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."

<table>
<thead>
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<th>Box(es)</th>
<th>Folder(s)</th>
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<th>Year(s)</th>
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- Topics:  
  - 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  

- Topics:  
  - 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  

- Topics:  
  - Earth Day  
  - Annual Fire Sprinkler Inspections and Testing  
  - Sustainability and the Holiday Season  
  - Household hazardous waste  
  - Campus trees  
  - America Recycles Day  
  - Sustainability for Thanksgiving
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</table>
| 1       | 9         | Correspondence and Memoranda  
- Topics:  
  - Thurmond Roof Replacement  
  - Earth Day on Scholars Walk  
  - Tree Removal  
  - Annual Fire Sprinkler Inspections and Testing  
  - Move-In Recycling volunteers | 2018 |