



# Pandemic Material Drop-Off Procedures

Written By: Ashley Kathleen Recklein

[Sign out](#)




Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today <span>◀ ▶</span> Aug 16 – 22, 2020 <span>Refresh</span> <span>Day</span> <span>Week</span>							
	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22
9am							
10am							
11am		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
12pm		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
1pm		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
2pm		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
3pm		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
		AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	
4pm							
5pm							

Appointment calendar owner: Advanced Fabrication Lab

## Step 1 — Before you Arrive



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today Aug 16 – 22, 2020 Refresh Day Week

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22
9am						
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11am	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff
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3pm	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff
4pm	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff	AFL Pickup or Dropoff
5pm						

Appointment calendar owner: Advanced Fabrication Lab

**Book an appointment**

**What**

**When** Mon, June 29, 10:00am – 10:30am

**Who** Ashley Recklein

**Where**

**Description**

**Tip:** You can customize the details of the event after you save it.

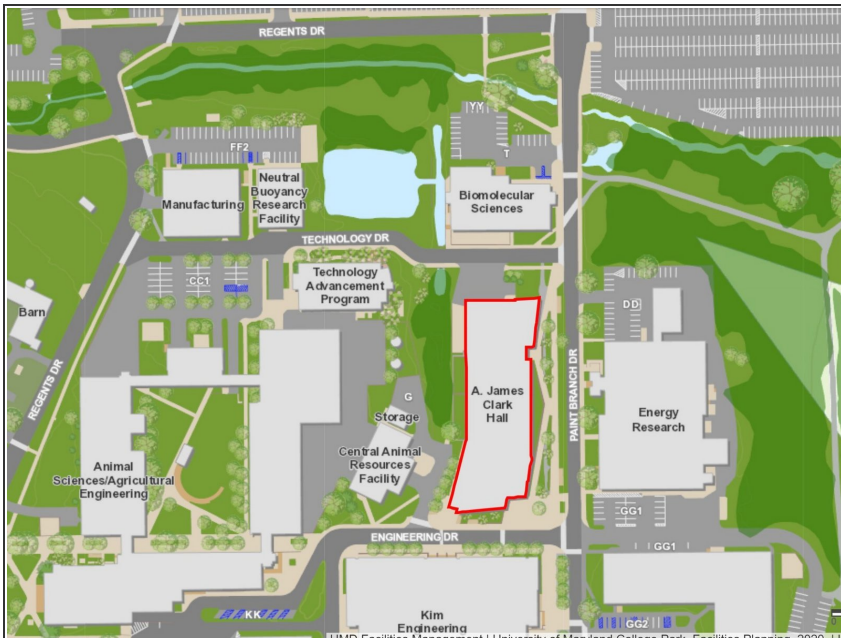
- Reserve a time on the appointment page at: [ter.ps/aflappts](https://ter.ps/aflappts)
- ⚠ Failing to include the Papercut job number can delay your pickup request
- Click “save” and you should receive a confirmation email
- 📌 If you need to change your appointment, please contact us through Papercut
- ⚠ Any communication with the event confirmation or changes to the appointment time will not be responded to or delivered to staff

## Step 2 — Labeling Your Material



- Label Your material with your first and last name, Papercut Order Number, Material Type and Material Thickness

## Step 3 — When you Arrive



- Call (301) 405-0519 to let the staff know you have arrived and let you in if you are unable to get into Clark Hall
- Go to the Advanced Fabrication Lab, AJC 2123
- Place your material in the cabinet that is located in front of the main entrance to the Lab