



Greene County Sanitary Engineering Department Press Release

Date/Time: July 31, 2020, 9 A.M.

Subject: GCSED Building Renovation and Office Relocations
Effective August 5, 2020

Notice: Greene County Sanitary Engineering Department (GCSED) is currently in the process of a building renovation at our Administrative Offices at 667 Dayton-Xenia Road. In order provide seamless customer service, various offices will be temporarily relocating to other work locations as follows:

- **Cashier's Office** will be temporarily moved to 420 Factory Rd., Gate B starting August 5, 2020 until further notice. GCSED Cashier Office will be closed August 4th to make the move. All currently available methods of payment will be accepted at the new temporary location. The Night Drop Box for checks will remain at our main office at 667 Dayton Xenia Rd. Payments can also be made online at www.invoicecloud.com/GCSED, by phone at (855) 925-1665, and by mail (PO Box 340, Xenia, OH 45385).
- **Billing Office** will be moved into temporary trailers in the north parking lot at 667 Dayton Xenia Rd in mid-August. See onsite signage for more details.
- **Project Management** (Water/Sewer Permits, Irrigation Meters, and Hose Bibs) have moved to 2145 Greene Way Blvd.

Please note that face coverings and social distancing are required at all our facilities.

For further information, please contact our office at 937-562-7450.