

Envelope Pick-up and After Hours Key Drop-off

YOUR BUILDING	DROP OFF KEY LOCATION	ROOM NUMBER	DESCRIPTION OF LOCATION
Armstrong	Hefner	HD Office - HEF 106	Slide key under the door
Brown	Smith	Smith 101B	HD Office- slide keys under office door
Caldwell	Caldwell	Caldwell Learning Center- CAL 001	Bottom/basement floor of caldwell. There will be a box "Key Drop" for residents to deposit their keys.
Center Street North	Center Street North	HD Office - CSN 005B	Slide keys under door
Center Street South	Center Street North	HD Office - CSN 005B	Slide keys under door
Cloudman	Cloudman	Mechanical Room Next to 217	Slide keys under door
Crecine	Crecine	HD Office - CRE117	Slide keys under door
Eighth Street East	Crecine	HD Office - CRE117	Slide keys under door
Eighth Street South	Eighth Street South	ESS Duty Closet - 215B	Slide keys under door
Eighth Street West	Eighth Street West	HD Office - ESW 104	Slide keys under door
Field	Field	204	Slide Under Door
Fitten	Montag	Montag Learning Center- MON 001	Bottom/basement floor of Montag. There will be a box "Key Drop" for residents to deposit their keys.
Folk	Caldwell	Caldwell Learning Center- CAL 001	Bottom/basement floor of caldwell. There will be a box "Key Drop" for residents to deposit their keys.
Freeman	Montag	Montag Learning Center- MON 001	Bottom/basement floor of Montag. There will be a box "Key Drop" for residents to deposit their keys.
Fulmer (2nd Floor)	Fulmer	Fulmer 216, Fulmer 2 Lounge	There will be a box labeled "Key Drop" for residents to deposit their keys.
Fulmer (3rd Floor)	Fulmer	Fulmer 316, Fulmer 3 Lounge	There will be a box labeled "Key Drop" for residents to deposit their keys.
Glenn	Glenn	Glenn 030, Hall Director Office	Slide keys under office door.
Goldin House	Goldin	Study Lounge 106	Box in the Goldin Study Lounge
Graduate Living Center	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Gray House	Gray	Gray Projector Room 106	Box in the Projector Room
Hanson	Towers	34	Towers/Hanson HD Office
Harris	Smith	Smith 101B	HD Office- slide keys under office door
Harrison	Harrison	237	Slide keys under door
Hayes House	Gray	Gray Projector Room 106	Box in the Projector Room
Hefner	Hefner	HD Office - HEF106	Slide keys under door
Hopkins	Hopkins	113	Slide key under door
Howell	Howell	228	Slide keys under office door
Matheson	Matheson Basement	Stairwell	Box in stair case leading to the basement
Maulding	Maulding	Maulding Activity Room- Maulding 126	Main floor of Maulding. There will be a box labeled "Key Drop" for residents to deposit their keys.
Montag	Montag	Montag Learning Center- MON 001	Bottom/basement floor of Montag. There will be a box "Key Drop" for residents to deposit their keys.
Nelson Shell	Nelson-Shell	Hall Director Office- 028	Slide keys under office door
North Avenue East	North Avenue East	120	Slide keys under office door
North Avenue North	North Avenue North	114B	Slide keys under door
North Avenue South	North Avenue South	206	Slide keys under office door
North Avenue West	North Avenue North	114B	Slide keys under door
Perry	Matheson Basement	Stairwell	Box in stair case leading to the basement
Smith	Smith	Smith 101B	HD Office- slide keys under office door
Stein House	Goldin	Study Lounge 106	Box in the Goldin Study Lounge
Tenth and Home A	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home B	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home C	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home D	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home E	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home F	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Tenth and Home G	Graduate Living Center	GLC 119, GLC Front Office	Slide keys under office door. If office is open, give keys to office assistants or office manager
Towers	Towers	34	Towers/Hanson HD Office
Woodruff North	Woodruff North	HD Office WDFN109	Slide keys under the door.
Woodruff South	Woodruff North	HD Office WDFN109	Slide keys under the door.
Zbar	Maulding	Maulding Activity Room- Maulding 126	Main floor of Maulding. There will be a box labeled "Key Drop" for residents to deposit their keys.