

Effective Date: August 1, 2012

Approved by: Dr. Keith Cotroneo, President

Signature: _____



Paper Mail/Package Services

Interim Procedure

- Physical Plant will be
 - Doing a “mail run” floor by floor between 12:30 and 3:00 daily to designated areas on each floor at HQ.
 - delivering and picking up mail and packages during the daily mail run
 - coordinating with the Division Deans/Directors for all employee mail logistics
- Current pick-up/distribution areas for HQ are as follows:
 - Ground Floor – G12, Human Resources and Employee Development
 - First Floor - 101V, Dean of Student Services
 - Second Floor - 229, Dean of Business, Technology, and WorkForce
 - Third Floor - 329, Dean of Liberal Arts and Human Services
 - Fourth Floor- 427, Dean of Allied Health and Life Sciences
 - Fourth Floor - 417, Office of the President/Business Services
- Our other campus locations will be delivered /picked on Monday and Wednesday’s unless other arrangements have been made with building Faculty/Staff.
- Please discuss all mail logistic issues directly with your Dean/Director.

Shipping and Receiving

- Hours of operation are 7:30-4:00 Monday-Friday; closed for lunch 11:30-12:30
- Items received will be delivered via the “mail run” unless it’s a large shipment; then it will be delivered as soon as we can.

Mail Shipping and Receiving Address for Mountwest Community and Technical College is

One Mountwest Way

5th Street Road

Huntington, W.V. 25701