

----- Original Message -----

Subject:Parking arrangements...

Date:Tue, 24 Feb 2009 13:28:28 -0500

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To:Khalil Howard <krhowa02@syr.edu>

CC:"Mohammad Mohammad" <mohammed@physics.syr.edu>, Liviu Movileanu <lmovilea@syr.edu>, "David Niedzwiecki" <djniedz@physics.syr.edu>

Hi folks,

In the future when you know you have a "visitor" coming in, please be sure to inform me so I can then make Parking arrangements ahead of time so the visitor is no detained as was the case today. Generally, a minimum of a 24 hour notice is a good idea so that the visitor may be guaranteed parking as the VIP lot fills up quickly.

The information needed is as follows:

Date/Time of arrival and departure

Name of visitor

Purpose of Visit

Charge #

Host: Liviu as an example.

This morning, Fred Muraco from Beckman Coulter had arrived to fix your lab equipment but had no parking arrangements here on campus. Therefore, he was detained outside of Guard Shack East and had to call the lab in which Mohammad then called me. With little information, I had to make several calls to various guards on campus due to no contact information or last name of the visitor or where he was on campus. I finally located him and then called Parking Services who made the arrangements with this particular guard to allow him inside our campus to park (several calls were made back and forth in a matter of minutes). As you can see it's a collaborative effort.

The above scenario could have been avoided with proper notification. Thank you for your assistance in this matter.

Cindy ☺

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