

PM UNIT REVIEW:

POST AFTER REVIEWING THE FOLLOWING AND VERIFYING THAT YOUR UNIT IS IN COMPLIANCE:

UNIT IS FREE OF ALL OUTGOING MAIL (ALL AREAS WERE REVIEWED) EXAMPLES:

- LOBBY, LOBBY DROP(S), & APC
- WINDOW SCREEN LINE & BOX SECTION
- CASES F4 & F2
- STAGING & BREAK DOWN AREAS
- VESTIBULE, DOCKS, ELEVATORS, & SWING ROOMS
- EMPTY EQUIPMENT (TRAYS, APCs, BMCs, TUBs, U-CARTS...)

- **ALL CARRIERS HAVE RETURNED FROM THE STREET**
 - CARRIER SATCHELS CHECKED
 - NO DELIVERABLE MAIL WAS RETURNED (WITHOUT PS FORM 1571 ATTACHED)
 - VEHICLES ARE FREE OF MAIL, TRASH, & ARE LOCKED & SECURE
 - ACCOUNTABLES WERE CLEARED & ALL KEYS ARE ACCOUNTED FOR

- **ALL COLLECTION POINTS COLLECTED AND CPMS VERIFIED**

- **COLLECTION MAIL PREPPED & PLACARDED IN ACCORDANCE WITH LOCAL SOP**

- **ALL MAIL DISPATCHED ON TIME (IF NOT FOLLOW LOCAL/AREA SOP)**

- **VIDEOTAPE TAPE REPLACED FOR NEXT DAYS OPERATION (IF APPLICABLE)**

- **ALL DOORS, WINDOWS, SAFES ARE LOCKED & BUILDING IS SECURE**

- **REGISTRY DISPATCHES CONFIRMED AND DISPATCHED TIMELY**

AM UNIT REVIEW:

POST AFTER REVIEWING THE FOLLOWING AND VERIFYING THAT YOUR UNIT IS IN COMPLIANCE:

- **AM WALK THROUGH**
 - **UNIT IS FREE OF ALL OUTGOING MAIL (ALL AREAS WERE REVIEWED) (IF NOT FOLLOW LOCAL/AREA SOP)**
- **HOT CASE / THROWBACK CASE CLEARED OF ALL COMMITTED MAIL**
- **CURTAILED MAIL (ESPECIALLY FLATS) VERIFIED AS STANDARD MAIL**
- **NON-AUTOMATED MAIL RECORDED IN INCHES/PIECES**
- **CARRIER CASES FREE OF UNIDENTIFIED MAIL AND SLEEPERS**
- **ALL MAIL PROPERLY COLOR CODED**
- **TIMECARDS WERE SECURED 5-MINUTES PRIOR TO & AFTER CLERKS & CARRIERS REPORTING TIMES**