

Safety, Security and Communications

COVID Pandemic – Temporary Regulation
Parcel Delivery/Centralized Receiving

Owner – Director of Facilities Management
Contact – Facilities Management Office

Centralized receiving of all parcels will help reduce the amount of interaction between delivery services and our employees and students.

All incoming parcels shall be received at the Physical Plant, Central Receiving

This includes but is not limited to:

- Freight trucks, FedEx, UPS, Amazon, USPS, DHL, couriers, etc.

Facilities Management will coordinate deliver of items to the mailroom, work room, department or other designated area as mutually agreed upon.

All employees shall:

- Address shipments with department names, POs, or employee names in addition to the college's name and address
- Notify the Office of Facilities Management of any pending large orders, bulky orders, special shipments, etc.

Outbound parcels shall be shipped out as follows:

- All parcels shipped from Campus Store can be picked up by UPS or FedEx at the Campus Store
- All mail sent USPS shall be delivered by Copy Center Staff to USPS
- All other outbound parcels shall be sent from the Physical Plant

Exceptions to this regulation shall be approved by the Director of Facilities Management or their designee and Extended Campuses shall handle their facilities' parcels independently of this regulation.

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