

Space Planning FAQs:

Why do we have to fill out the spreadsheets requesting updated information on space assignments?

Once a year during the Fall semester you are asked to update the space assignment spreadsheet so that we can accurately account for which offices are occupied by faculty, staff, and adjuncts.

After I have updated the spreadsheet and returned it to your attention, will the college take space away from my department?

No, the college does not generally take away space. The updated spreadsheet provides the college with information on space utilization i.e., is the department using its space well, or are there better ways that a department might utilize its space?

How can my department or unit get additional space?

If your department has utilized all of the space in your footprint/floor plan and there is a need for additional space due to the hiring of new faculty or staff, we can see this from the information you provide on your updated spreadsheet. If there is a justified need for additional space, further discussions will need to take place to revisit your floor plan.

What is the process for moving a faculty or staff member from one office to another?

If you report to the Vice President/Provost of Academic Affairs, you need to send an email to Debra Hairston at dhairston@jjay.cuny.edu with a copy to Kim Chandler at kchandler@jjay.cuny.edu requesting a move in the office. The request must be approved by Assoc. Provost Chandler before any move can take place.

What is the process for reconfiguring an office space and/or conference room?

Before any space can be reconfigured an email needs to be sent to Kim Chandler with a copy to Debra Hairston with a detailed explanation of why there is a need for a space reconfiguration.

Where are the shared adjunct rooms/spaces located at the college?

You can contact Debra Hairston at dhairston@jjay.cuny.edu and she can provide you with an up to date listing of rooms/spaces with their access codes.

How can I order furniture for my department?

If you want to order furniture for your department, first the department Chairperson or Director must approve the furniture request. Second, check to make sure you have money in your department budget. Third, all furniture requests must go through the Office of Space Planning and Capital Projects. Contact Sara Cuya at scuya@jjay.cuny.edu.

How do I get signage for my office door or space within my department?

Contact the Office of Space Planning and Capital Projects, Sara Cuya at scuya@jjay.cuny.edu.