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To: John Jay College Faculty, Staff & Students
From: Department of Facilities Management
Re: Helping Us Serve You Better
Date: May 28, 2015

Maintaining a functional, safe and clean environment is vital to the teaching and learning experience here at John Jay. 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 for the quickest service. A complete list with contact numbers is listed below.

Each semester we ask for everyone's cooperation and participation on a few issues that will help to keep the campus cleaner, safer and provide a more pleasant learning environment. Over the years we have established protocols and procedures that will maximize these efforts. To this end, we would like to remind you to observe the following:

1. **Please utilize stairs whenever possible.**
2. **Do not overcrowd elevators.**
 - Maximum number of persons occupying the elevators are:
 - Haaren Hall -12 per car.
 - North Hall – 9 per car.
 - New Building - 18 per car.
 - Freight elevators are for support staff use only (Facilities/Public Safety/ Receiving etc.) and not for use by students or the general public. In the even you need something transported please call the facilities helpdesk for assistance at ext. 8541 or Public Safety at ext. 8400.
 - Passenger elevators are for pedestrians only. Any deliveries, carts or bulk items **MUST BE** coordinated through the freight elevators. This maintains a higher level of safety and insures our new and refurbished elevators stay looking new
3. **Escalators:** escalators are for pedestrian use only, please be mindful of long coats, skirts, scarves and keep them off the escalator treads. **DO NOT use escalators to transport boxes, bulky materials, hand trucks, or carts of any type.**
4. **Turn off computers and lights when you leave a room.** Empty and unplug refrigerator's not used to capacity— they introduce large amounts of heat to office suites. Keep the windows closed. Open windows introduce warm/cold air which wastes large amounts of energy and money as well as impedes the cooling/heating process. Every open window, specifically in North Hall, defeats our ability to cool or heat the building.
5. **Classrooms:**
 - Markers and Erasers are provided in the classrooms. **Please do not remove them from the classroom.** They are to be used by all professors for all classes.
 - 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.
 - If you re-arrange a classroom, **you must put the classroom back to the original configuration for the next class. By not doing so, it is negatively impacting the next class.**

6. **Eating/Drinking:** There is no eating or drinking in classrooms. Professors please enforce and Students comply with the college policy of "No Eating/Drinking in classrooms". Maintaining our classrooms clean across 9 periods per day is a daunting task; your adherence to this rule will help insure the classroom is more inviting for the next period
7. **Restrooms:** Help keep the restrooms clean by flushing the toilet/urinals when you are done. Deposit wrapped sanitary products in the silver bin in the stall. Dispose paper towels into the trash can. **Leave the restroom as you would like to find it. Please call Facilities to report conditions that need attention.** Don't forget to wash your hands.
8. **Smoking:** If you choose to smoke, do not smoke directly in front of the buildings' entrances, second hand smoke is dangerous to others. ***John Jay is a tobacco free campus including the Jay Walk.***
9. **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. This is very costly for the college to repair-repaint and makes the halls a walls disfigured and uninviting
10. **Posters:** For poster placement in North Hall, Westport and the BMW Building, install full size posters (stamped by Student Activities or your Department Director/Chair) on easels in the designated areas of the lobbies only. Please mount on foam board first. For poster placement in the T Building Atrium and New Building display cases, bring your full size poster (stamped by Student Activities or your Department Director/Chair) to Room L2.68 NB. Facilities Management will place your poster.
11. **Facilities Office Service Desk** extension 8541 should be called immediately to report emergencies, vandalism, graffiti, spills, bathroom conditions, HVAC issues etc. After hours, please call the Public Safety at extension 8525.
12. **Deliveries, Carts & Hand trucks:** Please remember all cart laden material deliveries small or large, in house Faculty/staff/students or exterior vendor, **MUST** use **RECEIVING/LOADING DOCKS**. Use of the other entrances to the building is **STRICTLY PROHIBITED**, and cannot be used for any deliveries. Our entrances are made of tempered glass, the slightest impact with a cart or hand truck of any kind could cause immediate shattering of the glass, injury and great expense to the college to replace. The same is true of the stainless steel passenger cars. Once dented scraped or damaged, repair is grossly expensive to the college. So please help us keep our buildings in great condition by using the receiving/loading dock and freight elevators for movement of cart laden materials.
13. **Academic/Faculty and/or other Dept. Equipment Purchases/Installation:** Please check with the Facilities Dept. **PRIOR TO** purchasing any new office or academic equipment of a substantial nature requiring special requirements - - - plumbing/electrical/AC/moving/mounting etc., until we can verify that the utility service and/or structural or other requirements can be provided for the proposed location and in the requested time frame.
14. **Jay Walk:** The Jay Walk is a unique roof-top outdoor environment perched high above the City streets that also serves as an-other connection between Haaren Hall and the New Building. This park-like setting was designed to enhance the feeling of community throughout the College and is an integral part of the new campus. The space is primarily for rest and relaxation although at times special events will be scheduled there. The Jay Walk can be accessed through doors on 2nd floor of the New Building, Student Dining Hall and Faculty/Staff Dining Room and through doors at Haaren Hall's second floor. The Jay Walk features wireless access, patios, decks, benches, lawn areas, decks and tables for dining. ***The Following are Prohibited on The Jay Walk:***
 - Alcohol use
 - Shade structures or umbrellas (except for an approved event)
 - Posting of advertising for events
 - Sitting or standing on banisters or railings
 - Feeding birds
 - Amplified music that disturbs others
 - Performances, except by approval or permission
 - Obstructing entrances and exits
 - Bicycle riding and parking, skateboarding, or rollerblading
 - Motor driven toys
 - Nudity
 - Sports or sport-like activities (e.g. Frisbee)
 - Rough housing

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

Custodial/Laborer/Paint/Flooring Issues: **Day Shift**

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

Custodial/Laborer/Paint/Flooring Issues: **Evening Shift**

Susan Jeffrey – Administrative Superintendent
sjeffrey@jjay.cuny.edu ext. 8535
Emergency: 646-208-9949

Office/Work Order Issues

Tahera Jaffer – Administrative Manager
tjaffer@jjay.cuny.edu ext. 1427
Emergency: 646-210-3951

Engineering/HVAC

George Tangredi, Director of Engineering/Administrative Superintendent
gtangredi@jjay.cuny.edu Ext 4649
Emergency 646-203-1228

Automation System/Energy Conservation

Steven Waxman, Director of Automation/Administrative Superintendent
swaxman@jjay.cuny.edu Ext. 4612
Emergency 646-739-9541

Carpentry/Electrical/Elevators/Plumbing/Maintenance and Repairs

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

Honors College

Joseph Dunning – Administrative Superintendent
Joseph.Dunning@mhc.cuny.edu
Office: 212 729-2902 Cell: 646 208-9949