

## HSLC Daily Mail/Courier Schedule

### COLOR LEGEND:

<b>GREEN</b>	<b>UW Extension mail run from HSLC to MSC</b>
<b>BLUE</b>	<b>HSLC 1<sup>st</sup> Floor mailroom to 4<sup>th</sup> Floor Copy Center</b>
<b>RED</b>	<b>Courier runs (between HSLC, MSC, 21 N. Park Street, Bascom, and CSC ((UWHC))</b>
<b>PURPLE</b>	<b>WIMR Runs</b>

<b>8:00</b>	<b>HSLC Mailroom opens</b>
<b>8:30</b>	<b>UW Extension picks up mail to be metered at HSLC and mail for MSC (delivered 9:30am).</b>
<b>~9:00</b>	<b>DoIT Printing pick up and delivery, FedEx Delivery.</b>
<b>~9:00</b>	<b>HSLC mail, CSC mail, MSC Mail, as well as Ebling Library, 21 North Park Street mail, UW Extension mail, OCPD bin, and any packages are taken from WIMR and delivered to HSLC Mailroom.</b>  <b>In HSLC mailroom, sort all mail &amp; any packages brought from WIMR Mailroom to appropriate mailboxes.</b>  <b>Any outgoing Campus Mail, WIMR, OCPD Mail taken to WIMR Mailroom.</b>
<b>~9:25-9:30am</b>	<b>Courier leaves HSLC Mailroom taking mail for 21 N. Park, 333 E. Campus Mall, and MSC. Courier stops at MSC first to drop off MSC mail and pick up any mail for 21 N. Park, 333 E. Campus Mall, and HSLC. Courier goes to 21 N. Park next:</b> <b>(1) Drop off mail in Room 5101.</b> <b>(2) Drop off mail, and pick up any HSLC mail in Room 5301.</b> <b>(3) Drop off mail in Room 6101.</b> <b>(4) Drop off mail and pick up HSLC mail in room 6401.</b>  <b>Courier goes to 333 E. Campus Mall. Drop off mail in mailroom on the 10<sup>th</sup> floor (last room at the end of the hall on the left hand side). Courier returns to HSLC Mailroom and drop off HSLC mail in the mail bin.</b>
<b>9:30-9:45</b>	<b>UW Extension picks up mail at MSC to be metered and drops off mail coming from HSLC.</b>
<b>~11:00 – 12:00</b>	<b>USPS Mail delivery at HSLC</b>  <b>(1) Incoming USPS Mail is sorted to mailboxes in HSLC Mailroom</b>
<b>~12:30</b>	<b>(1) Mail from HSLC Mailroom is taken to 4<sup>th</sup> floor Copy Center; includes mail for the same departments as in the morning.</b> <b>(2) Pick up mail to be metered, stamped mail, mail for HSLC, mail for MSC, Campus Mail and bring it down to the HSLC Mailroom</b>
<b>~1:00pm</b>	<b>Courier conducts 1<sup>st</sup> part of afternoon run as follows:</b>  <b>(1) Takes mail for CSC in the 4<sup>th</sup> floor Copy Center (including CSC hand delivery mail) and HSLC mailroom to the CSC mailroom located at G5/160.</b> <b>(2) Hand-delivers mail that was in the “Hand Deliver” mail bin in the HSLC 4<sup>th</sup> Floor Copy Center to the respective people in CSC.</b> <b>(3) Picks up any mail for HSLC.</b> <b>(4) Takes H elevators to 3<sup>rd</sup> floor and pick up mail in H5/302 (which is located in the lobby right as you step off the elevator).</b> <b>(5) Goes back to HSLC and drop off HSLC mail in the mail bin in the HSLC Mailroom.</b>

**COLOR LEGEND:**

**GREEN** UW Extension mail run from HSLC to MSC  
**BLUE** HSLC 1<sup>st</sup> Floor mailroom to 4<sup>th</sup> Floor Copy Center  
**RED** Courier runs (between HSLC, MSC, 21 N. Park Street, Bascom, and CSC ((UWHC))  
**PURPLE** WIMR (from WIMR Mailroom to HSLC Mailroom and HSLC Mailroom to WIMR Mailroom)

- ~1:00 DoIT Printing – Pick up and delivery
- 1:00 – 1:30 Mail from MSC to HSLC is picked up at MSC Mailroom by UW Campus Services
- ~1:45 Mail from MSC to HSLC is delivered to HSLC – Campus Mail is delivered to HSLC Mailroom
- ~1:45 UW Extension picks up mail at HSLC to be metered
- UW Extension picks up mail at HSLC for MSC (Delivered ~2:00)
- ~2:00 – 2:15 UW Extension picks up mail at MSC to be metered and drops off mail at MSC from HSLC
- 2:00pm Courier conducts 2<sup>nd</sup> part of afternoon run as follows:
- (1) Leaves HSLC, taking mail for 21 N. Park, 333 E. Campus Mall, and Bascom from 4<sup>th</sup> Floor Copy Center and HSLC Mailroom.  
(2) Drops off mail to corresponding offices at Bascom.  
(3) Drops off mail at 21 N. Park (same locations as 9:30am run).  
(4) Drops off mail at 333 E. Campus Mall (same as 9:30am run).  
(5) On the way back to the HSLC, stops by the MSC mailroom to pick up any mail they have for HSLC.  
(6) Once back at the HSLC, drops off any incoming mail in white mail bin in HSLC Mailroom.
- ~2:30 Any outgoing USPS Mail that needs to go out that day should be taken down to the HSLC Mailroom so it can be brought to the CSC Mailroom (last pickup by USPS is 2:45pm)
- ~2:45 Campus Mail, WIMR, OCPD Bins and any items in the HSLC UPS Box on 1<sup>st</sup> Floor are taken over to WIMR Mailroom/Loading Dock.
- ~3:30 Courier drops off mail coming from 21 N. Park Street, 333 East Campus Mall, and Bascom at HSLC Mailroom. Courier drops off mail signed for at 21 N. Park Street to HSLC 4<sup>th</sup> floor Copy Center
- ~3:30 – 4:00 UPS Pick at Drop Box on the WIMR Loading Dock.

Any questions should be addressed to:

HSLC Mailroom @ 263-1587  
Rich Murray @ 261-1916