

March 20 – Cancel conference room reservations

From: Watson, Jennifer L (jlw4de)
Sent: Friday, March 20, 2020 3:37 PM
To: fm-all-personnel@virginia.edu
Subject: Cancel conference room reservations

On behalf of Mark Stanis, mss5s@virginia.edu:

Facilities Management employees:

As many of us transition to remote work, please make sure to **cancel any conference room reservations** you have in the coming weeks if you no longer plan to meet in the room. That way, staff members who remain on-site may schedule meetings in these available conference rooms.

[Zoom](#) is available for all UVA employees to conduct meetings via video/audio conference. If you need help setting up your Zoom account, contact the FM Help Desk by [requesting service online](#), calling (434) 982-5579 or emailing fm-helpdesk@virginia.edu.

Thank you,
Mark Stanis
Director of Capital Construction & Renovations