

## Building Name Data Standards

A critical data entry standard exists for building names used for CM (campus mailing) address types. **Banner data integrity can be maintained if, and only if:**

**building names are consistently and accurately entered for each and every CM address**

Building names are entered on Address (Line 2) of the CM address type. Users are restricted to a maximum of 22 characters for building names to allow for inclusion of room information as follows:

**Building Name<space>Rm<space>Number**

### Loss of Data Integrity

When an incorrect building name is entered, mail falls out of the sort and requires manual handling by the Campus Mail Services. For example, the correct spelling for the administration building at UNH is "Thompson Hall" and **\*\*not\*\*** "T-Hall" or "THall" or "ThomHall" or "Thom Hall". When these alternate names are used, mail is sorted into different groupings, potentially causing delivery problems.

To avoid problems arising from inconsistent building names, the following lists contain the official spelling of campus building names for use on Address (Line 2) of the CM address type.

**Only active building names should be used.**

## GRANITE STATE COLLEGE

Street addresses and not building names are used for GSC addresses.

### Active Building Names

In the list below the GSC Office is provided for easy reference. The CM address type entry for GSC should only include the address as specified in the "UNH Mail Service Delivery" column and should \*not\* include the specific GSC Office.

Address Line 1 -To Deliver Mail to This Office:	Code Address Line 2 – UNH Mail Service Delivery	Zip
GSC Concord	8 Old Suncook Road	GSC-CONC
GSC Portsmouth	51 International Drive	GSC-PORT

Address Line 1	Address Line 2 – US Mail Delivery	Line 3	City	State	Zip
GSC E&TP	Dolloff Building	117 Pleasant St	Concord	NH	03301
GSC Rochester	Merchant's Plaza	1 Old Dover Rd	Rochester	NH	03867
GSC Conway	53 Technology Lane		Conway	NH	03818
GSC Littleton	646 Union St		Littleton	NH	03561
GSC Berlin	2020 Riverside Drive		Berlin	NH	03570
GSC Manchester	175 Ammon Drive	Unit 210	Manchester	NH	03103
GSC Claremont	27 Pleasant St		Claremont	NH	03743
GSC Lebanon	325 Mt Support Road		Lebanon	NH	03766

## KEENE STATE COLLEGE

### Active Building Names

8-10 Madison	Carroll House	Owl's Nest
48 Butler Court	Cheshire House	Parker Hall
61 Butler Court	Dining Commons	Pondside Hall
81 Blake St	EH Inst Network	President's Hse
83-85 Blake St	Elliot Hall	Proctor House
88 Winchester	Fiske Hall	Randall Hall
115 Winchester	Grafton Hall	Rhodes Hall
118 Winchester	Hale Admin	Science Center
Adams Tech Bldg	Holloway Hall	Spaulding Gym
Art Center	Huntress Hall	Student Union
Blake House	Joslin House	Thorne Art Gallery
Bookstore	Mason Library	Tisdale Apts
Bushnell Apts	Media Arts Center	Wheelock Sch
Butterfield Hal	Monadnock Hall	Whitcomb Bldg
Carle Hall	Morrison Hall	

### Obsolete Building Names (Do not use)

109 Blake St	Coos House	Kennedy House
1517 Madison Hs	Doyle House	Page Court House
Bass House	Duffy House	Rockingham House
Belknap House	Hillsboro House	Strafford House
Computer Center		

## PLYMOUTH STATE UNIVERSITY

### Student Postal Delivery

At PSU all student mail is sent to the student's HUB Suite Box, NOT to their dormitory. A weekly feed updates the student postal mail address in Banner HR . This feed overwrites existing campus addresses when the first address line contains the text "Student Distribution". This text is an indicator that the campus supplied address from the student system should be used for HR campus mail delivery.

### Active Building Names

23 Avery Street	D&M Building	Mary Lyon Hall
25 Highland Avenue	Ecohouse	Mary Taylor House
83 Langdon Street	Ellen Reed House	Memorial Building
131 Main Street	Facilities Services	PE Center
Bagley House	Frost House	Pemi Hall
Belknap Hall	Grafton Hall	Rounds Hall
Bulk Mail Center	Hartman Union Building	Russell House
Blair Hall	Holmes House	Silver Center
Boyd Science Center	Hyde Hall	Smith Hall
Centre Lodge	Lamson Library	Speare Admin Building
Child Dev & Family Ctr	Langdon Woods	University Computer Store
Counseling/Human Rel	Mary Lyon	University Police

### Obsolete Building Names (Do not use)

Health Services  
ITS Repair Shop  
Kelley House  
Pep House  
Hogan House  
Infirmary  
Purchasing Dept

## UNIVERSITY OF NEW HAMPSHIRE

### NOTE regarding student postal delivery.

At UNH all student mail is sent to the student's UNH campus mailing address (Memorial Union, Babcock House, Woodside, The Gables) and NOT to their dormitory. A weekly feed updates the student's campus address and this feed overwrites any existing campus address when the first address line contains the text "Student Postal Center" indicating that the campus supplied address from the student system should be used for HR campus mail delivery.

If a student requests that their check be mailed to their primary hiring department instead of their student's UNH campus delivery address, please follow the CM coding conventions (see Page 26 of The Module 3 Training Documentation for detailed explanation).

### NOTE regarding addresses as building names.

Until buildings are dedicated (i.e., named), street addresses are used as the official building name. These addresses should be used for PPAIDEN entry.

Building Names with Street Names	Examples of departments in these buildings
	Upward Bound
	Talent Search
1 Leavitt Lane	Computing & Information Servs
2 Leavitt Lane	Human Resources
18 Waterworks Road	Upward Bound
	Talent Search
13 Leavitt Lane	Small Projects Dept
10 West Edge Dr	Printing Service
	Mail Service
	Institute on Disabilities
	Family Research Lab
73 Corporate Drive	Professional Development and Training (Pease)
11 Brook Way	Council of Presidents
	Teaching Excellence
121 Technol Dr	Interoperability Lab
	Research Computing

Building Names	Building Names	Building Names
Admin-Stoke	Hewitt Annex	Perpetuity Hall
Alexander Hall	Hewitt Hall	Pettee House
Babcock House	Hitchcock Hall	Philbrook
Barton Hall	Holloway Commons	Putnam Hall
Batcheller Hse	Hood House	Randall Hall
Bookstore	Horton SSC	Rec Complex
Browne Center	Housing Office	Ritzman Lab
C-Lot Trailers	Huddleston Hall	Robinson House
Cent Recv Bldg	Jackson Lab	RR Stn/Dairy
Chase Ocean Eng	James Hall	Rudman Hall

Child Dev Ctr	Janetos House	Schofield House
Cole Hall	Kellogg Ctr	Serv Bldg & Fire
Conant Hall	Kendall Hall	Spaulding
Dairy Nutrition Res Ctr	Kingman Farmhse	St Thomas More
Dairy T & R Ctr	Kingsbury Hall	Stillings Hall
Demeritt Hall	Light Hors Classrm Bldg	Stoke Hall
Dimond Library	Light Hors Stbl	Taylor Hall
Elliott Alumni	Marine Prog Bldg	Telecom Center
Equine Center	McConnell Hall	The Gables
Facil Svs	McLaughlin Hall	Thompson Hall
Farm Serv Bldg	Memorial Union	Transportation Garage
Field House	Moiles House	UNH Bookstore
Figment Hall	Morrill Hall	US Forest Serv
Figment Hall II	Morse Hall	Verrette House
Forest Park	Murkland Hall	Visitor Information Ctr
Grant House	Nesmith Hall	Waysmeet
Greenhouses	New Hamps Hall	Whit Ctr
Gregg Hall	New Housing Office	Wolff House
Hamln-Smith	NHPTV	Woodside
Health Ctr	Parsons Hall	Zais Hall
	Paul Creat Arts	
	Pettee Hall	

**UNH Mail Services DOES NOT deliver to the following Active Building Addresses  
Please do not include these buildings as part of the PPAIDEN record**

5 Leavitt Lane	Forest Park Apts	Mini-Dorm 7
B D Farmhouse	Gibbs Hall	Mini-Dorm 8
B D Pigbarn	Hall Dorm	Psychology Aviary
B D Sheep Barn	Hersey House	Rice House
Central Power Plant	Hetzel Hall	Sawyer Hall
Chiller Plant-McDaniel Drive	Hubbard Hall	Scott Hall
Christensen Hall	Hunter Hall	Smith Hall
Congreve Hall	Lord Hall	Spldg Life Sci
Craft Cottage	Mills Hall	TSAS Sawmill
Devine Hall	Mini-Dorm 1	Williamson Hall
Engelhardt Hall	Mini-Dorm 2	
Fairchild Hall	Mini-Dorm 3	
Fish & Game	Mini-Dorm 5	

**Obsolete Building Names (Do not use)**

Brook House	Poultry Brooder House
Highland Dorm	Poultry Layer House
Leavitt Center Figment Hall	Poultry (Old)
NE Hosp Assembly	Poultry Farm

Palmer House  
Poultry Art Annex

Richards House  
Robinson House  
Transportation Center

## UNH at MANCHESTER

### Active Building Name

University Center

### Obsolete Building Name (Do not use)

Hackett Hill

## UNH at PORTSMOUTH

### Active Building Name

200 International Dr

## UNIVERSITY SYSTEM OF NEW HAMPSHIRE

### Building Names

### Examples of departments in these buildings

Dunlap Center

Myers Center

Eliz Demeritt

USNH Financial Services

Stoke Hall

USNH Financial Services

1 Leavitt Lane

USNH Financial Services

11 Brook Way

UNH/USNH Purchasing & Contract Vc Planning & Budget

## UNIVERSITY SYSTEM OF NEW HAMPSHIRE AT CONCORD

### Building Names

4 Park Street

