

MAINTENANCE TECHNICAL SUPPORT CENTER / OFFICE OF MAINTENANCE MANAGEMENT
ENGINEERING & TECHNICAL SUPPORT DEPARTMENT / OPERATIONS SUPPORT GROUP



maintenance management order

SUBJECT: Maintenance Staffing Guide for All Mechanized Offices

DATE: July 10, 1991

NO.: MMO- 21-91

- TO: 1. Divisional Field Directors,
Operations support
2. Manager, Maintenance/Engineering Operations
3. Manager, Engineering Technical Unit
4. Director, City Operations
5. Director, Plant Maintenance, BMC
6. Maintenance Capable Offices
Manager, Plant and Equipment Engineering
or
Senior Maintenance Official
7. Maintenance Overhaul and Technical Service Centers

FILE CODE: M

POB:akue:bw050a

This Maintenance Management Order (MMO) supersedes MMO-19-77, dated March 18, 1977. Some items and figures from MMO-19-77 are used, but are clarified and updated. This MMO also provides a Maintenance Staffing Guide (see attachment) to be used to estimate workhours and to determine the number of positions in each functional area. Guidelines contained herein are current as of May 3, 1991 and are derived from existing handbooks, MMOS, other source documents, and established historical data bases.

All mechanized offices must estimate maintenance staffing by using the attached guide. The Senior Maintenance Official (SMO) must be personally aware and involved in applying this guide. The SMO is also responsible for maintaining this document so that it reflects all changes in guidelines distributed in subsequent issues of MMOS and MS handbooks. Copies of the completed maintenance staffing package must be available for review during maintenance surveys conducted by Divisional Maintenance/Engineering Operations the Maintenance Technical Support Center (MTSC), Maintenance Overhaul and Technical Service Center (MOTSC), or the Inspection Service.

Bulk Mail Centers (BMCS) should continue to be staffed using Interim Bulk Mail Center Maintenance Staffing Guidelines and Criteria, dated August 16, 1979. These BMC guidelines address fixed mechanization and additions to MS-1, *Operation and Maintenance of Real Property*, and MS-47, *Housekeeping Postal Facilities*, criteria. BMCS will apply MS-1, MS-47, and other appropriate sections of this guide to determine their total staffing,

Changes to and clarifications to MMO-19-77 are as follows:

1. Operational maintenance guidelines are defined by specific equipment type and local operating conditions.
2. Current maintenance guidelines are identified and summarized.
3. Guidelines for staffing supervisory positions are included.
4. Equipment inventories are updated to include Phase I and II Automation, customer services CFS equipment, and all other equipment that has been added and supported nationally.
5. This guide is based on twenty-one tour scheduling of personnel to provide necessary coverage of maintenance and operating-tour requirements.

At all locations, estimated maintenance workhours developed from MMO-19-77 shall be revised according to the above changes. Information and assistance in applying and interpreting this guide can be obtained from your divisional Manager, Maintenance/Engineering Operations.

The SMO at the mechanized office is responsible for reviewing the maintenance staffing package annually. If the total number of positions identified to support a given function varies from the previous study by more than one, either positive or negative, the study or affected portion(s) thereof should be revised, updated, and submitted to the reviewing/approving authority.

A computerized version of this staffing guide is being developed and will be distributed to all mechanized offices in the near future.

Questions or comments should be directed to the MOTSC supporting your geographical area.



R. Wayne Younkens

Field Director

Maintenance Technical Support Center

Office of Maintenance Management

Attachment: Maintenance Staffing Guide



maintenance management order

SUBJECT: Replacement Pages for MMO-21-91,
Maintenance Staffing Guide for All Mechanized Offices

DATE: August 13, 1991

NO.: MMO-29-91

- TO:**
1. Divisional Field Directors,
Operations Support
 2. Manager, Maintenance/Engineering Operations
 3. Manager, Engineering Technical Unit
 4. Director, City Operations
 5. Director, Plant Maintenance, BMC
 6. Maintenance Capable Offices
Manager, Plant and Equipment Engineering

FILE CODE: M

OMM:jwil:bw051a

- Senior Maintenance Official
7. Maintenance Overhaul and Technical Service Centers

This Maintenance Management Order (MMO) provides corrected replacement pages for MMO-21-91, Maintenance Staffing Guide for All Mechanized Offices, dated July 10, 1991.

Please do the following to correct MMO-21-91:

1. Remove and discard pages 25 and 26, 27 and 28, 49 and 50, and 81 and 82 of MMO-21-91 and replace them with the corresponding replacement pages attached to this MMO.
2. Discard pages 83 and 84 of MMO-21-91. There are no replacements for these two pages.
3. File this MMO cover letter with your copy of MMO-21-91 or make a pen-and-ink notation of pages that have been replaced or discarded.

Questions or comments should be directed to the Maintenance Overhaul and Technical Service Center supporting your geographical area.

R. Wayne Younkings

R. Wayne Younkings
Field Director
Maintenance Technical Support Center
Office of Maintenance Management

Attachment: Replacement pages

MAINTENANCE STAFFING GUIDE

REVISION _____

DATE _____

Maintenance Technical Support Center
P.O. Box 1600
Norman, OK 73070-6708

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MAINTENANCE STAFFING GUIDE METHODOLOGY .

INTRODUCTION

This document is a seven-section package that contains or identifies the forms and instructions necessary to determine the workhour requirements for maintenance support at a mechanized mail facility. Sections 2-6 develop the workhours necessary to perform a particular aspect of the maintenance function. Section 7 assists in assigning positions to an appropriate tour based upon maintenance requirements. Section 1 contains the Workhour Summary Data from Sections 2-6 and the Position Summary forms.

The Maintenance Staffing Guide is assembled in sections to allow for its completion and submission by parts as a complete package. Any section (2-6), when accompanied by Sections 1 and 7, may be submitted for review and approval as a stand-alone package. The determination of the need for complete or partial submission is based upon changes from previously identified and approved inventory or criteria. Such changes must significantly affect the total workhours/positions for a particular section before a revision is required to the package. For purposes of this bulletin, the words "guidelines" and "criteria" are used interchangeably.

This Maintenance' Staffing Guide does not address the requirement for Superintendent and Manager positions within the Maintenance organization. These positions, by title and level, are a function of the classification of an office and are identified in the standard organizational structures. If changes to this portion of the Maintenance organization are considered, consult with your local Human Resources Manager.

GENERAL INSTRUCTIONS AND GUIDELINES

- Step 1. Prepare Accurate Inventories. Use previous staffing packages, maintenance control records, and physical inventories to determine functional area inventories.
- Step 2. , Apply Annual Workhours Per Unit. Eliminate the following from initial consideration:
 - a. Areas for cleaning or policing that are not occupied on a tour or weekends (i.e., office space o-r carrier section).
 - b. Building equipment work of an occasional nature that can be more economically contracted out.
 - c. All equipment supported under local/national maintenance contracts.

Step 3. Apply Deviations Separately.

- a. Identify and substantiate each recommended deviation from the criteria included herein. These changes may include altered frequency of performance, higher or lower workhour allowance per unit, or the selected ratio of operational maintenance. Operational maintenance must be evaluated and authorized locally, considering the number, age, and general condition of the machines; the distance between machines; the intensity of usage by mail processing; the length of maintenance window; the effectiveness of the preventive maintenance program; the experience level of mechanics and technicians; and the historical experience of the site.

It is essential that" the office provide a rationale and justification for any departure from time values indicated herein.

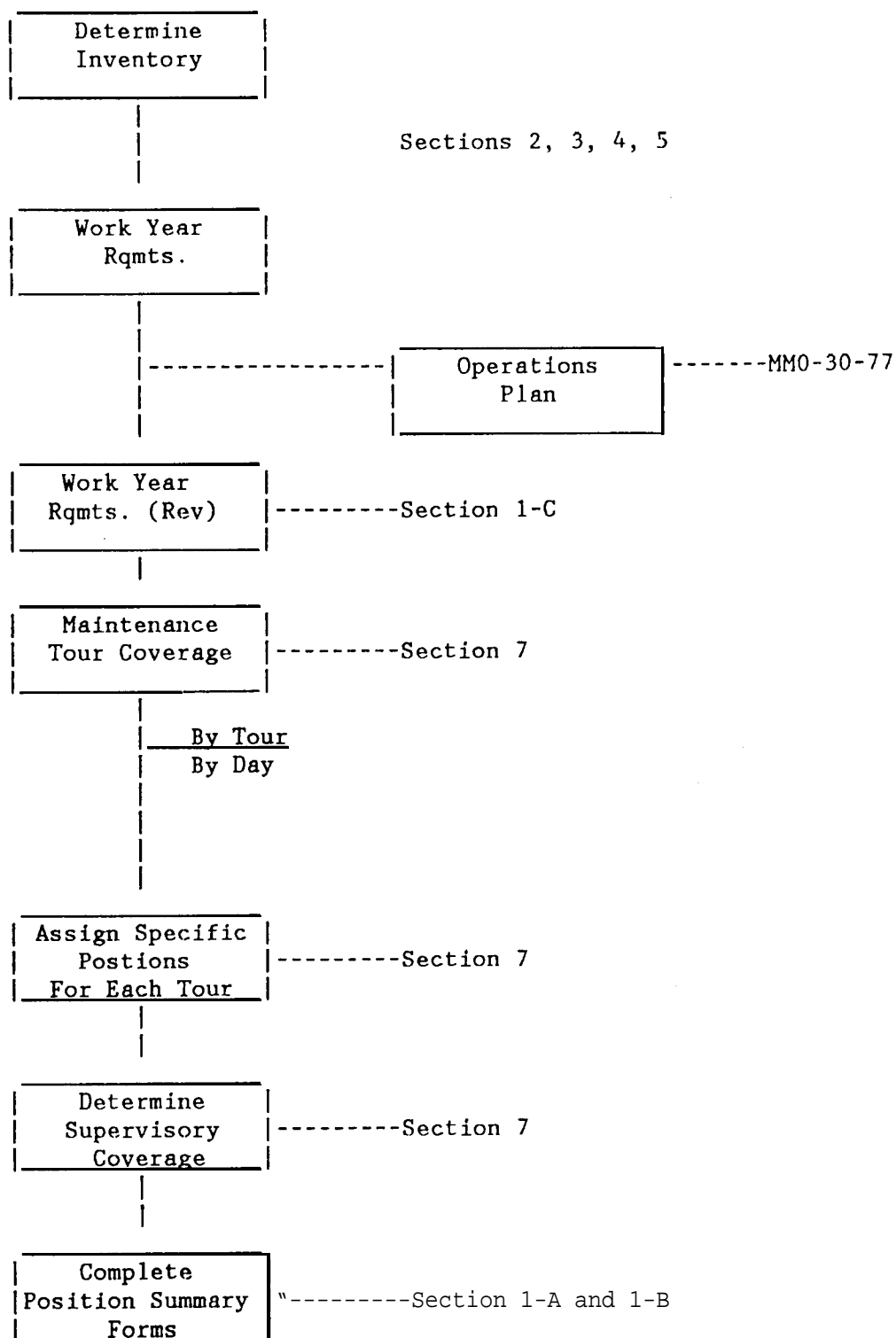
- b. Determine cost or savings of each deviation in terms of annual workhours and dollars.
- c. "Provide benefits and possible alternatives.

Step 4. Consider the following (to be done by the Senior Maintenance Official):

- a. Should automatic allowances be made because of excessive leave (AWOL, LWOP), or can the basic problem be remedied?
- b. Is lowered performance the result of physical limitations in a section, or are they due to inadequate (numbers) or poor (quality) supervision? How much supervisor time is spent on the floor? How much at a desk?
- c. Are increased frequencies made necessary in building cleaning because of the personal habits of occupants?
- d. Is the appropriate number' of personnel assigned to a task? Does crew size ensure safe task performance, considering size, bulk, awkwardness, and weight?
- e. Can operation maintenance (previously area assurance) time be spread over a greater number of pieces of equipment (LSMs, Mark II's, etc.)? What are the consequences of simultaneous breakdowns? How frequently do they occur?
- f. Is the HVAC control board monitored constantly? (Note: Continuous attendance of HVAC control boards is not authorized. See MS-1, Appendix 13-C).

- g. Is there a large deviation from the frequencies for routine preventive maintenance routes? *Why?*
- h. Are prescribed methods and equipment being used in each task for which a deviation is recommended?
- i. Has an elevator utilization study been made to enable determination of need for each operator?
- j. Is the proper service code (light, moderate, severe) assigned to mail processing equipment?

Step 5. Following is a flowchart identifying steps for completing this Guide.



SECTION.1

APPROVALS, POSITION RECOMMENDATIONS, AND SUMMARY

This section consolidates the staffing and workhour recommendations to maintain a mechanized office and its associated stations and branches.

Consolidate the positions identified on the Maintenance Tour Coverage Forms, Section 7, pages 73 to 81, and enter the values in the "Recommended Staffing" column of "Craft Position Recommendations," Section 1-A, and "Management/Supervisor Position Recommendations," Section 1-B, as appropriate.

NOTE

The subtotals and grand total values identified in Sections 1-A and 1-B may not exceed the positions identified in Section I-C, "Maintenance Position Summary."

.:

Once the "Recommended Staffing" is complete, indicate the "Net Change" (either plus or minus) in the appropriate column.

Subtotal and total all figures as indicated by the form. The "Grand Total" figure on line 26, page 9, is a total of all maintenance positions, both craft and management.

Section 1-C should be completed as indicated on the form.

The completed staffing package should be forwarded through appropriate channels to the Field Division General Manager/Postmaster for final review and approval.

APPROVALS

FACILITY: _____
(Name) (ZIP Code)

When approved by the officials indicated below, the "Recommended Complement," as indicated in Sections 1-A and 1-B, will become the authorized complement for this facility. When the survey package is received at the Management Sectional Center (MSC), appropriate action for implementation may be taken.

REVIEWED BY:

Manager,
Maintenance/Engineering Operations

Date

APPROVED BY:

MSC Manager/Postmaster

Date

Field Division General Manager/Postmaster

Date

Division

FACILITY: _____ DATE: _____
 (City) (ZIP Code)

SECTION 1-A

CRAFT POSITION RECOMMENDATIONS

	<u>POSITION TITLE</u>	<u>LEVEL</u>	<u>CURRENT AUTH STAFFING</u>	<u>RECOMMENDED STAFFING</u>	<u>NET CHANGE</u>
LINE	MECHANIZATION/AUTOMATION:	//////////	//////////	//////////	//////////
1	Electronics Technician	10			
2	Electronics Technician	9			
3	Electronics Technician	8			
4	Maint. Mechanic, MPE	7			
5	Maint. Mechanic, MPE	6			
6	Postal Machine Mechanic	6			
7	General Mechanic	5			
8	Helper	4			
9					
10					
11					
12					
13					
14					
15					
16	SUBTOTAL	//////////			
LINE	BLDG./BLDG. EQUIPMENT:	//////////	//////////	//////////	//////////
17	Bldg. Equip. Mechanic	7			
18	Stationary Engineer	7			
19	Engineman	6			
20	General Mechanic	5			
21	Helper	4			
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38	SUBTOTAL	//////////			

FACILITY: _____ DATE: _____
 (City) (ZIP Code)

SECTION 1-A (Continued)

	<u>POSITION TITLE</u>	<u>LEVEL</u>	<u>CURRENT AUTH STAFFING</u>	<u>RECOMMENDED STAFFING</u>	<u>NET CHANGE</u>
LINE	CUSTODIAL:	////////	//////////	//////////	////////
39	Group Leader	4			
40	Laborer, Custodial, FTR	3			
41	Laborer, Custodial, PTR	3			
42	Custodian, FTR	2			
43	Custodian, PTR	2			
44	Cleaner, FTR	1			
45	Cleaner, PTR	1			
46					
47					
48					
49					
50	SUBTOTAL	////////			
LINE	FIELD MAINT. PROGRAM:	////////	//////////	//////////	////////
51	Area Maint. Technician	8			
52	Area Maint. Specialist	7			
53	General Mechanic	5			
54					
55	SUBTOTAL	////////			
LINE	ADMINISTRATIVE:	////////	//////////	//////////	////////
56	Maint. Control Technician	6			
57	Maint. Control Clerk	5			
58	Tool & Parts Clerk	5			
59	Maint. Control/Stock Clk	5			
60					
61					
62					
63					
64					
65					
66	SUBTOTAL	////////			
67	(Sum Lines 16+38+50+55+66) GRAND TOTAL ALL CRAFT POSITIONS	////////			

FACILITY: _____ DATE: _____
 (City) (ZIP Code)

SECTION 1-B

MANAGEMENT/SUPERVISOR POSITION RECOMMENDATIONS

<u>LINE</u>	<u>POSITION TITLE</u>	<u>LEVEL</u>	<u>CURRENT AUTH STAFFING</u>	<u>RECOMMENDED STAFFING</u>	<u>NET CHANGE</u>
1	Mgr., Plant & Equip. Eng.				
2	Supt., Maint. MPE				
3	Supt., Bldg. Equip. Maint.				
4	Supt., Bldg. Services				
5	Supt., Maintenance				
6	Superintending Engineer				
7	Supv., Maint. MPE				
8	Supv., ET				
9	Supv., Maint.				
10	Supv., Bldg. Equip. Maint.				
11	Supv., Bldg. Services				
12	Supv., Maint. Control				
13	Supv., Maint., Det. Units				
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25	TOTAL - MGMT/SUPV POSITIONS	////////			
26	GRAND TOTAL - ALL POSITIONS	////////			

FACILITY: _____ DATE : _____
(City) (ZIP Code)

SECTION 1-C

MAINTENANCE POSITION
SUMMARYCRAFT WORKHOURS:

Line

1. Section 2, Mechanization/Automation/Equipment Summary
(Enter Line 5, Total Number of Positions, page 45) _____
2. Section 3, Field Maintenance Program Staffing Summary
(Enter Line 13, page 47) _____
3. Section 4, Building Equipment Staffing Summary
(Enter Total Number of Positions, page 50) _____
4. Section 5, Custodial Position Summary
(Enter Total USPS Craft Positions, page 68) _____
5. (Sum from above lines 1+2+ 3 +4) _____
6. Section 6, Table IV, Recommended Distribution -
Maintenance Control Positions
(Enter Number of Authorized Positions, page 70) _____
7. TOTAL MAINTENANCE CRAFT POSITIONS (Sum lines 5 & 6) _____
8. TOTAL MANAGEMENT/SUPERVISOR POSITIONS
(Section 1-B, line 25, page 9) _____
9. GRAND TOTAL MAINTENANCE POSITIONS (Sum lines 7 + 8) _____

Prepared/Reviewed by: Senior Maintenance Official
Signature and Title |
|

Operational maintenance as identified in this package is considered
necessary and cost effective.

MSC Manager/Postmaster:
Signature and Title
|
|

SECTION 2

POSTAL OPERATIONS EQUIPMENT

This section allows calculation of the workhours necessary to maintain "Miscellaneous Postal Equipment" (Section 2-A) and "Major Mechanization/ Automation" (Section 2-B). When developing the inventory for these sections, the manager should include all equipment that is supported by the maintenance staff.

The "Equipment Description" column defines the equipment requiring maintenance. This column also contains "Qualifying Remarks" and other references to help identify the equipment. Equipment is listed in alphabetical order according to its "official" government description.

The "Reference Documents" column provides information on references available that may define maintenance requirements, provide a picture, or otherwise provide data on the item listed. Items with blanks in this column have no specific maintenance criteria standards published; local, historically developed criteria should be used.

The "Service Condition" column (used only with Section 2-B, "Major Mechanization/Automation") provides a means of determining maintenance workhours dependent on severity of operation. When indicated, refer to Section 2, Table I, page 44, to determine the service condition of the inventoried item.

Worksheets W-1 through W-n are provided for those items where "Maintenance Workhours" is a variable depending on machine operating hours, number of days utilized per week, number of stackers, etc. Equipment covered by these worksheets are:

- a. Bar Code Sorter (BCS)
- b. Bulk Belt Conveyor Systems
- c. Facer Canceler/Edger Feeder
- d. Multi-Position Flats Sorting Machine (MPFSM)
- e. Multi-Position Letter Sorting Machine (MPLSM)
- f. Optical Character Reader/Channel Sorter (OCR/CS)
- g. Parcel Sorting Machine (PSM)
- h. Postal Source Data System (PSDS)
- i. Sack Sorting Machine (SSM)
- j. Single Position Letter Sorting Machine (SPLSM)
- k. Tray Transport Conveyors

These worksheets also provide for operational maintenance as a percentage of actual machine runtime. The operational maintenance identified by this method is a nominal requirement. Variables on a site-specific basis will, in many cases, alter these values (e.g., number of equipment per tour requiring coverage or equipment location in multilevel or multifacility operations).

The summary data from the Mechanization/Automation/Equipment Summary on page 45 should be entered in Section 1-C, page 10.

NOTE

There may be occasions when the workhour summaries will not provide enough positions for adequate tour coverage to support Mail Processing requirements. To assist in verifying this coverage, use Form 4840, Operation - Maintenance Schedule when posting the tentative staffing levels to the Maintenance Tour Coverage forms (see Section 7.) Review tour and supervisory coverage and make the necessary adjustments. Document these changes for subsequent justification at both staffing and budget reviews.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Basket, Canvas (Hamper) Item No. 0-1046	Pub 47* MMO-43-82	1.0		
Basket, Canvas (Tub) Item Nos. 0-1033, 0-1031	Pub 47* MMO-43-82	0.3		
Battery, Storage, Industrial Lead-Acid or Nickel-Iron - FOR MPE ONLY		6.0 Per Cell	Number of Cells	
Box, Collection (Claim only if repaired and painted in-house) Item Nos. 1170-K, 1177 See next item	Pub 47*	2.0		
Box, Collection (Claim here if not repaired and painted in-house.) (This time allowance for setting boxes, applying decals, etc.)	Pub 47*	1.0		
Box, Delivery, Cluster Unit (NDCBU)	MMO-18-87	Use Local Historical Data		
Box, Storage Item No. 1171-B	Pub 47*	1.0		
Cabinet, Cash and Stamp, Item Nos. 208, 210, 211, 220-C, E, G, and 221-C, E	Pub 47*	0.2		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Cabinet, Filing, Letter/Legal - All Sizes Item Nos. 434, 435	Pub 47*	0.1		
Cabinet, Storage Item No. 212-B or Equivalent	Pub 47*	0.1		
Canceler, Flats Diagraph, Bradley or Equivalent		6.0		
Carrier, Personnel, 3-Wheel - Item 1931 Battery Powered (Includes Charger)	Pub 47*	44.0		
Cart, Satchel, City Carrier, Item No. 1224	Pub 47*	0.25		
Cart, Tray, Mail - "A" Frame Item No. 1226-D or Equivalent	Pub 47* MMO-43-82	0.5		
Cart, Tray, Seven-Shelf Item No. 1226-C or Equivalent	Pub 47* MMO-43-82	0.5		
Cart, Utility Basket Type Item No. 1075	Pub 47* MMO-43-82	0.4		
Case, Carrier Item No. 124-C, 143-C, 144-C, or Equivalent	Pub 47*	0.1		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Case, Mail Distribution Item Nos. - All (Except Carrier Cases)	Pub 47*	0.1		
Closed Circuit TV (CCTV), Camera All Models		6.6		
Closed Circuit TV (CCTV), Monitor All Models		4.6		
Container, BMC, In-House (IHC) Item No. 3924	MMO-43-82	1.0**		
Container, BMC, Over-the-Road (OTR) Item Nos. 3910 (Alum), 3910-A (Amtrak), 3917 (Steel)	Pub 47* MMO-43-82	2.1**		
Container, Con-Con Security Item No. 3920	MMO-43-82	0.4**		
Container, Eastern Region Mail Item No. 3921	MMO-43-82	1.6**		
Container, General Purpose Mail (GPMC) Item No. 3909	Pub 47* MMO-43-82	1.5**		

*Pub 47 provides pictures to identify equipment items.

**If container maintenance is accomplished by Central Repair Facility or by contract, use .1 per container.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Container Post Con Item No. 3907	MMO-43-82	1.5*		
Container, Registered Mail, Bonus Built	MMO-43-82	1.6*		
Container, Wire Mesh Item Nos. 1932-A (60 in. height), 1932-B (67 in. height)	MMO-43-82	1.6*		
Conveyor, Portable, Aluminum, Model L Item Nos. 1920-A (12 ft), 1920-B (16 ft), 1920-C (20 ft)	MS-58 Pub 47**	10.0		
Conveyor, Portable (Powered) All Other, Except Model CF-89.	MS-58	10.0		
Conveyor, Portable, Roller/Skate Wheel Gravity Type, Item No. 1938 or Equivalent	Pub 47**	1.0 Ea. 10 ft	Number of 10 ft sections	
Conveyor, Portable, Single-Tilt, Model H Item Nos. 1921-A (12 ft) 1921-B (18 ft)	Pub 47** MS-58	10.0		
Distribution Ring (Includes Supply Conveyor.)	Historical Data	46.0		

**If container maintenance is accomplished by Central Repair Facility or by contract, use .1 per container.

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Dockramp/Flipramp/ Dockleveler or Equivalent (Do not include dockboards.)	Historical Data	16.0		
Dolly, Transport, Empty Mail Trays Item No. 1227	Pub 47* MMO-43-82	0.3		
Drawer, Cash/Stamp Item Nos. 206, 217	Pub 47*	0.1		
Dumper, Hamper Item Nos. 1934	Pub 47*	112.5		
Fan, Table or Pedestal, Oscillating or Nonoscillating - All Models	Historical Data	0.2		
Heat Shrink Tunnel	Historical Data	82.0		
Imprinter, Money Order (Addressograph) Item No. 0-7400	Pub 47*	5.0		
Intercom, Solid State		1.0 Per Sta		
Intercom, Vacuum Tube		1.5 Per Sta		
Locker, Clothing - All Sizes, Item. Nos. 302- B1, B2, B3, B4	Pub 47*	0.02		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Machine, Canceling, Class A model G and Flier Item No. 3602	Pub 47*	125.0**		
Machine, Canceling, Class B Models M and D - Item No. 3601	Pub 47*	125.0**		
Machine, Canceling, Class C Models K, HD-2 and CA - Item No. 3600	Pub 47*	125.0**		
Machine, Coin Counter/ Sorter/Packager/ Wrapper (Claim only if maintained by Plant Maintenance)		25.0		
Machine, Currency Changer, Model 4101, 4101-A or Equivalent, Item No. V-7405-A (Claim only if not maintained by SSPC Tech.)	Pub 47*	20.0		
Machine, Label Maker Weber Model 40-16		24.0		
Machine, Label Maker Weber Model 410		9.0		
Machine, Meter Base, Postage All Models Item No. 0-7408	Pub 47*	17.0		

*Pub 47 provides pictures to identify equipment items.

**Use 10 hours per AP - When canceling machine is used seasonally.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Machine, Postal Commodity Vending - All Models (Claim only if not maintained by SSPC Tech.)	Pub 47*	19.0		
Machine, Stamp Vending - All Models (Claim only if not maintained by SSPC Tech.)	Pub 47*	19.0		
Machine, Strapping Nonmetallic (Auto/Semiauto)	Historical Data	120.0		
Machine, Strapping Steel (Auto/Semiauto)	Historical Data	120.0		
Machine, Tying, Twine (Bunn or Equivalent)		12.5		
Machine, Tying, Wire (Auto/Semiauto)		70.0		
Machine, Tying, Wire (Hand-Operated)		1.0		
Machine, Vending, Stamp Booklet - All Models (Claim only if not maintained by SSPC Tech.)	Pub 47*	19.0		
Mailgram Handling Equipment		1.0		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
 MAINTENANCE STAFFING" GUIDELINE
 MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Post Office Box (Lockbox) - All Series Item Nos. - Multiple (count each opening/ lock)	Pub 47*	0.02 Per Opening		
Rack, Mailing, Coop (2- or 3- hole) Item Nos. 1190-R2, 1190-R3	Pub 47*	0.5		
Rack, Pouch/Sack - With Casters Item Nos. - Multiple	Pub 47*	1.0		
Rack, Pouch/Sack - Without Casters Item Nos. - Multiple	Pub 47*	0.1		
Recorder, Time (Simplex or Cincinnati)		15.0		
Scale, Automatic Indicating, 20 oz (incl. calibration) (20 oz Trainer) Item No. 0-859	Pub 47*	3.0		
Scale, Automatic Indicating, 70 lb (incl. calibration) (70 lb Trainer) Item No. 0-857	Pub 47*	3.0		
Scale, Beam, 16 oz (incl. calibration) Item No. 0-858		3.0		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Scale, Beam, 4 lb (incl. calibration) Item No. 0-853		3.0		
Scale, Beam, 100 lb (incl. calibration) Item No. 0-854	Pub 47*	3.0		
Scale, Drum Type/70 lb (incl. calibration) Item No. V-869-A	Pub 47*	3.0		
Scale, Electronic Auto Calculating - All Models (Includes calibration test and certification)		3.0		
Scale, Electronic, 25 lb, (Includes calibration test and certification) Item No. 0-6604-A	Pub 47*	3.0		
Scale, Fantype 4 lb - 4 oz Item no. 0-862	Pub 47*	3.0		
Scale, Platform/125 lb (incl. calibration) Item No. 0-864	Pub 47*	3.0		
Scale, Portable, Plat- form, 1000/2000 lb Item Nos. 0-855, 0-856	Pub 47*	5.0		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Scale, Special Airport, 100 lb (includes calibration) Item No. 0-863	Pub 47*	3.0		
Scale, over 500 lb		5.0		
Security Container - All Models Item Nos. 293, 295 296, 297, 298, 299	Pub 47*	2.5		
Self-service Postal Center (SSPC) Drive-Up Unit (Structural Maintenance Only)		250.0		
SSPC, Screen-Line Unit		100.00		
SSPC, Walk-Up Unit (Mall Type)		200.00		
Stool, Adjustable, Platform (Rest Bar) Item No. 53	Pub 47*	0.2		
Table, Canceling Machine (with casters) Item Nos. 8-A and 8-B	Pub 47*	1.0		
Table, Portable Paper (Rolling Table) Item No. 138	Pub 47*	1.0		
Teletypewriter, Stand-Alone Units	Historical Data	6.9		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Tractor, Electric, Stand-Up, Rider-Type (Jack Tractor) Item Nos. 1929-A, B, C	Pub 47*	52.0		
Tractor, Electric Sit-down, Rider-Type Item No. 1930-A	Pub 47*	52.0		
Transporter, Letter Tray Item Nos. 3908, 3908-A	Pub 47* MMO-43-82	0.4		
Tray, Cash, MultiPur- pose Counterline Item No. 7111	Pub 47*	0.1		
Truck, Forklift/Pedes- trian, Item Nos. 1927- A, B, C, D	Pub 47*	50.00		
Truck, Forklift, Sit- Down, Rider-Type Item Nos. 1924-A, B, C, D, E, F, G, H, I, J, K, L	Pub 47*	50.00		
Truck, Forklift, Stand-Up, Rider-Type Item Nos. 1925-A, B, C, D, E, F, G, H, I, J, K, L	Pub 47*	50.0		
Truck, Hand, Folding Nose, Item No. 1071	Pub 47*	0.25		
Truck, Handlift, Pallet (Pallet Mover) Item Nos. 1928-B, C	Pub 47*	0.5		

*Pub 47 provides pictures to identify equipment items.

SECTION 2-A
MAINTENANCE STAFFING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCUMENT(S)	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Truck, Pallet/Platform Pedestrian Type Item Nos. 1937-A, B	Pub 47*	50.0		
Truck, Pallet, Stand-Up, Rider-Type Item Nos. 1936, 1936-A	Pub 47*	50.0		
Truck, Platform Handtilting (Nutting Truck) Item Nos. 1070, 1074	Pub 47* MMO-43-82	1.15		
Vault Door (All Models/Types)		2.5		
TOTALS (Sum of pages 13 - 24)	//////////////// ////////////////	//////////////// ////////////////	///////// /////////	

Post totals to Mechanization/Automation/Equipment Summary on page 45.

*Pub 47 provides pictures to identify equipment items.

SECTION 2-B
MAINTENANCE STAFFING GUIDELINE
MAJOR MECHANIZATION/AUTOMATION

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MAJOR MECHANIZATION/AUTOMATION	REFERENCE DOCUMENT(S)	SERVICE* CONDITION	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Air Contract Data Collection System	MMO-35-87	From Lotus Worksheet		////////	
Automated Dispatch System, Registered Mail	MMO-80-83	All	23.1		
Bar Code Sorter (BCS) - All	MMO-54-86 MMO-60-86	See W-1 Worksheet		////////	
BCS-Operational Maintenance	MMO-31-84	See W-1 Worksheet		////////	
Bulk Mail Accept. Accounting Reporting System (BAARS)	MMO-85-83	All	24.0		
Bulk Belt Conveyor Systems - All	MMO-2-73 OE-29-71	See W-2 Worksheet		////////	
Bulk Belt Conveyor-Nontraveling Deflector or Gate (Pneumatic or Hydraulic)	MMO-5-79	All	27.5		
Bulk Belt Conveyor - Operational Maintenance	Justify locally and attach justification			////////	
CAKT I and II with Keyboard		All	25.0		
Computerized Forwarding System (CFS)		5 day	154.0		
		6 day	167.0		
		7 day	180.0		
Conveyor, Extendible, Telescopic	MMO-5-79	All	180.0		
Conveyor, Extendible, Trundle	MMO-5-79 MS-83	All	46.0		
Conveyor, Piggyback	MMO-5-79	All	70.0		
Traveling Deflector	MMO-5-79	All	20.0		

*Service conditions: L = Light; M = Moderate; S = Severe
 (Ref. Service Conditions Classifications - Table I, page 44)

SECTION 2-B
MAINTENANCE STAFFING GUIDELINE
MAJOR MECHANIZATION/AUTOMATION

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MAJOR MECHANIZATION/AUTOMATION	REFERENCE DOCUMENT(S)	SERVICE* CONDI- TION	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Conveyor, Portable - Item 1922-A All Makes, Model CF-89-17 with Stacker (17 ft length)	MS-58	L M S	58.7 105.7 164.0		
Conveyor, Portable - Item 1922-A All Makes, Model CF-89-17 without Stacker (17 ft length)	MS-58	L M S	49.6 94.0 137.7		
Conveyor, Portable - Item 1922-B All Makes, Model CF-89-25 with Stacker (25 ft length)	MS-58	L M S	64.2 111.7 174.9		
Conveyor, Portable - Item 1922-B All Makes, Model CF-89-25 without Stacker (25 ft length)	MS-58	L M S	55.3 100.0 148.5		
Edger Feeder - Model DF 303	MS-58	L M S	211.9 274.1 294.0		
Edger Stacker - Models 301, 302, 304	MS-58	L M S	168.4 218.0 234.4		
Edger Stacker - Model 305	MS-58	L M S	177.2 229.1 247.2		
Expanded ZIP Retrofit (EZR) Electronic Maintenance	MMO-31-87	5 day 6 day 7 day	427.0 486.0 544.0		
Facer Canceler and Edger Feeder Systems - All Models	MMO-38-83 MMO-126-84 MMO-15-79	See W-3 Worksheet			

*Service conditions: L = Light; M = Moderate; S = Severe
(Ref. Service Conditions Classifications - Table I, page 44)

SECTION 2-B
MAINTENANCE STAFFING GUIDELINE
MAJOR MECHANIZATION/AUTOMATION

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MAJOR MECHANIZATION/AUTOMATION	REFERENCE DOCUMENT(S)	SERVICE* CONDI- TION	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Facer Canceler/Edger Feeder - Operational Maintenance	MMO-08-84 MMO-13-81	See W-3 Worksheet		////////	
Mechanized Address Mark-Up System (MAMUS)	Historical Data	All	500.0		
Multi-Position Flats Sorting Machine (MPFSM) Model 775	MMO-49-86 MMO-64-86	See W-4 Worksheet		////////	
MPFSM - Operational Maintenance	MMO-33-84	See W-4 Worksheet		////////	
Multi-Position Letter Sorting Machine (MPLSM) - All	MS-58 MMO-53-88	See W-5 Worksheet		////////	
MPLSM - Edit Check (Must be requested by SCM/PM)	MMO-53-88	All	208.0		
MPLSM - Operational Maintenance		See W-5 Worksheet		////////	
Optical Character Reader/ Channel Sorter (OCR/CS) - All	MMO-48-86 MMO-33-90 MMO-115-84	See W-6 Worksheet		////////	
OCR/CS Operational Maintenance	MMO-25-84 MMO-30-84	See W-6 Worksheet		////////	
Parcel Sorting Machine (PSM)	PE-4-72	See W-7 Worksheet		////////	
PSM - Operational Maintenance	Local jus- tification	See W-7 Worksheet		////////	
Postal Source Data System (PSDS)	MMO-33-89	See W-8 Worksheet		////////	

*Service conditions: L = Light; M = Moderate; S = Severe
(Ref. Service Conditions Classifications - Table I, page 44)

SECTION 2-B
MAINTENANCE STAFFING GUIDELINE
MAJOR MECHANIZATION/AUTOMATION

EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MAJOR MECHANIZATION/AUTOMATION	REFERENCE DOCUMENT(S)	SERVICE* CONDI- TION	ANNUAL WORKHOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORKHOURS
Sack Sorting Machine (SSM) - All	PE-4-72 OE-37-71 MS-23	See W-9 Worksheet		////// ////// //////	
SSM - Operational Maintenance	Local Jus- tification	See W-9 Worksheet		////// //////	
Single Position Flats Sorting Machine (SPFSM)	MMO-06-80	L M or S	507.5 556.5		
Single Position Letter Sorting Machine (SPLSM) - All	MS-58 MMO-4-80	See W-10 Worksheet		////// //////	
Tray Transport Conveyor	MS-20 OE-32-71	See W-11 Worksheet		////// //////	
ZIP Mail Translator (ZMT) All Models, Serves 1-4 MPLSMs	MS-58	All	480.00		
TOTALS (Sum of Pages 25-28)	////// //////	////// //////	////// //////	////// //////	

Post totals to the Mechanization/Automation/Equipment Summary on page 45

*Service conditions: L = Light; M = Moderate; S = Severe
(Ref. Service Conditions Classifications - Table I, page 44)

[illegible]

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 25, Bar Code Sorter.

	Daily	Weekly	Monthly	PM	RM	PM + RM	NP	Total Maintenance
5 day	191	12	4	207	62	269	27	296
6 day	229	12	4	245	74	319	32	351
7 day	267	12	4	283	85	368	37	405

	Daily	Weekly	Quarterly	Semiannually	Annually	PM	RM	PM + RM	NP	Total Maintenance
5 day	377	99	4	9	1	490	147	637	64	701
6 day	452	99	4	9	1	565	170	735	74	809
7 day	528	99	4	9	1	641	192	833	83	916

NOTE: Hours/year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

STAFFING WORKSHEET (W-2)
BULK BELT CONVEYOR SYSTEMS
 (Reference OE-29-71, and MMO-2-73)

[illegible]

Enter total maintenance hours in the appropriate line item in Section 2-B, page 25, Bulk Belt Conveyor Systems.

STAFFING WORKSHEET (W-3)
FACER CANCELER (FC) AND EDGER FEEDER (EF)

(Reference MMO-08-84, MMO-13-81, MMO-38-83,
MMO-15-79, and MMO-126-84)

[illegible]

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 26-27, Facer Canceler and Edger Feeder Systems.

TABLE 1
MAINTENANCE HOURS/YEAR FOR
M-36 FACER CANCELER

	PM Hours/Year	RM Hours/Year	NP	Total Maintenance Hours/Year
5 day	443	177	67	687
6 day	508	200	76	784
7 day	574	242	85	901

NOTE: Hours year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

TABLE 2
MAINTENANCE HOURS/YEAR FOR
EDGER FEEDER 500B

	PM Hours/Year	RM Hours/Year	NP	Total Maintenance Hours/Year
5 day	186	56	25	267
6 day	215	64	28	307
7 day	245	73	32	350

NOTE: Hours year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

Refer to the tables on the next three pages for maintenance hours/year for the Micro Mark II, Mark II, and Edger Feeder 500, 500A, and 501A.

TABLE 3
MAINTENANCE HOURS/YEAR FOR
MICRO MARK II FACER CANCELER
AND MARK II FACER CANCELER SERIES 3500
(Excluding Model 3501)

Hours Operated Per Year	Preventive Maintenance Hours/Year	Corrective Maintenance Hours/Year	Nonproductive Hours/Year	Total Maintenance Hours/Year
500	305	153	46	504
600	315	158	47	520
700	325	163	49	537
800	346	173	52	571
900	356	178	53	587
1000	368	184	55	607
1100	379	190	57	626
1200	391	196	59	646
1300	411	206	62	679
1400	421	211	63	695
1500	431	216	65	712
1600	442	221	66	729
1700	454	227	68	749
1800	464	232	70	766
1900	474	237	71	782
2000	487	244	73	804
2100	497	249	75	821
2200	517	259	78	854
2300	528	264	79	871
2400	540	270	81	891
2500	550	275	83	908
2600	560	280	84	924
2700	573	287	86	946
2800	583	292	87	962
2900	603	302	90	995
3000	614	307	92	1013

For the purpose of calculating preventive maintenance criteria, a six-day operation is assumed for this table. To obtain a Maintenance Hours/Year total for a five-day or seven-day operation, subtract 69 hours for a five-day operation or add 69 hours for a seven-day operation.

Corrective maintenance is estimated at 50% of preventive maintenance hours. Nonproductive time is estimated at 10% of the sum of preventive maintenance and corrective maintenance.

TABLE 4
MAINTENANCE HOURS/YEAR FOR
MARK II FACER CANCELER MODEL 3501

Hours Operated Per Year	Preventive Maintenance Hours/Year	Corrective Maintenance Hours/Year	Nonproductive Hours/Year	Total Maintenance Hours/Year
500	184	92	28	304
600	189	95	28	312
700	194	97	29	320
800	205	103	31	339
900	211	106	32	349
1000	217	109	33	359
1100	222	111	33	366
1200	229	115	34	378
1300	234	117	35	386
1400	239	120	36	395
1500	250	125	38	413
1600	255	128	38	421
1700	261	131	39	431
1800	266	133	40	439
1900	271	136	41	448
2000	278	139	42	459
2100	283	142	42	467
2200	294	147	44	485
2300	299	150	45	494
2400	306	153	46	505
2500	311	156	47	514
2600	316	158	47	521
2700	322	161	48	531
2800	327	164	49	540
2900	338	169	51	558
3000	344	172	52	568

For the purpose of calculating preventive maintenance criteria, a six-day operation is assumed for this table. To obtain a Maintenance Hours/Year total for a five-day or seven-day operation, subtract 43 hours for a five-day operation or add 43 hours for a seven-day operation.

TABLE 5
MAINTENANCE HOURS/YEAR FOR
EDGER FEEDER MODELS 500, 500A, and 501A

Hours Operated Per Year	Preventive Maintenance Hours/Year	Repair Maintenance Hours/Year	Nonproductive Hours/Year	Total Maintenance Hours/Year
500	106	53	16	175
600	109	54	16	179
700	111	55	17	183
800	116	58	17	191
900	119	59	18	196
1000	121	60	18	199
1100	124	62	19	205
1200	126	63	19	208
1300	129	64	19	212
1400	131	65	20	216
1500	137	68	21	226
1600	139	69	21	229
1700	142	71	21	234
1800	144	72	22	238
1900	147	73	22	242
2000	149	74	22	245
2100	152	76	23	251
2200	157	78	24	259
2300	159	79	24	262
2400	162	81	24	267
2500	164	82	25	271
2600	167	83	25	275
2700	169	84	25	278
2800	172	86	26	284
2900	178	89	27	294
3000	180	90	27	297

For the purpose of calculating preventive maintenance criteria, a six-day operation is assumed for this table. To obtain a Maintenance Hours/Year total for a five-day or seven-day operation, subtract 26 hours for a five-day operation or add 26 hours for a seven-day operation.

STAFFING WORKSHEET (W-4)
MULTI-POSITION FLATS SORTING MACHINE (MPFSM)
MODEL 775

(Refer to MMO-49-86, MMO-33-84, and MMO-64-86)

MPFSM Serial Number	Annual Run Hours (ARH)	Operational Maintenance Hours 10% of ARH	Days Operated Per Week	Maintenance Hours From Table
Totals))))))))))))))))))))))))	

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 27, Multi-Position Flats Sorting Machine.

TABLE 1
MAINTENANCE HOURS FOR MPFSM

	Daily	Weekly	Monthly	Annually	PM	RM	PM + RM	NP	Total Maintenance
5 day	277	157	47	3	484	97	581	58	639
6 day	332	157	47	3	539	108	647	65	712
7 day	388	157	47	3	595	119	714	71	785

NOTE: Hours/year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

STAFFING WORKSHEET (W-6)					
OPTICAL CHARACTER READER/CHANNEL SORTER (OCR/CS)					
(Refer to MMO-48-86, MMO-33-90, MMO-115-84, MMO-25-84, and MMO-30-84)					
Equipment Type	Equipment Serial Number	Annual Run Hours (ARH)	Operational Maintenance Hours 33% of ARH	Days Operated Per Week	Maintenance Hours From Table
Totals					

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 27, Optical Character Reader/Channel Sorter.

TABLE 1 MAINTENANCE HOURS/YEAR FOR PITNEY-BOWES OCR/CS								
	Daily	Weekly	Monthly	PM	RM	PM & RM	NP	Total Maintenance
60 Stackers								
5 day	1003	101	44	1148	344	1492	149	1641
6 day	1204	101	44	1349	405	1754	175	1929
7 day	1404	101	44	1549	465	2014	201	2215
44 Stackers								
5 day	891	92	38	1021	306	1327	133	1460
6 day	1069	92	38	1199	360	1559	156	1715
7 day	1247	92	38	1377	414	1793	179	1972
32 Stackers								
5 day	797	85	34	916	275	1191	119	1310
6 day	957	85	34	1076	323	1399	140	1539
7 day	1116	85	34	1235	371	1606	161	1767

NOTE: Hours/year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

See the next page for Burroughs and Electrocom OCR/CS maintenance hours/year tables.

TABLE 2 MAINTENANCE HOURS/YEAR FOR BURROUGHS OCR/CS								
	Daily	Weekly	Quarterly	PM	RM	PM & RM	NP	Total Maintenance
60 Stackers								
5 day	412	146	9	567	113	680	68	748
6 day	494	146	9	649	130	779	78	857
7 day	576	146	9	731	146	877	88	965

NOTE: Hours/year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

TABLE 3 MAINTENANCE HOURS/YEAR FOR ELECTROCOM OCR/CS								
	Daily	Monthly	Semiannually	PM	RM	PM & RM	NP	Total Maintenance
60 Stackers								
5 day	347	42	17	406	122	528	53	581
6 day	416	42	17	475	143	618	62	680
7 day	485	42	17	544	163	707	71	778
44 Stackers								
5 day	329	40	17	386	116	502	50	552
6 day	395	40	17	452	136	588	59	647
7 day	461	40	17	518	155	673	67	740

NOTE: Hours/year figures were calculated by figuring minutes/year first, then dividing by 60 to convert to hours/year.

STAFFING WORKSHEET (W-8) POSTAL SOURCE DATA SYSTEM (Refer to MMO-33-89)												
(1) Line No.	(2) Equipment Description	(3) Number of Units Inventoried	(4) PM Workhours Per Unit	(5) Total PM Workhours (Col. 3 X 4)	(6) CM Workhours Per Unit	(7) Total CM Workhours (Col. 3 X 6)	(8) Total CM + PM (Col. 5 + 7)	(9) Administrative Workhours, 10% of Col. 8	(10) Number of Stations Supported	(11) Factor From Note Below	(12) Travel Hours Col. 8 X 10 X 11	(13) Total Maintenance Hours Col. 8 + 9 + 12
1.	Local Party-line Modems and Communications		50.00		100.00							
2.	Badge Reader Model 0101		3.00		6.00							
3.	Badge Reader Model 0107		3.67		7.34							
4.	Transacter Model 1025		5.00		10.00							
5.	Trunk Line Controller Model 2086		3.00		6.00							
6.	Scale Model 1094		30.84		61.68							
7.	Scale Model 1095		10.66		21.32							
8.	Printer Model SX3010		17.30		24.60							
9.	Concentrator Models 2077, 2078, 2079		16.00		32.00							
10.	Input Terminal Model 3020A		4.00		8.00							
11.	Scale Model 1093		27.91		55.82							
12.	Badge Reader Adapter Model 2013A		0.50		1.00							
13.	Scale Adapter Model 0120C		0.33		0.66							
14.	Telecommunication Problem Isolation Per Primary Link, for example, 2.5 hours X 15.4 X 1 = 38.50		0.00	0.00	38.50							
15.												
16.												
	Total											

NOTE: For 1 to 9 stations, use 0.015; for 10 to 29 stations, use 0.01; and for 20 or more stations, use 0.0075.

Enter total maintenance hours in appropriate line items in Section 2-B, page 27, Postal Source Data System.

STAFFING WORKSHEET (W-9)
SACK SORTING MACHINE (SSM)

(Refer to PE-4-72, OE-37-71, and MS-23)

[illegible]

¹ Equipment types consist of : Sack Sorting Machine-Carousel, Over-Under (SSM), Monorail Sack Sorter (MSS), and Belt- type Sack Sorter (SSC)

²Local justification for operational maintenance must be attached.

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 28, Sack Sorting Machine.

STAFFING WORKSHEET (W-10)					
SINGLE POSITION LETTER SORTING MACHINE (SPLSM)					
(Refer to MMO-4-80 and Appendix E, MS-58)					
Equipment Model Number	Equipment Serial Number	Annual Run Hours (ARH)		Days Operated Per Week	Maintenance Hours From Table
Totals					

Enter totals for operational maintenance hours and maintenance hours in appropriate line items in Section 2-B, page 28, Single Position Letter Sorting Machine.

TABLE 1 MAINTENANCE HOURS/YEAR FOR ABMPS II SPLSM						TABLE 2 MAINTENANCE HOURS/YEAR FOR UBM SPLSM					
Annual Run Hours/Year	PM	RM	PM & RM	NP	Total Maintenance	Annual Run Hours/Year	PM	RM	PM & RM	NP	Total Maintenance
1040-2040	477.1	119.3	596.4	59.7	656.1	1040-2040	400.0	100.0	500.0	50.0	550.0
2040-3380	527.2	131.8	659.0	65.9	724.9	2040-3380	448.5	112.1	560.6	56.1	616.7
3380-5200	527.2	131.8	659.0	65.9	724.9	3380-5200	448.5	112.1	560.6	56.1	616.7

TABLE 3 MAINTENANCE HOURS/YEAR FOR BURROUGHS SPLSM					
Annual Run Hours/Year	PM	RM	PM & RM	NP	Total Maintenance
1000-2000	155	40	195	20	215
2000-4000	215	55	270	30	300
4000-6000	215	55	270	30	300

STAFFING WORKSHEET (W-11)
TRAY TRANSPORT CONVEYORS

(Refer to OE-32-71 and MS-20)

[illegible]¹ Type of Conveyor: L.R., Belt, APC, GR

Enter totals for maintenance hours in appropriate line items in Section 2-B, page 28, Tray Transport Conveyors.

TABLE I

SERVICE CONDITION CLASSIFICATIONS

EQUIPMENT OR SYSTEM	SERVICE CONDITIONS - BASED ON ANNUAL MACHINE RUN HOURS		
	LIGHT	MODERATE	SEVERE
Bulk Belt Conveyor - Power Turns, Traveling Deflectors	1000-2500	2500-5000	5000-7500
Conveyor, Portable All Models, CF-89	800-1300	1300-1800	1800-2300
Edger-Feeder All Models	1000-2000	2000-4000	4000-6000
Edger-Stacker Model DF-303	1000-2000	2000-4000	4000-6000
Multi-Position Letter Sorting Mach MPLSM - All Models	1000-2000	2000-4000	4000-6000
Parcel Sorting Machine PSM - All Models	1000-2500	2500-5000	5000-7500
Sack Sorting Machine SSM - All Models	1000-2500	2500-5000	5000-7500

If machines are used only in Peak Seasons, do not allow total annual staffing.

MECHANIZATION/AUTOMATION/EQUIPMENT SUMMARY

LINE	TOTALS FROM	ANNUAL WORKHOURS
1	Miscellaneous Postal Equipment (Ref. page 24)	
2	Major Mechanization/Automation (Ref. page 28)	
3	TOTAL WORKHOURS (Lines 1+2)	
4	Multiply Line 3 by 1.14 (This adds 8% for Modifications, and 6% for Alterations and Training) TOTAL STAFFING HOURS	
5	Divide Line 4 of each column by 1760 TOTAL NUMBER OF POSITIONS	

Prepared/Reviewed by: Senior Maintenance Official
Signature and Title

SECTION 3

FIELD MAINTENANCE PROGRAM STAFFING

Field Maintenance Program (FMP) staffing is based on historical need as identified by Form 4942, Area Maintenance Office A/P Report. Using the data from the last 13 consecutive accounting periods, complete the entries on the Area Maintenance Office (AMO) staffing form. All entries are to be in hours, rounded to the nearest tenth of an hour. The entry on line 13 of the Staffing Summary (page 47) will be utilized in Section 1-C.

A six-month history to define workload as delineated in MS-45 and Administrative Support Manual, Section 536, should be used if no history exists, or if work load is performed by Management Sectional Center (MSC) maintenance staff.

FIELD MAINTENANCE PROGRAM
STAFFING SUMMARY

Provide the data indicated by summing the line "Hours" figure from the entries from Form 4942 for the last 13 consecutive accounting periods:

LINE

1. AMO Repairs Performed at Home Office (Line A-4) _____
2. Work Performed at Associate Post Offices (Line B-4) _____
3. AMC) plus "Other" Overtime (Line B-7, sum both entries) _____
4. AMO Work by Non-AMO Personnel (Line E "Labor" only) _____
5. Work Performed for Other AMOS (Line F) _____
6. Sum lines 1 + 2 + 3 + 4 + 5 (Productive Work) - Subtotal _____
7. AMO Travel Time (Line B-6) _____
8. AMO Travel by Non-AMO Personnel (Line E "Travel") _____
9. Record keeping, etc. by AMO Only (Line D-A only) _____
10. Sum lines 7 + 8 + 9 (Other Workhours) - Subtotal _____
11. Sum lines 6 + 1.0 _____
12. Multiply line 11 by 1.1 (TOTAL WORKHOURS)
(Adds 10% for Modifications, Alterations and Training) _____
13. Divide line 12 by 1760 = Positions Required _____

NOTE

The line references indicated above are for the July 1979 version of Form 4942. Other versions of the form have the same information, but the referenced lines may vary.

Prepared/Reviewed by: Senior Maintenance Official
Signature and Title

U.S. POSTAL SERVICE		DATE	A/P
AREA MAINTENANCE OFFICE A/P REPORT			
TO: GENERAL MANAGER Maintenance Management Div. U.S. Postal Service _____ (city) Attn:		FROM: (Area Maintenance Office)	
INSTRUCTIONS			
Each Area Maintenance Office complete this form at the end of each Accounting Period. AMO Postmaster: Submit original to Regional Maintenance Management Division: Duplicate to District Manager. Retain one copy for file.			
COST ITEMS	NO.	HOURS	COST
A. AMO Repairs Performed At Home Office Without Travel	1. Work Requests Beginning A/P		
	2. Work Orders Complete A/P		
	3. Work Requests End A/P		
	4. Labor (AMT/AMS)		
	5. Contract Services		
			SUBTOTAL
B. Work Performed At Associate Post Offices	1. Work Requests Beginning A/P		
	2. Work Orders Complete A/P		
	3. Work Requests End A/P		
	4. Labor (AMT/AMS)		
	5. Contract Services		
	6. Paid Travel Time AMT/AMS		
	7. Overtime AMT/AMS Other		
	8. Per Diem ()		
	9. Lodging		
	10. AMO Vehicle Miles		
	11. Other Miles		
			SUBTOTAL
C. Repair Parts, Materials, Supplies			
D. Record Keeping, Parts Exchange, Inventory Control, Etc. AMT/AMS _____ Hrs; B. Other _____ Hrs.			
E. AMO Work Performed by Other than AMT/AMS Labor Travel			
F. Work Performed for Other AMO's (Specify AMO's)			
G. Total AMO Work			TOTAL AMO COST
H. Non-AMO Work Performed by AMT/AMS			
I. Training Time (Specify)			
J. AL - SL - LWOP - Holidays			
GRAND TOTAL DOLLAR COST →			
PREPARED BY (Signature)		SIGNATURE (Senior Maintenance Official)	DATE

PS Form 4842
July 1979

U.S. Government Printing Office 1989 457-611/28002

SECTION 4

BUILDING EQUIPMENT

Building Equipment staffing is done in accordance with Section 13 of HBK MS-1, TL-4, Operation and Maintenance of Real Property. Section 13 must be read and understood prior to attempting to complete the required forms. The basic procedure is:

1. Complete a Building Equipment Inventory, Form 4897 (sample on page 52).
2. Complete Maintenance Services Contracts, Worksheet W-12 (sample on page 51).
3. Complete Annual Standard Workhour Requirement - Traveling Operating Routes (if required), Form 4894 (sample on page 53-54).
4. Complete Annual Standard Workhour Requirement - Stationary Operating Routes (if required), Form 4895 (sample on page 55).
5. Complete Annual Local Workhour Requirement for Building Equipt. Preventive Maintenance and Operation, Form 4896 (sample on page 56-57) or Form 4896-A (sample on page 58-61).
6. Summarize these totals on Form 4893 (sample on page 62) by type of type of work. (E-Elect, A-HVAC, L-Elevator, M-Mist and P-Plumbing)

A complete set of the above forms is required for the main office and each station and branch supported by the main office. Once those forms are complete, sum Total Annual Workhours from all Forms 4893 and enter this number where indicated on the "Building Equipment Staffing Summary" (page 50) .

The apportionment of skill levels must consider the following variables/elements:

1. Workload in various skill areas.
2. Specialized or restrictive positions, e.g., painter, plumber, and carpenter are required only in large facilities where they can be effectively utilized 8 hours a day and 40 hours a week.
3. Need for developmental training assignments.
4. Management flexibility.

BUILDING EQUIPMENT STAFFING SUMMARY

Building Equipment

Type of Work	Total Productive Workhours	Work Years Required (divide by 1760)
HVAC		
ELECT		
ELEV		
MISC		
PLUMB		
TOTAL		

[illegible]

[illegible]

U. S. POSTAL SERVICE									
ANNUAL STANDARD REQUIREMENT - TRAVELING OPERATING ROUTES									
BUILDING				CITY			STATE		
AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT				FRE- QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORKHRS PER INSP (d)	ANNUAL WORKHOURS (a x b x c x d) (e)	
1	A/C PACKAGE UNITS - SPECIAL			TWO (2) TIMES PER DAY			.05		
2	AIRHANDLERS (Manual start/stop only)						.05		
3	HEATING BOILERS (hot water or low pressure steam)						.25		
4	COOLING TOWER (Over 500 tons)						.10		
5	REFRIGERATION EQUIPMENT (Small central chillers)						.10		
6									
7									
8									
9									
SUMMARY		10. TOTAL ANNUAL WORKHOURS (Col e)		11. MINOR ADJUSTMENT (10% of Item 10)		12. ANNUAL TRAVEL TIME		13. TOTAL WORKHOURS (Items 10, 11 & 12)	
AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT				FRE- QUENCY (a)	OPERATING DAYS PER YEAR (b)	QUANTITY (c)	WORKHRS PER INSP (d)	ANNUAL WORKHOURS (a x b x c x d) (e)	
14	COMPRESSED AIR SYSTEMS (For building systems)			ONE (1) TIME PER DAY			.05		
15	STEAM CONDENSATE RETURN SYSTEMS						.05		
16	CENTRAL DRINKING WATER SYSTEMS						.06		
17	COOLING TOWERS (Up to 500 tons)						.10		
18	HOT WATER SYSTEMS						.05		
19	HYDRO-PNEUMATIC SYSTEM (Including fire protection systems)						.08		
20	PUMPS (Remote from other equipment)						.03		
21	PRESSURE REDUCING AND REGULATING STATIONS - STEAM AND WATER						.02		
22	SECONDARY WATER SYSTEM (Heating and cooling)						.03		
23	SEWAGE EJECTOR						.05		
24									
25									
26									
27									
SUMMARY		10. TOTAL ANNUAL WORKHOURS (Col e)		11. MINOR ADJUSTMENT (10% of Item 28)		12. ANNUAL TRAVEL TIME		13. TOTAL WORKHOURS	

PS Form 4894 March 1986

AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT		FRE- QUENCY	OPERATING WEEKS PER YEAR	QUANTITY	WORKHRS PER INSP	ANNUAL WORKHOURS (a x b x c x d)		
		(a)	(b)	(c)	(d)	(e)		
32	PACKAGE UNITS-COMFORT COOLING	ONE (1) TIME PER WEEK			.03			
33	CONDENSERS (Air Cooled or Evaporative)				.04			
34	FANS (Centrifugal Over 15 H.P.)				.03			
35	FANS PROPELLER (24 inches or larger)				.03			
36	SUMP PUMPS				.05			
37	AIR HANDLERS (Automatic-remote start, stop)				.06			
38	FIRE PUMPS				.40			
39								
SUMMARY		40. TOTAL ANNUAL WORKHOURS (Col e)	41. MINOR ADJUST- MENT (10% of Item 40)	42. ANNUAL TRAVEL TIME	43. TOTAL WORKHOURS			
ELEVATOR - EQUIPMENT								
44	ELEVATOR MACHINE ROOM	6 to 8 Cars	ONE TIME PER WEEK	(a)	(b)	(c)	(d)	(e)
45		4 to 5 Cars					1.0	
46		2 to 3 Cars					.65	
47		Single car					.40	
48						.25		
SUMMARY		49. TOTAL ANNUAL WORKHOURS (Col e)	50. MINOR ADJUST- MENT (10% of Item 49)	51. ANNUAL TRAVEL TIME	52. TOTAL WORKHOURS			
ELECTRICAL SYSTEMS								
53	BATTERY SYSTEMS (Volts)	24	ONE TIME PER WEEK	(a)	(b)	(c)	(d)	(e)
54		48					.08	
55		120					.16	
56	MAIN CUBICLE ROOMS					.33		
57	TRANSFORMER VAULTS					.08		
58	SWITCHBOARD ROOMS (Power)					.06		
59						.05		
SUMMARY		60. TOTAL ANNUAL WORKHOURS (Col e)	61. MINOR ADJUST- MENT (10% of Item 60)	62. ANNUAL TRAVEL TIME	63. TOTAL WORKHOURS			
MISCELLANEOUS EQUIPMENT								
64	PORTABLE FIRE EXTINGUISHERS	(a) 1/mo	(b) 12	(c)	(d) .02	(e)		
65	EMERGENCY LIGHTS	1/mo	12		.02			
66								
SUMMARY		67. TOTAL ANNUAL WORKHOURS (Col e)	68. MINOR ADJUST- MENT (10% of Item 67)	69. ANNUAL TRAVEL TIME	70. TOTAL WORKHOURS			
71. GRAND TOTAL (Items 13 + 31 + 43 + 52 + 63 + 70)			72. PREPARED BY					
			DATE		SIGNATURE			

PS Form 4894 March 1986 (Reverse)

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

PS Form 4895 March 1986

Justification (Refer to Item No. in Column 1a) on face of form. Use additional pages if needed.)		APPROVED BY (Field Division GM/PM)	
		Signature	Date
Date	Signature and Title	PREPARED/REVIEWED BY (Sr. Maintenance Officer)	

PS Form 4896, Mar. 1987 (Rev. 11/87)

U. S. Postal Service											
ANNUAL STANDARD WORKHOUR REQUIREMENT FOR BUILDING PREVENTIVE MAINTENANCE											
Building					City			State			
Prepared By (Printed Name and Signature)								Date Prepared			
PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT - HVAC											
GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY	TOTAL WORKHOURS	GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY	TOTAL WORKHOURS
A-1	A/C MACHINE - PKGE UNITS					A-9	COILS, PREHEAT, REHEAT, ETC. (Continued) (Remove from air handlers)				
	7 1/2 TON AND UNDER		1	8.75			2 to 5 SQ. FT. FRONT SURFACE		1	0.75	
	7 1/2 TO 15 TON		1	9.25			5 TO 10 SQ. FT. FRONT SURFACE		1	1.00	
	OVER 15 TON		1	10.00			OVER 10 SQ. FT. FRONT SURFACE		1	1.75	
A-2	A/C WINDOW UNITS		1	1.00		A-10	CONTROLS, CENTRAL SYSTEM, HEATING AND AIRCONDITIONING		1	16 HR PLUS 0.25 HR PER STA	
A-3	AIR COOLED CONDENSERS					A-11	CONDENSATE OR VACUUM PUMPS (On Stand Return Systems)		1	(2 to 20)	
	10 TON AND UNDER		1	0.75		COOLING TOWER (Per Cell)					
	10 TO 30 TON		1	1.00		UP TO 50 TON		1	7.00		
	OVER 30 TON		1	1.75		A-12	50 TO 500 TON		1	14.50	
A-4	AIR HANDLERS						500 TO 1000 TON		1	29.00	
	UP TO 4 HP		1	2.00			OVER 1000 TON		1	38.50	
	4 HP TO 15 HP		1	2.75		A-13	COOLING TOWER		(1 to 6)	(2 to 6)	
	OVER 15 HP		1	4.75		EVAPORATIVE CONDENSERS					
A-5	BOILERS, OIL FIRED (Cleaning fire side only)					A-14	UP TO 50 TON		1	7.50	
			(1 to 5)	(5 to 16)			OVER 50 TON		1	11.75	
			(1 to 5)	(5 to 16)		FANS, CENTRIFUGAL					
A-6	BOILERS, CAST IRON AND STEEL					A-15	UP TO 1 HP		1	1.00	
	OIL FIRED		1	(10 to 50)			1 TO 2 HP		1	1.50	
	GAS FIRED		1	(10 to 50)			2 TO 7 HP		1	2.00	
A-7	BURNER, GAS		1	(5 to 16)			OVER 7 HP		1	2.75	
A-8	BURNER, OIL		1	(5 to 20)		A-16	FILTERS, MOVABLE CURTAIN, OIL COATED		(1 to 4)	1.75	
A-9	COILS, PREHEAT, REHEAT, ETC. (Remove from air handler)					A-17	FILTERS, ROLL TYPE, DISPOSABLE MEDIA		(1 to 4)	1.75	
	UP TO 2 SQ. FT. FRONT SURFACE		1	0.50		A-18	FILTERS, VISCOUS TYPE (Washable)		(4 to 52)	0.50	

PS Form 4896-A, Mar. 1989

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(Discard previous edition)

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT										
HVAC						HVAC - (Continued)				
GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY	TOTAL WORKHOURS	GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY
A-19	CONTROLS AND MECHANISMS ROLL TYPE FILTER		1	1.5		A-31	UNIT HEATERS (Gas fired)		1	1.50
A-20	FILTERS, THROW AWAY (includes plug & window units, etc.)		(4 to 52)	0.10		A-32	FIRE DAMPERS (In duct)		1	0.20
						A-33	GENERAL MONITORING SYSTEM (See current MMO for Requirements)			
A-21	FILTERS ELECTROSTATIC		(4 to 26)	2.50		A-34	CPU, CRT, KEYBOARD, DISK DRIVE, PRINTER		1	19.80
A-22	FANS, PROPELLER, 24 IN. DIAMETER OR LARGER		1	1.00			PIP		1	4.20
A-23	FANS, PROPELLER, PEDESTAL, AND WALL MOUNTED		1	0.50			RESERVED			
A-24	FANCOIL UNITS (Under window type)		(1 to 4)	0.30			RESERVED			
A-25	HEATING-COOLING UNIT, ROOFTOP (Up to 15 tons)		2	8.50		TOTAL "A" GUIDES →				
						ELECTRICAL				
A-26	REFRIGERATION MACHINES (Absorption Type)					E-1	ALARMS, MISC., BURGLAR, CIVIL DEFENSE, TRESPASS		4	0.25
	UP TO 40 TON		1	15.25		E-2	BATTERY CHARGERS (For Bldg. Equipment)		4	0.25
	40 TO 100 TON		1	19.25		E-3	CLOCKS, ELECTRIC, CENTRAL SYSTEM		2	7.25
	100 TO 400 TON		1	23.00		E-4	EMERGENCY LIGHTS		1	(.1 to .25)
	OVER 400 TON		1	30.75		E-5	LEAD ACID BATTERIES (Per Cell) (For Bldg. Equipment)		4	0.03
A-27	REFRIGERATION MACHINES (Centrifugal and Reciprocating)					E-6	EDISON, NICKEL-IRON, ALKALINE BATTERIES (Per Cell) (For Bldg. Equip.)		4	0.02
	UP TO 40 TON		1	23.00		E-7	LIGHTING, OUTSIDE		(0.50 to 2)	(0.25 to 1.50)
	40 TO 100 TON		1	31.00		E-8 THRU E-11	RESERVED			
	100 TO 350 TON		1	39.00		E-12	LIGHTNING PROTECTION (Per Down Conductor)		1	0.50
	350 TO 500 TON		1	59.00			RESERVED			
	500 TO 750 TON		1	66.00			RESERVED			
	750 TO 1,000 TON		1	77.00		E-13 THRU E-28	RESERVED			
	OVER 1,000 TON		1	96.00			RESERVED			
ADD 13.00 WORKHOURS FOR EACH ADDITIONAL 250 TON INCREMENT OVER 1,000							RESERVED			
A-28	HEATER ELECTRIC IN DUCT (Per sq. ft. surface)		1	.25		MOTORS				
A-29	HEATER ELECTRIC, BASEBOARD (Per linear ft.)		1	.05			50 TO 100 HP		1	1.00
A-30	UNIT HEATERS (Steam and hot water)		1	1.00		E-29	OVER 100 HP		1	2.00

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PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT										
ELECTRICAL (Continued)						MISCELLANEOUS				
GUIDE NO.	ITEM	QUANTITY	FRE. QUENCY (Times Per Year)	WH PER FRE. QUENCY	TOTAL WORKHOURS	GUIDE NO.	ITEM	QUANTITY	FRE. QUENCY (Times Per Year)	WH PER FRE. QUENCY
E-30	RESERVED					AIR COMPRESSORS				
E-31	EMERGENCY GENERATORS, GASOLINE OR NATURAL GAS ENG		1	(2 to 6)		M-1	1 HP AND UNDER		1	0.75
E-32	EMERGENCY GENERATORS, DIESEL POWER		1	(3 to 8)			1 HP TO 20 HP		1	1.75
E-33	EMERGENCY GENERATORS, ALL TYPES OF ENGINES		12	(1 to 2)			OVER 20 HP		1	2.00
E-34	FIRE SUPERVISORY SIGNALS-TESTING		4	0.30		M-2	LAWN MOWERS AND EDGERS		(2 to 6)	1.00
E-35	AUTOMATIC FIRE DETECTION OR ALARM DEVICES		2	0.30		M-3	SWEEPERS		(2 to 12)	2.00
E-36	FIRE ALARM SYSTEM-CONTROL BOARDS		365	0.20		M-4	TANKS, FUEL OIL STORAGE		0.25	6.25
E-37	FIRE ALARM SYSTEM-RECORDERS		52	0.10		M-5	PAPER BALERS		1	3.00
E-38	FIRE ALARM BOXES (Manual)		(4 to 6)	0.10		M-6	INCINERATORS		1	15.25
TOTAL "E" GUIDES →						M-7	DOORS, POWER OPERATED		2	2.00
ELEVATOR						M-8	DOORS, POWER OPERATED MAIN ENTRANCE AND DOCK		4	1.00
						M-9	DOORS, MAIN ENTRANCE		2	1.00
L-1 thru L-12	ELEVATORS, ELECTRIC		12	18.50		M-10	LOADING RAMPS, ADJUSTABLE		4	1.25
L-1 thru L-12	NO. ELEVATOR LANDINGS IN EXCESS OF 6 PER ELEVATOR i.e., if there are 2 elevators with 8 landings each, the entry under 8 would be 4 d. WH would be 24)		12	0.50		M-11	FIRE DOORS-STAIRWELLS AND EXITWAYS (Swinging)		4	0.10
L-13	ELEVATORS, HYDRAULIC		12	6.75		M-12	FIRE DOORS-SLIDING TYPE		4	0.20
L-14	ELEVATORS, HYDRAULIC		1	15.25		M-13	STATIONARY PACKERS		52	1.00
L-15	ESCALATORS		52	1.00		M-14	STATIONARY PACKERS		12	1.00
L-16	ESCALATORS		1	97.00		M-15	STATIONARY PACKERS		4	2.00
L-17	ELEVATORS, SIDEWALK		12	3.75		M-16	POWER SWEEPERS, ELECTRIC (Battery)		12	1.50
L-18	WINDOW WASHING SCAFFOLDS, POWER OPERATED		4	(10 to 30)		M-17	POWER-LIFTS		12	1.00
L-19	DUMBWAITERS		4	3.75		M-18	AUTOMATIC FLOOR SCRUBBERS (Battery powered scrubber vacuum)		12	1.50
	RESERVED					M-19	SNOW BLOWER (Walking Type)		(2 to 5)	1.00
	RESERVED					M-20	LOAD-LEVELERS		4	2.00
	RESERVED					M-21	DOCK BOARDS		12	0.50
	RESERVED						RESERVED			
	RESERVED						RESERVED			
TOTAL "L" GUIDES →										

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT											
MISCELLANEOUS (Continued)						PLUMBING (Continued)					
GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY	TOTAL WORKHOURS	GUIDE NO.	ITEM	QUANTITY	FREQUENCY (Times Per Year)	WH PER FREQUENCY	TOTAL WORKHOURS
	RESERVED						PUMPS, CENTRIFUGAL				
	RESERVED					P-18	1 TO 5 HP		1	1.75	
	RESERVED						5 TO 25 HP		1	4.00	
	RESERVED						25 TO 100 HP		1	6.00	
	RESERVED					P-19	RADIATORS, HEATING		0.20	0.25	
	TOTAL "M" GUIDES →					P-20	ROOF, BUILT-UP (See guide for WH)		2		
	PLUMBING					P-21	DRAINS, AREA-WAY, DRIVEWAY, STORM		2	0.50	
P-1	RESERVED					P-22	EXPANSION JOINTS IN PIPING (Slip type joint only)		1	1.25	
P-2	FIRE CONTROL VALVES FOR WATER DISTRIBUTION SYSTEMS		1	0.20		P-23	ALARM CHECK VALVES AND ACCESSORIES		1	1.25	
P-3	FIRE EXTINGUISHER—STORED PRESSURE TYPE		1	0.10		P-24	DRY PIPE, DELUGE AND PREACTION VALVES		1	2.75	
P-4	FIRE EXTINGUISHER—GAS CARTRIDGE TYPE		1	0.30		P-25	FIRE HOSE (1 1/2", racked in buildings)		1	0.25	
P-5	FIRE EXTINGUISHER—HYDROSTATIC TESTING		(2 to 8)	1.00		P-26	FIRE DEPARTMENT HOSE CONNECTIONS (Standpipe outlets)		1	0.15	
P-6	FIRE EXTINGUISHING SYSTEM—FIXED		2	3.50		P-27	FIRE DEPARTMENT PUMPER CONNECTIONS (Standpipe or Sprinkler)		1	0.50	
P-7	GREASE TRAPS		12	0.75		P-28	FIRE HYDRANTS (Dry barrel or wet barrel)		1	1.00	
P-8	RESERVED					P-29	SPRINKLER HEADS—SPRINKLERED AREAS (per 1,000 sq. ft.)		1	0.10	
P-9	MANHOLES, SEWER		4	2.00		P-30	HOT WATER HEATERS AND CONVERTERS		1	4.50	
P-10	SEWER EJECTORS (Pneumatic tank type)		1	2.50		P-31	HOT WATER HEATERS (Domestic type)		1	1.50	
P-11	SUMP PUMPS		1	3.75		P-32	DRINKING WATER COOLERS		1	1.00	
P-12	TANKS, WATER (All types)		0.33	6.25		P-33	FIRE PUMPS (El. Mtr. Drive)		1	0.75	
P-13	VALVES, REGULATING (Steam or pressure reducing station)		1	(1 to 4)		P-34	FIRE PUMPS (Int. Comb. Eng. Dr.)		1	(.75 to 1.5)	
P-14	VALVES, MANUALLY OPERATED						RESERVED				
	MAIN LINE OR CRITICAL		1	1.00			RESERVED				
	OTHERS OVER 2 IN.		0.20	0.50			RESERVED				
P-15	VALVES, MOTOR OPERATED		1	1.50			RESERVED				
P-16	BACKFLOW PREVENTERS		1	2.00		TOTAL "P" GUIDES →					
P-17	STEAM TRAPS (All types)		1	0.50		GRAND TOTAL (Guides A, E, L, M and P) →					

PS Form 4896-A, Mar. 1989

4

U.S. POSTAL SERVICE ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORKHOUR SUMMARY											
Building		City		State and Zip + 4 Code		Gross Building Square Feet		Net Interior Square Feet		Non-Postal	
Line No.	Type of Work	Annual Workhour Requirements						Space Adjustment <input type="checkbox"/> Standard (2) <input type="checkbox"/> Local	Non-Postal Funded	Total Annual Workhours (Columns c thru k)	
		Preventive Maintenance		Equipment Operation		Corrective Maintenance					Misc (10% of c thru h)
(a)	(b)	Form 4896-A Standard (c)	Form 4896 Local (d)	Form 4894 Standard (e)	Form 4896 Standard (f)	Form 4896 Local (g)	<input type="checkbox"/> Standard (1) <input type="checkbox"/> Local (h)	(i)	(j)	(k)	
1											
2											
3											
4											
5											
6											
7											
8											
9	Sub-Totals										
10	Grand Totals										
Remarks											
<div style="display: flex; justify-content: space-between;"> <div> (1) 8 Workhours Per 1000 Gross Square Feet or Average Actual Prepared/Reviewed by (Sr. Maint. Official) </div> <div> (2) 5 Workhours Per 1000 Gross Square Feet or Average Actual Division Approval </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Printed Name, Title and Signature </div> <div> Date </div> </div>											

SECTION 5

CUSTODIAL STAFFING

1. Complete custodial staffing for the main office and all stations/branches supported by the main office in accordance with the latest revised version of HBK MS-47, Housekeeping - Postal Facilities. Utilize Forms 4869 (sample on page 65), 4839 (sample on page 66), and 4852 (sample on page 67),
2. Determine if the station/branch can be contracted by:
 - a. Determining the number of days per week service is to be provided to the facility by looking at Form 4839.
 - b. Dividing line D from Form 4852 by 52 to determine weekly workhours.

If Weekly Workhours are twenty-four (24) hours per week or less, (see National Agreement), this facility's custodial work should be contracted provided the provisions of ASM, paragraph 535.261, are met.
3. If the station/branch custodial work cannot be contracted, it should be staffed with any combination of part-time regular (PTR) and/or full-time regular (FTR) positions necessary to provide the weekly workhours indicated on line .1, Form 4852 (see HBK MS-47, Section 243.u - Use 1760 hours per year).
4. If the Main Office will be required to provide coverage for extended absences, give leave allowances for applicable stations and branches to the Main Office.

Absences not covered by relief from the main office will be covered by the following:
 - a. In offices with multiple custodial positions, the staff that is present can work additional hours, either extra hours for PTRs or overtime for FTRs.
 - b. In offices with single custodial positions, custodial duties may be performed by noncustodial personnel: Mechanics, PT Flexible Clerks, PT Carriers, etc. This is also the procedure to be used in associate offices to compensate for custodial absences.
5. Custodial positions should be allocated based upon task requirements and Position Descriptions.
6. Make entries in the appropriate columns on the Custodial Position Summary form, page 68, as follows:
 - a. Enter the names of the facilities where the main office is responsible for custodial services (Main Office, VMF, Station or Branch). Do not include associate offices.

- b. Enter the weekly workhours indicated on Line J of the Form 4852 for that facility.
 - c. Under "Full-Time Regular Positions," enter the number of each type of position recommended for that facility.
 - d. Under "Part-Time Regular Positions," enter the number of each type of position recommended and the weekly workhours for each position.
 - e. If the facility is to have a contract cleaner, enter the weekly workhours for which the facility should be contracted.
 - f. Total the number of positions at the bottom of the form.
7. Staffing determined by this section should be summarized in Section 1.

[illegible]

[illegible]

U.S. Postal Service WORKLOAD ANALYSIS AND SUMMARY														
Post Office				State and ZIP + 4 Code				Unit						
Gross Interior Area				Exterior Paved				Exterior Unpaved						
Line No.	Job Requirement	Operation	Unit of Measure	Minutes Per Sq. Ft. or Unit	Weekly Quantity	Weekly Minutes	Line No.	Job Requirement	Operation	Unit of Measure	Minutes Per Sq. Ft. or Unit	Quantity	Frequency	Annual Minutes
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
1	Work Room Toilets	CL	FX	4.5			33	Light Fixtures	DUST	FX				
2		PL	FX	1.5			34		DUST	FX				
3	Office Toilets	CL	FX	4.0			35		DUST	FX				
4	Lunch/Swing Rooms	CL	SF	.032			36	Light Fixtures	WASH	FX				
5		PL	SF	.0106			37		WASH	FX				
6		WM	SF	.03			38		WASH	FX				
7	Locker Rooms	CL	SF	.024			39	Venetian Blinds	WASH	BL	30.0			
8		PL	SF	.008			40		DUST	BL	5.0			
9		WM	SF	.03			41	Lobby Glass	WASH	SF	.179			
10	Work Rooms	CL	SF	.0106			42	Exterior Glass	WASH	SF	.179			
11		PL	SF	.0053			43	Interior Glass	WASH	SF	.179			
12	Offices	CL	SF	.0376			44	Wkrm Pipes/Ducts	DUST	SF	.069			
13	Supply Rooms	CL	SF	.012			45	Other Pipes/Ducts	DUST	SF	.048			
14	Freight Elevators	PL	UT	10.0			46	Lookout Gallery	CL	LF	.48			
15	Passenger Elevators	CL	UT	20.0			47	Carrier Case	CL	EA	4.0			
16	Ext. Police	PL	SF	.0012			48	Other Case	CL	EA	1.5			
17	Platforms	CL	SF	.0106			49	Ext. Paved	Sweep	SF	.006			
18		PL	SF	.0053			50	Ext. Paved	Sweep	SF	.004			
19	Svc./Box Lobby	CL	SF	.016			51	Ext. Paved	Sweep	SF	.0012			
20		PL	SF	.002			52	Active Storage	CL	SF	.012			
21		WM	SF	.03			53	Inact. Storage	CL	SF	.012			
22		VS	SF	.0064			54	Resilient FL	DM	SF	.015			
23		DM	SF	.015			55		INT	SF	.24			
24	Stairways	CL	UT				56		PERI	SF	.096			
25		PL	UT	2.4			57	Terrazzo	INT	SF	.24			
26	Corridors	CL	SF	.006			58		PERI	SF	.12			
27		DM	SF	.015			59	Concrete	INT	SF	.24			
28		VS	SF	.0064			60		PERI	SF	.096			
29		PL	SF	.002			61	Carpet	Shamp	SF	.24			
30	Shop Areas	CL	SF	.012			62		SPOT	SF				
31	Jan. Closet	CL	EA	10.0			63	Wood	INT	SF	.24			
32	Sub-Total						64		PERI	SF	.12			
Work-hour Calculations							65	Lawns	MOW	SF	.012			
(a)							66	Hedge/Shrub	TRIM	LF	1.2			
A	Multiply total line 32 by 52 weeks					Min./Yr.	67	Snow	REMOV	SF	.015			
B	Enter total from line 77					Min./Yr.	68	P.O. Boxes	CL	EA	2.0			
C	Total lines A + B					Min./Yr.	69							
D	Divide line C by 60 minutes					WH/Yr.	70							
E	Multiply line D by % (TRG)					H/Yr.	71							
F	Multiply D by % (Breaks)					H/Yr.	72							
G	Multiply line D by % (Wash Up)					H/Yr.	73							
H	Total lines D + E + F + G					WH/Yr.	74							
J	Divide line H by 52					WHS per Week	75							
K	Divide line H by 1760					Work Years	76							
L	Total Employees						77	Sub-Total						
Reviewed By (MSC Mgr./Plant & Equip. Engineering Mgr.)						Date	Approved By (MSC Manager/Postmaster/BMC Manager)						Date	

PS Form 4852 Apr. 1988 (Previous edition usable)

SECTION 6

MAINTENANCE ADMINISTRATION

Maintenance Control - The maintenance control activity, as identified in MS-63, is required for day-to-day maintenance operations. The number of maintenance control positions depends on the workforce supported. Maintenance Control does not support security personnel, telephone operators, elevator operators, supervision, or other administrative personnel which do not require daily scheduling. Therefore, when determining the "Number of Positions Supported," normally include only those positions determined by Sections 2, 3, 4, and 5 of this staffing package.

To determine the "Number of Positions Supported," use line 5, Section 1-C, page 10 of this staffing package. Use Table IV, page 70, "Maintenance Control Positions," to determine the number of each type of job recommended for this workforce.

These positions will be summarized in Section 1.

Other Administrative Positions - There are some positions assigned to the maintenance section for administrative purposes only. Examples of this type of position would be telephone operators, elevator operators, clerk-stenographers, and security personnel. Staffing for these positions will be at the discretion of the divisional office.

Secretarial Support - One PS-5 Secretary/Steno will be authorized for each MSC V and VI. This position may also be documented, justified, and authorized by each Division for other automated offices.

TABLE IV
RECOMMENDED DISTRIBUTION
MAINTENANCE CONTROL POSITIONS

NUMBER OF POSITIONS SUPPORTED	TOTAL POSITIONS AUTHORIZED	JOB TITLES			
		MAINT CONTROL & STOCK CLERK	MAINT CONTROL CLERK	TOOL & PARTS CLERK	MAINT CONTROL TECHNICIAN
0-14	0-1				
15-29	1-2				
30-44	2-3				
45-59	3-4				
60-74	4-5				
75-89	5-6	Distribution of authorized positions to be determined by Senior Maintenance official and entered in Section 7 on the <u>Maintenance Tour</u> <u>Coverage forms</u> , page 73-81.			
90-104	6-7				
105-124	7-8				
125-144	8-9				
145-164	9-10				
165-184	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				

No. Craft Positions Supported

Enter figure from

Line 5, Section 1-C, Page 10

NO. OF AUTHORIZED POSITIONS

Select appropriate number
from Table IV above based
on the number of positions
supported.

SECTION 7

CRAFT/SUPERVISOR POSITIONS

Craft Positions

The number of craft positions by functional area have been identified, see Section 1-C, page 10.

To determine the distribution by tour and skill levels, the following steps should be taken:

1. Obtain from operations a completed Form 4840 (sample on page 72) Operation-Maintenance Schedule, that displays the operating plan for each major piece of equipment. This should be developed for each day of the week. (Reference MS-63.)
2. Assign for each day and tour, by function, the necessary coverage to support operational and maintenance needs. Generally, Tour II, M-F, will have the majority of personnel performing Preventive/Corrective Maintenance and Project work.
3. Determine the skill levels required and assign same by specific occupation code and/or position to the appropriate function, tour, and day on the "Maintenance Tour Coverage" forms on pages 73 to 81.
4. Post total by position to "Recommended Staffing" column of Section 1-A.

Supervisor Positions

Assign supervisory coverage by tour on the "Maintenance Tour Coverage" forms using the guidelines delineated in both MMO-25-76 and the October 7, 1983, memorandum concerning supervision of electronics technicians. A copy of the memorandum only is included in this bulletin on page 82-83.

When determining supervisory positions, consideration must be given to other factors besides the number of employees supervised. Such factors may include: tour coverage, geographic dispersion of the workforce, other responsibilities such as contract maintenance (water treatment, elevator, etc.), and availability of superintendent or other supervisory positions with whom the workload may be shared. The most important consideration must be to ensure the efficiency of the operation.

Post total supervisory staffing by position to "Recommended Staffing" column of Section 1-B (as identified on "Maintenance Tour Coverage" forms).

U.S. Postal Service	
OPERATION—MAINTENANCE SCHEDULE	
Post Office	Equipment Type
Equipment No.	Service
	A.M. Hours
	12 to 1
	1 to 2
	2 to 3
	3 to 4
	4 to 5
	5 to 6
	6 to 7
	7 to 8
	8 to 9
	9 to 10
	10 to 11
	11 to 12
	P.M. Hours
	12 to 1
	1 to 2
	2 to 3
	3 to 4
	4 to 5
	5 to 6
	6 to 7
	7 to 8
	8 to 9
	9 to 10
	10 to 11
	11 to 12

PS Form 4840, Sep. 1985

PG. 1

FACILITY _____

MAINTENANCE TOUR COVERAGE

DATE _____

PREPARED _____

TOUR I.

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
M A I L P R O C E S S I N G	SUPER- VISION	ELECTRONICS TECH	17							
		MPE MECHANIC	16							
		TOTAL MPE SUPVR	////////							
	C R A F T	ELECTRONICS TECH	10							
		ELECTRONICS TECH	9							
		ELECTRONICS TECH	8							
		MPE MECHANIC	7							
		MPE MECHANIC	6							
		POSTAL MACHINE MECH	6							
		GENERAL MECHANIC	5							
		MECHANIC HELPER	4							
		TOTAL MPE CRAFT	////////							

F I E L D	SUPER- VISION	DETACHED UNITS	16							
		TOTAL FMP SUPVR	////////							
	C R A F T	AREA MAINT TECH	8							
		AREA MAINT SPEC	7							
		TOTAL FMP CRAFT	////////							

TOUR I .											PG. 2	
FUNCTION		TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI	
B U I L & D I N G	SUPER- VISION		BLDG EQUIP MAINT	15								
			MECHANICS "B"	16								
			MECHANICS "A"	14								
			TOTAL BEM SUPVR	//////								
	C R A F T		BLDG EQUIP MECH	7								
			STATIONARY ENGINEER	7								
			ELEVATOR MECHANIC	7								
			MACHINIST	7								
			ENGINEMAN	6								
			MAINT ELECTRICIAN	6								
			CARPENTER	6								
			LTR BOX MECHANIC	6								
			PAINTER	6								
			BLACKSMITH-WELDER	6								
			PLUMBER	6								
			GENERAL MECHANIC	5								
			MECHANIC HELPER	4								
			TOTAL BEM CRAFT	//////								
		TOTAL TOUR SUPERVISION	//////									
		TOTAL TOUR CRAFT:	//////									

PG. 3

TOUR I

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
C O N F I R M A T I O N A L	SUPER- VISION	MAINT CONTROL "B"	16							
		MAINT CONTROL "A"	14							
		STOCK & TOOL RM.	14							
		MAINT CONT SPEC	14							
		TOTAL MC SUPVR	//////							
	C	CONTROL TECHNICIAN	6							
	R	CONTROL CLERK	5							
	A	CONTROL & STOCK CLERK	5							
	F	TOOLS & PARTS CLERK	5							
	T									
		TOTAL MC CRAFT	//////							

B S U E I R L V D I C N E G S	SUPER- VISION	BUILDING SERVICES	11							
		TOTAL BS SUPVR	//////							
	C	GROUP LEADER	4							
	R	LABORER-CUSTODIAL	3							
	A	CUSTODIAN	2							
	F	CLEANER	1							
	T	FIREMAN-LABORER	4							
		BUILDING MAINTENANCE CUSTODIAN	4							
		OTHER BUILDING SERVICES POSITIONS*								
		TOTAL BS CRAFT	//////							

*Other building services positions can be itemized on an addendum sheet.
Totals should be entered on this page.

PG. 1

FACILITY _____

MAINTENANCE TOUR COVERAGE

DATE _____
PREPARED _____

TOUR II.

FUNCTION			TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
M A I L C E S S I N G	SUPER- VISION	ELECTRONICS TECH		17								
		MPE MECHANIC		16								
		TOTAL MPE SUPVR		////// //////								
	C R A F T	ELECTRONICS TECH		10								
		ELECTRONICS TECH		9								
		ELECTRONICS TECH		8								
		MPE MECHANIC		7								
		MPE MECHANIC		6								
		POSTAL MACHINE MECH		6								
		GENERAL MECHANIC		5								
		MECHANIC HELPER		4								
		TOTAL MPE CRAFT		////// //////								
F I E L D	SUPER- VISION	DETACHED UNITS		16								
		TOTAL FMP SUPVR		////// //////								
	C R A F T	AREA MAINT TECH		8								
		AREA MAINT SPEC		7								
		TOTAL FMP CRAFT		////// //////								

TOUR II.											PG. 2	
FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI		
B U I L & D I N G	SUPER- VISION	BLDG EQUIP MAINT	15									
		MECHANICS "B"	16									
		MECHANICS "A"	14									
		TOTAL BEM SUPVR	////////									
	C R A F T	BLDG EQUIP MECH	7									
		STATIONARY ENGINEER	7									
		ELEVATOR MECHANIC	7									
		MACHINIST	7									
		ENGINEMAN	6									
		MAINT ELECTRICIAN	6									
		CARPENTER	6									
		LTR BOX MECHANIC	6									
		PAINTER	6									
		BLACKSMITH-WELDER	6									
		PLUMBER	6									
		GENERAL MECHANIC	5									
		MECHANIC HELPER	4									
		TOTAL BEM CRAFT	////////									
				TOTAL TOUR SUPERVISION	////////							
				TOTAL TOUR CRAFT	////////							

PG. 3

TOUR II.

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
C O N T R O L	SUPER- VISION	MAINT CONTROL "B"	16							
		MAINT CONTROL "A"	14							
		STOCK & TOOL RM.	14							
		MAINT CONT SPEC	14							
		TOTAL MC SUPVR	//////							
	C R A F T	CONTROL TECHNICIAN	6							
		CONTROL CLERK	5							
		CONTROL & STOCK CLERK	5							
		TOOLS & PARTS CLERK	5							
		TOTAL MC CRAFT	//////							
B S U E R I V I C E S	SUPER- VISION	BUILDING SERVICES	11							
		TOTAL BS SUPVR	//////							
	C R A F T	GROUP LEADER	4							
		LABORER-CUSTODIAL	3							
		CUSTODIAN	2							
		CLEANER	1							
		FIREMAN-LABORER	4							
		BUILDING MAINTENANCE CUSTODIAN	4							
		OTHER BUILDING SERVICES POSITIONS*								
		TOTAL BS CRAFT	//////							

*Other building services positions can be itemized on an addendum sheet.
Totals should be entered on this page.

PG. 1

FACILITY _____

MAINTENANCE TOUR COVERAGE

DATE _____
PREPARED _____

TOUR III.

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
M. P. E. A. R. Q. I. O. U. L. C. I. P. E. S. M. S. E. N. T. I. N. G	SUPER- VISION	ELECTRONICS TECH	17							
		MPE MECHANIC	16							
		TOTAL MPE SUPVR	////////							
	C R A F T	ELECTRONICS TECH	10							
		ELECTRONICS TECH	9							
		ELECTRONICS TECH	8							
		MPE MECHANIC	7							
		MPE MECHANIC	6							
		POSTAL MACHINE MECH	6							
		GENERAL MECHANIC	5							
		MECHANIC HELPER	4							
		TOTAL MPE CRAFT	////////							
			////////							

F I E L D	SUPER- VISION	DETACHED UNITS	16							
		TOTAL FMP SUPVR	////////							
	C R A F T	AREA MAINT TECH	8							
		AREA MAINT SPEC	7							
		TOTAL FMP CRAFT	////////							

PG. 2

TOUR III.

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
B U I L D I N G	SUPER- VISION	BLDG EQUIP MAINT	15							
		MECHANICS "B"	16							
		MECHANICS "A"	14							
		TOTAL BEM SUPVR	//////							
	C R A F T	BLDG EQUIP MECH	7							
		STATIONARY ENGINEER	7							
		ELEVATOR MECHANIC	7							
		MACHINIST	7							
		ENGINEMAN	6							
		MAINT ELECTRICIAN	6							
		CARPENTER	6							
		LTR BOX MECHANIC	6							
		PAINTER	6							
		BLACKSMITH-WELDER	6							
		PLUMBER	6							
		GENERAL MECHANIC	5							
		MECHANIC HELPER	4							
		TOTAL BEM CRAFT	//////							

PG. 3

TOUR III.

FUNCTION	TYPE	POSITION TITLE	EAS/PS LEVEL	SAT	SUN	MON	TUE	WED	THU	FRI
C O N T R O L	SUPER- VISION	MAINT CONTROL "B"	16							
		MAINT CONTROL "A"	14							
		STOCK & TOOL RM.	14							
		MAINT CONT SPEC	14							
		TOTAL MC SUPVR	////// //////							
	C R A F T	CONTROL TECHNICIAN	6							
		CONTROL CLERK	5							
		CONTROL & STOCK CLERK	5							
		TOOLS & PARTS CLERK	5							
		TOTAL MC CRAFT	//////							

B S U E R V I S I O N S	SUPER- VISION	BUILDING SERVICES	11							
		TOTAL BS SUPVR	////// //////							
	C R A F T	GROUP LEADER	4							
		LABORER-CUSTODIAL	3							
		CUSTODIAN	2							
		CLEANER	1							
		FIREMAN-LABORER	4							
		BUILDING MAINTENANCE CUSTODIAN	4							
		OTHER BUILDING SERVICES POSITIONS*								
		TOTAL BS CRAFT	//////							

*Other building services positions can be itemized on an addendum sheet.
Totals should be entered on this page.

Maintenance Overhaul and Technical Service Centers
United States Postal Service

OCC CODES	GENERAL MANAGER & TECHNICAL SERVICES	OVERHAUL OPERATIONS
MOT1	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 9886 MAYLAND DRIVE RICHMOND VA 23233-1458 COML (804) 965-1900 PEN 981-1900	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 9886 MAYLAND DRIVE RICHMOND VA 23233-1458 COML (804) 965-1920 PEN 981-1920
MOT2	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 1980 BROADWAY SECOND FLOOR NEW YORK NY 10023-9995 COML (212) 724-4080 (NO PEN NUMBER)	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 78-02 LIBERTY AVENUE OZONE PARK NY 11417-1045 COML (718) 738-5650 PEN 651-5711
MOT3	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 6045 EAST SHELBY DRIVE MEMPHIS TN 38141-7613 COML (901) 367-4202 PEN 721-4202	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 6045 EAST SHELBY DRIVE MEMPHIS TN 38141-7613 COML (901) 367-4240 PEN 721-4240
MOT4	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 10750 WEST GRAND AVENUE FRANKLIN PARK IL 60131-2217 COML (708) 288-2000 PEN 370-2000	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER . BUILDING 7 4100 WEST 76TH STREET CHICAGO IL 60652-1289 COML (312) 585-1636 PEN 765-5781
MOT5	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 1400 EAST SANTA CLARA AVENUE PO BOX 11962 SANTA ANA CA 92711-1962 COML (714) 667-6700 PEN 997-6700	MAINTENANCE OVERHAUL AND TECHNICAL SERVICE CENTER 1400 EAST SANTA CLARA AVENUE PO BOX 11962 SANTA ANA CA 92711-1962 COML (714) 667-6750 PEN 997-6750