

Distribution & Property Control Service Dock/Office Hours: Monday – Friday 9:00 am to 3:00 pm

Distribution & Property Control hours are Monday through Friday, 9:00 am to 3:00 pm.

The safety of our staff and the campus community is our top priority. We have worked with Safety Health and Sustainability on a work plan that minimizes the sharing of workstations and state vehicles. Our staff will be working in two shifts to reduce on-campus personnel and to promote social distancing. These shifts will also allow us to open our office each day to better serve the campus community.

Our regularly scheduled routes are canceled until further notice. This change will minimize our footprint on campus.

The changes below include all mail/freight delivery and pickups. The following options are available:

- Drop off or pick up mail and packages at the USB dock Monday through Friday, 9 am to 3:00 pm.
- Freight, large/heavy packages, and high-volume deliveries will be scheduled with departments as needed.
- Shredding requests - please use the on-line form on the Property Control webpage and available here [Shredding Request](#)
- Archival storage requests - please use the on-line form on the Property Control webpage and available here [Archival Storage Request](#)
- E-waste pick up, please email: distributionservices@csusm.edu
- For all other requests, please email: distributionservices@csusm.edu

Please keep in mind that we still have limited on-campus staff hours, and we are doing our best to accommodate all requests.

Thank you.

Distribution Services