

POST OFFICE	CARTHAGE MAIN OFFICE	GROSS INTERIOR AREA	20,484
STATE AND ZIP CODE	226 W 3RD STREET	EXTERIOR PAVED	24,536
UNIT	MO, 64836-9998	EXTERIOR UNPAVED	3,358

77	SUBTOTAL	35,925.95
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MS4300.rdf -- eMS-47 ver.1.0

U.S. POSTAL SERVICE
**WORKLOAD
 ANALYSIS AND SUMMARY**

POST OFFICE CARTHAGE MAIN OFFICE
 STATE AND ZIP CODE 226 W 3RD STREET
 UNIT MO. 64836-9998
 GROSS INTERIOR AREA 20,484
 EXTERIOR PAVED 24,536
 EXTERIOR UNPAVED 3,358

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	95	427.50	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	19	28.50	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	6	24.00	35	(Vacuum)	DUST	FX	1.0000	334	4.0	1336.00
4	Lunch/Swing RMS	CL	SF	0.0320	1100	35.20	36	LF (Sponge)	WASH	FX	10.0000	266	1.0	2660.00
5		PL	SF	0.0106	220	2.33	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	220	6.60	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1110	26.64	39	Venetian Blinds	DUST	BL	5.0000	12	3.0	180.00
8		PL	SF	0.0080	1110	8.88	40	Venetian Blinds	WASH	BL	30.0000	12	1.0	360.00
9		WM	SF	0.0300	370	11.10	41	Lobby Glass	WASH	SF	0.1790	476	52.0	4430.61
10	Workrooms	CL	SF	0.0106	26079	276.44	42	Exterior Glass	WASH	SF	0.1790	1475	2.0	528.05
11		PL	SF	0.0053	26079	138.22	43	Interior Glass	WASH	SF	0.1790	1132	2.0	405.26
12	Offices	CL	SF	0.0375	2646	99.23	44	WR Pipes and Ducts	DUST	SF	0.0690	3221	1.0	222.25
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	5612	1.0	269.38
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	326	4.0	625.92
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	51	1.0	204.00
16	EXT Police	PL	SF	0.0012	27894	33.47	48	Other Cases	DUST	EA	1.5000	10	1.0	15.00
17	Platforms	CL	SF	0.0106	3660	38.80	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	3660	19.40	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	24536	52.0	5103.49
19	Service/Box Lobby	CL	SF	0.0180	8022	128.35	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	199	12.0	28.66
21		WM	SF	0.0300	4011	120.33	53	Inactive Storage	CL	SF	0.0120	5020	4.0	240.96
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	9056	12.0	1630.08
23		DM	SF	0.0150	4011	60.17	55	Resilient FL	INT	SF	0.2400	10078	1.0	2418.72
24	Stairways 12	CL	FL	8.0000	18	144.00	56	Resilient FL	PERI	SF	0.0960	10078	3.0	2902.46
25		PL	FL	2.4000	28	67.20	57	Terrazzo FL	INT	SF	0.2400	1406	1.0	337.44
26	Corridors	CL	SF	0.0060	1050	6.30	58	Terrazzo FL	PERI	SF	0.1200	1406	3.0	506.16
27		DM	SF	0.0150	624	9.36	59	Concrete FL	INT	SF	0.2400	5343	1.0	1282.32
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	5343	2.0	1025.86
29		PL	SF	0.0020	2100	4.20	61	Carpet	SHAMP	SF	0.2400	1654	2.0	793.92
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	18	180.00	63	Wood FL	INT	SF	0.2400	97	1.0	23.28
							64	Wood FL	PERI	SF	0.1200	97	3.0	34.92
							65	Lawns (Push)	MOW	SF	0.0120	3358	26.0	1047.70
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	278	1.0	331.20
							68	Snow	REMOV	SF	0.0150	8185	26.0	3192.15
							69	PO Box	CL	EA	2.0000	1145	1.0	2290.00
							70	Ceramic FL	PERI	SF	0.1200	240	1	86.40

32 SUBTOTAL 1,696.21

(O) WORK HOUR CALCULATIONS (P)			
A	MULTI TOTAL LINE 32 BY 52 WEEKS	98,602.76	MINYR
B	ENTER TOTAL FROM LINE 77	35,925.95	MINYR
C	TOTAL LINE A and B	134,528.71	MINYR
D	DIVIDE LINE C BY 60 MIN	2,242.15	WHYR
E	MULTI LINE D BY % (TRG)	38.12	HYR
F	MULTI LINE D BY % (BREAKS)	94.17	HYR
G	MULTI LINE D BY % (WASH UPS)	47.09	HYR
H	TOTAL LINE D + E + F + G	2,421.52	WHYR
J	DIVIDE LINE H BY 52	46.57	WK HRSWK
K	DIVIDE LINE H BY 1760	1.38	WORK YRS
L	TOTAL EMPLOYEES	1.38	

70	Ceramic FL	PERI	SF	0.1200	240	3	88.40
71	Concrete FL	DM	SF	0.0150	5063	12	911.34
72	Ceramic FL	INT	SF	0.2400	240	1	57.60
73	Terrazzo FL	DM	SF	0.0150	138	12	24.84
74	CEILING FANS	DUST	EA	5.0000	14	4	280.00
75	CEILING FANS	WASH	EA	10.0000	14	1	140.00

77 SUBTOTAL 35,925.95

REVIEWED BY: MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 DEC-03-08 12:10 PM
 11-17-82

DATE:

APPROVED BY: MSC MANAGER/POST MASTER - BMC MANAGER

DATE:

U.S. POSTAL SERVICE

POST OFFICE

CARTHAGE MAIN OFFICE

GROSS INTERIOR AREA

20,484

WORKLOAD

STATE AND ZIP CODE

226 W 3RD STREET

EXTERIOR PAVED

24,536

ANALYSIS AND SUMMARY

UNIT

MO. 64836-9998

EXTERIOR UNPAVED

3,358

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	(Louwer Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louwer 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	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 1,896.21

(O) WORK HOUR CALCULATIONS (P)

A	MULTI.TOTAL LINE 32 BY 52 WEEKS	98,602.76	MINYR
B	ENTER TOTAL FROM LINE 77	35,925.95	MINYR
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D	DIVIDE LINE C BY 60 MIN	2,242.15	WHYR
E	MULTI. LINE D BY % (TRG)	38.12	HYR
F	MULTI. LINE D BY % (BREAKS)	94.17	HYR
G	MULTI. LINE D BY % (WASH UPS)	47.09	HYR
H	TOTAL LINE D + E + F + G	2,421.52	WHYR
J	DIVIDE LINE H BY 52	46.57	WK HRSWK
K	DIVIDE LINE H BY 1760	1.38	WORK YRS
L	TOTAL EMPLOYEES	1.38	

77 SUBTOTAL 35,925.95

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MSC MGR. DIR. PLANT MAINTENANCE

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U.S. POSTAL SERVICE

CUSTODIAL SCHEDULING
WORKSHEET

LOCATION/FACILITY

CARTHAGE MAIN OFFICE

POST OFFICE
226 W 3RD STREET

MO. 64836-9998

DATE 03 December 2008

COMPLETED BY
CAL LIVGREN MGR FMO

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																	
003	BASEMENT HALLWAY	2					170					170					340
008	BASEMENT HALL NORTH	2					110					110					220
013	FAIR CORRIDOR BSMT TO E	2					213					213					426
015	FAIRWAY CORRIDOR FROM	2					32					32					64
003	BASEMENT HALLWAY	2		170					170				170			170	680
008	BASEMENT HALL NORTH	2		110					110				110			110	440
013	FAIR CORRIDOR BSMT TO E	2		213					213				213			213	852
015	FAIRWAY CORRIDOR FROM	2		32					32				32			32	128
EXTERIOR PAVED ARE																	
048	PARKING AND MANUEVERIN	2										16351					16351
049	SIDEWALKS	2										8185					8185
EXTERIOR UNPAVED AT																	
050	LAWN	2										3358					3358
JANITOR'S CLOSET																	
002	JANITOR CLOSET	2	1						1			1		1		1	6
019	JANITOR CLOSET LOBBY	2	1						1			1		1		1	6
047	JANITOR CLOSET	2	1						1			1		1		1	6
LOCKER ROOM																	
037	MENS LOCKER ROOM	2					167					167			167		501
038	WOMENS LOCKER ROOM	2					203					203			203		609
037	MENS LOCKER ROOM	2		167					167				167				501
038	WOMENS LOCKER ROOM	2		203					203				203				609
LUNCH/SWING ROOM																	
039	LUNCH ROOM	2					220					220			220		1100
039	LUNCH ROOM	2		220													220
OFFICE SPACE																	
004	TRAINING ROOM	2															
020	COPY ROOM	2		462								462			462		1386
022	POSTMASTER OFFICE	2		179								179			179		537
				241								241			241		723
OFFICE TOILET																	
021	SUPERVISOR TOILET	2					2					2			2		6
PLATFORM (Dock)																	
046	DOCK	2					1220					1220			1220		3660

U.S. POSTAL SERVICE

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WORKSHEET

LOCATION/FACILITY

CARTHAGE MAIN OFFICE

POST OFFICE
226 W 3RD STREET

MO. 64836-9998

DATE 03 December 2008

COMPLETED BY
CAL LIVGREN MGR FMO

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
046	DOCK	2	1220		1220		1220		3660
	SERVICE/BOX LOBBY								
030	SERVICE LOBBY	2		254	254	254	254	254	1524
031	BOX LOBBY	2		759	759	759	759	759	4554
044	BMEU CUSTOMER SERVICE	2		324	324	324	324	324	1944
	STAIRWAY								
012 SW	BASEMENT STAIRS SOUTH	2		1		1		1	3
014	BASEMENT STAIRS TO WKR	2		1		1		1	3
029	LOBBY STAIRS	2		1		1		1	3
012 SW	BASEMENT STAIRS SOUTH	2	1		1		1		3
014	BASEMENT STAIRS TO WKR	2	1		1		1	1	4
016	ATTIC STAIRWAY	2	1		1		1		3
029	LOBBY STAIRS	2	1		1		1	1	4
	WORKROOM								
017	WORKROOM	2		8099		8099		8099	24297
034	WEST CARRIER VESTIBULE	2		154		154		154	462
035	EAST CARRIER VESTIBULE	2		440		440		440	1320
017	WORKROOM	2							
034	WEST CARRIER VESTIBULE	2	8099		8099		8099		24297
035	EAST CARRIER VESTIBULE	2	154		154		154		462
	WORKROOM TOILET								
001	UNISEX TOILET	2							
018	WOMENS TOILET	2		7	7	7	7	7	35
040	MENS TOILET	2		2	2	2	2	2	10
041	WOMENS TOILET	2		5	5	5	5	5	25
001	UNISEX TOILET	2		5	5	5	5	5	25
018	WOMENS TOILET	2	7						7
040	MENS TOILET	2	2						2
041	WOMENS TOILET	2	5						5
	TOTAL for CL		1340		1579	13274	1579	12749	43795
	TOTAL for PL		11051		10812	27894	10812	527	61096
			SW2	SW2	SW2	SW2	SW2	SW2	
048	EXTERIOR PAVED ARE PARKING AND MANUEVERIN	2							16351

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DATE 03 December 2008

COMPLETED BY
CAL LIVGREN MGR FMO

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK TOTAL
049	SIDEWALKS	2									8185						8185
	TOTAL for SW2										24536						24536
			WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	
003	CORRIDOR																
	BASEMENT HALLWAY	2						170				170					340
008	BASEMENT HALL NORTH	2						110				110					220
015	FAIRWAY CORRIDOR FROM	2						32				32					64
	LOCKER ROOM																
037	MENS LOCKER ROOM	2															167
038	WOMENS LOCKER ROOM	2															203
	LUNCH/SWING ROOM																
039	LUNCH ROOM	2															220
	SERVICE/BOX LOBBY																
030	SERVICE LOBBY	2						254				254			254		762
031	BOX LOBBY	2						759				759			759		2277
044	BMEU CUSTOMER SERVICE	2						324				324			324		972
030	SERVICE LOBBY	2							254				254				762
031	BOX LOBBY	2							759				759				2277
044	BMEU CUSTOMER SERVICE	2							324				324				972
	TOTAL for WM								1337				1337				4601
	TOTAL for DM							1649				1649			1337		4635

U.S. POSTAL SERVICE

BUILDING INVENTORY

LOCATION/FACILITY
CARTHAGE MAIN OFFICEPOST OFFICE
226 W 3RD STREET
MO. 64836-9998

DATE

December 3, 2008 12:11 PM

COMPLETED BY CAL LIVGREN MGR FMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ. FT. OF AREA	TOILET FIXTURES / FLOORS	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	CONCRETE		
001	UNISEX TOILET	WORKROOM TOILET	187	7	1			1		40							TZ 187 OP 187
002	JANITOR CLOSET	JANITOR'S CLOSET	27														TZ 27 OP 27
003	BASEMENT HALLWAY	CORRIDOR	170		4									170			OP 170
004	TRAINING ROOM	OFFICE SPACE	462		9	1			58		5	1		462			OP 462
005	INACTIVE STORAGE	INACTIVE STORAGE AREA	271		2									271			OP 271
006	INACTIVE STORAGE BASEMENT NW	INACTIVE STORAGE AREA	449			4								449			OP 449
007	INACTIVE STORAGE BASEMENT WEST	INACTIVE STORAGE AREA	359			4								359			OP 359
008	BASEMENT HALL NORTH	CORRIDOR	110		1									110			OP 110
009	STAIRS SPIRAL METAL	STAIRWAY	35	1													
010	INACT. STORAGE BASEMENT NORTH	INACTIVE STORAGE AREA	227		2				40					227			OP 227
011	BOILER ROOM	INACTIVE STORAGE AREA	2510		16	1			40					2510			OP 2510
PS FORM - 4869 - Aug 1982			4807	8	35	10	0	1	0	178	5	1	0	0	0	4558	

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

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BUILDING INVENTORY

CARTHAGE MAIN OFFICE

226 W 3RD STREET

MO, 64836-9998

COMPLETED BY CAL LIVGREN MGR FMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURE / FLUOR.	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	CONCRETE	
012	BASEMENT STORAGE SOUTHEAST	INACTIVE STORAGE AREA	213		2										213	OP 213
012 SW	BASEMENT STAIRS SOUTH	STAIRWAY	111	2												
013	STAIR CORRIDOR BSMT TO DOCK	CORRIDOR	213													
014	BASEMENT STAIRS TO WKRm	STAIRWAY	38	2						34						
015	STAIRWAY CORRIDOR FROM WKRm	CORRIDOR	32		1								32			
016	ATTIC STAIRWAY	STAIRWAY	49	2	1					18						
017	WORKROOM	WORKROOM	8099		75	4	71	1		840	46	9	8099			PD 3221
018	WOMENS TOILET	WORKROOM TOILET	32	2	1			1		6						TZ 32
019	JANITOR CLOSET LOBBY	JANITOR'S CLOSET	7			1										TZ 7
020	COPY ROOM	OFFICE SPACE	179		3			1		63				173	6	OP 179
021	SUPERVISOR TOILET	OFFICE TOILET	47	2	1			1		21						TZ 47

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U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

DATE December 3, 2008 12:11 PM

CARTHAGE MAIN OFFICE

226 W 3RD STREET
MO. 64836-9998

BUILDING INVENTORY

COMPLETED BY CAL LIVGREN MGR FMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURE / 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		CONCRETE	
022	POSTMASTER OFFICE	OFFICE SPACE	241		4			2		85				241		CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS	
023	VAULT OFFICE	ACTIVE STORAGE AREA	51		1									51			
024	VAULT UPSTAIRS	INACTIVE STORAGE AREA	29											29			
025	FORMER INSPECTOR OFFICE	INACTIVE STORAGE AREA	207		3			2		28				207			
026	FORMER INSPECTOR TOILET	INACTIVE STORAGE AREA	27		1					2					TZ 27		
027	HVAC EQUIP ROOM UPSTAIRS	INACTIVE STORAGE AREA	90		1	1								90		OP 90	
028	UPSTAIRS STORAGE	INACTIVE STORAGE AREA	185		3					17				185		OP 185	
029	LOBBY STAIRS	STAIRWAY	111	2		2				55					TZ 111		
030	SERVICE LOBBY	SERVICE/BOX LOBBY	254		1	1									TZ 254		
031	BOX LOBBY	SERVICE/BOX LOBBY	799		4	4			1100	476			45		PB 1145 TZ 714		
032	VAULT WINDOW SECTION	ACTIVE STORAGE AREA	59		1									59			
PS FORM - 4869 - Aug 1982			2013	2	19	8	0	4	1100	663	0	0	0	493	414		

U.S. POSTAL SERVICE

BUILDING INVENTORY

LOCATION/FACILITY
CARTHAGE MAIN OFFICEPOST OFFICE
226 W 3RD STREET
MO. 64836-9998

DATE

December 3, 2008 12:11 PM

COMPLETED BY CAL LIVGREN MGR FMO

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURES	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		CONCRETE
033	LOOKOUT GALLERY	LOOKOUT GALLERY	1058	9									70	988	CR-CERAMIC FLOOR DE-DECORE METAL T2-TERRAZZO PB-PO BOX HS-SHRUBS&HEDGS PD-PIPES&DUCTS WS-CERAMIC WALLS OP-OTHER PIPES&DUCTS	
034	WEST CARRIER VESTIBULE	WORKROOM	154				2						154			
035	EAST CARRIER VESTIBULE	WORKROOM	440				5						440			
036	CUSTODIAL SUPPLIES	ACTIVE STORAGE AREA	89	2									89			
037	MENS LOCKER ROOM	LOCKER ROOM	167				3						167			
038	WOMENS LOCKER ROOM	LOCKER ROOM	203				3						203			
039	LUNCH ROOM	LUNCH/SWING ROOM	220				3	2	47				220			
040	MENS TOILET	WORKROOM TOILET	120	5			6								CR 120	
041	WOMENS TOILET	WORKROOM TOILET	120	5			6								CR 120	
042	ELECTRICAL EQUIPMENT ROOM	INACTIVE STORAGE AREA	105		2			1	23				105			
043	TELEPHONE ROOM	INACTIVE STORAGE AREA	99		2								99			
PS FORM - 4869 - Aug 1982			2775	10	15	0	28	3	0	70	0	0	1547	988	0	

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

DATE December 3, 2008 12:11 PM

BUILDING INVENTORY

CARTHAGE MAIN OFFICE

226 W 3RD STREET
MO, 64836-9998

COMPLETED BY CAL LVGREN MGR FMO

ROOM/ LOCAT- ION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURES / FLIGHTS	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	CONCRET	
044	BMEU/CUSTOMER SERVICE	SERVICE/BOX LOBBY	324				8		32				324			CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
045	BUILDING AND GROUNDS	INACTIVE STORAGE AREA	152		3									152		
046	DOCK	PLATFORM (Dock)	1220			10										
047	JANITOR CLOSET	JANITOR'S CLOSET	76		2								76			OP 76
048	PARKING AND MANUEVERING	EXTERIOR PAVED AREA	16351													
049	SIDEWALKS	EXTERIOR PAVED AREA	8185			35										
050	LAWN	EXTERIOR UNPAVED AREA	3358													HS 276
051	HVAC ROOM 2ND FLOOR SOUTH	INACTIVE STORAGE AREA	97		1					6						OP 97
			29763	0	6	45	8	0	32	6	0	0	400	0	152	

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Staffing Summary

APPROVALS

Post Office: Carthage, MO 64836-9998 Date: 37350

Prepared By: Cal Livgren
(Manager, Field Maintenance Operations)

Reviewed By: Paul Greenblatt
(Manager, Maintenance, Senior Plant in Cluster)

Approved By: Russell Floyd
(Senior Plant Manager in Cluster)

Craft Position Recommendations

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

This information has been updated Dec 2006.
It is being provided to Jimmy Ball at Labor Relations
for a grievance issue.

Core Workload Supported - LDC 38

Annual Workhours from PS form 4852 Line H **2422**
Total Position Supported by Core Duties **1.38**

Ancillary Workload Supported

LDC 37
Workhours from PS Form 4893 **485**
Total Positions Supported by LDC 37 Duties **0.28**

LDC 36
Workhours from Section 2-A **63**
(Miscellaneous Postal Equipment)
Modification, Alteration, Training adjustment (14%) **8.8872**
Total LDC 36 Workhours **72**
Total Positions Supported by LDC 36 Duties **0.04**

Total Maintenance Workload

Total Core and Ancillary Workload **2979**
Total Positions supported @ 1800 hrs. **1.66**

Ancillary F3B Workload

Building Maintenance Custodians Authorized
Laborer/Custodian, FTR Authorized

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

Section 2-A: Miscellaneous Postal Equipment Item/Description	Maint. Support Requirement (Hrs/Unit)	Number of Units	BMC (PS-04)	Lab/Cust. (PS-03)	Workhours
Hamper (all)	0.10	40.00	YES	YES	4.00
Tub (all)	0.10	0.00	YES	YES	0.00
Box, Collection	1.00	13.00	YES	NO	13.00
NDCBU/Parcel Locker	0.50	23.00	YES	NO	11.50
Box, Storage	0.20	1.00	YES	NO	0.20
Cabinet, Filing	0.10	10.00	YES	YES	1.00
Cabinet, Storage	0.10	11.00	YES	YES	1.10
Cart, Satchell	0.25		YES	YES	0.00
Cart, Utility, 1075	0.40	3.00	YES	NO	1.20
Case, Carrier	0.10	51.00	YES	YES	5.10
Case, Mail Distribution	0.10	10.00	YES	YES	1.00
Containers, OTR, Security, GPMC, etc.	0.10	13.00	YES	YES	1.30
Drawer, Cash, Stamp	0.10	10.00	YES	YES	1.00
Fan, Table/Pedestal	0.20	17.00	YES	NO	3.40
Locker, Clothing	0.02	22.00	YES	YES	0.44
Post Office Box	0.02	747.00	YES	YES	14.94
Rack, Pouch/Sack, with Casters	1.00	0.00	YES	YES	0.00
Rack, Pouch/Sack	0.10	1.00	YES	YES	0.10
Stool, Adj., Platform	0.20	0.00	YES	YES	0.00
Truck, Hand, Folding Nose	0.25	1.00	YES	NO	0.25
Truck, Handlift, Pallet Mover	0.50	1.00	YES	NO	0.50
Nutting Truck	1.15	3.00	YES	NO	3.45
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
TOTAL - Section 2-A					63.48

End Section 2-A Miscellaneous Postal Equipment

Ancillary F3B Workload

Section 4 - Building Equipment (MS1) Item/Description	Maint. Support Requirement (Hrs/Unit)	Number of Units	BMC (PS-04)	Lab/Cust. (PS-03)	Workhours
PS Form 4894:					
2. Airhandlers, Manual Start/Stop	12.00	0.00	YES	NO	0.00
3. Heating Boilers, Daily Inspection	60.00	1.00	YES	NO	60.00
37. Airhandlers Automatic (Weekly Check)	3.12	3.00	YES	NO	9.36
64. Portable Fire Extinguishers (Monthly Inspection)	0.24	6.00	YES	YES	1.44
65. Emergency Lights (Monthly Inspection)	0.24	9.00	YES	YES	2.16
TOTAL PS Form 4894					72.96
PS Form 4896:					
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
Local Entry			YES	YES	0.00
TOTAL PS Form 4896					0.00
PS Form 4896-A:					
HVAC					
A-4. Air Handlers (4 HP or less)	2.00	3.00	YES	NO	6.00
A-4. Air Handlers (4 HP to 15 HP)	2.75		YES	NO	0.00
A-4. Air Handlers (15 HP or more)	4.75		YES	NO	0.00
A-6. Boilers, Cast Iron & Steel	20.00	1.00	YES	NO	20.00
A-7. Burner, Gas	8.00	1.00	YES	NO	8.00
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	17.00	YES	YES	20.40
A-25. Heating/Cooling Rooftop Unit	17.00	2.00	YES	NO	34.00
A-30. Unit Heater (Hot Water)	1.00		YES	NO	0.00
A-31. Unit Heater (Gas)	1.50	2.00	YES	NO	3.00
Total HVAC					91.40
Electrical					
E-4 Emergency Lights	0.10	9.00	YES	NO	0.90
E-7 Lighting, Outside	0.75	44.00	YES	NO	33.00
Light Bulb Replacement	0.02	334.00	YES	YES	6.68
Total Electrical					40.58
Miscellaneous					
M-2. Lawn Mower & Edger	3.00	2.00	YES	YES	6.00
M-3. Sweepers	6.00	4.00	YES	NO	24.00
M-9. Doors, Main Entrance	2.00	21.00	YES	YES	42.00
M-11. Fire Doors (stairwells & exits)	0.40		YES	NO	0.00
M-16. Power Sweepers, Electric (walk or rider)	18.00	1.00	YES	NO	18.00
M-18. Floor Scrubber, Electric (walk or rider)	18.00	1.00	YES	NO	18.00
M-19. Snow Blower	3.00		YES	YES	0.00
Total Miscellaneous					108.00
Plumbing					

Ancillary F3B Workload

P-11. Sump Pumps (inspection)	3.75	2.00	YES	NO	7.50
P-14. Valve, Manual, Main Line	1.00	3.00	YES	NO	3.00
P-14. Valve, Over 2 in.	0.10	15.00	YES	NO	1.50
P-20. Roof Built-up (calculation - see MS-1)	4.67	1.00	YES	NO	4.67
P-21. Drains, Areaway, Driveway and Storm	1.00	13.00	YES	YES	13.00
P-31. Hotwater Heater, Domestic	1.50	2.00	YES	NO	3.00
P-32. Drinking, Water Coolers	1.00	2.00	YES	NO	2.00
Total Plumbing					34.67
TOTAL PS Form 4896-A					274.65
PS Form 4893:					
Enter Total Number of interior square feet	20484.00				
Total from PS Form 4894					
Total from PS Form 4896	72.96				
Total from PS Form 4896-A	0				
Total of PS Forms 4894, 4896 & 4896-A	274.6475833				
Miscellaneous (10% of forms)	347.6075833				
Space Adjustment (5 hrs. per 1,000sqft)	34.76075833				
	102.42				
TOTAL PS Form 4893					484.79

Roof Inspection

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

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

ITEM	Time	Building #1	Building #2	Building #3	Building #4	Building #5	Total for Post Office
Review Inspection Material	0.500000	1					0.50
Assemble Equipment and Tools	0.166667	1					0.17
Inspect outside building walls (per lineal foot)	0.000333	768					0.26
Inspect ceilings and walls (top floor - per square foot)							
Offices							
Workroom	0.000033	2277					0.08
Inspect roof perimeter (per lineal foot)	0.000017	10426					0.17
Inspect gutter (per lineal foot)	0.000833	1121					0.93
Inspect expansion/control joints (per lineal foot)	0.002500	431					1.08
Inspect roof penetrations (per penetration)	0.000833	0					0.00
Inspect roof drains (per drain)	0.008333	34					0.28
Inspect roof mat (Per square foot)	0.000833	17					0.14
	0.000083	12703					1.06
Total Roof Inspection Requirement to PS Form 4896-A, M-20							4.67