Cosmopolitan Associates LLC 47-01 49TH STREET WOODSIDE, NY 11377

Phone: 718-729-7575 Fax: 718-779-1739

EMERGENCY PROCEDURES

- □ Our office hours are from Monday- Friday 9 am to 4:30 pm.
- In the case of a medical, fire, or other emergency that could involve immediate danger to you or someone surrounding you always call 911. For non-emergency criminal activities such as public urination, smoking in the public areas of the building, alcoholic consumption in public areas. Graffiti, vandalism, etc. call the local precinct (718)- 784-5411. If it is a maintenance emergency issue that requires immediate attention, please call the office at (718)-729-7575 (24 hours).
- ☐ Maintenance emergency issues are issues that are dangerous, hazardous, or if not addressed immediately could cause damage to the property or your personal well-being such as no heat in the winter, no hot water, flooding and gas leak.
- □ Non-emergency items will be handled by our office on the following business day.