

April 3, 2020

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY
COMMUNICATION

Issue 01

Dear CSU Facilities Management Team,

Moving forward in this current context of rapidly changing information and uncertainty, it is my intent to establish daily communications with you as a way to keep all FM employees informed and connected. We will deliver this communication in English and Spanish – available by email, on the web (<https://www.fm.colostate.edu/fmDaily>), and printable in PDF format with the expectation that FM supervisors will post the messages daily for their employees on campus.

The purpose of communicating everyday with you is to respond to your specific questions and to address topics of importance and concern to you. Additionally, we will share updates on each of the FM sections' efforts and stories of much deserved recognition. We plan to compile a list of Frequently Asked Questions (FAQ) and will provide an archive of all FM daily communications searchable by topic, available at the new [webpage](#), which will continue to be developed in the coming weeks.

These daily communications will greatly improve with your feedback. We strongly encourage all FM employees to submit comments and proposed topics of interest to fac_news@mail.colostate.edu. The goal is to ensure transparency, making sure all FM employees receive the information they need to remain safe and up-to-date in a quickly shifting world.

Please know that we have received many remarks of gratitude recognizing the essential work that Facilities Management employees are enacting day after day. As just one example, see the note below from Darin Sanders of University Communications, Creative Services, thanking you for your indispensable contributions to CSU.

"I know many on your team are still on campus and doing the essential work that keeps it running every day. For that we want to thank every one of them and their hard work. The custodial team that kept us safe in Hartshorn were amazing. John asked us every day if there was anything else we needed and if he could help in any way. He was an absolute Rock Star! Your whole team deserves a SPARK Award for the work they always do but especially in the last few weeks."

To the entire FM Team, I thank you for your continued service and dedication!



Tom Satterly, P.E.
Associate Vice President for Facilities Management

<https://www.fm.colostate.edu/fmDaily>
fac_news@mail.colostate.edu