

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

May 2020

CORONAVIRUS

COVID-19 Adjustments for General Services - Lubbock

In response to the COVID-19 pandemic, General Services – Lubbock has modified its normal campus operating procedures to protect the health and safety of the University community. These adjustments will continue until we reach the other side of COVID-19.

On-site staff is located in Receiving and Mail BA085 (loading dock on the northeast side of the 3601 4th Street HSC building) and are open daily from 8am-5pm. Hours may change as volumes diminish.

Services available:

- Mail, FedEx, UPS, LSO, Staples, Airgas, and other items received are available for pickup. Please bring your Employee Badge, a cart and STOP number(s).
- An automated email notification when packages arrive is available. Notification is limited to one email address per STOP number. We cannot process items differently based on individual names.
- Options are available for scanning and emailing mail. Follow this [link](#) for additional information on scanning options.
- Outgoing mail, FedEx and other carriers will be processed daily. Bring any outgoing items to BA085. There are no service guarantees during the COVID-19 shutdown.
- Empty shred bins are available in Receiving and Mail. Please call 743-2092 in advance.
- Paper and toner are available for our copier customers. Please call 743-2092 in advance.
- Document scanning services are available.
- Vehicle rentals are available for emergencies.
- Printing staff is available for urgent needs. It's a great time to discuss your upcoming projects with one of our designers. Email printing.center@ttuhsc.edu for more information.

For additional information, please contact General Services at general.services@ttuhsc.edu.

