

Interoffice Correspondence Envelopes

In a continuing effort to improve on-campus mail services and to specifically address concerns of incorrectly routed mail, Mail Services has identified several factors that contribute to this problem. Some of these factors are related to hand writing. Some to the inconsistent use and placement of mail stops on the envelopes, even the envelopes themselves – small envelopes mixed with larger ones, and admittedly, the actual handling of these mail pieces by mail center staff, compounded by all of the above. To address this point, Mail Services has designed a new intercampus mailing envelope to be exclusively used by departments for the sole purpose of on-campus mail.

As of June 1, 1998, these new envelopes will become the exclusive instruments for handling intercampus mail. Mail in any other envelope will be returned to the department unprocessed. The new envelopes are “self sealing” (PLEASE DO NOT USE TAPE TO SEAL THEM). They may be used up to 27 times. Why 27? On the one side of the envelope designed specifically for addressing, there are 27 pre-formatted mail-stop locations provided. Once they have been used, simply give the used-up envelope to the mail delivery person when they pick up your mail and ask that they replace them with new ones. “What about the other side of the envelope?” You ask. It contains a list of all the new building codes and their respective street addresses for your convenient reference. We apologize for the fact that some of the building codes have changed since we first printed the envelopes, but as we reprint new ones, we will update the list. Please see the following page for the current list of mail stop and building codes.

When sending intercampus mail, please make sure you have the correct mail stop. The mail will ONLY be sent to the mail stop on the envelope, no matter what name is listed. The name on the envelope is only there for routing by the receiving department.

If you have any questions, please contact Steven Goodman at 278-2740 or Eric Rough at 278-2941.

Interoffice Correspondence Envelopes

California State University, Fresno

February 2000

Policy No. C-02.2

University Street Addresses

BUILDING	ALPHA PREFIX	MAILSTOPS WITHIN BUILDING (As of February 24, 2000*)	STREET ADDRESS	ZIP+4
Ag Operations	AG	AG85	2385 E. Barstow Ave.	93740 - 8004
Ag Science	AS	AS72, AS75, AS79	2415 E. San Ramon Ave.	93740 - 8033
Auxiliary Services (Found)	OF	OF33	2771 E. Shaw Ave.	93710 - 8205
Cati	OF	OF115	2902 E. Barstow Ave.	93740 - 8009
Cati	OF	OF115	2910 E. Barstow Ave.	93740 - 8009
Child Welfare Academy	OF	OF33	2763 E. Shaw Ave.	93710 - 8220
Childrens Center	CC	CC39	5150 N. Campus Drive	93740 - 8016
Cit	OF	OF18	5370 N. Chestnut Ave.	93740 - 8021
Conley Arts	CA	CA65	5225 N. Backer Ave.	93740 - 8001
Duncan	OF	OF87	1620 E. Bulldog Lane	93740 - 7400
Education	ED	ED1, ED2, ED3, ED76, ED117, ED201, ED202, ED280, ED301, ED601, ED701	5005 N. Maple Ave.	93740 - 8025
Engineering East	EE	EE94, EE96	2320 E. San Ramon Ave.	93740 - 8030
Family/Food Sciences	FF	FF12, FF17, FF63, FF83, FF121	5300 N. Campus Drive	93740 - 8019
Farm Mechanics	AG	AG85	2425 E. Barstow Ave.	93740 - 8005
Food Sciences	RD	RD38	5200 N. Campus Drive	93740 - 8017
Grants/Contracts (Found)	OF	OF123	4910 N. Chestnut Ave.	93726 - 1852
Health Center	HC	HC81	5044 N. Barton Ave.	93740 - 8012
Industrial Technology	IT	IT9	2355 E. Barstow Ave.	93740 - 8002
Joyal Administration	JA	JA41, JA56, JA57, JA59, JA61, JA62, JA64, JA66, JA67, JA71, JA95, JA110, JA111, JA113, JA120	5150 N. Maple Ave.	93740 - 8026
Keats Campus	KC	KC45, KC128	5244 N. Jackson Ave.	93740 - 8023
Kennel Bookstore	KB	KB22	5284 N. Jackson Ave.	93740 - 8023
Lab School	LS	LS44, LS80	5048 N. Jackson Ave.	93740 - 8022
Madden Library	ML	ML31, ML34, ML125	5200 N. Barton Ave.	93740 - 8014
Mc KEE FISK	MF	MF10, MF93, MF100, MF104, MF109, MF121	2225 E. San Ramon Ave.	93740 - 8029
Mc LANE HALL	MH	MH24, MH25, MH26, MH29, MH30, MH37	2345 E. San Ramon Ave.	93740 - 8031
Music Building	MB	MB77, MB99, MB105, MB129	2380 E. Keats Ave.	93740 - 8024
North Gym	NG	NG23, NG27, NG40	5305 N. Campus Drive	93740 - 8020
Pavilion	AS	AS75	2708 E. Barstow Ave.	93740 - 8008
Peters Building	PB	PB4, PB5, PB7, PB8, PB16, PB20, PB47, PB92, PB98, PB101, PB108	5245 N. Backer Ave.	93740 - 8001
Plant Operations	PO	PO88, PO112	2351 E. Barstow Ave.	93740 - 8004
Police	PO	PO14	2311 E. Barstow Ave.	93740 - 8004
Printing Services	PS	PS60	2671 E. Barstow Ave.	93740 - 8007
Psychology/Human Services	PH	PH11, PH102, PH103	5310 N. Campus Drive	93740 - 8019
San Ramon 3	SR	SR74, SR86	2450 E. San Ramon Ave.	93740 - 8032
Science Building	SB	SB69, SB70, SB73, SB90	2555 E. San Ramon Ave.	93740 - 8034
Smittcamp Alumni House	SH	SH122, SH124	2625 E. Keats Ave.	93740 - 8000
Social Science	SS	SS19, SS21, SS78, SS91, SS97	5340 N. Campus Drive	93740 - 8019
South Gym	SG	SG28	5275 N. Campus Drive	93740 - 8018
Speech Arts	SA	SA46, SA50	5201 N. Maple Ave.	93740 - 8027
Student Union	SU	SU36	5280 N. Jackson Ave.	93740 - 8023
Thomas Administration	TA	TA48, TA49, TA51, TA52, TA53, TA54, TA55, TA118	5241 N. Maple Ave.	93740 - 8027
Ticket Office	OF	OF84	1600 E. Bulldog Lane	93740 - ###
University Center	UC	UC35, UC43, UC116	5240 N. Jackson Ave.	93740 - 8023
Residence Housing	RH	RH82	5152 N. Barton Ave.	93740 - 8013
University Mail Services	UM	UM106	2671 E. Barstow Ave.	93740 - 8007
University Warehouse	UW	UW127	2671 E. Barstow Ave.	93740 - 8007
Viticulture Research	VR	VR80	2360 E. Barstow Ave.	93740 - 8003

NOTE: The Alpha-pre-fix is determined by the physical location of the Mail Stop not by an individuals' office location
Corrected as of February 2000. *Mailstops Subject to Change Without Notice.