

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	SABETHA	GROSS INTERIOR AREA	8,102	
	STATE AND ZIP CODE	122 S 9TH ST		EXTERIOR PAVED	7,336
	UNIT	KS, 66534-9998		EXTERIOR UNPAVED	8,484

Line No	JOB REQUIREMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIREMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ.FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)
1	Widroom Toilets	CL	FX	4.5000	24	108.00	33	LF (Feather)	DUST	FX	0.2500	69	4.0	88.00
2		PL	FX	1.5000	16	24.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	4	16.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	675	21.60	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0108	480	4.77	37	Lower Tank	WASH	FX	8.8000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	Lower Machine	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Vertical Blinds	DUST	BL	8.0000	0	1.0	48.00
8		PL	SF	0.0080	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0108	3720	38.48	42	Exterior Glass	WASH	SF	0.1790	987	12.0	1217.98
11		PL	SF	0.0068	8890	29.87	43	Interior Glass	WASH	SF	0.1790	87	2.0	31.15
12	Offices	CL	SF	0.0378	840	31.50	44	WR Pipes and Ducts	DUST	SF	0.0800	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Locked Gallery	CL	LF	0.4800	208	4.0	582.98
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Chair Cases	CL	EA	4.0000	11	1.0	44.00
16	EXT Police	PL	SF	0.0012	15800	18.96	48	Other Cases	DUST	EA	1.8000	8	1.0	7.80
17	Platforms	CL	SF	0.0108	1368	14.76	49	Ext. Paved (Grass)	SWEEP	SF	0.0080	7338	82.0	2289.88
18	Service/Box Lobby	PL	SF	0.0080	930	4.88	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	82.0	0.00
19		CL	SF	0.0180	3675	58.80	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	82.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	440	12.0	63.36
21		WM	SF	0.0300	735	22.05	53	Inactive Storage	CL	SF	0.0120	2830	4.0	135.24
22		VS	SF	0.0084	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	735	11.08	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 12	CL	FL	8.0000	19	120.00	56	Resilient FL	PERI	SF	0.0580	2918	3.0	848.67
25		PL	FL	2.4000	12	28.80	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0090	580	3.30	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	580	8.25	59	Concrete FL	INT	SF	0.2400	1988	1.0	488.44
28		VS	SF	0.0084	0	0.00	60	Concrete FL	PERI	SF	0.0980	0	0.0	0.00
29		PL	SF	0.0020	825	1.65	61	Carpet	SHAMP	SF	0.2400	280	1.0	87.20
30	Shop Area	CL	SF	0.0120	620	7.44	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	1	10.00	63	Wood FL	INT	SF	0.2400	225	1.0	54.00
							64	Wood FL	PERI	SF	0.1200	228	3.0	81.00
							65	Leaves (Push)	MCOW	SF	0.0120	6000	18.0	1440.00
							66	Leaves (Rider)	MCOW	SF	0.0080	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	484	1.0	580.80
							68	Brush	REMOV	SF	0.0180	7338	4.0	440.16
							69	PO Box	CL	EA	2.0000	220	1.0	440.00
							70	Resilient FL	WM	SF	0.0300	186	0	0.00
							72	Concrete FL	DM	SF	0.0180	86	12	18.96
							71	Resilient FL	WM	SF	0.0300	1880	4	231.20
							73	Concrete FL	DM	SF	0.0180	1368	4	83.70
							74	Concrete FL	DM	SF	0.0180	2330	1	34.95

32	SUBTOTAL	564.87
----	----------	--------

(C) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	30,413.08 MIN/YR
B	ENTER TOTAL FROM LINE 75	9,785.91 MIN/YR
C	TOTAL LINE A and B	40,198.00 MIN/YR
D	DIVIDE LINE C BY 60 MIN	669.98 W/HYR
E	MULTI. LINE D BY % (TRG)	7.64 HYR
F	MULTI. LINE D BY % (BREAKS)	41.87 HYR
G	MULTI. LINE D BY % (WASH UPS)	13.94 HYR
H	TOTAL LINE D + E + F + G	733.43 W/HYR
J	DIVIDE LINE H BY 52	14.10 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.42 WORK YRS
L	TOTAL EMPLOYEES	0.42

75	SUBTOTAL	9,785.91
----	----------	----------

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	SABETHA	GROSS INTERIOR AREA	8,102
	STATE AND ZIP CODE	122 S 9TH ST	EXTERIOR PAVED	7,336
	UNIT	KS, 66534-9908	EXTERIOR UNPAVED	8,464

Line No	JOB REQUIREMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT. OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIREMENT (G)	Operation (H)	UNIT OF MEASURE (I)	MINUTES PER SQ.FT. OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	JF (Feather)	DUST	FX	0.2900	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	JF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0108	0	0.00	37	Louwer Tank	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	Louwer Machine	WASH	FX	8.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Vertical Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0108	0	0.00	42	Exterior Glass	WASH	SF	0.1700	1982	2.0	668.84
11		PL	SF	0.0083	0	0.00	43	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	WR Pipes and Ducts	DUST	SF	0.0080	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	48	Lockout Gallery	CL	LF	0.4800	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
17	Platforms	CL	SF	0.0108	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
18		PL	SF	0.0063	0	0.00	49	Ext. Paved (Brooms)	SWEEP	SF	0.0080	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0180	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0084	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
23		DM	SF	0.0180	0	0.00	54	Resilient PL	DM	SF	0.0180	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	55	Resilient PL	INT	SF	0.2400	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	56	Resilient PL	PERI	SF	0.0080	0	0.0	0.00
26	Corridors	CL	SF	0.0080	0	0.00	57	Terrazzo PL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0180	0	0.00	58	Terrazzo PL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0084	0	0.00	59	Concrete PL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	60	Concrete PL	PERI	SF	0.0080	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jen Closet	CL	EA	10.0000	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood PL	INT	SF	0.2400	0	0.0	0.00
							64	Wood PL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0080	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0180	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32	SUBTOTAL	564.87
----	----------	--------

(C) WORK HOUR CALCULATIONS		(F)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	30,413.06 MINYR
B	ENTER TOTAL FROM LINE 75	9,785.91 MINYR
C	TOTAL LINE A and B	40,199.00 MINYR
D	DIVIDE LINE C BY 60 MIN	669.98 WHYR
E	MULTI. LINE D BY % (TRG)	7.84 HYR
F	MULTI. LINE D BY % (BREAKS)	41.87 HYR
G	MULTI. LINE D BY % (WASH UPS)	13.94 HYR
H	TOTAL LINE D + E + F + G	733.43 WHYR
J	DIVIDE LINE H BY 52	14.10 WK HRSWK
K	DIVIDE LINE H BY 1760	0.42 WORK YRS
L	TOTAL EMPLOYEES	0.42

75	SUBTOTAL	9,785.91
----	----------	----------

REVIEWED BY: _____ DATE: _____ APPROVED BY: _____ DATE: _____
 MSC MGR, DIR. PLANT MAINTENANCE MSC MANAGER/POST MASTER-BMC MANAGER
 PS Form 11-17-82 4852 MAR-28-08 11:53 AM MS4300.rdf - eMS-47 ver.1.0

DATE 26 March 2008

POST OFFICE
122 S 9TH ST
KS. 66534-6688

LOCATION/FACILITY
SABETHA

COMPLETED BY
JANE LOGAN

U.S. POSTAL SERVICE
CUSTODIAL SCHEDULING
WORKSHEET

ROOM OR LOC.	DESCRIPTION	TOUR MOUNT SCHEDULED	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK TOTAL
			CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	
B02	VESTIBULE	2							35					35			70
B06	CORRIDOR BASEMENT	2							240					240			480
B02	VESTIBULE	2						35							35		105
B06	CORRIDOR BASEMENT	2						240						240			720
B26	PARKING	2									5898						5898
B28	SIDEWALKS FRONT	2									750						750
B28	SIDEWALKS SIDE	2									568						568
B30	FRONT ENTRANCE	2									120						120
B27	GLASS	2									8494						8494
M18	JANITOR CLOSET	2													36		36
M22	SWINGDOOR	2						225							225		675
M22	SWINGDOOR	2							225							225	450
M14	PA OFFICE	2													280		840
M15	PA TOILET	2							25							25	50
M15	PA TOILET	2														25	25
M20	MAILING VESTIBULE	2						165							165		495
M25	LOADING DOCK	2						300							300		900
M26	MAILING VESTIBULE	2							165							165	330
M25	LOADING DOCK	2							300							300	600
M13	PUBLIC LOBBY	2						735							735		3675
B07	BOILER RM	2														620	620
B10	BOILER RM OUTSIDE STAIR	2														1	3
B11	CIVIL DEFENSE OUTSIDE ST	2														1	3

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
SABETHA

POST OFFICE
122 S 9TH ST
KS, 66534-9998

DATE March 26, 2008 11:52 AM
COMPLETED BY JANE LOGAN

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR-CERAMIC FLOOR DE-DECOR METAL TZ-TERRAZZO PB-PO BOX KS-SHURBS/HEDGS PD-PIPE/PRODUCTS WS-CERAMIC WALLS OP-OTHER PRODUCTS
				SUSP. FLOOR.	INCAN-DESCENT	RECESSED FLOOR.		INTER. GLPT.	EXTER. GLPT.	CARRIER	OTHER	RESILIENT	CARPET	CONCRETE	
801	P O INSPECTOR	INACTIVE STORAGE AREA	280		1									280	
802	VESTIBULE	CORRIDOR	35		1									35	
803	UNFINISHED SPACE	INACTIVE STORAGE AREA	1090		8									1090	
804	P O STORAGE	INACTIVE STORAGE AREA	300		2									300	
805	P O STORAGE	ACTIVE STORAGE AREA	365	1	3									365	
806	P O STORAGE	INACTIVE STORAGE AREA	260		2									260	
807	BOILER RM	SHOP AREA	820		5									820	
808	FUEL ROOM	INACTIVE STORAGE AREA	500		2									500	
809	CORRIDOR BASEMENT	CORRIDOR	240		4									240	
810	BOILER RM OUTSIDE STAIR	STAIRWAY	1	1	1										
811	CIVIL DEFENSE OUTSIDE STAIR	STAIRWAY	1	1	1										
			3582	2	1	0	0	0	0	0	0	0	0	0	3580

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
SABETHA

POST OFFICE
122 S 9TH ST
KS, 66534-9998

DATE March 26, 2008 11:52 AM
COMPLETED BY JANE LOGAN

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ. FT. OF AREA	LIGHT FIXTURES (TYPE)		VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)		MISC. CR-CERAMIC FLOOR DE-DECORE METAL T2-TERRAZZO PB-PO BOX HB-HUBBARD PD-PIPES/DUCTS WS-CERAMIC WALLS OP-OTHER PIPES/DUCTS
				SUSP. FLOOR	INCAN-DESCENT		RECESSED FLOOR	INTER. SQ. FT.	EXTER. SQ. FT.	CARRIER	OTHER	RESILIENT	
N12	INSIDE STAIR HALL	STAIRWAY	120	1	3							120	
N13	PUBLIC LOBBY	SERVICEBOX LOBBY	738	8		5					736		PB 220
N14	PM OFFICE	OFFICE SPACE	280	3		3						280	
N18	PM TOILET	OFFICE TOILET	25	2	1	1					25		
N16	VAULT	ACTIVE STORAGE AREA	85		1							85	
N17	WORKROOM	WORKROOM	1880		25	1			11	5	1880		
N18	WOMENS TOILET	WORKROOM TOILET	50	2	1						50		
N19	JANITOR CLOSET	JANITOR'S CLOSET	36									36	
N20	MAILING VESTIBULE	PLATFORM (Dock)	186		2						186		
N21	WORKROOM TO MEZ	STAIRWAY	51	1	1								
N22	SWINGROOM	LUNCH/SWING ROOM	225		2								

