

USPS Blue Collection Box Inspection & Maintenance Checklist

Location of Collection Box: Corner of Mason Avenue & Pine Street

Date of Assessment: October 15, 2025

Assessed by: Rick Keuroglan, Town Manager, Town of Cape Charles

1. Identification & Branding

- Painted in official USPS 'Collection Box Blue' (no fading, rust, or mismatched color).
- Displays approved USPS logo and collection decals only.
- No unauthorized stickers, posters, or graffiti.
- Pickup schedule decal (Label 55B) is current, legible, and placed on front panel.
- Label 55B includes location of nearest box with latest (≥ 5 PM) weekday pickup.

2. Structural Integrity

- Base firmly anchored to pavement/sidewalk; legs secure with tamper-proof bolts.
- No missing bolts, loose anchors, or unstable footing.
- No holes, severe corrosion, or rust-through on body or legs.
- Door and lock operate smoothly and close flush (no gaps that allow entry).
- Weather seal intact—no leaks or gaps exposing interior to rain or debris.

3. Security & Function

- Lock assembly intact; no evidence of tampering or forced entry.
- Collection slot not obstructed or deformed.
- Anti-theft features (baffles, narrow slots) present and undamaged.
- Interior free of debris and properly aligned with collection container.

4. Appearance & Cleanliness

- Exterior free from dirt, tape residue, or vandalism.
- Paint smooth, without bubbling, peeling, or exposed metal.
- Graffiti removed promptly.
- Decals clean and not curling or peeling.

5. Accessibility & Placement

- Located on firm, level surface clear of tripping hazards.
- Accessible from public sidewalk or curb without blocking driveways.
- Clear of visual obstructions (signs, shrubs, vehicles).
- ADA accessibility maintained (walkways ≥ 36 in wide, unobstructed approach).

6. Inspection & Maintenance Log

- Annual safety inspection completed and logged (per USPS policy).
- Maintenance performed or scheduled (painting, decal replacement, repairs).
- If found unrepairable (severe rust/structural compromise), marked for replacement.

Notes of Findings:

Collection Box was last installed in 1994.

The exterior appearance is in poor condition and is desperately in need of being repainted.

The USPS Decals are in poor condition and are peeling at the edges.

The information decals are in poor condition and are desperately in need of being replaced.

Recommendation:

The Town of Cape Charles is requesting that these issues be resolved or have the Collection Box replaced.