

# HELP!!

## The mailroom needs volunteers.



**Many hands make light work. Our current sorters can't do it all.**

**Without more volunteers, expect mailroom chaos and/or costs to increase.**

**EVEN IF YOU JUST MARK & PUT AWAY A FEW ITEMS EACH VISIT, THAT HELPS.**

### **Not sure what you're doing? Here are the basics:**

1. Packages should have been left in the gray cart by delivery people. Watch for packages dropped in random places.
2. Black markers, elastic bands, and sticky labels to use on black packages are located on top of the fire extinguisher case by the exterior door.
3. Cubbies and shelves are clearly marked with unit numbers.
  - Two cubbies nearest the window are for Canal Place 1, as is the tall wire rack.
  - Two cubbies opposite the exterior door are for Canal Place 2.
  - The lower closet shelves are for Canal Place 3. The top shelf is for items with incomplete or illegible addresses.
  - Each of these locations also has a bin for envelopes. The envelopes should be placed in each bin in numerical order.
4. Larger packages go on the floor in the center of the room. Try to place them immediately opposite the shelves or cubbies for their building.
5. Mark each item with the unit number and date where it can easily be seen. For envelopes in bins this means at the top edge. For packages it means marking the side facing out when they're placed on the shelf or the top if they're on the floor.
6. Group multiple items for a single unit together as much as possible. Rubber bands can be used for multiple envelopes.
7. Pet food packages stay near the outside door because they can be heavy.
8. Misdelaivered items can be left against the wall left of the door with the mail slot.
- 9. *Lift or bend carefully. If you're not 100% certain you can lift a package safely, leave it in place and work around it.***



Contact canalplaceoneoffice@gmail.com if clarification is needed.

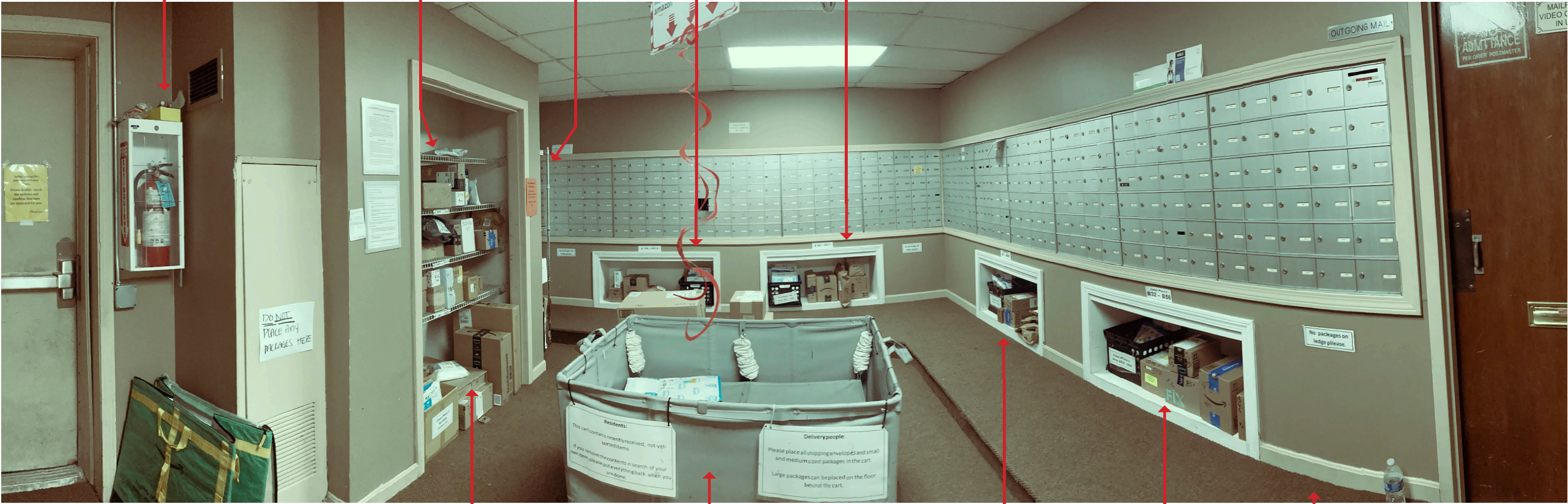
Markers, elastics, & sticky labels for black packages (where marker won't show).

Top shelf is for items w/o unit #s or w/illegible addresses.

Wire rack is additional space for Canal Place 1 pkgs for units 101 – 319

Canal Place 1 pkgs for units 101 – 319

Canal Place 1 pkgs for units 401 – 620



Canal Place 3 packages go on the closet's lower 3 shelves as well as on the floor and in the box.

Deliveries are left here.

Canal Place 2 Units A1 – A31

Canal Place 2 Units B32 – B56

Misdelivered packages are left here to be dealt with.