



Warehouse Information Sheet

Directions to Warehouse (FC5 Building)

From North IH-35

Take exit for Dean Keeton Street; continue south past Dean Keeton on the feeder road of I-35 (Denius practice football fields and the Bubble will be on your immediate right), then turn left (east) at the first light (Manor Road) and cross over I-35.

From South IH-35

Take the Manor Road exit and turn right on Manor.

Once on Manor Road you will first pass the Facilities Services vehicle maintenance area on your left; next you will pass the FC6 Building, as well as two entrances immediately after it. Turn left into the next entrance, which will have an archway sign above it that reads "Facilities Complex." The Events and Moving Services warehouse/FC5 Building will be on your immediate left.

Pickup and Return Instructions

Please note, the Events and Moving Services warehouse is only open Monday through Friday.

You may both pick up and return your work order items anytime between 9 a.m. and 3:45 p.m. on the dates specified on your work order.

Please complete all pickups and returns by 3:45 p.m. If you are making multiple trips, please remember to allow enough time in advance to meet this deadline with all items to be picked up and returned.

Upon arriving at the warehouse, ask for Jesus Gurrola (Chuy) and notify him that you are there to pick up your order. If he is unavailable, please go to the office at the back of the warehouse and ask for Robert Lee. You will need to provide your work order number (SALD will provide you this number before date of the pick up) and the name of your student organization to check out your items. **When returning items to the warehouse, follow this same procedure (check items back in with Chuy Gurrola or other personnel mentioned if Chuy isn't available).** Please be aware that no warehouse assistance will be available for loading and unloading your equipment.

It is very important that you check your items back in with warehouse personnel, or your organization may not be credited with their return. Items not returned will be charged to the student organization.

The student organization will also be charged replacement fees for any losses or damage to the equipment.

Important Contacts

Facilities Services Events and Moving Services Warehouse
512-471-6889

Cindy Martindale, SALD Student Organization Facilities Coordinator
512-232-2826

Student Activities and Leadership Development (SALD)
512-471-3065