Pacific University Mail Services From March 23 through May 31
There will be no delivery and pickup to individual departments on either campus. Please see specifics below on how to handle your mail.

**Hillsboro Mailroom**

- Hillsboro mailroom to be closed from March 23rd until May 31st unless circumstances change.
- No mail delivery to departments.
- Vendor packages will be delivered to the Hillsboro mailroom with CPS facilitating drop offs. CPS will be instructed to put packages that say they are perishable in the refrigerator. Those ordering packages will be responsible for tracking packages and arranging with CPS for pickup.
- Hillsboro departments will be provided access to the Hillsboro package room to retrieve their expected packages daily, those ordering packages should track packages and arrange pickup with CPS.
- Hillsboro departments can access the mailroom on Wednesdays through CPS to retrieve refreshed mail weekly and drop-off outgoing mail.

**Forest Grove Mailroom**

- Limited Student and Department Window Hours:
  - M: 10am - 2pm (May go to only doing direct messaging to students to arrange package pick-up)
  - TH: 10am - 2pm (May go to only doing direct messaging to students to arrange package pick-up)
- Any special medications or other refrigerated deliveries will be managed separately. We will have Students notify Mail Services when they are expecting prescription deliveries that are time sensitive.
- Deliveries will be managed by mailroom and CPS staff
  - Vendor deliveries will be on Mondays and Thursdays. A note will be placed on the door to call CPS if packages are accidently delivered on other days.
- Forest Grove departments can pick-up and drop-off mail and packages during the open hours listed. If you need pickup at other times please contact CPS.
- For urgent mail delivery needs, please contact Donna Hepler at mailservices@pacificu.edu if you need mail packaged and forwarded to an off-campus address to one person on your team.