

MEMORANDUM

TO: All Employees

FROM: Bob Askerlund, Asst. Vice President Facilities Services
Edward Benson, Facilities Fleet & Logistics Coordinator

DATE: February 29, 2016

RE: Central Receiving and Distribution

Central Receiving and Distribution for Salt Lake Community College (SLCC) has moved to our new warehouse located at 2675 South 900 West, Salt Lake City, UT 84119. (See pictures below.)

- Mail Services at the Taylorsville/Redwood campus will remain in the AAB building. Package delivery courier pick-up and delivery services will not be affected. Package delivery courier services and mail service pick-up/delivery times will not be affected.
- Ship-To address for Central Receiving is: **2675 South 900 West, Salt Lake City, UT 84119**. The physical address for SLCC will remain the same (4600 S. Redwood Rd., SLC, UT 84130).

The new warehouse will enable our employees to unify and strengthen the controls and security related to products and mail shipped to and received by the College. These changes will help operations run more smoothly and efficiently, and reduce the amount of letters and packages that are stolen, not delivered or delivered late.

