DATE: January 16, 2020

 FROM: William E. Sitzabee, Associate Vice President for Physical Plant

 TO: University Community

 SUBJECT: Spirit of Physical Plant Award

It is the time of year when we solicit nominations for the "OPP Spirit of Physical Plant Award" to celebrate and recognize Office of Physical Plant (OPP) employees in three categories: Custodial, Technical Service, and Staff.

Please help me in recognizing the great work our OPP employees are doing across the campus. As many of you know it’s our customers who have first-hand knowledge about the excellent service our employees are providing every day. You are in a unique position to observe Physical Plant employees based on their performance, attitude, and dedication to the University. If you know an employee or employees (team award) who best exemplify our values of Integrity, Respect, Responsibility, Discovery, Excellence and Community, I kindly ask you to please take a moment and complete the appropriate nomination form. I would appreciate it if you could return your nomination(s) to the OPP Spirit of Physical Plant Award Committee by **Feb. 26, 2020.**

If you would like to access the forms from the OPP website, please [click here](https://opp.psu.edu/features/nominations-sought-annual-spirit-physical-plant-awards-0). You may email your nomination(s) to Annette Lose at alb4@psu.edu.

Thank you for your time in helping us select outstanding employees for an “OPP Spirit of Physical Plant Award.”

Send nomination (s) to:

Spirit of Physical Plant Award Committee

200 Physical Plant Building

Or via email: alb4@psu.edu

814-865-4402

**Deadline: Feb. 26, 2020**