

Campus Addressing Project

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Campus Districts and New Addresses

In conjunction with the campus wayfinding project, a thorough review of our existing campus addressing was initiated. As a result, an addressing grid was established for the UH campus providing a locatable address for all UH buildings.

Reasons for making this change:

- Improving general public safety response to the campus
- Requirements for 9-1-1 enhanced dispatching services
- Ability to use maps/navigation applications (GPS)

Campus Districts and New Addresses

UH Postal Services Actions

- We have worked with the City of Houston and USPS on assigning our street addresses and official recognition of our 77204 zip code
 - Your mail code/+ 4 will remain unchanged
- USPS has added our departments & street addresses to the national zip code database
- We have provided new street addresses to the following units:
 - UHPD/EHLS
 - Facilities/FAMIS
 - PeopleSoft
 - UIT

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UH Postal Services Actions (cont'd)

- We will create a Campus Addressing web site that will have more information and a lookup table for your convenience
- Communication plan has been developed for campus
- We will offer a limited time discount for stationery orders
 - When: July 1 – August 31
 - What: 15%
 - How: Using Stationery Order Form located on the Printing and Postal website: <http://www.uh.edu/pp>

New Address Launch Date

- August 1, 2015
- You can start using new addresses at this time

Campus Districts and New Addresses

Preparing yourself and your department for the August 1 launch of the new campus addresses

- Update address on your:
 - Websites
 - Marketing collateral and forms
 - Email signature
- Order new stationery
- Inform team members, faculty, building occupants, residents, security team, campus partners and vendors
- Work with your business office to update your office location in PASS so it shows up on the online campus directory

Campus Districts and New Addresses

Address Sample – Letters and Packages

Name	Optional
Department Name	Required
Building Name	Strongly Recommended
Building Address	Required
City, State Zip Code +4	Required

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