

# BUILDING 45 Schwarzman College of Computing MAIL AND PACKAGE DELIVERIES

The “Distributed Mail Center” (DMC) is located on the 1<sup>st</sup> floor, Room 45-111 (locked door with card access)

## US Mail

77 Massachusetts Ave, Bldg. 45-Room (DLC Suite)  
Cambridge, MA 02139

## Ground deliveries from FedEx, UPS, DHL, etc.

32 Vassar St, Bldg. 45-Room (DLC Suite)  
Cambridge, MA 02139

## Perishables and Overnight Deliveries from FedEx, UPS, DHL, etc.

51 Vassar Street, Bldg. 45-Room (DLC Suite)  
Cambridge, MA 02139

## DLC SUITE NUMBERS (Phase 1)

Dean’s Suite: 45-301  
Quest for Intelligence: Suite 321  
MIT IBM Watson: Suite 421-1  
CCSE: Suite 421-2

## Please Reference:

<http://web.mit.edu/facilities/services/mail/mailing.html>

The screenshot shows the MIT Facilities website at the URL [web.mit.edu/facilities/services/mail/addresses.html](http://web.mit.edu/facilities/services/mail/addresses.html). The page is titled "Department of Facilities" and features a navigation menu with options like "Request Services", "Maps & Floorplans", and "Sustainability". A sidebar on the left lists various service categories, including "Cleaning", "Mailing & More", and "Non-Facilities Buildings". The main content area is titled "A Roadmap to Address Relief" and provides instructions for users to select their building and room number. Below this, there is a "Helpful Tips" section with several bullet points: "When providing your address to a vendor via an online form, place your building and room number into the apartment field. This will prevent accidental truncation.", "Maintain your MIT profile with an up-to-date campus address. The online directory is Mail Services only resource if your incoming package is missing information.", "Notify outside vendors / subscriptions of your new address well in advance of moving. Mail Services forwards mail for entire departments only, not for individuals.", "Delivery confirmation items generally arrive at Mail Services within 24-48 hours of the date listed on USPS tracking and will be delivered to your building's mail center with the next scheduled delivery.", "Unless your package requires a signature, it will be delivered to your building's DMC.", and "To prevent delay in outgoing mail, please provide a valid cost account number for postage and a clearly marked return address indicating the sender's last name and department."