

## **Campus Mail Stop Format**

The following policy describes the format of campus mail stops in order to facilitate delivery of mail on campus and reduce misdirected mail. Mail Services has incorporated an “alpha” prefix to the existing three- (3) digit mail stop that designates the building in which a department is located. When a department relocates to another building, only the “alpha” prefix will change not their numeric designation. This prefix will also allow for the eventual automation of sorting mail by building, as well as by department.

We feel it will be helpful for campus personnel to know which mail stops are associated with which building. With the addition of the “alpha” prefix, that information will be readily available. Knowing the mail stop location may be advantageous if there is a sense of urgency for a sender to hand-carry an intercampus envelope to its destination rather than wait for the normal mail pickup. It may also be useful to know that a particular building is on the same route an individual is traveling on campus.

Following this policy is a list of the new “alpha” mail stops, by building name, including street address, and zip plus 4. If you need additional information or if you have any questions, please contact Steven Goodman at 278-2740, or e-mail him at [steveg@csufresno.edu](mailto:steveg@csufresno.edu).

Dutch Green  
Director

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<b>BUILDING NAME</b>	<b>PREFIX</b>	<b>ADDRESS</b>	<b>ZIP + 4</b>
Ag Operations	AG	2385 East Barstow Avenue	93740-8004
Ag Science Building	AS	2415 East San Ramon Avenue	93740-8033
Auxiliary Services (Found)	OF	2771 East Shaw Avenue	93710-8205
Grants/Contracts (Found)	OF	4910 North Chestnut Avenue	93726-1852
CATI	OF	2902 East Barstow Avenue	93740-8009
CATI	OF	2910 East Barstow Avenue	93740-8009
Child Welfare Academy	OF	2763 East Shaw Avenue#107	93710-8220
Childrens Center	CC	5150 North Campus Drive	93740-8016
CIT	OF	5370 North Chestnut Avenue	93740-8021
Conley Building	CB	5225 North Backer Avenue	93740-8001
Duncan	OF	1620 East Bulldog Lane	93740-7400
Education Building	ED	5005 North Maple Avenue	93740-8025
Engineering East Building	EE	2320 East San Ramon Avenue	93740-8030
Equitable Building	OF	550 East Shaw Avenue	93710-7702
Family/Food Sciences	FF	5300 North Campus Drive	93740-8019
Farm Mechanics	AG	2425 East Barstow Avenue	93740-8005
Food Services	FS	5200 North Campus Drive	93740-8017
Health Center	HC	5044 North Barton Avenue	93740-8012
Industrial Technology	IT	2255 East Barstow Avenue	93740-8002
Joyal Administration	JA	5150 North Maple Avenue	93740-8026
Kennel Bookstore	KB	5284 North Jackson Avenue	93740-8023
Keats Campus Building	KC	5244 North Jackson Avenue	93740-8023
Lab School	LS	5048 North Jackson Avenue	93740-8022
University Mail Services	UM	2671 East Barstow Avenue	93740-8007
Madden Library	ML	5200 North Barton Avenue	93740-8014
Mc Kee Fisk	MF	2225 East San Ramon Avenue	93740-8029
Mc Lane Hall	MH	2345 East San Ramon Avenue	93740-8031
Music Building	MB	2380 East Keats Avenue	93740-8024
New Science	NS	2555 East San Ramon Avenue	93740-8034
North Gym	NG	5305 North Campus Drive	93740-8020
Old Cafeteria	OC	5240 North Jackson Avenue	93740-8023
Pavilion	AS	2708 East Barstow Avenue	93740-8008
Peters Building	PB	5245 North Backer Avenue	93740-8001
Plant Operations	PO	2351 East Barstow Avenue	93740-8033
Police	PO	2311 East Barstow Avenue	93749-8004
Printing Services	PS	2671 East Barstow Avenue	93740-8007
Psychology/Human Services	PH	5310 North Campus Drive	93740-8019
San Ramon 2	SR	2325 East San Ramon Avenue	93740-8031
San Ramon 3	SR	2450 East San Ramon Avenue	93740-8032
Social Science Building	SS	5340 North Campus Drive	93740-8019
South Gym	SG	5275 North Campus Drive	93740-8018
Speech Arts	SA	5201 North Maple Avenue	93740-8027
Student Union	SU	5280 North Jackson Avenue	93740-8023

<b>BUILDING NAME</b>	<b>PREFIX</b>	<b>ADDRESS</b>	<b>ZIP + 4</b>
Thomas Administration	TA	5241 North Maple Avenue	93740-8027
Ticket Office	OF	1600 East Bulldog Lane	93740-7400
University Housing	UH	5152 North Barton Avenue	93740-8013
University Warehouse	UW	2671 East Barstow Avenue	93740-8007
Viticulture Research	VR	2360 East Barstow Avenue	93740-8003