



*Your point of contact for service requests*

*7 days a week, Monday thru Friday, 6 am - 10 pm, Sat and Sun, 8 am - 8 pm (Except University Holidays)*

If you have identified a need for service in your NYU residence, office, classroom, or public area, please contact the Client Services Center (CSC) by doing one of the following:

- ❖ Submit online work requests at [www.nyu.edu/fcm/workrequestform](http://www.nyu.edu/fcm/workrequestform)
- ❖ Email service requests to [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu)
- ❖ Call the Client Services Center at **212-998-1001**

Please provide your **complete location** information including **Building Name/Address, Floor, and Room Number** on all work requests.

**In case of Fire-Police-Ambulance emergencies**

**DIAL 911**

For urgent requests (i.e. water leak, heat outage, etc.) outside of Client Services Center operational hours, please contact the **Front Desk/Public Safety Officer** located in the building lobby or call the Department of Public Safety at 212-998-2222.

**NYU Client Services Center 2013-2014 Holiday Schedule**

<b>HOLIDAY</b>	<b>DATE</b>	<b>OPEN</b>	<b>HOURS</b>
<b>LABOR DAY</b>	September 2, 2013	<b>YES</b>	10 AM TO 6 PM
<b>THANKSGIVING</b>	November 28 and 29, 2013	<b>NO</b>	
<b>WINTER RECESS</b>	December 26 and 30, 2013	<b>YES</b>	10 AM TO 6 PM
<b>DR. MARTIN LUTHER KING JR. DAY</b>	January 20, 2014	<b>YES</b>	10 AM TO 6 PM
<b>PRESIDENT'S DAY</b>	February 17, 2014	<b>NO</b>	
<b>MEMORIAL DAY</b>	May 26, 2014	<b>NO</b>	
<b>INDEPENDENCE DAY</b>	July 4, 2014	<b>NO</b>	

*All requests may be submitted online or emailed 24 hours a day, 7 days a week.  
Requests received while the office is closed will be dispatched at the start of the next business day.*