

TOM A. SAMRA
VICE PRESIDENT, FACILITIES



July 1, 2009

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Facilities Optimization

The optimization of our real estate allows us identify underutilized buildings and through consolidation, capture annual savings and generate revenue. This task has been streamlined and the complex variables have been simplified by the utilization of newly developed planning and mapping tool.

A key component for the tool to be effective is to have detailed square footage of the buildings, based on function, in our database. Currently, our database has only square footage listed by the overall gross size. We need to resolve this issue immediately. Facilities has developed a simple standard way to quickly and efficiently measure our buildings.

Enclosed is a measurement form that will be sent to Postmasters who are responsible for facilities that are between 10,000 and 100,000 square feet. We are asking them to complete the survey for all postal buildings, leased or owned between 10,000 and 100,000 square feet in their city. Included will be a list of building names that are in the target facility size category, along with a set of forms for each building that we need them to measure. Instructions for completing the form will be also included. We are asking them to insure all measurements are completed and all forms returned to their Facilities Service Office by July 15, 2009.

A Facilities Service Office point of contact is provided on the measurement forms for any questions, and a return pre-addressed envelope is included for use in mailing the completed survey back to their respective Facilities Service Office.

Their involvement is critical to the success of optimizing our building inventory. We will be tracking responses and the respective Facility Service Office will be following up on any missing surveys after the July 15th deadline. Thank you in advance for your assistance.

A handwritten signature in black ink, appearing to read "Tom A. Samra".

Tom A. Samra

cc: Mr. Donahoe
Mr. Galligan

FACILITY SPACE SURVEY

Calculate square footages by Multipling Length x Width = # Square Feet.

Contact Candace Kinne at 303-220-6556, Western FSO, with any questions regarding this survey.

Return completed survey to Candace Kinne, Western FSO, 160 Inverness Dr W - Ste 400, Englewood CO 80112-5005

in pre-addressed envelope provided by **JULY 15, 2009.**

SECTION I	GENERAL INFORMATION
1 Facility Name: <input style="width: 250px;" type="text"/>	2 Facility Finance #: <input style="width: 100px;" type="text"/>
3 Street Address: <input style="width: 250px;" type="text"/>	4a City/State: <input style="width: 200px;" type="text"/> 4b ZIP: <input style="width: 80px;" type="text"/>
5a. <input style="width: 50px;" type="text"/> Possible bldg expansion opportunity (Y/N)	5b. <input style="width: 50px;" type="text"/> Estimated site SF available for expansion
6 <input style="width: 50px;" type="text"/> Facility Non-Usable Basement Square Feet.	7 <input style="width: 50px;" type="text"/> Total # of Passenger Elevators?
8 <input style="width: 50px;" type="text"/> Total floors/stories above grade?	9 <input style="width: 50px;" type="text"/> Total Number of Freight Elevators?
10 <input style="width: 50px;" type="text"/> Total Trailer/ Modulares bldgs on site?	11 <input style="width: 50px;" type="text"/> Total Number of Boilers?
SECTION II	ADMINISTRATIVE OFFICES
12 <input style="width: 50px;" type="text"/> Total Administrative Office Area in Square Feet <small>(Include restrooms, aisles, and janitors' closets that are located within administrative areas)</small>	
13 <input style="width: 50px;" type="text"/> Interior VMF in Square Footage	
14 <input style="width: 50px;" type="text"/> Total Interior GSA/Tenant/Vacant SF <small>(Include vacant space not included in other sections)</small>	
SECTION III	LOBBY, WORKROOMS, AND SUPPORT SPACES
<small>Note 1: When calculating the square-foot area of lobby, workrooms, and support space, measure from the normal finishes of interior walls, rounding to the nearest whole SF (deduct for columns, shafts, ducts, and risers that are greater than 4 SF) <u>Multipl Length x Width</u></small>	
15 <input style="width: 50px;" type="text"/> Total Customer Service and Post Office Lobby Area in Square Feet <small>Include vestibule, customer, and screen line/counter areas Include the workroom side area five feet behind counters, screen line, vending, and service lobby mail slots Include the area actually occupied by the PO Boxes and within four feet of PO Boxes on workroom side Include security container(s) and vaults</small>	
16 <input style="width: 50px;" type="text"/> How Many Floors/Stories Made To Accommodate Delivery Operations Workroom?	
17 <input style="width: 50px;" type="text"/> How Many Floors/Stories Made To Accommodate Other Workroom? <small>(i.e. BMEU, Mail Processing Ops, Not Delivery)</small>	
18 <input style="width: 50px;" type="text"/> Delivery Workroom Area in Square Feet <small>Include the area occupied by carrier cases, throwback case, carrier key cage, registry cage, carrier supervisors desks, parcel post distribution area, CASTRs, and aisles as indicated on the SSBD 100 FSS as Delivery Workroom</small>	
19 <input style="width: 50px;" type="text"/> Other Workroom Area in Square Feet <small>All workroom area not included in the lobby and delivery workroom measurements (i.e. BMEU, Mail Processing, <u>Usable basement</u>, etc.)</small>	
20 <input style="width: 50px;" type="text"/> Support Area in Square Feet <small>All other interior area not included in the admin offices, lobby, workroom, and platform measurements (all floors/stories)</small>	
21 <input style="width: 50px;" type="text"/> Total Number of Toilets and Urinals (do not count sinks)	
SECTION IV	PLATFORM SPACE (Dock)
22 <input style="width: 50px;" type="text"/> Total Enclosed Platform (Dock) Area in Square Feet <small>(area must be totally enclosed by walls & ceiling, and be accessible through a door.)</small>	
23 <input style="width: 50px;" type="text"/> Total Open Platform (Dock) Area in Square Feet <small>(a platform not meeting the definition of an "enclosed platform" is an "open platform")</small>	
24 <input style="width: 50px;" type="text"/> Total Number of Dock Positions	
25 <input style="width: 50px;" type="text"/> Number of Dock Positions, Included in #24 Above, With a Platform 48" or More Above Grade	
SECTION V	PARKING SPACES
26 Postal Vehicle & Employee Parking Spaces (leased or postal owned)	
A. <input style="width: 50px;" type="text"/> Interior Spaces	B. <input style="width: 50px;" type="text"/> Exterior Spaces
D. <input style="width: 50px;" type="text"/> Interior Parking Net Square Footage	

27 Customer Parking Spaces (leased or postal owned)

A. Interior Spaces B. Exterior Spaces
D. Interior Parking Net Square Footage

28 On-site or off-site Joint-Use Parking Spaces (i.e. Strip Mall, Free Municipal)

Off-Site Exclusive Use Parking Spaces (leased or postal owned)

of Spaces FMS Facility ID # of Spaces FMS Facility ID
29 A 29 B 30 A 30 B
31 A 31 B 32 A 32 B

SECTION VI SURVEY DATA COLLECTOR and COMMENTS

Field Survey completed by

33 34 35 36
Name Title Phone # Date Surveyed

Comments Section -Inspector survey comments must be entered in eFMS Property Notes.

[Large empty rectangular box for entering survey comments]

Mail completed form back to your Facility Service Office in the reply envelope provided

SECTION I		GENERAL INFORMATION	
1	Enter name of facility being measured.		
2	Enter finance number of facility being measured.		
3	Enter the physical street address of the facility being measured.		
4a	Enter the city and state of the facility being measured.		
4b	Enter the zip code of the facility being measured.		
5a	Is the site configured so that the building could be expanded or added on to or a modular building added to the site?		
5b	How many square feet of site is available for an expansion?		
6	If the facility has a basement, how many square feet of basement is NOT suitable for carrier operations? Either the basement configuration, or the conditions, or access to the basement make it unusable for carriers.		
7	How many passenger elevators are in the facility?		
8	How many floors/stories is the building above grade (ground level)?		
9	How many freight elevators are in the facility?		
10	How many trailers or modular buildings are there on site that house operations? Do NOT include buildings used for storage that cannot be converted to carrier operation use.		
11	How many boilers are in the facility? Most facilities will have HVAC systems, not boilers. If you have a boiler, you will know it.		
SECTION II		ADMINISTRATIVE OFFICES	
12	How many square feet of USPS administrative office space is in the facility? Square off the administrative area and large length and width measurements of the overall office area where possible. It is NOT necessary to measure each individual office.		
13	If the facility has a VMF, measure the square feet the VMF occupies.		
14	If the facility has office space that is leased to GSA, other tenants, or is vacant, record the total square footage of that office space.		
SECTION III		LOBBY, WORKROOMS, AND SUPPORT SPACES	
15	Measure the square feet of customer vestibule, screenline & full service counter area, vending, vault, PO Boxes, customer lobby. Square off sections of the customer area and take large length and width measurements where possible. Include 4' behind the box sections and 5' behind the screenline.		
16	How many floors/stories are configured to accommodate delivery operations? If there is a second floor or basement, an elevator would be needed to include these areas in this measurement. If there isn't an elevator but the space could be used for carriers if an elevator were installed, measure the potential areas and include this measurement in your notes with a comment like "3000 square feet could be used on the 2nd floor for carriers if an elevator were installed."		
17	How many floors/stories are configured to accommodate other workroom? If there is a second floor or basement, an elevator would be needed to use these floors for other operations. If there isn't an elevator do not include the space in your measurement, but use a similar note in the comments section as described in block 16.		
18	Measure the square feet of delivery workroom area and enter the square feet in block 18. Include parcel throw off, registry, distribution cases, DPS racks, FSS CASTRs, all equipment that directly supports the carrier operation.		
19	Measure the square feet of other workroom areas, such as CSBSCs, BMEU, storage/excess equipment, useable basement, etc. Include any area that could be used for additional carrier operations even if it isn't currently vacant. Describe in the comments section what specifically is included in the areas being measured in block 19 (comment example "3 CSBSC machines included in block 19.")		
20	Measure the square feet of all other interior areas not included in any of the blocks in the survey so far. Use the notes field to describe what is in these spaces.		
21	Count the total number of toilets and urinals in the facility, men's & women's. Do NOT count sinks.		
SECTION IV		PLATFORM SPACE (Dock)	
22	Measure the square feet of enclosed platform/dock area. Include only area totally enclosed by walls and ceilings. If the facility has no space like this, enter 0.		
23	Measure the square feet of open platform/dock area. Include all dock areas not meeting the definition of enclosed platform.		
24	Count the number of dock positions there are for loading/unloading. Include positions that currently have dumpsters in front of them or are not being used. If there is a dock position/bumpers installed, count it regardless of whether it is currently being used for loading/unloading.		
25	Count the number of dock positions with a platform 48" or higher included in block 24 above.		
SECTION V		PARKING SPACES	
26a	Count the number of interior parking spaces available for employee vehicles and USPS vehicles, usually an enclosed parking garage. Enter a "0" if your facility does not have interior parking.		
26b	Count the number of exterior parking spaces available for employee vehicles and USPS vehicles.		
26d	Measure the square feet of interior parking available for employee vehicles and USPS vehicles counted in block 26a.		
27a	Count the number of interior parking spaces available for customer vehicles. Enter a "0" if your facility does not have interior parking.		
27b	Count the number of exterior parking spaces available for customer vehicles.		
27d	Measure the square feet of interior parking available for customer vehicles counted in block 27a.		
28	Count the number of joint-use parking spaces (not solely USPS), usually applies to a strip mall, free municipal parking, etc. where USPS shares customer parking with other mall tenants. Do not count the entire parking lot, just the number of spots allocated to USPS (often listed in the details of the facility lease).		
29a	Count the number of exclusive use off-site parking spaces on separate property records. Usually if additional parking was leased on an adjacent site.		
29b	Enter the facility ID of the adjacent/separate property record if you know this information.		
30a-32b	These blocks are included in case there are multiple additional properties used for parking associated with the facility being measured. If so, enter the number of spaces and facility ID's in these blocks.		
SECTION VI		SURVEY DATA COLLECTOR & COMMENTS	
33-36	Enter the name & contact information of the person completing the survey in case there needs to be future contact to clarify questions about the survey.		
Comments	Enter comments about any unique facility qualities, circumstances, etc. that clarify or add value to the information in the blocks above. These comments will be included in the facility notes of the eFMS record for this facility.		