American Postal Workers Union, AFL-CIO

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Steven G. Raymer
Director
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Douglas Tulino, Manager
    Contract Administration
United States Postal Service
475 L'Enfant Plaza S.W.,
Washington, D.C. 20260

Dear Mr. Tulino,

Upon occasion, issues have developed in the field regarding the procedure to use when completing PS Form 4869, Building Inventory. Such form is necessary as the foundational component of custodial staffing. This regards one such issue.

It is the position of the American Postal Workers Union that when completing a building inventory, measuring the square footage of a room or other interior space means the measurement is taken from the floor plans (when area being inventoried is identical to plans) or from taking the actual measurement from interior wall to interior wall without adjustment for columns, alcoves, other projections, etc. Any equipment occupying floor space is not subtracted from the square footage amount. In other words, the square footage entered on the PS 4869 is a simple wall to wall calculation without any adjustments or deductions.

It is requested that Postal management respond as to whether they agree with the above.

Sincerely,

Steven Raymer,
Director, Maintenance Division

SR:ymv
opeiu#2, afl-cio

cc: L. Hambalek
     R. Lambson

(3) **Review** - Review the building floor plans to determine that they are current, accurate, and include all stairways, elevators, escalators, etc. Building alterations or additions must also be included. To accomplish the review, the floor plans should be taken to the area being inventoried to ensure that the plans accurately represent the area.

2.2.2   Organization

A logical sequence should be used when conducting the inventory, such as starting on the top floor of the building and progressing floor by floor down to and including the basement, subbasement, etc. When inventorying a floor or an area, a clockwise or counter clockwise sequence should be used to ensure all components are inventoried.

2.2.3   Measurements

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

2.2.4   Rooms

Compute the floor area of each room by measuring from the finished surface of an interior wall to the opposite interior wall. No adjustment should be made for columns, alcoves, or other projections. When measuring workroom floor space, do not deduct the floor space occupied by mail processing equipment.

2.2.5   Corridor, Entrances, and Lobbies

Compute the floor area of each corridor, entrance, or lobby by measuring from the finished surface of the walls, or partitions that enclose such areas.

2.2.6   Types of Space

2.2.6.1   Classification of inventoried space

Each area of the building to be serviced must be classified as one of the following types of space:

Workroom Toilet	Inactive Storage Area	Lobby
Office Toilet	Oil Storage Room	Stairway
Lunch/Swing Room	Elevator, Freight	Corridor
Locker Room	Elevator, Passenger	Shop
Workroom	Exterior Paved Area	Janitor's Closet
Office	Exterior Unpaved Area	Battery Room
Supply Area	Interior Parking and Maneuvering	Lookout Gallery
Active Storage Area	Platforms	

CHAPTER 2
DETERMINING STAFFING REQUIREMENTS

210   REQUIREMENTS

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

220   FORM 4869, BUILDING INVENTORY

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

221.1   Building floor plans

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

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

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

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

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

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

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

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

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

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

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