



St. Mary's County Government

METRO MAIL SERVICE

James Gotsch, DPW&T Director

Delivery and Pickup Schedule

The times listed below are approximate
updated 08/01/2022

7:00 AM Mail Room Opens

The Potomac Building offices -- Human Resources, Dept. of Economics, Visit St. Marys, Human Services, Information Technology and Board of Education have key issued boxes in the mail office to pick up their mail, and a mail slot to drop off mail at their convenience.

7:30 - 8:30

Morning Mail Run	
(Building)	(Departments within Building)
1. Patuxent Building	Sheriff's Department
2. Carter Building	Metro only; SAO - metro & postal mail Metro only for rest of offices
3. Detention Center	
4. Building Services	
5. Emergency Services	Public Safety , Animal Control and Shelter
Mail Room	Sort Mail
6. Chesapeake Building	CSMC, Finance & Procurement, County Attorney
7. Patuxent Building	Recs & Parks, LUGM
8:30 - 9:00 9:00 - 12:00	Mail Room Sort Mail
8. California Post Office	pick up mail
9. DPW&T	Public Works, Transportation, Highways, Recs & Parks Maint.
10. Animal Shelter	Shelter & Animal Control - Monday, Wednesday & Friday Mornings
11. Metcom	Monday, Wednesday and Friday Mornings
12. Circuit Court	
13. Leonardtown Post Office	<i>pick up mail</i>
14. Radio Station Way Complex	SCD / DECD Ag & Seafood Divion / Coop. Extentions
15. MD State Police	
16. Elections	
Mail Room	Sort Mail

12:00 - 12:30 Lunch

12:30 - 2:00

Afternoon Mail Run	
1. Patuxent Building	Sheriff's Department / Treasurer / Recs & Parks / DLUGM
2. Emergency Services & Technology	Public Safety and Animal Control
3. Dept. on Aging	<i>If door is locked leave mail in the Drop Box outside.</i>
4. Chesapeake Building	CSMC, Finance and Procurement, County Attorney
5. Carter Building	Metro only; SAO - metro & postal mail
Mail Room	Sort Mail
6. Health Dept.	Health Dept. - Afternoon Only
7. DPWT Complex	Public Works, Transportation, Recs & Parks Maint.
8 Circuit Court	
9. ABB	
10. EMS Back Up Center	<i>Across from Circuit Court # 41655 Courthouse DR.</i>
11. Library	<i>Drive Thru Window 2 or 3 times a week</i>
12. Elections	<i>Afternoon pick up during elction time Primary Election Mar. - July General Election Aug. - Nov.</i>

2:15- 2:45

2:45 - 3:15

Mail Room	Sort Mail
12. Leonardtown Post Office final daily mail	<u>drop off & Pick up mail</u>
Return to Mail Room Office to sort mail for the following day, Clean and Sanitize	

3:30 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 metro mail received in the afternoon will be delivered to County offices the following day.

INQUIRIES?

Please contact County MailRoom at 301-475-4200 ext. 2020

MailRoom@stmarysmd.com

