**Campus Business Services**

**Campus Closure – COVID19 Response**

**Updated August 19, 2020**

Due to the campus closure and remote instruction for fall 2020 and in an effort to make health & safety a priority, please see current details and guidelines pertaining to CBS units. Please note that face masks and proper social distancing are required when visiting any CBS location by appointment or for order pick-up.

* **UCR Bookstore:** Closed until further notice. The bookstore will only fulfill online orders (with free domestic shipping on orders over $49 for fall). Orders can be placed by visiting <https://ucr.bncollege.com>. In-store pick up will be available for online orders September 28 through October 7 (8am to 4pm M-F, 10am to 2pm Sat). For general questions, please call **x24213 or 24456**or email sm8106@bncollege.com
* **Highlander Service Station:** Closed until further notice. When location can safely reopen, it will be in our new location at the southeast corner of the UCR Bookstore building. For academic printing or copying needs, please email printingrequest@ucr.edu. For general questions, please call x24443 or 24444or email servicestation@ucr.edu
* **Card Services:** Staff will work remotely (on site as needed) to support essential card functions related to Housing & Dining, School of Medicine, and Facilities Services. R’Card needs may be handled by appointment and/or with contactless delivery by visiting <https://ucrcard.ucr.edu>. For general questions, please call **x22273 or 21237** or email servicestation@ucr.edu
* **Mail Services:** As an essential function, inbound/outbound mail is still being processed daily between 8am and 4pm. Adjusted delivery routes are in place for departments in need of service. Front lobby/post office will be closed to customers, however pick-up and drop off of department mail can be scheduled with the Mail Services team. Departments should call **x26245** or email mailservices@ucr.edu to schedule pick-up appointments and/or have their department added to the delivery schedule.
* **Receiving Services:** As an essential function, processing of inbound/outbound shipments and campus deliveries is occurring daily between 8am and 4pm. Delivery of items on campus is based on accessibility to the building/department that ordered. **Receiving Services is still providing the following items/services: gas cylinders, research related alcohol, lab coat laundering and IDT**. Please visit <https://cbs.ucr.edu> to order (forms under ‘Receiving Services’ menu). Will call pick-ups are also available at the loading dock in the Corporation Yard. ***Departments are encouraged to cancel/postpone non-essential deliveries to campus during the closure.***  For general questions, please call **x23134** or emailreceivingservices@ucr.edu
* **ScotSupply:** As part of the CBS re-organization plan, this unit was closed at the end of FY20. In order to properly support important research on campus, limited items and services from ScotSupply have been retained and are now part of Receiving Services. Please refer to the ordering information in the Receiving section.
* **ScotSurplus:** Closed to walk-in traffic. Staff is available by appointment only to meet campus needs. Public surplus sales are cancelled until further notice. Shredding and e-Waste pick-ups are still available. Please visit <https://cbs.ucr.edu/shreddinge-wasterecycling> to schedule a shredding or e-Waste pick-up. For assistance or to make an appointment, please call **x25543** or email scotsurplus@ucr.edu
* **Digital Print Services:** For academic printing or copying needs, please email printingrequest@ucr.edu. For UCR business cards, letter head, or posters please visit <https://cbs.ucr.edu> to order (forms under ‘Digital Print Services’ menu). *Technician still available for Copier Program repairs and service.* For general questions, please call **x24318 or 25097** or email printingrequest@ucr.edu
* **Auxiliary Design Services:** Staff working remotely (on site as needed) to support critical design and digital content needs. For urgent design or poster printing needs, please email auxiliarydesign@ucr.edu or visit <https://cbs.ucr.edu/auxiliary-design-services>
* **CBS Administration:** Limited CBS leadership will be working on campus during closure and most will be working remotely. Our administration office, Corp Yard Building B, will be closed and locked. Please contact a member of the CBS leadership team (contact info below) with any questions or concerns.

We appreciate your support as we work through this unprecedented time on our campus and globally. We keep the campus updated as operations change and we’re able to safely reopen our retail locations and resume pre-COVID service levels.

For specific questions please contact:

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**Mike Gonzales, Logistic Services Supervisor (Receiving and ScotSurplus)**

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**Mike Kaplan, Assistant Director – Auxiliary Design Services (includes Digital Print Services)**

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**Tabitha Rosser, General Manager – UCR Bookstore (Barnes & Noble)**

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Thank you,

Mike Clemons, Director