

# WAYNE STATE UNIVERSITY

## **Fiscal Operations**

TO: All University Employees  
FROM: Tamaka M. Butler, Assistant Vice President and Controller  
SUBJECT: Temporary Closure of Property Management Surplus Warehouse  
DATE: July 25, 2024

The Property Management Surplus Warehouse (1200 Holden) will close Wednesday, July 31, 2024 – August 31, 2024, in order to perform a Warehouse, Decommission and Reconfiguration. The Warehouse will re-open for the acceptance of deliveries and normal warehouse hours on Monday, September 2, 2024.

During this time, we are asking that you DO NOT illegally dispose any University property in dumpsters without following the guidelines outlined in the University Policy and Procedures “6.3.1 Disposal/Sale of Surplus and Scrapped Equipment.” Please continue to contact the movers to schedule the pick-up to occur when the warehouse re-opens and submit your declaration of surplus forms to the Property Warehouse.

If you have any question or time sensitive disposals that can't delay until August 31st, please feel free to contact Bobby L. Smith, Director, Cost Accounting and Property Management at (313)577-8897 or via email at [surplusproperty@wayne.edu](mailto:surplusproperty@wayne.edu).

Cc: Bethany Gielczyk, Interim Senior Vice President Business Affairs; CFO; Treasurer  
Bobby L. Smith, Director, Cost Accounting and Property Management  
Kenneth Doherty, Associate Vice President, Procurement & Strategic Sourcing  
Amr Abdel-Azim, Senior Director, Design & Construction Services  
Steve Gilsdorf, Senior Director, Facilities Operations & Maintenance