



St. Mary's County Government METRO MAIL SERVICE

John Deatrack, DPW&T Director

Delivery and Pickup Schedule

The times listed below are approximate.

updated 6/27/2019

7:00 AM

Mail Room Opens

7:15 - 7:30

First Mail Pick-up at the Leonardtown Post Office

8:00 - 9:30

Morning Mail Run	
(Building)	(Departments within Building)
1. Patuxent Building	Sheriff's Department
Mail Room	Sort Mail
2. Carter Building	Metro only; SAO - metro & postal mail
Mail Room	Sort Mail
3. Emergency Services & Technology	
4. Garvey Senior Center	Dept. of Aging
5. Chesapeake Building	CSMC, Finance, County Attorney
6. Patuxent Building	Recs & Parks, LUGM
Mail Room	Sort Mail
7. Building Services	
8. Detention Center	
9. 2nd Pick up at Post Office	
10. Circuit Court	

9:30 - 11:30

11. California Post Office	
12. DPW&T	Public Works, Transportation, Highways, Recs & Parks Maint.
13. Metcom	Monday, Wednesday, Friday Only
14. Airport	Tuesday and Thursday Only
15. Radio Station Way Complex	SCD / Coop. Extensitions / DECD Ag & Seafood Divion
16. MD State Police	
17. Leonardtown Library	
Mail Room	Sort Mail

12:00 - 12:30

Lunch

12:30 - 1:30

Afternoon Mail Run	
1. Patuxent Building	Sheriff's Department
Mail Room	Sort Mail
2. Emergency Services & Technology	
3. Garvey Senior Center	Dept. of Aging
4. Chesapeake Building	CSMC, Finance, County Attorney
Mail Room	Sort Mail
5. Patuxent Building	Treasurer , Recs & Parks, LUGM
Mail Room	Sort Mail
6. Health Dept. / Nursing	Health Dept. - p.m. only / Nursing - Friday p.m. only
7. Circuit Court	
8. Alcohol Bev. Board / Board of Elections	p.m. only

1:30 - 2:15

9. DPW&T	Public Works, Transportation, Highways, Recs & Parks Maint.
10.. Carter Building	Metro only; SAO - metro & postal mail

2:15- 3:00

Mail Room	Sort Mail
11.. Leonardtown Post Office final daily mail <u>drop off</u>	

3:15

Return to Mail Room Office to sort mail for the following day

3:30

Mail Room Closes

Note:

We will try to notify all our customers (via e-mail) if no service, or delays in service are anticipated, especially as a result of inclement weather.

All metro mail received in the afternoon will be delivered

to County offices the following day. For additional information on how you can help

save money on postage, please refer to the attached document: "**Cost Effective Ways to Save on Postage**".

INQUIRIES?

Please contact **Lisa Bodnar** or **Glenda Hancock** at 301-475-4200 ext. 2020

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