



FLORIDA STATE UNIVERSITY

Associate Vice President for Facilities
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MEMORANDUM

TO: All Facilities Employees

FROM: Dennis Bailey
Associate Vice President

DATE: July 5, 2005

SUBJECT: Facilities No Scavenging Policy

For the protection and safety of all Facilities employees and our department, the attached No Scavenging Policy has been established and is effective immediately.

Please read it carefully and direct any questions or concerns you may have to your supervisor. Keep the attached copy of the policy and sign below to acknowledge receipt of your copy. **Give this signed memorandum to your supervisor.**

If you have any questions please contact Sue Rice at 645-6540.

I received a copy of the Facilities No Scavenging Policy:

Employee's Name (Print)

Signature

Date

