

Courier Internal Mail Runs

Mail collected from and delivered to:

Approx. Time	Location	Description	
7:30	ML & JO	Australia Post mail dropped to mail rooms	
9:00-11:00	JO	6.201	Luminate Mail Room
		2, West Wing	Business and Law
		1, East Wing	FBSC
		8A	Education Reception
		23	Engineering Reception
		18	Contact Centre
		17	Medical Science
		19	Staff Room
		21, L4	Nursing Reception
		21, L5	Staff Room
		12	Childcare
		15	Student Housing
		22	Reception
		26	Spotless, Maintenance
		30	Psychology Reception
		34	B34 mailroom
6.201	Luminate Mail Room		
Any time	ML & JO	Australia Post Parcels dropped to mail rooms	
12:00	JO	6.201	Luminate Mail Room
12:10		31, L4	Library
12:15		31, L2	Library
12:55	ML	8	Library
13:05		12	Luminate Mail Room
13:10			Student Housing
13:45	JO	31, L4	Library
13:55		31, L2	Library
14:10		6.201	Luminate Mail Room
14:00-16:00	JO	6.201	Luminate Mail Room
		2, West Wing	Business and Law
		1, East Wing	FBSC
		8A	Education Reception
		23	Engineering Reception
		18	Contact Centre
		17	Medical Science
		19	Staff Room
		21, L4	Nursing Reception
		21, L5	Staff Room
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14:30	ML & JO	Australia Post mail collected from mail rooms	