

Notice of Service Interruption/Area Closure

Service Interruption Request Form

Interruption Title: *

Provide a short interruption title (ex. CMLP SEB TEB Domestic Hot Water Shutdown)

Campus Wide Canada Post Mail Service Interruption

Start Date/Time: *

9/26/25 12:00 am

End Date/Time: *

10/3/25 11:30 pm

Notes (ex. Daily, Continuous, Monday-Saturday, 3:00pm Wednesday - 3:00pm Thursday Etc.)

Is this service interruption scheduled to start within the next 2 business days? *

☒ Yes

Reason for 'Last Minute' Service Interruption Request: *

Canadian Union of Postal Workers walked off the job September 25, 2025.

<https://www.canadapost-postescanada.ca/cpc/en/our-company/news-and-media/corporate-news/negotiations-list.page>

Have you contacted the necessary Building/Department coordinators? (Link to Contact List below) *

☒ Yes

Building/Department Coordinator Contact List link:

<https://westernu.atlassian.net/wiki/spaces/fmcs/pages/2145288499/Service+Interruptions+Department+Building+Coordinators+Contact+List>

Please list the Building/Department coordinators contacted: *

Specific heavy mail service clients in Housing, Finance, HR, Advancement, and Registrar have been contacted directly regarding Canada Post service outage of incoming/outgoing mail.

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Does the Building or Area contain a General Use Space/s *

For General University Spaces the Department of Institutional Budgeting and Planning (IPB) should be contacted. Refer to the list below:

☒ No

List of General Use Spaces: *

Select all the Building/Area affected

None

Area(s) / Building(s) Affected: *

This field is a multi-select dropdown.

None

Areas/Rooms Affected, Alternate Route/Service: *

Entire campus Canada Post mail service is affected immediately.

Interruption Category:

Service to be Interrupted: *

If service is not listed, in the dropdown scroll down to the very bottom and select "other" to input a new option. This field is a multi-select dropdown.

Canada Post mail service

Description/Reason for Project: *

Canadian Union of Postal Workers (CUPW) and Canada Post are currently in a labour disruption. All incoming and outgoing Canada Post mail service has stopped. Alternative courier options are available, refer to centrl Mairloom website for support: <https://uwo.ca/fm/what/mail/mail.html>. Interoffice mail service will continue as per usual.

Requester Name: *

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Mark Durnin

Western Trade Site Contact? *

☒ No

Contractor Involvement? *

☒ No

Trade Assistance Required? *

☒ No

Requested Reviewers: *

This field is a multi-select dropdown.

None (Notification Only)

Identified Potential Safety Hazards: *

☒ No Safety Hazards Identified

Identified Impact to Accessibility *

☒ No Accessibility Impact Identified

Notes:

Project Number (if applicable):

Capital Project Link (if applicable):

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Requested On:

APPROVED
By Akhtar Iqbal at 10:52 am, Sep 26, 2025