



## **Mail Services Schedule #1**

**Starr County Campus, Shah Eye Center  
(Cosmetology), Regional Center for Public Safety  
Excellence, and Mid Valley Campus**

7:30 AM	Mailroom staff begin sorting US Post Office mail and coordinate the daily work order requests.
7:45 AM	Mailroom staff call Central Receiving staff before departing to confirm whether there are any packages to be delivered at the Starr County Campus and/or Shah Eye Center before loading the vehicle.
8:00 AM	Mailroom staff departs for the Starr County Campus (or Central Receiving to pick up packages).
9:15 AM	Mailroom staff arrive at the Starr County Campus to deliver and pick up outgoing mail.
9:30 AM	Mailroom staff departs Starr County Campus for Shah Eye Center (Mission, TX).
10:30 AM	Mailroom staff arrive at Shah Eye Center to deliver and pick up mail.
10:35 AM	Mailroom staff departs Shah Eye Center for the Pecan Campus Mailroom (or Central Receiving if any surplus items were picked up).
10:45 AM	Mailroom staff arrive at the Pecan Campus Mailroom and unload the vehicle/sort mail/scan work order requests.
12:45 PM	Mailroom staff call Central Receiving staff before departing to confirm whether there are any packages to be delivered to the Regional Center for Public Safety Excellence and/or Mid-Valley Campus.
1:00 PM	Mailroom staff departs for the Regional Center for Public Safety Excellence (or Central Receiving to pick up packages).
1:45 PM	Mailroom staff arrive at the Regional Center for Public Safety Excellence to deliver and pick up mail.
2:00 PM	Mailroom staff departs the Regional Center for Public Safety Excellence for the Mid-Valley Campus.
2:30 PM	Mailroom staff arrive at the Mid-Valley Campus to deliver and pick up mail.
3:00 PM	Mailroom staff departs the Mid-Valley Campus for the Pecan Campus Mailroom (or Central Receiving if any surplus items were picked up).
3:30 PM	Mailroom staff arrive at the Pecan Campus Mailroom and unload the vehicle/sort mail/scan work order requests.

**NOTE:** Departure and arrival times may vary due to workload, vehicle refueling, the number of deliveries and work orders, traffic, campus closures, and/or weather conditions.