

# Memo

**To:** Harris-Stowe State University Faculty and Professional Staff  
**From:** Office of Accounting and Finance  
**Date:** March 13, 2020  
**Re:** University Cleaning

Dear Hornet Family:

Beginning as early as Saturday, March 14<sup>th</sup> and throughout next week, we are taking a precautionary step to have the university cleaned by an outside firm. The cleaning will include your desktops, keyboards, cabinets, shelves, and tables among other areas.

The cleaning vendor will be on campus tomorrow and work through next week. We are asking you to please clear as much space off the areas mentioned above, file away, and lock up all sensitive information to ensure that we are compliant with FERPA guidelines for student data.

The schedule for cleaning is as follows:

- The Clay Center/COE: Saturday, March 14<sup>th</sup> – Sunday, March 15<sup>th</sup>
- AT&T Library and the Emerson Buildings: Monday, March 16<sup>th</sup>
- Residential Halls 1 & 2: Friday, March 20<sup>th</sup>
- Dr. Henry Givens Administration Building: Saturday, March 21<sup>st</sup> – Sunday, March 22<sup>nd</sup>