Memorandum

To: Facilities Services at CCNY

From: Liza Smith, Student at CCNY

Date: September 12, 2018  
Subject: Elevators in the Marshak Building

The elevators in the Marshak building run too slowly to be reliable, preventing students and professors alike from attending class on time. Large droves of people often rush into an elevator causing it to be over-packed and extend waiting time for elevator users.

Elevators are intended to be a quicker and more convenient mode of transportation in comparison to stairs and escalators. However, the amount of time it takes for an elevator to arrive counteracts its efficiency. Due to this excessive waiting period, students are often late to class which poses several problems. Students miss important information stated at the beginning of class. Additionally, in lab classes, a lateness that exceeds fifteen minutes is considered an absence; if more than two absences are accumulated, the student will receive a failing grade.

Certain steps can be taken to alleviate this issue. The underlying cause of this problem is a lack of funds. Money towards repairing the elevators can be garnered through donations from students and faculty. Next, the school could host bake sales and car washes in an attempt to raise funds. Lastly, a GoFundMe page can be created which will reach a broader audience.

If CCNY were to repair its elevators, students would feel more at ease when going to their classes, knowing that they have a dependable way to get there. Thank you for your time and

consideration in regard to this issue. For any further questions, please contact me at [liza@gmail.com](mailto:liza@gmail.com).