

# HARVARD

## CAMPUS SERVICES



December 16<sup>th</sup>, 2022

### **Re: Harvard Yard Mail Center Operations and Hours During Science Center Electrical Shutdowns (December 19<sup>th</sup> – January 18<sup>th</sup>, 2023)**

To first-year students, proctors, and Science Center departments:

Between Monday, December 19<sup>th</sup>, and Wednesday, January 18<sup>th</sup>, the Science Center will be conducting significant electrical work in the building, leading to building-wide power shutdowns for part or all of nearly every working day during this period.

These shutdowns will lead to significant disruptions to the regular hours of the Harvard Yard Mail Center. To help mitigate the impact to the community, HYMC will continue to receive and sort parcels and mail, send out parcel notifications, and put parcels in lockers for pick-up throughout month of power shutdowns. However, window pick-up hours will be significantly reduced, will often be past 5pm and, on some days, there will be no pick-up hours at all.

Please see the calendar on the two pages below for HYMC pick-up hours during the shutdowns. The times in red indicate non-standard hours or closures.

**First-Year students:** You will continue to receive notifications for parcels throughout the day on days that HYMC is open. However, you will only be able to pick up parcels during the hours in the schedule below.

**Proctors:** HYMC will continue placing your parcels in lockers, and sending you notifications for parcels you must pick up at the window. You will only be able to pick up parcels at the window during the hours in the schedule below, and you will only be able to access the lockers when the Science Center is open. You can find the schedule of Science Center closures here:

<https://scictr.fas.harvard.edu/files/scictr/files/powershutdowncalendarforwebsite.pdf>

**Science Center departments:** HYMC will continue making deliveries to, and pick-ups from, your departments, as long as they're accessible during the month of shutdowns. You're also welcome to come to the HYMC window during the hours listed below.

In general, anyone receiving parcels or mail at the Harvard Yard Mail Center should plan their orders ahead to avoid delays.

Please feel free to email [hums@harvard.edu](mailto:hums@harvard.edu) or call (617) 496-6245 with any questions. However, our main offices will be closed between Friday, December 23<sup>rd</sup>, and Monday, January 2<sup>nd</sup>, so calls will not be answered and email responses will be delayed during this time.

# HYMC SCHEDULE FOR WINDOW PICK-UPS DURING THE SCIENCE CENTER ELECTRICAL SHUTDOWN

2022 DECEMBER

| Sunday | Monday           | Tuesday        | Wednesday     | Thursday      | Friday        | Saturday       |
|--------|------------------|----------------|---------------|---------------|---------------|----------------|
| 27     | 28               | 29             | 30            | 01            | 02            | 03             |
|        |                  |                |               | 8:15AM-4:45PM | 8:15AM-4:45PM | 10:00AM-2:00PM |
| 04     | 05               | 06             | 07            | 08            | 09            | 10             |
| CLOSED | 8:15AM-4:45PM    | 8:15AM-4:45PM  | 8:15AM-4:45PM | 8:15AM-4:45PM | 8:15AM-4:45PM | 10:00AM-2:00PM |
| 11     | 12               | 13             | 14            | 15            | 16            | 17             |
| CLOSED | 8:15AM-4:45PM    | 8:15AM-4:45PM  | 8:15AM-4:45PM | 8:15AM-4:45PM | 8:15AM-4:45PM | 10:00AM-2:00PM |
| 18     | 19               | 20             | 21            | 22            | 23            | 24             |
| CLOSED | 8:15AM-3:45PM    | 11:00AM-4:45PM | 3:00PM-6:45PM | 3:00PM-6:45PM | 5:00PM-6:45PM | 10:00AM-2:00PM |
| 25     | 26               | 27             | 28            | 29            | 30            | 31             |
| CLOSED | CLOSED (holiday) | 5:00PM-6:45PM  | CLOSED        | 3:00PM-6:45PM | CLOSED        | CLOSED         |
| 01     | 02               | 03             | 04            | 05            | 06            | 07             |
|        |                  |                |               |               |               |                |

# HYMC SCHEDULE FOR WINDOW PICK-UPS DURING THE SCIENCE CENTER ELECTRICAL SHUTDOWN

2023 JANUARY

| Sunday       | Monday                    | Tuesday                 | Wednesday               | Thursday                | Friday                  | Saturday                 |
|--------------|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| 01<br>CLOSED | 02<br>CLOSED<br>(holiday) | 03<br>5:00PM-<br>6:45PM | 04<br>8:15AM-<br>4:45PM | 05<br>8:15AM-<br>4:45PM | 06<br>8:15AM-<br>4:45PM | 07<br>CLOSED             |
| 08<br>CLOSED | 09<br>3:00PM-<br>6:45PM   | 10<br>3:00PM-<br>6:45PM | 11<br>5:00PM-<br>6:45PM | 12<br>5:00PM-<br>6:45PM | 13<br>5:00PM-<br>6:45PM | 14<br>CLOSED             |
| 15<br>CLOSED | 16<br>CLOSED<br>(holiday) | 17<br>5:00PM-<br>6:45PM | 18<br>CLOSED            | 19<br>8:15AM-<br>4:45PM | 20<br>8:15AM-<br>4:45PM | 21<br>10:00AM-<br>2:00PM |
| 22<br>CLOSED | 23<br>8:15AM-<br>4:45PM   | 24<br>8:15AM-<br>4:45PM | 25<br>8:15AM-<br>4:45PM | 26<br>8:15AM-<br>4:45PM | 27<br>8:15AM-<br>4:45PM | 28<br>10:00AM-<br>2:00PM |
| 29<br>CLOSED | 30<br>8:15AM-<br>4:45PM   | 31<br>8:15AM-<br>4:45PM | 01                      | 02                      | 03                      | 04                       |
| 05           | 06                        | 07                      | 08                      | 09                      | 10                      | 11                       |