



MAIL & DELIVERY SERVICES

All incoming postal mail (letters, magazines, newspapers, etc.) is delivered to the Facilities Operations Warehouse on the first floor of the Parramore Parking Garage. The Facilities Operations team delivers it to recipients as long as a recipient is listed on the letter or package. Letters and packages without a specific address or suite number will be held in the Facilities Operations Warehouse and can be picked up between 8 a.m. and 1 p.m. Monday through Friday.

FOR POSTAL MAIL SERVICES (LETTERS, MAGAZINES, NEWSPAPERS, ETC.) OR INTERCAMPUS MAIL, it is important to include the following information: your name, department name, P.O. Box number / ZIP+4. Note that letters with this address style will go to main campus before being delivered to downtown.

Examples:

Jane Doe
Department of Legal Studies
P.O. Box 161602
Orlando, FL 32816

Jane Doe
Department of Legal Studies
4000 Central Florida Blvd.
Orlando, FL 32816-1602

FOR PACKAGE DELIVERY SERVICES SUCH AS AMAZON, FEDEX AND UPS, these packages are delivered directly to departmental suites and **do not** go through Facilities. To ensure delivery to your office suite, please include the following information: your name, department name, physical building address, and suite number.

***Do not include your ZIP+4 for package delivery.**

Example:

Jane Doe
Department of Legal Studies
528 W. Livingston Street, Suite 430
Orlando, FL 32801

Building Name	Physical Address
Communication and Media Building	500 W. Livingston Street Orlando, FL 32801
Dr. Phillips Academic Commons	528 W. Livingston Street Orlando, FL 32801
Flying Horse Editions	380 W. Amelia Street Orlando, FL 32801
UCF Police Department	398 W. Amelia Street Orlando, FL 32801
UCF Downtown Central Energy Plant	304 N. Terry Avenue Orlando, FL 32801
UCF Downtown Parramore Parking Garage	323 N. Parramore Avenue Orlando, FL 32801
UnionWest at Creative Village	601 W. Livingston Street Orlando, FL 32801



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FOR OUTGOING POSTAL OR INTERCAMPUS MAIL, Facilities Operations will pick up outgoing and intercampus mail from the front desk of each suite.

DEPARTMENTAL SUITE ASSIGNMENTS

Department or Unit	Building	Suite	P.O. Box	ZIP+4
CCIE Dean's Office	DPAC	302	161200	1200
Communication	CMB	168	161444	1444
CREATE	CMB	122	163124	3124
Faculty Development	DPAC	261	162100	2100
First Stop Student Services	UW	105	163985	3985
Florida Interactive Entertainment Academy	CMB	115	163123	3123
Flying Horse Editions	PG3		161380	1380
Games and Interactive Media	CMB	168	1636121	3121
Legal Studies	DPAC	430	161602	1602
Library, Downtown Campus	DPAC	257	162240	2240
Nicholson School of Communication and Media Administration	CMB	200	161344	1344
Office of Graduate Programs, College of Business	DPAC	304	161404	1404
School of Global Health Management and Informatics	DPAC	401	162225	2225
School of Public Administration	DPAC	446	161395	1395
Student Success and Engagement; Well-Being	UW	200	163995	3995
Technical Services, Downtown (IT, OIR)	DPAC	274	162550	2550
UCF Downtown Administration	DPAC	350	160350	0350
UCF Police Downtown	PG3		163890	3890