FACILITIES MANAGEMENT POLICIES

Policy Id:
Fac.001 – Facilities Management Policies

Contact:
Facilities Call Center, 212.237.8541

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FACILITIES MANAGEMENT POLICIES:

Department Introduction:
The Department of Facilities Management coordinates multiple disciplines to ensure functionality of the building environment by integrating over 100 skilled staff, organized procedures and technology. Every aspect of the physical plant operation is addressed; corrective and preventative maintenance, engineering, housekeeping/custodial services, vertical transportation, energy and power usage, emergency response, sustainability initiative and vehicle fleet maintenance. Moreover, the department acts as the College’s Facilities and Plant liaison with CUNY Central.

Office Hours:
The Department of Facilities Management is open between the hours of 8:00 am to 6:00 pm Monday through Friday. Dial extension 8541 for inquiries, problems or requests for service.

After Hours:
Facilities Management Staff can be reached after hours or weekends by contacting Security at
- Extension 8740 North Hall
- Extension 8266 Haaren Hall
- Extension 8700 BMW building
- Extension 1120 Westport
- Extension 8524 New Building

Or - Call the Public Safety Department, 5:30pm - 11pm; Monday - Friday at (212) 237-8266.

Work Orders:
Requests for services are submitted via the Facilities Work Order System accessible through the Inside John Jay. Please Click here to go directly to the Work Order System. Faculty and staff with an e-mail account have access to the Intranet. Instructions for completion of the work order form are also available on-line. If you are unable to access the system, please contact the Facilities office @ Ext. 8541 for further assistance.

Maintenance Services:
Responsibilities include maintenance and repair of College facilities including heating, ventilation and air conditioning equipment; electrical conduits and plumbing distribution systems; relamping of light fixtures and interior painting services. Services are also provided in the supervision of contracts for elevator and escalator maintenance, pneumatic controls, exterminating services and water treatment. Minor repairs such as light bulb replacement, ceiling tile
replacement, installation of shelving, picture frames and bulletin boards require the submission of a Facilities Work Order.

**Custodial Services:**
Provide routine cleaning, trash removal and the recycling program in all buildings owned by the College including all classrooms, offices, restrooms and public spaces. Special requests for carpet cleaning or stripping and waxing of floors require the submission of a Facilities Work Order.

**Laborer Services:**
Services include the moving of furniture and cartons, set up of offices, classrooms and conference rooms and special events set up and breakdowns. Laborers are also responsible for the maintenance of sidewalk and exterior steps of the buildings including snow removal.

Please note that Facilities Management personnel cannot accept vendor deliveries for other departments. The Central Receiving Department handles all deliveries.

**Special Projects:**
Requests for painting, new carpeting, floor tiles, windows blinds or other special projects may be accepted but are subject to budgetary considerations. Please contact Anne Goon at agoon@jjay.cuny.edu to discuss. Special large events or projects requiring laborer services should be requested 2 weeks in advance via the facilities work order system once the event is confirmed.

**BMW Building Offices:**
Custodial, minor repair services (i.e. blown electrical circuit) and heating and air conditioning for the College offices located on the 6th floor of 555 West 57th Street are provided by the BMW Building Management. All other items such as carpet cleaning, furniture relocation and relamping are provided by the Facilities Management staff. Please submit a Facilities Work Order for any work required.

### POLICIES

**Policy # 1:** Prohibited Areas of the Buildings:
- In order to maintain our populations safe, roof tops and mechanical spaces are off limits to Faculty Staff and Students. Only authorized Facilities Staff may enter these areas. This includes North Hall basement and roof top, Haaren Hall roof top (except...
the tennis court and running track) New Building rooftop and Facilities Management shops and storage on L3. All closets marked “Electrical” or “Mechanical.”

*Policy #2: Overloading Electrical Circuits:

- Our building circuits were originally designed to support typical office equipment. They are not designed to support high energy consumption devices such as refrigerators, microwave ovens, toasters or personal space heaters. The uses of these devices will cause entire circuits to fail. This will in turn crash any computer or data system on the same circuit with the strong possibility of data loss. Please refrain from using these types of equipment without prior approval from Facilities management. Thank you for your continued cooperation.

*Policy #3: Large/specialty Equipment Purchases:

- Many departments across the college have a need to purchase specialized equipment for their areas of expertise. Nearly every piece of large specialized equipment have particular needs, such as special mounting requirements, additional power needs, additional cooling requirements, weight and size issues, etc.

Please do not purchase any specialized equipment, without first reviewing with the Facilities Management Engineer, Neil Stewart (Chief Engineer) at 212.237.8542 to insure the space you plan to use or house this equipment can support the requirements. In the event additional special needs such as power or cooling are required, these costs must be added to the department’s equipment budget.

*Policy #4: Classrooms

- All furniture including 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.

*Policy #5: Smoking

- If you choose to smoke, do not smoke directly in front of building entrances, second hand smoke is dangerous to others.

*Policy #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.

*Policy #7: Posters
• We are excited to introduce our new Mobile Poster Displays for use by the college community. The new double sided display cases are designed to REPLACE EASELS. Please do NOT use easels going forward.

• All new posters MUST BE PRINTED IN PORTRAIT FORMAT and must be full size.

• Requests for services are submitted via the Facilities Work Order System accessible through the College's Intranet. Please Click here to go directly to the Work Order System.

• For instructions on how to use the Displays, please visit our department website, Click Here and you will be taken to our department website.

* Policy #8: Food - Drinks

• Please enforce and comply with the College policy of “No Eating/Drinking in Classrooms.” Contain food and drink to the cafeterias or lounges, dispose of refuse in appropriate trash recycling containers.