



CHC Mail Distribution Procedures

Updated: Fall 2021

Location:

- Mailboxes are located in the 1st Floor of the LRC (LRC 130).

Mail Box Assignments and Combinations:

- For combo and box assignment contact the Facility Use Office at (909) 389-3217
- Managers are to be given the combination for appropriate distribution to the faculty and/or staff in their departments/divisions.
- A list of assigned mailboxes is posted in the mailroom. In addition, the Facilities Use Office has a list of all the mailboxes, assignments, and combinations.

Departmental/Individual Responsibilities:

- Establish departmental procedure (In/out boxes, etc.)
- Organize and assign delivery (as applicable) and pick up at the LRC mailroom

Pickup/Drop Off and Delivery Times:

- Outgoing mail will be picked up regularly between 8-9am daily
- Generally, distribution of incoming mail will be done by 2pm daily
- Recommended department/individual pickup/drop off times: after 2pm or before 8am

Large Items, Bulky Items, or Inter-Campus Mass Distributions

- Packages that are not too heavy and fit in the mail boxes will be distributed in the mailboxes.
- Large, bulky, and/or heavy packages
 - Will be picked up/delivered by the facilities department
 - To have a package picked up submit a work order online at: http://www.craftonhills.edu/About_CHC/Facilities_Maintenance_and_Operations; click on "Submit Maintenance Request." (this helps make sure Facilities knows of a need even if the person assigned is absent)
 - After submitting a work order, you may call the **CHC Warehouse at x3379** if desired.

- Inter-Campus Mass Distributions
 - Coordinate mass, inter-campus distributions through the CHC Warehouse by calling **x3379**. These mailings are delivered in one of the following ways: 1) The materials are delivered to the CHC Warehouse for distribution; or 2) The requestor may coordinate a time with the Warehouse Technician to have the boxes opened for distribution by the requestor.

USPS

- United States Postal Service mail will be stamped and sent out daily.
- For single letters a drop box is located in the mail room
- Large, mass, USPS mailings may be dropped off at the Facilities Use office located at Maintenance and Operations.

Fed Ex:

- Contact Administrative Services at x3211 if you have a need to send a parcel Fed Ex.

Copy Center Projects

- Copy Center projects/orders will be distributed into the mail boxes if not too large or too heavy.

“Hand Carry”

- “Hand Carry” should be used rarely when delivering time-sensitive parcels off campus and only in absolute need.
- Inter-campus “Hand Carry” parcels will be distributed through the mailboxes.
- Incoming parcels designated as “Hand Carry” will be distributed through the mailboxes.
- If you have a special delivery need, please contact the CHC warehouse at x3379.

Questions:

Contact Administrative Services at x3211

or

CHC Warehouse at x3379