

OUT OF SERVICE RECORD FORM

Zip code: _____ Box type: _____ Service Class: _____

CMS ID # _____ Box Address: _____

Reason for removal of collection box:

Instructions:

- Any request for the removal of a collection box, or placing a box "Out of Service in the CPMS database, for a temporary basis, must come from the Manager of the delivery unit responsible for the collection of that box. If box is going to be removed for more than 5 days then complete a Deletion Form.
- Complete this form and along with the appropriate page from the **CPMS Collection Point Inventory Report**, forward them both to the Manager Post Office Operations, San Francisco.
- The Manager Post Office Operations, will review the request and if approved, forward the request to Operations Programs Support.
- The Postmaster or Station Manager will authorize and notify Maintenance to remove the box.
- Maintenance will notify Operations Programs Support when the box has been removed.
- Operations Programs Support will update the database and a copy of this action will be returned to the delivery unit requesting the removal.

Requested by: _____ Date: _____
Manager, Customer Service

Approved by: _____ Date: _____
Postmaster

Approved by MPOO: _____ Date: _____

Operations Programs Support	
Approved by: _____	Date: _____
Operations Programs Support	
Work order sent to maintenance by the Postmaster/Manager	Date: _____ By: _____
Database changed	Date: _____ By: _____
Copy sent to delivery unit	Date: _____ By: _____
This official record will be kept on file for a period of two (2) years	