

March 18 -- Change to mail deliveries to Facilities Management

From: "Chewning, Joyce B (jbc6s)" <jbc6s@virginia.edu>

Date: Wednesday, March 18, 2020 at 10:45 AM

To: "fm-all-personnel@virginia.edu" <fm-all-personnel@virginia.edu>

Subject: RE: MAIL deliveries to Facilities Management

Effective this afternoon and until further notice, all mail deliveries to FM (including Messenger & U.S. Mail) will be delivered to the lower level Service Desk area of the Leake building for distribution purposes.

Once mail has been delivered to the Service Desk area, distribution will be taken care of to the upstairs and downstairs specific mailboxes.

If you have questions, please do not hesitate to contact me (982.5854 or my email address below) or the Service Desk area at 982.5880.

Thank you!

Joyce Chewning
Administrative Support Staff
Facilities Management

