

MAILROOM POLICY & PROCEDURES

1st Floor Mailroom | Floors 11–17

Effective: August 2026

1. Purpose

This policy outlines the standard procedures for receiving, sorting, and distributing mail and packages throughout the building. Following these guidelines ensures efficient and timely delivery for all floors.

2. Mail Pickup — Standard Method

The default method for receiving envelopes and other pieces of mail is for the Floor Manager to come to the 1st Floor Mailroom to collect the mail and distribute to individual mailboxes.

3. Direct Delivery — When It Applies

Mail will be delivered directly to labs or offices under the following circumstances:

- A mailbox begins to reach capacity.

Direct delivery is intended as an exception, not a substitute for the standard pickup process. **Packages will always be delivered directly to the designated office or lab so no pickup required for packages.**

4. Mailbox Labeling — Copy Rooms

To facilitate accurate and efficient mail delivery, all mailboxes located in the copy rooms on floors 11–17 will be labeled with the PI's name, PI's lab manager, PI's lab general.

EXAMPLE: JOHN WHERRY, WHERRY LAB MANAGER, WHERRY LAB GENERAL

5. Floor Manager Responsibilities

Duties Include:

- Visiting the 1st Floor Mailroom once per week to collect mail.
- Distributing collected mail to the appropriate mailboxes on all floors.
- Informing all floors of any mailroom policy updates.

6. Summary of Key Requirements

Requirement	Details
Default Pickup	Floor Manager visits 1st Floor Mailroom to collect envelopes and mail
Pickup Frequency	Once per week
Direct Delivery	Triggered by full mailbox
Packages	Always delivered directly to the office so no pickup needed
Mailbox Labels	Will be labeled with the PI's name, PI's lab manager, PI's lab general.
Label Locations	Copy rooms, Floors 11–17