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TO: Departments Moving Into the New Building Tower
FROM: Robert Pignatello, Senior Vice President, Finance and Administration
DATE: January 26, 2012
RE: Move Update

The next issue of our Move Newsletter will be out today. But there are a few details we are covering here in this memo that you need to know regarding shelves and keys.

We now have more specifics regarding the installation of the permanent shelves. We expect the first shipment of material for the permanent shelves this Monday night. Installation will begin the following evening, Tuesday. The order of installation is as follows: Floors 9, 10, 8, 7. They expect to be able to install about 20 offices per day. The movers will move the carts in your office (if you are using them) or boxes as the case may be. We have instructed them that office contents are to remain in offices while shelving installation takes place. While we will have Public Safety Officers on hand during installation, we do recommend that you safeguard valuables when your installation will take place. Complete installation in all these areas should be achieved by February 17.

Please note, that in some cases where shelves were already scheduled to be installed, the project team has discovered insufficient interior wall support (7 of the 27 office in the departments we previously scheduled are effected). A different type of shelving system needs to be ordered and will be.

During the day Monday installers will be visiting offices to insure that the shelves ordered will be sufficiently supported.

For some of you, this may impact your unpacking plans, but the good news is the shelving is on its way and should be in place over the next few weeks.

As you know, **Keys** are being distributed daily from 8am to 6pm on 7-10 floors tomorrow, Friday, January 27th, and Monday, January 30th. This weekend, on

Saturday and Sunday, office keys will be distributed at the 59th Street Entrance Desk Post from 7am to 6:30pm. After Monday, please obtain your key from the Public Safety Department on Floor L2 of the New Building.

The Project team, along with our Public Safety Department, are conducting tests of the **card reader systems** that are located at the entrances of your department to access your office areas on the Tower floors. Once the test is successfully completed, Public Safety will program the ID cards to permit access control per instructions provided by the Department Chairs to the Public Safety Department. Until such time, two Public Safety officers will be patrolling floors 7 through 10 from 7AM to 11PM and will be able to open all suites to facilitate access.

Master keys are issued to the Department Chairs or designees only.

The Public Safety Department will have extra staff on hand this weekend from 10am to 6:30pm. Should you have any security, safety, or facilities-related questions, concerns, or issues, please call **x.8524**. They will be able to assist you directly or connect you with the right manager on duty.