching and learning experience. The Department of Facilities Management works hard to meet these challenges. We'd like to remind you to please contact the facilities staff supervisor or manager-- **Directly** --who is responsible for the specific need you may have. A complete list with contact numbers is attached.

Each semester we ask for everyone's cooperation and participation on a few issues. Over the years we have established protocols and procedures that will maximize our efforts. To this end, we would like to remind you to observe the following:

1. Do not overcrowd elevators.

Maximum number of persons occupying the elevators is: Haaren Hall -12 per car. North Hall – 9 per car

2. Please utilize stairs whenever possible.

3. Classrooms- - - All furniture tablet armchairs are installed to meet the needs of *every scheduled class*, day and evening shifts. Do not move classroom furniture to another area. This will result in the next class being short of seats for students.

4. Eating/Drinking- - - Please enforce and comply with the college policy of "No Eating/Drinking in classrooms"

5. Smoking - - - If you choose to smoke, do not smoke directly in front of the buildings' entrances, second hand smoke is dangerous to others.

6. Flyers - - -Post approved flyers on bulletin boards *only*. **DO NOT USE TAPE ON CORRIDOR WALLS AND DOORS** as they badly damage painted surfaces and they will be removed.

7. Posters - - -For poster placement in North Hall, Westport and the BMW Building, install full size posters (stamped by Student Activities) on easels in the designated areas of the lobbies only. Please mount on foam board first. For poster placement in the T Building Atrium display case, bring your full size poster (stamped by Student Activities) to Room 534T. Facilities Management will place your poster in the case. Install full size posters on easels in the designated areas of lobbies only. Please mount to foam board first.

8. Facilities Office Service Desk extension 8541 should be called immediately to report emergencies, vandalism, graffiti, spills, bathroom conditions, etc.

9. Faculty and Staff Equipment Purchases – Please check with the Facilities Dept. *prior to* purchasing any new office or academic equipment of a substantial nature requiring special requirements - - - electrical/AC/moving/mounting etc., until we can verify that the service/requirements can be provided for the proposed location and in the requested time frame.

Contact the following Facilities Personnel for help with your specific Facility related issues:

All Facility Issues

Elmer Phelon- Executive Director ephelon@jjay.cuny.edu, ext. 8613 Emergency: 917 578-3346

Furniture, Office Interior Set-ups, Relocations, Moves

Nancy Marshall- Deputy Director of Facilities Management nmarshall@jjay.cuny.edu , ext. 8531
Emergency 917 578-3347

Custodial/Laborer/Paint/Flooring Issues: All shift

Ann Goon – Administrative Superintendent agoon@jjay.cuny.edu ext. 8543 Emergency: 646 879-5999

Engineering/HVAC/Maintenance and Repairs

Neil Stewart – Administrative Superintendent nstewart@jjay.cuny.edu Ext. 8542 Emergency 646-739-9541

Expansion Project - - New Building

Ynes Leon – Phase II/Project Coordinator yleon@jjay.cuny.edu, ext. 8013 Emergency ext. 8541

Environmental and Safety Issues:

Shailendra Chainani – Environmental Health & Safety Officer schainani@jjay.cuny.edu.ext. 8990
Emergency 646 739- 3868

Space, Event Scheduling

Jaquelina Lopes-Monteiro – Event Coordinator jlopes@jjay.cuny.edu .ext. 8611 Emergency ext. 8541

Honors College

Susan Jeffrey – Administrative
sjeffrey@honorscollege.cuny.edu
Office: 212 729-2902 Cell: 646 208-9949