



Mailroom Operations Checklist

 Show only Checklist

Display Style
Default 

Mail Acceptance & Sorting

Tasks related to receiving incoming mail and packages, and initial sorting.

Time Mail Received

Enter time...

Number of Incoming Mailpieces

Enter a number...



Number of Incoming Packages

Enter a number...

Mail Carrier Type

- ☐ USPS
- ☐ FedEx
- ☐ UPS
- ☐ Other

Special Handling Required?

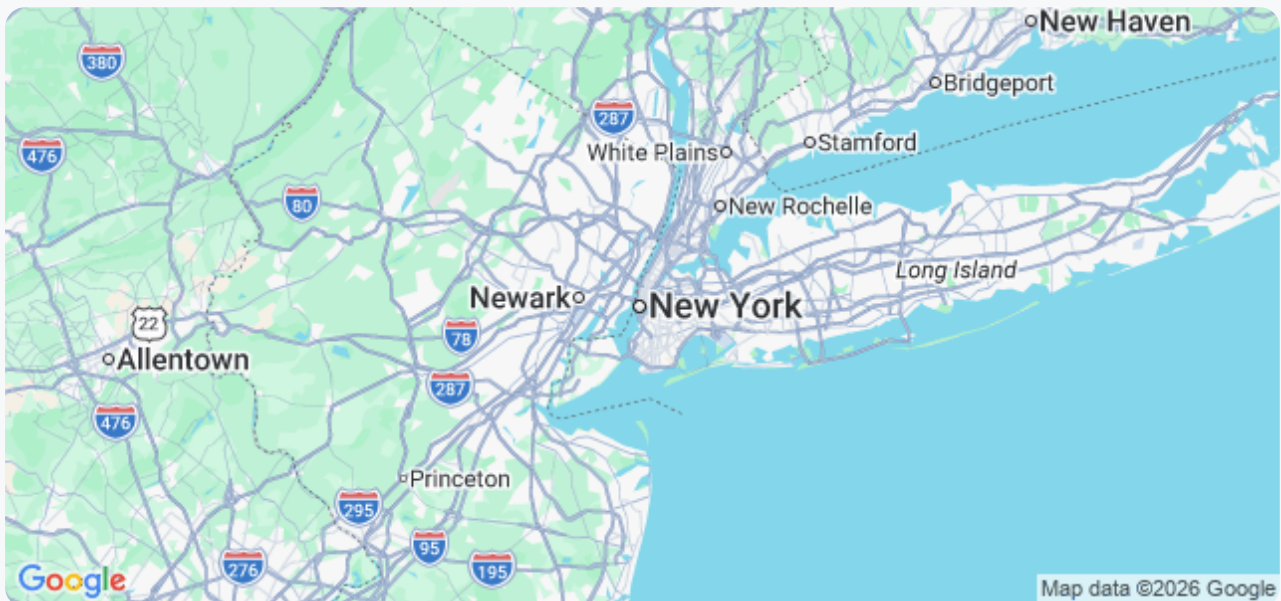
- ☐ Certified Mail
- ☐ Registered Mail
- ☐ Signature Required
- ☐ None

Notes on Incoming Mail (Damage, Unusual Items)

Write something...

Delivery Point for Undeliverable Mail

 [Set My Current Location](#)



Date of Receipt

Enter date...

Mail Distribution

Processes for delivering mail and packages to intended recipients within the facility.

Number of Mailboxes/Recipient Locations

Enter a number...

Distribution Method (Manual/Automated)

- ☐ Manual
- ☐ Automated

Scheduled Distribution Time

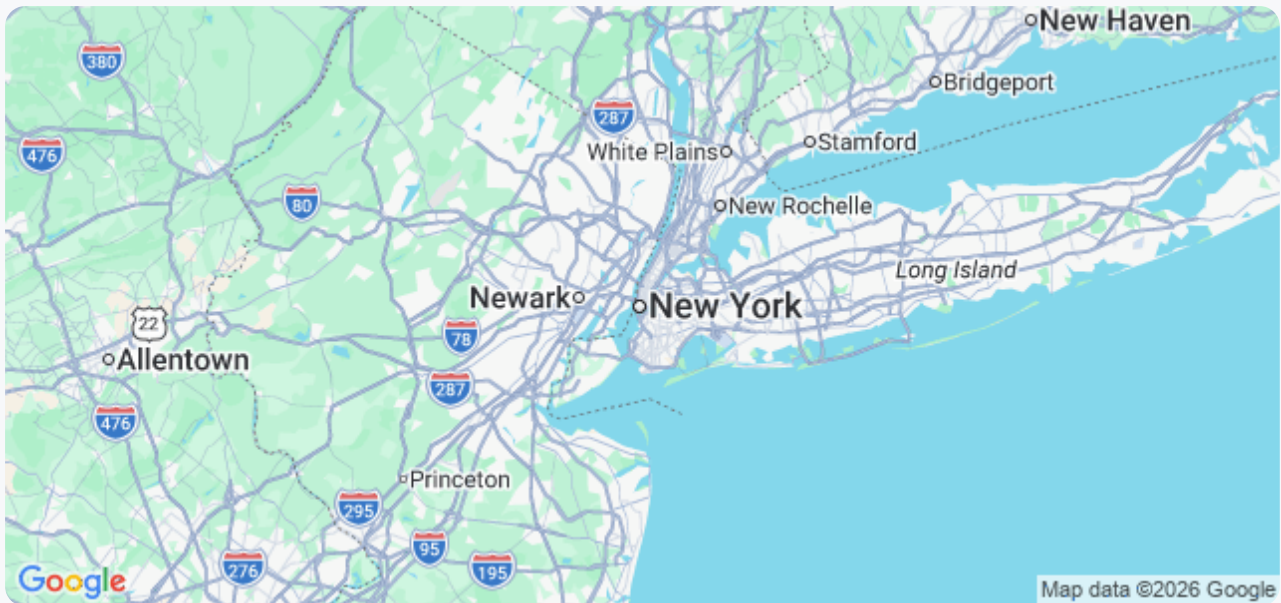
Enter time...

Notes on unusual delivery instructions (e.g., specific access codes)

Write something...

Key Drop-off Location (if applicable)

 [Set My Current Location](#)



Confirmation of Delivery (Required?)

- ☐ Yes
- ☐ No

Departments Receiving Mail

- ☐ Administration
- ☐ Finance
- ☐ HR
- ☐ Sales
- ☐ Engineering
- ☐ Other

Last Distribution Route Review Date

Enter date...

Outgoing Mail Processing

Tasks related to preparing and dispatching outgoing mail and packages.

Time Mail Prepared for Carrier

Number of Large Packages (over 10 lbs)

Total Number of Letters/Small Packages

Shipping Method Used (if applicable)

- ☐ USPS Priority Mail
- ☐ USPS Ground
- ☐ FedEx Ground
- ☐ FedEx Express
- ☐ UPS Ground
- ☐ UPS Express
- ☐ Other (Specify in LONG_TEXT)

Specify 'Other' Shipping Method (if selected)

Write something...

Postage Used (Total)

Enter a number...

Confirmation/Tracking Used?

- ☐ Signature Confirmation
- ☐ Tracking Number
- ☐ None

Receipt Image (if applicable)

 Upload File

Date Mail was Dispatched

Enter date...

Security & Access Control

Measures to ensure the security of mail and packages, and control access to the mailroom.

Mailroom Access Granted to?

- ☐ Authorized Personnel Only
- ☐ Contractors (with escort)
- ☐ General Public (limited access)

Number of Authorized Personnel with Mailroom Access

Type of Access Control System Used?

- ☐ Keyed Entry
- ☐ Keycard/Fob
- ☐ Biometric Scan
- ☐ PIN Code

Last Review of Access List

Summary of Security Incident Log (if any)

Write something...

Procedure for Handling Suspicious Packages?

- ☐ Contact Security
- ☐ Isolate and Notify Supervisor
- ☐ Follow established protocol (detailed in SOP)

Security Camera Footage Review (if applicable)

 Upload File

Last perimeter check for mailroom area

Enter time...

Equipment Maintenance & Operation

Ensuring mailroom equipment (scales, postage machines, sorters) are functioning correctly.

Last Postage Machine Maintenance

Enter date...

Postage Machine Meter Reading

Enter a number...

Notes from Postage Machine Maintenance (if applicable)

Write something...

Scale Calibration Reading (Weight)

Enter a number...

Last Scale Calibration Date

Enter date...

Sorter Operational Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Out of Service

Description of Sorter Issues (if any)

Write something...

Status of Shredder

- ☐ Operational
- ☐ Needs Maintenance
- ☐ Out of Service

Inventory Management & Supplies

Tracking and replenishment of mailroom supplies (envelopes, labels, postage).

Current Quantity of Standard Envelopes

Enter a number...

Current Quantity of Legal Envelopes

Enter a number...

Current Quantity of Bubble Mailers (Various Sizes)

Enter a number...

Current Quantity of Shipping Labels

Enter a number...

Current Quantity of Postage Stamps

Enter a number...

Current Quantity of Moving Boxes (Small/Medium/Large)

Enter a number...

Preferred Shipping Carrier (for supplies)

☐ USPS

☐ UPS

☐ FedEx

☐ Other

Date of Last Supply Order

Enter date...

Notes on Supply Levels or Upcoming Needs

Write something...

Waste Disposal & Recycling

Proper disposal of mailroom waste, including confidential documents and packaging materials.

Quantity of Confidential Shredding Bags

Number of Cardboard Boxes Recycled

Weight of Recycled Paper (lbs/kg)

Recycling Bin Status (Full/Partial/Empty)

☐ Full☐ Partial☐ Empty

Confidential Waste Disposal Method

☐ Shredding☐ Secure Incineration☐ Other (Specify in Long Text)

If 'Other' Disposal Method Selected, Please Explain

Write something...

Last Waste/Recycling Pickup Date

Enter date...

Waste Disposal Manifest (if applicable)

 Upload File

Record Keeping & Documentation

Maintaining accurate records of mail volume, postage costs, and other relevant data.

Total Incoming Mail Volume (Daily)

Enter a number...

Total Outgoing Mail Volume (Daily)

Enter a number...

Postage Expenses (Daily)

Enter a number...

Date of Mail Log Entry

Enter date...

Time of Mail Log Entry

Enter time...

Notes on Unusual Mail Events (e.g., damaged mail, security concerns)

Write something...

Method of Postage Calculation (for auditing)

☐ Automated System

☐ Manual Calculation

Scanned Copy of Postage Manifest (if applicable)

 Upload File

Description of Mail Retention Policy Adherence (if applicable)

Write something...