From: Building Manager

To: Faculty and Staff

Subject: Attention!

Body:

Faculty and Staff,

It has come to my attention that our building is being left open at night. I would like to remind everyone to close their office windows.

Leaving windows open makes the building vulnerable to theft and night critters such as bats. As the nights get cooler the heat will become less of a problem and the security of the building is very important.

If the windows are left open, you will be reported to the Dean. After all, by closing the windows we can have a safe environment.

Please cooperate by closing windows when you leave the office.

Thank you,

Building Manager