

## Mail Management

1. Consideration must be given when a new address is obtained, either as rental or construction, to the postal code and relationship with Canada Post.
  - 1.1 For a student residence, mailbox sorting by Canada Post personnel is possible if desired. Mailbox hardware complying with Canada Post requirements must be installed and approved before occupancy.
  - 1.2 Any new address requires consultation concerning the postal code to determine how incoming mail will be processed. When it is determined that a new address is to be occupied, Manager of Mail Services must be informed at the beginning of the project.
2. For a multi-department building space must be provided for a Mail Services receptacle for internal mail handling, in addition to the space for the department's own mailboxes, preferably as close to the exterior door of the building as possible.

The design, location and specifications must be approved by Manager, Mail Services.