



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: August 28, 2009

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 *very 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 - -** 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](mailto: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](mailto:nmarshall@jjay.cuny.edu), ext. 8531 Emergency 917 578-3347

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

Sidney Grimes – Administrative Superintendent  
[sgrimes@jjay.cuny.edu](mailto:sgrimes@jjay.cuny.edu). Ext. 8543 Emergency: 646 210 3616

**Engineering/HVAC/Maintenance and Repairs**

Kyle Manley – Administrative Superintendent  
[kmanley@jjay.cuny.edu](mailto:kmanley@jjay.cuny.edu). Ext. 8542 Emergency 646 739-9541

**Evenings – All Facility Issues**

Ann Goon – Administrative Superintendent  
[agoon@jjay.cuny.edu](mailto:agoon@jjay.cuny.edu) ext. 8535 Emergency: 646 879-5999

**Expansion Project - - New Building**

Ynes Leon – Phase II/Project Coordinator  
[yleon@jjay.cuny.edu](mailto:yleon@jjay.cuny.edu), ext. 8013 Emergency ext. 8541

**Environmental and Safety Issues:**

Shailendra Chainani – Environmental Health & Safety Officer  
[schainani@jjay.cuny.edu](mailto:schainani@jjay.cuny.edu). ext. 8990 Emergency 646 739- 3868

**Space, Event Scheduling**

Linda VonLumm – Event Coordinator  
[lvonlumm@jjay.cuny.edu](mailto:lvonlumm@jjay.cuny.edu). ext. 8611 Emergency ext. 8541

**Honors College**

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