**Mail Center**

Student Package Retrieval -draft.ver1 Jun23,2020

**Plan A: Package Lockers**

This option is available upon request. We have been petitioning for Package Lockers for almost 6 years. I have a vendor and an RFP. Cost to install is $30,000 for 49 lockers with an additional annual maintenance and support cost of $6,330. *“Good news is that our install timelines are good right now so we can get these on campus before Fall Semester”*

**Plan B: Mobile Mini Units**

***Move in weekend:***

Starting week of July 13th, we rent 20’ x 8’ storage units to keep students move-in items (we do this every year) this year we will scale it back from 4 units to 3units.

On Move-in weekend we take all of the student packages out of the units and stage them alphabetically in the Immaculata (canyon side) parking lot. Parents and students drive (walk) up, pick up and drive off.

***Semester***:

We maintain the rental of the 3 units and stage student packages by last name:

unit 1)- A-G unit 2)- H-Q unit 3)- R-Z (quote from Mobile Mini for 3 units attached)

Students will receive an email that a package/or mail is available for pick up, they will line up at a 6’ distance according to their last name at the appropriate unit.

On an average day we see +/- 400 students/day.

As an example, on Feb 3rd – just off winter break, a Monday, we had 473 students in and out of the mail center from 8am -5pm

@8am-12: 100 students @12p-1: 68 @1-2p: 58 @2-3p: 68 @3-4p: 86 @4-5p: 93 students

Our lobby cannot safely distance students efficiently; but if we break that down to 3 units:

8-12: unit1) 30 students unit2)48 students unit3) 33 students

12-1: unit1) 23 unit2)26 unit3) 19

1-2: unit1) 17 unit2)20 unit3) 20

2-3: unit1) 30 unit2)23 unit3) 15

3-4: unit1) 25 unit2)25 unit3) 33

4-5: unit1) 31 unit2)41 unit3) 24

We would continue that protocol at least for 2 months with 3 units. If we see a decline in inbound packages, we could release one of the units, and stage a group through the lobby.

The lobby would be “open” for package/letter shipping and stamp purchases.

*Attached*:

-crude diagram of Mobile Mini positioning; -quote for mobile mini rental