



**University  
of Victoria**

**Facilities  
Management**

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### **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 Thursday, 24th December, 2015. 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 24th December, 2015. This will allow Distribution Services staff to sort and process all mail prior to 12pm, 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 Wednesday, 16th December, 2015, 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.

**Time frame:** December 16, 2015 – December 24, 2015

**Facilities Management contact:** **Megan Roberts**

**Email address:** zroberts@uvic.ca

**Phone:** 250-721-8986

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