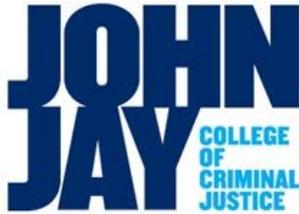


From: [Important Announcements](#)
To: [Important Announcements](#)
Subject: Custodial Shortage
Date: Monday, November 18, 2013 12:54:04 PM



*Elmer Phelon
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To: The College Community
From: Elmer Phelon, Executive Director, Facilities Management
Date: November 18, 2013
Re: Custodial Shortage

-
With the addition of our new building, the College has now about 1.4 million gross sq. ft. of buildings to maintain. Due to the current financial situation the College is facing, the Facilities Management Department is being challenged to maintain this facility with fewer staff and other resources. This has particularly affected the custodial operation. In order to re-deploy custodial staff to restrooms and classrooms we'll need to create labor efficiencies elsewhere.

We are seeking assistance from all faculty and staff to cooperate with a few new procedures that will help create these efficiencies as well as enforce existing policies. We will be implementing the following to maximize existing staff capacity and improve conditions.

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Individual Office and Refuse/Recycling Pick Up

With the college's 1,404 offices across the campus, collecting trash /recyclables has become a time consuming and manpower intensive task. One of the ways we can maximize our limited manpower is to centralize refuse and recycling collection. The consolidation of waste pick up locations allows us to go to one selected location to collect refuse instead of going into each individual office, greatly reducing the manpower and time required.

- **Beginning January 13th** We will be placing sets of garbage containers (Blue-Metal/Glass, Green-paper, and Grey-wet trash) strategically at **Refuse Collection Points (RCP's)**. They will be in corridors/public areas and/or main open work areas of large office suites. Please dispose of your office garbage and recycling in these locations. Our staff will collect only from **RCP's**, for most areas only once per day at a determined time. If you anticipate a special event that may generate an unusual amount of refuse in your area or office, please call facilities help desk at ex. 8541 for assistance.

Office/Public Space Cleaning

- The general heavier cleaning of all offices, classrooms, restrooms, public space and floor maintenance will be cleaned on the evening and overnight shifts. Custodial staff will be reassigned to these shifts and offices will be cleaned once per week. A schedule will be developed and each suite will be notified.

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Restrooms

- The campus has a total of 108 restrooms which get very heavy usage. This requires a huge effort to maintain and a diligent custodial crew. To improve conditions during the busy daytime hours, we will redirect staff and increase restrooms coverage from 9am to 9pm in our heaviest use locations. This will include disinfecting fixtures, counters, floors, replenishing supplies and removing trash as needed. In addition we are researching a higher quality of hand towel.

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Classrooms

- John Jay's existing Policy is "No Eating/Drinking in classrooms". Please comply with this policy, and help us enforce it. Your cooperation with this will help maintain our classrooms clean across 9 periods per day and insure the classrooms are in good condition for the next period. Collection of garbage and heavy cleaning of floors, furniture and white boards will be done daily on the overnight shift.

We thank you for your cooperation and understanding. Please feel free to reach out to Elmer Phelon at 212 237-8613, ephelon@jjay.cuny.edu, Anne Goon 212 237-8543, agoon@jjay.cuny.edu or Susan Jeffrey (212)237-8535, sjeffrey@jjay.cuny.edu with issues or concerns.

