

MANAGER, LABOR RELATIONS  
PACIFIC AREA



To:  Pacific Area Local(s)  
 Western Area Local(s)  
 So. West Area Local(s)

Withholding Info  
 Staffing Issue(s)  
 Status Update  
 Grievance Administration  
 Please review, take action and reduce issues to writing  
 Comments

June 14, 2011

DEL CON: \_\_\_\_\_

Omar Gonzalez  
Western Regional Coordinator, APWU  
1350 Old Bayshore HWY. Suite 360  
Burlingame, CA 94010

Omar M. Gonzalez, Coordinator

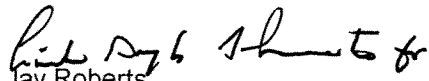
This is to advise you of the intent of the San Francisco District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign one (1) part-time regular Laborer Custodial from Millbrae bid cluster based on the consolidation of delivery and some mail processing operations into the Burlingame Post Office (Event 25885). The part-time regular laborer custodial is not needed at the gaining location.

The impacted employee will be notified of his/her reassignment by separate letter. The placement process would not normally start before December 15, 2011; however, it may be necessary to begin to migrate the impacted employee sooner than that date based on the loss of workload and the financials of the Postal Service nationwide. It may also be necessary to utilize the provisions of Article 7.2.B of the National Agreement to detail the impacted employee during the notice period.

By copy of this notice, we are authorizing the withholding of one (1) part-time regular residual assignment in the maintenance and/or mail handler craft in offices within a 50 mile radius of the impacted site the placement of the impacted part-time regular laborer custodial..

Attached for your review are copies of the automated impact statement (AIR), the operational data supporting the excessing, a list of the sites where withholding is authorized and the name of the impacted junior part-time regular laborer custodial.

Please add this impact to the agenda for the next meeting.

  
Jay Roberts  
Manager, Labor Relations/A

Attachments

cc: Area Manager, Operations Support  
Area Manager, Finance  
Area, Manager, Human Resources  
District Manager, San Francisco  
Area Complement Coordinator with attachments  
Manager, Human Resources, San Francisco with attachments  
District Complement Coordinator with attachments  
R. Siu – NPMHU with attachments  
HRA 1 with attachments  
File Copy with attachments

11255 RANCHO CARMEL DR. RM. 227  
SAN DIEGO, CA 92197-4400  
PHONE: 858-674-3180  
FAX: 858-674-3131

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	MILLBRAE POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	PACIFIC
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	11/26/2011
<b>Period (Dates) of Review Performed</b>	05/08/2010 thru 05/13/2011
<b>Report Prepared By</b>	Jose Nuno
<b>Report Prepared Date</b>	06/14/2011
<b>Reviewed By</b>	John Bertolina
<b>Phone</b>	(415) 550-5638

# WorkHour Impact Report

Craft = MAINTENANCE

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	25	0	-25	-100	-1300	0	0

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	0	0%	0	0		0	%

# WorkHour Impact Report

## Casuals

- a. Current Number of MAINTENANCE Casuals on Rolls 0
- b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month 0
- d. Number of MAINTENANCE Casuals that will have Reduced Hours 0
- e. Number of MAINTENANCE Casuals that will be Terminated 0
- f. Number of MAINTENANCE Casuals Remaining After Impact 0
- g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals

There are no casuals in the maintenance crafts.

## Part Time Flexible (PTFs)

- a. Current Number of MAINTENANCE PTFs on Rolls 0
- b. Current Total Non-OverTime MAINTENANCE PTFs Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE PTFs Hours per Month 0
- d. Number of MAINTENANCE PTFs that will have Reduced Hours 0
- e. Will there be any MAINTENANCE PTFs Excessed from Craft or Installation NO

If Yes how Many MAINTENANCE PTFs 0

- f. Provide Narrative Explaining need for Excessing

PTFs are not allowed in the maintenance craft.

## Transitional Employees (TEs)

- a. Current Number of MAINTENANCE TEs on Rolls 0
- b. Current Total Non-OverTime MAINTENANCE TE Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE TE Hours per Month 0
- d. Number of MAINTENANCE TEs that will have Reduced Hours 0
- e. Number of MAINTENANCE TEs that will be Terminated 0
- f. Number of MAINTENANCE TEs Remaining After Impact 0
- g. Provide Narrative Justifying need for Remaining MAINTENANCE TEs

TEs are not authorized in the maintenance craft.

# WorkHour Impact Report

## Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	1
b. Planned Number of MAINTENANCE PTR Positions after Impact	0
c. Estimated Number of MAINTENANCE PTR Attrition	0
d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation	YES
MAINTENANCE PTRs	1

e. Provide Narrative Explaining need for Excessing

A maintenance staffing review based on the DUO resulted in a need to excess one (1) PTR. Delivery and some mail processing activities were consolidated into the Burlingame bid cluster. The PTR is not needed at the gaining or losing site.

## Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	0
b. Planned Number of MAINTENANCE FTR Positions After Impact	0
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	NO
If Yes how Many MAINTENANCE FTRs	0

e. Provide Narrative Explaining need for Excessing

There are no FT employees at this office.

# WorkHour Impact Report-MAINTENANCE

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-100
b. Planned Reduction in Total OT Hours per Month	0
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	0
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	0
f. Total FTE Savings	0

U.S. POSTAL SERVICE  
BUILDING INVENTORY

LOCATION/FACILITY  
MILLBRAE MAIN

POST OFFICE  
501 BROADWAY  
CA, 94030-9998

DATE April 21, 2011 3:24 PM

COMPLETED BY BONNIE NOBLE

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURE / FLIGHTS	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	
1	POSTMASTER OFFICE	OFFICE SPACE	342				4	2		72				342		
1A	POSTMASTER RESTROOM	OFFICE TOILET	35	2	1											CR 35
1B	POSTMASTER CLOSET	INACTIVE STORAGE AREA	35				1								35	
2	CUSTODIAL STORAGE	ACTIVE STORAGE AREA	135			1				14					135	
3	STORAGE	INACTIVE STORAGE AREA	135		1				16						135	
4	LOCKER AREA	LOCKER ROOM	315													
4A	LOCKER RESTROOM	WORKROOM TOILET	35	2	1											TZ 35
5	LUNCH ROOM	LUNCH/SWING ROOM	342				3			72			342			
6	JANITOR CLOSET	JANITOR'S CLOSET	26			1							26			
7	MENS RESTROOM	WORKROOM TOILET	136	5	3											TZ 136
8	WOMENS RESTROOM	WORKROOM TOILET	136	4	2											TZ 136

PS FORM - 4869 - Aug 1982

1672 13 8 2 8 2 16 158 0 0 368 342 305

BUILDING INVENTORY

MILLBRAE MAIN

501 BROADWAY  
CA, 94030-9998

COMPLETED BY BONNIE NOBLE

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET / FIXTURE / FLIGHTS	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRET	
EXT PV	REAR AND SOUTH ASPHALT PARK	EXTERIOR PAVED AREA	8881													
EXT UPV	GROUND COVER	EXTERIOR UNPAVED AREA	800													
LOBBY	BOX LOBBY	SERVICE/BOX LOBBY	546		4		4		168							PB 616 TZ 546
LOBBY1	SERVICE LOBBY	SERVICE/BOX LOBBY	450		4				282							TZ 450
LOG	LOOK OUT GALLERY	LOOKOUT GALLERY	250				22						250			
PL	PLATFORM	PLATFORM (Dock)	720											720		
WR	WORKROOM	WORKROOM	613		167				1106	40	11					

PS FORM - 4869 - Aug 1982

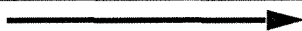
12260 0 175 22 4 0 0 1556 40 11 0 250 720

U.S. POSTAL SERVICE

POST OFFICE	MILLBRAE MAIN	GROSS INTERIOR AREA	4,251
STATE AND ZIP CODE	501 BROADWAY	EXTERIOR PAVED	8,881
UNIT	CA, 94030-9998	EXTERIOR UNPAVED	800

**WORKLOAD ANALYSIS AND SUMMARY**

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)

32 SUBTOTAL  648.14

(O) WORK HOUR CALCULATIONS (P)

A	MULTI.TOTAL LINE 32 BY 52 WEEKS		33,703.33	MINYR
B	ENTER TOTAL FROM LINE	75	9,887.48	MINYR
C	TOTAL LINE A and B		43,590.81	MINYR
D	DIVIDE LINE C BY 60 MIN		726.51	WHYR
E	MULTI. LINE D BY % (TRG)		7.27	HYR
F	MULTI. LINE D BY % (BREAKS)		45.41	HYR
G	MULTI. LINE D BY % (WASH UPS)		15.11	HYR
H	TOTAL LINE D + E + F + G		794.30	WHYR
J	DIVIDE LINE H BY 52		15.27	WK HRSWK
K	DIVIDE LINE H BY 1760		0.5	WORK YRS
L	TOTAL EMPLOYEES		0.5	

75 SUBTOTAL  9,887.48

REVIEWED BY: \_\_\_\_\_  
MSC MGR, DIR, PLANT MAINTENANCE

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

POST OFFICE	MILLBRAE MAIN	GROSS INTERIOR AREA	4,251
STATE AND ZIP CODE	501 BROADWAY	EXTERIOR PAVED	8,881
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Workroom Toilets	CL	FX	4.5000	55	247.50	33	LF (Feather)	DUST	FX	0.2500	22	4.0	22.00
	PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	196	4.0	1176.00
						35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
Office Toilets	CL	FX	4.0000	10	40.00	36	LF (Sponge)	WASH	FX	10.0000	195	1.0	1950.00
						37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
Lunch/Swing RMS	CL	SF	0.0320	1710	54.72	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
	PL	SF	0.0106	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	2	1.0	10.00
						40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
	WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	450	13.0	1047.15
Locker RMS	CL	SF	0.0240	945	22.68	42	Exterior Glass	WASH	SF	0.1790	1264	2.0	452.51
	PL	SF	0.0080	0	0.00	43	Interior Glass	WASH	SF	0.1790	16	2.0	5.73
	WM	SF	0.0300	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
Workrooms	CL	SF	0.0106	3678	38.99	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
						46	Lookout Gallery	CL	LF	0.4800	250	12.0	1440.00
	PL	SF	0.0053	0	0.00	47	Carrier Cases	CL	EA	4.0000	40	1.0	160.00
						48	Other Cases	DUST	EA	1.5000	11	1.0	16.50
						49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
Offices	CL	SF	0.0375	1710	64.13	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
Supply RMS	CL	SF	0.0120	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
Freight Elevators	PL	EA	10.0000	0	0.00	52	Active Storage	CL	SF	0.0120	135	13.0	21.06
Passenger Elevators	CL	EA	20.0000	0	0.00	53	Inactive Storage	CL	SF	0.0120	170	4.0	8.16
						54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
EXT Police	PL	SF	0.0012	9681	11.62	55	Resilient FL	INT	SF	0.2400	368	1.0	88.32
Platforms	CL	SF	0.0106	2160	22.90	56	Resilient FL	PERI	SF	0.0960	368	3.0	105.98
						57	Terrazzo FL	INT	SF	0.2400	1303	1.0	312.72
	PL	SF	0.0053	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	307	3.0	110.52
Service/Box Lobby	CL	SF	0.0160	5976	95.62	59	Concrete FL	INT	SF	0.2400	855	1.0	205.20
						60	Concrete FL	PERI	SF	0.0960	35	3.0	10.08
	PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	592	1.0	142.08
						62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
	VS	SF	0.0064	0	0.00	63	Wood FL	INT	SF	0.2400	928	1.0	222.72
Stairways 12						64	Wood FL	PERI	SF	0.1200	928	3.0	334.08
	DM	SF	0.0150	0	0.00	65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
	CL	FL	8.0000	0	0.00	66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
	PL	FL	2.4000	0	0.00	67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
Corridors	CL	SF	0.0060	0	0.00	68	Snow	REMOV	SF	0.0150	0	0.0	0.00
	DM	SF	0.0150	0	0.00	69	PO Box	CL	EA	2.0000	616	1.0	1232.00
	VS	SF	0.0064	0	0.00								
	PL	SF	0.0020	0	0.00								
Shop Area	CL	SF	0.0120	0	0.00								
Jan Closet	CL	EA	10.0000	5	50.00								

2	SUBTOTAL	648.14
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70	Ceramic FL	PERI	SF	0.1200	35	3	12.60
71	Concrete FL	DM	SF	0.0150	135	13	26.33
72	Ceramic FL	INT	SF	0.2400	35	1	8.40
73	Terrazzo FL	DM	SF	0.0150	996	13	194.22

(O)	WORK HOUR CALCULATIONS	(P)
1	MULTI.TOTAL LINE 32 BY 52 WEEKS	33,703.33 MIN/YR
2	ENTER TOTAL FROM LINE 75	9,887.48 MIN/YR
3	TOTAL LINE A and B	43,590.81 MIN/YR
4	DIVIDE LINE C BY 60 MIN	726.51 WH/YR
5	MULTI. LINE D BY % (TRG)	7.27 HYR
6	MULTI. LINE D BY % (BREAKS)	45.41 HYR
7	MULTI. LINE D BY % (WASH UPS)	15.11 HYR
8	TOTAL LINE D + E + F + G	794.30 WH/YR
9	DIVIDE LINE H BY 52	15.27 WK HRSWK
10	DIVIDE LINE H BY 1760	0.5 WORK YRS
11	TOTAL EMPLOYEES	0.5

75	SUBTOTAL	9,887.48
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U.S. POSTAL SERVICE

POST OFFICE

MILLBRAE MAIN

GROSS INTERIOR AREA

4,251

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE

501 BROADWAY

EXTERIOR PAVED

8,881

UNIT

CA, 94030-9998

EXTERIOR UNPAVED

800

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	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	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian 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	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	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	Lookout Gallery	CL	LF	4.0000	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	996	4.0	478.08
28		VS	SF	0.0064	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	60	Concrete FL	PERI	SF	0.0960	990	1.0	95.04
31	Jan Closet	CL	EA	10.0000	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
							62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	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	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL  648.14

(O) WORK HOUR CALCULATIONS (P)

A	MULTI.TOTAL LINE 32 BY 52 WEEKS	33,703.33	MIN/YR
B	ENTER TOTAL FROM LINE 75	9,887.48	MIN/YR
C	TOTAL LINE A and B	43,590.81	MIN/YR
D	DIVIDE LINE C BY 60 MIN	726.51	WHYR
E	MULTI. LINE D BY % (TRG)	7.27	HYR
F	MULTI. LINE D BY % (BREAKS)	45.41	HYR
G	MULTI. LINE D BY % (WASH UPS)	15.11	HYR
H	TOTAL LINE D + E + F + G	794.30	WHYR
J	DIVIDE LINE H BY 52	15.27	WK HRS/WK
K	DIVIDE LINE H BY 1760	0.5	WORK YRS
L	TOTAL EMPLOYEES	0.5	

75 SUBTOTAL  9,887.48

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
MSC MGR, DIR, PLANT MAINTENANCE

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
MSC MANAGER/POST MASTER - BMC MANAGER

U.S. POSTAL SERVICE

POST OFFICE	LOS ALTOS LOYOLA COR	GROSS INTERIOR AREA	17,076
STATE AND ZIP CODE	1525 MIRAMONTE AVE	EXTERIOR PAVED	60,928
UNIT	CA, 94024-9991	EXTERIOR UNPAVED	832

**WORKLOAD ANALYSIS AND SUMMARY**

JOB REQUIRMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIRMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ.FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)

2 SUBTOTAL 1,272.26

(O) WORK HOUR CALCULATIONS		(P)
MULTI.TOTAL LINE 32 BY 52 WEEKS		66,157.46 MIN/YR
ENTER TOTAL FROM LINE	74	38,300.98 MIN/YR
TOTAL LINE A and B		104,458.44 MIN/YR
DIVIDE LINE C BY 60 MIN		1,740.97 WH/YR
MULTI. LINE D BY % (TRG)		17.41 HYR
MULTI. LINE D BY % (BREAKS)		108.81 HYR
MULTI. LINE D BY % (WASH UPS)		36.21 HYR
TOTAL LINE D + E + F + G		1,903.41 WH/YR
DIVIDE LINE H BY 52		36.60 WK HRSWK
DIVIDE LINE H BY 1760		1.1 WORK YRS
TOTAL EMPLOYEES		1.1

74 SUBTOTAL 38,300.98

VIEWED BY: \_\_\_\_\_  
SC MGR, DIR, PLANT MAINTENANCE

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
MSC MANAGER/POST MASTER-BMC MANAGER

DATE: \_\_\_\_\_

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
54938	MILLBRAE PO	OBRIEN	GERALD	D	3375150	95784897	LABORER CUSTODIAL	4	366	3B	38	2/14/1987	1

*Imported*

