Office of Space Planning and Capital Projects

Policy Id:
SPC.001 – Office of Space Planning & Capital Projects’ Policies

Contact:
Ynes Leon ext. 8013

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Office of Space Planning & Capital Projects’ POLICIES:

**Department Introduction:**

The Office of Space Planning and Capital Projects provides architectural and planning services in support of the College’s Educational Goals and Mission. Through space planning, design, management and renovation projects, we serve the academic and administrative programs and priorities of the John Jay College community.

We also function as the liaison between CUNY, DASNY, New York City and New York State agencies, consultants and contractors, guiding the process and impact of planning, design, and construction for facilities, renovations and space.

Our goal is to insure that new space created meets the programmatic needs of the users and contributes to the overall campus environment, and to provide a welcoming, safe, and attractive campus that is in compliance with all applicable codes, laws, rules and regulations, that help make the students faculty and staff at John Jay a physically, psychologically, and socially successful experience.

**Office Hours:**
The Office of Space Planning & Capital Projects is open between the hours of 9:00 am and 5:00 pm Monday through Friday.
POLICY SPC.001

Office of Space Planning & Capital Projects POLICIES

Services:
The Office of Space Planning & Capital Projects coordinates office moves that are related to construction and renovations of campus spaces. Our office works with the departments to ascertain their programmatic needs, and creates plans for a time schedule and office layout for new space to be occupied. The office then coordinates with Facilities and DoIT for the move, as well as manages incidental contractor work to be performed. When a department has a new permanent hire that needs office space, we accept departmental submissions for their accommodation. When authorized, our office submits designs and layouts for departmental approval for the new office, and manages their refurbishment and furniture needs. Our Office manages the inventory of interior office furniture for the campus. Services include the coordination of the removal of furniture, and requests for additional or new furniture. We are also responsible for overall signage, location plans and directories and way-finding for the campus.

Furniture services:
The OSPCP coordinates all furniture requests. Via links available on our department web page, OSPCP home, or the Inside John Jay Resources Page, please fill out the forms and submit to Kishel John kijohn@jjay.cuny.edu Furniture purchase requests are subject to departmental budget review, and availability. All orders (even if purchased by the department) must be coordinated through the OSPCP. There are space issues to be worked out (code compliance) and there are electrical and data implications that we will be coordinated for the users.

Signage Services:
For new personnel office signs, office numbering, departmental signage-name changes, and directional signage: Please fill out forms located via links available on our department web page, OSPC home, or the Inside John Jay Resources Page, please fill out the forms and submit to Kishel John kijohn@jjay.cuny.edu Please allow time for review for all hallway or public sign requests.
OFFICE FURNITURE POLICIES

Policy #1:
Furniture Requests are subject to budgetary constraints. Requests for new furniture purchases must be submitted to OSPCP from the departmental office and have the signature of the departmental head. Requests for use of stored items are subject to limited availability or accessibility.

Policy #2:
Office and department furniture is assigned and inventoried by the office of Space Planning, and moved only by Facilities staff of the College with our approval. If program requirements change, please contact our office with a furniture request and we will arrange to fulfill your requirements.

Policy #3:
When departments order new furniture etc., orders must be coordinated by the OSPCP. Please specify in the “Comments” area of your EPS requisitions that the project coordinator is the OSPCP-contact Holly Kallman x 8885 or Kishel John x 8243

SIGNAGE POLICIES:
Policy # 1
If signage is standardized within the departmental office, and the request is for an update to personnel or to freshen the appearance, please submit the online form with this noted. All NEW signs should be reviewed for aesthetic “brand” which unifies our campus and contributes to way-finding for visitors, and are subject to approvals by department heads or School Higher officers.
Please contact Sara Cuya to discuss signage requests: scuyajjay.cuny.edu

SPACE PLANNING POLICIES:
Policy #1
Departmental/Office Moves: We are committed to provide the utmost in support for our faculty and administrative staff. Departments must approve office layouts and make assessments for their needs on time and on schedule. Late submissions of your requirements may make requests difficult to fulfill, or only at the department’s expense.

Policy #2
Office Requests are for Departmental Submissions Only.
Requests for additional office space from departments are processed in coordination with the Office of Space Planning and the Provost’s Office. When approved, the Office of Space Planning and Capital Projects will begin the process of design plans for approval by the department.

Policy #3:
The Office of Space Planning and Capital Projects is responsible for office refurbishing for new hires only.
Policy #4
Departments must contact DoIT for computers and telephone services.
CONTACTS:

Space Planning Team and Capital Projects Team

Ynes Leon RA, Director of Space Planning & Capital Projects
Phone: 212.237.8013
Fax: 646.621.3796
Room: 606B-BMW
yleon@jjay.cuny.edu

Holly Kallman, Assistant to the Director
Phone: 212.237-8885
Fax: 646.621.3796
Room: 606B-BMW
hkallman@jjay.cuny.edu

Sara Cuya, Space Planning & Design /Facilities Coordinator
Phone: 212.484.1168
Fax: 646.621.3796
Room: 606B-BMW
scuya@jjay.cuny.edu

Kishel John, Interior Designer
Phone: 212.237.8243
Fax: 646.621.3796
Room: 606B-BMW
kijohn@jjay.cuny.edu

Rosemary Cruzatte, Architectural Assistant
Phone: 212.237.8131
Fax: 646.621.3796
rcruzatte@jjay.cuny.edu

Haimonti Paul, Architectural Assistant
Phone: 212.237.8538
Fax: 646.621.3796
Room: 606B-BMW
hpaul@jjay.cuny.edu