



St. Mary's County Government

METRO MAIL SERVICE

George A. Erichsen, DPW&T Director

Delivery and Pickup Schedule

The times listed below are approximate.

updated 4.13.2011

7:00 AM Mail Room Opens

7:30 - 7:45 First Mail Pick-up at the Leonardtown Post Office

8:00 - 8:45 Mail is sorted and metered at the Mail Room Office located in the Potomac Building

Morning Mail Run	
(Building)	(Departments within Building)
1. Potomac Bldg.	Human Services, HR, IT, OOA, Electrical Board, DECD, BOE, PIO
2. Detention Center	
3. Building Services	
4. Chesapeake Building	BOCC/ Ethics Commission, Finance, Procurement, County Attorney
5. Public Safety	Emergency Comm., EMA, Animal Control, Radio Comm.
6. Patuxent Building	Sheriff's Dept., Treasurer, Recs & Parks, LUGM
7. Carter Building	
8. MD State Police	
9. Leonardtown Library	
10. Marcy House/ALS Unit/Soil Conservation	Monday, Wednesday, Friday Only
11. Health Dept. / Coop. Ext./ Nursing	
12. Circuit Court	Alcohol Bev. Board/ Board of Elections
~Return to Mail Room Office to sort collected mail~	
10:00 - 10:15	
10:15 - 10:20 Metcom.....	Tuesday & Thursday Only
10:15 - 10:30 California Post Office	
10:25 - 10:40 Robin Finnacom / CDC.....	Tuesday & Thursday Only
10:40 - 10:45 Housing.....	Tuesday & Thursday Only
10:30 - 11:00 DPW&T Complex	Public Works, Transportation, Highways, Recs & Parks Maint.
10:50 - 11:15 Walden Sierra (St. Andrew's Church Rd.).....	Wednesdays Only

11:30 - 11:40 2nd Pick-up at the Leonardtown Post Office

11:45 - 12:00 Return to Mail Room Office to sort and meter mail

12:30 - 1:30 Lunch Hour

Afternoon Mail Run	
Same as morning deliveries. No PM deliveries for the following departments:	
Marcey House, ALS Unit, Soil Conservation, Metcomm, Robin Finnacom/CDC, Housing, Walden Sierra, Detention Center, DPW&T Complex	

2:45 - 3:20 Return to Mail Room Office to sort and meter mail

3:20 - 3:30 Leonardtown Post Office final daily mail drop off

3:40 - 4:00 Return to Mail Room Office to sort mail for the following day

4:00 PM 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 personal large packages/ bulk mail may be picked up at the Leonardtown Post Office, and employees will be responsible for picking up their large packages/ personal mail there. All metro mail received after 2:00 will be delivered to County offices the following day.

If there are any questions please contact Kim Owens or Lisa Bodnar at 301-475-4200 x. 2020

