

To: The College Community

From: Facilities Management, Property Management

Subject: Salvage Pick up- September 4, 2018 through October 4, 2018

Date: August 1, 2018

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Dear Sir or Madam:

To rid the College of obsolete, broken and unused equipment, Facilities management and Property management conducts campus-wide pickups of the equipment twice a year. The second pick up this calendar year begins September 4, 2018 through October 4, 2018. If you need equipment removed for discard, complete the property control form attached and please forward an e-mail containing the form to [Marilyn.Ulrich@csi.cuny.edu](mailto:Marilyn.Ulrich@csi.cuny.edu) and [Crystal.Rivera@csi.cuny.edu](mailto:Crystal.Rivera@csi.cuny.edu).

As the requests accumulate, Marilyn Ulrich of Facilities Management will contact each of you to set up a scheduled time to pick up the equipment. Please make your requests as early as possible. There is limited storage space and once we reach our capacity, all remaining requests will be held until the next salvage pick-up cycle.

Best,

*Marilyn Ulrich  
Crystal Rivera*