



*Robert M. Pignatello
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TO: The Occupants of the New Building
FROM: Robert Pignatello, Senior Vice President, Finance and Administration
DATE: October 31, 2011
RE: Move Issues

Welcome to your new location in our new building. I know you share the excitement of being among the first to move into this spectacular space. I also know and appreciate the challenges involved in making such a move during the semester while you are attempting to perform your normal work. So first of all I want to thank you for your cooperation to make this happen.

We are here to help you settle in and resume regular activities. As one might expect, despite the diligent efforts of many people, a project of this scale and complication naturally brings with it problems that will arise. Below you will find a listing of people, contact numbers and areas that people are responsible for, who are ready to assist you. Please do not hesitate to contact us.

Facilities

For General assistance call Help Desk ex 8541 or submit a work order on line
For HVAC/Temperature issues call:
Dominick Conte, x 4649, 646 203-1228
Neil Stewart, x 8542, 646 739-9541

Nancy Marshall, x8531, nmarshall@jjay.cuny.edu
Move Boxes/crates not all accounted for
Move Boxes crates to be removed
Move of items remaining behind, not moved by movers
Furniture layout
Furniture malfunction
Additional Furniture
Lock cylinders/and keys for file cabinets/drawers

(over)

Security – command center (24/7)- x8524

Room Access

Keys

Security Camera questions

Access control questions

Irene O'Donnell, x8540, iodonnell@jjay.cuny.edu

Copiers install and hook up

Scan/fax connections and programming

Copier instruction

Document destruction

Doit - Douglas Toppin x8209, dtoppin@jjay.cuny.edu

Telecom connections issues

PC set up issues

New Phone instruction

Ynes Leon, x8013, yleon@jjay.cuny.edu

Interior construction finish issues (walls, floor, ceiling, window treatment, trim, doors, utilities etc.)

Additional/telecom power requests

Space assignment issues

Ongoing construction impact issues

Space reservation questions

This has been a long awaited moment for all of us. Best of luck for a smooth transition.