

FACILITIES MANAGEMENT

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DATE: Wednesday, December 13th, 2017
TO: Gordon Head Campus
FROM: Megan Roberts, Supervisor, Distribution Services
RE: **Mail Distribution - Holiday Closure 2017**

To ensure that all collected mail leaves the Gordon Head Campus prior to the holiday closure, all departments will receive morning delivery and pick up on Friday, December 22nd, 2017. There will be no afternoon delivery or pick-up on December 22nd. Please let us know if your department will not require service that day.

Any mail intended for the Canada Post system prior to the holiday closure should be ready for pick up on the morning of Friday, December 22nd, 2017. This will allow Distribution Services staff time to sort and process all mail prior to 12:00 PM, before the machines will be shut down. This mail will be handed over to Canada Post later that afternoon.

Any higher volume mail outs should be in Distribution Services on the morning of Monday, December 18th, 2017, at the latest, to ensure enough processing time prior to the Holiday closure.

If you have any special requirements that cannot be accommodated with this schedule, please contact Megan Roberts, Supervisor, Distribution Services, at 250-721-8986 or zroberts@uvic.ca.

Thank you for your co-operation.

