



Mail, Document & Distribution Services

March 19, 2020

PLEASE FORWARD TO IMPACTED STAFF

To the Campus Community:

Thank you for your assistance in working through the ever-changing environment of the developing COVID-19 crisis. As we continue to take measures to protect the health and well-being of everyone in our campus community, we have made the decision to reduce operations at Mail, Document & Distribution Services (MDDS). In the best interest of the community, we will continue all services but at a reduced schedule to assist in social distancing.

Effective Monday, March 23, the following schedule will be implemented until further notice:

Open Mondays, Wednesdays and Fridays (8:00 a.m. - 5:00 p.m.)

- MDDS Lobby (Strathmore Building, Level B)
- Delivery of incoming mail to departments that remain staffed
 - All mail will be held for departments that are closed
 - If you would like to pick up your department's mail from Mail Services, please contact mdds@mdds.ucla.edu
- Pick up of campus and outgoing mail from departments that remain staffed
- Applying postage and sending out mail from departments
- Stamp Sales (by appointment only mdds@mdds.ucla.edu)
- Bulk Mail
- Messenger Service (Tuesday/Thursday customers will be contacted for alternate schedule)
- Document Services
 - Please note: Printing orders may be placed 24/7 at [MDDS Print Services website](#)

Open Tuesdays, Wednesdays and Thursdays (6:30 a.m. - 3:00 p.m.)

- Cylinder Management

Open Mondays through Fridays with limited service (8:00 a.m. - 5:00 p.m.)

- CHS Receiving (Level A Loading Dock, 650 Charles E. Young Dr. South)
 - Perishable items (dry ice) will be delivered
 - All other items, please pick up at CHS A6-081 between the hours of 11:00 a.m. and 12:00 p.m., or 1:00 p.m. and 4:00 p.m.

For questions or concerns, please contact MDDS at mdds@mdds.ucla.edu.

Note: For customers who pay for MDDS services by check, late fees will be waived until further notice.

We are facing an unprecedented challenge with COVID-19 and must all do our part to flatten the growth curve to protect our community and lessen predictable pressures on our public health infrastructure. Visit [UCLA's dedicated COVID-19 website](#) and [Bruins Safe Online](#) for additional information.

David Aberbuch

Director/CAO

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