

13-503 CORRECTIVE MAINTENANCE**13-503.1 General**

It is necessary to allow workhours to provide for correction of day-to-day failures and malfunctions of building equipment. Making corrective repairs of some building equipment, such as drinking fountains, flush valves, and small fans, is a more practical and economic maintenance procedure than an elaborate preventive maintenance program.

13-503.2 Definition

Corrective maintenance is defined as that work required to correct day-to-day equipment failures and malfunctions. The need for such work may originate from problems identified by employees or calls from other building occupants. Corrective maintenance does not include major repairs and/or improvements, such as replacement of an air-conditioning cooling tower, central chiller, or building roof, and renovation or upgrading of a building area.

13-503.3 Staffing Allowance

The standard annual allowance for corrective maintenance is 8 workhours per year per 1,000 gross square feet.

It is recognized that some buildings may require more or less workhours due to their age, need for major renovation, or operating conditions. The Field Division General Manager/Postmaster may authorize a departure from the standard allowance when supported by evidence of unusual actual work load. The actual work load is determined by reviewing completed maintenance work orders or appropriate reports identifying workhours used for building corrective maintenance activities for the previous 3 years, if available. Factors to be considered when evaluating the actual work load by this means should include repair methods, personnel utilization, and the

impact of completed major repair, alteration, modification, and improvement projects. The standard allowance or average actual work load for corrective maintenance to building equipment is to be entered on Form 4893, Column h.

13-504 MISCELLANEOUS**13-504.1 General**

Experience has shown that there are some workhour requirements for the operation of a building that cannot be identified within any of the previously discussed categories. Due to the wide variety of miscellaneous activities, it is impractical to isolate and develop standards for the accomplishment of every type of activity. Examples of miscellaneous activities include authorized meetings, training, and administrative time. This does not include space adjustment and nonpostal funded activities described in 13-505 and 13-506 for which special staffing allowances may be authorized.

13-504.2 Staffing Allowance

The standard allowance for miscellaneous work shall be not more than 10% of the total building operation and maintenance workhours (operating routes, preventive maintenance, and corrective maintenance). Enter this figure on Form 4893, Column i.

13-505 SPACE ADJUSTMENTS**13-505.1 General**

It is also recognized that there are, to varying degrees, frequent changes to and relocations of postal operations. Minor changes, renovations, or alterations to the building which are needed to accommodate such changes may be accomplished by postal maintenance employees. Examples of space adjustments

include installation or relocation of lighting, electrical outlets and switches, HVAC, or other utilities equipment; removal or installation of partitions, doors, miscellaneous fixtures and hardware; and painting.

13-505.2 Staffing Allowance

The standard annual allowance for minor alteration and improvement projects resulting from moves and space adjustments is 5 workhours per year per 1000 gross square feet of building area. A departure from the standard allowance may be made by the Field Division General Manager/Postmaster if the local office provides supporting evidence of unusual actual work load of this nature, as outlined in 13-503.3. The standard allowance or average actual work load for space adjustments is to be entered on Form 4893, Column j.

13-506 NONPOSTAL FUNDED WORK

13-506.1 Definition

Workhours may be incurred for maintenance of equipment or areas belonging to other occupant agencies which is beyond normal, or standard level, building services, but because of available expertise, equipment, or other factors, is to the advantage of the Postal Service to accomplish on a reimbursable basis. This would include maintenance of equipment installed by occupant agencies for their exclusive use, such as emergency generators, special environmental control equipment, and special lighting.

13-506.2 Staffing Allowance

No standard workhour allowance is provided. An allowance may be authorized based on the documented work load submitted with the staffing package. Enter locally required hours on Form 4893, Column k.

13-507 WORKHOUR REQUIREMENTS SUMMARY

13-507.1 General

The total building operation and maintenance annual workhour requirement shall be summarized on Form 4893, Figure 13-6.

13-507.2 Instructions for Completion of Form 4893, Annual Building Equipment Operating and Maintenance Workhour Summary

Column b, Type of Work: May be used to identify different types of craft work, e.g., HVAC, electrical, elevator, plumbing, and miscellaneous. This is usually applicable only to large facilities where the work load will support specialized craft positions such as electricians, plumbers, elevator mechanics, stationary engineers, building equipment mechanics, and enginemen. Workhour requirements for general types of equipment are subtotaled on other forms used herein.

Column c: Enter the annual standard workhour requirements for building equipment preventive maintenance from Form 4896-A, Grand Total.

Column d: Enter other local workhour requirements for preventive maintenance, if any, from Column j, Form 4896.

Column e: Enter the annual standard workhour requirements for traveling operating routes from Form 4894, block 71. Exclude any workhours that were included in block 36 of Form 4895.

Column f: Enter the annual standard workhour requirements for stationary operating routes from Form 4895, block 38.