

8.202

10,198

9.924

U.S. POSTAL SERVICE
WORKLOAD
ANALYSIS AND SUMMARY

POST OFFICE COLUMBUS
STATE AND ZIP CODE 235 S PENNSLYVANNIA AVE
UNIT KS, 66725-9998

GROSS INTERIOR AREA 8,202
EXTERIOR PAVED 10,198
EXTERIOR UNPAVED 9,924

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	0.0080	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 735.58

(O) WORK HOUR CALCULATIONS (P)

A	MULTI TOTAL LINE 32 BY 52 WEEKS	38,250.00	MIN/YR
B	ENTER TOTAL FROM LINE 79	15,586.25	MIN/YR
C	TOTAL LINE A and B	53,836.24	MIN/YR
D	DIVIDE LINE C BY 60 MIN	897.27	WHYR
E	MULTI LINE D BY % (TRG)	14.98	HYR
F	MULTI LINE D BY % (BREAKS)	37.42	HYR
G	MULTI LINE D BY % (WASH UPS)	18.66	HYR
H	TOTAL LINE D + E + F + G	968.33	WHYR
J	DIVIDE LINE H BY 52	18.62	WK HRS/WK
K	DIVIDE LINE H BY 1760	0.55	WORK YRS
L	TOTAL EMPLOYEES	0.55	

79 SUBTOTAL 15,586.25

REVIEWED BY:
MSC MGR, DIR. PLANT MAINTENANCE

DATE:

APPROVED BY:
MSC MANAGER/POST MASTER - BMC MANAGER

DATE:

POST OFFICE	COLUMBUS	GROSS INTERIOR AREA	8,202
STATE AND ZIP CODE	235 S PENNSLYVANNIA AVE	EXTERIOR PAVED	10,198
UNIT	KS, 66725-9998	EXTERIOR UNPAVED	9,924

32	SUBTOTAL		735.58
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79	SUBTOTAL	15,586.25
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U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE
235 S PENNSYLVANIA AVE

DATE 06 November 2008

CUSTODIAL SCHEDULING
WORKSHEET

COLUMBUS

COMPLETED BY
DAVID HOLTE

KS, 66725-9998

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																	
CO04	BSEMENT CORRIDOR	2							135				135				270
CO04	BSEMENT CORRIDOR	2						135				135					270
EXTERIOR PAVED ARE																	
CO22	SIDEWALKS-PARKING-MAN	2						10198									10198
EXTERIOR UNPAVED ARE																	
CO23	LAWN	2														9924	9924
JANITOR'S CLOSET																	
CO08	JANITORS CLOSET	2	1				1		1		1		1		1		6
LUNCH/SWING ROOM																	
CO12	LUNCH-SWING ROOM	2					210		210		210		210		210		1050
CO12	LUNCH-SWING ROOM	2				210											210
OFFICE SPACE																	
CO17	POSTMASTER OFFICE	2					264				264				264		792
OFFICE TOILET																	
CO16	POSTMASTER RESTROOM	2					2				2				2		6
PLATFORM (Dock)																	
CO19	DOCK	2				300			300				300				900
CO19	DOCK	2						300					300			300	900
SERVICE/BOX LOBBY																	
CO10	CUSTOMER LOBBY	2				687		687	687		687		687		687		4122
SHOP AREA																	
CO01	BASEMENT SHOP	2					590		590		590		590		590		2950
STAIRWAY																	
CO07	BASEMENT STAIRS	2				1					1				1		3
CO21	EXTERIOR STAIRS	2							1				1				3
CO07	BASEMENT STAIRS	2												1			3
CO21	EXTERIOR STAIRS	2					1								1		3
WORKROOM																	
CO09	WORKROOM	2					2125				2125				2125		6375
CO09	WORKROOM	2															6375
WORKROOM TOILET																	
CO13	WOMEN-HINDCP TOILET	2				2			2		2		2		2		10
CO14	MENS TOILET	2				4			4		4		4		4		20

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DATE 06 November 2008

CUSTODIAL SCHEDULING
WORKSHEET

COLUMBUS

COMPLETED BY
DAVID HOLTE

KS, 66725-9998

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
CO13	WOMEN-HNDP TOILET	2	2							2
CO14	MENS TOILET	2	4							4
	TOTAL for CL		989		3886	1930	3886	1930	3886	16507
	TOTAL for PL		2342		10634	2126	436	2126	10225	27889
			SW1	SW1	SW1	SW1	SW1	SW1	SW1	
CO22	EXTERIOR PAVED ARE SIDEWALKS-PARKING-MAN	2							10198	10198
	TOTAL for SW1								10198	10198
			WM	DM	WM	DM	WM	DM	WM	DM
CO04	CORRIDOR	2								
	BASEMENT CORRIDOR	2			135				135	405
CO12	LUNCH/SWING ROOM	2	210							210
	LUNCH-SWING ROOM	2								
	SERVICE/BOX LOBBY	2			687		687		687	2061
CO19	CUSTOMER LOBBY	2	687			687		687		2061
	CUSTOMER LOBBY	2	897			687		687		2271
	TOTAL for WM				822		822		822	2466
	TOTAL for DM									

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

DATE November 6, 2008 7:49 AM

COLUMBUS

235 S PENNSLVANNIA AVE

BUILDING INVENTORY

KS, 66725-9998

COMPLETED BY DAVID HOLTE

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	CARPET	CONCRETE		
CO01	BASEMENT SHOP	SHOP AREA	590		5				50					590	OP 590	
CO02	BASEMENT STORAGE	INACTIVE STORAGE AREA	480		3									480	OP 480	
CO03	EQUIP-STORAGE ROOM	INACTIVE STORAGE AREA	2330		6											
CO04	BSEMENT CORRIDOR	CORRIDOR	135		2									135	OP 135	
CO05	BASEMENT STORAGE	INACTIVE STORAGE AREA	255		2									255	OP 255	
CO06	BASEMENT STORAGE	INACTIVE STORAGE AREA	170		2									170	OP 170	
CO07	BASEMENT STAIRS	STAIRWAY	80		1				15					80		
CO08	JANITORS CLOSET	JANITOR'S CLOSET	9		1									9		
CO09	WORKROOM	WORKROOM	2125		65		6	48	317	17	3	2125			PD 2125	
CO10	CUSTOMER LOBBY	SERVICE/BOX LOBBY	687			14	4	66	254						CR 687 DE 290 PB 270 WS 333	
CO12	LUNCH-SWING ROOM	LUNCH/SWING ROOM	210		5		3	12	158			210			OP 210	
PS FORM - 4869 - Aug 1982			7071	2	70	23	14	13	126	795	17	3	2335	0	1719	

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U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

DATE

November 6, 2008 7:49 AM

BUILDING INVENTORY

COLUMBUS

235 S PENNSLYVANIA AVE

KS, 66725-9998

COMPLETED BY

DAVID HOLTE

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
C013	WOMEN-HNDGP TOILET	WORKROOM TOILET	30	2			1					30			CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS	
C014	MENS TOILET	WORKROOM TOILET	90	4		1			53						CR 90 WS 153	
C015	VAULT	ACTIVE STORAGE AREA	77		1									77		
C016	POSTMASTER RESTROOM	OFFICE TOILET	36	2		1			53						CR 36	
C017	POSTMASTER OFFICE	OFFICE SPACE	264				8	3	159				264			
C018	VESTIBULE	WORKROOM	132				4		43			132				
C019	DOCK	PLATFORM (Dock)	300			10								300		
C020	LOOKOUT GALLERY	LOOKOUT GALLERY	82			2						82				
C021	EXTERIOR STAIRS	STAIRWAY	120	1		1								120		
C022	SIDEWALKS- PARKING- MANEUVER	EXTERIOR PAVED AREA	10198													
C023	LAWN	EXTERIOR UNPAVED AREA	9924												HS 10	
PS FORM - 4869 - Aug 1982			21253	9	1	15	13	3	0	307	0	0	244	264	497	

U.S. POSTAL SERVICE
ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORKHOUR SUMMARY

BUILDING CITY STATE GROSS BLDG SQUARE FEET NET INTERIOR SQUARE FEET

MPO

COLUMBUS

K3

8447

POSTAL 7721 NON-POSTAL

ANNUAL WORKHOUR REQUIREMENTS

LINE NO	TYPE OF WORK	PREVENTIVE MAINTENANCE		EQUIPMENT OPERATION		CORRECTIVE MAINTENANCE		MISC (10% of c thru h)	SPACE ADJUSTMENT	NON-POSTAL FUNDED	TOTAL ANNUAL WORKHOURS (Columns e thru k)
		PS 4896A	PS 4896 LOCAL	PS 4894	PS 4895 STD	PS 4896 LOCAL	X STD				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	A GUIDES - HVAC	21.20						2.12			23.32
2	E GUIDES - ELECTRICAL	3.55						0.35			3.90
3	L GUIDES - ELEVATORS										
4	P GUIDES - PLUMBING	27.30									30.03
5	M GUIDES - MISCELLANEOUS	14.00						1.40			15.40
6	TRAVELING OPERATING ROUTES			13.82				1.38			15.20
7	CORRECTIVE / SPACE ADJUST							67.58	6.76	42.24	116.58
8	NON-POSTAL WORKHOURS										
9	SUB-TOTALS										
10	STATIONS & BRANCHES										
11	GRAND TOTAL										204.43

REMARKS

(1) 8 WORKHOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL

(2) 5 WORKHOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL

PREPARED/REVIEWED BY (SR MAINT OFFICIAL)

DIVISION APPROVAL

PRINTED NAME, TITLE AND SIGNATURE

DATE

PRINTED NAME, TITLE AND SIGNATURE

DATE

U.S. POSTAL SERVICE
ANNUAL STANDARD REQUIREMENT - TRAVELLING OPERATING ROUTES

BUILDING **MPO** CITY **COLUMBUS** STATE **KS**

AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT		FRE- QUENCY	OPERATING DAYS PER YEAR	QUANTITY	WORKHRS PER INSP	ANNUAL WORKHOURS (a x b x c x d)
		(a)	(b)	(c)	(d)	(e)
1	A/C PACKAGE UNITS - SPECIAL				.05	
2	AIRHANDLERS (Manual start/stop only)				.05	
3	HEATING BOILERS (hot water or low pressure steam)	TWO (2) TIMES PER DAY			.25	
4	COOLING TOWER (Over 500 tons)				.10	
5	REFRIGERATION EQUIPMENT (Small central chillers)				.10	
6						
7						
8						
9						
SUMMARY	10. TOTAL ANNUAL WORKHOURS (Col.e)	11. MINOR ADJUSTMENT (10% of ITEM 10 + 12)	12. ANNUAL TRAVEL TIME	13. TOTAL WORKHOURS (Items 10, 11 & 12)		

AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT		FRE- QUENCY	OPERATING DAYS PER YEAR	QUANTITY	WORKHRS PER INSP	ANNUAL WORKHOURS (a x b x c x d)
		(a)	(b)	(c)	(d)	(e)
14	COMPRESSED AIR SYSTEM (For building systems)				.05	
15	STEAM CONDENSATE RETURN SYSTEMS				.05	
16	CENTRAL DRINKING WATER SYSTEMS				.06	
17	COOLING TOWERS (Up to 500 tons)	ONE (1) TIME PER DAY			.10	
18	HOT WATER SYSTEMS				.05	
19	HYDRO-PNEUMATIC SYSTEM (including fire protection systems)				.08	
20	PUMPS (Remote from other equipment)				.03	
21	PRESSURE REDUCING AND REGULATING STATIONS - STEAM AND WATER				.02	
22	SECONDARY WATER SYSTEM (Heating and cooling)				.03	
23	SEWAGE EJECTOR				.05	
24						
25						
26						
27						
SUMMARY	28. TOTAL ANNUAL WORKHOURS (Col.e)	29. MINOR ADJUSTMENT (10% of ITEM 28 + 30)	30. ANNUAL TRAVEL TIME	31. TOTAL WORKHOURS (Item 28, 29 & 30)		

AIRCONDITIONING, HEATING, VENTILATING		FRE- QUENCY	OPERATING WEEKS PER YEAR	QUANTITY	WORKHRS PER INSP	ANNUAL WORKHOURS (a x b x c x d)
		(a)	(b)	(c)	(d)	(e)
32	PACKAGE UNITS - COMFORT COOLING		52	2	.03	3.12
33	CONDENSORS (Air cooled or evaporative)	ONE	32	2	.04	2.56
34	FANS (Centrifugal Over 15 H.P.)	(1)			.03	
35	FANS PROPELLOR (24 inches or larger)	TIME			.03	
36	SUMP PUMP	PER	52	2	.05	5.20
37	AIR HANDLERS (Automatic-remote start, stop	WEEK			.06	
38	FIRE PUMPS				.40	
39						

SUMMARY	40. TOTAL ANNUAL WORKHOURS (Col. e) 10.84	41. MINOR ADJUSTMENT (10% of ITEM 40 + 42) 1.09	42. ANNUAL TRAVEL TIME	43. TOTAL WORKHOURS	11.97
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ELEVATOR - EQUIPMENT		(a)	(b)	(c)	(d)	(e)
44	ELEVATOR	6 to 8 Cars	ONE		1.0	
45	MACHINE	4 to 5 Cars	(1)		.65	
46	ROOM	2 to 3 Cars	TIME		.40	
47		Single Car	PER		.25	
48			WEEK			
SUMMARY	49. TOTAL ANNUAL WORKHOURS (Col.e)	50. MINOR ADJUSTMENT (10% of ITEM 49 + 51)	51. ANNUAL TRAVEL	52. TOTAL WORKHOURS		

ELECTRICAL SYSTEMS		(a)	(b)	(c)	(d)	(e)
53	BATTERY	24			.08	
54	SYSTEMS	48	ONE		.16	
55	(Volts)	120	(1)		.33	
56	MAIN CUBICLE ROOM		TIME		.08	
57	TRANSFORMER VAULT		PER		.06	
58	SWITCHBOARD ROOMS (Power)		WEEK		.05	
59						
SUMMARY	60. TOTAL ANNUAL WORKHOURS (Col.e)	61. MINOR ADJUSTMENT (10% of ITEM 60 + 62)	62. ANNUAL TRAVEL	63. TOTAL WORKHOURS		

MISCELLANEOUS EQUIPMENT		(a)	(b)	(c)	(d)	(e)
64	PORTABLE FIRE EXTINGUISHERS	1/mo	3		0.02	0.72
65	EMERGENCY LIGHT	1/mo	4		0.02	0.96
66						
SUMMARY	67. TOTAL ANNUAL WORKHOURS (Col.e) 1.68	68. MINOR ADJUSTMENT (10% of ITEM 67 + 69) 0.17	69. ANNUAL TRAVEL	70. TOTAL WORKHOURS		1.85

71. GRAND TOTAL (Items 13 + 31 + 43 + 52 + 63 + 70)

13.82

72.

DATE

PREPARED BY

SIGNATURE

U.S. POSTAL SERVICE
ANNUAL STANDARD WORKHOUR REQUIREMENT FOR BUILDING PREVENTIVE MAINTENANCE

Building **MPO**

City **COLUMBUS**

State **KS**

Prepared By (Printed Name and Signature)

Date Prepared

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT - HVAC

GUIDE NO.	ITEM	QTY.	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO.	ITEM	QTY.	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS	
A/C MACHINE - PKGE UNITS						COILS, PREHEAT, REHEAT, ETC. (Continued) (Remote from air handlers)						
A-1	1 1/2 TON AND UNDER	2	1	8.75	17.50	A-9	1 TO 5 SQ FT FROM SURFACE	1	0.75			
	1 1/2 TO 15 TON		1	9.25			5 TO 10 SQ FT FRONT SURFACE	1	1.00			
	OVER 15 TON		1	10.00			OVER 10 SQ FT FRONT SURFACE	1	1.75			
A-2	A/C WINDOW UNITS		1	1.00		A-10	CTRLS, CTRL SYS., HTNG & A/S WORKSTATIONS, HTNG, & A/C	1	16.00			
AIR COOLED CONDENSERS						A-11	CONDENSATE OR VACUUM PUMPS (OR vacuum return system)	1	0.25	12 wt 20		
A-3	10 TON AND UNDER	2	1	0.75	1.50	COOLING TOWER (Per Cell)						
	10 TO 10 TON		1	1.00		A-12	UP TO 50 TON	1	7.00			
	OVER 10 TON		1	1.75			50 TO 500 TON	1	14.50			
AIR HANDLERS							500 TO 1000 TON	1	29.00			
A-4	UP TO 4 HP		1	2.00		A-13	OVER 1000 TON	0	1	38.50		
	4 HP TO 15 HP		1	2.75			COOLING TOWER		(15 wt 4)	(15 wt 8)		
	OVER 15 HP		1	4.75			EVAPORATIVE CONDENSERS					
BOILERS, OIL FIRED (Cleaning far side only)						A-14	UP TO 50 TON	1	7.50			
A-5			(1 to 5)	(5 to 10)			OVER 50 TON	1	11.75			
			(1 to 5)	(5 to 10)			FANS, CENTRIFUGAL					
	BOILERS, CAST IRON AND STEEL						UP TO 1 HP	1	1.00			
A-6	OIL FIRED		1	(10 to 30)		A-15	1 TO 2 HP	1	1.50			
	CAST IRON		1	(10 to 50)			2 TO 10 HP	1	2.00			
A-7	WATER GAS		1	(5 to 10)			A-16	OVER 10 HP	1	2.75		
A-8	WATER OIL		1	(5 to 50)		FILTERS, WASHABLE CERTAIN OIL COATED			(1 to 4)	1.75		
	COILS, PREHEAT, REHEAT, ETC. (Remote from air handler)							FILTERS, ROLL TYPE DISINTEGRABLE MEDIA		(1 to 4)	1.75	
A-9	UP TO 5 SQ FT FRONT SURFACE		1	0.50		A-18	FILTERS, VINYL TYPE Washable		(1 to 4)	0.50		

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT

HVAC					HVAC (Continued)						
GUIDE NO.	ITEM	QTY	FRE-QUENCY (Times Per Year)	WH PER FRE-QUENCY	TOTAL WORK HOURS	GUIDE NO.	ITEM	QTY	FRE-QUENCY (Times Per Year)	WH PER FRE-QUENCY	TOTAL WORK HOURS
A-19	CONTROLS AND MECHANISMS ROLL TYPE FILTER		1	1.50		A-31	UNIT HEATERS (Gas fired)	1		1.50	
	FILTERS, THROW AWAY (includes plug & window units etc.)	4	(4 to 52) 4.00	0.10	1.60	A-32	FIRE DAMPERS (In duct)	1		0.20	
A-20						GENERAL MONITORING SYSTEM (See current MMO for Requirement)					
						A-33	CPU, CRT, KEYBOARD DISK DRIVE, PRINTER	1		19.80	
A-21	FILTERS ELECTROSTATIC		(4 to 26) 4.00	2.50		A-34	PIP	1		4.20	
A-22	FANS, PROPELLER, 24 IN DIAM OR LARGER	1		1.00			RESERVED				
A-23	FANS, PROPELLER, PEDESTAL AND WALL MOUNTED	1		0.50			RESERVED				
A-24	FAN/COIL UNITS (Under window type)		(1 to 4) 1.00	0.30		TOTAL "A" GUIDES					21.20
A-25	HEATING-COOLING UNIT, ROOFTOP (Up to 15 tons)	2		8.50		ELECTRICAL					
	REFRIGERATION MACHINE (Absorption Type)					E-1	ALARMS, MISC., BURG-LAR, CIVIL DEFENSE	1	4	0.25	1.00
	UP TO 40 TON	1		15.25		E-2	BATTERY CHARGERS (For Bldg. Equipment)	4		0.25	
A-26	40 TO 100 TON	1		19.25		E-3	CLOCKS, ELECTRIC, CENTRAL SYSTEM	2		7.25	
	100 TO 400 TON	1		23.00		E-4	EMERGENCY LIGHTS	4	1	(1 to 25) .1	0.40
	OVER 400 TON	1		30.75		E-5	LEAD ACID BATTERIES (Per Cell) (For Bldg. Equipment)	4		0.03	
	REFRIGERATION MACHINE (Centrifugal and Reciprocating)					E-6	EDISON, NICKEL-IRON-ALKALINE BATTERIES	4		0.02	
	UP TO 40 TON	1		23.00		E-7	LIGHTING, OUTSIDE	14	(0.5 to 2) .5	(25 to 1.5) .25	1.75
	40 TO 100 TON	1		31.00		E-8 THRU E-11	RESERVED				
A-27	100 TO 350 TON	1		39.00		E-12	LIGHTING PROTECTION (Per Down Conductor)	1		0.50	
	350 TO 500 TON	1		59.00			RESERVED				
	500 TO 750 TON	1		66.00		E-13 THRU E-28	RESERVED				
	750 TO 1,000 TON	1		77.00			RESERVED				
	OVER 1,000 TON	1		96.00			RESERVED				
	ADD 13.00 WORK-HOURS FOR EACH ADDITIONAL 250 TON INCREMENT OVER 1,000										
A-28	HEATER ELECTRIC IN DUCT (Per sq. ft. surface)	1		0.25		MOTORS					
A-29	HEATER ELECTRIC, BASEBOARD (Per linear ft.)	1		0.50		E-29	5 TO 100 HP	1		1.00	
A-30	UNIT HEATERS (Steam and hot water)	1		1.00			OVER 100 HP	1		2.00	

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT

ELECTRICAL (Continued)						MISCELLANEOUS					
GUIDE NO.	ITEM	QTY	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO.	ITEM	QTY.	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS
E-30	RESERVED										
E-31	EMERGENCY GEN- ERATORS, GASOLINE OR NATURAL GAS ENG.	1		(2 to 6) 2.00			1 HP AND UNDER	1		0.75	
E-32	EMERGENCY GEN- ERATORS, ALL TYPES OF ENGINES	1		(3 to 8) 3.00		M-1	1 HP TO 20 HP	1		1.75	
E-33	EMERGENCY GENERA- TORS, DIESEL POWER	12		(1 to 2) 1.00			OVER 20 HP	1		2.00	
E-34	FIRE SUPERVISORY SIGNALS-TESTING	4		0.30		M-2	LAWN MOWERS AND EDDERS	4	(2 to 6) 2.00	1.00	8.00
E-35	AUTOMATIC FIRE DETECTION OR ALARM DEVICES	2		0.30		M-3	SWEEPERS		(2 to 12) 2.00	2.00	
E-36	FIRE ALARM SYSTEM- CONTROL BOARDS	365		0.20		M-4	TANKS, FUEL OIL STORAGE	25		6.25	
E-37	FIRE ALARM SYSTEM- RECORDERS	52		0.10		M-5	PAPER BALERS	1		3.00	
E-38	FIRE ALARM BOXES (Manual)	1	(4 to 6) 4	0.10	0.40	M-6	INCINERATORS	1		15.25	
TOTAL "E" GUIDE					3.55	M-7	DOORS, POWER OPERATED	2		2.00	
ELEVATOR						M-8	DOORS, POWER OPERATED MAIN ENTRANCE AND DOCK	4		1.00	
L1 THRU L-12	ELEVATORS ELECTRIC	12		18.50		M-9	DOORS, MAIN ENTRANCE	3	2	1.00	6.00
L1 THRU L-12	NO. ELEVATOR LAND- INGS IN EXCESS OF 8 PER ELEVATOR (i.e., if there are 2 elevators with 8 landings each, the entry under qty would be 4 & WH would be 24)	12		0.50		M-10	LOADING RAMPS, ADJUSTABLE	4		1.25	
L-13	ELEVATORS, HYDRAULIC	12		6.75		M-11	FIRE DOORS-STAR- WELLS & EXITWAYS (Swinging)	4		0.10	
L-14	ELEVATORS, HYDRAULIC	1		15.25		M-12	FORE DOORS-SLIDING TYPE	4		0.10	
L-15	ESCALATORS	52		1.00		M-13	STATIONARY PACKERS	52		1.00	
L-16	ESCALATORS	1		97.00		M-14	STATIONARY PACKERS	12		1.00	
L-17	ELEVATORS SIDEWALK	12		3.75		M-15	STATIONARY PACKERS	4		2.00	
L-18	WINDOW WASHING SCAFFOLDS, POWER OPERATED	4		(10 to 30) 10.00		M-16	POWER SWEEPERS, ELECTRIC (Battery)	12		1.50	
L-19	DUMBWATERS	4		3.75		M-17	POWER LIFTS	12		1.00	
	RESERVED					M-18	AUTOMATIC FLOOR SCRUBBERS, (Battery pwr'd scrubber vacuum)	12		1.50	
	RESERVED					M-19	SNOW BLOWER (Walking Type)		(2 to 5) 2	1.00	
	RESERVED					M-20	LOAD LEVELERS	4		2.00	
	RESERVED					M-21	DOCK BOARDS	12		0.50	
TOTAL "L" GUIDES						RESERVED					

PREVENTIVE MAINTENANCE WORKHOUR REQUIREMENT

MISCELLANEOUS (Continued)						MISCELLANEOUS					
GUIDE NO.	ITEM	QTY.	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS	GUIDE NO.	ITEM	QTY.	FRE- QUENCY (Times Per Year)	WH PER FRE- QUENCY	TOTAL WORK HOURS
	RESERVED						PUMPS, CENTRIFUGAL				
	RESERVED					P-18	1 TO 5 HP	1		1.75	
	RESERVED						5 TO 25 HP	1		4.00	
	RESERVED						25 TO 100 H	1		6.00	
	RESERVED					P-19	RADIATORS, HEATING	0.20		0.25	
TOTAL "M" GUIDES					14.00	P-20	ROOFING BUILT-UP (See guide for WH)	2			
	PLUMBING					P-21	DRAINS, AREA-WAY DRIVEWAY,SIORM	2		0.50	
P-1	RESERVED					P-22	EXPANSION JOINTS IN PIPING (Slip type joint only)	1		1.25	
P-2	FIRE CTRL VALVES FOR WATER DISTRIBUTION SYSTEMS		1	0.20		P-23	ALARM CHECK VALVES AND ACCESSORIES	1		1.25	
P-3	FIRE EXTINGUISHER-STORED PRESSURE TYPE	3	1	0.10	0.30	P-24	DRY PIPE, DELUGE AND PREACTION VALVES	1		2.75	
P-4	FIRE EXTINGUISHER-GAS CARTRIDGE TYPE		1	0.30		P-25	FIRE HOSE (1 1/2" racked in buildings)	1		0.25	
P-5	FIRE EXTINGUISHER-HDROSTATIC TEST		(2 to 8)	0.20	1.00	P-26	FIRE DEPARTMENT HOSE CONNECTIONS (Standpipe outlets)	1		0.15	
P-6	FIRE EXTINGUISHER-SYSTEM-FIXED		1	3.50		P-27	FIRE DEPARTMENT PUMPER CONNECT (Stand)	1		0.50	
P-7	GREASE TRAPS		12	0.75		P-28	FIRE HYDRANTS (Dry barrel or wet barrel)	1		1.00	
P-8	RESERVED					P-29	SPRINKLER HEADS-SPRINKLERED AREAS (per 1 000 sq.ft.)	1		0.10	
P-9	MANHOLES, SEWER	2	4	2.00	16.00	P-30	HOT WATER HEATERS AND CONVERTERS	1		4.50	
P-10	SEWER EJECTORS (Pneumatic tank type)		1	2.50		P-31	HOT WATER HEATERS (Domestic type)	1	1	1.50	1.50
P-11	SUMP PUMPS	2	1	3.75	7.50	P-32	DRINKING WATER COOLERS	1	1	1.00	1.00
P-12	TANKS, WATER (All types)		0.33	6.25		P-33	FIRE PUMPS (El. Mtr Drive)	1		0.75	
P-13	VALVES, REGULATING (Steam at pressure-reducing station)		1	(1 to 4) 1.00		P-34	FIRE PUMPS (Int. Contr. Eng Dr.)	1		(.75 to 1.5) 0.75	
	VALVES, MANUALLY OPERATED						RESERVED				
P-14	MAIN LINE OR CRITICAL	1	1	1.00	1.00		RESERVED				
	OTHERS OVER 2 IN		0.20	0.50			RESERVED				
P-15	VALVES MOTOR OPERATED		1	1.50			RESERVED				
P-16	BACKFLOW PREVENTERS		1	2.00		TOTAL "P" GUIDES					27.30
P-17	STEAM TRAPS (All types)		1	0.50		GRAND TOTAL (Guides A, E, L, M and P)					66.05

SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT**

ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
BLDG	M	Cabinet, Filing, Letter/Legal - All Sizes Item Nos. - 434, 435		0.1	3	0.30
BLDG	M	Cabinet, Storage Item No. 212-B or Equivalent		0.1	11	1.10
BLDG	M	Fan, Table or Pedestal, Oscillating or Nonoscillating - All Models		0.2	4	0.80
BLDG	M	Locker, Clothing - All Sizes, Item Nos. 302-B1, B2, B3, B4		0.02	11	0.22
BLDG	M	Recorder, Time (Simplex or Cincinnati)		15.0	1	15.0
CACM	AA	Canceling Machines, All Models	Pub 47	125.0	REMOVED 1ea	
CBOX	AA	Collection Boxes, All Types & Models (Repaired In House)	Pub 47*	2.0		
CBOX	AA	Collection Boxes, All Types & Models (Not Repaired In House)	Pub 47*	1.0	1	1.00
CCTV	A	Closed Circuit TV, Camera - All Models		6.6		
CCTV	A	Closed Circuit TC, Monitor - All Models		4.6		
COMM	EA	Communications, Intercom, Solid State (Per Station)		1.0		
CONT	AA	Container Repair, Over the Road, Aluminum OTR--3910 (Alum), 3910-A (Amtrak), 3917 (Steel)	Pub 47* MMO-43-82	2.1		
CONT	AD	Container Repair, Over the Road, GPMC 3909	Pub 47* MMO-43-82	1.5		
CONT	AE	Container Repair, Over the Road, ERM--3921		1.6		
CONT	AI	Container Repair, Over the Road, Mesh Container--1923B	MMO-43-82	1.6		
CONT	AJ	Container Repair, Over the Road, Reg Mail--Bonus Built		1.6		
CONT	AK	Container Repair, Over the Road, Con-Con Security-- 3920		0.4		
CONT	BA	Containers, In House, Hamper-- 1046	Pub 47* MMO-43-82	1.0	8	8.00
CONT	BB	Containers, In House, Hamper-- 1033	Pub 47* MMO-43-82	0.3	1	0.30

* Pub 47 provides pictures to identify equipment items.

SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT**

ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
CONT	BD	Containers, In House, Utility Cart--1075	Pub 47* MMO-43-82	0.4	3	1.20
CONT	BE	Containers, In House, BMC In-House Container--3924		1.0		
CONT	BI	Containers, In House, Seven-Shelf Tray Cart--1226C		0.5		
CONT	BJ	Containers, In House, A-Frame Tray Cart--1226D		0.5	1	0.50
CONT	ZZ	Container, Post Con Item No. 3907		1.5	4	6.00
CONT	ZZ	Container, Wire Mesh Item Nos. 1932-A (60 in. height), 1932-B (67 in. height)		1.6		
CONT	ZZ	Security Container - All Models Item Nos. 293, 295, 296, 297, 298, 299		2.5		
CONTL	AA	Container Loader, ERMCL Loader	Historical Data	0.0		
CONTL	BA	Container Loader, OTR Loader	Historical Data	0.0		
CONTL	DA	Container Loader, POSTAL-PAC Loader	Historical Data	0.0		
CONTU	BA	Container Unloader, PALLET BOX Unloader	Historical Data	0.0		
CVY	AA	Conveyor, Portable, Roller/Skate Wheel Gravity Type Item No. 1938 or Equivalent		1.0		
DOCKS	AA	Docksramp/Flipramp/Dockleveler or Equivalent (Do not include dockboards.)		16.0		
ETCS	AA	Time Clock Systems, Electronic & Mechanical	Historical Data	0.0		
FLATS	AA	Flats Canceler, All Types & Models		6.0		
HDUMP	AA	Hamper Dumper, All Types and Models		112.5		
MOPE	AA	Carrier, Personnel, 3-Wheel - Item 1931 Battery Powered (Includes Charger)		44.0		
MOPE	AA	Tractor, Electric, Stand-Up, Rider-Type (Jack Tractor) Item Nos. 1929-A, B, C		52.0		
MOPE	AA	Tractor, Electric Sit-down, rider-Type Item No. 1930-A		52.0		

* Pub 47 provides pictures to identify equipment items.

SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT**

ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
MOPE	AA	Truck, Forklift/Pedestrian, Item Nos. 1927-A, B, C, D		50.0		
MOPE	AA	Truck, Forklift, Sit-down, Rider-Type Item Nos. 1924-A, B, C, D, E, F, G, H, I, J, K, L		50.0		
MOPE	AA	Truck, Forklift, Stand-up, Rider-Type, Item Nos. 1925-A, B, C, D, E, F, G, H, I, J, K, L		50.0		
MOPE	AA	Truck, Hand, Folding Nose, Item No. 1071		0.25		
MOPE	AA	Truck, Handlift, Pallet (Pallet Mover) Item Nos. 1928-B, C		0.5		
MOPE	AA	Truck, Pallet/Platform Pedestrian Type Item Nos. 1937-A, B		50.0		
MOPE	AA	Truck, Pallet, Stand-up, Rider-Type Item Nos. 1936, 1936-A		50.0		
MOPE	AA	Truck, Platform Handlifting (Nutting Truck) item Nos. 1070, 1074		1.15	2	2.30
NDCBU	AA	Neighborhood Distribution Collection Box Unit, Cluster Unit (NDCBU)	Historical Data	0.0 1.2	8	9.60
POBOX	AA	Post Office Lobby Boxes, All Types & Models		0.02	270	5.40
PPC	AA	Conveyor, Portable, Aluminum, Model L Item Nos. 1920-A (12 ft), 1920-B (16 ft), 1920-C (20 ft)	MS-58	10.0		
PPC	AA	Conveyor, Portable, (Powered) All Other, Except Model CF-89	MS-58	10.0		
PPC	AA	Conveyor, Portable, Single-Tilt, Model H Item Nos. 1921-A (12 ft), 1921-B (18 ft)	MS-58	10.0		
RBOX	AA	Box, Relay Item No. 1171-K	Pub 47*	1.0		
RCOOP	AA	Rack, Mailing Co-op (2- or 3- hole)		0.5		
RCOOP	AA	Rack, Pouch/Sack - With Casters Item Nos. - Multiple		1.0	3	3.00
RCOOP	AA	Rack, Pouch/Sack - Without Casters Item Nos. - Multiple		0.1		
SAFES	AA	Vault Door (All Models/Types)		2.5	1	2.50

* Pub 47 provides pictures to identify equipment items.

SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT**

ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
SCALE	AA	Scale, Digital, Floor, Platform, Dock, and Manual Scales; All Types & Models except Item Nos. 0-855, 0-856 and over 500	Pub 47	3.0	4	12.00
SCALE	AA	Scale, Portable, Platform, 1000/2000 lb Item Nos. 0-855, 0-856	Pub 47	5.0		
SCALE		Scale, over 500 lb	Pub 47	5.0	1	5.00
SSPU	HA	Self Service Postal Unit, Structure Housing		250.0		
SSPU	HA	Self-Service Postal Center (SSPC) Drive-Up Unit (Structural maintenance Only)		250.0		
SSPU	HA	Self-Service Postal Center (SSPC) Screen-Line Unit		100.0		
SSPU	HA	Self-Service Postal Center (SSPC) Walk-Up Unit		200.0		
STRAP	AA	Strapping Machine, All Types & Models	Historical Data	120.0		
VEND	AA	Machine, Stamp Vending - All Models (Claim only if not maintained by SSPC Tech.)		19.0		
VEND	ZZ	Machine, Coin Counter/Sorter/Packager/Wrapper (Claim only if maintained by Plant Maintenance)		25.0		
VEND	ZZ	Machine, Currency Changer, Model 4101, 4101-A or Equivalent, Item No. V-7405-A (Claim if not maintained by SSPC Tech.)		20.0		
XBOX	AA	Express Mail Boxes - All Types	Pub 47*	2.0		
ZMPE		Transporter, Letter Tray		0.4		
ZMPE		Battery, Storage, Industrial Lead-Acid or Nickel-Iron - FOR MPE ONLY		6.0		
ZMPE		Cabinet, Cash and Stamp, Item Nos. 208, 210, 211, 220-C, E, G,, and 221-C, E		0.2	1	0.20

* Pub 47 provides pictures to identify equipment items.

SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
MISCELLANEOUS POSTAL EQUIPMENT**

ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTH/UNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
ZMPE		Case, Carrier Item No. 124-C, 143-C, 144-C or Equivalent		0.1	17	1.70
ZMPE		Case, Mail Distribution Item Nos. - All (Except Carrier Cases)		0.1	3	0.30
ZMPE		Machine, Meter Base, Postage All Models Item No. 0-7408		17.0		
ZMPE		Machine, Postal Commodity Vending - All Models (Claim only if not maintained by SSPC Tech.)		19.0		
ZMPE		Machine, Tying Twine (Bunn or Equivalent)		12.5		
ZMPE		Machine, Tying Wire (Auto/Semiauto)		70.0		
ZMPE		Machine, Tying Wire (Hand- Operated)		1.0		
ZMPE		Mailgram Handling Equipment		1.0		
ZMPE		Stool, Adjustable, Platform (Rest Bar) Item No. 53		0.2	1	0.20
ZMPE		Table, Canceling Machine		1.0	1	1.00
ZMPE		Table, Portable Paper		1.0		
ZMPE		Tray, Cash, Multipurpose Counterline Item No. 7111		0.1	2	0.20
TOTALS (Sum of pages 16 - 20)						
Post totals to Automated/Mechanized Equipment Summary, Page 73, Line 1			////////// /	////////// /	//////////	77.82

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