

U.S. POSTAL SERVICE ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORKHOUR SUMMARY											
Building		City		State and ZIP + 4 Code			Gross Bldg. Sq. Feet		Net Interior Square Feet		
									Postal		Non-Postal
Line No.	Type of Work	Annual Workhour Requirements									
		Preventive Maintenance		Equipment Operation			Corrective Maintenance		Space Adjustment		Total Annual Workhours
		Form 4896-A Standard	Form 4896 Local	Form 4894 Standard	Form 4895 Standard	Form 4896 Local	<input type="checkbox"/> Standard (1) <input type="checkbox"/> Local	Misc (10% of c thru h)	<input type="checkbox"/> Standard (2) <input type="checkbox"/> Local	Non- Postal Funded	(Columns d thru k)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	'A' GUIDES										
2	'E' GUIDES										
3	'L' GUIDES										
4	'P' GUIDES										
5	'M' GUIDES										
6	TRAVELING OPERATING ROUTES PS FORM 4894										
7	CORRECTIVE / SPACE ADJUST										
8	NON-POSTAL WORKHOURS										
9	Sub-Totals										
10	Grand Totals										
Remarks											
(1) 8 Workhours per 1000 Gross Square Feet or Average Actual						(2) 5 Workhours Per 1000 Gross Square Feet or Average Actual					
Prepared/Reviewed by (Sr. Maint. Official)						Division Approval					
Printed Name, Title and Signature				Date		Printed Name, Title and Signature				Date	
PS Form 4893 , Jan. 1989										(Previous edition usable)	