



## *From Facilities Management*

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### **Key Issue Services to Campus Community**

With the majority of campus moving to online and virtual services Facilities Management is requesting your collaboration and partnership to help streamline our services and ensure the safety of our staff. We will be accomplishing this by implementing the following changes:

- Effective April 1, 2020, Facilities Management will no longer be open for walk-in customers. Individuals must now schedule an appointment to pick-up or return keys.
- Facilities Management will be open for appointments between the hours of 10:30 a.m. – 2:30 p.m. Please call Facilities Management at 916-278-6242 to schedule an appointment. Scheduling appointments will enable the Customer Service staff to limit the number of individuals at the counter and allow them to prepare the keys for an expedient pickup.

Thank you all for your understanding: together, we are working to ensure the safety of all of our staff on campus.

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Administration & Business Affairs SacSends can be accessed here: <https://www.csus.edu/administration-business-affairs/operations/campus-communications.html>

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