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# FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY  
COMMUNICATION

Issue 04

Dear FM Team,

I'd like to share an update on the FM Finance group who recently moved the majority of their work to an electronic format—a safer, healthier, and more efficient process for our team! They continue to provide the same level of support for all their customers. The successful transition was due largely to the efforts of several individuals among FM sections:

- **Lindsay Brown** has worked diligently for the last few years to move documentation to an e-signature platform. All of her prior planning and attention to detail made this transition quick and seamless, and able to implement within a matter of days. Many have commented how successful this was and that they love the e-signatures.
- The **FM Computer Services** team has been integral during this transition to remote work. They've been available evenings and weekends when issues arose, and have maintained a high level of support through this entire transition. And they have managed it all while still rolling out our new IWMS!
- **FM HR** has been a tremendous support to help navigate and create several of the documents needed to work remotely. They've put together online trainings and tracking mechanisms to keep the department going through this difficult time. HR has also done an excellent job of helping to interpret these new policies and procedures as they came out to ensure all of FM received what they needed and understood what was needed.
- **Carol Carroll** from FM Finance has put in a lot of time and effort to help transition the FM Finance team to work remotely. She continued to stay in the office and help process hard copies of documents while rolling out the e-signature platform.

The above illustrates how impactful our respective efforts can be, when coordinated together as an FM team, with a common goal in mind!

“Alone we can do so little. Together we can do so much.” —Helen Keller



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