

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Physical Plant
 Sub-Group: Office of Facilities Management
 Series: Memoranda and Correspondence

Record Group no: W428
 Sub-group no: 2B
 Series no: 1

Description of series and its contents:

This series consists of the correspondence and memoranda produced by the Office of Facilities Management in general. For Correspondence and memoranda produced by the Associate Vice president of Facilities Management see W428-1A-1. The series is organized by calendar year.

***Note: the Physical Plant Office has since been renamed the Office of Facilities Management).**

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda	2010
1	2	Correspondence and Memoranda	2011
1	3	Correspondence and Memoranda	2012
1	4	Correspondence and Memoranda	2013
1	5	Correspondence and Memoranda	2014
1	6	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Move-Out collection events -Summer Sustainability tips -Recycle Program during Freshman Move-In -Departmental Changes -Energy and Water Use -Recycling -Hazardous Materials Collections -Sustainability and Holiday Break 	2015
1	7	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Sustainable Business Practices -Winthrop Earth Day -Goodwill Donation Center -Volunteers for Freshman Move-in Recycle Program and Convocation Fair -Food Waste -Thanksgiving -Sprinkler Systems Testing and Inspections -Hazardous Materials Collections -Passing of Justin Christopher -America Recycles Day and Sustainability 	2016
1	8	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Earth Day -Annual Fire Sprinkler Inspections and Testing -Sustainability and the Holiday Season -Household hazardous waste -Campus trees -America Recycles Day -Sustainability for Thanksgiving 	2017

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1	9	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Thurmond Roof Replacement -Earth Day on Scholars Walk -Tree Removal -Annual Fire Sprinkler Inspections and Testing -Move-In Recycling volunteers -Fire Alarm Inspection -Holiday Energy Saving -Homecoming Recycling Volunteers Needed -Winter Closings -America Recycles Day 	2018
1	10	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Campus Recycling -Hazardous Materials and Document Shredding day -Sustainability Efforts -Winthrop Earth Day -Binders/Folders -Annual Fire Sprinklers -Facilities Management's Work Request Procedure -Tree Removal on Oakland and Myrtle -Move-in Recycling -Recycling plastic and metal -Mixed Paper recycling -Work Order and Surplus Property Training -Food Waste Awareness -Homecoming Tailgate Recycling -SUST 102 – Intro to Sustainability -Reporting Workplace Injuries and worker's Compensation -Recycling Basics for America Recycles Day -Thanksgiving Checklist -Central Receiving hours for break -Arbor Day -Fire Alarm Inspection -Winter Break Checklist 	2019
1	11	Memorandum about the sale of state surplus from Winthrop	1986
1	12	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Recyclemania -Virtual Earth Day -Reducing Coronavirus Exposure in the Workplace -Fire Sprinkler Inspections -Daily Digest and message updates 	2020

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1	12	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Recycling -Facilities Management Rental Van -Ordering COVID supplies -Hazardous Materials and Shredding Day -Campus Sustainability Week -Introduction to Sustainability SUST 102 -MGMT 330 Sustainable Business Practices -America Recycles Day -Thanksgiving Sustainability Checklist -Fire Alarm Inspections in December -Statewide Term Contracts for Vehicles and Box Truck Rentals -Campus Litter Clean up -Poinsettias -Winter Break Sustainability Checklist -Amazon ordering -Bike Share 	2020
1	13	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -Campus Race to Zero Waste -Campus Green Themed Gardens – Winter Maintenance -Staff Conference CCIC Volunteer opportunity -KAB Great American Clean-Up -COVID -19 Cleaning Supplies Request -Volunteer Opportunity – Residential Electronic Recycling Collection -Earth Day Week -Brand Masks -Fire Alarm Testing -Trees for Arbor Day -Winter Break hours -Recycling at Winthrop -Campus Sustainability – Transportation -Sustainable Development Goals on Scholar’s Walk -PPE Supply Refills -Dehumidifier recall -Campus Litter clean up -Winthrop Brand cloth masks -9/11 Day of Service -Hazardous Materials and Document Shredding Day -Campus Sustainability – UN Sustainable Development Goals -Invasive Species Removal at Sumter Gate -Campus Sustainability – Snacks and supplies drive -Campus Sustainability – Sustainable foods 	2021

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1	13	Correspondence and Memoranda Cont'd -Campus Sustainability – Reduce Food Waste	2021
1	14	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -MLK Service Week Challenge -Procurement Tips and Tricks -Weigh the Waste -COVID PPE Supplies -Recycling Basics -Campus Race to Zero Waste -Campus Green Maintenance -Winthrop Farm Tree Planting -Food Waste Awareness -Recycle Right – Electronics and Misc. E-Waste -Recycling at Convocation Picnic -York County Household Hazardous Materials and Documents -Great American Cleanup -Winthrop Earth Day -Sustainability Basics -Summer Recycling -Summer Fire Alarm Testing -National Lightning Safety Awareness Month -Wildflower planting -Binders Available -DiGiorgio Center Plaza construction -Sustainability Day of Service -Corrugated Cardboard recycling -Rock Hill Educational Garden Tour -Introduction to Sustainability -Service Opportunities -America Recycles Day Volunteer -Arbor Day -Recycling Work Requests -Fire Alarm Testing 	2022
1	15	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -MLK Sustainability Service -Service Opportunities with Office of Sustainability and Rock Hill Educational Community Garden -Waste and recycling rates at Winthrop -Recyclable plastics -Paper recycling -What can and cannot be recycled -Upcoming serving projects -Polar Bear litter cleanup – Winthrop Lake area 	2023

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1	15	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Glass recycling-Student Environmental Activism Coalition meeting-Refuse, Reduce, Reuse, and Repurpose-Household hazardous materials and document shredding-Food waste-Request recycling bin-Office clean out-Waste disposal and recycling collection-Earth Day-Rock Hill Educational Garden – Ag and Art Tour of York County-Fire alarm testing-Recycling volunteers needed at Convocation picnic-9/11 Day of Service – Winthrop and surrounding area clean-up-Winthrop’s recycling program-Contamination	2023