



# Mailroom Operations Checklist

## Mail Acceptance & Sorting

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

**Time Mail Received**

**Number of Incoming Mailpieces**

Enter a number...

**Number of Incoming Packages**

Enter a number...

**Mail Carrier Type**

- USPS
- FedEx
- UPS
- Other

### Special Handling Required?

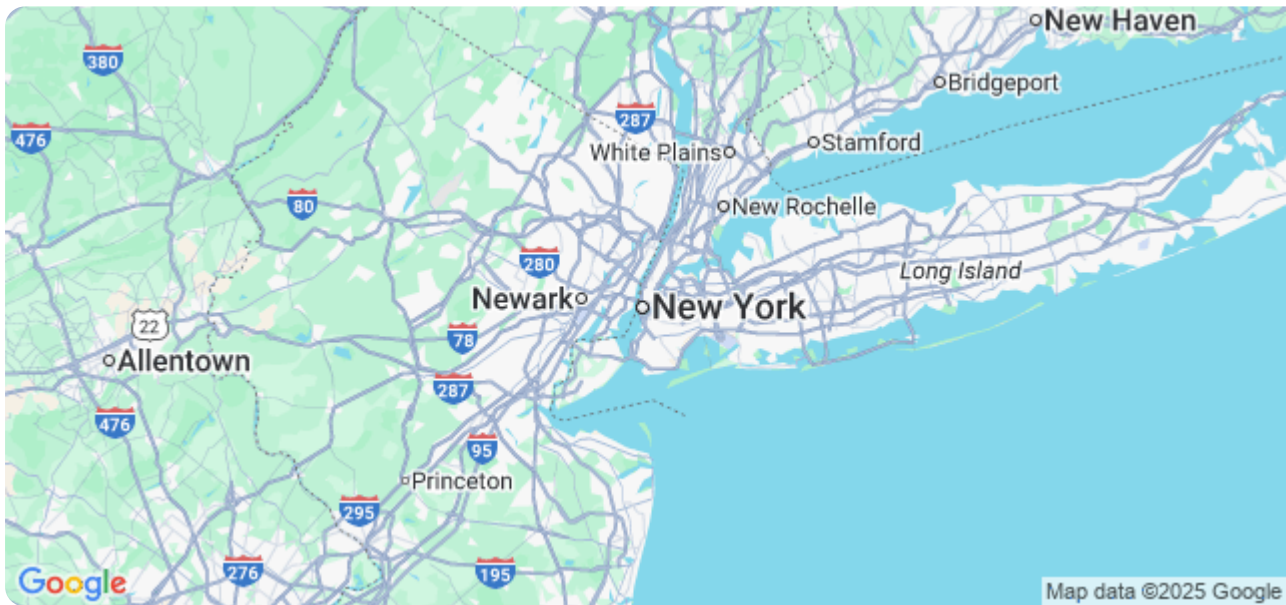
- Certified Mail
- Registered Mail
- Signature Required
- None

### 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

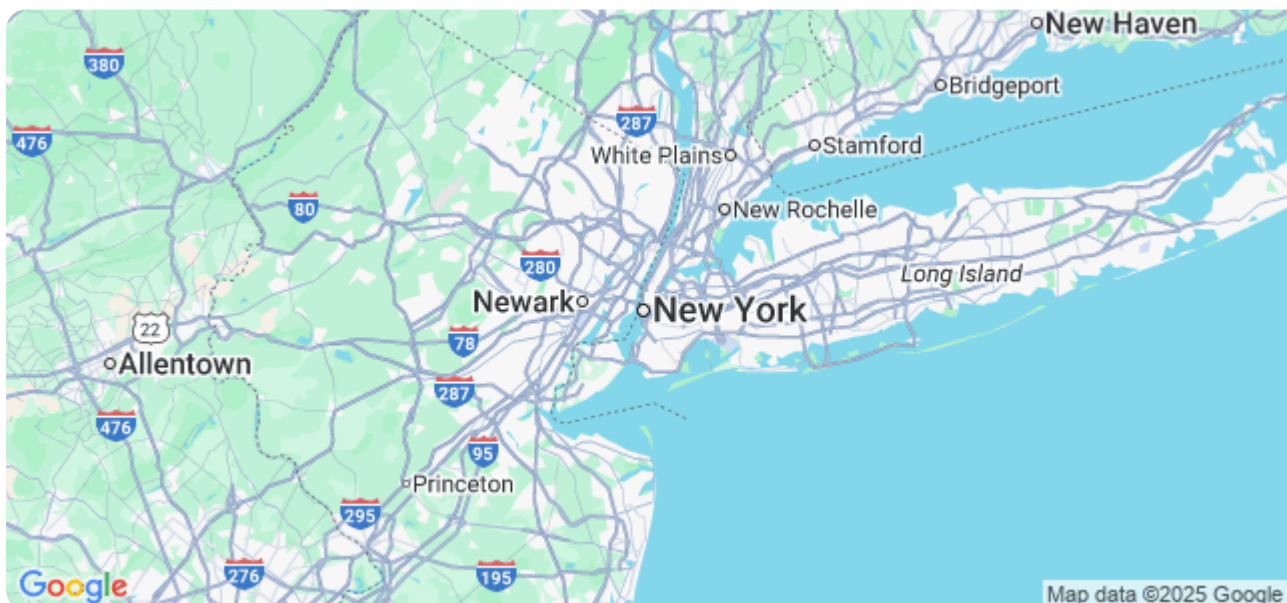
### Scheduled Distribution Time

### 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)

Enter a number...

### Total Number of Letters/Small Packages

Enter a number...

### 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

Enter a number...

### Type of Access Control System Used?

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

### Last Review of Access List

Enter date...

### 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)

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Last perimeter check for mailroom area

## 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

## Current Quantity of Legal Envelopes

## Current Quantity of Bubble Mailers (Various Sizes)

## Current Quantity of Shipping Labels

## Current Quantity of Postage Stamps

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

### 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

Enter a number...

### Number of Cardboard Boxes Recycled

Enter a number...

### Weight of Recycled Paper (lbs/kg)

Enter a number...

### 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**

**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...