

Louisiana State University

Office of Facility Services

**Operating Instruction 1003**

Effective Date: December 1, 2010

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**SUBJECT: FACILITY SERVICES MAIL PROCEDURES**

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**I. General**

Each departmental administrative assistant shall have an incoming/outgoing mail box on their desk. Each department shall also have a mail box space located in the mail/copy area of the Facility Services administration building.

**II. Procedure**

- A. The Executive Director's staff shall separate incoming mail by department and place the mail in the appropriate box.
- B. The departmental administrative assistant or other designated employee shall separate the incoming mail and deliver it to the appropriate staff members
- C. Outgoing mail may be placed in the departmental administrative assistant's outgoing mail box or placed in the outgoing mail box in the mail/copy area of the Facility Services administration building.
- D. Mail must be distributed at least twice a day, and the administrative assistant or designated staff member shall check the department's mail box at least twice a day. If a departmental administrative assistant is absent, student workers may perform this duty.