

UAAR - CE1 5th Floor FAQs

ADDRESS

Our main mailing address is: 510 East Peltason Dr., Suite 5000 Irvine, CA 92697-5600	Gifts should be mailed to: UC Irvine Foundation 120 Aldrich Hall Irvine, CA 92697-5600
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Incoming mail will be delivered to the mail room and will be sorted for distribution on a regular schedule

Outgoing mail and packages can be dropped off in the mail bag located on the 2nd floor behind the reception desk. Please make sure to drop it off in the mail bag marked **ZOT 5600**.

Deliveries:

- 2nd Floor Lobby Desk is staffed by DCE student staff from 8AM - 5PM and will accept deliveries
- Lobby Desk staff will announce deliveries on Teams by tagging the recipient
- The DCE Building Management team will deliver to our mail room for the recipient to pick up

ZotCode:

We are consolidating the UAAR ZotCodes 5600 and 5601 to **5600 only**

Incoming Mail and Return Addresses

Always use the appropriate ZotCode+2 for your area, if listed below

General UAAR and VC's Office	5600		
UCI Foundation Board	5600-01	Annual Giving	5600-07
Corporate & Foundation Relations	5600-02	Finance & Administration	5600-08
Gift Administration & Gift Services	5600-03	Special Events & Protocol	5600-09
Donor Relations	5600-04	Planned Giving	5600-10
Chancellor's Club	5600-05	Advancement Communications	5600-11
Parents Program	5600-06	Scholarships	5600-12

BUILDING ACCESS

- A key card is required to activate the 5th floor button in the elevator and for after-hours access to the building
- A key card is required to access the 4th floor Staff Lounge (both the floor and the lounge itself (see "SHARED SPACES" below)
- After hours, a key card is needed to activate the 3rd floor "After Hours Exit" button in the elevator

DIRECTIONS

- Located on the 5th floor of Continuing Education 1 (CE1)
 - Building 8 on campus maps, interactive map available at map.uci.edu
 - See the last page for full directions and map
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CONFERENCE ROOMS and SHARED SPACES

Conference Rooms

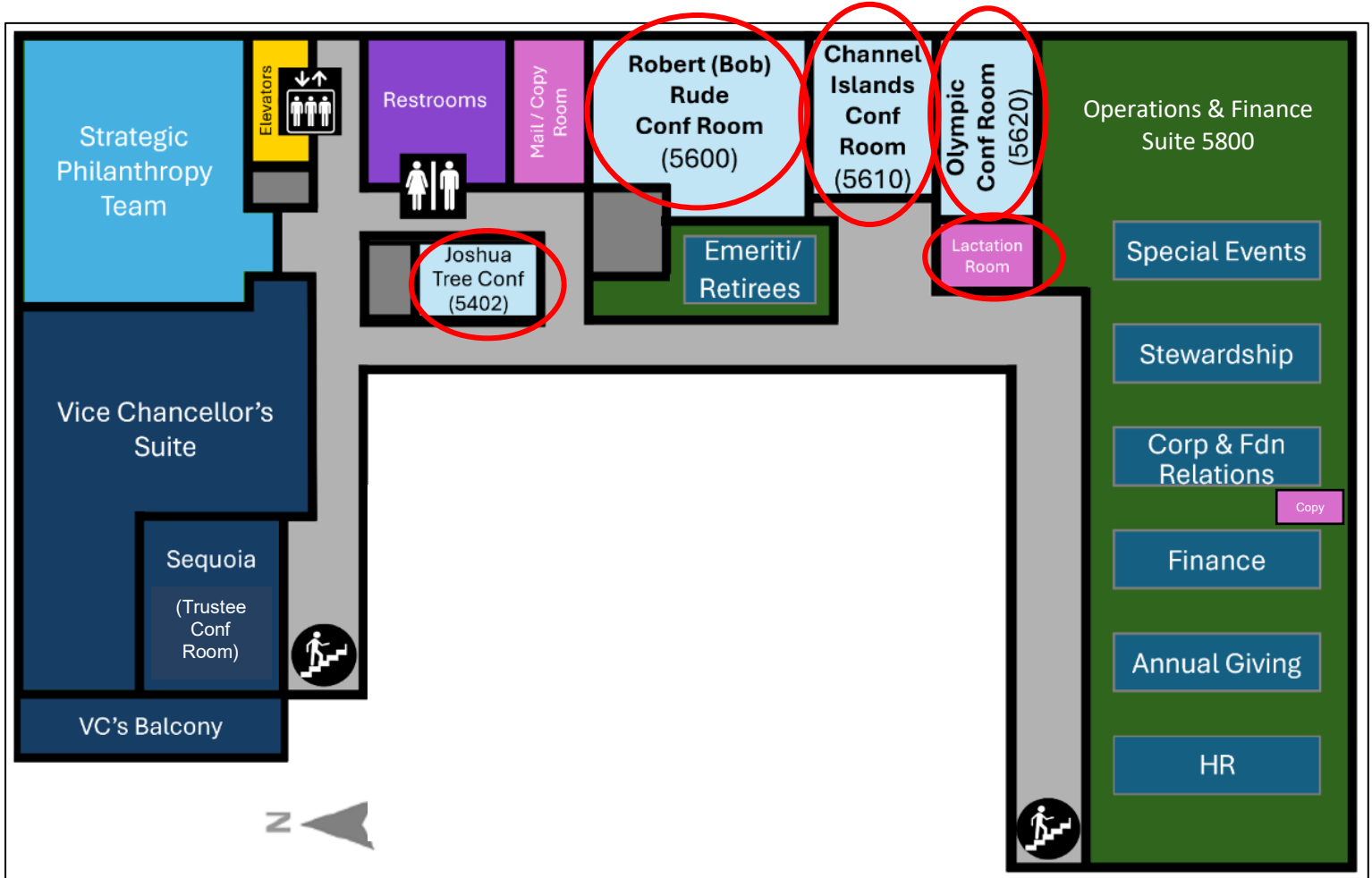
There are four (4) conference rooms available, all are “Zoom-ready” and are available to reserve through Outlook using the below names.

- **Joshua Tree** (5402), capacity 8 people “DCE – 5402 Joshua Tree Conference Room”
- **Bob Rude** (5600), capacity 20 people “DCE – 5600 Bob Rude Conference Room”
- **Channel Islands** (5610), capacity 12 people “DCE – 5610 Channel Islands Conference Room”
- **Olympic** (5620), capacity 14 people “DCE – 5620 Olympic Conference Room”

Note: The Trustee Conference Room (Sequoia) is booked through the Vice Chancellor’s executive assistant.

Lactation Room

A lactation room (5624) is available on a drop-in basis

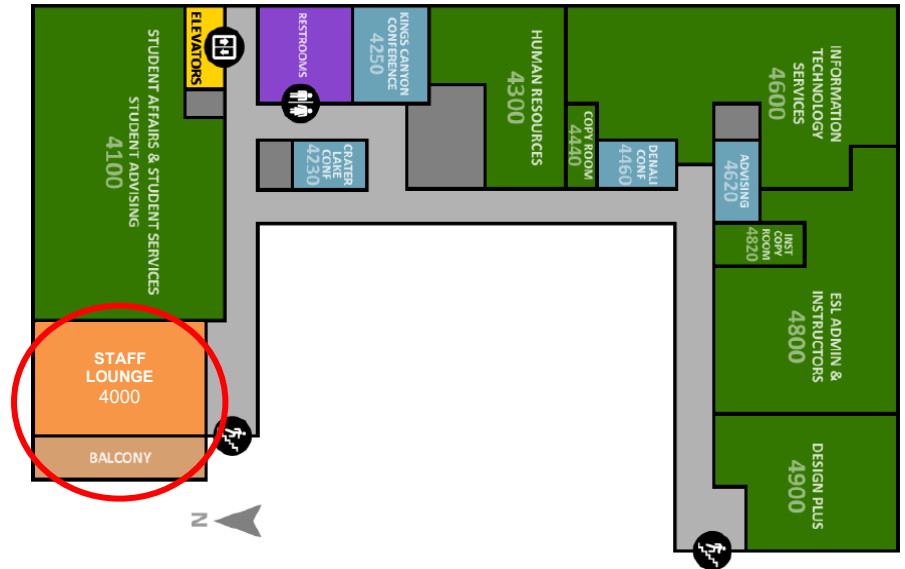


SHARED SPACES, continued

Staff Lounge (Break/Lunchroom)

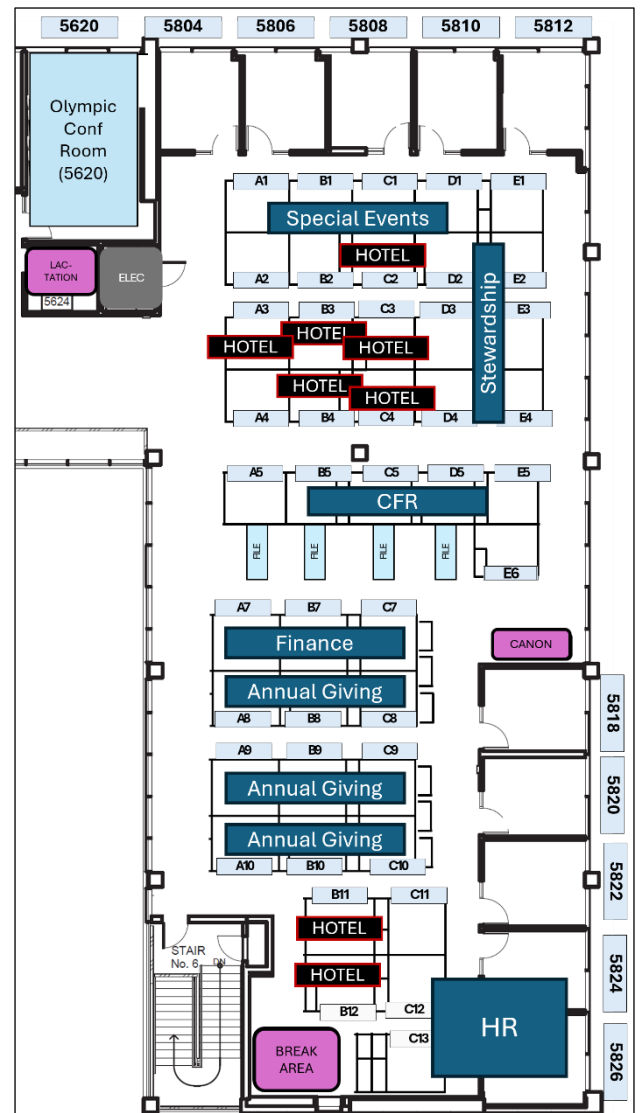
4th floor, Suite 4000; available to all CE1 building staff (key card required)

- Two refrigerators, two microwaves, coffee maker, ice maker, toaster oven
- Inside and balcony seating



UAAR Hoteling Workspaces

- There are eight (8) hoteling cubicles located in the 5800 Suite C2, A3, B3, C3, B4, C4, B11, B12
- These are available on a first-come basis
- All personal / work-specific items must be removed by the end of each day's use of the space



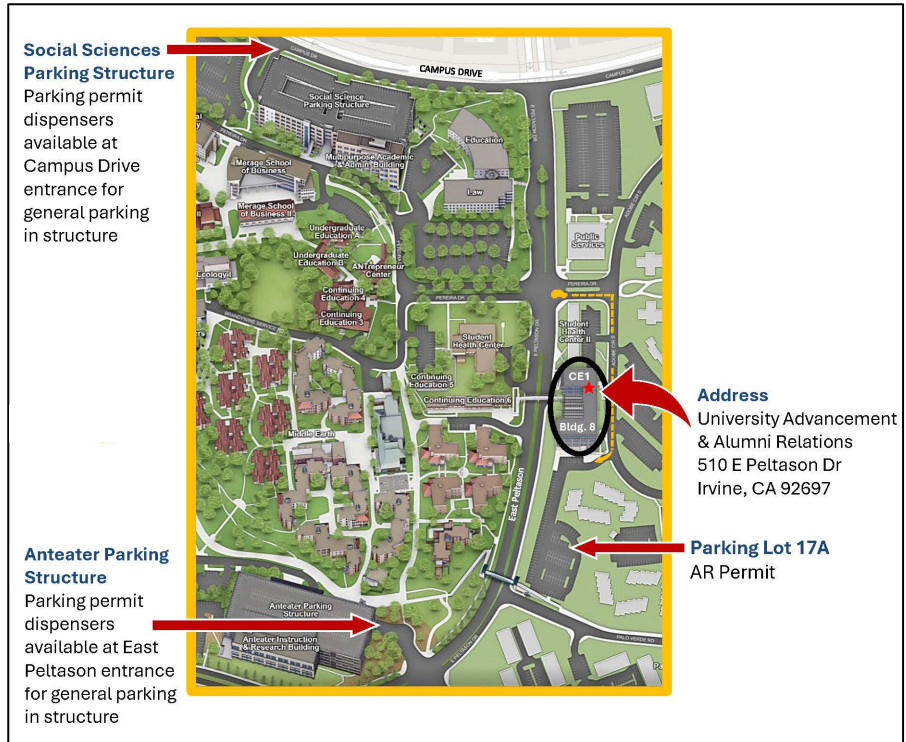
PARKING

Lot 17A is the assigned lot for CE1

- Requires an **AR** permit
- Permit options:
 - Monthly AR Permit
 - Day Use AR Permit
 - Sustainable Transportation (ST) Incentive Permit (see below)

Anteater Parking Structure and Social Sciences Parking Structure

- Within walking distance (~15 minutes)
- Can use monthly or day use **AR**, **C** (General), or **ST Incentive** permits

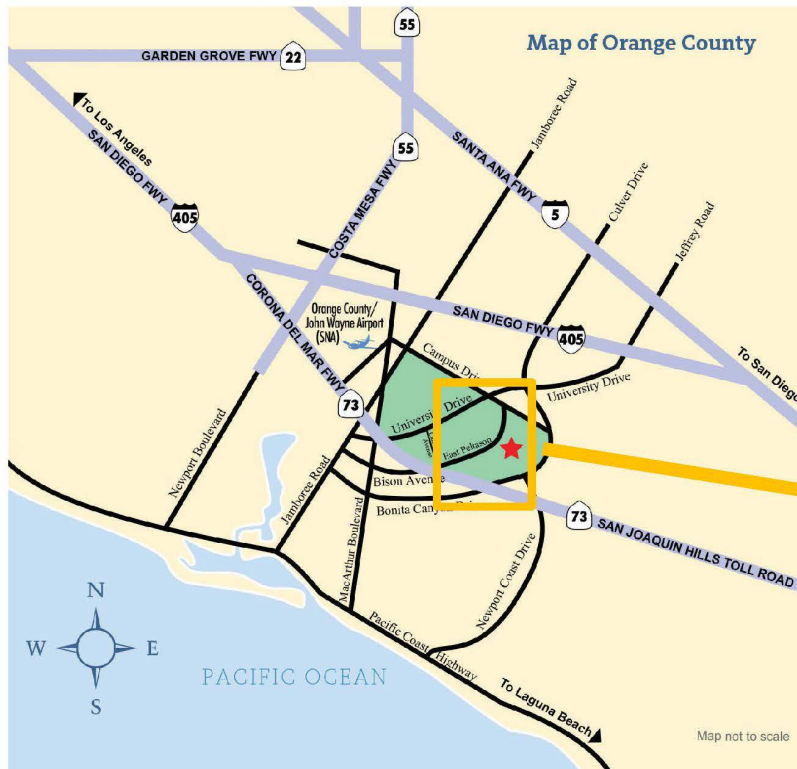


Monthly Permits

- Purchase through UCI's [myCommute](#) portal

Sustainable Transportation

- For those with hybrid or primarily remote schedules, the Sustainable Transportation (ST) program may be more cost-effective than purchasing monthly or day use permits
- Sustainable Transportation membership can be requested through the [myCommute](#) portal, using the "Become an ST Member" button
- ST members earn 5 ST Incentive permits per month
 - ST Incentive permits are valid in any unmarked or AR reserved parking stall, except for Lot 80, Service, X, P, disabled stalls without also displaying a disabled placard, pay by space, or metered stalls
 - Incentive permits are earned monthly and are issued every 30 days. Any unused ST incentive permits are rolled over into the next month.
 - Permit(s) not used by the end of each fiscal year (June 30th) do not carry over



University Advancement and Alumni Relations

Located on the 5th floor of Continuing Education 1 (CE1)
(Building 8 on campus maps, interactive map available at map.uci.edu)

Directions from 405 North

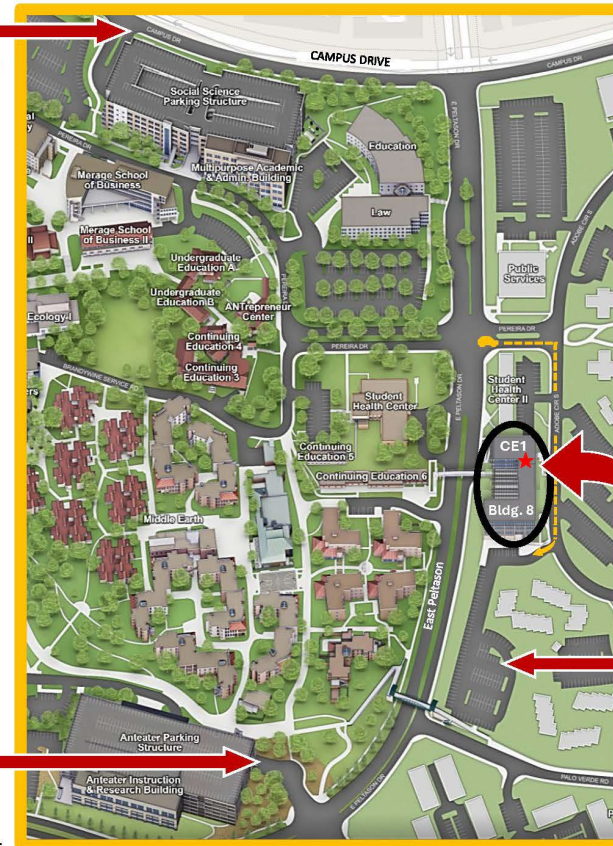
1. Take 405 N to Culver Drive; turn left on Culver
2. Turn right on Campus Drive
3. Turn left onto East Peltason
4. Turn left onto Pereira
5. Turn right onto Adobe Circle Road
6. Turn right into the second parking lot on the right (Lot 17A)

Social Sciences Parking Structure

Parking permit
dispensers
available at
Campus Drive
entrance for
general parking
in structure

Anteater Parking Structure

Parking permit
dispensers
available at East
Peltason entrance
for general parking
in structure



QR Code
Scan for directions
in Google Maps

Address
University Advancement
& Alumni Relations
510 E Peltason Dr
Irvine, CA 92697

Parking Lot 17A
AR Permit

Directions from 405 South

1. Take 405 S to Jamboree Road; turn right on Jamboree
2. Turn left on Campus Drive
3. Pass West Peltason but do not turn on it
4. Turn right onto East Peltason
5. Turn left onto Pereira
6. Turn right onto Adobe Circle Road
7. Turn right into the second parking lot on the right (Lot 17A)