WELCOME

New York University is committed to providing the best possible environment for each and every one of our valued residents. Whether you are new to housing or have lived here for years, we hope this newsletter will assist you with an assortment of helpful information and resources. The fall is the start of a new academic year here at NYU, with many new faces moving into our buildings it’s a great opportunity to introduce residents to the many resources available.

NYU Facilities & Construction Management (FCM) Client Services Center

The NYU FCM Client Services Center is the primary point of contact for service and maintenance requests. If you have or see a need for maintenance service, please contact the NYU FCM Client Services Center. You can call the NYU FCM Client Services Center for a variety of problems such as:

- Tri-annual painting requests
- Water leaks Leaky bathroom faucet
- Malfunctioning lights
- Smells & unpleasant odors
- Reserving elevator for large deliveries

Monday – Friday 6:00am – 10:00pm
Saturday – Sunday 8:00am – 8:00pm
(Except University holidays)

Apartment Improvement Program (AIP)

We are pleased to continue the Apartment Improvement Program that provides NYU-affiliated and non-affiliated tenants residing in an NYU-owned property the opportunity to allow NYU to make certain improvements to their apartments.

NYU-affiliated tenants having resided in their apartments for at least three years pursuant to leases with NYU expiring in 2016 are eligible to participate provided your lease is signed and returned to Cushman and Wakefield, located at 2 Washington Square Village, 1-O. For your convenience, a description of the program can be found on our website:  http://www.nyu.edu/life/living-at-nyu/faculty-housing.html

Non-affiliated Tenants may participate in the Program on the following conditions: (i) that they have resided in their apartments as either rent-stabilized or rent-controlled tenants for at least three years, and (ii) that they are in good standing under their tenancies. Non-affiliated Tenants may exercise their option to participate in the Program during the same “windows” that NYU-affiliated Tenants may elect to participate.

Under the program, tenants may elect a single improvement at no cost to them. Tenants desiring additional improvements will be able to select improvements from a set of options, such as new kitchen appliances, various bathroom or kitchen improvements, or floor work. Tenants who desire additional improvement(s) will be asked to fund the cost. To view commonly asked questions, please follow the below link to “Apartment Improvement Program Frequently Asked Questions”:

http://www.nyu.edu/content/dam/nyu/facultyHousing/documents/Forms/AIP%20FAQs.pdf
President Hamilton’s Inauguration

The inauguration of a new president is cause for reflection and celebration. This September – as we celebrate the inauguration of Andrew D. Hamilton, NYU’s 16th president on Sunday, September 25 – we reinforce our collective commitment to NYU’s future. Join us for a series of events leading up to the inauguration the week of September 19th. Visit nyu.edu/inauguration for a full program of events.

Community Improvements & Construction Updates

NYU’s Office of Faculty Housing and Residential Services wants to keep our residents apprised of the many ongoing improvements throughout our properties:

- For University-wide construction updates, please visit the New York University Construction Website. There you will find useful information about the University’s construction projects, including project descriptions, announcements, and answers to frequently asked questions. For details visit http://www.nyu.edu/community/nyu-in-nyc/construction/current-projects.html

Neighborly Etiquette

Apartment living means living in close proximity to your neighbors. And being a good neighbor means being mindful of and sensitive to your neighbors’ quality of life, even when that sometimes seems to conflict with your own lifestyle. We often receive complaints and ask for your cooperation in considering your neighbors by respecting the following:

**Noise** – While you are enjoying the television, listening to music, or playing a musical instrument please take a moment to consider the volume and make an effort to reduce the noise that filters from your apartment into the hallway and into your neighbors’ homes. Remind your children to use indoor voices when playing. Excessive noise that frequently warrants complaints from neighbors includes excessive traffic in/out of apartments, door slamming, people/pets running or jumping repeatedly in upper level apartments, loud music and instrument playing, and loud television/surround sound systems.

**Smoking** – Smoking of cigarettes, cigars, and pipes is prohibited in elevators, hallways, stairwells, laundry rooms and all public areas. For safety’s sake, please do not throw cigarette butts down the compactor chute, out of your window, off your terrace, or onto the lawns in front of the building. Be aware that smoke permeates through windows, vents, radiators and hallways. Since second hand smoke can be irritating and hazardous, please be considerate of your neighbors and limit the amount of smoke coming from your apartment.

**Trash** - There have been numerous complaints in regards to open trash being left on the floors of compactor rooms. To properly dispose of waste, trash should be placed in small bags and put in the compactor chute, not left on the floor. Open trash on the floor creates odors and attracts vermin. There are bins on each floor to dispose of recyclables; please do not place glass or plastic in the chutes.

**Corridors**— Personal items such as bikes, strollers, shopping carts and shoes are not permitted in the halls, as this is a fire hazard and safe egress. We often receive complaints from those whose hallways have been used as storage for bicycles, strollers, scooters, and the like. These items obstruct egress and are a violation of FDNY fire code.

**Dog Owners**—Please help us protect our greenery and follow NYC law by curbing and cleaning up after your dog. If your dog needs a safe and clean place to play and run, consider using a neighborhood dog run.
Contacts
Please see below for how to reach us for all of your service needs:

Office of Faculty Housing
Erin Lynch, Assistant Vice President
Erin Rodriguez, Housing Programs Manager
Rosemary Rivera-Ezeta, Housing Program Administrator
Toka Pritchett, Administrative Aide

NYU Facilities Management
Gerard Savoy, Director
Franklin Diaz, Senior Facilities Manager
Rosangela Leon, Assistant Facilities Manager

Collins Building Services
Angel Perlaza, Director of Engineering
Felipe Perlaza, Assistant Director of Engineering
Roopesh Khalian, Project Manager
John Morano, Field Foreman

Cushman and Wakefield
Larry Ayala, General Manager
Michael Broderick, Leasing Manager
Jeffrey Rieger, Accounts Receivable
Elsa Helligar, Assistant Leasing Administrator/AR
Gina Aiosa, Administrative Coordinator
ADDITIONAL INFORMATION

Energy & Conservation

Please keep conservation in mind. If you plan on being away this Spring or Summer, please remember to lock your doors, close your terraces, close your windows and turn off your lights and air conditioners. Get more energy saving tips from Con Edison at http://www.coned.com/customercentral/energsavingtips.asp

Recycling

We encourage our residents to comply with NYC recycling laws. Please separate recyclables from ordinary household refuse. There are designated bins in every compactor room.

e-cycle NYC bins are available for disposal of electronic items in the basements of 1-4 Washington Square Village and in the garage of 110 Bleecker.

For additional information about New York City’s recycling program, please visit, http://www.grownyc.org/recycling/whatstorecycle

Be Safe

Text alerts will be used to advise you of time-sensitive information. If you are an NYU faculty or staff, you can register by going to the Peoplesync login through NYU Home and updating your profile information. Non-NYU affiliated residents, please register for text alerts by sending an email to nyutextalerts@nyu.edu. You will be registered when you provide your home address, email and cell phone number. If you do not have a cell phone, you will only receive email messages. For more information on safety tips and preparedness please visit,

http://www.nyu.edu/life/safety-health-wellness/be-safe.html

Window Guard & Lead Paint Forms

The 2014 Annual Safety Notices, with the mandatory response card, were delivered to all faculty housing tenants. Completion of this form by all tenants is required by law whether or not you have a child under the age of 10 years. Return it to the doorman or superintendent of your building as soon as possible. Duplicate forms are available from Cushman & Wakefield, 2 Washington Square Village (#1-O).

Smoke & Carbon monoxide detectors should be inspected bi-annually to ensure batteries are functioning properly.

Thank you for your cooperation!

NYU FCM Client Service Center
Phone: (212) 998.1001
Fax: (212) 995.4671
Email: contactcsc@nyu.edu
http://www.nyu.edu/fcm/workrequestform

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NYU Info Alerts: www.nyu.edu/info.alert

Media Alerts
NYU relies primarily on electronic communications. In addition to email, NYU will communicate via the following media in an emergency:

Facebook: https://www.facebook.com/nyu
Twitter: http://twitter.com/nyunfoalert
NYU Info Alerts: www.nyu.edu/info.alert