

Mail Distribution List

The number listed in the "sm" column reflects the number of pieces your department or building is receiving for a small distribution, the number listed in the "lg" column reflects the number of pieces your department or building is receiving for a large distribution. If your department is not listed below, then your mail is being distributed from your building's mailroom. Should your department require a different distribution amount, notify your building's mailroom. If you are responsible for your building mail and require a different amount than you are currently receiving, notify the mailroom at (989) 774-3298 or email: linda.j.richter@cmich.edu

Department or Building	sm	lg	Department or Building	sm	lg
Alumni House	22	50	Rose	25	100
Anspach/CM Life	205	220	Ronan	50	100
Brooks			Rowe		
Biology	28	65	MSA	3	5
Geology	15	15	Personnel & MCNH	18	26
CEL	48	145			
Charter Schools	15	20	Sloan	52	208
CHIP Facility	4	6	Finance	3	15
Combined Services Bldg	20	50	SAC	10	20
Central Mailroom (Extras)					
EMC	2	9	Smith		
Facilities Management	23	160	Business Law	12	13
Police	3	29	Marketing	60	70
Printing Services	5	10	Management	20	26
University Stores / Receiving	2	12	Risk Management & Insurance	4	4
DOW			University Attorney	5	5
Chemistry	30	50	University Center	83	147
Geography	31	38	Bookstore	15	20
Physics	22	23	Career Services	9	15
CMU Research Center (CART)	2	10	University Events	2	4
CMED Business (Rowe)	20	30	Warriner	50	250
CMED Faculty (HPB)	20	30	President's Office	3	11
EHS			Wightman		
EHS	62	16	Art	29	39
HDGL	22	22	Human Environmental Studies	27	35
Counseling & Special Ed	18	22	Apartments		
Event Center	5	5	Kewadin	2	2
Finch			Northwest	4	4
Recreation & Leisure	24	24	Washington	1	1
ROTC	10	10	Residence Halls		
			(and Offices Within)		
Foust			Barnes	1	2
Computer Services	3	45	Beddow	2	4
Counseling	5	10	Calkins	3	3
Graduate Studies/ORSP	8	21	Campbell Hall	2	4
Health Services	10	25	Celani	2	2
SAP	5	6	Fabiano	2	2
Grawn	70	80	Honors	3	5

Department or Building	sm	lg	Department or Building	sm	lg
Health Professions	60	100	Residence Halls (and Offices Within)		
IAC	10	10	Kessler Hall	2	4
IET	34	40	Kulhavi Hall	1	1
Moore	100	100	Larzelere	3	5
MSO	12	25	Merrill	1	2
Music	55	73	Robinson	1	3
Park Library	40	85	Saxe/Herrig	3	8
Clark Library	1	13	Success Center	2	2
Help Desk	10	15	Sweeney	1	1
Student Disability Services	3	5	Telecomm	12	26
PBS	5	35	Test Center	1	1
Pearce	90	125	Thorpe	1	2
Powerhouse	10	28	Towers	4	18
Powers	50	50	Trout	3	3
Public Relations & Marketing	18	22	Woldt / Emmons	2	6