



Founded 1973

Old bricks

Faith in people

Preserving community

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## 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:

9/30/19

Re:

**On Call Memo**

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The on-call Manager for this week (**9-30-2019 – 10-06-2019**) is John Ntzelvez (917) 309-4337.

The on-call Super for this week (**9-30-2019 – 10-06-2019**) is Javier Marin (917) 674-1872.

- 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

554 West 53<sup>rd</sup> Street New York, New York 10019

Phone: 646. 514. 9936 Fax: 646. 514.9939