



Founded 1973

Old bricks

Faith in people

Preserving community

---

## Clinton Housing Development Company

To:

Front Desk Staff – 53<sup>rd</sup> St.  
Front Desk Staff – 46<sup>th</sup> St.  
Front Desk Staff – 42<sup>nd</sup> St.  
Front Desk Staff – 35<sup>th</sup> St.  
Front Desk Staff – 30<sup>th</sup> St.

From:

Nancy Paz  
Building Manager

Date:

9/23/19

Re:

**On Call Memo**

---

The on-call Manager for this week (**9-23-2019 – 9-29-2019**) is Nancy Paz (917) 309-4267.

The on-call Super for this week (**9-23-2019 – 9-29-2019**) is George Garcia (917) 309-3178.

- On-call managers are on call between 5pm and 8am
- Front Desk Associates are to contact 35<sup>th</sup> Street in case of an emergency regarding directions on how to address a situation
- DO NOT call the on-call managers directly.
- ONLY 35<sup>th</sup> Street Front Desk Associates are to contact the on-call managers after it has been established the matter cannot be resolved without guidance/approval