



**University
of Victoria**

**Facilities
Management**

Facilities Notice

Title: Mail Distribution – Holiday Closure

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 Wednesday, 24th December, 2014. There will be no afternoon delivery or pick-up.

Any mail intended for the Canada Post system prior to the Holiday closure should be ready for pick up on the morning of 24th December, 2014. This will allow Distribution Services staff to sort and process all mail prior to 2pm, before the machines will be shut down. This mail will be handed over to Canada Post later that afternoon.

Any volume mail outs should be in Distribution Services on the morning of Tuesday, 16th December, 2014, 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 Tom Harrison in Distribution Services at 7610.

Thank you for your co-operation.

Time frame: December 16, 2014 – December 24, 2014

Facilities Management contact: Tom Harrison

Email address: distr@uvic.ca

Phone: 250-721-7610
