

Downtown Commons Community Meeting

New Mail Process

- Starting February 27, 2017 all packages or large envelopes must be addressed to the Heritage Center to increase the security of our mailing system.
- **Envelopes** can still be delivered to:
 - Downtown Commons 1
349 1st Avenue Apt # _____
Salt Lake City, UT 84103
 - Downtown Commons 2
43 S. 400 E. Apt # _____
Salt Lake City, UT 84103
- **Packages** must now be delivered to:
 - Your Name
2500 Heritage Center
Salt Lake City, UT 84112
- If you are ever uncertain as to whether the envelope might be too large, error on the safe side of delivering it to the 2500 Address.
- All packages will then be delivered to Downtown Commons 2 by the Peterson Heritage Center Staff. The Community Managers will sort the packages and they will be available for pick-up at the following times at DT2:
 - Tuesdays 6-7 PM
 - Thursdays 6-7 PM
 - Saturdays 12-1 PM
- You will receive an e-mail when you have a package that is available for pick-up.
- Please account for this change in the delivery time.
 - For example, if you order a package on Amazon Prime and the estimated delivery is by Saturday night, you will not be able to pick up the package until Tuesday between 6 and 7 PM.
 - If you order a package and the estimated delivery is Tuesday night, you will not be able to pick up the package until Thursday between 6 and 7 PM.
- If you don't live in Downtown Commons 2, you will need to call the DT1 or DT2 duty phone when you arrive at DT2 to be let in to pick up your package.
 - DT 1 801-842-6332
 - DT 2 801-842-6740
 - You will need to potentially try both numbers as the Community Managers trade off being on-call and it varies. If the number goes immediately to voicemail, call the other number.
- If your package exceeds 30 lbs or is exceptionally difficult to carry (large boxes, but still light), you will receive an e-mail from the PHC to pick up the package there.
- You will be receiving an e-mail from Area Coordinator Aubrie Piper with all of these details on Friday morning.
- Questions?