

MS-47 for the Uninitiated

Post Das "Return" to
Enforcement of Custodial
Staffing
And
Performance

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MS-47 Custodial Staffing

Understanding the MS-47

- Arb. Shyam Das -- Q98C-4Q-C 02013900, November 16, 2006
- Reversed '2001 revision' of MS-47 Handbook
- Restored 1983 MS-47 Handbook
- Ordered Service to reinstate or redo custodial staffing in every office
- Remanded question of remedy for intervening period

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MS-47 Custodial Staffing

Understanding the MS-47

- Reversal of '2001 revision'
- The '2001 revision' to the MS-47 ceased to have force and effect November 16, 2006
- However . . .
- Service refused to specifically rescind; left the '2001 revision' on Postal Service website
- Service refused to reprint 1983 MS-47 or post it to the Postal Service website

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MS-47 Custodial Staffing

Understanding the MS-47

- Restoration of 1983 MS-47 custodial staffing in all facilities
- Service asserted right to "redo" staffing packages in every office
- Service claimed its software requirements prevented immediate compliance
 - "The computer won't let me" excuse

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MS-47 Custodial Staffing

Understanding the MS-47

- Remanded Remedy for Intervening Period
- Discussions reached impasse
- Parties returned to Arbitrator Das
 - Two hearing days in 2007
- Parties restarted remedy negotiation in July
- Final agreement reached January 29, 2008

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MS-47 Custodial Staffing

Understanding the MS-47

- Non-compliance with the Das award -- failure to rescind the '2001 revision' or to republish the 1983 MS-47; failure to reinstate prior staffing levels . . .
- Hundreds of locally filed grievances were processed
- Non-compliance issues were included in the parties' remedy discussions

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Permitted Service to "redo" staffing packages
 - Service committed to perform new custodial staffing process in every office within 30 days
 - Service also committed to providing copy of full staffing documentation to the Union -- upon request

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Permitted Union challenge to new staffing packages produced during 30-day window with prescribed remedy of increased staffing
- Relieved Service of monetary remedy for understaffing between December 31, 2001 and February 28, 2008 -- in lieu of lump sum remedy
- Allowed monetary remedy to accrue after 30-day window -- after end of "intervening period"

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Required posting of additional positions within 60 days of settlement
- Prescribed \$2700 lump sum payment to every employee in a custodial job as of settlement date
- Closed most pending grievances filed during the "intervening period" -- precluding further monetary remedy

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Allowed some pending grievances to continue
 - Grievances involving the subcontracting of custodial services
 - Grievances involving reversion but not predicated on the Union's challenge to the '2001 revision'
 - Grievances involving reduction in the workhours of Part-Time-Regular (PTR) employees

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Provided for further discussion of PTR cases at national level
- Set aside additional monetary remedy from a pool of 1.75 million dollars for effected PTRs

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MS-47 Custodial Staffing

Understanding the MS-47

- National Settlement of January 29, 2008
- Protected current employees from possible "excessing"
- Significantly -- Preserved the parties' history of grievance settlements and awards involving the 1983 MS-47

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Understanding the MS-47

The Parties' History

- Howard G. Gamser, *the Gamser award* -- A8-NA-0375, June 1, 1981
- The fundamental challenge sought to enforce the principle of Article 19
 - Incorporation of handbooks and manuals into the National Agreement should make these regulations mandatory and enforceable
- The grievance was predicated on the 1974 MS-47

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Understanding the MS-47

The Parties' History

- Gamser
 - Obligated the Service to follow its own regulations reflected in handbooks and manuals
 - Found that, once the Service determines by handbook MS-47 procedures what work is required in an office, all that work must be performed
 - Declined to tie work performance to staffing

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Understanding the MS-47

The Parties' History

- Post Gamser
 - In 1982 the Service sought to replace the 1974 MS-47, the Union challenged the revision
 - The parties negotiated the terms of what would become the 1983 MS-47
 - In a *quid pro quo* term of settlement, the Union gave the Service flexibility in determining frequency of performance for required staffing

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Understanding the MS-47

The Parties' History

- Post Gamser Regional Arbitrations
 - Found the Service monetarily liable for failure to perform required work -- per Gamser
 - Found the Service monetarily liable for failure to maintain staffing -- per "new" MS-47

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Understanding the MS-47

The Parties' History

- Post Gamser National Arbitrations
 - Arbitrator Shyam Das
 - The frequency case -- HOC-NA-C 16, August 19, 2002, established that local management *must be involved* in determining work performance *frequencies*
 - Also reasserted the applicability of Gamser
 - The Line 3 case -- 194T-41-C 98116745, July 12, 2004, declined to enforce hour-for-hour weekly work performance standard
 - Nonetheless, again reasserted the applicability of Gamser

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Understanding the MS-47

The Parties' History

- Post Gamser National Arbitrations
 - Arbitrator Shyam Das
 - The '2001 revision' case -- Q98C-4Q-C 02013900, November 16, 2006, restored the 1983 MS-47 as the controlling Article 19 regulations for custodial work performance and staffing
 - Again, rejecting Postal Service arguments to the contrary, reasserted the applicability of Gamser

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Handbook MS-47

It's Just Contract Language

- Before Gamser there was Gamser
AC-NAT-20198, January 25, 1980
- "... the present provisions of the ... Handbook ... are enforceable as a contractual right under Article XIX of the Agreement ..."
- "... the USPS is required and shall employ two ledge-loaders when the LSM is operated with more than six consoles ..."

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Handbook MS-47

It's Just Contract Language

- Discretion Is One Thing, Requirement Is Another
- Enforceability depends, always, on establishing that a provision places an obligation
- Evidence of obligation is in the language itself
- Words have meaning

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Handbook MS-47

It's Just Contract Language

- Words Have Meaning
- The MS-47 contains the word "must" 101 times
- In 32 places "must" appears in the instructional portion of the MS-47
- Numerous instances of the word "requirement" or "required" also appear
- Emphatic language -- e.g., "it is imperative" -- has significant implication

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Handbook MS-47

It's Just Contract Language

- Transmittal Letter 3, June 1, 1983
 - "... It is imperative that the instructions in this handbook be carefully followed in order to complete the staffing package for each of your facilities. In using this revised handbook, a new building inventory must be completed before proceeding to determine frequency of performance and staffing levels. ..."

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Handbook MS-47

It's Just Contract Language

- Chapter 1
 - "111 It is the responsibility of the postmaster / manager of a postal facility to assure that custodial maintenance is sustained at a satisfactory level. When making staffing determinations, management must make a commitment to maintain a clean and healthful working environment. When determining what, when and how often to clean, this commitment must be the principle concern."

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Handbook MS-47

It's Just Contract Language

- Chapter 1
 - 116 Once a custodial staffing level is determined using the procedures in this handbook, that staffing level must be maintained. If conditions arise that warrant a change in staffing, the entire staffing procedure must be redone, i.e., new forms must be completed.

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Handbook MS-47

It's Just Contract Language

Chapter 1

- **121** The contents of this handbook are intended to be used by management to develop the custodial maintenance staffing requirements for all postal facilities where the U.S.P.S. is responsible for such services. . . .

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Handbook MS-47

It's Just Contract Language

- Chapter 1

- **123** . . . establishing the level of staffing required to maintain a specific facility.
- **141** . . . determining staffing requirements . . .
- **142** . . . staffing requirements are calculated . . . These "Job Requirements" . . . task that requires custodial workhours.
- **144** The most important consideration must be a commitment to maintain a clean and healthful working environment.

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Handbook MS-47

It's Just Contract Language

Chapter 1

- Establishes the fundamental obligations of Postal managers when dealing with custodial work performance and custodial staffing
- It reflects the finding of Gamser that the Handbook places specific obligations on the Service
- It has led to the Union's ability to enforce the Handbook and to achieve monetary remedy

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Handbook MS-47

It's Just Contract Language

- Chapter 1
 - Also sets forth the parameters for management to follow a specific methodology for determining custodial work requirements
 - Demonstrates that staffing flows from work requirements
 - Establishes that both the work and the staffing are, in fact, requirements

And it's very nearly **two whole pages!**

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Handbook MS-47

It's Just Contract Language

- Chapter 2
 - The title says it all --
DETERMINING STAFFING REQUIREMENTS
 - Explains each step in the 3-step procedure
 - Completing the inventory using PS Form 4869
 - Scheduling work performance on PS Form 4839
 - Summarizing work hours and staffing on PS Form 4852

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 220 Form 4869, Building Inventory
 - 221.1, 221.2 and 221.3 make absolutely clear that accuracy in measurements of building spaces is essential
 - 221.5 specifically explains how interior room spaces are measured

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 220 Form 4869, Building Inventory
- 221.7 Types of Space - Each area of the building must be classified as one of the following types of space:
 - Listing specifically just 23 *types of space*
 - This means each and every interior part of every postal facility *must* be properly classified
 - These classifications are important, having different work performance requirements
 - For example, a Lunch/Swing Room requires cleaning a workroom does not

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 220 Form 4869, Building Inventory
- 221.8 Components
 - Components, as opposed to "areas", are things in a building that will require cleaning
 - "All areas and components requiring cleaning must be included in the building inventory. The following is a *partial* list of items that . . . must be included."
- 221.9 provides definitions of some of the *types of space*

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 220 Form 4869, Building Inventory
- 222 provides step-by-step, item-by-item instruction for completing the building inventory on PS Form 4869
 - Reiterating at g. *Type of Space*: "All areas must be classified as one of the types of space as defined in paragraph 221.7. . ."
 - Explains that area in square feet and count of components must be entered on the inventory for every room or location in the facility
- 223 explains inventory of exterior areas

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 230 Form 4839, Custodial Scheduling Worksheet
- PS Form 4839 is a calendar worksheet on which each room/location is listed, showing the work that will be performed
 - Work is identified by type of task -- cleaning, policing, wet mopping, etc.
 - Work is assigned to tours and days by frequency requirements taken from Chapter 4
 - Each entry is a quantity -- square feet, fixture, etc.

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 230 Form 4839, Custodial Scheduling Worksheet
- Except in the smallest offices, more than one worksheet is required
- Worksheet entries are organized by *type of space*
- Totals for each *type of space* become an entry on the final document, the PS Form 4852

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 240 Form 4852, Workload Analysis and Summary
- "240 Form 4852 . . . is a preprinted form designed to permit calculations of the building cleaning staffing requirements for all postal facilities."
- This form becomes the final documentation of the determinations of the required work and the staffing level that must be maintained in order to assure performance of that work
- It is the form most commonly referred to in custodial work performance and staffing grievances

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 240 Form 4852, Workload Analysis and Summary
- 242.1 and 242.2 list the abbreviations on the form
- 243 explains how the entries on the form are made, where they come from and how totals are calculated
- Line-by-line and column-by-column, every part of this summary/analysis is explained

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 240 Form 4852, Workload Analysis and Summary
- 243.i. establishes that, even where the Service expects to subcontract for cleaning services, it must complete the MS-47 staffing determinations first
- "Refer to applicable regulations in the *Administrative Support Manual* to determine if the facility may be cleaned by contract. If the facility is to be cleaned by contract, no further calculations are required."

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Handbook MS-47

It's Just Contract Language

- Chapter 2, 240 Form 4852, Workload Analysis and Summary
- 243.v. provides for the required approval process once the staffing determinations are complete
- 244 establishes the requirement that ***all work*** expected of custodial employees must be accounted for on Form 4852

All this in just **five-and-a-half pages!**

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Handbook MS-47

It's Just Contract Language

- Chapter 3
SCHEDULING CUSTODIAL PERSONNEL
 - Establishes the general requirement that the Service must use custodial route sheets to assign work on a daily basis

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Handbook MS-47

It's Just Contract Language

- Chapter 3, 330 Form 4776, Preventive-Custodial-Maintenance Route
 - 331 establishes that PS Form 4776 is the required document used for this purpose
 - 332 describes how a route sheet is constructed
 - 332.q. allows for the creation of separate checklists
 - 332.r. explains that Form 4839 is the source document for area cleaning routes
 - 332.2. explains that Form 4852 is the source document for component cleaning routes

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Handbook MS-47

It's Just Contract Language

- Chapter 3, 340 Scheduling
 - This part explains the Service's flexibility in scheduling
 - Component routes are sacrificed before area routes when "excessive" absenteeism limits the amount of work that can be scheduled on any given day

Less than **two full pages!**

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Handbook MS-47

It's Just Contract Language

- Chapter 4 PERFORMANCE STANDARDS
 - 410 introduces the tables that follow in 420 and 430 for area and components cleaning standards
 - 413 reaffirms (per 244) that **all work** to be assigned custodial employees must be included on Form 4852
 - 414 allows additional time for safety factors
 - 415 explains that the frequency ranges are mandatory

Just **one half page!**

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Handbook MS-47

It's Just Contract Language

- In just **ten pages** of text we have most of the regulations that govern custodial work and staffing
- Compare this with 44 pages of Article 37, 24 pages of Article 38, 20 pages of Article 39 contract provisions on Craft issues
- This is "not rocket science"

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Handbook MS-47

It's Just Contract Language

- Chapter 5 addresses the requirements for housekeeping inspections
- An appendix contains samples of each of the required forms

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Handbook MS-47

It's Just Contract Language

- Post Das changes to custodial staffing
 - No changes to the MS-47
 - Only technical changes to the method of producing a staffing package
 - Specifically, the Service has incorporated MS-47 software into its web-based computer systems
 - Most staffing packages come from maintenance support sites
- A legitimate MS-47 staffing package can be completed with blank forms and a pencil

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Custodial Staffing

Our Issues

- Because of the terms of the national settlement of the Das remedy dispute, the Service has specific obligations
 - Complete a new staffing package for every office within the allotted 30 days ending February 28
 - Provide, upon request, a complete copy

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Custodial Staffing

Our Issues

- Failure by the Service to complete a new staffing package per the settlement
 - The only appropriate result must be the **reinstatement** of the former staffing level
 - Service insisted on a right to "redo" staffing
 - Service committed to "redo" within 30-day window
 - Das ordered "redo" or "reinstate"

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Custodial Staffing

Our Issues

- Failure by the Service to provide full documentation when requested
- Settlement paragraph 2 was very explicit about the Union's entitlement
- Result of failure is a presumption that the new staffing was not completed within the 30-day window
 - Same result as failure to complete the package

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Custodial Staffing

Our Issues

- Explicit requirements of the MS-47, coupled with Gamser requires both performance of work and maintaining staffing level
- Failure to perform required work is gauged by Form 4852, documented by Form 4776
 - Specific work not performed must be identified
 - "Not performed" must relate to the frequency assigned to the work at issue
 - Remedy is payment at OT rate for the workhours "not performed"

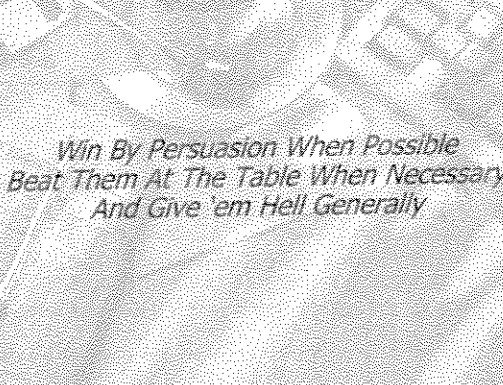
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Custodial Staffing

Our Issues

- Explicit requirements of the MS-47, coupled with Gamser requires both performance of work and maintaining staffing level
- Failure to fill a vacant position or reversion of a vacancy depends on Form 4852 staffing result
 - Service is obligated to "maintain" staffing as reflected in the last approved Form 4852 for the facility
 - Remedy is payment at OT rate for the unfilled position at 40 hours per week

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*Win By Persuasion When Possible
Beat Them At The Table When Necessary
And Give 'em Hell Generally*

[illegible]

U. S. Postal Service
Washington, DC

Housekeeping Postal Facilities
Handbook MS-47

Transmittal Letter 3
June 1, 1983

A. EXPLANATION

The attached document is the complete revision and reissue of MS-47, Housekeeping -- Postal Facilities. It is to be used to assist in determining the realistic custodial staffing level for your facility commensurate with your responsibilities for maintaining a clean, healthy and safe work environment for postal employees and customers.

Paragraph 340 of this handbook, "Scheduling," refers to a national handbook or system by which large offices operate. For Class A offices, it is MS-63, for Class B offices - MS-65, and for BMC's - the Interim BMC Maintenance Staffing Guidelines and Criteria. Instructions for small offices regarding use of the handbook are contained therein.

Staffing remains a three step procedure in which an inventory is taken, frequency of performance is determined, and staffing requirements are developed. It is imperative that the instructions in this handbook be carefully followed in order to complete the staffing package for each of your facilities. In using this revised handbook, a new building inventory must be completed before proceeding to determine frequency of performance and staffing levels. The three step procedure should be reviewed and recalculated at least annually so that required staffing adjustments will be implemented.

B. DISTRIBUTION

1. Initial. Copies of this issue are being initially distributed to all facilities.
2. Additional Copies. Order additional copies from the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73070-6708 using Form 1286 (Request for USPS Publications) or Form 7380 (Supply Center Requisition). Headquarters offices order through the Document Control Division.

C. RECISSIONS

All copies of the MS-47 preliminary handbook are hereby cancelled and should be discarded.

D. COMMENTS AND QUESTIONS

Recommendations for improving the guidelines, information and procedures contained in this handbook are solicited from all sources. Anyone wishing to make such recommendations should submit them to:

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

E. EFFECTIVE DATE

These instructions are effective on receipt.

A handwritten signature in cursive script, appearing to read "Peter A. Jacobson". The signature is written in dark ink and is positioned above the printed name.

Peter A. Jacobson
Director
Office of Maintenance Management

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CHAPTER 1 INTRODUCTION

110 GENERAL

111 It is the responsibility of the postmaster/manager of a postal facility to assure that custodial maintenance is sustained at a satisfactory level. When making staffing determinations, management must make a commitment to maintain a clean and healthful working environment. When determining what, when and how often to clean, this commitment must be the principal concern.

112 This handbook provides procedures for determining staffing and scheduling for the building services maintenance work force. The task of this group includes cleaning and preventive maintenance of the building and grounds that make up the physical plant.

113 While this handbook concerns itself principally with staffing and scheduling, the success of a building services maintenance program also depends on having effective supervision as well as being alert to proven new maintenance products that offer a potential for doing a better job at less cost. It is incumbent upon all levels of management to assure the use of the most cost effective methods, including mechanized equipment, for the performance of all custodial functions.

114 Assurance of a clean facility will be accomplished by performing a quarterly housekeeping inspection. This handbook provides procedures for conducting that inspection.

115 Line supervision has major responsibilities in this program including the training of employees, ensuring effective utilization of the custodial workforce, notifying management of changing workloads or conditions, and enforcing Postal safety policy.

116 Once a custodial staffing level is determined using the procedures in this handbook, that staffing level must be maintained. If conditions arise that warrant a change in staffing, the entire staffing procedure must be redone, i.e., new forms must be completed.

120 SCOPE

121 The contents of this handbook are intended to be used by management to develop the custodial maintenance staffing requirements for all postal facilities where the U.S.P.S. is responsible for such services. In the normal course of events, it is anticipated that the initial input will be supplied by local management during the early stages of planning for facility

activation. This will provide the basis for an initial staffing level which, in turn, will be subject to modification based on local experience. This is an ongoing process subject to periodic review.

122 The need for reassessment may also arise as a result of changing workloads, building or grounds modification, or the introduction of new cleaning or maintenance methods, materials or equipment.

123 Local conditions such as climate, customer/employee activity, volume, type of construction, and age of building should be considered when establishing the level of staffing required to maintain a specific facility.

124 Local management must exercise its judgement in order to develop a level of staffing that, based on current inventory, will maintain an acceptable level of cleanliness and a safe and healthful working environment for all employees. This shall be consistent with good housekeeping practices and shall not violate the current *National Agreements*.

125 Staffing levels and all custodial functions determined by application of this handbook are subject to review by higher levels of authority.

130 CLEANING SERVICE CONTRACTS

131 Use of cleaning service contracts is governed by the *Administrative Support Manual* and must be in accordance with the current *National Agreements*.

140 DETERMINING STAFFING REQUIREMENTS

141 Chapter 2 of this handbook provides procedures for determining staffing requirements for all postal installations.

142 Staffing is a three step procedure in which an inventory is taken on Form 4869, *Building Inventory*, frequency of performance is developed using Form 4839, *Custodial Scheduling Worksheet* and Chapter 4 of this handbook, and staffing requirements are calculated using Form 4852, *Workload Analysis and Summary*. The Form 4852, which is preprinted with cleaning performance standards, lists the various "Job Requirements" (See Appendix, Exhibit C) which combine to become the total custodial workload. These "Job Requirements" may be an area to be cleaned ("Area Cleaning"), a building component to be cleaned ("Component Cleaning") or some other task that requires custodial workhours.

143 Before staffing requirements can be determined, the following items must be considered:

- a. What must be cleaned.
- b. The size of the area to be cleaned.
- c. The best time to clean a given area.
- d. Weekend cleaning requirements.
- e. The number of times an area is to be cleaned.

144 The items listed in paragraph 143 provide the basic data for determining the actual workload requirements. The most important consideration must be a commitment to maintain a clean and healthful working environment.

145 Instructions for developing the staffing requirements are provided in sequential order. For ease of computations, it is recommended that the steps be followed in the order given. Refer to exhibits, when indicated, as a guide.

150 SCHEDULING CUSTODIAL PERSONNEL

151 Chapter 3 of this handbook provides procedures for scheduling custodial personnel. The time required for a custodial assignment is tabulated by using unit performance standards given in Chapter 4.

160 PERFORMANCE STANDARDS

161 Chapter 4 of this handbook provides:

- a. Duties for each type job.
- b. Equipment & material needed for each type job.
- c. Performance standards per work-day for each type job.
- d. Performance standards for doing one unit of each type job.
- e. Frequency ranges for each type job.

162 The data furnished in Chapter 4 relates to current cleaning methods and materials. Since new methods are always being studied, Chapter 4 is subject to change as new studies are completed and new materials and techniques are adopted.

163 It must be recognized that standards presented in Chapter 4 are based on the reasonable output of an average individual working under normal conditions. Use of these standards is to be limited to the purposes described in this handbook. *They are not to be used for disciplinary action.*

170 SAFETY

171 To ensure the safety of all employees and customers the following minimum precautions must be observed.

- a. Mechanized equipment will only be used by employees trained in its use and authorized to use it.
- b. Wet floor signs must be used when any floor cleaning, wet mopping, or damp mopping activity is being done that may cause unsafe walking conditions.
- c. Access must be blocked to areas where cleaning may cause unsafe conditions. Rope or other suitable material may be used for this purpose.

172 The above are basic safety factors. Managers, supervisors, and employees should refer to the *Maintenance Employee's Guide to Safety* handbook, EL-803, for other safety factors.

180 SAMPLE FORMS

The sample forms section gives examples of various forms used to complete the procedures given in this handbook. The entries on the example forms were chosen to show the various methods and procedures that may be used. The examples were not completed for any specific facility and should not be used as a determination as to what may be best for any individual office.

190 APPENDIX

The appendix contains exhibits which are useful for fulfilling the requirements established by this handbook.

CHAPTER 2

DETERMINING STAFFING REQUIREMENTS

210 REQUIREMENTS

211 The determination of staffing requirements will be a result of conducting the building inventory utilizing Form 4869, preparing the *Custodial Scheduling Worksheet*, Form 4839, and performing the workload analysis utilizing Form 4852.

220 FORM 4869, BUILDING INVENTORY

221 The basic source of data required for completion of staffing forms for buildings and grounds is a complete building inventory. Each area is described by its use (service lobby, postmaster's office, men's toilets, etc.), the type of space (lobby, office, toilet, etc.) and the components of the space (square feet of resilient floors, number of light fixtures, square feet of area, etc.). This inventory is conducted according to the format provided in section 222.

221.1 Building floor plans

a. **Layout** - Initial plans will require that the maintenance manager obtain the most current copies of the template, block layouts, or architectural drawings of each floor in the building. Scaled layouts of one-eighth inch equals one foot are preferable since they are easier to read and are not too bulky to carry while conducting a building inventory.

b. **Verify the scale** - If the floor plans will be used to conduct the building inventory it will be necessary to verify the scale indicated in the title block to determine if the scale is accurate. Once the scale is verified, the job may be simplified since room dimensions may be taken directly from the floor plan. The verification procedures can be accomplished by use of an architect's scale which has various graduations, e.g., one-quarter inch equals one foot, etc. Orient the scale to desired graduation, i.e., the scale that compares with the one given in the title block of the plans or drawings. Place the scale on one plan or drawing and check the value listed for one or more building dimensions. If the drawing and scale values agree, room dimensions may be taken directly from the plans. If the two values do not agree, it will be necessary to either secure actual scale drawings, adjust the scale of the drawings, or obtain direct measurement of the areas involved.

c. **Review** - Review the building floor plans to determine that they are current, accurate, and include all stairways, elevators, escalators, etc. Building alterations or additions must also be included. To accomplish the review, the floor plans must be

taken to the area being inventoried to assure that the plans accurately represent the area.

221.2 Organization - When conducting the inventory a logical sequence should be used such as starting on the top floor of the building and progressing floor by floor down to and including the basement, subbasement, etc.

221.3 Use - The effective management of the custodial work force is dependent upon an accurate determination of the workload in each building. The workload identification provides the information required to plan, schedule, and control the work force. The resources must be made available to achieve the objectives of optimum productivity, minimum cost, and acceptable level of cleaning. To begin this task, it will be necessary to take an accurate inventory of all the space in the building that requires cleaning. This is accomplished by completing Form 4869, *Building Inventory*.

221.4 Measurements - When the areas inventoried are identical to those shown on the floor plan, the required dimensions may be taken from this plan. However, if the configuration of the area is different, measure the area involved, sketch the actual layout and incorporate it into the floor plan.

221.5 Rooms - Compute the floor area of each room by measuring from the normal finish of an interior wall to the opposite interior wall. No adjustment shall be made for columns, alcoves, or other projections.

221.6 Corridors, entrances, and lobbies - Compute the floor area of each corridor, entrance, or lobby by measuring from the finished surface of the walls or partitions that enclose such areas.

221.7 Types of Space - Each area of the building must be classified as one of the following types of space:

Workroom Toilet
Office Toilet
Lunch/Swing Room
Locker Room
Workroom
Office
Supply Room
Active Storage Room
Inactive Storage Room
Oil Storage Room

Elevator, Freight
 Elevator, Passenger
 Exterior Paved Area
 Exterior Unpaved Area
 Interior Parking and Maneuvering
 Platforms
 Lobby
 Stairway
 Corridor
 Shop
 Janitor's Closet
 Battery Room
 Lookout Gallery

221.8 Components - These are items having similar physical characteristics that permit the items to be grouped together into one classification. Generally, a unit performance factor will be established for each of the various tasks to be done at the time. (e.g., various venetian blinds are grouped as a class and a unit performance factor of 5 minutes was developed for dusting each blind.) This differs from area cleaning in which multiple tasks are done to different elements within that given area. (e.g., office cleaning includes cleaning the ash trays, dusting the furniture, emptying the trash can, etc.) All areas and components requiring cleaning must be included in the building inventory. The following is a *partial* list of items that may be located within the facility and must be included in the building inventory if present:

Light Fixtures
 Carrier Cases
 Venetian Blinds
 Other Cases
 Glass Sq. Ft.
 Floor Types
 Pipes/Ducts

221.9 The following are definitions provided for some of the types of space and inventory items:

- a. **Supply Room** - A room designated specifically for the issuance of tools, parts, and/or supplies, which is staffed on a full time basis over a minimum of one full tour per day.
- b. **Active Storage** - An area utilized for bulk storage and accessed on a daily basis.
- c. **Exterior Glass** - Includes both sides of piece of glass, one of which is exposed to the exterior of the structure, i.e. exposed to the weather.
- d. **Interior Glass** - Includes both sides of a piece of glass neither of which is exposed to the weather. (Note: Glass should be claimed only if it is cleaned as a separate component. Do not claim glass that is cleaned as part of another cleaning task e.g., Cleaning lobby door glass and bulletin board glass in lobbies

is part of lobby cleaning and, therefore, should not be claimed as glass area.)

222 Instructions for completing Form 4869 (See appendix, Exhibit A)

- a. **Location/Facility** - Enter a location that is definitive for the general area covered by this form. (e.g.: 1st Floor Office Tower, Northwest Station, VMF, 2nd Floor Workroom, Main Office, etc.)
- b. **Post Office** - Enter the name of the Main Post Office (City, State, and ZIP Code) having control over this area.
- c. **Date** - Enter the date this form is completed.
- d. **Completed By** - Enter the name of the individual completing this inventory sheet.
- e. **Room/Location** - Enter the room number by which this area is known in the local office. Some areas may not have a room number. In that case enter a general location or leave the space blank.
- f. **Description** - Enter the name by which this room is known in the local office. (e.g.: Postmaster's Office, Stock Room, Women's Toilet, Workroom Operation 010. etc.).
- g. **Type of Space** - All areas must be classified as one of the types of space as defined in paragraph 221.7. Enter this name.
- h. **Sq. Ft. of Area** - Rounding to the nearest whole number, enter the number of square feet of floor space occupied by this area. In some cases an entry other than square feet may be required. In that case, note in the block, the type or unit of measurement used.
- i. **Toilet Fixtures** - Enter the number of toilet fixtures located in that area. "Fixtures" include only showers, lavatories, water closets, urinals and multi-position wash fountains. Do not include sinks in office areas.
- j. **Light Fixtures (Type)** - In the vertical column blanks provided, enter the different types of light fixtures found in the facility. Enter the quantity of each type in the space provided. If more than three types are present, either split a column or utilize the "Misc." column.
- k. **Venetian Blinds** - Enter the number of venetian blinds associated with that area.
- l. **Glass** - Enter the square feet of interior or exterior glass (be sure to count both sides of the glass).
- m. **Cases, Carrier** - Enter the number of cases used by carriers for casing their routes for delivery. Count one case for each

Item 124-C, Standard Carrier Case; Item 144-C, free standing case (wing) and table; or two Item 143-C hinged wing cases. (i.e., The 143-C counts as 1/2 case.)

n. Cases, Other - Enter the number of all cases, except carrier cases, used for mail distribution.

o. Floors Sq. Ft. (Type) - In the blanks provided enter the different types of floor coverings found in the facility. Enter the quantity of each type in the space provided. If more than three types are present, either split a column or utilize the "Misc." column.

p. Misc. - This column is to be utilized for items not specifically listed on the form or for additional types of light fixtures or floor coverings. Note at the top of the column or in the block the component that is listed in the block. This column may also be used for comments or notes.

q. Totals - Total each column to the bottom of the form.

223 Inventory of Exterior Areas

223.1 Exterior areas should be inventoried according to the type covering of the area. (e.g., Unpaved areas may include lawns, hedges, shrubs, etc. Paved areas may include sidewalks, parking/maneuvering area, etc.)

224 The following Sample Inventories are provided:

- a. Sample 1-1 is a complete inventory for a small facility.
- b. Sample 2-1 is a partial inventory for a large facility.

230 Form 4839, CUSTODIAL SCHEDULING WORKSHEET

231 Upon completion of the building inventory, entries must be made on Form 4839 (See Appendix, Exhibit B) to schedule all cleaning assignments that occur more frequently than once a week. In smaller facilities it may be possible to make all the necessary entries on one form. Larger facilities may require one or more forms for each type of space or component to be cleaned. This form must be completed by maintenance management personnel familiar with scheduling custodial duties. If assistance is required for the completion of this form, contact the MSC Manager, Plant Maintenance or the Regional Maintenance Management Division.

232 Instructions for completing Form 4839

232.1 Enter in blocks 1 and 2 (see Fig. 1 and Sample Form 1-2) the Room No. and description of an area as it is identified on the *Building Inventory* Form 4869. (e.g. Customer Lobby, PM Office, etc.)

232.2 Enter in block 3 under the appropriate day(s) the operation that is being scheduled (e.g.: Clean, Police, Wet Mop,

etc.) These terms should correspond to those as listed in paragraph 242.1. Abbreviations may be used. The frequency of performance should be within the range listed in Chapter 4. (See paragraph 415 for exceptions.)

232.3 Enter in block 4 the tour on which the work is scheduled. If the operation is being done on more than one tour, use a separate line for each tour.

232.4 Enter in block 5 the quantity of the operation being done on the day indicated by the heading. The number entered may be the entire quantity (sq. ft., fixtures, etc.) as indicated on the *Building Inventory*, or it may be a part of inventory, or it may be a part of the quantity.

232.5 If the operation (clean, police, etc.) is being done on only one tour and if the room described in block 2 is the only area of its type (office, toilet, locker room, etc.), add all the no. 5 blocks on the line and put the total in block 6.

232.6 If the operation is done on more than one tour (e.g.: being done on Tour 1 and Tour 3) and/or there is more than one office, more than one locker room, etc., it will be necessary to add the column and put the total in block 7. Then add the No. 7 blocks and put the total in block 8. See Sample 2-2.

232.7 The total figure indicated in block 6 or block 8 now indicates the quantity of this operation that will be done in one week. This total figure will be carried forward to the corresponding line of the weekly quantity, column E on the Form 4852.

232.8 Entries on Sample 1-2 of Form 4839 were taken from Sample 1-1 of *Building Inventory* Form 4869.

232.9 Entries on Sample 2-2 and 2-3 were taken from Sample 2-1 of *Building Inventory* form 4869.

233 As shown by Samples 1-2 and 2-3, it is not necessary to limit the use of a form to one type space. This is a worksheet and may be used in various ways to get a weekly total for each separate operation. *Explanatory notes and/or additional headings should be used on the form where needed. Users are encouraged to use any notation that will help them do a better job.*

240 Form 4852, WORKLOAD ANALYSIS and SUMMARY

241 Form 4852 (See Appendix, Exhibit C) is a preprinted form designed to permit calculation of the building cleaning staffing requirement for all postal facilities.

242 Preprinted on the form are: job requirements (areas or components to be cleaned such as workroom toilets, offices, etc.), operations to be performed (clean, police, etc.), the unit by which different components are measured (Sq. Ft., Fixture,

etc.) and the time, in minutes, required to do the operation on one unit of measure. (e.g.: It takes 4.5 minutes to clean one workroom toilet fixture.)

242.1 Abbreviations used for operations are:

CL-Clean
PL-Police
WM-Wet Mop
VS-Vacuum scrub
DM-Damp mop
INT-Initial Preparation
PERI-Periodic Maintenance
SHAMP-Shampoo
SPOT-Spot Clean
REMOV-Remove

242.2 Abbreviations used for Unit of Measure are:

FX-Fixture
SF-Square Foot
UT-Unit
BL-Venetian Blinds
LF-Linear Foot
EA-Each

243 Completing Form 4852

a. In the heading enter the Post Office, City, State, ZIP Code and Unit covered by this form. These entries should be the same as those entered on the corresponding *Building Inventory*, Form 4869.

b. Enter the gross interior area in the space provided. Be sure to include docks and platforms in this figure. If gross area is unknown, it may be calculated as indicated by Part 2-1102 of Handbook MS-1, *Operation and Maintenance of Real Property*.

c. Enter the total of all paved exterior areas in the space provided.

d. Enter the total of all unpaved exterior areas in the space provided.

e. Entries for column (E) "Weekly Quantity" are obtained from the "Weekly Total" figures on the Form 4839, *Custodial Scheduling Worksheet*.

f. The figure to be entered in column (F) "Weekly Minutes", is obtained by multiplying column (D) times column (E). (Round to the nearest minute.)

g. When all entries have been made in column (F) add the column and enter the total on line 32.

h. Some of the "Job Requirement" items listed in columns (A) and (G) have blanks in their respective "Minutes per sq. ft. or unit" columns. These items have more than one job performance factor (unit performance) for doing the job indicated on the form. Refer to Chapter 4 to obtain the correct performance factor for the job as done in this facility. Enter this factor in the blanks provided.

i. Entries for column (L) are obtained from the total figures on the bottom of the *Building Inventory*, Form 4869.

j. Enter in column (M) the number of times the operation is to be done per year. A member of maintenance management familiar with custodial work must make this evaluation. The operation must be scheduled with sufficient frequency to assure a clean and safe working environment. The frequency of performance should be within the range listed in Chapter 4. (See paragraph 415 for exceptions.)

k. The figure to be entered in column (N), "Annual Minutes", is obtained by multiplying column (K) times column (L) times column (M). (Round to the nearest minute.)

l. In some facilities it may be necessary to use different frequencies for cleaning similar or like components located in different areas within the facility. (e.g.: Light Fixtures.) Extra lines, some preprinted and some blank, have been included on the form to facilitate these entries. If more blank lines are needed, use a blank piece of paper using the same information as appears on the form. Total the extra sheets and make one entry on a blank line of the form. Indicate on the form that the line entry came from a separate sheet.

m. When all entries have been made in column (N), add the column and enter the total on line 77.

n. Multiply line 32 by 52 (weeks) and enter this figure in column (P) line A. This converts the weekly minutes column (F) to minutes per year.

o. Enter in column (P) line B the total from line 77.

p. Add line A to line B and enter the total on line C. Now the total workload is in minutes per year.

q. Divide line C by 60 (minutes) to convert to hours per year. Round to the nearest hour. Enter this figure in column (P) line D.

r. Enter in the spaces provided on lines E, F and G a percentage factor for "Training, Breaks and Wash Up Time". These factors are determined by applicable management instructions and/or collective bargaining agreements. Multiply line D by the percentage on each line and enter this figure in

column (P). In some cases, based on local experience, it may be necessary to enter in column (P) just an hours per year figure. (Entries are not required on these lines.)

s. Add lines D, E, F and G. Enter the total in column (P) line H.

t. Divide line H by 52 (weeks) to obtain workhours per week. Round to the nearest tenth of an hour. Enter this figure in column (P) line J. Refer to applicable regulations in the *Administrative Support Manual* to determine if the facility may be cleaned by contract. If the facility is to be cleaned by contract, no further calculations are required.

u. If the facility is not to be cleaned by contract, divide line H by ~~1766~~ (Note - The ~~1766~~ figure is the current productive annual workhours for one USPS custodial employee. This figure is subject to change.) Round to the nearest tenth. Enter the resulting figure in column (P) line K. If line K is less than one, a part-time position should be authorized. If line K is equal to or greater than one, any combination of full-time and/or part-time positions should be authorized that provides sufficient workhours to perform all the custodial tasks.

v. When a Form 4852 is completed for a facility other than a BMC, it must be reviewed by the MSC Manager Plant Maintenance (or senior maintenance official) and it must be approved by the MSC Manager/Postmaster. For a BMC the Director Plant Maintenance must review the form and the Manager must approve it. The form must be signed and dated by these authorities in the space provided on the bottom of the form.

244 Other Duties - Time may be included, if warranted, for other duties performed by custodial employees such as: furniture moving; loading, unloading, and stacking supplies; replacing lamps; etc. Entries for this time will be made as annual minutes and entered in column (N) on a blank line. (e.g.: 120 minutes per week for furniture moving times 52 weeks per year equals 6,240 annual minutes. See Sample 2-4, line 69.) Custodial duties should be completed before non-custodial duties are assigned.

245 Samples 1-3 and 2-4 have been completed using the data indicated on Samples 1-1, 1-2, 2-1, 2-2, and 2-3. Samples 1-1, 1-2, and 1-3 make a complete staffing package for a small facility. Samples 2-1, 2-2, 2-3, and 2-4 are a portion of the staffing package for a large facility. All the sample forms were completed to provide representative data and do not reflect any one specific facility. The frequencies used to illustrate component cleaning are for example only and do not reflect what may be best for any individual facility.

CHAPTER 3 SCHEDULING CUSTODIAL PERSONNEL

310 WRITTEN WORK ASSIGNMENTS

311 General

Written work assignments must be prepared for all regularly scheduled custodial duties. Chapter 3 provides instructions for preparing these work assignments.

312 Management Benefits

Precise, written work routines are invaluable management tools which provide:

- a. Effective utilization of available staff.
- b. Continuity in custodial tasks.
- c. Positive direction to personnel.

313 Employee Benefits

Employees benefit from a written work routine because it:

- a. Delineates duties.
- b. Specifies when and where work is to be done.
- c. Assures equal assignment of workload.

320 DETERMINE UNIT PERFORMANCE TIMES

321 Chapter 4 lists custodial work performance standards. The column headed "Unit of Performance (minutes)" refers to the time required to service one unit of measurement (one fixture, one square foot, etc.).

EXAMPLE: The unit of performance for cleaning workroom toilets is 4.5 minutes per fixture.

330 Form 4776, PREVENTIVE-CUSTODIAL MAINTENANCE ROUTE

331 Use

Complete Form 4776, *Preventive-Custodial Maintenance Route*, in duplicate for all regularly scheduled custodial maintenance work listed on Form 4852. Retain the original in the permanent office files. Enclose the duplicate in a transparent plastic cover to be issued to the employee performing the task.

332 Completing Form 4776.

- a. The identification block will be completed in accordance with the handbook or system by which this office operates.
- b. Enter in the block titled "Mail Processing — Building Equipment/Component or System" the type route (e.g.: Area Cleaning Route, Component Route).
Cleaning
- c. Enter in the "Original Issuance Date" block the date this route was first issued.
- d. Enter in the "Date Last Revised" block the last date changes were made to this route.
- e. Enter in the "Estimated Time" block the total workhours estimated for completion of all duties indicated on the route.
- f. Enter in the "Building" block the building in which this route is done. (e.g.: Main Office, VMF, Oak Station, etc.)
- g. Enter in the "Building Location" block the area within the building where this route is done. (e.g.: 1st floor office tower, workroom, etc.)
- h. Mark the "Frequency" block to indicate how often this route is issued. (e.g.: If route is done on Monday only mark the "W" block, if done quarterly mark the "Q" block.)
- i. Enter in the "Tour" block the tour on which this route will be done.
- j. If the route is done on a specific day or more than once a week, enter in the "Basic Work Week" block the day or days of the week this route is done.
- k. Leave the "Item Number" column blank.
- l. Enter in the "MPE-Building Equipment Identification Numbers" block the room number or description of the area where this route is to be done.
- m. If this is an area cleaning route, enter in the "Time" block the time of day the area is to be cleaned. (e.g.: from 7:45 am to 8:30 am) Otherwise, leave this block blank.

n. Leave the "Priority" block blank. For any scheduled "Job Requirement" the priority will be established by the appropriate management official. These priorities may change from day to day as local circumstances warrant.

o. Enter in the "Check List(s) --" block the quantity to be serviced and state the unit of measure. (e.g.: 10 fixtures, 300 sq. ft., etc.)

p. In the "Instructions" block enter:

- a. The operation to be performed.
- b. The equipment and materials to do the operation.
- c. The tasks required to perform the operation.

q. If the instructions are too extensive to put in the "Instructions" block, a separate checklist may be created. Then enter in the "Instructions" block a statement such as "Clean in accordance with Checklist No. CL-1".

r. When making out an area cleaning route, for a specific day, refer to the completed Form 4839. This form already has the tasks to be done and the tour on which assigned for each day of the week. By following the column for a specific day, the operation and quantity are already there. Only the time of day need be calculated.

s. The basic data for preparing a component cleaning route is contained on Form 4852, Columns G through N. When setting up a component cleaning route refer to Form 4869 and consider the location in the building where the task is to be performed. Make each route as compact as possible. Give precise instructions as to the location of the component to be cleaned. Identify the specific area covered on the particular route sheet by structural column numbers, room numbers, etc.

t. Example

Extract all fixtures in workroom areas from Form 4869, *Building Inventory*, column headed "Fluorescent Fixtures." List them on individual Forms 4776 headed Ceiling Light Fixtures - Workrooms, just as they appear on the inventory, giving room number or section, the description of the space (carrier section, outgoing letters, etc.) and the number of fixtures in each area.

333 Refer to Chapter 4 to obtain the method and materials required to perform a specific job. This information should be provided on the route sheet, Form 4776.

334 Form 4776 Samples 3-1 and 3-2 have been completed to illustrate an area cleaning route and a component cleaning route. Sample 3-3 is a suggested separate checklist for toilet room cleaning. Checklists for other duties may be developed as needed.

340 Scheduling

a. In larger facilities scheduling will be done in accordance with the national handbook or national system by which the office operates.

b. In smaller facilities that do not operate under a specific national handbook or national system, the management official in charge of the facility will be responsible for scheduling. If necessary, the senior MSC maintenance official will provide assistance in scheduling.

c. Actual day to day assignments depend on the number of custodial personnel reporting. Generally, when excessive unscheduled absences occur the component cleaning routes should be limited before area cleaning routes.

CHAPTER 4 PERFORMANCE STANDARDS

410 PERFORMANCE STANDARDS

411 This section provides details essential to estimate the total custodial workload.

412 Changes in Performance Standards

Unit performance represents engineering standards which apply to each custodial task. They may be changed only after documented evaluation of new techniques or equipment indicate the need to change. Unit performance standards may only be revised at the national level to ensure compliance with the current *National Agreements*.

413 Tasks Without Performance Standards

Some tasks are assigned to custodial maintenance that do not have a performance standard. To facilitate staffing for these tasks maintenance management may estimate the annual time requirement for these tasks based on local experience and historical data. This time must be included on the staffing form in accordance with the instructions in paragraph 244. Time may be included only if the task is normally considered to be a custodial activity.

414 Safety

When it is necessary to put up ropes and wet floor signs, a time factor should be added for the performance of these safety related functions.

415 Frequency of Performance

The frequency ranges listed in Chapter 4 of this handbook for performing the indicated custodial tasks should be applicable to most postal facilities. The frequency selected for a particular task should be within the specified range, and the specific frequency chosen^{ed} is dependent upon local conditions. Local management may determine that frequencies outside the ranges (above or below) listed are required due to local conditions. If one or more of the frequencies selected are below the range(s) listed in this handbook, the custodial staffing package shall be submitted with appropriate justification to Regional Maintenance Management. Implementation of custodial tasks with frequencies below the specified range(s) requires prior Regional Maintenance Management approval.

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
a. TOILET ROOM				
(1) Cleaning				
Sweep floor, picking up loose paper and trash. Remove gum spots with putty knife.	Wet mop Two mop buckets One wringer Bowl brush Sponge cloths Sponge Liquid detergent Trash container Pickup pan and broom Putty knife Untreated sweeping mop Polyethylene trash can liners Wet floor sign Rope	107 Fixtures ¹ 120 Fixtures ¹	4.5 (In workroom areas) 4.0 (In office areas)	3 to 7 times per week. 2 to 7 times per week.
Wash mirrors, ledges, chrome, and receptacles.				
Scrub interior and exterior surfaces, including lips of water closets, urinals, lavatories, and multiple wash sinks.				
Damp wipe toilet partitions and doors, toilet room doors, shower stalls, and all wainscoting.				
Dust partition tops and high ledges.				
Dust window sills and vents.				
Refill toilet tissue, paper towel, and soap dispensers. (Do not overstuff towel dispenser.)				
Empty trash receptacles.				
Wet mop and rinse floor. ²				

¹Fixtures include only showers, lavatories, water closets, multiple wash sinks, and urinals.

²See paragraph 430.1 for damp mop and wet mop procedures

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
a. TOILET ROOM				
(2) Policing				
Pick up all loose paper and trash.	Untreated sweeping mop	320 Fixtures ¹	1.5 (In workroom areas)	1 time per tour in facilities with two or more mail processing tours per day, except on tour when room is cleaned.
Refill tissue, towel and soap dispensers. (Do not overstuff towel dispensers.)	Pickup pan and broom Trash container Sponge cloths Wet mop Mop bucket with wringer	360 Fixtures ¹		
Check plumbing and flushing of water closets and urinals.	Liquid detergent Polyethelene trash can liners		1.334 (In office areas)	As needed.
Damp wipe water closets, lavatories and multiple wash sinks.	Wet floor sign Rope			
Sweep floor - damp ² mop as needed.				
Empty trash receptacles.				

¹Fixtures include only showers, lavatories, water closets, multiple wash sinks, and urinals.

²See paragraph 430.1 for damp mop and wet mop procedures.

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
b. LUNCH/SWING ROOM				
(1) Cleaning				
Remove all debris from tables and damp wipe with detergent solution.	Treated sweeping equipment Treated dust cloths Sponge cloth Plastic spray bottle Pail	15,000 sq. ft.	.032	3 to 7 times per week.
Empty trash receptacles.	Liquid detergent Pickup pan and broom Mop bucket with wringer Trash container			
Dust horizontal surfaces from floor level, including tops of vending machines.	Polyethylene trash can liners Wet floor sign Rope			
Sweep floor completely.				
Clean drinking fountains with detergent solution.				
In combination lunch and locker rooms, locker tops and cabinets will be dusted.				
On other-than-wood floors, damp mop entire floor with detergent solution. ¹				
Spot-clean walls.				

¹See paragraph 430.1 for damp mop and wet mop procedures.

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
b. LUNCH/SWING ROOM				
(2) Policing				
Clear tables of all trash and debris, and damp wipe.	Treated sweeping equipment	45,000 sq. ft.	.0106	On all tours when used, except when cleaned on same tour.
Empty trash receptacles. Sweep	Wet mop and mop bucket with wringer			
Empty trash from cluttered areas.	Sponge cloth			
Paper and trash from cluttered areas.	Plastic spray bottle			
Damp mop spillages. ¹	Liquid detergent			
Damp wipe drinking fountain.	Polyethylene trash can liners			
	Wet floor sign			
	Rope			
(3) Wet Mopping¹				
				0 to 2 time(s) per week.

¹See paragraph 430.1 for damp mop and wet mop procedures.

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
c. LOCKER ROOM				
(1) Cleaning				
Dust mop floor.	Treated sweeping equipment	20,000 sq. ft.	.024	3 to 7 times per week.
Empty trash receptacles and ashtrays.	Wet mop and mop bucket with wringer Sponge cloth			
Dust all horizontal surfaces from floor level, including tops of lockers.	Plastic spray bottle Liquid detergent Trash container			
Damp-wipe vertical surfaces of one-fifth of lockers.	Wet floor sign Rope			
Damp mop entire floor area. ¹				
(2) Polishing				
Sweep open areas and aisles.	Treated sweeping equipment	60,000 sq. ft.	.008	On all tours when used, except when cleaned on same tour.
Empty trash receptacles and ashtrays.	Wet mop and mop bucket with wringer Liquid detergent Trash container Wet floor sign Rope			
Damp mop spillages. ¹				
(3) Wet Mopping ¹				
				0 to 2 time(s) per week.

¹See paragraph 430.1 for damp and wet mop procedures.

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
d. WORKROOM				
(1) Cleaning				
Sweep entire floor area with treated mop or treated dust cloth.	Treated sweeping equipment	45,000 sq. ft.	.0106	2 to 7 times per week
Empty all trash receptacles and take trash to pickup point.	Treated dust cloths Sponge cloth Liquid detergent			
Wash and disinfect all drinking fountains in area.	Plastic spray bottle Toy broom and dust pan			
Dust horizontal surfaces of cases, tables, file cabinets, etc.	Trash container Polyethylene trash can liners			
Dust window sills, radiators.				
Spot-clean smudges from walls and doors.				
(2) Cleaning (VMF only)				
Spread grease-absorbent compound on fresh grease and oil deposits on floor. Let stand while completing other tasks.	Grease-absorbent compound Sidewalk brush Sponge cloth	45,000 sq. ft.	.0106	2 to 7 times per week
Sweep floor with sidewalk brush.	Powdered detergent Pail			
Control grease and oil smudges on bay partitions by removal with powdered detergent.	Trash container Toy broom and dust pan			
Empty trash.				

420 AREA CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
d. WORKROOM				
(3) Policing				On all tours only for the area used, except when cleaned on same tour.
Spot sweep cluttered areas.	Treated sweeping equipment	90,000 sq. ft.	.0053	
Pick up large pieces of trash and boxes.	Sponge cloth Plastic spray bottle Toy broom and dust pan			
Empty trash receptacles and dispose of trash.	Trash container Polyethelene trash can liners			
Damp wipe drinking fountains.				
e. OFFICE SPACE				
(1) Cleaning				3 to 7 times per week.
Empty and damp wipe ash trays and waste baskets.	Treated sweeping equipment Treated dust cloths	12,800 sq. ft.	.0375	
Dust horizontal surfaces of all furniture and equipment.	Radiator brush Sponge cloth Plastic spray bottle			
Dust completely all furniture in 1/5 of offices each cleaning.	Vacuum cleaner Toy broom and dust pan Trash container			
Wash lavatories and drinking fountains; spot clean smudges and fingerprints on glass surfaces and walls.				
Sweep floor with treated sweeping equipment.				
Vacuum rugs.				
Spot shampoo rugs as necessary				

430 COMPONENT CLEANING

Performance	Equipment and Material	Performance Per Work-Day	Unit Performance (Min.)	Frequency Range
a. CEILING LIGHT FIXTURES				
(1) Dusting Select appropriate method				
(a) Feather Duster (See 132.31, Handbook MS-39)	Feather Duster with 22' extension pole	1920	25	4 to 12 times per year.
OR				
(b) Treated Dust Cloth (See 132.32, Handbook MS-39)	Treated dust cloth Powerlift, scaffolding, or safety platform ladder	320	1.5	
OR				
(c) Vacuum Dusting (See 132.33, Handbook MS-39)	Back-Pak vacuum Powerlift, scaffolding or safety platform ladder	480	1.0	
(2) Washing Select appropriate method				
(See 133, Handbook MS-39)	2 natural sponges Pail Powdered detergent Masking tape Supply of lamps 55 gal drum	48 (55 gal. drum)	10.0	1 to 2 time(s) per year.
OR				
	Louwer washing tank	54 (Louwer washing tank)	8.89	
OR				
	Louwer washing machine	96 (Louwer washing machine)	5.0	

POST OFFICE	FREDONIA
STATE AND ZIP CODE	428 MADISON ST
UNIT	KS, 66736-9998

EXTERIOR UNPAVED	5,213
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U.S. POSTAL SERVICE

WORKLOAD
ANALYSIS AND SUMMARY

POST OFFICE

FREDONIA

STATE AND ZIP CODE

428 MADISON ST.

UNIT

KS, 66736-9998

GROSS INTERIOR AREA

8,558

EXTERIOR PAVED

5,911

EXTERIOR UNPAVED

5,213

							EXTERIOR UNPAVED				5,213			
Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Inactive Storage	CL	SF	0.0120	144	12.0	20.74
23		DM	SF	0.0150	0	0.00	55	Resilient FL	DM	SF	0.0150	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	INT	SF	0.2400	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							64	Wood FL	INT	SF	0.2400	0	0.0	0.00
							65	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							66	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							67	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							68	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							69	Snow	REMOV	SF	0.0150	0	0.0	0.00
								PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL → 893.47

(O) WORK HOUR CALCULATIONS (P)

A	MULTI. TOTAL LINE 32 BY 52 WEEKS	46,460.49	MIN/YR
B	ENTER TOTAL FROM LINE 79	17,181.53	MIN/YR
C	TOTAL LINE A and B	63,642.02	MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,060.70	WH/YR
E	MULTI. LINE D BY % (TRG)	17.71	HYR
F	MULTI. LINE D BY % (BREAKS)	44.23	HYR
G	MULTI. LINE D BY % (WASH UPS)	22.06	HYR
H	TOTAL LINE D + E + F + G	1,144.71	WH/YR
J	DIVIDE LINE H BY 52	22.01	WK HRS/WK
K	DIVIDE LINE H BY 1760	0.65	WORK YRS
L	TOTAL EMPLOYEES	0.65	

79

SUBTOTAL →

17,181.53

REVIEWED BY:

MSC MGR, DIR, PLANT MAINTENANCE

DATE:

APPROVED BY:

MSC MANAGER/POST MASTER-BMC MANAGER

DATE:

PS Form
11-17-82

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POST OFFICE FREDONIA
STATE AND ZIP CODE 428 MADISON ST
UNIT KS, 66736-9998

GROSS INTERIOR AREA	8,558
EXTERIOR PAVED	5,911
EXTERIOR UNPAVED	5,213

32	SUBTOTAL	893.47
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(O) WORK HOUR CALCULATIONS		(P)	
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	46,460.49	MIN/YR
B	ENTER TOTAL FROM LINE 79	17,151.53	MIN/YR
C	TOTAL LINE A and B	63,642.02	MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,060.70	WH/YR
E	MULTI. LINE D BY % (TRG)	17.71	HYR
F	MULTI. LINE D BY % (BREAKS)	44.23	HYR
G	MULTI. LINE D BY % (WASH UPS)	22.06	HYR
H	TOTAL LINE D + E + F + G	1,144.71	WH/YR
J	DIVIDE LINE H BY 52	22.01	WK HRS/WK
K	DIVIDE LINE H BY 1760	0.65	WORK YRS
L	TOTAL EMPLOYEES	0.65	

79	SUBTOTAL	17,181.53
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REVIEWED BY: _____
MSC MGR, DIR, PLANT MAINTENANCE
PS Form 4852 NOV-06-08 08:23 AM
11-17-82

APPROVED BY: _____
MSC MANAGER/POST MASTER - BMC MANAGER

DATE: _____

MS4300.rdf -- eMS-47 ver.1.0

U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEET

LOCATION/FACILITY

FREDONIA

POST OFFICE
428 MADISON ST
KS, 66736-9998

DATE 06 November 2008

COMPLETED BY
RTAPLEY

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK TOTAL
			CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	
	CORRIDOR																
15	CORRIDOR	2					367				367						734
15	CORRIDOR	2		367					367				367				1468
19	EXTERIOR PAVED AREA																
19	EXTERIOR PAVED SIDEWALK	2															
21	EXTERIOR PAVED	2									2927						2927
20	EXTERIOR UNPAVED AREA										2984						2984
20	LAWN-SHRUBS	2															
28	JANITOR'S CLOSET										5213						5213
28	JANITOR CLOSET	2	1				1		1		1		1		1		6
12	LUNCH/SWING ROOM	2															
12	LUNCH ROOM	2					208		208		208		208		208		1040
12	LUNCH ROOM	2		208													208
02	OFFICE SPACE																
02	PM OFFICE	2					201										
33	CONFERENCE ROOM	2				400					201				201		603
03	OFFICE TOILET										400				400		1200
03	PM RESTROOM	2				2					2				2		6
	PLATFORM (Dock)																
08	DOCK	2				464					464						928
08	DOCK	2		464									464		464		928
	SERVICE BOX LOBBY																
01	LOBBY	2		364			364		364		364		364		364		2184
25	LOBBY	2		160		160			160		160		160		160		960
	SHOP AREA																
26	SHOP	2		600		600			600		600		600		600		3600
	STAIRWAY																
11	1ST-2ND STAIRWAYS	2				1					1				1		3
22	BASEMENT STAIRWAYS	2				1					1				1		3
38	SOUTH EXTERIOR STAIRWAY	2		1													3
39	EAST EXTERIOR STAIRWAY	2		1					1				1				3
11	1ST-2ND STAIRWAYS	2							1				1				3
22	BASEMENT STAIRWAYS	2															3
38	SOUTH EXTERIOR STAIRWAY	2		1					1				1				3

DATE 06 November 2008

POST OFFICE
428 MADISON ST
KS, 66736-9998

LOCATION/FACILITY

FREDONIA

U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEETCOMPLETED BY
RTAPLEY

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
39	EAST EXTERIOR STAIRWAY	2			1		1		1	3
	WORKROOM						2240		2240	6720
04	WORKROOM	2	2240				100		100	300
07	VESTIBULE	2					100			6720
04	WORKROOM	2	2240				100			300
07	VESTIBULE	2	100							
	WORKROOM TOILET									
13	WOMENS RESTROOM	2			2	2	2	2	2	10
18	RESTROOM	2	4		4	4	4	4	4	20
32	RESTROOM	2	3		3	3	3	3	3	15
13	WOMENS RESTROOM	2								2
18	RESTROOM	2	4							4
32	RESTROOM	2	3							3
	TOTAL for CL		1127		5118	1344	5118	1344	4751	18802
	TOTAL for PL		3390		2	3173	11126	3173	369	21233
	EXTERIOR PAVED ARE		SW1	SW1	SW1	SW1	SW1	SW1	SW1	
19	EXTERIOR PAVED SIDEWALK	2					2927			2927
21	EXTERIOR PAVED	2					2984			2984
	TOTAL for SW1						5911			5911
	CORRIDOR		WM	DM	WM	DM	WM	DM	WM	DM
15	CORRIDOR	2					367		367	734
12	LUNCH/SWING ROOM	2			208					208
	SERVICE/BOX LOBBY									
01	LOBBY	2			160		160		364	364
25	LOBBY	2			364				160	480
01	LOBBY	2				160				364
25	LOBBY	2			572	160	160	160	524	1052
	TOTAL for WM		160		367					1578
	TOTAL for DM									

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
FREDONIA

POST OFFICE
428 MADISON ST
KS, 66736-9998

DATE November 6, 2008 8:11 AM

COMPLETED BY RTAPLEY

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	LIGHT FIXTURES (TYPE)			VENE- TIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC.
				TOILET FIXTURES / FLIGHTS	SUSP FLUOR.	INCAN- DESCENT		RECESSED FLUOR.	INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	
01	LOBBY	SERVICE/BOX LOBBY	364				3	1	28	243					CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
02	PM OFFICE	OFFICE SPACE	201		3			3	9	238			201		DE 375 WS 144 PB 372 TZ 364
03	PM RESTROOM	OFFICE TOILET	20	2		1			6	20					CR 20
04	WORKROOM	WORKROOM	2240		42			9	24	892	18	6			PD 2240
05	LOG	LOOKOUT GALLERY	100			12									
07	VESTIBULE	WORKROOM	100		1	1				18					
08	DOCK	PLATFORM (Dock)	464			4	1			80			464		
09	VAULT	ACTIVE STORAGE AREA	56				1							56	
11	1ST-2ND STAIRWAYS	STAIRWAY	64	2	1					28					
12	LUNCH ROOM	LUNCH/SWING ROOM	208		2			2		224					
13	WOMENS RESTROOM	WORKROOM TOILET	48	2		1		1		20					CR 48
PS FORM - 4869 - Aug 1982			3865	6	49	19	5	16	67	1762	18	6	0	201	520

DATE November 6, 2008 8:11 AM

POST OFFICE
428 MADISON ST
KS, 66736-9998

LOCATION/FACILITY
FREDONIA

U.S. POSTAL SERVICE
BUILDING INVENTORY

COMPLETED BY RTAPLEY

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FLIGHTS	LIGHT FIXTURES (TYPE)			VENE- TIAN BLINDS	GLASS		CASES			FLOOR SQ. FT. (TYPE)			MISC.
					SUSP. FLUOR.	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRET		
14	STORAGE ROOM	INACTIVE STORAGE AREA	629			3										629	OP 629
15	CORRIDOR	CORRIDOR	367			1		3								367	
16	EQUIP-STORAGE ROOM	INACTIVE STORAGE AREA	260			2										260	OP 260
17	STORAGE	INACTIVE STORAGE AREA	10													10	
18	RESTROOM	WORKROOM TOILET	72	4		1				29							CR 72 WS 132
19	EXTERIOR PAVED SIDEWALK	EXTERIOR PAVED AREA	2927														HS 25
20	LAWN-SHRUBS	EXTERIOR UNPAVED AREA	5213														
21	EXTERIOR PAVED	EXTERIOR PAVED AREA	2984														
22	BASEMENT STAIRWAYS	STAIRWAY	64	2		1				29						64	
25	LOBBY	SERVICEBOX LOBBY	160					2		112							WS 208 TZ 160
26	SHOP	SHOP AREA	600		3	1				54						600	OP 600
			13286	6	3	9	5	1	0	224	0	0	0	0	0	1930	

PS FORM - 4869 - Aug 1982

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U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
FREDONIA

POST OFFICE
428 MADISON ST
KS, 66736-9998

DATE November 6, 2008 8:11 AM

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ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	LIGHT FIXTURES (TYPE)				VENE- TIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC.
				TOILET FIXTURE / FLIGHTS	SUSP FLUOR.	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRETE	
27	STORAGE	ACTIVE STORAGE AREA	342				3		136						342	OP 342
28	JANITOR CLOSET	JANITOR'S CLOSET	12			1									12	
29	UNUSED BASEMENT RESTROOM	INACTIVE STORAGE AREA	66	2		1			36						66	OP 66
30	AC EQPT ROOM	ACTIVE STORAGE AREA	100			1			26						100	OP 100
31	ACTIVE STORAGE	ACTIVE STORAGE AREA	240			2									240	OP 240
32	RESTROOM	WORKROOM TOILET	66	3		1			36						66	OP 66
33	CONFERENCE ROOM	OFFICE SPACE	400				3		203							
34	INACTIVE STORAGE	INACTIVE STORAGE AREA	342				4								342	
35	INACTIVE STORAGE	INACTIVE STORAGE AREA	380				4								380	OP 380
36	INACTIVE STORAGE	INACTIVE STORAGE AREA	182				1								182	
37	INACTIVE STORAGE	INACTIVE STORAGE AREA	137				1		136						137	OP 137
PS FORM - 4869 - Aug 1982			2267	5	0	6	16	0	573	0	0	0	0	0		

DATE

POST OFFICE
428 MADISON ST
KS. 66736-9998

LOCATION/FACILITY
FREDONIA

U.S. POSTAL SERVICE
BUILDING INVENTORY

COMPLETED BY RTAPLEY

MISC.
CR=CERAMIC FLOOR
DE=DECORE METAL TZ=TERRAZZO
PB=PO BOX HS=SHRUBS&HEDGS
PD=PIPES&DUCTS
WS=CERAMIC WALLS
OP=OTHER PIPES&DUCTS

FLOOR SQ. FT.
(TYPE)

CASES

GLASS

VENETIAN
BLINDS

LIGHT FIXTURES
(TYPE)

SQ. FT.
OF
AREA

TYPE OF SPACE

DESCRIPTION

ROOM/
LOCA-
TION

RESIL-
IENT

CARPET

CONCRETE

CARRIER

OTHER

EXTER.
SQ. FT.

INTER.
SQ. FT.

RECESSED
FLOOR.

INCAN-
DESCENT

SUSP.
FLOOR.

TOILET
FIXTURES

FLIGHTS

AREA

STAIRWAY

STAIRWAY

INACTIVE STORAGE
AREA

WINDOW WELLS

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