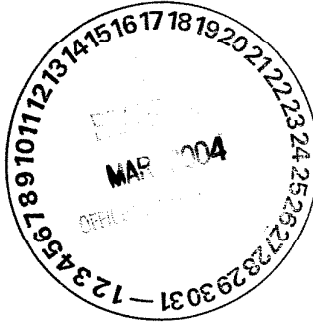




March 9, 2004



Mr. William Burrus
President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Certified Mail Number
7099 3400 0009 5115 5040

Dear Bill:

Enclosed, for your information, is a copy of a draft Maintenance Management Order (MMO) Bulk Mail Centers (BMC) Maintenance Staffing Guidelines MMO 03075ae.

We have provided an excel spreadsheet explaining the changes, as a matter of information. The changes are intended to be consistent with the existing policies in the ASM, MS-47 and MS-1, and are not directly related to wages, hours or working conditions, within the meaning of Article 19.

Should you have any questions concerning this matter please contact Sandy Savoie of my staff at (202) 268-3823.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Dockins".

John W. Dockins
Manager
Contract Administration

Enclosures

This document compares the content between the old 1979 BMC Staffing Package and the new BMC Staffing Package. The DIFFERENCE column explains the changes to old staffing package when compared to the new.

Item Number	1979 Document Page Number	New Document Page Number	Old Content	New Content	Difference Between Old and New
1	Unnumbered	Page 1	Title Page	Title Page	No Difference
2	Unnumbered	Page 2	Table of Contents	Table of Contents	New Table of Contents increased to include additional attachments and sections
3	Page 1	Enclosure i	Introduction	Introduction	Basically the same – New adds reference to VMARS. VMARS did not exist in 1979
4	Page 1	Page 5, Section 1	Mechanization and Postal Equipment Maintenance Guidelines	Fixed Mechanization and Miscellaneous Equipment definitions	Updated definitions for PM, CM, OM. Deleted the definition for reactive Maintenance. Reactive Maintenance is considered part of Corrective Maintenance as defined in the ASM. Effectively the new approved PM Guidelines removed reactive maintenance
5	Pages 2/3	Page 5/6	First paragraph references MMO 19 and 34 of 1977. General Distribution of Workload (B) and Procedures (C)	Section 1, Page 5, 6 (new Procedure)	MMO-34-77 replaced by all MMOs issued to date for BMC specific equipment. MMO-19-77 replaced by new guidelines. Procedures replaced by new procedures to reflect new MMO. Use 2C, page 28 to add site specific items
6	Pages 3/4	Page 6/7, Section 1	Definition of OM, table for selecting the number of personnel and an example PACU/SACU Support	Table for selecting the number of personnel. Example for using the table (page 7) PACU/SACU Support	Basic information the same. New MMO increased the <u>number of personnel per square footage</u> . Because of increase in equipment and facility size. Support for those sites that have PACU/SACU support calculation is the same
7	Page 5	Not addressed	ET Staffing	Not Addressed	Staffing guidelines establish the total number of workhours given to the BMC. The BMC establishes the number of ETs required to support the BMC. MMOs now provide the minimal skill level required to maintain various equipment.
8	Pages – 6-11	Pages 18 - 28	Attachment II-A Listing of equipment and PM, CM, RM times	Attachment 2-A Miscellaneous Equipment, 2-B BMC Mail Processing Equipment , and 2C Other Requirements	1979 Updated using current MMO data to replaced old workhour estimates – no RM included
9	Page 12	Page 29	Attachment II-B -	Attachment 3 - Worksheet	Identical – except new worksheet uses x .5 instead of

This document compares the content between the old 1979 BMC Staffing Package and the new BMC Staffing Package. The DIFFERENCE column explains the changes to old staffing package when compared to the new.

Item Number	1979 Document Page Number	New Document Page Number	Old Content	New Content	Difference Between Old and New
			Worksheet for calculating OP and PACU/SACU workhours	for calculating OP and PACU/SACU workhours	dividing by 2
10	Page 13	Not addressed	ET Staffing	Not addressed	Staffing guidelines establish the total number of workhours given to the BMC. The BMC establishes the number of ETs required to support the BMC. MMOs now provide the minimal skill level required to maintain various equipment.
11	Pages 14-17	Pages 8/9	Building and Equipment staffing	Building and Equipment Staffing	Use current MS-1 (Attachments 8-13). Use attachment 14, page 61 to list all outside contracts (for reference during staffing package development)
12	Page 15 & 18	Page 10	Special Projects	Alterations and Modifications	Same basic definitions – except sites are now given 8% of total workhours for LDC 36 (Major Mechanization, Miscellaneous Postal Equipment, Operational Maintenance and PACU/SACU) (attachment 2, page 17)
13	Pages –19-22	Page 11 and Section 7, page 14	BMC Custodial Staffing	BMC Building Services Maintenance Staffing	Basically the same – Use MS-47 to identify workhours Mail search shall be based on Section 7, Page 14 (15 workhours per 1000 sq. ft) (based on reported historical workhours)
14	Page 21	Page 12, section 5	Item 4 High Cleaning	High Bay Cleaning Section 5, Page 12 & Attachment 7, Page 33	The same – Automated building grid on page 33 (MMO) automates the process. Added statement page 12 (Workhours can be spread between LDC 36 and 38)
15	Page 22	Page 12, section 5 and Attachment 7, page 33	Custodial Staffing Summary	Attachment 7, page 33 & MS-47	Workhours will be calculated using the attachment 7, page 33 and input fromMS-47 No reference to snow removal in new MMO
16	Page 23 - 26	Page 13, Section 6, Attachment 4, page 30	Supervisor and Administration Staffing – Staffing Criteria for BMC Maintenance Control & Maintenance Stores	Maintenance Operations Support Section 6, Page 13 & Attachment 4, page 30	Title changed to Maintenance Operations Support Position – No breakout for stores or Maint. Control – no reference to charts (old page 24/25) New definition (new page 13) identifies responsibilities operations support personnel. MMO calculates the number of Operations Support positions based on the number of positions supported – In addition, on Attachment 4, up to an additional 4 positions are authorized for the

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Item Number	1979 Document Page Number	New Document Page Number	Old Content	New Content	Difference Between Old and New
					communication center
17	Page 26	Page 13, Section 6, Attachment 4, Page 30	Page 26 allowed for 4 persons for the stockroom	No specific callout for stockroom personnel	The new MMO allows for personnel based on the total number of personnel supported - (The new chart provides for an increase.). Staffing in the stockroom and control room varies dependent on the tours of operation
18	Page 27	Page 17, Attachment 2	Attachment 8-A Summary – Maintenance Staffing	Attachment 2 Summary – Maintenance Staffing Estimated Complement	New – Revised Summary worksheet is automated and updated to reflect current policy and procedures – Removed reference to ET, Maintenance Control & Stockroom
19	Page 28-29	Pages 21 – 26	Attachment 8-C Conveyor configuration	Attachment 2 –B BMC Mail Processing Equipment	MMO Allows for Wheel Assemblies, Impact Cones and Photo Cells (variables) This added to the specific MMO = total hours for PM, CM, NPT. Items not found in Attachment 2-B would be added by completing Attachment 2-C, page 28
20	30, 31	Page 33, Attachment 7	Building grid used to calculate High Cleaning	Building grid used to calculate High Bay Cleaning	Same format except new worksheet is automated
21		Cover Page	None	MMO Cover Page	Standard cover page used for issuance of MMOs
22		Pages 2/3	None	Overview	These 2 pages provide an overview of the guidelines, including how to load the software, an understanding of the content of each section and attachment
23		Page 15	None	Approval Sheet	Attachment 1, Approval Sheet –provides a sign off sheet for proper tracking of the approval cycle
24		Page 28	None	Attachment 2-C Other Requirements	Provides an additional worksheet to add site specific equipment or equipment not identified in 2-A or 2-B
25		Pages 31	None	Attachment 5 Conveyor Definition Sub-Assembly List	Provides latest data on conveyor definitions – compare old to new where possible
26		Page 32	None	Attachment 6 Conveyor Sub-Assembly Component List	Provides updated definition support to Attachment 5, Page 31
27		Page 35	None	Attachment 8 PS 4893, Annual building Equipment Operating & Maintenance	Sample of PS 4893 Refer to Introduction, Page 3 & 4

This document compares the content between the old 1979 BMC Staffing Package and the new BMC Staffing Package. The DIFFERENCE column explains the changes to old staffing package when compared to the new.

Item Number	1979 Document Page Number	New Document Page Number	Old Content	New Content	Difference Between Old and New
				Workhour Summary	
28		Page 36/37	None	Attachment 9 PS 4894S, Annual Standard Workhour requirement Stationary Operating Routes	Sample of PS 4894S Refer to Introduction, Page 3 & 4
29		Pages 38/39	None	Attachment 10 PS 4894T, Annual Standard Workhour Requirement Traveling Operating Routes	Sample of PS 4894T Refer to Introduction, Page 3 & 4
30		Page 40	None	Attachment 11 PS 4895, Annual Standard Workhour Requirement Stationary Operating Routes	Sample of PS 4895 Refer to Introduction, Page 3 & 4
31		Pages 41– 44	None	Attachment 12 PS 4896A, Annual Standard Workhour requirement for Building Equipment Preventive Maintenance	Sample of PS 4896A Refer to Introduction, Page 3 & 4
32		Pages 45 – 60	None	Attachment 13 PS 4896 A, E, L, M, & P Guides Annual Local Workhour requirement for building equipment, preventive maintenance and operation	Sample of PS 4896 A, E, L, M, & P Guides Refer to Introduction, Page 3 & 4
33		Page 61	None	Attachment 14 Contracted work	Used to identify local work contracted out

MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS
ENGINEERING / UNITED STATES POSTAL SERVICE



maintenance management order

SUBJECT: BMC Maintenance Staffing Guidelines

DATE:

NO: MMO-XXX-02

TO: Bulk Mail Centers

FILE CODE: Y1

dfau:mm03075ae

This Maintenance Management Order (MMO) establishes BMC Maintenance Staffing guidelines to be used to estimate workhours and as the basis for determining the number of positions in each functional area. This MMO supersedes Interim Bulk Mail Center Maintenance Staffing Guidelines and Criteria, dated August 1979.

The enclosed CD has the Bulk Mail Center Maintenance Staffing Guidelines stored as BMCSG.pdf. Also included on the enclosed CD is an Excel Workbook stored as BMCGOLD.xls. Both of these files can also be downloaded from the MTSC BMC Webpage. The entry of data within the enclosed Excel Workbook has been automated to reduce the number of workhours required to complete the staffing package. Maintenance personnel responsible for developing local staffing packages should thoroughly read this MMO before beginning the process.

The Senior Maintenance Official must be personally aware and involved in applying this guide. The Senior Maintenance Official is also responsible for maintaining this document so that it reflects all changes in guidelines distributed in subsequent issues of MMOs. A copy of the current completed maintenance-staffing package must be available for review by the Maintenance Technical Support Center, the Area Maintenance Support Office, or the Inspection Service.

These BMC guidelines will address workhours needed to maintain BMC fixed mechanization. All BMCs are required to apply current MS-1, MS-47, and the other sections of the BMC Staffing Guidelines data to estimate their total staffing.

Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.

Rex M. Gallaher
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Enclosure: BMC Maintenance Staffing Guidelines CD

**BULK MAIL CENTER
MAINTENANCE
STAFFING GUIDELINES**



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INTRODUCTION

This document provides guidelines for staffing of the Maintenance organization at the Bulk Mail Centers. Time values include allowances for safe practices. When provided the VMARS Acronym of a given system or equipment, refer to current MMO for the VMARS Class Code for a specific configuration.

WARNING

Do not shortcut safety.

Staffing methods in existing Postal Service Handbooks and Maintenance Bulletins shall be referenced where applicable. This document provides a logical structured approach for performing complete equipment inventories and the necessary documentation required to estimate the maintenance staffing requirements for a Bulk Mail Center. Items in this document can be superseded by future equipment related MMOs.

OVERVIEW OF GUIDELINE PROCEDURES

Software

Microsoft Excel version 97 or newer is required to load the "BMCGOLD.xls" spreadsheet.

The "BMCGOLD.xls" file must be launched to complete the BMC Staffing package.

NOTE

It is recommended that the BMCGOLD.xls file be copied to a PC hard drive before you complete the Staffing Guidelines package. Files cannot be saved or backed up to the CD provided in this package.

Forms within BMCGOLD.xls were setup to print on an HP compatible printer. Screens are best viewed using a screen resolution of 800x600.

Prior to using the "BMCGOLD.xls" file, the user must ensure macros are enabled. To enable macros, it may be necessary to go to TOOLS/MACRO/SECURITY and select "MEDIUM."

The "HELP" screen within the "BMCGOLD.xls" file provides information specific to sections within the spreadsheets.

A "BACK" button is provided in the upper left corner of each work sheet for returning the user to the previous worksheet or Menu screen.

Shaded (light green) cells within the worksheets are the only cells that accept manual data entries.

Sections of Guidelines

Each section of this Guideline defines terminology and/or provides procedures for using the "BMCGOLD.xls" file provided with this package.

Section 1 - Provides information for completing Attachments 2-A, 2-B and 2C pertaining to Fixed Mechanization and Postal Equipment and is automatically posted on Attachment 2. Attachments 5 & 6 are provided for reference information on conveyors. The Position Factor is defaulted to 1760 hours on Attachment 2 but can be adjusted by the user.

Worksheets are provided within Attachment 2-B to calculate the PM/CM/NP time for PSMs, SSMS, and Towveyors. The Towveyor worksheets have manual entry spaces to enter the "Number of Units" and the "Total Time". If there are more units than the worksheets allow, use the worksheet to calculate the time required, manually total the unit time, and enter the total time and number of units in the space provided on the worksheet. The (light green) "Save^" button must be clicked to save the data.

Section 2 - Provides information for completing Attachments 8 - 12 pertaining to Building and Building Equipment Staffing.

Section 3 - Provides information on allowances for Alterations and Modifications.

Section 4 - Provides information for BMC Building Services Staffing.

Section 5 - Provides information on calculating High Bay Cleaning using Attachment 7.

Section 6 - Provides information for estimating Maintenance Operations Support Staffing using Attachment 4.

Section 7 - Provides information for estimating mail search workhours.

Attachments

Attachment 1 provides a means of collecting approval signatures for the completed staffing package.

Attachment 2 information must be entered from other attachments throughout the BMC Maintenance Staffing Guidelines as follows:

Attachment 2, Line 1, Major Mechanization information is posted automatically from Attachment 2-B and Attachment 2-C.

Attachment 2, Line 2, Miscellaneous Postal Equipment information is posted automatically from Attachment 2-A.

Attachment 2, Line 3, Operational Maintenance & PACU/SACU information is posted automatically from Attachment 3.

Attachment 2, Line 4, High Bay LDC 36 and 38 information is posted automatically from Attachment 7.

Attachment 2, Line 5, Special Projects is 8% of Attachment 2, Lines 1, 2, and 3 and is calculated and posted automatically by the program.

Attachment 2, Line 6, Maintenance Operations Support information is posted automatically from Attachment 4.

Attachment 2, Line 7, Mail Search Internal/External is derived as described in Section 7, the Total Building Square footage, as defined in the MS-1 must be entered.

Attachment 2, Line 8, Allowance for Training, Etc., is 6 % of Attachment 2, Lines 1, 2, 3, 4a, and 7, and is calculated and posted automatically. This is in accordance with the current WHEP MMO under Allowances and Adjustments.

Attachment 2, Line 9, Estimated MPE LDC 36 uses the Position Factor to determine the estimated number of positions.

Attachment 2, Line 10, Estimated Building and Building Equipment Positions LDC 37
Information may be posted either manually or automatically by completion of the Building
portion of this package.

Attachment 2, Line 11, Estimated Custodial Positions LDC 38 information is posted manually as
workhours from MS-47 data. Hours for High Bay Cleaning are automatically added to this
amount upon completion of Attachment 7.

Attachments 9, 10, 11, 12 and 13 must be completed manually and the results are posted
automatically to Attachment 8, which in turn is automatically posted to Attachment 2, line
10. These attachments provide Annual Building Equipment Maintenance workhours.

Attachment 13 contains MS 4896 A, E, L, M, P and Misc guides to be completed manually.

Attachment 14 is used for listing active maintenance contracts to minimize the possibility of
counting contract hours when completing these staffing guidelines.

SECTION 1 FIXED MECHANIZATION AND MISCELLANEOUS EQUIPMENT

1. Definitions

To provide a basis for the staffing computations for personnel involved with mechanization maintenance, the following categories of maintenance will be addressed:

Preventive Maintenance (PM) - Preventive maintenance is the planned, systematic inspection, cleaning, lubrication, servicing, and custodial care required to retain the functional capabilities of buildings and equipment. The objective is to improve and prolong building and equipment life, avoid unplanned maintenance activity, and lower overall maintenance costs by eliminating all breakdown (reactive) maintenance and significantly reducing the number and frequency of corrective maintenance actions.

Corrective Maintenance (CM) - Corrective maintenance is all action taken as a result of a failure or impending failure to restore an item to a specified condition. Corrective maintenance can include any or all of the following steps: localization, isolation, disassembly, interchange, reassemble, alignment and check-out. Corrective maintenance can be planned or unplanned..

Operational Maintenance (OM) - Operational maintenance is the amount of time required to maintain operating equipment in optimum condition. Operational maintenance is performed while the equipment is running. Such operational maintenance requirements are identified and submitted for approval during annual staffing review. Operational maintenance includes the monitoring of the operational performance and the adjustments and corrective actions that are required to improve equipment performance and sortation quality.

2. Procedure

NOTE

Accurate fixed mechanization and postal equipment inventories are required.

Equipment that is neither in-use by Operations nor maintained with Postal resources (e.g., some tow lines) must not be counted as part of these staffing guidelines.

- a. From the Menu screen, Click on Attachment 2-B and complete Attachment 2-B for each listed equipment type as follows:

The "Total per Unit" column represents the time for one complete unit. Attachment 2-B has a column with the current MMO (at the time of this printing). Also on Attachment 2-B, the old 'Checklist File #' column and the old 'B-XXX' designation column are supplied for reference only. The total hours calculated on Attachment 2-B are posted automatically on line 1a, Attachment 2.

Enter the total number of units in the column marked "No. Units".

When the PM/CM/NP column does not have hours listed, it indicates that there are multiple assemblies. Refer to the appropriate MMO to determine the correct time for local needs and enter the calculated time in the PM/CM/NP column.

When entering conveyor information, specify the number of wheel assemblies, the number of impact cones, and the number of photocells, in the appropriate columns. Refer to the appropriate MMOs for clarification for each equipment type. Return to the Menu screen by pressing the Back button.

- b. Click on Attachment 2-A and complete Attachment 2-A for those items of Miscellaneous Postal Equipment that may be present in a facility but are not covered by Attachment 2-B. The total hours calculated on Attachment 2-A are automatically posted on line 2, Attachment 2. Return to the Menu screen by pressing the Back button.
- c. Click on Attachment 2-C and complete Attachment 2-C for Other Requirements. Attachment 2-C is intended to provide the flexibility to accommodate variations in conditions and equipment from facility to facility. In this attachment inputs may be made for equipment that is neither listed specifically in Attachment 2-B nor Attachment 2-A. Site specific or locally developed equipment are examples of entries that could be entered in this section. The total calculated hours on Attachment 2-C are automatically posted on line 1b, Attachment 2. Return to the Menu screen by pressing the Back button.

3. Operational Maintenance

- a. Table 1-2 below provides the guideline relationship between size of the Bulk Mail Center, the average number of personnel assigned to operational maintenance per tour, and the number of equivalent personnel charged to operational maintenance per tour for staffing study purposes.

Table 1-2. Operational Maintenance

Mail Processing Area Square Feet	Number Assigned To Oper. Maint. Per Tour	Equiv. Emp. To PM, CM	Operational Maintenance Allowance
200,000 - < 300,000	3	0.9	2.1
300,000 - < 400,000	4	1.2	2.8
400,000 - < 500,000	5	1.5	3.5
500,000 - < 700,000	6	1.8	4.2
700,000 - < 900,000	7	2.1	4.9
900,000 - < 1,000,000	8	2.4	5.6
1,000,000 - < 1,200,000	9	2.7	6.3
1,200,000 - < 1,400,000	10	3.0	7.0
1,400,000 - < 1,600,000	11	3.3	7.7
1,600,000 - < 1,800,000	12	3.6	8.4
1,800,000 - 2,000,000	13	3.9	9.1

- b. The following example demonstrates how to use Table 1-2 for staffing purposes.

Example:

Assume a facility has a mail processing area of 299,000 square feet and operates 21 tours per week. The chart shows that 3 people will be assigned to operational maintenance, while the equivalent of 2.1 persons will be charged to operational maintenance for staffing purposes.

$$\begin{array}{ccccccc} 2.1 \text{ persons (equiv.)} & \times & 21 \text{ tours} & \times & 8 \text{ hours} & \times & 52 \text{ weeks} \\ \text{(per tour)} & & \text{(per week)} & & \text{(per tour)} & & \text{(per year)} \end{array} = 18,345.6 \text{ hours} \\ \text{allowed for Oper. Maint.}$$

In addition, if maintenance personnel are required to support Parcel Automatic Container Unloader/Sack Automatic Container Unloader (PACU/SACU), 1/2 hour of operational maintenance time will be allowed for each hour that any or all of PACU/SACU or equivalent is running based on historical data. (Only for the original PACU/SACU installations.)

- c. From the Menu screen, click on Attachment 3 and complete Maintenance Work Sheet for Operational Maintenance and PACU/SACU. The total operational maintenance time from Attachment 3 is automatically posted on line 3, Attachment 2. Return to the Menu screen by pressing the Back button.

SECTION 2 BUILDING AND BUILDING EQUIPMENT STAFFING

1. Definition

Building and Building Equipment maintenance staffing provides workhours for personnel responsible to operate, maintain, troubleshoot, and repair the building, building systems, and non-fixed building equipment.

2. Procedures

Building and Building Equipment staffing will be completed as a part of this package. This number is automatically posted on line 9, Attachment 2. An alternative is provided to enter these hours manually.

The applicable PS forms to perform an MS-1 staffing computation include:

<u>FORM NUMBER</u>	<u>TITLE</u>
4893 Attachment 8	"Annual Building Equipment Operating and Maintenance Workhour Summary"
4894S Attachment 9	"Annual Standard Requirement - Stationary Operating Routes"
4894T Attachment 10	"Annual Standard Requirement - Traveling Operating Routes"
4895 Attachment 11	"Annual Standard Workhour Requirement - Stationary Operating Routes"
4896-A Attachment 12	"Annual Standard Requirement for Building Preventive Maintenance"
4896 Attachment 13	"Annual Local Workhour Requirement for Building Equipment Preventative Maintenance and Operation"
4897	"Building Equipment Inventory"

The procedure is:

- a. Complete a Building Equipment Inventory, Form 4897, included in the MS-1 (Not supplied here).
- b. Complete Annual Standard Requirements for Building Preventive Maintenance, Form 4896-A.
- c. Complete Annual Local Workhour Requirement for Building Equipment Preventive Maintenance and Operation, Form 4896.
- d. Complete Annual Standard Workhour Requirement - (if necessary), Form 4894S.
- e. Complete Annual Standard Workhour Requirement (if necessary), Form 4894T.

- f. Complete Annual Standard Workhour Requirement - Stationary Operating Routes (if necessary), Form 4895.
- g. These totals summarize on Form 4893 by type of work. (E-Elect, A-HVAC, L-Elevator, M-Miscellaneous and P-Plumbing), and get automatically posted to Attachment 2, line 10.
- h. In reviewing the Building Staffing Package for a given facility, special attention should be given to completeness, accuracy, and to see that there is no duplication. These checks should be made:
 - 1) Assure that the total square feet claimed is accurate.
 - 2) Assure that the inventory is complete.
 - 3) Exclude any items that may be handled by contract (i.e elevator maintenance, scale calibration, and electrical switchgear, etc..

SECTION 3 ALTERATIONS AND MODIFICATIONS

1. Definition

Dynamics and complexity of the Bulk Mail System dictate resources be made available to accomplish alterations and modifications.

Alterations and Modifications are schedulable tasks, which are non-repetitive or normally occur less often than once per year. Examples of such activities are equipment modifications and major equipment refurbishment.

Specifically excluded from this definition are project cleaning, minor space adjustments, small renovation projects, unscheduled cleaning of equipment, shop clean-ups, training, and meetings. Allowances for these items have been made in Building Staffing [MS-1] and Custodial staffing [MS-47].

2. Alterations and Modifications Plan

Alterations and Modifications are given an 8 percent allowance of Categories 1, 2, and 3, and automatically posted on line 5, Attachment 2.

SECTION 4

BMC BUILDING SERVICES MAINTENANCE STAFFING

1. Definition

This section provides guidelines and procedures for use in developing building services staffing for the Bulk Mail Center including care of yards and grounds.

2. Procedure

Building Services workhour requirements are determined by following current MS-47 guidelines. The workhour requirements are manually posted on line 11, Attachment 2. Documentation to support the workhours entered on line 11, Attachment 2, shall be submitted to the Area along with this package if there are any changes from the last approved MS-47 staffing or on request.

3. High Bay

Any High Bay cleaning using building services maintenance staff is estimated in Section 5 and automatically posted on line 4b, Attachment 2.

SECTION 5 HIGH BAY CLEANING

1. High Bay Cleaning

The allowances provided herein for high bay cleaning are intended to include structural cleaning and cleaning of high bay.

For staffing calculations, the building shall be divided into the following types of areas:

- a. **Type I, Light** - Areas which have a low density of overhead structures or mechanization. Typically this type of area will have one "layer" of conveyors or no overhead mechanization.
TYPE I: 7,000 square feet (floor area) per workday
(Quarterly) = 0.069 min/SF
- b. **Type II, Medium** - Areas with a medium density overhead. This type of area will have two layers of conveyors or a similar density of other mechanization and/or structural steel.
TYPE II: 3,100 square feet per workday
(BI-monthly) = 0.155 min/SF
- c. **Type III, Heavy** - This type area will have 3 or more layers of conveyors or similar density overhead.
TYPE III: 2,550 square feet per workday
(Monthly) = 0.188 min/SF

2. Procedure

- a. Use Attachment 7 to identify Type I, II, and III areas.
- b. Each block side of Attachment 7 represents individual column lines in a facility. Measure the distance between columns in your facility that form a block and enter the square footage in "Sq Ft" space (cell) below the grid.
- c. Enter a "1" in blocks that represent Type I, light density areas of your facility.
- d. Enter a "2" in blocks that represent Type II, medium density areas of your facility.
- e. Enter a "3" in blocks that represent Type III, heavy density areas of your facility.
- f. Based on entries in the facility grid, the total cleaning allowance will be listed in the "Total" space (cell).
- g. Workhours can be spread between LDCs 36 and 38 in the appropriate cells below the grid. Enter the designated hours for LDC 36 manually and the residual (if any) will automatically default to LDC 38.

Estimated High Bay Cleaning workhours calculated are posted (automatically) on line 4a and 4b, Attachment 2.

SECTION 6 MAINTENANCE OPERATIONS SUPPORT

1. Background

Maintenance Operations Support includes planning, scheduling, documenting, and analyzing maintenance requirements for mail processing equipment, building equipment, and custodial services, including VMARS files initialization and maintenance, corrective and preventative maintenance, and inventory. This group daily supports assigning work, recording maintenance activities, and analyzing performance. Staffing for the maintenance control and stores function includes the staff required for preparation and maintenance of work order control system, material requisitions, receiving, stores inventory, stores window service, the analysis of requirements, maintenance monitoring and dispatching, and other clerical duties supportive of total maintenance activity. The number of maintenance support positions depends on the workforce supported.

2. Procedure

- a. Staffing will be allotted using the table on Attachment 4.
- b. Up to four (4) Additional Maintenance Support positions will be allowed for Communication Center Operations with MOS personnel who dispatch maintenance personnel for reactive calls.
- c. This is completed on Attachment 4 and is automatically posted on line 6, Attachment 2.

SECTION 7
MAIL SEARCH

The following guidelines should be applied for mail search:

Interior and Exterior Mail search time will be calculated based on 15 workhours per 1000 square feet of the Building as defined in the MS-1.

Enter the Building square footage on line 7, Attachment 2. The mail search workhours will be calculated.

ATTACHMENT 1
APPROVAL SHEET

FACILITY NAME: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY: _____

STATE: _____

ZIP+4: _____

When approved by the officials indicated below, the "Recommended Complement" as indicated in Attachment 2, will become the authorized complement for this facility. When the survey package has been approved at the Area level, appropriate action for implementation may be taken.

REVIEWED BY

MAINTENANCE MANAGER

DATE

APPROVED BY

PLANT MANAGER

DATE

DISTRICT MANAGER

DATE

AREA MANAGER, MAINTENANCE SUPPORT

DATE



ATTACHMENT 2
SUMMARY – MAINTENANCE STAFFING ESTIMATED COMPLEMENT

ATTACHMENT 2							
SUMMARY - MAINTENANCE STAFFING ESTIMATED COMPLEMENT							
POSITION FACTOR		1760	ESTIMATED				
CATEGORY		SOURCE	WORKHRS LDC 36	WORKHRS LDC 37	WORKHRS LDC 38	WORKHRS LDC 39	Estimated POSITIONS
1. Major Mechanization	1a	Section 1, Attachments 2 B, 2-C					
	1b						
2. Miscellaneous Postal Equipment		Attachment 2-A					
3. Operational Maintenance & PACU/SACU		Section 1 & Attachment 3					
4a. High Bay LDC 36		Section 5 Attachment 7					
4b. High Bay LDC 38							
5. Alterations and Modifications		Section 3 (8% of Lines 1,2,3)					
6. Maintenance Operations Support		Section 6 & Attachment 4					
7. Mail Search Int/Ext. Enter Building SQFT.		Section 7					
8. Allowance for Training Etc.		6% of (1,2,3,4a,7)					
9. Estimated MPE LDC 36							
10. Estimated Building and Building Equipment LDC 37		Section 2 & Attachments 8-13 (or enter total in green) [see help]	Manual Input				
	OR From Att. 8						
11. Estimated Building Services LDC38		MS-47					
TOTAL ESTIMATED WORKHOURS							

ATTACHMENT 2-A MISCELLANEOUS EQUIPMENT

ACRO	CL	EQUIPMENT DESCRIPTION	Units	HRS	REFERENCE	ANNUAL
BLDG	M	Cabinet, Filing, Letter/Legal - All Sizes Item Nos. - 434, 435		0.1		
BLDG	M	Cabinet, Storage item No. 212-B or Equivalent		0.1		
BLDG	M	Locker, Clothing - All Sizes, item Nos. 302-B1, B2, B3, B4		0.02		
BLDG	M	Recorder, Time (Simplex or Cincinnati)		15		
CBOX	AA	Collection Boxes, All Types & Models (Repaired in House)		2	Pub 247	
CBOX	AA	Collection Boxes, All Types & Models (Not Repaired in House)		1	Pub 247	
CCTV	A	Closed Circuit TV, Camera - All Models		1.1	MMO-055-98	
CCTV	A	Closed Circuit TC, Monitor - All Models		1.1	MMO-057-98	
CONT	BA	Containers, In House, Hamper-1045		1	Pub 247* MMO-043-82	
CONT	BE	Containers, In House, Hamper-1033		0.3	Pub 247* MMO-043-82	
CONT	BD	Containers, In House, Utility Cart-1075		0.4	Pub 247* MMO-043-82	
CONT	AK	Containers, Over the Road, Con-Con Security- 3920		0.4		
CONT	AD	Containers, Over the Road, GPMC 3909		1.5	Pub 247* MMO-043-82	
CONT	AI	Containers, Over the Road, Mesh Container-1923B		1.6	MMO-043-82	
CONT	AE	Containers, Over the Road, ERMCO-3921		1.6		
CONT	AI	Containers, Over the Road, Reg Mail-Bonus Buil		1.6		
CONT	BE	Containers, In House, BMC Container-3924		1		
CONT	BI	Containers, In House, Seven-Sheff Tray Cart-1226C		0.5		
CONT	BI	Containers, In House, A-Frame Tray Cart-1226D		0.5		
CONT	ZZ	Container, Post Con Item No. 3907		1.5		
CONT	ZZ	Container, Wire Mesh item Nos. 1932-A (60 in. height), 1932-B (67 in. height)		1.6		
CONT	ZZ	Security Container - All Models item Nos. 293, 295, 296, 297, 298, 299		2.5		
CVY	AA	Conveyor, Portable, Roller/Skate Wheel Gravity Type item No. 1938 or Equivalent (per 10 ft)		1		
DOCK'S	AA	Dockramp/Flipramp/Dockleveler or Equivalent (Do not include dockboards.)		16		
FLATS		Flats Canceled, All Types & Models		6		

ATTACHMENT 2-A Continued

ACRO	CL	EQUIPMENT DESCRIPTION	Units	HRS	REFERENCE	ANNUAL
HDUMP	AA	Hammer Dumper, All Types and Models		112.5		
MOPE	AA	Camper, Personnel, 3-Wheel - Item 1931 Battery Powered (Includes Charger)		44		
MOPE	AA	Tractor, Electric, Stand-Up, Rider-Type (Jack Tractor) Item Nos. 1929-A, B, C		52		
MOPE	AA	Tractor, Electric Sit-down, rider-Type Item No. 1930-A		52		
MOPE	AA	Truck, Forklift/Pedestrian, Item Nos. 1927-A, B, C, D		50		
MOPE	AA	Truck, Forklift, Sit-down, Rider-Type Item Nos. 1924-A, B, C, D, E, F, G, H, I, J, K, L		50		
MOPE	AA	Truck, Forklift, Stand-up, Rider-Type, Item Nos. 1925-A, B, C, D, E, F, G, H, I, J, K, L		50		
MOPE	AA	Truck, Hand, Folding Nose, Item No. 1071		0.25		
MOPE	AA	Truck, Handlift, Pallet (Pallet Mover) Item Nos. 1928-B, C		0.5		
MOPE	AA	Truck, Pallet/Platform Pedestrian Type Item Nos. 1937-A, B		50		
MOPE	AA	Truck, Pallet, Stand-up, Rider-Type Item Nos. 1936, 1936-A		50		
MOPE	AA	Truck, Platform Hand Tilting (Nutting Truck) Item Nos. 1070, 1074		1.15		
POBOX	AA	Post Office Lobby Boxes, All Types & Models		0.02		
PPC	AA	Conveyor, Portable, Aluminum, Model L Item Nos. 1920-A (12 ft), 1920-B (16 ft), 1920-C (20 ft)		10	MS-58	
PPC	AA	Conveyor, Portable, (Powered) All Other, Except Model CF-89		10	MS-58	
PPC	AA	Conveyor, Portable, Single-Tilt, Model H Item Nos. 1921-A (12 ft), 1921-B (18 ft)		10	MS-58	
RBOX	AA	Box, Relay Item No. 1171-K		1	Pub 247*	
RCCOP	AA	Rack, Mailing Co-op (2- or 3- hole)		0.5		
RCCOP	AA	Rack, Pouch/Sack - With Casters Item Nos. - Multiple		1		
RCCOP	AA	Rack, Pouch/Sack - Without Casters Item Nos. - Multiple		0.1		
SAFES	AA	Vault Door (All Models/Types)		2.5		
SCALE	AA	Scale, Digital, Floor, Platform, Dock, and Manual Scales; All Types & Models except Item Nos. 0-855, 0-855 and over 500		3	Pub 247	

ATTACHMENT 2-A Continued

ACRO	CL	EQUIPMENT DESCRIPTION	Units	HRS	REFERENCE	ANNUAL
SCALE	AA	Scale, Portable, Platform, 1000/2000 lb Item Nos. 0-855, 0-856 (Except MODSS)		5	Pub 247	
SCALE	AA	Scale, over 500 lb (Except MODSS)		5	Pub 247	
SSPU	HA	Self-Service Postal Unit, Structure Housing		250		
SSPU	HA	Self-Service Postal Center (SSPC) Drive-Up Unit (Structural maintenance Only)		250		
SSPU	HA	Self-Service Postal Center (SSPC) Screen-Line Unit		100		
SSPU	HA	Self-Service Postal Center (SSPC) Walk-Up Unit		200		
STRAP	AA	Strapping Machine, All Types & Models		120	Historical Data	
VEND	AA	Machine, Stamp Vending - All Models (Claim only if not maintained by SSPC Tech.)		19		

**ATTACHMENT 2-B
BMC MAIL PROCESSING EQUIPMENT**

Equip. Type	MMO-XXX-XX	Checklist	B-XXX	No. Units	Allowance MH/YR/UNIT							Sub2 Total Additional Time	Total per Unit	Grand Total
		File #			PM/CM/NP	Wheel Ass'y	Minutes	Impact Cones	Minutes	Photo Cells	Minutes			
Model 89	MMO-005-01	MM9623			19.1									
CONVEYOR TYPE 061	MMO-103-99	M98050			16.1		5		5		2			
CONVEYOR TYPE 059	MMO-102-99	M98048			18		5		5		2			
CONVEYOR TYPE 060	MMO-101-99	M98049			18.00		5		5		2			
CONVEYOR TYPE 066	MMO-096-99	M98055			19.10		5		5		2			
CONVEYOR TYPE 065	MMO-095-99	M98054			18.00		5		5		2			
CONVEYOR TYPE 063	MMO-087-99	M98052			15.60		5		5		2			
CONVEYOR TYPE 062	MMO-083-99	M98051			16.10		5		5		2			
CONVEYOR TYPE 064	MMO-076-99	M98053			17.40		5		5		2			
Conveyor 058	MMO-129-98	MM9579			21.40		5		5		2			
Conveyor 057	MMO-128-98	MM9578			22.60		5		5		2			
Conveyor 056	MMO-127-98	MM9577			24.80		5		5		2			
Conveyor 055	MMO-126-98	MM9576			23.10		5		5		2			
Conveyor 054	MMO-125-98	MM9575			19.70		5		5		2			
Conveyor 053	MMO-124-98	MM9574			22.40		5		5		2			
Conveyor 052	MMO-123-98	MM9573			17.10		5		5		2			
Conveyor 051	MMO-116-98	MM9560			16.80		5		5		2			
Conveyor 050	MMO-114-98	MM9559			16.30		5		5		2			
Transport Conveyor 040	MMO-111-98	MM9499	B087		25.00		5		5		2			
Transport Conveyor 039	MMO-107-98	MM9498	B086		25.30		5		5		2			
Transport Conveyor 038	MMO-106-98	MM9497	B085		22.90		5		5		2			
Transport Conveyor 037	MMO-104-98	MM9496	B084		24.30		5		5		2			
Transport Conveyor 036	MMO-103-98	MM9495	B083		20.30		5		5		2			
Transport Conveyor 035	MMO-099-98	MM9494	B082		22.20		5		5		2			
Transport Conveyor 032	MMO-098-98	MM9491	B079		20.90		5		5		2			
Transport Conveyor 031	MMO-097-98	MM9490	B031		23.50		5		5		2			
Transport Conveyor 030	MMO-096-98	MM9489	B030		25.00		5		5		2			
Transport Conveyor 029	MMO-094-98	MM9480	B029		22.90		5		5		2			

Attachment 2-B, Work Sheet-BMC Mail Processing Equipment Maintenance (cont.)

Equip. Type	MMO-xxx-xx	Checklist	B-XXX	No. Units	Allowance MH/YR/UNIT								Grand Total	
		File #	*Here for Reference only.		PM/CM/NP	Wheel Ass'y	Minutes	Impact Cones	Minutes	Photo Cells	Minutes	Sub2 Total Additional Time		Total per Unit
Transport Conveyor 028	MMO-093-98	MM9487	B028		21.30		5		5		2			
Transport Conveyor 027	MMO-089-98	MM9486	B027		18.00		5		5		2			
Transport Conveyor 026	MMO-088-98	MM9485	B026		19.70		5		5		2			
Transport Conveyor 025	MMO-086-98	MM9484	B025		20.90		5		5		2			
Transport Conveyor 024	MMO-085-98	MM9483	B024		21.50		5		5		2			
Transport Conveyor 023	MMO-084-98	MM9482	B023		24.60		5		5		2			
Transport Conveyor 022	MMO-083-98	MM9481	B022		25.60		5		5		2			
Transport Conveyor 021	MMO-082-98	MM9480	B021		21.20		5		5		2			
Outbound Extendible Trundle Conveyor 019	MMO-080-98	MM9478	B019		28.90		5		5		2			
Outbound Extendible Telescopic Conveyor 020	MMO-081-98	MM9479	B020		38.20		5		5		2			
Transport Conveyor 018	MMO-079-98	MM9477	B018		26.10		5		5		2			
Piggyback Conveyor 017	MMO-077-98	MM9476	B017		21.80		5		5		2			
Transport Conveyor 016	MMO-076-98	MM9475	B016		24.80		5		5		2			
Transport Conveyor 015	MMO-075-98	MM9474	B015		25.40		5		5		2			
Transport Conveyor 014	MMO-074-98	MM9473	B014		23.80		5		5		2			
Transport Conveyor 013	MMO-072-98	MM9472	B013		23.10		5		5		2			
Transport Conveyor 012	MMO-071-98	MM9471	B012		19.70		5		5		2			
Transport Conveyor 011	MMO-070-98	MM9470	B011		19.10		5		5		2			
Transport Conveyor 010	MMO-069-98	MM9469	B010		19.10		5		5		2			
Transport Conveyor 008	MMO-066-98	MM9467	B008		19.80		5		5		2			
Outbound Surge Conveyor 007	MMO-065-98	MM9466	B007		26.70		5		5		2			
Outbound Surge Conveyor 006	MMO-064-98	MM9465	B006		24.00		5		5		2			
Outbound Surge Conveyor 005	MMO-063-98	MM9464	B005		23.40		5		5		2			
Surge Conveyor Sack 004	MMO-062-98	MM9463	B004		25.90		5		5		2			
Transport Conveyor 003	MMO-061-98	MM9462	B003		22.90		5		5		2			
Surge Conveyor Parcel 002	MMO-060-98	MM9461	B002		25.60		5		5		2			
Meter Rolls Conveyor 001	MMO-059-98	MM9458	B001		13.80		5		5		2			

Attachment 2-B, Work Sheet-BMC Mail Processing Equipment Maintenance (cont.)

Equip. Type	MMO-xxx-xx	Checklist	B-XXX	No. Units	Allowance MH/YR/UNIT								Grand Total	
		File #			PM/CM/NP	Wheel Ass'y	Minutes	Impact Cones	Minutes	Photo Cells	Minutes	Sub2 Total Additional Time		Total per Unit
		*Here for Reference only.												
Transport Conveyor 009	MMO-043-98	MM9468	B009		20.90		5		5		2			
A-Conveyor Winch	MMO-027-98	M94104	B032		10.60		5		5		2			
Conveyor 044	MMO-025-98	M94103	B091		21.80		5		5		2			
Conveyor 043	MMO-024-98	M94102	B090		24.10		5		5		2			
Transport Conveyor 042	MMO-023-98	M94101	B089		20.70		5		5		2			
Transport Conveyor 041	MMO-022-98	M94100	B088		24.10		5		5		2			
CPOCS HARDWARE RACKS, MONITORS, & TERMINALS	MMO-075-99	M98047		1										
FMPCS INPUT/OUTPUT CABINETS AND IERMINALS	MMO-137-98	MM9627	B056	1										
Parcel Induction Station	MMO-038-01	M94111	B039		92.50									
BDSIS	MMO-058-98	MM9422	B040		11.50									
IMHS CONTAINER POSTAL PAK LOADER (PPL)	MMO-093-99	M99052			14.20									
IMHS CONTAINER UNLOADER (PPU - B)	MMO-088-99	M99057			48.30									
CONTU PPU-A	MMO-136-98	MM9603												
Container Loader (CLP)	MMO-039-98	M94117	B046		9.90									
Container Unloader	MMO-038-98	M94116	B045		228.60									
PBCSS Secondary	MMO-058-99	MM9606			46.80									
PBCSS Primary	MMO-057-99	MM9423			308.60									
SACK SHAKE OUT	MMO-053-98	M94159	B079		28.60									
ROTARY SACK HOLDER	MMO-037-98	M94115	B044		9.30									
Traveling Deflector	MMO-032-98	M94106	B034		20.90									
MOTOR CONTROL CENTERS	MMO-030-98	M94108	B036		2.50									
Chute Gate	MMO-029-98	M94107	B035		3.60									
Pivoting Deflector	MMO-028-98	M94105	B033		3.60									
ZIP CODE LOOKUP LABEL PRINTER, MONITOR & TERMINAL	MMO-139-98	MM9629	B059		22.40									

Attachment 2-B, Work Sheet-BMC Mail Processing Equipment Maintenance (cont.)

Equip. Type	MMO-xxx-xx	Checklist	B-XXX	No. Units	Allowance MH/YR/UNIT								Grand Total	
		File #			PM/CM/NP	Wheel Ass'y	Minutes	Impact Cones	Minutes	Photo Cells	Minutes	Sub2 Total Additional Time		Total per Unit
		*Here for Reference only.												
Parcel Sorter	MMO-132-98	MM9585												
Parcel Sorter	MMO-131-98	MM9584												
Keystation PSM	MMO-040-98	M94136	B065		9.40									
Parcel Sorter	MMO-031-98	M94109	B037											
Sack Sorter	MMO-033-98	M94110	B038											
Sack Sorter	MMO-135-98	MM9588												
Sack Sorter	MMO-134-98	MM9587												
Sack Sorter	MMO-133-98	MM9586												
Keystation SSM	MMO-130-98	MM9583	B065		9.40									
PBCSS Primary	MMO-025-02	MM9423			418.40									
TOWVEYOR (BYPASS), TYPE E (LINKBELT)	MMO-024-00	M94150	B071											
TOWVEYOR (SPUR), TYPE F (LINKBELT)	MMO-167-98	M94153	B072											
TOWVEYOR (TAKEAWAY), TYPE G (ACCO)	MMO-166-98	M94156	B073											
TOWVEYOR (BYPASS), TYPE C (LINKBELT)	MMO-161-98	M94144	B069											
TOWVEYOR (UNLOADERS) TYPE E (SI HANDLING)	MMO-160-98	M98069	B071											
TOWVEYOR (BYPASS), TYPE D (ACCO)	MMO-159-98	M94149	B070											
TOWVEYOR (SPUR LINE), TYPE C (ACCO)	MMO-158-98	M98067	B069											
TOWVEYOR (SPUR), TYPE C (SI HANDLING)	MMO-157-98	M98066	B069											
TOWVEYOR (BYPASS), TYPE E (ACCO)	MMO-154-98	M98071	B071											
TOWVEYOR BCS Reader	MMO-138-98	MM9628	B057											
TOWVEYOR (BYPASS) TYPE D (SI HANDLING)	MMO-049-98	M94148	B070											

Attachment 2-B, Work Sheet-BMC Mail Processing Equipment Maintenance (cont.)

Equip. Type	MMO-xxx-xx	Checklist	B-XXX	No. Units	Allowance MH/YR/UNIT								Sub2 Total Additional Time	Total per Unit	Grand Total
		File #			PM/CM/NP	Wheel Ass'y	Minutes	Impact Cones	Minutes	Photo Cells	Minutes				
		*Here for Reference only.													
TOWVEYOR (TAKEAWAY) TYPE H (ACCO)	MMO-052-98	M94158	B074												
TOWVEYOR (BYPASS) TYPE D (LINKBELT)	MMO-048-98	M94147	B070												
TOWVEYOR (TAKEAWAY) TYPE F (ACCO)	MMO-050-98	M94154	B072												
TOWVEYOR (ENTRY LINE) TYPE B (SI HANDLING)	MMO-047-98	M94142	B068												
TOWVEYOR (BYPASS) TYPE B (LINKBELT)	MMO-046-98	M94141	B068												
BDSIS	MMO-045-98	M94140	B067												
TOWVEYOR (MAIN LOOP) TYPE A (SI HANDLING)	MMO-042-98	M94139	B067												
TOWVEYOR (MAIN LOOP) TYPE A (LINKBELT)	MMO-041-98	M94138	B067												
TOWVEYOR (TAKEAWAY) TYPE H (LINKBELT)	MMO-018-98	M94157	B074												
TOWVEYOR (FEEDER) TYPE G (LINK BELT)	MMO-017-98	M94155	B073												
Robot RCS	MMO-024-01				461.21										
SPBM Feed S	MMO-062-00														
SPBM Feed L	MMO-063-00														
Tip Chute	MMO-066-02	MM9543	B093		1.40										
SPBM	MMO-106-99														
Hamper Dumper	MMO-065-02				17.30										
Container In- House	MMO-036-98		B043		0.10	Contract									
Container Inter	MMO-035-98		B041		0.10	Contract									

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ATTACHMENT 3 OPERATIONAL MAINTENANCE WORKSHEET

OPERATIONAL MAINTENANCE WORKSHEET MAIL PROCESSING EQUIPMENT					
PROCESS FLOOR AREA- _____ OPERATIONAL MAINTENANCE $\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & \times & \frac{8}{\text{Hours}} & \times & \frac{52}{\text{Weeks}} & = & \text{_____} \\ \text{Operational Maintenance} & & \text{Tours} & & \text{Per Tour} & & \text{Per Year} & & \text{Operational Maint.} \\ \text{Allowance from Table 1.2} & & \text{Per Week} & & & & & & \text{Workhours Per year} \end{array}$ PACU/SACU OPERATION $\begin{array}{ccc} \text{_____} & \times & 0.5 & = & \text{_____} \\ \text{PACU/SACU} & & & & \text{PACU/SACU Base} \\ \text{Hours of} & & & & \text{Allowance Per Tour} \\ \text{Operation Per} & & & & \\ \text{Tour} & & & & \end{array}$ $\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & \times & \frac{52}{\text{Weeks}} & = & \text{_____} \\ \text{PACU/SACU Base} & & \text{Tours Per} & & \text{Per Year} & & \text{PACU/SACU Workhours} \\ \text{Allowance Per Tour} & & \text{Week} & & & & \text{Per Year} \end{array}$ TOTAL MAIL PROCESSING EQUIPMENT - OPERATIONAL MAINTENANCE $\begin{array}{ccc} \text{_____} & + & \text{_____} & = & \text{_____} \\ \text{Operational Maintenance} & & \text{PACU/SACU Workhours} & & \text{Total Operational} \\ \text{Workhours Per Year} & & \text{Per Year} & & \text{Maintenance \&} \\ & & & & \text{PACU/SACU Workhours} \end{array}$					

ATTACHMENT 4
MAINTENANCE OPERATIONS SUPPORT POSITIONS

NUMBER OF POSITIONS SUPPORTED	POSITIONS AUTHORIZED	JOB TITLES		
		MAINT SUPPORT CLERK 5		MAINT SUPPORT CLERK 6
0-14	0			
15-23	1			
24-37	2			
38-52	3			
53-67	4			
68-82	5			
83-97	6	Distribution of positions to be determined by Senior Maintenance Official. Total number of positions to be entered on Attachment 2 Line 6 of the Maintenance Staffing Man-Hour Summary Report.		
98-115	7			
116-134	8			
135-155	9			
156-184	10			
185-204	11			
205-229	12			
230-254	13			
255-279	14			
280-304	15			
305-334	16			
335-364	17			
365-394	18			
395-424	19			
425-454	20			
455-484	21			
485-514	22			

1. NUMBER of Craft Positions Supported.
 From Attachment 2 Lines 1,2,3,4,5,7,8,9,10 .

2. NO. OF AUTHORIZED POSITIONS
 Select appropriate number from Table
 above based on the number of positions
 supported.

3. Allowed Communication Center positions
 ref - Section 6 (Limit 4)

4. Total of Lines 2 & 3

ATTACHMENT 5 CONVEYOR DEFINITION SUB-ASSEMBLY LIST

Old #	New #	Drive Type	Belt Roller	Head Pulley	Tail Pulley	Take Up Type	Structural Type	PhotoCell	Conveyor Type
B001	9458	DA1					SA1	PH1	001
B002	9461	DA1					SA1 SA2	PH1	002
B003	9462	DA1	BO1	HP1	TP1	GT1	TU1 SA1 SA2	PH1	003
B004	9463	DA1	BO1	HP2	TP1	GT1	SA1 SA2	PH1	004
B005	9464	DA1	BO1	HP3	TP1		TU1 SA1	PH1	005
B006	9465	DA1	BO1	HP3	TP1		TU1 SA1 SA2	PH1	006
B007	9466	DA1	BO1	HP4	TP1	GT1	SA1	PH1	007
B008	9467	DA2	BO1	HP1	TP1	GT1	SA1 SA2	PH1	008
B009	9468	DA2	BO1	HP2	TP1	GT1	SA1	PH1	009
B010	9469	DA2	BO1	HP3	TP1		TU1 SA1 SA2		010
B011	9470	DA2	BO1	HP3	TP1		TU1 SA1	PH1	011
B012	9471	DA2	BO1	HP3	TP1		TU1 SA1 SA2	PH1	012
B013	9472	DA3	BO1	HP1	TP1	GT1	SA1 SA2	PH1	013
B014	9473	DA3	BO1	HP2	TP1	GT1	SA1	PH1	014
B015	9474	DA3	BO1	HP3	TP1	GT1	SA1 SA2	PH1	015
B016	9475	DA3	BO1	HP4	TP1	GT1	SA1 SA2	PH1	016
B017	9476	DA4	BO1	HP1	TP1		TU1 SA1		017
B018	9477	DA4	BO1	HP4	TP1	GT1	SA1 SA2	PH1	018
B019	9478	DA4 DA5	BO1	HP1	TP1		TU1 SA3		019
B020	9479	DA1	DA6	BO1	HP1	TP1	TU1 SA4		020
B021	9480	DA1		BO1	HP1	TP1	TU1 SA1		021
B022	9481	DA1		BO1	HP3	TP1	GT1 SA1	PH1	022
B023	9482	DA1		BO1	HP4	TP1	TU1 SA1	PH1	023
B024	9483	DA2		BO1	HP4	TP1	GT1 SA1		024
B025	9484	DA2		BO1	HP3	TP1	GT1 SA1 SA2		025
B026	9485	DA2		BO1	HP4	TP1	TU1 SA1		026
B027	9486	DA2		BO1	HP1	TP1	TU1 SA1		027
B028	9487	DA3		BO1	HP3	TP1	TU1 SA1	PH1	028
B029	9488	DA4		BO1	HP3	TP1	TU1 SA1 SA2	PH1	029
B030	9489	DA4		BO1	HP3	TP1	GT1 SA1		030
B031	9490	DA4		BO1	HP4	TP1	TU1 SA1		031
B079	9491	DA2		BO1	HP3	TP1	GT1 SA1	PH1	032
B080	Deleted	DA2		BO1	HP3	TP1	TU1 SA1	PH1	033
B081	Deleted	DA2		BO1	HP3	TP1	TU1 SA1 SA2	PH1	034
B082	9494	DA2		BO1	HP4	TP1	GT1 SA1 SA2	PH1	035
B083	9495	DA2		BO1	HP4	TP1	TU1 SA1 SA2	PH1	036
B084	9496	DA3		BO1	HP2	TP1	GT1 TU1 SA1 SA2	PH1	037
B085	9497	DA3		BO1	HP4	TP1	TU1 SA1 SA2	PH1	038
B086	9498	DA4		BO1	HP2	TP1	GT1 SA1 SA2	PH1	039
B087	9499	DA4		BO1	HP3	TP1	GT1 TU1 SA1	PH1	040
B088	94100	DA4		BO1	HP4	TP1	TU1 SA1 SA2	PH1	041
B089	94101	DA3		BO1	HP1	TP1	TU1 SA1	PH1	042
B090	94102	DA1		BO1	HP2	TP1	TU1 SA1 SA2	PH1	043
B091	94103	DA3		BO1	HP3	TP1	TU1 SA1 SA2	PH1	044
New	9559	DA7		BO1	HP1	TP1	TU1 SA1	PH1	050
New	9560	DA7		BO1	HP1	TP1	TU1 SA1 SA2	PH1	051
New	9573	DA2		BO1	HP1	TP1	TU1 SA1	PH1	052
New	9574	DA3		BO1	HP1	TP1	GT1 SA1		053
New	9575	DA2		BO1	HP1	TP1	GT1 SA1	PH1	054
New	9576	DA3		BO1	HP1	TP1	GT1 SA1 SA5	PH1	055
New	9577	DA1		BO1	HP1	TP1	GT1 SA1	PH1	056
New	9578	DA3		BO1	HP1	TP1	GT1 SA1	PH1	057
New	9579	DA3		BO1	HP2	TP1	TU1 SA1	PH1	058
New		DA7		BO1	HP1	TP1	GT1 SA1	PH1	059
New		DA7		BO1	HP1	TP1	GT1 SA1 SA5	PH1	060
New		DA7		BO1	HP1	TP1	TU1 SA1 SA5	PH1	061
New		DA7		BO1	HP1	TP1	TU1 SA1 SA2		062
New		DA7		BO1	HP1	TP1	TU1 SA1		063
New		DA7		BO1	HP1	TP1	SA1		064
New		DA8		BO1	HP1	TP1	GT1 SA1 SA2	PH1	065
New		DA8		BO1	HP1	TP1	GT1 SA1	PH1	066
New		DA7		BO1	HP2	TP1	GT1 SA1		

ATTACHMENT 6
CONVEYOR SUB-ASSEMBLY COMPONENT LIST

- BO1** Belting and Rollers

- DA1** Clutch Brake Drive Assembly
- DA2** Belt Drive Assembly
- DA3** Roller Chain Drive Assembly
- DA4** Roller Chain Drive to Drive Pulley Assembly
- DA5** Carriage Drive Assembly
- DA6** Boom Drive Assembly
- DA7** Motorized Drum Type Drive Assembly
- DA8** Motorized Drum Type Drive Assembly With Brake

- GT1** Gravity Take-Up

- HP1** Std. Head Pulley Assembly
- HP2** Head Pulley Assembly with Backstop
- HP3** Head Pulley with Zero-Speed Switch
- HP4** Head Pulley with Backstop and Zero-Speed Switch

- PH1** Photocell Assembly

- SA1** Structural Assembly
- SA2** Impact Cone Assembly
- SA3** Structural Assembly (SPS)
- SA4** Structural Assembly (Boom Assembly)
- SA5** Impact Wheel Assembly

- TP1** Tail Pulley Assembly

- TU1** Screw Take-Up Assembly

ATTACHMENT 7 HIGH BAY WORKSHEET

ATTACHMENT 7

Enter Space Type as a 1,2,or 3 in the appropriate squares.
[See Section 5 for definition of Space Types.]

[illegible]

Enter Square footage of grid = _____ Sqft.

	SUM	SQFT	MIN
SUM TYPE I	0	0	0
SUM TYPE II	0	0	0
SUM TYPE III	0	0	0

LDC 36	
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LDC 38	0
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TOTAL:	0
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ATTACHMENT 8
PS 4893, ANNUAL BUILDING EQUIPMENT OPERATING & MAINTENANCE WORKHOUR SUMMARY

U.S. Postal Service											
ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORK HOUR SUMMARY											
BUILDING		CITY	State and ZIP + 4				Gross Building Square Feet		Net Interior Square Ft.		Non-Postal
			Preventive Maintenance		Equipment Operation		Annual Work Hour Requirements		Postal		
TYPE OF WORK		PREVENTIVE MAINTENANCE		EQUIPMENT OPERATION		CORRECTIVE MAINTENANCE		MISC.	SPACE ADJUSTMENT	NON POSTAL FUNDED	TOTAL ANNUAL WORK HOURS
		PS4893-A STD	PS4896 LOCAL	PS4894 STD	PS4895 STD (includes 4894S)	PS4896 LOCAL	PS4897 LOCAL	(10% of c thru h)	STANDARD (1) LOCAL		(Column c thru h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	2A* Guides - HVAC										
2	1E* Guides - ELECTRICAL										
3	1L* Guides - ELEVATORS										
4	1M* Guides - MISC										
5	1P* Guides - CLIMBING										
6	Corrective / Space Adj.										
7	SUB TOTALS										
8	STATES										
9	TOTALS										
10											
GRAND TOTAL / 1760-WORKFORCE WORK FORCE =											
REMARKS:											
(1) 8 WORK HOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL PREPARED/REVIEWED BY (SR. MAINT. OFFICIAL)											
(2) 5 WORK HOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL AREA OFFICE REVIEW											
PRINTED NAME, TITLE, AND SIGNATURE											
Reviewed By: _____ DATE _____											
20-August-03											

ATTACHMENT 9
PS 4894S, ANNUAL STANDARD WORKHOUR REQUIREMENT STATIONARY OPERATING ROUTES

BUILDING			CITY			STATE/ZIP+4	
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT			FRE-QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORK-HOURS PER INSP. (d)	ANNUAL WORK-HOURS (aXbXcXd) (e)
1	A/C PACKAGE UNITS - SPECIAL		TWO (2) TIMES PER DAY			0.05	
2	AIR HANDLERS(manual start/stop ONLY)					0.05	
3	HEATING BOILERS (hot water or low press steam)					0.25	
4	COOLING TOWER (over 500 tons)					0.10	
5	REFRIGERATION EQUIPMENT (small central chillers)					0.10	
6	HTG BOILERS (Hot Water) #2					0.25	
7	HTG BOILERS (Hot Water) #3					0.25	
8	HTG BOILERS (Hot Water) #4					0.25	
9							
SUMMARY		10. TOTAL ANNUAL WORK HOURS (Col. e) =====>	11. MINOR ADJUST (10 % OF item 10) =====		12. ANNUAL TRAVEL TIME==>		13. TOTAL WORK HOURS (Items 10, 11 & 12)
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT			FRE-QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORK-HOURS PER INSP. (d)	ANNUAL WORK-HOURS (aXbXcXd) (e)
14	COMPRESSED AIR SYSTEMS (For building systems)		ONE (1) TIME PER DAY			0.05	
15	STEAM CONDENSATE RETURN SYSTEMS					0.05	
16	CENTRAL DRINKING WATER SYSTEMS					0.06	
17	COOLING TOWERS (UP TO 500 TONS)					0.10	
18	HOT WATER SYSTEMS					0.05	
19	HYDRO-PNEUMATIC SYSTEMS (including fire protection systems)					0.08	
20	PUMPS (Remote from other equip)					0.03	
21	PRESSURE REDUCING AND REGULATING STATIONS- STEAM AND WATER					0.02	
22	SECONDARY WATER SYSTEM (Heating and cooling)					0.03	
23	SEWAGE EJECTOR					0.05	
24	Irrigation System					0.25	
25							
26							
27							
SUMMARY		28. TOTAL ANNUAL WORKHOURS (Col. e) =====>	29. MINOR ADJUST (10 % OF item 28) =====		30. ANNUAL TRAVEL TIME==>		31. TOTAL WORK HOURS (Items 28, 29 & 30)

4894S CONTINUED

==SIDE 2==			FREQ	WEEKS OPERATED PER YEAR	QUAN- TITY	WORK- HOURS PER INSP.	ANNUAL WORK- HOURS (aXbXcXd)
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT			(a)	(b)	(c)	(d)	(e)
32	PACKAGE UNITS - COMFORT COOLING		ONE (1) TIME PER WEEK			0.03	
33	CONDENSERS(Air cooled or evapor.)					0.04	
34	FANS(Centrifugal over 15 H.P.)					0.03	
35	FANS PROPELLER(24 in. or larger)					0.03	
36	SUMP PUMPS					0.05	
37	AIR HANDLERS(Auto-remote start/stop)					0.06	
38	FIRE PUMPS					0.40	
39							
SUMMARY		40. TOTAL ANNUAL WORKHOURS (Col. e) =====>	41. MINOR ADJUST (10 % OF item 40) =====	42. ANNUAL TRAVEL TIME==>		43. TOTAL WORKHOURS (Items 40, 41 & 42)	
ELEVATOR - EQUIPMENT							
44	ELEVATOR MACHINE ROOM	6 to 8 cars	ONE			1.00	
45		4 to 5 cars	(1)			0.65	
46		2 to 3 cars	TIME			0.40	
47		Single car	PER			0.25	
48			WEEK				
SUMMARY		49. TOTAL ANNUAL WORKHOURS (Col. e) =====>	50. MINOR ADJUST (10 % OF item 49) =====	51. ANNUAL TRAVEL TIME==>		52. TOTAL WORKHOURS (Items 49, 50 & 51)	
ELECTRICAL SYSTEMS							
53	BATTERY	24	ONE (1) TIME PER WEEK			0.08	
54	SYSTEMS	48				0.16	
55	(VOLTS)	120				0.33	
56	MAIN CUBICLE ROOMS					0.08	
57	TRANSFORMER VAULTS				0.06		
58	SWITCHBOARD ROOMS				0.05		
59							
SUMMARY		60. TOTAL ANNUAL WORKHOURS (Col. e) =====>	61. MINOR ADJUST (10 % OF item 60) =====	62. ANNUAL TRAVEL TIME==>		63. TOTAL WORKHOURS (Items 60, 61 & 62)	
MISCELLANEOUS EQUIPMENT							
64	PORTABLE FIRE EXTINGUISHERS		1/mo	12		0.02	
65	EMERGENCY LIGHTS		1/mo	12		0.02	
66							
SUMMARY		67. TOTAL ANNUAL WORKHOURS (Col. e) =====>	68. MINOR ADJUST (10 % OF item 67) =====	69. ANNUAL TRAVEL TIME==>		70. TOTAL WORKHOURS (Items 67, 68 & 69)	
71. GRAND TOTAL (Items 13+31+43+52+63+70) (**Goes to 4895 line 36)			72. DATE		PREPARED BY SIGNATURE		

ATTACHMENT 10
PS 4894T, ANNUAL STANDARD WORKHOUR REQUIREMENT TRAVELING OPERATING ROUTES

U.S. POSTAL SERVICE									
ANNUAL STANDARD WORK HOUR REQUIREMENT-TRAVELING OPERATING ROUTES									
BUILDING				CITY			STATE/ZIP+4		
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT				FRE-QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORK-HOURS PER INSP. (d)	ANNUAL WORK-HOURS (aXbXcXd) (e)	
1	A/C PACKAGE UNITS - SPECIAL			TWO (2) TIMES PER DAY			0.05		
2	AIR HANDLERS (manual start/stop ONLY)						0.05		
3	HEATING BOILERS (hot water or low press steam)						0.25		
4	COOLING TOWER (over 500 tons)						0.10		
5	REFRIGERATION EQUIPMENT (small central chillers)						0.10		
6	HTG BOILERS (Hot Water) #2						0.25		
7	HTG BOILERS (Hot Water) #3						0.25		
8	HTG BOILERS (Hot Water) #4						0.25		
9									
SUMMARY		10. TOTAL ANNUAL WORK HOURS (Col. e) =====>		11. MINOR ADJUST (10 % OF item 10) =====		12. ANNUAL TRAVEL TIME==>		13. TOTAL WORK HOURS (Items 10, 11 & 12)	
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT				FRE-QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORK-HOURS PER INSP. (d)	ANNUAL WORK-HOURS (aXbXcXd) (e)	
14	COMPRESSED AIR SYSTEMS (For building systems)			ONE (1) TIME PER DAY			0.05		
15	STEAM CONDENSATE RETURN SYSTEMS						0.05		
16	CENTRAL DRINKING WATER SYSTEMS						0.06		
17	COOLING TOWERS (UP TO 500 TONS)						0.10		
18	HOT WATER SYSTEMS						0.05		
19	HYDRO-PNEUMATIC SYSTEMS (Including fire protection systems)						0.08		
20	PUMPS (Remote from other equip)						0.03		
21	PRESSURE REDUCING AND REGULATING STATIONS - STEAM AND WATER						0.02		
22	SECONDARY WATER SYSTEM (Heating and cooling)						0.03		
23	SEWAGE EJECTOR						0.05		
24	Irrigation System						0.25		
25									
26									
27									
SUMMARY		28. TOTAL ANNUAL WORKHOURS (Col. e) =====>		29. MINOR ADJUST. (10 % OF item 28) =====		30. ANNUAL TRAVEL TIME =====		31. TOTAL WORK HOURS (Items 28, 29 & 30)	

4894T CONTINUED

==SIDE 2==				FREQ	WEEKS OPERATED PER YEAR	QUANTITY	WORK-HOURS PER INSP.	ANNUAL WORK-HOURS (aXbXcXd)
AIR CONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT				(a)	(b)	(c)	(d)	(e)
32	PACKAGE UNITS - COMFORT COOLING			ONE (1) TIME PER WEEK			0.03	
33	CONDENSERS(Air cooled or evapor.)						0.04	
34	FANS(Centrifugal over 15 H.P.)						0.03	
35	FANS PROPELLER(24 in. or larger)						0.03	
36	SLUMP PUMPS						0.05	
37	AIR HANDLERS(Auto-remote start/stop)						0.06	
38	FIRE PUMPS					0.40		
39								
SUMMARY		40. TOTAL ANNUAL WORKHOURS (Col. e) =====>	41. MINOR ADJUST (10 % OF item 40) =====>	42. ANNUAL TRAVEL TIME =====>		43. TOTAL WORKHOURS (Items 40, 41 & 42)		
ELEVATOR - EQUIPMENT								
44	ELEVATOR MACHINE ROOM	6 to 8 cars	ONE (1) TIME PER WEEK				1.00	
45		4 to 5 cars					0.65	
46		2 to 3 cars					0.40	
47		Single car					0.25	
48								
SUMMARY		49. TOTAL ANNUAL WORKHOURS (Col. e) =====>	50. MINOR ADJUST (10 % OF item 49) =====>	51. ANNUAL TRAVEL TIME =====>		52. TOTAL WORKHOURS (Items 49, 50 & 51)		
ELECTRICAL SYSTEMS								
53	BATTERY SYSTEMS (VOLTS)	24	ONE (1) TIME PER WEEK				0.08	
54		48					0.16	
55		120					0.33	
56	MAIN CUBICLE ROOMS						0.08	
57	TRANSFORMER VAULTS						0.06	
58	SWITCHBOARD ROOMS					0.05		
59								
SUMMARY		60. TOTAL ANNUAL WORKHOURS (Col. e) =====>	61. MINOR ADJUST (10 % OF item 60) =====>	62. ANNUAL TRAVEL TIME =====>		63. TOTAL WORKHOURS (Items 60, 61 & 62)		
MISCELLANEOUS EQUIPMENT								
64	PORTABLE FIRE EXTINGUISHERS		1/mo		12		0.02	
65	EMERGENCY LIGHTS		1/mo		12		0.02	
66								
SUMMARY		67. TOTAL ANNUAL WORKHOURS (Col. e) =====>	68. MINOR ADJUST (10 % OF item 67) =====>	69. ANNUAL TRAVEL TIME =====>		70. TOTAL WORKHOURS (Items 67, 68 & 69)		
71 GRAND TOTAL (Items 13+31+43+52+63+70) (**Goes to 4895 line 36)				72. DATE		PREPARED BY		

bb

ATTACHMENT 11

PS 4895, ANNUAL STANDARD WORKHOUR REQUIREMENT STATIONARY OPERATING ROUTES

U. S. POSTAL SERVICE ANNUAL STANDARD WORK HOUR REQUIREMENT STATIONARY OPERATING ROUTES										PAGE NO. 1	NO. OF PAGES
BUILDING					CITY					STATE/ZIP+4	
CENTRAL CHILL WATER PLANT											
UNIT NO.	CAPACITY (Tons)	TYPE CENTRIFUGAL RECIPROCAL ABSORPTION	YEAR INSTALLED	NAME OF MANUFACTURER		MANUFACTURER'S UNIT DESIGNATION		REMARKS			
1.	2.	3.	4.	5.		6.		7.			
UNIT NO.	ANNUAL OPERATING DAYS	AVG. NO. SHIFTS PER DAY	WORKHOURS PER DAY			ANNUAL WORKHOURS Col. 9 x (11 + 12 + 13)		15. REMARKS			
8.	9.	10.	START UP AND SECURE	OPERATING CHECKS	WATER TREAT- MENT	14.					
1			11	12.	13.						
2											
1											
2							16. TOTAL (Col. 14)				
HIGH PRESSURE BOILER PLANT											
UNIT NO.	OPERATING PRESSURE	CAPACITY Lbs. of steam per hour	FUEL TYPE		MANUFACTURER		YEAR INSTALLED		INSPECTION BY		
17.	18.	19.	PRI MARY	SECON DARY	BOILER	BURNER CONTROL	BOILER	BURNER CONTROL			
20.	21.	22.	23.	24.	25.	26.					
UNIT NO.	ANNUAL OPERATING DAYS	AVG. NO. SHIFTS PER DAY	WORKHOURS PER DAY			ANNUAL WORKHOURS Col. 28 x (30 + 31 + 32)		34. REMARKS			
27.	28.	29.	START UP AND SECURE	OPERATING CHECKS	WATER TREAT- MENT	3					
				31.	32.						
							35. TOTAL (Col. 33)				
36. OTHER EQUIPMENT AND DUTIES IN THE STATIONARY ROUTE AREA (attach supporting data for work hours)											
37. WORKHOURS FOR CENTRAL CONTROL PANEL											
38. TOTAL ANNUAL STATIONARY ROUTE WORKHOURS (Item 16 + 35 + 36 + 37)											
39. PREPARED BY											
DATE:		PRINTED NAME:						SIGNATURE:			

ATTACHMENT 12
PS 4896-A, ANNUAL STANDARD WORKHOUR REQUIREMENT FOR BUILDING
EQUIPMENT PREVENTIVE MAINTENANCE

U. S. POSTAL SERVICE ANNUAL STANDARD WORK HOUR REQUIREMENT FOR BUILDING EQUIPMENT PREVENTIVE MAINTENANCE												
BUILDING						CITY		STATE				
PREPARED BY (PRINTED NAME, TITLE AND SIGNATURE)								DATE PREPARED:				
PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT-HVAC												
GUIDE NO	ITEM	QTY	FRE-QUENCY (Times PER Year)	W-H PER FRE-QUENCY	TOTAL WORK HOURS	GUIDE NO	ITEM	QTY	FRE-QUENCY (Times PER Year)	W-H PER FRE-QUENCY	TOTAL WORK HOURS	
A/C MACHINES - PKG. UNITS						COILS, PREHEAT, REHEAT, ETC. (GUIDE A9 CONTINUED)						
A1	7-1/2 TONS AND UNDER		1	8.75		A9	2 TO 5 SQ. FT. FRONT SURFACE		1	0.75		
	7-1/2 TO 15 TONS		1	9.25			5 TO 10 SQ. FT. FRONT SURFACE		1	1.00		
	OVER 15 TONS		1	10.00			OVER 10 SQ. FT. FRONT SURFACE		1	1.75		
A2	A/C WINDOW UNITS		1	1.00								
AIR COOLED CONDENSERS						CONTROLS, CENTRAL SYSTEM, HEATING AND AIR-CONDITIONING						
A3	10 TONS AND UNDER		1	0.75		A10			1	16.00 + 0.25		
	10 TO 30 TONS		1	1.00								
	OVER 30 TONS		1	1.75								
AIR HANDLERS						COOLING TOWER (PER CELL)						
A4	UP TO 4 HP		1	2.00		A12	UP TO 50 TON		1	7.00		
	4 TO 15 HP		1	2.75			50 TO 500 TON		1	14.50		
	OVER 15 HP		1	4.75			500 TO 1000 TON		1	29.00		
					OVER 1000 TON			1	38.50			
BOILERS, OIL FIRED (Cleaning fire side only)						EVAPORATIVE CONDENSERS						
A5			(1-5)	(5-16)		A13	COOLING TOWER		(1-6)	(2-6)		
			(1-5)	(5-16)								
BOILERS, CAST IRON AND STEEL						FANS, CENTRIFUGAL						
A6	OIL FIRED		1	(10-50)		A14	UP TO 50 TON		1	7.50		
	CAS FIRED		1	(10-60)			50 TON AND OVER		1	11.75		
A7	BURNER, GAS		1	(5-16)			A15	UP TO 1 HP		1	1.00	
A8	BURNER, OIL		1	(5-20)				1 TO 2 HP		1	1.50	
						2 TO 7 HP			1	2.00		
						OVER 7 HP			1	2.75		
COILS, PREHEAT, REHEAT, ETC. (Remote from air handler)						FILTERS, MOVABLE CURTAIN, OIL COATED						
A9	UP TO 2 SQ. FT. FRONT SURFACE		1	0.50		A16			(1-4)	1.75		
	A9 - CONTINUED AT THE TOP OF NEXT COLUMN					A17	FILTERS, ROLL TYPE DISPOSABLE MEDIA		(1-4)	1.75		
						A18	FILTERS, VISCOUS		(4-52)	0.50		

4896-A (cont.)

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT											
HVAC						HVAC (Continued)					
GUIDE NO	ITEM	QTY	FRE- QUENCY (Times PER	W-H PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO	ITEM	QTY	FRE- QUENCY (Times PER	W-H PER FRE- QUENCY	TOTAL WORK HOURS
A19	CONTROLS AND MECHANISMS ROLL TYPE FILTERS		1	1.50		A31	UNIT HEATERS (GAS FIRED)		1	1.50	
	FILTERS THROW AWAY (Includes package and window units etc.		(4-52)			A32	FIRE DAMPERS (IN DUCT)		1	0.20	
A20						GENERAL MONITORING SYSTEM (see current MMOs for requirements)					
						A33	CPU, CRT, Keyboard Disk Drive, Printer		2	5.00	
A21	FILTERS ELECTROSTATIC		(4-26)	2.50		A34	LCU		2	1.00	
A22	FANS, PROPELLER, 24 in. DIAMETER OR LARGER		1	1.00			RESERVED				
							RESERVED				
A23	FANS, PROPELLER, PEDESTAL AND WALL MOUNT		1	0.50		TOTAL "A" GUIDES →					
A24	FAN/COIL UNITS (under window type)		(1-4)	0.30		ELECTRICAL					
A25	HEATING-COOLING UNIT, ROOFTOP (up to 15 TONS)		2	8.50		E1	ALARMS MISC. BURGLAR, CIVIL DEFENSE TRESPASS		4	0.25	
	REFRIGERATION MACHINES (Absorption type)					E2	BATTERY CHARGERS (For building equip)		4	0.25	
	UP TO 40 TON		1	15.25		E3	CLOCKS, ELECTRIC, CENTRAL SYSTEM		2	7.25	
A26	40 TO 100 TON		1	19.25		E4	EMERGENCY LIGHTS		1	(1-25)	
	100 TO 400 TON		1	23.00		E5	LED-ACID BATTERIES (PER CELL), (FOR BUILDING EQUIP)		4	0.03	
	OVER 400 TON		1	30.75		E6	EDISON-NICKEL-IRON-ALKALINE BATTERIES (PER CELL), (FOR BUILDING EQUIP)		4	0.02	
	REFRIGERATION MACHINES (Centrifugal & Reciprocating)								(5-2)	(25-1.5)	
	UP TO 40 TON		1	23.00		E7	LIGHTING, OUTSIDE				
	40 TO 100 TON		1	31.00		E8 to E11	RESERVED				
A27	100 TO 360 TON		1	39.00		E12	LIGHTNING PROTECTION (per DOWN CONNECTOR)		1	0.50	
	360 TO 500 TON		1	59.00			RESERVED				
	500 TO 750 TON		1	66.00			RESERVED				
	750 TO 1000 TON		1	77.00		E13 to E28	RESERVED				
	OVER 1000 TON		1	96.00			RESERVED				
	(Add 13.00 Work Hrs for each Additional 250 Ton Increment Over 1000)						RESERVED				
A28	HEATER ELECTRIC IN DUCT (PER SQ. FT. SURFACE)		1	0.25		MOTORS					
A29	HEATER ELECTRIC BASEBOARD (PER LINEAR FOOT)		1	0.05		E29	5 TO 100 HP		1	1.00	
A30	UNIT HEATERS STEAM & HOT WATER		1	1.00			OVER 100 HP		1	2.00	

4896-A (cont.)

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT											
ELECTRICAL (Continued)						MISCELLANEOUS					
GUIDE NO	ITEM	QTY	FRE- QUENCY (Times/ Year	W-H PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO	ITEM	QTY	FRE- QUENCY (Times PER	W-H PER FRE- QUENCY	TOTAL WORK HOURS
E30	RESERVED					AIR COMPRESSORS					
E31	EMERGENCY GENERATORS GASOLINE OR NATURAL GAS ENG.		1	(2-6)		M1	1 HP. AND UNDER		1	0.75	
E32	EMERGENCY GENERATORS DIESEL POWER		1	(3-8)			1 HP. TO 20 HP.		1	1.75	
							OVER 20 HP.		1	2.00	
E33	EMERGENCY GENERATORS ALL TYPES OF ENGINES		12	(1-2)		M2	LAWN MOWERS AND EDGERS		(2to6)	1.00	
E34	FIRE SUPERVISORY SIGNALS TESTING		4	0.30		M3	SWEEPERS		(2-12)	2.00	
E35	AUTOMATIC FIRE DETECTION OR ALARM DEVICES		2	0.30		M4	TANKS, FUEL OIL STORAGE		0.25	6.25	
E36	FIRE ALARM SYSTEM CONTROL BOARDS		365	0.20		M5	PAPER BALERS		1	3.00	
E37	FIRE ALARM SYSTEM RECORDERS		52	0.10		M6	INCINERATORS		1	15.25	
E38	FIRE ALARM BOXES (MANUAL)		(4-6)	0.10		M7	DOORS, POWER OPERATED		2	2.00	
TOTAL "E" GUIDES					→	M8	DOORS, POWER OPERATED MAIN ENTRANCE & DOCK		4	1.00	
						M9	DOORS MAIN ENTRANCE		2	1.00	
						M10	LOADING RAMPS, ADJUSTABLE		4	1.25	
						M11	FIRE DOORS AT STAIR- WELLS AND EXIT WAYS (swinging)		4	0.10	
						M12	FIRE DOORS SLIDING TYPE		4	0.20	
						M13	STATIONARY PACKERS		52	1.00	
						M14	STATIONARY PACKERS		12	1.00	
						M15	STATIONARY PACKERS		4	2.00	
						M16	POWER SWEEPERS ELECTRIC (BATTERY)		12	1.50	
						M17	POWER LIFTS		12	1.00	
						M18	AUTOMATIC FLOOR SCRUBBERS, (battery powered scrubber vacuum		12	1.50	
						M19	SNOW BLOWERS (WALKING TYPE)		(2-5)	1.00	
						M20	LOAD LEVELERS		4	2.00	
						M21	DOCK BOARDS		12	0.50	
							RESERVED				
							RESERVED				
TOTAL "L" GUIDES					→		RESERVED				

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4896-A (cont.)

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT												
ELECTRICAL (Continued)						MISCELLANEOUS						
GUIDE NO	ITEM	QTY	FRE- QUENCY (Times PER	W-H PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO	ITEM	QTY	FRE- QUENCY (Times PER	W-H PER FRE- QUENCY	TOTAL WORK HOURS	
MISCELLANEOUS (continued)						PUMPS, CENTRIFUGAL						
	RESERVED					P18	1 TO 4 HP		1	1.75		
	RESERVED						5 TO 25 HP		1	4.00		
	RESERVED						25 TO 100 HP		1	6.00		
	RESERVED											
	RESERVED					P19	RADIATORS, HEATING		0.2	0.25		
TOTAL "M" GUIDES					→	P20	ROOF BUILT UP (SEE GUIDE FOR WH)		2			
PLUMBING						P21	DRAINS (AREAWAY, DRIVE WAY OR STORM)		2	0.50		
P1	RESERVED					P22	EXPANSION JOINTS IN PIPING (Slip joint ONLY)		1	1.25		
P2	FIRE CONTROL VALVES FOR WATER DISTRIBUTION SYSTEMS		1	0.20		P23	ALARM CHECK VALVES AND ACCESSORIES		1	1.25		
P3	FIRE EXTINGUISHERS (STORED PRESSURE TYPE)		1	0.10		P24	DRY PIPE, DELUGE, AND PRE-ACTION VALVES		1	2.75		
P4	FIRE EXTINGUISHERS (GAS CARTRIDGE) TYPE		1	0.30		P25	FIRE HOSE (1-1/2 in. Racked in building)		1	0.25		
P5	FIRE EXTINGUISHERS- HYDROSTATIC TESTING		(2-8)	1.00		P26	FIRE DEPT. HOSE CONNECTIONS (Standpipes)		1	0.15		
P6	FIRE EXTINGUISHING SYSTEM (FIXED)		1	3.50		P27	FIRE DEPT. PUMPER CONNECTIONS (Standpipe or sprinkler)		1	0.50		
P7	GREASE TRAPS		12	0.75		P28	FIRE HYDRANTS (DRY BARREL OR WET BARREL)		1	1.00		
P8	RESERVED					P29	SPRINKLER HEADS SPRINKLERED AREAS PER 1000 sq./ft.		1	0.10		
P9	MANHOLES, SEWER		4	2.00		P30	HOT WATER HEATERS AND CONVERTERS		1	4.50		
P10	SEWAGE EJECTORS (PNEUMATIC TANK TYPE)		1	2.50		P31	HOT WATER HEATERS (Domestic TYPE)		1	1.50		
P11	SUMP PUMPS		1	3.75		P32	DRINKING WATER COOLERS		1	1.00		
P12	TANKS, WATER (All types)		0.33	6.25		P34	FIRE PUMP ELEC. MTR. DRIVE		1	0.75		
P13	VALVES, REGULATING (Steam at pressure reducing stations)		1	(1-4)		P35	FIRE PUMP INT. COMB. ENG. DRIVE		1	(.75-1.5)		
VALVES, MANUALLY OPERATED							RESERVED					
P14	MAIN LINE OR CRITICAL		1	1.00			RESERVED					
	OTHERS OVER 2 IN.		0.2	0.50			RESERVED					
P15	VALVES, MOTOR OPERATED		1	1.50			RESERVED					
P16	BACKFLOW PREVENTERS		1	2.00			RESERVED					
P17	STEAM TRAPS ALL TYPES		1	0.50		TOTAL "P" GUIDES					→	
						GRAND TOTALS (A.E.L.M. and P)-					→	#REF!

26-June-02

P.S. Form 4896-A Mar. 1986 30328-7085

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Maintenance Technical Support Center

ATTACHMENT 13
PS 4896 A, E, L, M, & P GUIDES

[illegible]

Supplement to form No(s)		U.S. POSTAL SERVICE		Preventive Maintenance	
In lieu of form No(s)		ANNUAL LOCAL WORKHOUR REQUIREMENT FOR BUILDING EQUIP. PREVENTIVE MAINTENANCE AND OPERATION		X	Building Equipment Operation
Building		City	State	Date Prepared	

[illegible]

PS Form 4896 Mar. 1987 30328-7085

Maintenance Technical Support Center

JUSTIFICATION: (Refer to item no. in column A on front side of this form. Use additional pages if needed)

PREPARED/REVIEWED BY: SR. MAINT OFFICIAL		REVIEWED BY: AREA OFFICE	
DATE	SIGNATURE AND TITLE	DATE	Reviewed by :

MMO-XXX-03

JUSTIFICATION: (Refer to item no. in column A on front side of this form. Use additional pages if needed)

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PREPARED/REVIEWED BY: SR. MAINT OFFICIAL		REVIEWED BY: AREA OFFICE	
DATE	SIGNATURE AND TITLE	DATE	Reviewed by :

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27-Jun-02

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DATE	SIGNATURE AND TITLE	DATE	Reviewed by :

Supplement to form No(s)	U.S. POSTAL SERVICE		Preventive Maintenance	
In lieu of form No(s)	ANNUAL LOCAL WORKHOUR REQUIREMENT FOR BUILDING EQUIP. PREVENTIVE MAINTENANCE AND OPERATION		X	Building Equipment Operation
Building	City	State	Date Prepared	

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REVIEWED BY: AREA OFFICE	
Reviewed by :	
DATE	DATE
SIGNATURE AND TITLE	

Supplement to form No(s)		U.S. POSTAL SERVICE		Preventive Maintenance	
In lieu of form No(s)		ANNUAL LOCAL WORKHOUR REQUIREMENT FOR BUILDING EQUIP., PREVENTIVE MAINTENANCE AND OPERATION		X	Building Equipment
				X	Operation
Building		City	State	Prepared by: (Printed Name, Title and Signature)	
		Date Prepared			

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Maintenance Technical Support Center

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DATE	SIGNATURE AND TITLE	DATE	Reviewed by:

Page 1 of Pages

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