

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 VACUUM PUMPS (On steam return systems) | | 1 | 16 HR + 0.25 HR PER STA (2 to 20) | | |
| A-3 | AIR COOLED CONDENSERS | | | | | A-11 | COOLING TOWER (Per Cell) | | | | | |
| | 10 TON AND UNDER | | 1 | 0.75 | | | UP TO 50 TON | | 1 | 7.00 | | |
| | 10 TO 30 TON | | 1 | 1.00 | | | 50 TO 500 TON | | 1 | 14.50 | | |
| | OVER 30 TON | | 1 | 1.75 | | 500 TO 1000 TON | | 1 | 29.00 | | | |
| A-4 | AIR HANDLERS | | | | | A-12 | OVER 1000 TON | | 1 | 38.50 | | |
| | UP TO 4 HP | | 1 | 2.00 | | | A-13 | COOLING TOWER | | (1 to 6) | (2 to 6) | |
| | 4 HP TO 15 HP | | 1 | 2.75 | | | | EVAPORATIVE CONDENSERS | | | | |
| | OVER 15 HP | | 1 | 4.75 | | A-14 | UP TO 50 TON | | 1 | 7.50 | | |
| A-5 | BOILERS, OIL FIRED (Cleaning far side only) | | | | | A-15 | FANS, CENTRIFUGAL | | | | | |
| | | | (1 to 5) | (5 to 16) | | | UP TO 1 HP | | 1 | 1.00 | | |
| | | | (1 to 5) | (5 to 16) | | | 1 TO 2 HP | | 1 | 1.50 | | |
| A-6 | BOILERS, CAST IRON AND STEEL | | | | | A-15 | 2 TO 7 HP | | 1 | 2.00 | | |
| | OIL FIRED | | 1 | (10 to 50) | | | OVER 7 HP | | 1 | 2.75 | | |
| | GAS FIRED | | 1 | (10 to 50) | | | A-16 | FILTERS, MOVABLE CURTAIN, OIL COATED | | (1 to 4) | 1.75 | |
| A-7 | BURNER, GAS | | 1 | (5 to 16) | | A-17 | FILTERS, ROLL TYPE, DISPOSABLE MEDIA | | (1 to 4) | 1.75 | | |
| A-8 | BURNER, OIL | | 1 | (5 to 20) | | A-18 | FILTERS, VISCOUS TYPE (Washable) | | (4 to 52) | 0.50 | | |
| A-9 | COILS, PREHEAT, REHEAT, ETC. (Remote from air handler) | | | | | | | | | | | |
| | UP TO 2 SQ FT FRONT SURFACE | | 1 | 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) | | | | |
| A-21 | FILTERS ELECTROSTATIC | | (4 to 26) | 2.50 | | | CPU, CRT, KEYBOARD, DISK DRIVE, PRINTER | | 1 | 19.80 | |
| A-22 | FANS, PROPELLER, 24 IN. DIAM OR LARGER | | 1 | 1.00 | | A-34 | PIP | | 1 | 4.20 | |
| 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 | (1 to 25) |
| | 100 TO 400 TON | | 1 | 23.00 | | E-4 | EMERGENCY LIGHTS | | 1 | | |
| | 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 | | | | | | | | | | |
| A-28 | HEATER ELECTRIC IN DUCT (Per sq. ft. surface) | | 1 | 0.25 | | MOTORS | | | | | |
| A-29 | HEATER ELECTRIC, 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 | TOTAL WORK HOURS |
| 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 WINDOW WASHING SCAFFOLDS, POWER OPERATED | | 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 | | | | | P-19 | RADIATORS, HEATING | | 0.20 | 0.25 | |
| | TOTAL "M" GUIDES → | | | | | 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 | 1.25 | |
| 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 sp. 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) → | | | | | |