

APWU Custodian Staffing Worksheet Program

This MS-47 Staffing Worksheet Program was created by APWU Headquarters in July of 2008. It is designed to allow staffing advocates and or local union officials to verify custodian staffing packages given to them by Local management in three simple steps:

1. **Verification of USPS data**
2. **Data Entry for omitted items**
3. **Review outcome of comparison worksheets**

In addition to verification it also allows the input of omitted items or omitted frequency of cleaning. This will allow us to recapture lost man year hours. It is our intent that this program will help you to reduce the number of hours required to verify the accuracy and completion of a staffing package. For questions, concerns or suggestions contact Idowu Balogun at 202-842-4213 or email at IBalogun@apwu.org.

APWU's Staffing Worksheet Program allows you to verify USPS submitted package for accuracy and input omitted cleaning items and cleaning frequencies; it will automatically calculate totals. In addition, this program gives you line-by-line comparison. It shows both the USPS Staffing Report, side by side, for easy comparison. In addition, it will save time that would ordinarily be spent filling out the forms 4839 and 4869. Those two forms are combined in this effort so that you will not have to flip between USPS and APWU staffing packages. The worksheet will also stamp the date and time on your finished product once you are ready to print. And for any future references there is a place to print your name.

1. How to complete the MS-47 Staffing Worksheet? (Comparison Form 4852)

To effectively use this program you should begin saving the worksheet under a different name using the 'save as' option. Then you can begin with verification of USPS package on the Comparison Form 4852. Before you begin make sure you enter general information at the top of the form: post office, state/zip, and the unit of the staffing report you are working with. Then you can proceed to the entries below:

- Verify postal staffing package by inputting data into the weekly quantity column (as applicable) directly from agency Form 4852.
- Do the same for the Annual USPS Quantity and applicable Frequency

****NOTE: If you use lines 70-76 for unlisted items, be sure to input data into the following columns: Job requirement, operation, units of measure, minutes per square feet or unit, quantity and frequency.

- The last entry on this form will be lines E-G of the work calculation portion of the form for both USPS and APWU.

Once you have entered ALL data, the APWU Weekly Minutes column will show the same totals until additional information is received from the data entry form. Continue by verifying the accuracy throughout the worksheet from generated USPS form 4852. All other lines will automatically calculate once all data has been entered. This concludes the verification process for this form. You can now proceed to the Data Entry Form.

Comparison Form 4852

WORKLOAD SUMMARY									POST OFFICE : Great Falls Annex		GROSS INTERIOR AREA :								
									ADDRESS: 1409 14TH ST SW		EXTERIOR PAVED:			41,613					
									STATE AND ZIP: MT, 59404-9998		EXTERIOR UNPAVED:			57,920					
												17,363							
LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)	LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)
1	WORKROOM TOILETS	CL	FX	4.5000	70	0	0.00	0.00	33	LIGHT FIXTURES (FEATHER)	DUST	FX	0.2500	0	0	4		0.00	0.00
2		PL	FX	1.5000	100	0	0.00	0.00	34	(CLOTH)	DUST	FX	1.5000	113	0	4		0.00	0.00
3	OFFICE TOILETS	CL	FX	4.0000	.0	0	0.00	0.00	35	(VACUUM)	DUST	FX	1.0000	6	0	1		0.00	0.00

Custodial Scheduling Data Entry Form

To begin your entries on the Custodial Schedule Data Entry Form (combined 4839 and 4869):

- Enter room number as identified in the local staffing package on Postal Service Form 4869
- Describe weekly omitted items only
- Do the same for Annual data

Totals will be automatically calculated, then forwarded to comparison worksheet.

APWU CUSTODIAL SCHEDULING WORKSHEET (WEEKLY)		LOCATION/ FACILITY: 1409 14 TH ST SW MT 59404-9998					APWU CUSTODIAL SCHEDULING WORKSHEET (ANNUAL)		LOCATION/ FACILITY: 1409 14 TH ST SW MT, 59404-9998	
		POST OFFICE: Great Falls Annex							POST OFFICE: Great Falls Annex	
4852 Line #	DESCRIPTION (WEEKLY)	TOUR	UNITS or SQ FT	TIMES PER WEEK	CL	TOTAL	4852 Line #	DESCRIPTION (ANNUAL)	TOUR	QUANTITY
1	WORKROOM TOILETS- clean					0	33	LIGHT FIXTURES-feather		
2	WORKROOM TOILETS- police					0	34	LIGHT FIXTURES-cloth		
3	OFFICE TOILETS-clean					0	35	LIGHT FIXTURES-vacuum		

Analysis of the APWU vs. USPS Comparison Worksheet

The comparison worksheet is programmed to take any omitted items and add them to the USPS data to get a new total. Line L in the work hours calculated section of the form will give you the number of employees needed to clean the postal building. This is the total comparison for USPS and APWU data.

****** NOTE:** Before you exit you must input the gross interior area, exterior paved, and exterior unpaved data located at the top of the comparison worksheet. Lastly you should print your name at the bottom of the worksheet and save the worksheet.

APWU VERSUS USPS COMPARISON WORKSHEET

USPS **APWU**

WORKLOAD SUMMARY							POST OFFICE :Great Falls Annex		GROSS INTERIOR AREA :		USPS		APWU							
							ADDRESS:1409 14TH ST SW		EXTERIOR PAVED:		41,613		57,920							
							STATE AND ZIP:MT, 59404-9998		EXTERIOR UNPAVED:		17,363									
LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)	LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)	
1	WORKROOM TOILETS	CL	FX	4.5000	70	0	315.00	315.00	33	LIGHT FIXTURES (FEATHER)	DUST	FX	0.2500	0	0			0.00	0.00	
2		PL	FX	1.5000	100	0	150.00	150.00	34	(CLOTH)	DUST	FX	1.5000	113	0	4			678.00	678.00
3	OFFICE TOILETS	CL	FX	4.0000	0	0	0.00	0.00	35	(VACUUM)	DUST	FX	1.0000	6	0	4			24.00	24.00
4	LUNCH SWING RMS	CL	SF	0.0320	5215	0	166.88	166.88	36	LIGHT FIXTURES (SPONGE)	WASH	FX	10.0000	77	0	1			770.00	770.00
5		PL	SF	0.0106	7450	0	78.97	78.97	37	(LOUVER TANK)	WASH	FX	8.9000	0	0			0.00	0.00	
6		WM	SF	0.0300	0	0	0.00	0.00	38	(LOUVER MACH.)	WASH	FX	5.0000	0	0			0.00	0.00	
7	LOCKER RMS	CL	SF	0.0240	3600	0	86.40	86.40	39	VENETIAN BLINDS	DUST	BL	5.0000	11	0	1			55.00	55.00
8		PL	SF	0.0080	8640	0	69.12	69.12	40	VENETIAN BLINDS	WASH	BL	30.0000	3	0	1			90.00	90.00
9		WM	SF	0.0300	0	0	0.00	0.00	41	LOBBY GLASS	WASH	SF	0.1790	0	0			0.00	0.00	
10	WORKROOMS	CL	SF	0.0106	133720	0	1417.43	1417.43	42	EXTERIOR GLASS	WASH	SF	0.1790	422	0	4			302.15	302.15
11		PL	SF	0.0053	320928	0	1700.92	1700.92	43	INTERIOR GLASS	WASH	SF	0.1790	890	0	4			637.24	637.24
12	OFFICES	CL	SF	0.0375	7665	0	287.44	287.44	44	WORKROOM PIPES/ DUCTS	DUST	SF	0.0690	3875	0	1			267.38	267.38
13	SUPPLY RMS	CL	SF	0.0120	4431	0	53.17	53.17	45	OTHER PIPES/ DUCTS	DUST	SF	0.0480	390	0	4			74.88	74.88
14	FREIGHT ELEVATORS	PL	UT:	10.0000	0	0	0.00	0.00	46	LOOKOUT GALLERY	CL	LF	0.4800	0	0			0.00	0.00	
15	PASSENGER ELEVATORS	CL	UT	20.0000	0	0	0.00	0.00	47	CARRIER CASE	CL	EA	4.0000	8	0	1			32.00	32.00
16	EXT POLICE	PL	SF	0.0012	75283	0	90.34	90.34	48	OTHER CASE	CL	EA	1.5000	6	0	4			36.00	36.00
17	PLATFORMS	CL	SF	0.0106	36379	0	385.62	385.62	49	EXT. PAVED (BROOM)	SWEEP	SF	0.0060	0	0	52			0.00	0.00
18		PL	SF	0.0053	51970	0	275.44	275.44	50	EXT PAVED (PWR VAC)	SWEEP	SF	0.0040	0	0	52			0.00	0.00
19	SERVICE/ BOX LOBBY	CL	SF	0.0160	2530	0	40.48	40.48	51	EXT PAVED (RIDER)	SWEEP	SF	0.0012	57920	0	52			3614.21	3614.21
20		PL	SF	0.0020	0	0	0.00	0.00	52	ACTIVE STORAGE	CL	SF	0.0120	881	0	13			137.44	137.44
21		WM	SF	0.0300	1518	0	45.54	45.54	53	INACTIVE STORAGE	CL	SF	0.0120	0	0			0.00	0.00	
22		VS	SF	0.0064	0	0	0.00	0.00	54	RESILIENT FLOOR	DM	SF	0.0150	0	0			0.00	0.00	
23		DM	SF	0.0150	1012	0	15.18	15.18	55	RESILIENT FLOOR	INT	SF	0.2400	2891	0	1			693.84	693.84
24	STAIRWAYS 12"	CL	UT	8.0000	3	0	24.00	24.00	56	RESILIENT FLOOR	PERI	SF	0.0960	2655	0	4			1019.52	1019.52
25		PL	UT	2.4000	14	0	33.60	33.60	57	TERRAZZO	INT	SF	0.2400	0	0			0.00	0.00	
26	CORRIDORS	CL	SF	0.0060	0	0	0.00	0.00	58	TERRAZZO	PERI	SF	0.1200	0	0			0.00	0.00	
27		DM	SF	0.0150	0	0	0.00	0.00	59	CONCRETE	INT	SF	0.2400	7085	0	1			1700.40	1700.40
28		VS	SF	0.0064	0	0	0.00	0.00	60	CONCRETE	PERI	SF	0.0960	1504	0	4			577.54	577.54
29		PL	SF	0.0020	0	0	0.00	0.00	61	CARPET	SHAMP	SF	0.2400	2462	0	1			590.88	590.88
30	SHOP AREA	CL	SF	0.0120	10165	0	121.98	121.98	62	CARPET	SPOT	SF	0.1200	0	0			0.00	0.00	
31	JANITOR CLOSET	CL	SF	10.0000	14	0	140.00	140.00	63	WOOD	INT	SF	0.2400	0	0			0.00	0.00	
32	SUBTOTAL							5497.51	5497.51	64	WOOD	PERI	SF	0.1200	0	0			0.00	0.00

WORK HOUR CALCULATIONS			
	USPS	APWU	
A	MULTIPLY LINE 32 BY 52 WEEKS	285870.41	285870.41
B	ENTER TOTAL FROM LINE 77	47556.48	47512.17
C	TOTAL LINES A & B	333426.89	333382.58
D	DIVIDE LINE C BY 60 MINS	5557.11	5556.38
E	Multi. Line D By .0125 (TRG)		69.45
F	Multi. Line D By .0625 (BREAKS)		347.27
G	Multi. Line D By .0208 (WASH UPS)		115.57
H	TOTAL LINES D + E + F + G	5557.11	6088.68
J	DIVIDE LINE H BY 52	106.87	117.09
K	DIVIDE LINE H BY 1760	3.16	3.46
L	TOTAL EMPLOYEES	3	3

PL	Police
CL	Clean
WM	Wet Mop

DM	Damp Mop
SF	Square Feet
VS	Vacuum Scrub

65	LAWNS (PUSH)	MOWP	SF	0.0120	0	0	0.00	0.00	
66	LAWNS (RIDER)	MOWR	SF	0.0060	17363	0	26	2708.63	2,708.63
67	HEDGE/ SHRUB	TRIM	LF	1.2000	256	0	2	614.40	614.40
68	SNOW	REMOV	LF	0.0150	11349	0	30	5107.05	5,107.05
69	Boxes	CL	EA	2.0000	0	0		0.00	0.00
70	DEC METAL	POL	LF	2.5000	265	0	1	662.50	662.50
71	WALLS	WASH	SF	0.1380	504	0	1	69.55	69.55
72	Resilient FL	VS	SF	0.0064	26426	0	26	4397.29	4,397.29
73	Resilient FL	WM	SF	0.0300	204	0	4	24.48	24.48
74	Concrete FL	DM	SF	0.0150	1477	0	13	288.02	243.71
75	Concrete FL (VMF)	VS	SF	0.0064	5197	0	26	864.78	864.78
76	BAT RM	CL	SF	0.0060	2688		52	838.66	838.66
76A	BAT RM	SCRUB	SF	0.0960	384		52	1916.93	1,916.93
76B								0.00	0.00
xxx	USPS additional Hours								0.00
xxx	PROJECT WORK (other miscellaneous maintenance)								0.00
77	SUBTOTAL							47556.48	47512.17

APWU Staffing Advocate (signature)

Prepared by: