

**WORKHOUR ESTIMATOR PROGRAM
MISCELLANEOUS POSTAL EQUIPMENT**

Acronym	Class	Equipment Description (Qualifying Remarks) Miscellaneous Postal Equipment	Reference Document(s)	Annual Workhours Auth/Unit	Unit Inven-toried	Annual Workhours
BLDG	MM	Cabinet, Filing, Letter/Legal - All Sizes Item Nos. - 434, 435		0.10		
BLDG	MM	Cabinet, Storage Item No. 212-B or Equivalent		0.10		
BLDG	MM	Locker, Clothing - All Sizes, Item Nos. 302-B1, B2, B3, B4		0.02		
BLDG	MM	Recorder, Time (Simplex or Cincinnati)		15.00		
BOX	AA	Collection Boxes, All Types & Models (Repaired In House)	Pub 247	2.00		
BOX	AA	Collection Boxes, All Types & Models (Contract Repair)	Pub 247	1.00		
BOX	BA	Box, Relay Item No. 1171-K	Pub 247*	1.00		
BOX	CA	Express Mail Boxes - All Types	Pub 247*	2.00		
BOX	DA	Mail Chute		1.00		
CANX	AA	Canceling Machines, All Models (Except Flats)	Pub 247	125.00		
CANX	AA*	Canceler Class A & B (Seasonal Use Only)				
CCTV	AA	Closed Circuit TV, Camera - All Models		6.60		
CCTV	AB	Closed Circuit TV, Monitor - All Models		4.60		
CONT	AA	Containers, Over the Road, Aluminum OTR--3910 (Alum), 3910-A (Amtrak), 3917 (Steel)	Pub 247* MMO-043-82	2.10		
CONT	AD	Containers, Over the Road, GPMC 3909	Pub 247* MMO-043-82	1.50		
CONT	AE	Containers, Over the Road, ERMC--3921		1.60		
CONT	AI	Containers, Over the Road, Mesh Container--1923B	MMO-043-82	1.60		
CONT	AJ	Containers, Over the Road, Reg Mail--Bonus Built		1.60		
CONT	AK	Containers, Over the Road, Con-Con Security-- 3920		0.40		
CONT	BA	Containers, In House, Hamper--1046	Pub 247* MMO-043-82	1.00		
CONT	BB	Containers, In House, Hamper--1033	Pub 247* MMO-043-82	0.30		
CONT	BD	Containers, In House, Utility Cart--1075	Pub 247* MMO-043-82	0.40		
					Total	

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Acronym	Class	Equipment Description (Qualifying Remarks) Miscellaneous Postal Equipment	Reference Document(s)	Annual Workhours Auth/Unit	Unit Inven-toried	Annual Workhours
CONT	BE	Containers, In House, BMC Container--3924		1.00		
CONT	BI	Containers, In House, Seven-Shelf Tray Cart--1226C		0.50		
CONT	BJ	Containers, In House, A-Frame Tray Cart--1226D		0.50		
CONT	ZZ	Container, Post Con Item No. 3907		1.50		
CONT	ZZ	Container, Wire Mesh Item Nos. 1932-A (60 in. height), 1932-B (67 in. height)		1.60		
CONT	ZZ	Security Container - All Models Item Nos. 293, 295, 296, 297, 298, 299		2.50		
CONTU	DA *	Postal PAC Unloader A (P&DC)	MMO-136-98	48.30		
CONTU	EA *	Postal PAC Unloader B (BMC)	MMO-088-98	46.00		
CVY	AA *	Conveyor, Extendible, Telescopic	MMO-005-79	180.00		
CVY	AA *	Conveyor, Extendible, Trundle	MS-83	46.00		
CVY	AA *	Conveyor, Piggyback	MMO-005-79	70.00		
CVY	AA *	Conveyor Other Conveyor Systems	Pub 247, Historical Data	10.00		
DOCKS	AA	Docksramp/Flipramp/Dockleveler or Equivalent (Do not include dockboards.)		16.00		
FLATS-A	AA	Flats Canceler, All Types & Models		6.00		
HDUMP	AA	Hamper Dumper, All Types and Models	MMO-065-02 →	17.30		
MOPE	AA	Mobile Op EQ Forklift, Ride or Walk, Motorized		50.00		
MOPE	BA	Mobile Op EQ Tractor (Item #S1929-A,B,C, 1930-A)		52.00		
MOPE	CA	Mobile Op EQ Pallet Truck, NON, Motorized		1.00		
MOPE	DA	Mobile Op EQ-Other		1.00		
POBOX	AA	Post Office Lobby Boxes, All Types & Models		0.02		
PPC	AA	Conveyor, Portable, Aluminum, Model L Item Nos. 1920-A (12 ft), 1920-B (16 ft), 1920-C (20 ft)	MS-58	10.00		
PPC	AA	Conveyor, Portable, (Powered) All Other, Except Model CF-89	MS-58	10.00		
PPC	AA	Conveyor, Portable, Single-Tilt, Model H Item Nos. 1921-A (12 ft), 1921-B (18 ft)	MS-58	10.00		
					Total	

Acronym	Class	Equipment Description (Qualifying Remarks) Miscellaneous Postal Equipment	Reference Document(s)	Annual Workhours Auth/Unit	Unit Inventoried	Annual Workhours
RACK	AA	Rack, Pouch/Sack - With Casters Item Nos. - Multiple		1.00		
RACK	AA	Rack, Pouch/Sack - Without Casters Item Nos. - Multiple		0.10		
RCOOP	AA	Rack, Mailing Co-op (2- or 3- hole)		0.50		
SAFES	AA	Vault Door (All Models/Types)		2.50		
SCALE	AA	Scale, Digital, Floor, Platform, Dock, and Manual Scales; All Types & Models except Item Nos. 0-855, 0-856 and over 500	Pub 247	3.00		
SCALE	AA	Scale, Portable, Platform, 1000/2000 lb Item Nos. 0-855, 0-856 (Except MODSS)	Pub 247	5.00		
SCALE	AA	Scale, over 500 lb (Except MODSS)	Pub 247	5.00		
SSPU	HA	Self Service Postal Unit, Structure Housing		250.00		
SSPU	HA	Self-Service Postal Center (SSPC) Drive-Up Unit (Structural maintenance Only)		250.00		
SSPU	HA	Self-Service Postal Center (SSPC) Screen-Line Unit		100.00		
SSPU	HA	Self-Service Postal Center (SSPC) Walk-Up Unit		200.00		
STRAP	AA	Strapping Machine, All Types & Models	Historical Data	120.00		
VEND	AA	Machine, Stamp Vending - All Models (Claim only if not maintained by SSPC Tech.)		19.00		
					Total	

**WORKHOUR ESTIMATOR PROGRAM
MISCELLANEOUS POSTAL EQUIPMENT**

Acronym	Class	Equipment Description (Qualifying Remarks) Miscellaneous Postal Equipment	Reference Document(s)	Annual Workhours Auth/Unit	Unit Inven-toried	Annual Workhours
VEND	AA	Machine, Stamp Vending - All Models (Claim only if not maintained by SSPC Tech.)		19.00		
VEND	ZZ	Machine, Coin Counter/Sorter/Packager/Wrapper (Claim only if maintained by Plant Maintenance)		25.00		
VEND	ZZ	Machine, Currency Changer, Model 4101, 4101-A or Equivalent, Item No. V-7405-A (Claim if not maintained by SSPC Tech.)		20.00		
XBOX	AA	Express Mail Boxes - All Types	Pub 247*	2.00		
ZMPE		Transporter, Letter Tray		0.40		
ZMPE		Battery, Storage, Industrial Lead-Acid or Nickel-Iron - FOR MPE ONLY (per cell)		6.00		
ZMPE		Cabinet, Cash and Stamp, Item Nos. 208, 210, 211, 220-C, E, G., and 221-C, E		0.20		
ZMPE		Case, Carrier Item No. 124-C, 143-C, 144-C or Equivalent		0.10		
ZMPE		Case, Mail Distribution Item Nos. - All (Except Carrier Cases)		0.10		
ZMPE	*	Dolly, Transport, Empty Mail Trays Item No. 1227		0.30		
ZMPE	*	Drawer, Cash/Stamp Item Nos. 206, 217		0.10		
ZMPE	*	Imprinter, Money Order (Addressograph) Item No. 0-7400		5.00		
ZMPE	*	Machine, Label Maker Weber Model 40-16		24.00		
ZMPE	*	Machine, Label Maker Weber Model 401		9.00		
ZMPE		Machine, Meter Base, Postage All Models Item No. 0-7408		17.00		
ZMPE		Machine, Postal Commodity Vending - All Models (Claim only if not maintained by SSPC Tech.)		19.00		
ZMPE		Machine, Tying Twine (Bunn or Equivalent)		12.50		
ZMPE		Machine, Tying Wire (Auto/Semiauto)		70.00		
ZMPE		Machine, Tying Wire (Hand-Operated)		1.00		
ZMPE		Mailgram Handling Equipment		1.00		
					Total	

Acronym	Class	Equipment Description (Qualifying Remarks) Miscellaneous Postal Equipment	Reference Document(s)	Annual Workhours Auth/Unit	Unit Inventoried	Annual Workhours
ZMPE		Stool, Adjustable, Platform (Rest Bar) Item No. 53		0.20		
ZMPE		Table, Canceling Machine		1.00		
ZMPE		Table, Portable Paper		1.00		
ZMPE		Tray, Cash, Multipurpose Counterline Item No. 7111		0.10		
					Total	

* ITEMS NOT IN MMO-028-97 INVENTORY
-▷ DIFFERENCE IN TIME ALLOWANCE

ADD 14% TRAINING ALLOWANCE

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		
BLDG	M	Cabinet, Storage Item No. 212-B or Equivalent		0.1		
BLDG	M *	Fan, Table or Pedestal, Oscillating or Nonoscillating - All Models		0.2		
BLDG	M	Locker, Clothing - All Sizes, Item Nos. 302-B1, B2, B3, B4		0.02		
BLDG	M	Recorder, Time (Simplex or Cincinnati)		15.0		
CACM	AA	Canceling Machines, All Models	Pub 47	125.0		
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		
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		
CONT	BB	Containers, In House, Hamper--1033	Pub 47* MMO-43-82	0.3		

* 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		
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		
CONT	ZZ	Container, Post Con Item No. 3907		1.5		
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/Flpramp/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		

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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		
NDCBU	AA *	Neighborhood Distribution Collection Box Unit, Cluster Unit (NDCBU)	Historical Data	0.0		
POBOX	AA	Post Office Lobby Boxes, All Types & Models		0.02		
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		
RCOOP	AA	Rack, Pouch/Sack - Without Casters Item Nos. - Multiple		0.1		
SAFES	AA	Vault Door (All Models/Types)		2.5		

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SECTION 2-A**MAINTENANCE WORKHOUR ESTIMATING GUIDELINE
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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		
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		
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 (per cell) - WHEP		6.0		
ZMPE		Cabinet, Cash and Stamp, Item Nos. 208, 210, 211, 220-C, E, G,, and 221-C, E		0.2		

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ACRONYM	CLASS	EQUIPMENT DESCRIPTION (QUALIFYING REMARKS) MISCELLANEOUS POSTAL EQUIPMENT	REFERENCE DOCU- MENT(S)	ANNUAL WORK- HOURS AUTHUNIT	UNITS INVEN- TORIED	ANNUAL WORK- HOURS
ZMPE		Case, Carrier Item No. 124-C, 143-C, 144-C or Equivalent		0.1		
ZMPE		Case, Mail Distribution Item Nos. - All (Except Carrier Cases)		0.1		
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		
ZMPE		Table, Canceling Machine		1.0		
ZMPE		Table, Portable Paper		1.0		
ZMPE		Tray, Cash, Multipurpose Counterline Item No. 7111		0.1		
TOTALS (Sum of pages 16 - 20)						
Post totals to Automated/Mechanized Equipment Summary, Page 73, Line 1			////////// /	////////// /	//////////	

* Pub 47 provides pictures to identify equipment items.

**ADD 14% TRAINING
ALLOWANCE**

* ITEMS NOT IN WHEP INVENTORY
 -> DIFFERENCE IN TIME ALLOWANCE

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PS Form 4897
June 1974

(OVER)

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PS Form 4897
June 1974

U.S. POSTAL SERVICE											
ANNUAL STANDARD WORKHOUR REQUIREMENT FOR BUILDING PREVENTIVE MAINTENANCE											
Building				City				State			
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-1	A/C MACHINE - PKGE UNITS					A-9	COILS, PREHEAT, REHEAT, ETC. (Continued) (Remove from air handlers)				
	7 1/2 TON AND UNDER		1	8.75			2 TO 5 SQ FT FRONT SURFACE		1	0.75	
	7 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	CONTROLS, CENTRAL SYSTEM, HEATING & AIRCONDITIONING CONDENSATE OR		1	16 HR + 0.25 HR PER STA	
A-3	AIR COOLED CONDENSERS					A-11	VACUUM PUMPS (On steam return systems)		1	(2 to 20)	
	10 TON AND UNDER		1	0.75		COOLING TOWER (Per Cell)					
	10 TO 30 TON		1	1.00		UP TO 50 TON		1	7.00		
	OVER 30 TON		1	1.75		50 TO 500 TON		1	14.50		
A-4	AIR HANDLERS					A-12	500 TO 1000 TON		1	29.00	
	UP TO 4 HP		1	2.00			OVER 1000 TON		1	38.50	
	4 HP TO 15 HP		1	2.75			A-13	COOLING TOWER		(1 to 6)	(2 to 6)
	OVER 15 HP		1	4.75		EVAPORATIVE CONDENSERS					
A-5	BOILERS, OIL FIRED (Cleaning far side only)					A-14	UP TO 50 TON		1	7.50	
			(1 to 5)	(5 to 16)			OVER 50 TON		1	11.75	
			(1 to 5)	(5 to 16)			FANS, CENTRIFUGAL				
A-6	BOILERS, CAST IRON AND STEEL					A-15	UP TO 1 HP		1	1.00	
	OIL FIRED		1	(10 to 50)			1 TO 2 HP		1	1.50	
	GAS FIRED		1	(10 to 50)			2 TO 7 HP		1	2.00	
A-7	BURNER, GAS		1	(5 to 16)			OVER 7 HP		1	2.75	
A-8	BURNER, OIL		1	(5 to 20)		A-16	FILTERS, MOVABLE CURTAIN, OIL COATED		(1 to 4)	1.75	
A-9	COILS, PREHEAT, REHEAT, ETC. (Remote from air handler)					A-17	FILTERS, ROLL TYPE, DISPOSABLE MEDIA		(1 to 4)	1.75	
	UP TO 2 SQ FT FRONT SURFACE		1	0.50		A-18	FILTERS, VISCOUS TYPE (Washable)		(4 to 52)	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	
A-20	FILTERS, THROW AWAY (includes pkg & window units etc.)		(4 to 52)	0.10		A-32	FIRE DAMPERS (In duct)		1	0.20	
						A-33	GENERAL MONITORING SYSTEM (See current MMO for Requirements)				
							CPU, CRT, KEYBOARD, DISK DRIVE, PRINTER		1	19.80	
A-21	FILTERS ELECTROSTATIC		(4 to 26)	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)	0.30		TOTAL "A" GUIDES →					
A-25	HEATING-COOLING UNIT, ROOFTOP (Up to 15 tons)		2	8.50		ELECTRICAL					
A-26	REFRIGERATION MACHINE (Absorption Type)					E-1	ALARMS, MISC., BURG-LAR, CIVIL DEFENSE		4	0.25	
	UP TO 40 TON		1	15.25		E-2	BATTERY CHARGERS (For Bldg. Equipment)		4	0.25	
	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		1	(1 to 25)	
	OVER 400 TON		1	30.75		E-5	LEAD ACID BATTERIES (Per Cell) (For Bldg Equipment)		4	0.03	
A-27	REFRIGERATION MACHINE (Centrifugal and Reciprocating)					E-6	EDISON, NICKEL-IRON-ALKALINE BATTERIES (Per Cell, for Bldg Equip.)		4	0.02	
	UP TO 40 TON		1	23.00		E-7	LIGHTING, OUTSIDE		(0.5 to 2)	(.25 to 1.5)	
	40 TO 100 TON		1	31.00		E-8 THRU E-11	RESERVED				
	100 TO 350 TON		1	39.00		E-12	LIGHTING PROTECTION (Per Down Conductor)		1	0.50	
	350 TO 500 TON		1	59.00		E-13 THRU E-28	RESERVED				
	500 TO 750 TON		1	66.00			RESERVED				
	750 TO 1,000 TON		1	77.00			RESERVED				
	OVER 1,000 TON		1	96.00			RESERVED				
	ADD 13.00 WORKHOURS FOR EACH ADDITIONAL 250 TON INCREMENT OVER 1,000						RESERVED				
	A-28	HEATER ELECTRIC IN DUCT (Per sq. ft. surface)		1	0.25		MOTORS				
A-29	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
E-30	RESERVED					M-1	AIR COMPRESSORS			
E-31	EMERGENCY GENERATORS, GASOLINE OR NATURAL GAS ENG.		1	(2 to 6)			1 HP AND UNDER		1	0.75
E-32	EMERGENCY GENERATORS, ALL TYPES OF ENGINES		1	(3 to 8)			1 HP TO 20 HP		1	1.75
E-33	EMERGENCY GENERATORS, DIESEL POWER		12	(1 to 2)			OVER 20 HP		1	2.00
E-34	FIRE SUPERVISORY SIGNALS-TESTING		4	0.30		M-2	LAWN MOWERS AND EDGERS		(2 to 6)	1.00
E-35	AUTOMATIC FIRE DETECTION OR ALARM DEVICES		2	0.30		M-3	SWEEPERS		(2 to 12)	2.00
E-36	FIRE ALARM SYSTEM-CONTROL BOARDS		365	0.20		M-4	TANKS, FUEL OIL STORAGE		.025	6.25
E-37	FIRE ALARM SYSTEM-RECORDERS		52	0.10		M-5	PAPER BALERS		1	3.00
E-38	FIRE ALARM BOXES (Manual)		(4 to 6)	0.10		M-6	INCINERATORS		1	15.25
TOTAL "E" GUIDES →						M-7	DOORS, POWER OPERATED		2	2.00
ELEVATOR						M-8	DOORS, POWER OPERATED MAIN ENTRANCE AND DOCK		4	1.00
L-1 THRU L-12	ELEVATORS, ELECTRIC		12	18.50		M-9	DOORS, MAIN ENTRANCE		2	1.00
L-1 THRU L-12	NO. ELEVATOR LANDINGS IN EXCESS OF 6 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-STAIRWELLS & EXITWAYS (Swinging)		4	0.10
L-14	ELEVATORS, HYDRAULIC		1	15.25		M-12	FIRE DOORS-SLIDING TYPE		4	0.20
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)		M-16	POWER SWEEPERS, ELECTRIC (Battery)		12	1.50
L-19	DUMBWAITERS		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)	1.00
	RESERVED					M-20	LOAD LEVELERS		4	2.00
	RESERVED					M-21	DOCK BOARDS		12	0.50
	RESERVED						RESERVED			
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					P-18	PUMPS, CENTRIFUGAL				
	RESERVED						1 TO 5 HP		1	1.75	
	RESERVED						5 TO 25 HP		1	4.00	
	RESERVED						25 TO 100 HP		1	6.00	
	RESERVED										
TOTAL "M" GUIDES →						P-19	RADIATORS, HEATING		0.20	0.25	
						P-20	ROOF BUILT-UP (See guide for WH)		2		
PLUMBING						P-21	DRAINS, AREA-WAY DRIVEWAY, STORM EXPANSION JOINTS IN PIPING (Slip type joint only)		2	0.50	
P-1	RESERVED					P-22	ALARM CHECK VALVES AND ACCESSORIES		1	1.25	
P-2	FIRE CTRL VALVES FOR WATER DISTRIBUTION SYSTEMS		1	0.20		P-23	DRY PIPE, DELUGE AND PREACTION VALVES		1	2.75	
P-3	FIRE EXTINGUISHER-STORED PRESSURE TYPE		1	0.10		P-24	FIRE HOSE (1 1/2" racked in buildings)		1	0.25	
P-4	FIRE EXTINGUISHER-GAS CARTRIDGE TYPE		1	0.30		P-25	FIRE DEPARTMENT HOSE CONNECTIONS (Standpipe outlets)		1	0.15	
P-5	FIRE EXTINGUISHER-HYDROSTATIC TEST		(.2 to .8)	1.00		P-26	FIRE DEPARTMENT PUMPER CONNECT (Standpipe or sprinkler)		1	0.50	
P-6	FIRE EXTINGUISHING SYSTEM-FIXED		1	3.50		P-27	FIRE HYDRANTS (Dry barrel or wet barrel)		1	1.00	
P-7	GREASE TRAPS		12	0.75		P-28	SPRINKLER HEADS-SPRINKLERED AREAS (per 1,000 sq. ft.)		1	0.10	
P-8	RESERVED					P-29	HOT WATER HEATERS AND CONVERTERS		1	4.50	
P-9	MANHOLES, SEWER		4	2.00		P-30	HOT WATER HEATERS (Domestic type)		1	1.50	
P-10	SEWER EJECTORS (Pneumatic tank type)		1	2.50		P-31	DRINKING WATER COOLERS		1	1.00	
P-11	SUMP PUMPS		1	3.75		P-32	FIRE PUMPS (El. Mtr Drive)		1	0.75	
P-12	TANKS, WATER (All types)		0.33	6.25		P-33	FIRE PUMPS (Int. Comb. Eng Dr.)		1	(.75 to 1.5)	
P-13	VALVES, REGULATING Steam at pressure reducing station)		1	(1 to 4)		P-34	RESERVED				
P-14	VALVES, MANUALLY OPERATED						RESERVED				
	MAIN LINE OR CRITICAL		1	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 →					
P-17	STEAM TRAPS (All types)		1	0.50		GRAND TOTAL (Guides A, E, L, M and P) →					

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WHEP Version 2.3

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U.S. POSTAL SERVICE										
ANNUAL STANDARD REQUIREMENT - TRAVELING OPERATING ROUTES										
BUILDING					CITY			STATE		
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			TWO (2) TIMES PER DAY			.05			
2	AIRHANDLERS (Manual start/stop only)						.05			
3	HEATING BOILERS (hot water or low pressure steam)						.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. 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)			ONE (1) TIME PER DAY			.05			
15	STEAM CONDENSATE RETURN SYSTEMS						.05			
16	CENTRAL DRINKING WATER SYSTEMS						.06			
17	COOLING TOWERS (Up to 500 tons)						.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. ANNUAL TRAVEL TIME		31. TOTAL WORKHOURS (Items 28, 29 & 30)		

AIRCONDITIONING, HEATING, VENTILATING AND PLUMBING EQUIPMENT			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		ONE (1) TIME PER WEEK			.03	
33	CONDENSORS (Air cooled or evaporative)					.04	
34	FANS (Centrifugal Over 15 H.P.)					.03	
35	FANS PROPELLOR (24 inches or larger)					.03	
36	SUMP PUMPS					.05	
37	AIR HANDLERS (Automatic-remote start, stop)					.06	
38	FIRE PUMPS					.40	
39							
SUMMARY		40. TOTAL ANNUAL WORKHOURS (Col. e)	41. MINOR ADJUSTMENT (10% of ITEM 40)		42. ANNUAL TRAVEL TIME		43. TOTAL WORKHOURS (Items 40, 41 & 42)
ELEVATOR - EQUIPMENT							
44	ELEVATOR MACHINE ROOM	6 to 8 Cars	ONE (1) TIME PER WEEK	(b)	(c)	(d)	(e)
45		4 to 5 Cars				1.0	
46		2 to 3 Cars				.65	
47		Single Car				.40	
48						.25	
SUMMARY		49. TOTAL ANNUAL WORKHOURS (Col. e)	50. MINOR ADJUSTMENT (10% of ITEM 49)		51. ANNUAL TRAVEL TIME		52. TOTAL WORKHOURS (Items 49, 50 & 51)
ELECTRICAL SYSTEMS							
53	BATTERY SYSTEMS (Volts)	24	ONE (1) TIME PER WEEK	(b)	(c)	(d)	(e)
54		48				.08	
55		120				.16	
56	MAIN CUBICLE ROOMS					.33	
57	TRANSFORMER VAULTS					.08	
58	SWITCHBOARD ROOMS (Power)					.06	
59					.05		
SUMMARY		60. TOTAL ANNUAL WORKHOURS (Col. e)	61. MINOR ADJUSTMENT (10% of ITEM 60)		62. ANNUAL TRAVEL TIME		63. TOTAL WORKHOURS (Items 60, 61 & 62)
MISCELLANEOUS EQUIPMENT							
64	PORTABLE FIRE EXTINGUISHERS		(a) 1/mo	(b)	(c)	(d)	(e)
65	EMERGENCY LIGHTS		1/mo				
66							
SUMMARY		67. TOTAL ANNUAL WORKHOURS (Col. e)	68. MINOR ADJUSTMENT (10% of ITEM 67)		69. ANNUAL TRAVEL TIME		70. TOTAL WORKHOURS (Items 67, 68 & 69)
71. GRAND TOTAL (Items 13 + 31 + 43 + 52 + 63 + 70)			72. PREPARED BY				
			DATE		SIGNATURE		

U.S. POSTAL SERVICE ANNUAL STANDARD WORKHOUR REQUIREMENT - STATIONARY OPERATING ROUTES										PAGE NO. 1	NO. OF PAGES 1					
BUILDING					CITY					STATE						
CENTRAL CHILL WATER PLANT																
UNIT NO. 1	CAPACITY (Tons) 2	TYPE CENTRIFUGAL RECIPROCAL ABSORPTION 3	YEAR- IN- STALL- ED 4	NAME OF MANUFACTURER 5	MANUFACTURER'S UNIT DESIGNATION 6	REMARKS 7										
UNIT NO. 8	ANNUAL OPERATING DAYS 9	AVG. NO. SHIFTS PER DAY 10	WORKHOURS PER DAY			ANNUAL WORKHOURS (Col 9 X (11 + 12 + 13)) 14	15. REMARKS									
			START-UP AND SECURE 11	OPERATING CHECKS 12	WATER TREAT- MENT 13											
16. TOTAL (Col 14)																
HIGH PRESSURE BOILER PLANT																
UNIT NO. 17	OPER- ATING PRES- SURE 18	CAPACITY Lbs. of steam per hour 19	FUEL TYPE		MANUFACTURER		YEAR INSTALLED		INSPECTION BY 26							
			PRI- MARY 20	SECON- DARY 21	BOILER 22	BURNER CONTROL 23	BOILER 24	BURNER CONTROL 25								
UNIT NO. 27	ANNUAL OPERATING DAYS 28	AVG. NO. SHIFTS PER DAY 29	WORKHOURS PER DAY			ANNUAL WORKHOURS (Col 9 X (11 + 12 + 13)) 33	34. REMARKS									
			START-UP AND SECURE 30	OPERATING CHECKS 31	WATER TREAT- MENT 32											
35. TOTAL (Col 33)																
36. OTHER EQUIPMENT AND DUTIES IN THE STATIONARY ROUTE AREA (Attach supporting data for workhours)																
37. WORKHOURS FOR CENTRAL CONTROL PANEL																
38. TOTAL ANNUAL STATIONARY ROUTE WORKHOURS (Item 16 + 35 + 36 + 37)																
39. PREPARED BY																
DATE				PRINTED NAME				SIGNATURE								

U.S. POSTAL SERVICE ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORKHOUR SUMMARY											
Building		City	State and ZIP + 4 Code		Gross Bldg. Sq. Feet		Net Interior Square Feet				
							Postal		Non-Postal		
Line No.	Type of Work	Annual Workhour Requirements									
		Preventive Maintenance		Equipment Operation		Corrective Maintenance		Misc		Space Adjustment	Total Annual Workhours
		Form 4896-A Standard	Form 4896 Local	Form 4894 Standard	Form 4895 Standard	Form 4896 Local	☐ Standard (1) ☐ Local	(10% of c thru h)	☐ Standard (2) ☐ Local	Non-Postal Funded	(Columns d thru k)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	'A' GUIDES										
2	'E' GUIDES										
3	'I' GUIDES										
4	'P' GUIDES										
5	'M' GUIDES										
6	TRAVELING OPERATING ROUTES PS FORM 4894										
7	CORRECTIVE / SPACE ADJUST										
8	NON-POSTAL WORKHOURS										
9	Sub-Totals										
10	Grand Totals										
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)											
Printed Name, Title and Signature											
Date											
PS Form 4893, Jan. 1989											
Printed Name, Title and Signature											
Date											
(Previous edition usable)											