



City of Portland

Mail Room Procedures





Incoming Mail

- All incoming mail is sorted by mail room personnel using proper safety equipment.
- Mail going to departments is not opened - please take proper safety procedures when opening mail.
- Mail Room is locked during mail sorting until 10:30 am or until all incoming mail has been sorted.
- Mail Room is closes at 4:30 PM. Opens at 8:00 AM.



Outgoing Mail

- All large mailings (over 500 pieces) need to be handled by Berkeley Mailing (first class and standard postage available).
- Anything smaller than 500 pieces needs to be in the mail room by 3:30 p.m.
- All envelopes need to be sealed. Envelopes should be facing forward – right side up.
- Any mail going outside the U.S. needs to be flagged and not put in with the regular mail.
- **HANDWRITTENS ENVELOPES ARE NOT ALLOWED**
- Mail that already has postage on it goes in the mailbox – not the mail room.



Outgoing Mail (continued)

- Certified mail needs receipt attached-you will get the receipt back when the post office mails it. These should be dropped off in Room 104.
- The mail room offers first class and certified mail.
- Personal mail cannot be mailed out of the mail room.
- Failure to follow these instructions could result in your mail being returned to you, and your mail will not go out that day.
- Departments must put interoffice mail in the proper department mailbox – mailroom personnel do not sort this.

What if I miss the deadline?



- Purchase postage stamps to have on hand.
- You can get your purchasing card set up to use at the Post Office.

Packages



- You will be e-mailed if you receive a package.
- Outgoing packages are shipped via UPS
- You must have your own account with FedEx – they will pick up at your office.

Phone Numbers

- Berkeley Mailing will handle large mailings including folding and stuffing envelopes. Call Paula Bourassa 878-3223 ext. 225.
- For ????? Regarding mail procedures : call Cathy Kilburn @ 874-8640 or Dave Dyer @ 874-8656