Route C

Office of Property & Materials Management Administration

Central Distribution Services

Campus Route - Mail/Parcel

[D] = Delivery // [P] = Pickup
9.25 hours M-F

APPROXIMATE

STOP TIMES

PICK-UP & DELIVERY POINTS

07:15  Central Warehouse [P]. Perform daily maintenance checks on the vehicle
07:45  U.S. Post Office 210 Main St, Farmington CT [P]. Pick up the mail for UCHC.
08:20  Dowling South [D]. Dermatology Pathology Lab [D]. Deliver the specimen containers in the black labeled tubs.

University Physicians [P]. Pick up the interoffice mail.

08:45  Mail Center UCHC Main Building [P/D]. Drop the mail from the USPO.

Assist the mail room staff with the sorting of the mail (includes the inter-office mail). Depart the mail room NLT 0930.

Administrative Services Building [P/D]. Deliver the mail from the mail room. Pick up the outbound USPS and inter-office mail. Separate the USPS mail from the inter-office mail.

1st Floor: [Floor Color Blue]
- Purchasing MC 4036
- Student Finances MC5112
- Payroll MC 5110
- Bursar’s Office MC 5105
- Human Resources MC 4035

2nd Floor: [Floor Color Red] Deliver to the mail room and separate to the following mail codes:
- N.S.O. MC 5205
- State Audit MC 5209
- Data Services MC 5210
- T.C.A. MC 5215
3rd Floor: [Floor Color Yellow] Deliver to the mail room and separate to the following mail codes:

- Accounts Payable MC 4031
- Development MC 4032
- General Accounting MC 5305
- Alumni Services MC 5315
- Financial Services MC 5325
- Mark Flower A.U.C. Finance MC 5330
- International Auditors MC 5345
- Information Technology MC 5340
- Finance Corporation MC 5338
- Grants & Contracts MC 5335
- Fiscal Services MC 5332
- Capitol Budget MC 5331
- Publications MC 5350
- Clinical Business MC 5355
- Telecommunications MC 5360
- Poison Control MC 5365
- Toxicology MC 5380
- Public Information MC 5385

Medical Arts Research Building (MARB) [P/D]

4th Floor:
- Academic Orthopedics MC 4037
- Osteo/Bone MC 5456

3rd Floor:
- Rheumatology Office MC 5353
- Rheumatology Clinic MC 5351
- Orthopedics MC 4038
- Neurosurgery MC 5352

2nd Floor:
- Farmington Surgery Center
- Front Desk (Inter-office mail only)

1st Floor:
- Radiology MC 5151
- Rehab Services MC 5153
Circle Road
Circle – Childcare MC 6155 [P/D]. Separate the USPS mail from the inter-office mail.
Circle – Firehouse MC 6148 [P/D]. Separate the USPS mail from the inter-office mail.
Circle – Warehouse MC 6155 [P/D]. Separate the USPS mail from the inter-office mail.
Circle – Medical Examiner MC 6500 [P/D]. Separate the USPS mail from the inter-office mail.

Research Park
Pepper Center – Bldg 7 MC 6147 [P/D]. Separate the USPS mail from the inter-office mail.
Bagel Center– Bldg 6 MC 6144 [P/D]. Separate the USPS mail from the inter-office mail.
Genetics – Bldg 5 MC 6140 [P/D]. Separate the USPS mail from the inter-office mail.
Pharmacology – Bldg 2 MC 6125 [P/D]. Separate the USPS mail from the inter-office mail.
Building 18 [P/D]
Hospital Account MC 4033/Patient Account MC 4034 [P/D]. The mailbins are on the wall to the left of the entrance. Put the appropriate mail codes in the appropriate slots. Pick up the inter-office and outgoing USPS mail. Separate the USPS mail from the inter-office mail.
Hospital Admitting MC 6150 [P/D]. Separate the USPS mail from the inter-office mail.
Pre-Cert MC 6201 [P/D]. Separate the USPS mail from the inter-office mail.

Dowling North [P/D]
Affirmative Action (2nd Floor) MC 5310 [P/D]. Separate the USPS mail from the inter-office mail.
Celebrate Women (2nd Floor) MC 4060 [P/D]. Separate the USPS mail from the inter-office mail.
Pediatrics (2nd Floor) MC 6203 [P]. Separate the USPS mail from the inter-office mail.
Office Science Tech (2nd Floor) MC 6207 [P/D]. Separate the USPS mail from the inter-office mail. Also separate any outbound Airborne packages and drop them on the West Dock.
Occupational Medicine Employee Health (3rd Floor) MC 6210 [P/D]. Separate the USPS mail from the inter-office mail.

10 Talcott [P/D]
Orthopedics (1st Floor) MC 4037/4038 [P/D]. Separate the USPS mail from the inter-office mail.
NT RTC (1st Floor) MC 6415 [P/D]. Separate the USPS mail from the inter-office mail.
Psychiatry (1st Floor) MC 6410 [P/D]. Separate the USPS mail from the inter-office mail.
Orthopedics Rehab (1st Floor) [P]. Separate the USPS mail from the inter-office mail. Also pick up work for the University Physicians.
Exchange Building 1

Corrections (Ste 181) MC 5386 [P/D]. Separate the USPS mail from the inter-office mail. The courier will need a hand cart for this stop.

Community Medicine (Ste 260) MC 6325, MC 6302, MC 6205, MC 6330 [P/D]. Separate the USPS mail from the inter-office mail. The courier will need a hand cart for this stop.

Pedi Child and Family (Ste 262) MC 6222 [P/D]. Separate the USPS mail from the inter-office mail. The courier will need a hand cart for this stop.

Exchange Building 2

University Health Union MC 6335 [P/D]. Separate the USPS mail from the inter-office mail.

11:45

U.S. Post Office 210 Main St, Farmington CT [P/D]. Drop off the outbound mail and Pick up the mail for UCHC.

12:00

Mail Center UCHC Main Building [D]. Drop the mail from the USPO and the Airborne packages collected on the route.

12:30

Mail Center UCHC Main Building [P]. Assist the mail room staff with the sorting of the mail (includes the inter-office mail). Depart the mail room NLT 1245.

13:30

Mail Center UCHC Main Building [P]. Depart NLT 1330 to complete the afternoon sweep.

ASB [P/D] Deliver any in-bound inter-office and USPS. Pick up outbound mail.

1st Floor

Purchasing MC 4036
Student Finance MC5112
Payroll MC 5110
Bursar’s Office MC 5105
Human Resources MC 4035

2nd Floor

Computer Room Deliver any in-bound inter-office and USPS. Pick up outbound mail. Separate any outbound mail for Building 18.

Building 18 Deliver any in-bound inter-office and USPS. Pick up outbound mail.

Dowling South Deliver any in-bound inter-office and USPS. Pick up outbound mail.

3rd Floor:

Dermatology Clinic MC 6231
Advanced Reproductive MC 6226/6224

2nd Floor:

Surgery MC 6227
Medical Specialty MC 6232
IMA MC 6220

1st Floor:

Medical Records MC 6225
ENT MC 6228
Harvey & Lewis  
Delivery Only!

OB/GYN  
MC 6221

University Physicians  
MC 6305

3rd Floor:

Dermatology Lab  
MC 6230

Mail Center UCHC Main Building [P/D]. Drop off the inter-office mail. Assist with the sort in the mail room until all USPS mail is ready for return to the USPS.

15:20  
U.S. Post Office 210 Main St, Farmington CT [P]. Deliver all USPS mail  
Depart the West Dock NLT 1520.

16:15  
Mail Center UCHC Main Building [D]. Perform post-operations maintenance on the vehicle.

16:30  
End of Day.