

Effective Thursday, March 19, 2020 the Broward Campuses Mail Services will be operating under limited services.

Davie Campus Mail Services –Tuesday and Thursday only

Packages: if you are expecting a package delivered to the Davie campus:

- Notify Ginu Geevarghese at ggeevarghese@fau.edu after the order has been made
- Designate an individual in the department to receive the package or specify a location to leave the package.
- When package arrives, the designated recipient will be notified by email about the completion of the delivery.
- All mail and packages will be delivered or available for pick-up on **Tuesday** and **Thursday** only at this time.
- All mail services and security personnel will be held harmless for deliveries of packages.

** If a package needs to be received sooner due to time and/or environmental needs (e.g. refrigeration, temperature controlled) then the department/receiver will need to coordinate with the delivery service to have the items sent directly to their department.*

Intercampus mail:

- Between offices on the Davie campus will take place only on **Tuesday** and **Thursday**.
- intercampus mail to other campuses when possible send electronically. If mail must be physically sent to other campuses it will be shipped out only on **Tuesday** and **Thursday**.

Fort Lauderdale

The shared mailroom with Broward College is closed at this time as the campus is not accepting mail and deliveries according to Broward College.

SeaTech

Intercampus mail is not operational at this time.

Broward Campuses Vehicle Fleet

At this time, usage of the Broward Campuses Vehicle Fleet is on hold for health reasons. Future notifications will be sent out when the fleet is back in use. If you have any questions at this time please contact Ginu Geevarghese at geevargh@fau.edu.