

# Mailroom Operations Checklist

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## 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?

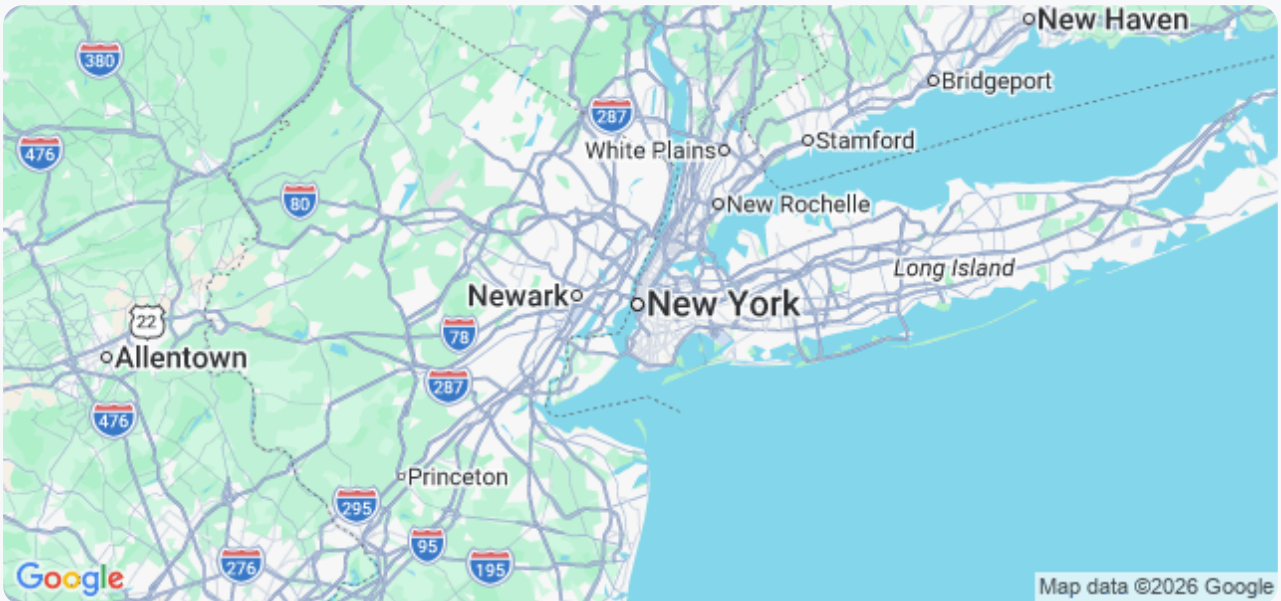
- Certified Mail
- Registered Mail
- Signature Required
- None

### 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**

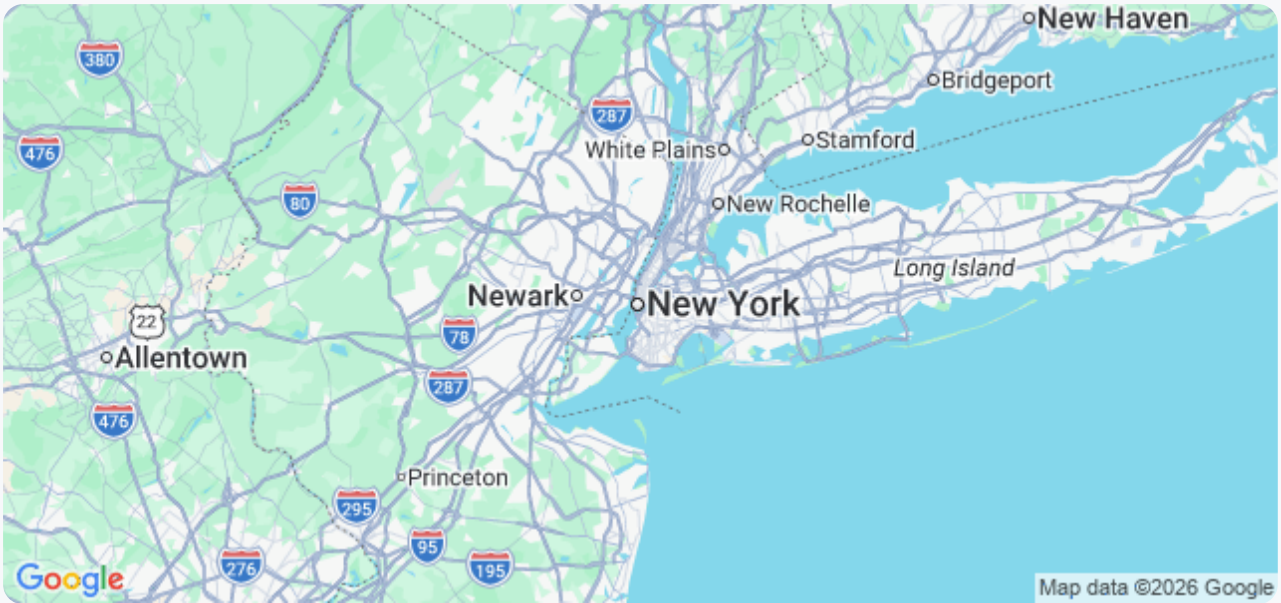
Enter time...

**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)

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### 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)

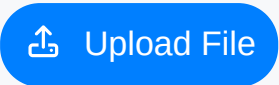
Write something...

### Method of Postage Calculation (for auditing)

Automated System

Manual Calculation

**Scanned Copy of Postage Manifest (if applicable)**

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**Description of Mail Retention Policy Adherence (if applicable)**

Write something...