



LOGISTICAL SERVICES UPDATED SERVICES ANNOUNCEMENT

In response to the budget constraints resulting from the coronavirus pandemic, the Logistical Services Department has implemented changes in services offered to the campus community. Once services have resumed on campus, the following changes will take effect.

MAIL DELIVERY

- Regular mail will be picked up and delivered Monday, Wednesday and Friday according to the schedule posted on the [mail services website](#).
- Urgent incoming mail will be delivered daily, Monday through Friday. Monday, Wednesday and Friday deliveries will be made according to the regularly scheduled mail route. Tuesday and Thursday deliveries will vary depending on urgent incoming mail volume.
- Urgent outgoing mail on Tuesday and Thursday, and any daily outgoing mail or packages, must be delivered to the mail center by 2:00 p.m. No mail pick-ups are scheduled for Tuesdays or Thursdays. Mail dropped off after 2:00 p.m. will be processed and sent to the post office the next business day.

FREIGHT SERVICES

- With the exception of surplus pick-ups, moving services for furniture, equipment, supplies, etc. will no longer be offered. Visit the [Freight Services website](#) for a list of moving companies that may be able to assist with moving needs.
- Office relocation services will no longer be offered.

PACKAGE RECEIPT AND DELIVERY

- Large, urgent and sensitive packages will continue to be delivered to campus locations. This includes those over 35 lbs. and/or over 24" x 36" and/or on a pallet and/or more than four boxes delivered together. It also includes air shipments, chemicals and/or refrigerated items.
- Small to medium packages must be picked up at central receiving by the department. Small to medium packages include those less than 35 lbs. and/or less than 24" x 36" and/or less than four total boxes delivered together. Departments will be notified at the time of package receipt.
- Urgent or sensitive deliveries will be delivered to campus departments same or next day.

Please contact the following individuals with any questions or concerns:

- Wendy Vander Meulen, Director of Logistical Services: wendy.vandermeulen@wmich.edu or 269-387-8804
- Mail Center: wmupostal@wmich.edu or 269-387-8812
- Freight Services: logs-freight@wmich.edu or 269-387-8811

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