

SECTION 5

CUSTODIAL STAFFING

1. Complete custodial staffing for the main office and all stations/branches supported by the main office in accordance with the latest revised version of HBK MS-47 Housekeeping - Postal Facilities. Utilize Forms 4869 (sample on page101), 4839 (sample on page102), and 4852 (sample on pages103 - 104).
2. Determine if the station/branch can be contracted by referencing the Memorandum of Understanding on Subcontracting of Cleaning Services in the current National Agreement.
3. If the station/branch custodial work cannot be contracted, it should be staffed with any combination of part-time regular (PTR) and/or full-time regular (FTR) positions necessary to provide the weekly workhours indicated on line J, Form 4852 (see HBK MS-47, Section 243.u - Use 1760 hour per year).
4. If the Main Office will be required to provide coverage for extended absences, give leave allowances for applicable stations and branches to the Main Office.
5. **Absences not covered by relief from the main office will be covered by the following:**
 - a. In offices with multiple custodial positions, the staff that is present can work additional hours, either extra hours for PTRs or overtime for FTRs.
 - b. **In offices with single custodial positions, custodial duties may be performed by non custodial personnel:** Mechanics, PT Flexible Clerks, PT Carriers, etc. This is also the procedure to be used in associate offices to compensate for custodial absences.
6. Custodial positions should be allocated based upon task requirements and Position Descriptions.
7. Make entries in the appropriate columns on the Custodial Position Summary form, page 105, as follows:
 - a. Enter the names of the facilities where the main office is responsible for custodial services (Main Office, VMF, Station or Branch). Do not include associate offices.
 - b. Enter the weekly workhours indicated on Line J of the Form 4852 for that facility.
 - c. Under "Full-time Regular Positions", enter the number of each type of position recommended for that facility.

- d. Under "Part-time Regular Positions", enter the number of each type of position recommended and the weekly workhours for each position.
 - e. If the facility is to have a contract cleaner, enter the weekly workhours for which the facility should be contracted.
 - f. Total the number of positions at the bottom of the form.
8. Staffing determined by this section should be summarized in Section 1B, Page 3.