

Maintenance Staffing Guide for Associate Offices

Staffed with
Building Maintenance Custodian and/or Laborer/Custodian Positions

Office Name: OSWEGO KS 67356

Date of Survey: 3/25/2009

This documentation is acceptable as support for the Maintenance positions authorized at associate offices in the Western Area. Additional MS-47 documentation should be provided for each facility requiring service by U. S. Postal Service custodians.

Staffing Summary

APPROVALS

Post Office: OSWEGO KS 67356

Date: 03/25/09

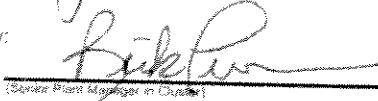
Reviewed By:



James J. Norris

(Manager, Maintenance, Senior Plant in Cluster)

Approved By:



Rick Pivovar

(Senior Plant Manager in Cluster)

Craft Position Recommendations

Item	Position Title	Level	Current Authorized Staffing	Requested Staffing	Net Change
1	Building Maintenance Custodian PTR	PS-05	1	1	0
2	Laborer/Custodian, FTR	PS-04			0
3	Laborer/Custodian, PTR	PS-04			0
4	Custodian, FTR	PS-03			0
5	Custodian, PTR	PS-03			0
	Total		1	1	0

Core Workload Supported - LDC 38

Workhours from MS-47 Budget Worksheet

791

Total Position Supported by Core Duties

0.45

Ancillary Workload Supported

LDC 37

Workhours from PS Form 4893

143

Total Positions Supported by LDC 37 Duties

0.08

LDC 36

Workhours from Section 2-A

21

(Miscellaneous Plant Employment)

Modification, Alteration, Training adjustment (14%)

2.9526

Total LDC 36 Workhours

24

Total Positions Supported by LDC 36 Duties

0.01

Total Maintenance Workload

Total Core and Ancillary Workload

957

Total Positions supported @ 1800 hrs.

0.53

OSWEGO KS 67356

MS-47 Budget Worksheet

Note: A zero in "USPS LDC 38" column indicates this office is subject to the 1995 agreement concerning custodial service contracting.

3 = Position required for other reason (explain by office):

Roof Inspection

MS-1 Roof Inspection.
PS Form 4896-A, Item P-20.

Please note this is for a built-up roof. This inspection if performed should occur twice per year.
This form will provide input for up to five facilities.

ITEM	Time	Building #1	Building #2	Building #3	Building #4	Building #5	Total for Post Office
Review Inspection Material	0.500000	1					0.50
Assemble Equipment and Tools	0.166667	1					0.17
Inspect outside building walls (per lineal foot)	0.000333	175					0.06
Inspect ceilings and walls (top floor - per square foot)							
Offices	0.000033	255					0.01
Workroom	0.000017	9142					0.15
Inspect roof perimeter (per lineal foot)	0.000833	193					0.16
Inspect gutter (per lineal foot)	0.002500	97					0.24
Inspect expansion/control joints (per lineal foot)	0.000833	581					0.48
Inspect roof penetrations (per penetration)	0.008333	1					0.01
Inspect roof drains (per drain)	0.008333	2					0.02
Inspect roof mat (Per square foot)	0.000833	60					0.01
Total Roof Inspection Requirement to PS Form 4896-A, M-20							1.80

Ancillary F3B Workload

Building Maintenance Custodians Authorized
Laborer/Custodian, FTR Authorized

1.00 <-- enter Number of Positions
0.00 <-- enter Number of Positions

Section 2-A: Miscellaneous Postal Equipment Item/Description	Maint. Support Requirement (Hrs/Unit)	Number of Units	BMC (PS-04)	Lab/Cust. (PS-03)	Workhours
Hamper (all)	0.10	5.00	YES	YES	0.50
Tub (all)	0.10		YES	YES	0.00
Box, Collection	1.00	4.00	YES	NO	4.00
NDCBU/Parcel Locker	0.50		YES	NO	0.00
Box, Storage	0.20	2.00	YES	NO	0.40
Cabinet, Filing	0.10	3.00	YES	YES	0.30
Cabinet, Storage	0.10	7.00	YES	YES	0.70
Cart, Satchell	0.25	1.00	YES	YES	0.25
Cart, Utility, 1075	0.40		YES	NO	0.00
Case, Carrier	0.10	4.00	YES	YES	0.40
Case, Mail Distribution	0.10	3.00	YES	YES	0.30
Containers, OTR, Security, GPMC, etc.	0.10	2.00	YES	YES	0.20
Drawer, Cash, Stamp	0.10	8.00	YES	YES	0.80
Fan, Table/Pedestal	0.20		YES	NO	0.00
Locker, Clothing	0.02	10.00	YES	YES	0.20
Post Office Box	0.02	257.00	YES	YES	5.14
Rack, Pouch/Sack, with Casters	1.00	4.00	YES	YES	4.00
Rack, Pouch/Sack	0.10		YES	YES	0.00
Stool, Adj., Platform	0.20	1.00	YES	YES	0.20
Truck, Hand, Folding Nose	0.25	1.00	YES	NO	0.25
Truck, Handlift, Pallet Mover	0.50		YES	NO	0.00
Nutting Truck	1.15	3.00	YES	NO	3.45
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
TOTAL - Section 2-A					21.09

End Section 2-A Miscellaneous Postal Equipment

Ancillary F3B Workload

Section 4 - Building Equipment (MS1) Item/Description	Maint. Support Requirement (Hrs/Unit)	Number of Units	BMC (PS-04)	Lab/Cust. (PS-03)	Workhours
PS Form 4894:					
2. Airhandlers, Manual Start/Stop	12.00		YES	NO	0.00
3. Heating Boilers, Daily Inspection	60.00	1.00	YES	NO	60.00
37. Airhandlers Automatic (Weekly Check)	3.12		YES	NO	0.00
64. Portable Fire Extinguishers (Monthly Inspection)	0.24	4.00	YES	YES	0.96
65. Emergency Lights (Monthly Inspection)	0.24	2.00	YES	YES	0.48
TOTAL PS Form 4894					61.44
PS Form 4896:					
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
TOTAL PS Form 4896					0.00
PS Form 4896-A:					
HVAC					
A-4. Air Handlers (4 HP or less)	2.00		YES	NO	0.00
A-4. Air Handlers (4 HP to 15 HP)	2.75		YES	NO	0.00
A-4. Air Handlers (15 HP or more)	4.75		YES	NO	0.00
A-6. Boilers, Cast Iron & Steel	20.00	0.00	YES	NO	0.00
A-7. Burner, Gas	8.00	0.00	YES	NO	0.00
A-8. Burner, Oil	10.00		YES	NO	0.00
A-18. Filters, Viscous (monthly)	6.00		YES	NO	0.00
A-20. Filters, Throw Away (monthly)	1.20	4.00	YES	YES	4.80
A-25. Heating/Cooling Rooftop Unit	17.00	0.00	YES	NO	0.00
A-30. Unit Heater (Hot Water)	1.00	0.00	YES	NO	0.00
A-31. Unit Heater (Gas)	1.50		YES	NO	0.00
Total HVAC					4.80
Electrical					
E-4 Emergency Lights	0.10	2.00	YES	NO	0.20
E-7 Lighting, Outside	0.75	2.00	YES	NO	1.50
Light Bulb Replacement	0.02	191.00	YES	YES	3.82
Total Electrical					5.52
Miscellaneous					
M-2. Lawn Mower & Edger	3.00	1.00	YES	YES	3.00
M-3. Sweepers	6.00		YES	NO	0.00
M-9. Doors, Main Entrance	2.00	4.00	YES	YES	8.00
M-11. Fire Doors (stairwells & exits)	0.40	2.00	YES	NO	0.80
M-16. Power Sweepers, Electric (walk or rider)	18.00		YES	NO	0.00
M-18. Floor Scrubber, Electric (walk or rider)	18.00		YES	NO	0.00
M-19. Snow Blower	3.00		YES	YES	0.00
Total Miscellaneous					11.80
Plumbing					

Ancillary F38 Workload

P-11 Sump Pumps (inspection)	3.75	0.00	YES	NO	0.00
P-14. Valve, Manual, Main Line	1.00	1.00	YES	NO	1.00
P-14. Valve, Over 2 in.	0.10		YES	NO	0.00
P-20. Roof Built-up (calculation - see MS-1)	2.00	0.00	YES	NO	0.00
P-21 Drains, Areaway, Driveway and Storm	1.00		YES	YES	0.00
P-31. Hotwater Heater, Domestic	1.50	1.00	YES	NO	1.50
P-32. Drinking, Water Coolers	1.00	1.00	YES	NO	1.00
Total Plumbing					3.50
TOTAL PS Form 4896-A					25.62
PS Form 4893:					
Enter Total Number of interior square feet	9369.00				
Total from PS Form 4894					
Total from PS Form 4896	61.44				
Total from PS Form 4896-A	0				
Total of PS Forms 4894, 4896 & 4896-A	25.62				
Miscellaneous (10% of forms)	67.06				
Space Adjustment (5 hrs. per 1,000sqft)	8.706				
	46.845				
TOTAL PS Form 4893					142.61