Route D

Office of Materials Management
Central Distribution Services

Changes Periodically, Check Web Site for Updates

Effective as of: Revision: 12

Central Distribution - Off-Campus Route

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

APPROXIMATE STOP TIMES  PICK-UP & DELIVERY POINTS

08:00  Central Warehouse [P]  Perform daily maintenance checks on the vehicle. Check the wire cart on the left side of the bay door to see if there are any deliveries for the morning run.

08:35  ASB Building [P]
Computer Room (2nd Floor) [P]. Take anything that is set out on the table. Separate the material for Richard Peers (Building 18).

08:45  Building 18 [D]. Enter the side door and take the first right. Put the mail on the table past the first desk.

08:50  Main Building [P/D]
Mail Room [P/D]. Deliver any mail that was picked up from the ASB building or the Central Warehouse. Bundle the outbound mail for the morning run as follows: (1) VA Hospita MC 7150; (2) Storrs; (3) State Bldg MC 5210; (4) Connecticut Children’s Medical Center MC 0000; (5) Burgdorf Clinic MC 7135/7130; (6) Family Medicine MC 7140.

West Dock [P]. Check the second shelf of the blue cart next to the refrigerator for envelopes or boxes going to any of the six stops. Check for any laundry bags, which go to Burgdorf.

09:05  ASB Building [D]
Mail Room [D]. Do not arrive any earlier than 0905. Separate the mail into each of the mail slots by department name. Depart campus at 0910.

09:30  Family Medicine, 99 Woodland St, Hartford MC 7140 [P/D]
Mail room [P/D]. The blue bins are on the top of filing cabinet. Put the in-bound mail in the top bin. Take the out-going mail from the bottom bin.

09:45  Burgdorf Clinic, 131 Coventry St, Hartford MC 7135/7130 [P/D]
Dentistry (2nd Floor) MC 7135 [D]. Deliver mail to the secretary.
Medical (2nd Floor) MC 7130 [D]. Deliver mail to the secretary.

10:05  Connecticut Children’s Medical Center, 282 Washington St, Hartford MC 0000

[D]
Mail Room [P/D]. Leave the mail on the table. Separate any mail for Nancy Maxwell that needs to be delivered directly to the United Physician’s office.

Room 1C [D]. Deliver any boxes for CCMC to this location.

10:20  State Office Building, 55 Elm St, Hartford MC 5210 [P/D]
Comptrollers/Accounting (6th Floor) [P/D]
Room 530 (5th Floor) MC 5210 [P/D]
Retirement and Benefits (3rd Floor) [D] Deliver the mail to the Secretary.
Central Payroll (1st Floor) [P/D]. Deliver any petty cash directly to the Secretary. Wait if necessary. Any mail picked up from this stop needs to be delivered directly to UCHC payroll (ASB) immediately upon return to the UCHC campus.

11:00
Back Parking Lot, State Office Building, 55 Elm St, Hartford [P/D]

11:20
V.A. Hospital, 555 Willard Ave, Newington MC 7150 [P/D]
Mail Room (2nd Floor) [P/D]. Deliver and pick up any mail addressed to the Health Center.

11:40
Main Building [P/D]
Mail Room [P/D]. Drop off any mail that was picked up, except for the mail that was picked up in Central Payroll. Pick up the outbound mail for IMA Simsbury.
West Dock [P/D]. Linen goes into the soiled linen bin outside the entrance to the West Dock. On the blue cart near the refrigerator pick up any material on the second shelf. Pick up all the material on the table. On the blue shelf at the bottom pick up the 2 coolers for IMA Simsbury.

12:00
ASB [D]. Deliver mail picked up from the Central Payroll Department at 55 Elm St. Make any other on campus deliveries that were picked up from the West Dock.

13:15
Dowling South [P].
Medical Records [P]. Pick up the mail for IMA Simsbury. Mail must be separated: Mail Addressed to “Cindy, Dr. Carpenter, ENT, 225, or Orthoanology” needs to be delivered to Dr. Carpenter’s office.

13:45
IMA Simsbury, 381 Hopmeadow Rd, Simsbury (Ste 201) [P/D]. Drop mail with the Secretary. Pick up the blood work from the back and place it in one of the coolers. Any mail picked up must be delivered to Medical Records on the UCHC Campus. Any mail picked up for Nancy Maxwell (United Physicians) must be delivered separately upon return to the UCHC campus.

14:50
Dowling South [D]. Deliver all material picked up from the IMA.
University Physicians [D]. Deliver all material for Nancy Maxwell.

15:05
Main Building [D].
Central Processing [D]. Deliver the samples that were picked up from IMA Simsbury.

15:20
Central Warehouse [D]. Drop off the van. Lock all doors and bring keys and paperwork into the office.

15:30
Central Warehouse End of Day.