

SECTION 7

CLEANING PROGRAM

7-1 INTRODUCTION

USPS cleaning standards and methods are specified in HBK MS-47, Housekeeping - Postal Facilities.

7-2 SERVICES PERFORMED BY CONTRACT

Contracts should not be entered into for cleaning space occupied by postal workrooms or areas occupied by other agencies which have high-level security requirements, unless approval is obtained on a case-by-case basis from an authorized official of the agency involved. The employment of an outside contractor to perform buildings services must be consistent with ASM 535.261. Contracting procedures are covered in Publication 41, Postal Contracting Manual. See ASM 535.26, and Management Instruction AS 530-81-17 for additional information on contracting cleaning services.

7-3 SPECIAL CLEANING PROBLEMS

7-301 DISPOSAL OF WASTE, SCRAP, AND REFUSE MATERIAL

7-301.1 Responsibility

Disposal of waste, scrap, and refuse material is normally the responsibility of the building manager. The responsibility for disposal of refuse in leased buildings depends upon the lease agreement. In connection with the operation of concessions facilities in buildings, refuse disposal is the responsibility of the concessionaire. However, the USPS will be responsible for removing trash generated by vending stands operated under the provisions of

the Randolph-Sheppard Act. (See section 15.)

7-301.2 Salable Waste and Scrap

Scrap is sold in accordance with instructions contained in Handbook AS-701, Supply Management, part 782. However, the Postal Service may request GSA to dispose of salable waste, scrap, or personal property. If GSA agrees to this request, GSA may dispose of such property without charge to the Postal Service. GSA may not dispose of such property except by sale or transfer for the fair market value. The proceeds of such disposition are remitted to the Postal Service.

7-301.3 Refuse Removal

In USPS-operated buildings, refuse (trash or garbage) removal will normally be accomplished by contract. Where unusual operating requirements or local conditions suggest that this be handled by USPS employees, a thorough economical analysis must be made.

7-301.4 Incinerators

Where incinerators are installed, they must be operated and maintained to meet the State and local air pollution abatement standards. If the incinerators need modification to meet the standards, the divisional office must be advised so that the modifications can be made or the use of the incinerators discontinued. USPS employees are responsible for operation of incinerators. However, tenants may be required to furnish qualified personnel to destroy trash when the high security classification of the material warrants. Incinerators are

used only when one or both of the following conditions exist:

- a. Destruction of classified, pathological waste, or other material involving a security or safety hazard is required;
- b. Municipal or private disposal facilities are not available or are inadequate for the quantities of material involved.

7-302 BIRD CONTROL

7-302.1 General

The methods of bird control fall into four general groups. All of these are harmless to the birds themselves, and may be expected to drive them to other unprotected locations. The results obtained with the various methods show that definite improvements in the bird problem are possible. Most of the methods have limitations, and careful consideration is necessary to assure that the method selected is suitable for the location. Listed below are brief descriptions of various methods.

7-302.2 High Voltage Method

This method consists of installing pairs of wires mounted on insulators, attached to the area to be protected. When the birds short the two wires with their feet, they receive a high-voltage, low-current shock which is repeated at intervals until the short is removed when the birds leave. Installation of this method requires a contractor who is familiar with this specialty. The results with this system are excellent. Initial cost of this installation is high, but it is a permanent solution to the problem.

7-302.3 Chemical Method

This method uses a viscous, slow-drying material applied to the roosting sur-

faces with a paint brush or caulking gun. The chemical-control method is very successful for a short time. Application must be repeated three or more times per year. Cost of application is low where extensive scaffolding is not required.

7-302.4 High Frequency and Audible Sound

Ultrahigh frequency sound usually does not produce satisfactory results. The use of audible sound (such as distress cries of a starling) and the sonic method have had only limited success.

7-302.5 Secret Proprietary Methods

Of the methods tested thus far, the most successful was effective for approximately 10 months, and repeated treatments were much less effective. If there is not a logical explanation of how a proprietary method works, its effectiveness should be evaluated before commitments are made. Consultation with divisional or MTSC personnel is advisable.

7-303 CLEANING IN CONCESSION SPACE

The special cleaning requirements of concession space and responsibility are detailed in HBK EL-602, Food Service Operation.

7-304 USE OF WALK-OFF MATS

Walk-off floormats are used at major public entrances to trap dirt carried in from the street and prevent its distribution throughout the building. Two sets of mats normally should be provided to permit removal and proper cleaning. The mats will be cleaned daily as a part of the lobby and entrance cleaning assignment. Light soil may be removed by vacuuming. During inclement weather, when the mats are badly soiled, they should be removed and

cleaned by scrubbing or hosing, and permitted to drain. The mats are available from commercial supply channels.

7-305 CLEANING SUPPLIES AND EQUIPMENT

7-305.1 General

Order cleaning supplies and equipment according to the instructions in Publication 24, Supply Catalog. A list of approved custodial products and equipment which have been tested and may be purchased locally is published periodically in the POSTAL BULLETIN.

7-305.2 Defective Supplies and Equipment

7-305.2.1 When defective or unsatisfactory supplies or equipment are received from GSA, the GSA Regional Federal Supply Service must be notified at the address shown on the catalog. If the supplies are received from the area supply center, notify the center. Include the following information:

- a. A statement of why the merchandise is unsatisfactory
- b. MILSTRIP/FEDSTRIP agency requisition number
- c. National stock number
- d. Merchandise description
- e. Quantity received
- f. Quantity on hand
- g. Quantity defective
- h. Contract number
- i. Name of contractor
- j. Purchase order number
- k. Manufacturer's lot or batch number
- l. Date material was received
- m. Location of material
- n. Supply point from which shipment was made
- o. Name and telephone number of person to contact who is familiar with the problem

7-305.2.2 A GSA inspector should follow up to determine if the merchandise meets specification, and if not, the inspector should take corrective action.

7-305.3 Specification Changes

If the merchandise is found to meet the purchase specifications requirements but does not give satisfactory performance, or if the followup action by GSA is considered inadequate, notify MTSC, P.O. Box 1600, Norman, OK 73070-6706, so that the reason for unsatisfactory material can be evaluated and corrective action taken.

7-4 CLEANING EQUIPMENT

7-401 GENERAL

The trends to higher wages and more restricted cleaning staff make it imperative that adequate mechanical equipment be available. All cleaning activities must be mechanized to the maximum extent economically practicable.

7-402 MAINTENANCE

It is important that power equipment used in the cleaning program receive regular maintenance, both for preservation of the equipment and to assure that it is available for use when needed. Power cleaning equipment will be included in the Maintenance Management Program as described in HBK MS-63 and HBK MS-65. Preventive maintenance guidelines for select equipment is included in Chapter 13, Appendix B of this handbook. Because this type of equipment is usually procured, there is little standardization and little national maintenance documentation developed for the equipment. Manufacturer's literature containing recommended periodic maintenance practice, repair methods, and parts

lists is required for support of the equipment. When maintenance is difficult, the contract officer who arranged the procurement may be of help in determining warranty applicability and communicating with the supplier. If

local resources are exhausted, the problem should be transmitted to the divisional office and to MTSC using Form 4568, Maintenance Problem Feedback Report. Instructions for use are printed on the form.