

SEB Deliveries



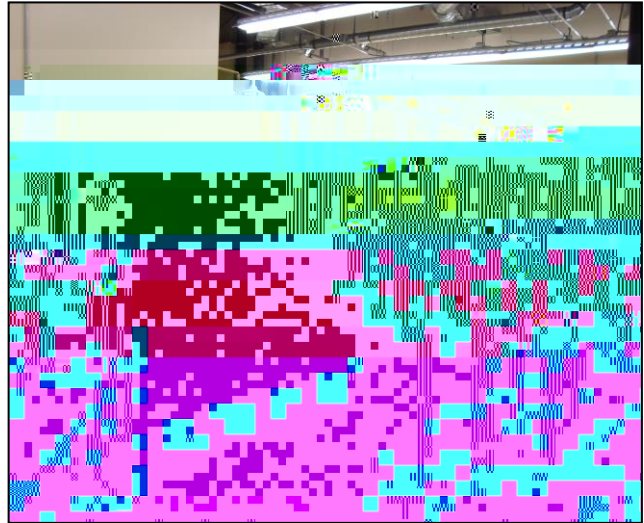
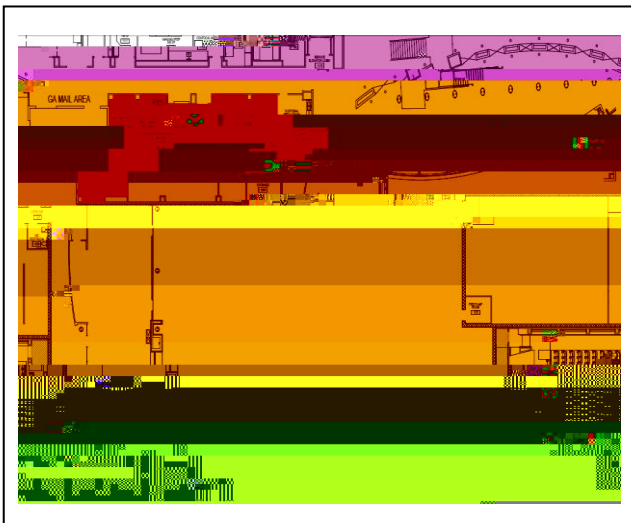
This document describes how the Science & Engineering Building (SEB) handles all incoming deliveries from UNLV Delivery Services or private vendor. This may be described as Mail, General Boxed Deliveries, Chemicals, Cylinder Gases, Cryogenics, Pallet Cargo, and Outgoing Shipments.

MAIL:

SEB has a secure area with mail sorters for Faculty and Post Doc mail in room 1101. Graduate Student mail sorters are also provided in the 1st floor stockroom secure corridor. We understand that many may choose to keep their mail deliveries back in their home department. If you would like your mailbox moved to SEB please contact our office at 774-4732 or stop by room 2102 to put in the request. We will confirm Proximity Card access to this area and assign you a box. Note: UNLV Delivery Services only allows one mail destination per individual. Interdepartmental mail may be dropped in the outgoing box next to the stockroom.

DELIVERIES CARE OF THE SEB STOCKROOM:

The SEB Stockroom relies on the unit's departmental support, or the individual to place the orders to be delivered to SEB care of the Stockroom. The Stockroom is merely a transfer center of items open from 8AM to 5PM located in room 1108. We do not hold a stock of items for purchase. For stockroom assistance our attendants may be contacted by phone at 774-1458, by email at SEBoperations@unlv.edu, or stopping by the window. If no one is there, please use the phone at the window to contact us. We will respond in 60 seconds.



BOXED ITEMS / CHEMICALS:

All deliveries directed to SEB should be addressed with your Name, or lab PI Name, care of the SEB Stockroom.

For example: Dr. John Doe
SEB Stockroom, Box 454022
4505 S. Maryland Pkwy
Las Vegas, NV 89154-4022

UNLV Delivery Services will only deliver to the Stockroom and will not make a direct delivery to your lab or office in SEB. Upon arrival, our Stockroom Attendants will make every effort to contact you about your

shipment arrival. When making your 1st visit to the Stockroom please fill out our Contact Form so we may efficiently contact you for future deliveries.

CYLINDER GASES:

SEB utilizes a tank rack addressing system due to our unique service halls with racks adjacent to the wet labs. These addresses are located on the cylinder rack and start with the adjacent lab # ending with a letter U through Z, for example (4123-/F1 10.98 Tf1 0 0 1 198.44 623.02 Tm0 g0 G((4)-2(12)-4(3))TJE2.1 0 0 1 224.18 623.0

