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).

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1 7 Correspondence and Memoranda

- 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

1 8 Correspondence and Memoranda

- 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

1 7 Correspondence and Memoranda

- 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

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  - Topics:
    - Thurmond Roof Replacement  
    - Earth Day on Scholars Walk  
    - Tree Removal  
    - Annual Fire Sprinkler Inspections and Testing  
    - Move-In Recycling volunteers | 2018 |