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Subject: [Pcbodist] Temporary Shipping & Receiving Services Adjustments
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Temporary Shipping & Receiving Services Adjustments

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Sent on Behalf of: Distribution Services

Dear Campus Community,

We would like to provide an update regarding Distribution Services operations following the recent USB warehouse flooring project. While the renovation work has progressed, several operational restrictions remain in place.

Please note the following:

- Shipping and Receiving will continue under limited workspace conditions during this transition period.
- As warehouse equipment, forklift, desks, and workbenches will not be returned until next week, items cannot yet be retrieved from or stored in warehouse racks, and E-waste collection bins are not available.
- Therefore E-waste, Archival and Shred pickups will remain suspended until further notice.

We appreciate your continued patience and flexibility as we work to safely restore full warehouse operations. We will provide additional updates as equipment and workspace are returned and supplemental services resume.

Thank you for your understanding and cooperation.

Distribution Services

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