

**From:** [bme-fac-request@virginia.edu](mailto:bme-fac-request@virginia.edu) on behalf of [Burcin, Tracy Lee \(tlb3v\)](#)  
**To:** [bme-fac@virginia.edu](mailto:bme-fac@virginia.edu)  
**Cc:** [bme-allstaff@virginia.edu](mailto:bme-allstaff@virginia.edu)  
**Subject:** MR5 Loading Dock Closing May 25-Aug 14  
**Date:** Friday, May 22, 2020 11:01:48 AM  
**Attachments:** [Pinn Hall Deliveries Furlough.docx](#)

---

All,

All packages starting May 25th through August 14th will be delivered to Pinn Hall. No packages during this time will be delivered to the MR5 loading dock. Perishable packages will be brought over to MR5 from Pinn and delivered to the labs. All other packages will have to be picked up at the Pinn Hall loading dock. Large pallet deliveries will still go to MR5. Attached is the SOP from SOM regarding these changes. Below is more information from SOM:

All, due to the temporary staff reductions the MR5 loading dock will be closed from May 26th through August 14th. Throughout these dates the Pinn Hall loading dock will remain open to receive deliveries for both Pinn Hall and MR5 and will only be staffed by one team member. In order to manage the work load, all packages will need to be picked up from the Pinn Hall dock by lab personnel between the hours of 8:00 am and 3:00 pm with the exception of perishables which will still be delivered. The phone number to the loading dock is 924-2358 should you wish to check on a package delivery. Vendors have been notified of this change and there is no need to change any receiving address. Large items such as pallets will be delivered to the MR5 dock with coordination of the department receiving the shipment.

Thanks,

Tracy