



**University
of Victoria**

**Facilities
Management**

Facilities Notice

Title: Mail Distribution – Holiday Closure 2016

Location: Gordon Head Campus

Description: To ensure that all collected mail leaves the Campus prior to the Holiday closure, all departments will receive morning delivery and pick up on Friday, December 23rd, 2016. There will be no afternoon delivery or pick-up. 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 December 23rd, 2016. 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 19th, 2016, 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 call Megan Roberts in Distribution Services at 8986.

Thank you for your co-operation.

Facilities Management contact: Megan Roberts, Supervisor, Distribution Services

Email address: zroberts@uvic.ca

Phone: 250-721-8986
