FACILITIES POLICIES

CLEANING AND RECYCLING

Cleaning Schedule: The floors dedicated to SPS at 119 W. 31st St. (1, 2, 3, 4 and 10) are cleaned daily in a 7-hour cleaning process. Office suites begin to be cleaned each evening at 6pm, while the cleaning of classrooms, restrooms, and public areas begins between 9 and 10pm.

Refrigerator: All contents of the refrigerator in the staff lounge (10th floor) are discarded at 6pm every Friday.

Recycling: Please be sure to make use of the sorting bins for recyclables, located in the public areas of each floor.

Shredding: Please only deposit items containing sensitive information (SSN, DOB, address, phone) in the shredding towers, and be sure to shred documents containing such information.

MAIL ROOM

SPS now has a dedicated mail facility, with FedEx as well as interoffice and regular mail capacity. Under the supervision of the Office of Campus Operations, the mailroom is located on the 10th floor, and outgoing mail is picked up daily at 3pm. Mail drop boxes are located in the lobby and on the 10th floor. Please be sure to check your mail regularly.

OFFICE OF PUBLIC SAFETY

The Office of Public Safety exists to create a safe environment for the School of Professional Studies community and its visitors.

The Office of Public Safety is located on the 2nd floor. The Public Safety Department can be reached at 646-664-8600. All SPS floors are periodically patrolled during operating hours. Identification from all students, faculty and staff is required at the Main Entrance.

Report any suspicious activity in or around our building by speaking to an officer or by calling the Main Lobby at 646-664-8600.

Updated: 7/23/14
ROOM REQUESTS

Requests to reserve SPS conference rooms, classrooms, and mediascape lounges are to be made by emailing the room reservation form (attached and at http://sps.cuny.edu/filestore/1/7/9/1_4d724abaf19e3c2/1791_38cc1c363ec5a47.pdf) to ops.roomres@sps.cuny.edu at least two weeks in advance.

Please note that:

- Only one request may be made with each form
- Upon approval of a room reservation request, the requester will receive a confirmation email from the Office of Campus Operations.

CATERING

- Catering may only be requested for events for which a room has been confirmed.
- Catering requests are to be submitted at least one week before the event, via email, to ops.roomres@sps.cuny.edu. The email must include:
  - SUBJECT LINE: Catering Request
  - EVENT NAME
  - DATE, TIME, ROOM NUMBER
  - NUMBER OF ATTENDEES
  - AGENDA
  - FOOD/DRINK ITEMS REQUESTED

- Upon review and approval of the request, the Office of Campus Operations will make the catering order. No department or office is to order its own food for meetings or events.

- The requester will receive a catering order confirmation from the Office of Campus Operations.

CATERING VENDORS

- Only the following approved caterers are to be used for meetings, information sessions, and other events at 119 W. 31st St.:
  - Tasty Café
- **Blake & Todd**
  Catering menu:

- **Oxford Café**
  Catering menu:

No other vendors are to be used without prior consultation and special permission from the Office of Campus Operations (for example, an instructor who wishes to serve pizza on her final day of class must first receive approval from Campus Operations).

**CATERING INVOICES**

- The caterer’s invoice must be submitted to the Office of Campus Operations within 24 hours of the meeting’s conclusion, *along with an event agenda and sign-in sheet.*

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**MOTHER’S ROOM**

The keys to the Mother’s Room are maintained by the Offices of Campus Operations and Public Safety.

**Staff requests** for use of the Mother’s Room are to be made to the Office of Campus Operations.

The Office will maintain a staff sign-out sheet for the Mother’s Room keys, and will collect any distributed keys at the end of each semester or at the end of each employee’s requested time.

A key return or reissue date will be noted for each employee on the Mother’s Room key sign-out sheet.
**Faculty requests** are to be made to the Office of Campus Operations, for blocks of no longer than two hours, at time of need.

- Requests for particular times (i.e.: “Thursdays, 8-8:30pm, Fall 2013”) are to be emailed to Walida.najeeullah@mail.cuny.edu.

The Office will maintain a faculty sign-out and return sheet for the Mother’s Room keys.

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**OFFICE SUPPLIES**

General office supplies are available on the 10th floor.

All supplies must be ordered only through Andrew Reynolds at Andrew.reynolds@mail.cuny.edu.

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**STAFF LOUNGE / PANTRY**

The staff lounge and pantry on the 10th floor is designated for SPS staff only.

For the comfort and enjoyment of all colleagues:

- Note that SPS is not responsible for loss of any stored food items – label your food clearly.

- Be sure that food items are sealed properly before placing in the refrigerator.

- Be sure that containers are properly covered before placing in the microwave.

- Note that to maintain cleanliness, the refrigerator is emptied weekly. **All items remaining in the refrigerator as of 6pm on Fridays will be discarded by the cleaning crew each week.**

- The cleaning crew is responsible for basic cleaning of the pantry area – the crew is *not* responsible for washing dishes or cleaning up detritus left behind from our meals. Please be sure to wash dishes and clean your own spills, crumbs, wrappers, etc., after using the pantry.
CONTACTS

Elevator
Office of Campus Operations
Email ops.facilities@sps.cuny.edu
646-664-8550

Facilities Issues
Office of Campus Operations
Email ops.facilities@sps.cuny.edu

General Maintenance
Office of Campus Operations
Email ops.facilities@sps.cuny.edu

Mailroom
119 W. 31st St., 10th Fl.
Office of Campus Operations
Email ops.mailroom@sps.cuny.edu
646-664-8553

Security/Public Safety
119 W. 31st St., 2nd Fl.
646-664-8600

Supplies
Andrew Reynolds
119 W. 31st St., 10th Fl.
andrew.reynolds@mail.cuny.edu
646-664-8651

IT issues
Email helpdesk@sps.cuny.edu
CUNY School of Professional Studies
119 W 31st St, New York, NY 10001

Requested By __________________________ Date __________________________
Email __________________________ Phone __________________________

DEPARTMENT / ORGANIZATION

EVENT TITLE - NAME OF EVENT

ACTIVITIES INVOLVE NON-UNIVERSITY SPEAKERS OR GUEST: ___ Yes (Please list Name and Title) ___ No
ACTIVITIES INVOLVE UNIVERSITY VIPS: ___ Yes (Please list Name and Title) ___ No

Total Number of Attendees: ___________ Are there any specific A/V needs: ___ Yes ___ No
Name of Person in Charge: __________________________ Phone #: __________________________
Will Food be Served: ___ Yes ___ No
Please Select Vendor: __________________________ Set Up Time: __________________________

ARE SPECIAL ACCOMODATIONS (ADA) REQUIRED ___ YES ___ NO (Please Specify Needs Below)

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<tr>
<th>DAY OF THE WEEK</th>
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NOTE: ALL ROOMS MUST BE LEFT CLEAN AND IN PROPER ORDER. DO NOT REMOVE FURNITURE OR EQUIPMENT FROM CLASSROOMS.

PLEASE NOTIFY CAMPUS OPERATIONS IMMEDIATELY OF ANY CHANGES OR CANCELLATIONS.

SCHEDULER: __________________________ DATE: __________________________

DO NOT WRITE BELOW