



Employee Office Chair Pickup Available

Due to the telecommuting operations, many employees have relocated their office chair to their home office environment. As CSUSM begins to repopulate, Safety, Health & Sustainability (SH&S) will provide a safe and secure option to return these chairs to campus. If one of your employees needs assistance with transporting their chair due to vehicle or ergonomic lifting limitations, then continue to review the following message.

On July 21 and 28, SH&S will facilitate office chair pickups. Managers/supervisors are requested to communicate this option to their employees who previously utilized this delivery initiative or may currently require it. Please utilize the following process to arrange for chair pickups:

- Applicable departmental leadership (or designated personnel) contacts SH&S via email at shs@csusm.edu to request pickup of an ergonomic chair from an employee's home. Title the email subject "**Request Chair Pickup**" and include the following information:
 - Employee name.
 - Building and office/cubicle number.
 - Home address.
 - Phone number(s).
 - Description of the chair (if necessary).
 - Date of pickup (July 21 or 28).
- SH&S will arrange pickup by a contractor (Pacific Ergonomics).
- Pacific Ergonomics will contact the individual employee to confirm pickup date and time.
- Upon arriving at the employee's home, Pacific Ergonomics will prepare the chair for transport.
 1. Chair is wrapped in plastic.
 2. Chair is tagged with appropriate identification (i.e. employee name, building and office/cubicle number).
- Pacific Ergonomics will deliver the chair to the Distribution Services loading dock area.
- Facility Services personnel will take the chair to the employee's office location (as indicated on tag).

This service will be provided at no cost to the employee or their department. Email requests for chair pickups should be received by SH&S **no later than July 16**.

Please contact SH&S at shs@csusm.edu with any questions or concerns.

Share this email:



333 South Twin Oaks Valley
San Marcos, CA | 92096 US

This email was sent to .
To continue receiving our emails, add us to your address book.

emma[®]

[Subscribe](#) to our email list.