

**MAIL DELIVERY REQUIREMENTS DURING
HOLIDAY PERIOD DECEMBER 26, 2013 – DECEMBER 31, 2013**

Please complete and return to Jay Henning, Central Mail Services, Dykstra Hall, by Friday, December 6, 2013.

Before completing this portion of the form, please coordinate with all other departments residing in your building to determine if the building will remain open.

Will your building remain open for delivery of your Federal mail by Facilities Central Mail Services? Yes _____ No _____

IF YES:

Building Name _____

Department(s) _____
(List departments housed in building.)

Signature(s) _____
(Signatures of Department Head(s) of departments in building.)

CENTRAL MAIL SERVICES

Please provide us with the names of employees who will be responsible for picking up all your departmental campus mail and any Federal mail for your building which we are responsible for holding if your building is closed during this period. Hours of pick-up are **11:00 a.m. to 12:00 noon on December 26, 27, 30 and 31, 2013**. Please remember, if you sign up for your mail to be held and then decide to pick it up, you will be required to take all of the building mail.

Dept. Head Signature _____ Date _____

Department _____

Mail Pick Up Designees

1. _____ 2. _____

3. _____ 4. _____

5. _____