

- 131.37 Where an unaddressed merchandise sample received for delivery with address card is too large for a customer's mailbox, leave it outside of the box provided adequate protection is afforded:
- In case of a sample too large for delivery into approved apartment house receptacle, deposit in rack underneath the boxes or on a nearby table or other location provided by building management.
 - If outside mailbox delivery is made, use a rubber band to hold sample and address card together.
 - Whenever delivery is not accomplished, complete and leave Form 3849, *Delivery Notice/Reminder/Receipt*, and return sample and card to delivery unit.
- 131.38 Arrange with business firms to make delivery at or near the front door. Do not accept keys to private buildings and offices, except as provided in part A.1.3 of Publication 17, *Apartment House Mail Receptacles, Regulations, and Instructions*.
- 131.39 Make deliveries to all floors of office and business buildings if there is an elevator and if the offices are open to receive the mail or if a door slot is provided:
- If there is no elevator, make deliveries to the first floor; make deliveries to the second floor if it is occupied primarily by business offices and if the service is requested.
 - Do not withdraw service previously inaugurated in order to comply with these instructions. For VIM installations, follow local instructions.

131.4 Reporting Requirements

- 131.41 It is your responsibility to verbally inform management when you are of the opinion that you will be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of all mail.
- 131.42 Inform management of this well in advance of the scheduled leaving time and not later than immediately following the final receipt of mail. Management will instruct you what to do.
- 131.43 Complete applicable items on Form 3996, *Carrier-Auxiliary Control*, if overtime or auxiliary assistance is authorized in the office or on the street.
- 131.44 Report on Form 1571 all mail undelivered — including all mail distributed to the route but not cased and taken out for delivery. Estimate the number of pieces of mail.
- 131.45 Do not curtail or eliminate any scheduled delivery or collection trip unless authorized by a manager, in which case you must record all facts on Form 1571.
- 131.46 Before you leave the office, enter on Form 1571 the mail curtailed; when you return, add any mail which was not delivered and which was returned to the office. Follow any special local procedures set up to identify errors and corrective actions for mail returned because it was out of sequence.