Building & Grounds Services

L-1 Building
Tel: 718-997-3520

The Office of Buildings & Grounds (OBG) strives to provide quality maintenance services, to ensure a safe and attractive campus, in support of Queens College’s mission of encouraging excellence in undergraduate and graduate education.

Our office is located in the L-Building, across from Fitzgerald Gym. OBG handles maintenance requests for Emergencies, Cleaning, Maintenance, Moves, Repairs and Set-ups, along with Minor Renovations. Complaints, requests for repairs and emergencies are received and dispatched through the Work Order Center (http://archibus.qc.cuny.edu/queenswr/index.cfm ) Monday-Friday until 5pm. For emergency requests, please call our main line at 7-3520. Emergency requests after 5pm should be directed to the Heating Plant (weekdays and weekends) at extension 7-4936.

Campus Distribution

Mailroom
Dining Hall 010
Tel: 718-997-3040

Central Receiving
Dining Hall 02
Tel: 718-997-3044

Campus Distribution is comprised of the Mailroom and Central Receiving. Our operations provide mailing and receiving services for the College, along with a number of other services.

As a general rule, the Mailroom handles the sorting, processing and distribution of incoming/outgoing United States Postal Service mail as well as interoffice and intercampus mail. Central Receiving handles incoming/outgoing accountable packages from such companies as UPS and FedEx, as well as direct shipments from private companies.
Department of Accounting/Accounts Payable

Kiely Hall Room 265
Tel: 718-997-4590

**Accounts Payable**
The Mission of the Accounts Payable Department is to support the College faculty and staff by processing the payments required for their travel expenses, services and purchases necessary to meet the goals of the College. The Department strives to process payments and resolve problems within the prescribed time limits, guidelines, and format mandated by the Comptroller’s Office of the State of New York and the City University of New York (CUNY).

**Accounting**
The Accounting Department is responsible for providing efficient and effective financial and administrative services relative to the needs of departments on campus while still assuring that all transactions adhere to The City University of New York (CUNY) policies and procedures and Generally Accepted Accounting Principles (GAAP). The department maintains accurate financial accounting records according to GAAP by compiling monthly and annual financial reports. Unlike other departments, Accounting has two year-ends. For taxation reporting, there is a calendar year-end (December 31). For financial reporting, there is a fiscal year-end, which is June 30. The Accounting Department supports both our tax levy and our non-tax levy budgets.

**Facilities Design, Construction & Management**
Queens Hall Room 100
Tel: 718-997-2880

The department is committed to maintaining and improving the quality of campus life. Our office offers a wide array of skills related to planning, design, construction, and project management services. Our major goal is to align the physical workplace with the academic and research goals of the college. It is also our responsibility to oversee and preserve the unique identity and beauty of the overall campus.

**Services**
- Capital development: Develop and implement the college’s five-year capital plan.
- Master planning: Oversee all facilities’ aspects of the materialized campus plan.
- Capital projects: Manage the design and construction of all capital-funded projects.
- Space management: Maintain the college’s space inventory database using Archibus.
- Provide planning and design services.
- Handle design and construction for capital projects.
- Coordinate and integrate construction and rehabilitation projects.
- Oversee projects to ensure conformance with bid documents and design drawings.
• Ensure that all work is completed in compliance with building codes.
• Provide information and technical support to other departments.

Office of Budget & Planning
Queens Hall, Room 170
Tel: 718-997-5910

The Office of Budget and Planning provides timely and accurate financial information to senior leadership allowing them to make informed decisions. Our primary responsibility is the development and maintenance of the College's budgetary activities. Our staff provides departments with assistance in the preparation and modification of their individual budgets and performs various projections and analyses to support decisions related to strategic planning and institutional effectiveness.

Office of Information Technology (OIT)
I-Building Room 100
Tel: 718-997-3009

OIT (formally known as OCT) provides technical support and technology related services on campus. The college’s computer labs, telephones, networks, servers, applications and web management systems are maintained by us. We also provide technology consulting services for audio visual, computing, networking, and other related items to the Queens College community.

Help Desk
Dining Hall Room 150
Tel: 718-997-4444

Our Help Desk responds to requests regarding QC Usernames, Outlook email, CUNY Portal access, Blackboard, QC MyMail, and other local computer logins, connecting to the wireless network, software upgrades, virus removal, hardware/software troubleshooting, and other issues related to technology. The Help Desk is the first level of support for all of your technology needs. You may visit us in Dining Hall Room 150, Queens Hall 150 or call us at 7-4444. The hours when the Help Desk is open can be found by calling the 7-4444 number.

Our Media Services Group provides multimedia support, including our technology enhanced classrooms, audio/visual equipment set up, and conference and seminar support. Their extension is 7-5960. QC Card, our college ID, library ID, door access card and a campus transactions debit card is also furnished by OCT. All Faculty are required to have a QC Card ID while on campus. To obtain a QC Card, you may contact them at 7-4240.

To learn more about OIT’s services, please visit the QC Home page, and under Quick Links click on Computing/Technology.
Office of Environmental, Health and Safety

L-1 Building
Tel: 718-997-2881

The Office of Environmental, Health and Safety (EHS), is committed to supporting the College’s facilities, teaching, and research activities by providing guidance, training and services to the institution and its employees. The goal is to promote and foster a safe working environment by incorporating health and safety into the daily operations of the College, to reduce the potential for injuries and illnesses of faculty, staff and students, promotion of best practices as well as compliance with federal, state, and local regulations and laws governing the activities of the institution.

Office of Events and Commencement

Queens Hall Room 205G
Tel: 718-997-3460

The Office of Events and Commencement is the primary resource for all internal events at Queens College, including all Commencement Exercises, department ceremonies, Presidential Events and department functions. If you wish to reserve space for an event outside of the Student Union, or need physical resources for an event including room set up, display boards, or college banners, the Office of Events and Commencement is available for your event needs. Please allow two weeks for your room request to be processed, and we will be happy to help. We can be reached at extension 7-3600.

Office of Human Resources/Payroll

Kiely Hall Room 163
Tel: 718-997-4455

The Office of Human Resources is dedicated to the development and implementation of programs, processes and policies that foster an environment of support, professional development and employee appreciation.

We strive to continuously improve our approach to providing the best customer service — clearly communicating information related to payroll, benefits, personnel services, classifications, recruitment, promotional opportunities and employee development. If you have any questions regarding any of the above please feel free to contact us at ext. 7-4455 or drop by our office in Kiely Hall Room 163.

Public Safety & Security

Main Gate on Kissena Blvd (open 24 hours a day)
Tel: 718-997-5912
The primary responsibility of the Office of Public Safety is to provide a safe environment for the college community where faculty, staff, and students can feel secure in pursuing their activities on our campus. Our staff has been trained in CPR and First Aid. Our Campus Peace Officers and Campus Security Associates carry two-way radios at all times. There are 20 blue emergency phones located around campus and are on available 24 hours a day. We issue keys and door access via your QC ID (QCard). Upon request, we offer temporary/visitor parking passes through our web application in MyQC. Visitors must enter the campus via the Main Gate to pick up a parking pass. In the event of an emergency, please call the emergency line at 7-5911, or Public Safety directly at 7-5912.

**Security Office**  
Jefferson Hall 201  
Tel: 718-997-4443

To park in assigned lots, you must first register your vehicle and purchase a parking decal in our Security Office, which is located in Jefferson Hall Room 201. You can also purchase a QC Shuttle Bus decal. To inquire about these decals, please contact Security at 7-4443.

**Purchasing & Property Management**  
Kiely Hall Room 257  
Tel: 718-997-5760

The goal of the Purchasing Department is to procure goods and/or services at the lowest available price—consistent with quality requirements and delivery needs. The practice of competitive solicitation ensures participation of the largest group of vendors to create competition and guards against favoritism, improvidence, and fraud. The Purchasing Department ensures compliance with CUNY as well as state laws and regulations governing purchasing. Please contact the Purchasing Department to help plan and implement any purchase whether for a tax-levy account for a non-tax levy entity. For assistance with CUNYFirst procurement module or Staples on-line ordering for office supplies, please contact Purchasing at ext. 7-5760.

**Reprographics**  
Jefferson Hall, Room 08  
Tel: 718-997-4484

The Reprographics team is dedicated to serving the printing needs of the faculty and staff of Queens College. We offer a variety of printing and finishing options:
- Black-and-white printing (exams, syllabi, class materials)
- Digital color printing (flyers, brochures, business cards, tabloid posters, invitations)
- Analog press printing (NCR, letterhead, envelopes)
- Large-format printing (posters, banners)