## COMMUNITY COLLEGE OF PHILADELPHIA

## Academic Affairs Office

## **MEMORANDUM**

**TO:** Full-time and Part-time Faculty

**FROM:** Judith Gay

**DATE:** April 25, 2008

**SUBJECT:** Facilities Management - Keys

This is a request that you return unused keys to Facilities Management.

Unused keys can be returned in person to the Office of Facilities Management, MG-17, during normal operating hours.