

IOWA STATE UNIVERSITY

College of Design

GUIDELINES FOR SENDING and RECEIVING MAIL

- Campus and postal mail are delivered to the College of Design, once a day, in the morning.
- Mail is usually received by 10:30am.
- Mail will be distributed to faculty and staff mailboxes daily except for boxes and packages that arrive from FedEx, PS, and other carriers. Boxes will be placed in DESIGN 158, and faculty and staff will receive an email notification that they have boxes delivered. Boxes should be picked up as soon as possible.
- No personal packages or mail is allowed. Please make arrangements outside the College of Design for personal packages and mail.
- For outgoing mail, bring to DESIGN 146 and place in the OUTGOING MAIL box in the upper left corner of the mailboxes there. If your mail needs special postage, please see the Administrative Assistant, in DESIGN 146.
- If you order a business package to be delivered by a carrier, please list the address as 146 College of Design. The business office staff will sign for the package and instruct the carrier where to place the package in DESIGN 158.
- Any packages that will be mailed containing hazardous materials will need to be handled a specific way. The person (faculty or staff) sending the package must complete the Hazardous Materials training, as well as the person handling the package shipment (typically, the Administrative Assistant in the Business Office). This is required to mail packages with Hazardous Materials, this includes things like Lithium batteries.