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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Temporary Shipping & Receiving Service Adjustments
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Attachments: [image001.png](#)
[ATT00001.txt](#)



Temporary Shipping & Receiving Service Adjustments

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Sent on Behalf of: Distribution Services

Dear Campus Community,

Please be advised that our Distribution Services USB warehouse will undergo a flooring renovation between **Friday, July 31, and Monday, August 10**. During this time, our warehouse operations will be significantly limited.

As the warehouse will be completely inaccessible throughout the project:

- No warehouse floor space will be available for temporary storage or staging.
- Forklifts, package carts, and other warehouse equipment cannot be used in the warehouse.
- Items cannot be retrieved from or placed into the warehouse.
- Large shipments, both incoming and outgoing, will be difficult to accommodate due to the lack of available working space.
- E-waste, Archival, and Shred pickups will be suspended during this time.

Our Distribution Services offices will be open during normal business hours. Mail Services will continue normal operations. Shipping and Receiving will continue operations under limited conditions

To help us maintain essential services during this project, we kindly ask for your cooperation:

- When placing orders, please avoid scheduling deliveries between July 31 and August 10 whenever possible.
- If your shipment timing is flexible, postponing deliveries until after the project is complete will greatly assist our operations.
- Please limit outgoing large or complex shipments during this period whenever feasible.

Due to these temporary operational constraints, we cannot guarantee that outgoing shipments will be processed the same day they are received, or that incoming shipments will be distributed to campus departments on the day they arrive.

If you are expecting a time-sensitive shipment, you are welcome to pick it up directly from our receiving dock. To help us prepare, please email our office in advance so we can coordinate your pickup.

Our team is committed to maintaining operations as smoothly and efficiently as possible throughout the project, and we appreciate your understanding, patience, and flexibility during this temporary disruption.

Thank you, Distribution Services
distributionservices@csusm.edu
