

# Hot Topics

*from Business Affairs*

May 2023

## General Services Lubbock is Realigning Service Locations

Due to a realignment of space, the non-printing related services that are housed with the Printing Center in BC351 will be moved and consolidated in a new location in Pod A of the basement. The new space is room BA350 which was previously occupied by Plant Operations office staff. The location is in the north hallway and is adjacent to Receiving & Mail. The new service location will be available on June 1<sup>st</sup>.

These services will be available in BA350:

- Mail
- Outgoing Packages
- Stamps
- Pagers
- Vehicle Rentals
- Lab Coat Patches
- Clinical Thermal Labels
- Mailing Supplies

Printing, promotional items, and bulk mail will remain in the Printing Center in BC351. The outgoing mail box in the hallway outside of BC351 will remain for those who have stamped letters and find it more convenient to use the location between Pods C and D. Stamped letters in this box will be picked up daily around 3:00 p.m. and taken to the U.S. Post Office.

For questions or who to contact, follow this link:  
[Who to Call.](#)



**BA350**  
**Starting June 1<sup>st</sup>**

