

U.S. POSTAL SERVICE

POST OFFICE

DAVENPORT

GROSS INTERIOR AREA

27,346

WORKLOAD

STATE AND ZIP CODE

933 W 2ND ST

EXTERIOR PAVED

108,819

ANALYSIS AND SUMMARY

UNIT

IA. 52802-9998

EXTERIOR UNPAVED

3,864

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	90	405.00	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	12	48.00	35	(Vacuum)	DUST	FX	1.0000	577	4.0	2308.00
4	Lunch/Swing RMS	CL	SF	0.0320	4220	135.04	36	LF (Sponge)	WASH	FX	10.0000	614	1.0	6140.00
5		PL	SF	0.0106	0	0.00	37	(Louwer Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	844	25.32	38	(Louwer Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	5810	139.44	39	Venetian Blinds	DUST	BL	5.0000	12	2.0	120.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	12	1.0	360.00
9		WM	SF	0.0300	1162	34.86	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	65020	689.21	42	Exterior Glass	WASH	SF	0.1790	2186	2.0	782.59
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	84	2.0	30.07
12	Offices	CL	SF	0.0375	13074	490.28	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	110	12.0	633.60
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	91	2.0	728.00
16	EXT Police	PL	SF	0.0012	112683	135.22	48	Other Cases	DUST	EA	1.5000	45	2.0	135.00
17	Platforms	CL	SF	0.0106	6480	68.69	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	108819	52.0	33951.53
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	8710	139.36	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	284	12.0	40.90
21		WM	SF	0.0300	1742	52.26	53	Inactive Storage	CL	SF	0.0120	1408	4.0	67.58
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	17501	12.0	3150.18
23		DM	SF	0.0150	1742	26.13	55	Resilient FL	INT	SF	0.2400	17401	1.0	4176.24
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	17501	3.0	5040.29
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	1742	1.0	418.08
26	Corridors	CL	SF	0.0060	1497	8.98	58	Terrazzo FL	PERI	SF	0.1200	1742	3.0	627.12
27		DM	SF	0.0150	1287	19.31	59	Concrete FL	INT	SF	0.2400	4713	1.0	1131.12
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	4713	2.0	904.90
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	2100	1.0	504.00
30	Shop Area	CL	SF	0.0120	2950	35.40	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	5	50.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	3504	26.0	1093.25
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	38	1.0	43.20
							68	Snow	REMOV	SF	0.0150	5235	12.0	942.30
							69	PO Box	CL	EA	2.0000	1580	2.0	6320.00

32 SUBTOTAL 2,502.49

(O) WORK HOUR CALCULATIONS (P)

A	MULTI. TOTAL LINE 32 BY 52 WEEKS	130,129.56	MIN/YR
B	ENTER TOTAL FROM LINE 74	73,295.51	MIN/YR
C	TOTAL LINE A and B	203,425.07	MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,390.42	WH/YR
E	MULTI. LINE D BY % (TRG)	38.65	HYR
F	MULTI. LINE D BY % (BREAKS)	211.90	HYR
G	MULTI. LINE D BY % (WASH UPS)	70.86	HYR
H	TOTAL LINE D + E + F + G	3,711.83	WH/YR
J	DIVIDE LINE H BY 52	71.38	WK HRSWK
K	DIVIDE LINE H BY 1760	2.11	WORK YRS
L	TOTAL EMPLOYEES	2.11	

70	Ceramic FL	PERI	SF	0.1200	666	3	239.76
71	Concrete FL	DM	SF	0.0150	126	52	98.28
72	Ceramic FL	INT	SF	0.2400	666	1	159.84
73	Ceramic FL	WM	SF	0.0300	565	52	881.40

74 SUBTOTAL 73,295.51

REVIEWED BY:
MSC MGR, DIR, PLANT MAINTENANCE

DATE:

APPROVED BY:
MSC MANAGER/POST MASTER - BMC MANAGER

DATE:

PS Form
11-17-82 4852 APR-18-08 10:25 AM

MS4300.rdf -- eMS-47 ver. 1.0

U.S. POSTAL SERVICE
WORKLOAD
ANALYSIS AND SUMMARY

POST OFFICE DAVENPORT
STATE AND ZIP CODE 933 W 2ND ST
UNIT IA, 52802-9998

GROSS INTERIOR AREA 27,346
EXTERIOR PAVED 108,819
EXTERIOR UNPAVED 3,864

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	1056	12.0	2268.28
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	0.0680	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	0.0180	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	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL 2,502.49

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	130,129.56 MIN/YR
B	ENTER TOTAL FROM LINE 74	73,295.51 MIN/YR
C	TOTAL LINE A and B	203,425.07 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,390.42 WH/YR
E	MULTI LINE D BY % (TRG)	38.65 HYR
F	MULTI LINE D BY % (BREAKS)	211.90 HYR
G	MULTI LINE D BY % (WASH UPS)	70.86 HYR
H	TOTAL LINE D + E + F + G	3,711.83 WH/YR
J	DIVIDE LINE H BY 52	71.38 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.11 WORK YRS
L	TOTAL EMPLOYEES	2.11

74 SUBTOTAL 73,295.51

REVIEWED BY: MSC MGR, DIR, PLANT MAINTENANCE
PS Form 4852 APR-18-08 10:25 AM

DATE:

APPROVED BY: MSC MANAGER/POST MASTER-BMC MANAGER

DATE:

POST OFFICE	DAVENPORT
STATE AND ZIP CODE	933 W 2ND ST
UNIT	IA, 52802-9998

GROSS INTERIOR AREA	27,346
EXTERIOR PAVED	108,819
EXTERIOR UNPAVED	3,864

32	SUBTOTAL	2,502.49
----	----------	----------

A	MULTI.TOTAL LINE 32 BY 52 WEEKS	130,129.56	MINYR
B	ENTER TOTAL FROM LINE 74	73,295.51	MINYR
C	TOTAL LINE A and B	203,425.07	MINYR
D	DIVIDE LINE C BY 60 MIN	3,390.42	WHYR
E	MULTI. LINE D BY % (TRG)	38.65	HYR
F	MULTI. LINE D BY % (BREAKS)	211.90	HYR
G	MULTI. LINE D BY % (WASH UPS)	70.86	HYR
H	TOTAL LINE D + E + F + G	3,711.83	WHYR
J	DIVIDE LINE H BY 52	71.38	WK HRSWK
K	DIVIDE LINE H BY 1760	2.11	WORK YRS
L	TOTAL EMPLOYEES	2.11	

74	SUBTOTAL	73,295.51
----	----------	-----------

DAE: _____

APPROVED BY: _____
MSC MANAGER/POSTMASTER-BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEET

LOCATION/FACILITY

DAVENPORT

POST OFFICE
933 W 2ND ST

IA, 52802-9998

DATE 18 April 2008

COMPLETED BY
CLINTON MYERS, MFMO

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																
36	CORRIDOR	2					429				429				429		1287
4	CORRIDOR	2					35				35				35		105
4	CORRIDOR	2					35				35				35		105
	EXTERIOR PAVED ARE																
34	SIDEWALK	2									5235						5235
41	PARKING	2									103584						103584
	EXTERIOR UNPAVED ARE																
37	LAWN	2									3504						3504
42	SHRUBS	2									360						360
	JANITOR'S CLOSET																
20	JANITOR CLOSET	2					56		56		56		56		56		280
	LOCKER ROOM																
25	MENS LOCKER ROOM	2					702		702		702		702		702		3510
30	WOMENS LOCKER	2					460		460		460		460		460		2300
	LUNCH/SWING ROOM																
24	LUNCH ROOM	2					844		844		844		844		844		4220
	OFFICE SPACE																
1	PM SEC. OFFICE	2					234				234				234		702
10	DELIVERY OFFICE 1	2					200				200				200		600
11	DELIVERY 2	2					204				204				204		612
12	VOMA	2					306				306				306		918
16	BULK MAIL OFFICE	2					85				85				85		255
19	OFFICE 4	2					240				240				240		720
22	INSPECTOR OFFICE	2					518				518				518		1554
26	DISIS OFFICE	2					221				221				221		663
27	TIME KEEPER	2					240				240				240		720
28	CLAIMS	2					400				400				400		1200
6	OFFICE 1	2					240				240				240		720
7	OFFICE 2	2					300				300				300		900
8	OFFICE 3	2					320				320				320		960
9	TRAINING ROOM	2					850				850				850		2550
	OFFICE TOILET																
23	INSPECTOR TOILET	2					30				30				30		90

U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEET

LOCATION/FACILITY

DAVENPORT

POST OFFICE
933 W 2ND ST
IA, 52802-9998

DATE 18 April 2008

COMPLETED BY
CLINTON MYERS, MFMO

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
5	PM TOILET	2			45		45		45	135
33	PLATFORM (Dock)	2								
	DOCK	2			2160		2160		2160	6480
38	SERVICE/BOX LOBBY	2								
	LOBBY 1	2			510	510	510	510	510	2550
39	LOBBY 2	2			1232	1232	1232	1232	1232	6160
21	SHOP AREA	2								
	SHOP	2			590	590	590	590	590	2950
15	WORKROOM	2								
	WORKROOM	2			12610	12610	12610	12610	12610	63050
18	BATTERY ROOM	2			208	208	208	208	208	1040
35	VESTIBULE	2			126	126	126	126	126	630
43	CUSTOMER TOILET	2			60	60	60	60	60	300
	WORKROOM TOILET	2								
13	MENS TOILET	2			275	275	275	275	275	1375
14	WOMENS TOILET	2			200	200	200	200	200	1000
	TOTAL for CL				24965	17873	24965	17873	24965	110641
	TOTAL for PL									112683
	EXTERIOR PAVED ARE		SW1	SW1	SW1	SW1	SW1	SW1	SW1	
34	SIDEWALK	2								
41	PARKING	2								
	TOTAL for SW1									
						5235	5235			5235
						103584	103584			103584
						108819	108819			108819
	CORRIDOR		WM	DM	WM	DM	WM	DM	WM	DM
36	CORRIDOR	2								
					429					
	LOCKER ROOM									
25	MENS LOCKER ROOM	2								
30	WOMENS LOCKER	2				702	702			702
						460	460			460
24	LUNCH/SWING ROOM	2								
	LUNCH ROOM									
						844	844			844
38	SERVICE/BOX LOBBY	2								
	LOBBY 1	2					510			510

U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEET

LOCATION/FACILITY

DAVENPORT

POST OFFICE
933 W 2ND ST
IA, 52802-9998

DATE 18 April 2008

COMPLETED BY
CLINTON MYERS, MFMO

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
39	LOBBY 2	2				1232			1232
38	LOBBY 1	2				510			510
39	LOBBY 2	2				1232			1232
	TOTAL for WM					3748			3748
	TOTAL for DM			429		2171		429	3029

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
DAVENPORT

POST OFFICE
933 W 2ND ST
IA, 52802-9998

DATE April 18, 2008 10:25 AM

COMPLETED BY CLINTON MYERS, MFMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	LIGHT FIXTURES (TYPE)			VENE- TIAN BLINDS	GLASS		CASES			FLOOR SQ. FT. (TYPE)		MISC.
				SUSP. FLOOR	INCAN- DESCENT	RECESSED FLOOR		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRETE	
1	PM SEC. OFFICE	OFFICE SPACE	234			6	2		60				234		CR-CERAMIC FLOOR DE-DECORE METAL TZ-TERRAZZO PB-PO BOX HS-SHRUBS&HEDGS PD-PIPES&DUCTS WS-CERAMIC WALLS OP-OTHER PIPES&DUCTS
10	DELIVERY OFFICE 1	OFFICE SPACE	200	8				49				300			
11	DELIVERY 2	OFFICE SPACE	204	6									204		
12	VOMA	OFFICE SPACE	306									306			
13	MENS TOILET	WORKROOM TOILET	275	4											CR 275
14	WOMENS TOILET	WORKROOM TOILET	200	4				25							CR 200
15	WORKROOM	WORKROOM	12610	338				94	91	45		12610			PB 1580
16	BULK MAIL OFFICE	OFFICE SPACE	85			2		2				85			
17	BULK MAIL STORAGE	ACTIVE STORAGE AREA	221			4								221	
18	BATTERY ROOM	WORKROOM	206	4										206	
19	OFFICE 4	OFFICE SPACE	240		6							240			
PS FORM - 4869 - Aug 1982			14783	18	364	6	12	2	0	230	91	45	13541	438	429

U.S. POSTAL SERVICE

BUILDING INVENTORY

LOCATION/FACILITY

DAVENPORT

POST OFFICE

933 W 2ND ST

IA, 52802-9998

DATE

April 18, 2008 10:25 AM

COMPLETED BY

CLINTON MYERS, MFMO

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ. FT. OF AREA	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES			FLOOR SQ. FT. (TYPE)		MISC.
				SUSP. FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ. FT.	EXTER. SQ. FT.	CARRIER	OTHER	RESILIENT	CARPET	CONCRETE	
2	CLOSET	OFFICE SPACE	32												
20	JANITOR CLOSET	JANITOR'S CLOSET	56		1										CR 56
21	SHOP	SHOP AREA	590	7					80					590	
22	INSPECTOR OFFICE	OFFICE SPACE	518			14			144				518		
23	INSPECTOR TOILET	OFFICE TOILET	30	2											CR 30
24	LUNCH ROOM	LUNCH/SWING ROOM	844	18					120				844		
25	MENS LOCKER ROOM	LOCKER ROOM	702	19									702		
26	DSIS OFFICE	OFFICE SPACE	221			4							221		
27	TIME KEEPER	OFFICE SPACE	240			4							240		
28	CLAIMS	OFFICE SPACE	400	16									400		
29	VAULT	ACTIVE STORAGE AREA	63		1								63		
PS FORM - 4869 - Aug 1982			3696	2	60	2	22	1	0	344	0	0	2186	802	590

U.S. POSTAL SERVICE

BUILDING INVENTORY

LOCATION/FACILITY
DAVENPORTPOST OFFICE
933 W 2ND ST
IA, 52802-9998

DATE April 18, 2008 10:25 AM

COMPLETED BY CLINTON MYERS, MFMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ FT OF AREA	LIGHT FIXTURES (TYPE)			GLASS	CASES			FLOOR SQ. FT. (TYPE)		MISC.
				SUSP FLUOR.	INCAN- DESCENT	RECESSED FLUOR.	INTER SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CONCRETE	
3	PM OFFICE	OFFICE SPACE	364										CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
30	WOMENS LOCKER	LOCKER ROOM	460	29				100			460		
31	BOILER ROOM	INACTIVE STORAGE AREA	948	7								948	
32	SUPPLY ROOM	INACTIVE STORAGE AREA	460	5								460	
33	DOCK	PLATFORM (dock)	2160		20							2160	
34	SIDEWALK	EXTERIOR PAVED AREA	5235										
35	VESTIBULE	WORKROOM	126					728				126	
36	CORRIDOR	CORRIDOR	429			9					429		
37	LAWN	EXTERIOR UNPAVED AREA	3504										
38	LOBBY 1	SERVICE/BOX LOBBY	510			12	34	304					TZ 510
39	LOBBY 2	SERVICE/BOX LOBBY	1232			34		1056					TZ 1232
PS FORM - 4869 - Aug 1982			15428	0	41	20	55	84	2268	0	889	0	3694

U.S. POSTAL SERVICE

BUILDING INVENTORY

LOCATION/FACILITY
DAVENPORTPOST OFFICE
933 W 2ND ST
IA, 52802-9998

DATE

April 18, 2008 10:25 AM

COMPLETED BY CLINTON MYERS, MFMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	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	CONCRET		
4	CORRIDOR	CORRIDOR	35		1									35	CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
40	LOG	LOOKOUT GALLERY	328		18										
41	PARKING	EXTERIOR PAVED AREA	103584												
42	SHRUBS	EXTERIOR UNPAVED AREA	360												HS 36
43	CUSTOMER TOILET	WORKROOM	60		1										CR 60
5	PM TOILET	OFFICE TOILET	45	2	1										CR 45
6	OFFICE 1	OFFICE SPACE	240	5			2		30				240		
7	OFFICE 2	OFFICE SPACE	300	12					60				300		
8	OFFICE 3	OFFICE SPACE	320	12			2		60				320		
9	TRAINING ROOM	OFFICE SPACE	850	32			4		160				850		
			106122	2	62	22	8	0	400	0	0	0	885	850	0

PS FORM - 4869 - Aug 1982

PS FORM - 4869 - Aug 1982

1.00	<-- enter Number of Positions
2.00	<-- enter Number of Positions

Building Maintenance Custodians Authorized
 Laborer/Custodian, FTR Authorized

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	76.00	YES	YES	7.60
Tub (all)	0.10		YES	YES	0.00
Box, Collection	1.00	53.00	YES	NO	53.00
NDCBU/Parcel Locker	0.50	44.00	YES	NO	22.00
Box, Storage	0.20		YES	NO	0.00
Cabinet, Filing	0.10	68.00	YES	YES	6.80
Cabinet, Storage	0.10	27.00	YES	YES	2.70
Cart, Satchell	0.25		YES	YES	0.00
Cart, Utility, 1075	0.40	27.00	YES	NO	10.80
Case, Carrier	0.10	91.00	YES	YES	9.10
Case, Mail Distribution	0.10	84.00	YES	YES	8.40
Containers, OTR, Security, GPMC, etc.	0.10	64.00	YES	YES	6.40
Drawer, Cash, Stamp	0.10	9.00	YES	YES	0.90
Fan, Table/Pedestal	0.20	3.00	YES	NO	0.60
Locker, Clothing	0.02	138.00	YES	YES	2.76

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	2.00	YES	NO	120.00
37. Airhandlers Automatic (Weekly Check)	3.12	2.00	YES	NO	6.24
64. Portable Fire Extinguishers (Monthly Inspection)	0.24	18.00	YES	YES	4.32
65. Emergency Lights (Monthly Inspection)	0.24	10.00	YES	YES	2.40
TOTAL PS Form 4894					132.96
PS Form 4896:					
A22-CEILING FANS					
A15 FANS	1.00	8.00	YES	YES	8.00
A-12 COOLING TOWER	2.00	2.00	YES	YES	4.00
A-13 COOLING TOWER	14.50	1.00	YES	YES	14.50
A-27 CHILLERS	12.00	1.00	YES	YES	12.00
P-18 WATER PUMPS CHILL/ABSORB/HOT/COOLING	23.00	2.00	YES	YES	46.00
M-7 POWERED ENTRY DOORS	1.75	7.00	YES	YES	12.25
	4.00	4.00	YES	YES	16.00
M-21 DOCK BOARDS			YES	YES	0.00
1 SCISSORS LIFT	6.00	1.00	YES	YES	6.00
	10.00	1.00	YES	YES	10.00
Local Entry			YES	YES	0.00
TOTAL PS Form 4896					128.75

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	5.50
A-4. Air Handlers (15 HP or more)	4.75	YES	NO	0.00
A-6. Boilers, Cast Iron & Steel	20.00	YES	NO	40.00
A-7. Burner, Gas	8.00	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	YES	YES	2.40
A-25. Heating/Cooling Rooftop Unit	17.00	YES	NO	0.00
A-30. Unit Heater (Hot Water)	1.00	YES	NO	0.00
A-31. Unit Heater (Gas)	1.50	YES	NO	3.00
Total HVAC				50.90

Electrical

E-4 Emergency Lights	0.10	YES	NO	1.00
E-7 Lighting, Outside	0.75	YES	NO	26.25
Light Bulb Replacement	0.02	YES	YES	39.52
Total Electrical				66.77

Miscellaneous

M-2. Lawn Mower & Edger	3.00	YES	YES	6.00
M-3. Sweepers	6.00	YES	NO	0.00
M-9. Doors, Main Entrance	2.00	YES	YES	6.00
M-11. Fire Doors (stairwells & exits)	0.40	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	3.00

Total Miscellaneous					15.80
Plumbing					
P-11. Sump Pumps (inspection)					0.00
P-14. Valve, Manual, Main Line					0.00
P-14. Valve, Over 2 in.					0.00
P-20. Roof Built-up (calculation - see MS-1)					0.00
P-21. Drains, Areaway, Driveway and Storm		1.00			0.00
P-31. Hotwater Heater, Domestic	1.00	2.00		YES	2.00
P-32. Drinking, Water Coolers	1.50	1.00		NO	1.50
Total Plumbing	1.00	1.00		NO	1.00
TOTAL PS Form 4896-A					137.97
PS Form 4893:					
Enter Total Number of interior square feet					
Total from PS Form 4894	27337.00				132.96
Total from PS Form 4896					128.75
Total from PS Form 4896-A					137.97
Total of PS Forms 4894, 4896 & 4896-A					
Miscellaneous (10% of forms)					
Space Adjustment (5 hrs. per 1,000sqft)	399.68				39.968
TOTAL PS Form 4893					136.685
					576.33