

# York University

## Mail Services

### Guidelines for Specifications for New Buildings

#### *Introduction:*

The following guidelines were prepared to assist the planners and project coordinators when designing facilities to accommodate mail distribution in renovated or new buildings.

#### *Requirement Guidelines:*

1. To have only one central location for pickup and delivery of mail for each building.
2. To have access to this location from a loading dock or service area, with appropriate parking. ( sidewalk or patio access is not acceptable )  
Minimum requirements for our vehicle are length 7 metres, width 3.5 metres, and height 2.2 metres.
3. To have the central pick up, delivery area close to the access point, and on the same floor. ( no stairs or elevators )
4. To have the central pick up, delivery area secured, preferably a room with a locked door, large enough to accommodate the number of departments and users in the building. (min. 3 by 4 meters)
5. To have adequate secured storage facilities in the room for each department.
6. To have some table or counter space within the room for sorting and handling.
7. To have a mail collection box with three distinct slots for external, York and Glendon mail, in the area. Preferably in the room with the capability of access from inside and outside the room.
8. It is important to note that decisions should be made regarding how mail delivery will be broken up by department or units in new buildings. This information should be included with the return address on new stationary and envelopes. This avoids the delivery problem of receiving mail with no reference to a department and Mail Services having to resource that information.