

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

March 24, 2010

Omar Gonzalez
Western Regional Coordinator, APWU
500 Airport Blvd. #450
Burlingame, CA 94010

Omar M. Gonzalez, Coordinator

This is to advise you of the intent of the Sierra Coastal District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign one (1) full-time custodial laborer and one (1) part-time regular custodial laborer from the craft and/or installation at the Paso Robles office. The basis for this action is an updated workload credit and staffing review.

The impacted employees will be advised of their involuntary reassignments by separate letter. The final placement date would normally be no sooner than September 25, 2010; however, it may be necessary to effect the placement process earlier than that date based on the change in workload requirements and the financials of the Postal Service. It may also be necessary to utilize the provisions of Article 7.B.2 of the National Agreement to detail some or all of the impacted clerks during the notice period.

By copy of this notice, the Pacific Area will withhold up to one (1) full-time residual assignment and one (1) part-time regular assignment in the custodial and/or mail handler craft in post offices within a 150 mile radius.

A copy of the Automated Impact Statement is attached along with a copy of the building inventory and workload analysis that support the need to excess. Also attached are copies of the seniority lists identifying the junior full-time laborer custodial and the part-time regular laborer custodial employees to be excessed. We are placing this impact statement on the agenda for our next meeting.

Mike Thomas

Attachments

cc: Area Manager, Operations Support
Area manager, Finance
Area Manager, Human Resources

WorkHour Impact Report

Impacted Bid Cluster	PASO ROBLES POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	09/17/2010
Period (Dates) of Review Performed	09/27/2008 thru 10/09/2009
Report Prepared By	Linda Shumate
Report Prepared Date	03/17/2010
Reviewed By	Kerry Wolny
Phone	(661) 775-6500

WorkHour Impact Report

Craft = MAINTENANCE

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	88	66	-22	-88	-1144	-1	1716

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	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 casual custodians in this installation.

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

There are no PTF custodians in this installation.

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

There are no TE custodians in the installation.

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

Staffing & Scheduling review will reduce custodial workload and result in a need to excess up to 1 PTR Custodian from the craft and/or installation

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	2
b. Planned Number of MAINTENANCE FTR Positions After Impact	2
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

Full time custodial staffing will remain the same.

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-88
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	264
f. Total FTE Savings	-1

Withholding Request- Locations

Event ID: FN-3B PASO ROBLES

Event Type: Reduction Other Than by Attrition

Losing Bid Cluster: PASO ROBLES POST OFFICE

Area	Bid Cluster	Office
PACIFIC	ATASCADERO POST OFFICE (CA)	ATASCADERO PO
PACIFIC	PASO ROBLES POST OFFICE (CA)	PASO ROBLES PO
PACIFIC	SIMI VALLEY POST OFFICE (CA)	SIM-MOUNT MCCOY STA
PACIFIC	SIMI VALLEY POST OFFICE (CA)	SIMI VALLEY PO
PACIFIC	VENTURA POST OFFICE (CA)	VEN-EAST VENTURA STA
PACIFIC	VENTURA POST OFFICE (CA)	VENTURA PO

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	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	0.4800	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 12	CL	FL	8.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	22078	1.0	5298.72
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
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	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI. TOTAL LINE 32 BY 52 WEEKS	129,071.24 MINYR
B	ENTER TOTAL FROM LINE 71	63,535.08 MINYR
C	TOTAL LINE A and B	192,606.32 MINYR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WHYR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WHYR
J	DIVIDE LINE H BY 52	67.49 WK HRSWK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER- BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
PASO ROBLES

POST OFFICE
800 6TH STREET
CA, 934469998

DATE February 8, 2010 5:33 PM

COMPLETED BY JIM DALLEY

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	
01	POSTMASTER OFFICE	OFFICE SPACE	180				2	1		72					180	
02	RECORDS RM	ACTIVE STORAGE AREA	180				2								180	
03	VAULT	INACTIVE STORAGE AREA	156				2								156	
04	SWITCH GEAR RM	INACTIVE STORAGE AREA	140				2								140	
05	SUPPLIES	ACTIVE STORAGE AREA	120												120	
06	STORAGE	ACTIVE STORAGE AREA	72				1								72	
07	C.T.T. OFFICE	OFFICE SPACE	84				1								84	
08	S.P.O. OFFICE	OFFICE SPACE	192				4			50					192	
09	STORAGE	ACTIVE STORAGE AREA	84				1								84	
10	JANITOR CLOSET	JANITOR'S CLOSET	84				2								84	
11	RESTROOM (MEN)	WORKROOM TOILET	162	5			2									
PS FORM - 4869 - Aug 1982			1454	5		17	0	4	1	50	72	0	0	920	372	0

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
PASO ROBLES

POST OFFICE
800 6TH STREET
CA, 934469998

DATE February 8, 2010 5:33 PM

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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	RESILIENT	CARPET	CONCRET	
12	LOCKER RM (MEN)	LOCKER ROOM	192		2				24				192			
13	LOCKER RM (WOMEN)	LOCKER ROOM	192		2				24				192			
14	RESTROOM (WOMEN)	WORKROOM TOILET	168	5	2											
15	SWINGROOM	LUNCH/SWING ROOM	348				4		138				348			
16	STORAGE	INACTIVE STORAGE AREA	312		4								312			
17	BULK MAILS	WORKROOM	180		2			12							180	
18	WORKROOM	WORKROOM	21070		229				2376	72	23		21070			
18A	L.O.G.	LOOKOUT GALLERY	270													
19	STORAGE (EXTERIOR)	INACTIVE STORAGE AREA	112		1										112	
20	LOBBY	SERVICE/BOX LOBBY	4167				30		240	1576						
21	DOCK	PLATFORM (Dock)	1500		6										1500	

PS FORM - 4869 - Aug 1982

28511 5 248 0 34 0 252 4138 72 23 22114 0 1792

BUILDING INVENTORY

PASO ROBLES

800 6TH STREET
CA, 934469998

COMPLETED BY JIM DALLEY

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	
22	EXTERIOR (PAVED)	EXTERIOR PAVED AREA	100985													
23	EXTERIOR (UNPAVED)	EXTERIOR UNPAVED AREA	7776													HS 1217

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	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)		

32	SUBTOTAL	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MIN/YR
B	ENTER TOTAL FROM LINE 71	63,535.08 MIN/YR
C	TOTAL LINE A and B	192,606.32 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WH/YR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WH/YR
J	DIVIDE LINE H BY 52	67.49 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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 MSC MGR, DIR, PLANT MAINTENANCE
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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	60	270.00	33	LF (Feather)	DUST	FX	0.2500	263	4.0	283.00
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	2088	66.82	36	LF (Sponge)	WASH	FX	10.0000	2	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	348	10.44	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1152	27.65	39	Venetian Blinds	DUST	BL	5.0000	1	4.0	20.00
8		PL	SF	0.0080	1536	12.29	40	Venetian Blinds	WASH	BL	30.0000	1	1.0	30.00
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	106250	1126.25	42	Exterior Glass	WASH	SF	0.1790	2634	4.0	1885.94
11		PL	SF	0.0053	21250	112.63	43	Interior Glass	WASH	SF	0.1790	302	4.0	216.23
12	Offices	CL	SF	0.0375	1728	64.80	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	0.4800	270	6.0	777.60
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	72	1.0	288.00
16	EXT Police	PL	SF	0.0012	108761	130.51	48	Other Cases	DUST	EA	1.5000	23	1.0	34.50
17	Platforms	CL	SF	0.0106	4500	47.70	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	4500	23.85	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	100985	52.0	21004.88
19	Service/Box Lobby	CL	SF	0.0160	20835	333.36	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	4167	8.33	52	Active Storage	CL	SF	0.0120	456	13.0	71.14
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	720	4.0	34.56
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	22218	13.0	4332.51
23		DM	SF	0.0150	12501	187.52	55	Resilient FL	INT	SF	0.2400	808	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	22686	3.0	6533.57
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	59	Concrete FL	INT	SF	0.2400	1680	1.0	403.20
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	1792	1.0	172.03
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	372	2.0	178.56
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	6	60.00	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	4125	40.0	990.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	1217	4.0	5841.60
							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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MIN/YR
B	ENTER TOTAL FROM LINE 71	63,535.08 MIN/YR
C	TOTAL LINE A and B	192,606.32 MIN/YR
D	DIVIDE LINE C. BY 60 MIN	3,210.11 WH/YR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WH/YR
J	DIVIDE LINE H BY 52	67.49 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM
 11-17-82

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965	
	STATE AND ZIP CODE	800 6TH STREET		EXTERIOR PAVED	100,985
	UNIT	CA, 934469998		EXTERIOR UNPAVED	7,776

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	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	2	0.0	0.00
2		PL	FX	1.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	301	1.0	3010.00
6		WM	SF	0.0300	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	42	Exterior Glass	WASH	SF	0.1790	1576	42.0	11848.37
13	Supply RMS	CL	SF	0.0120	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
14	Freight Elevators	PL	EA	0.10000	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	348	2.0	167.04
28		VS	SF	0.0064	0	0.00	56	Resilient FL	PERI	SF	0.0960	348	4.0	133.63
29		PL	SF	0.0020	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
							59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
							60	Concrete FL	PERI	SF	0.0960	0	0.0	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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24
B	ENTER TOTAL FROM LINE 71	63,535.08
C	TOTAL LINE A and B	192,606.32
D	DIVIDE LINE C BY 60 MIN	3,210.11
E	MULTI. LINE D BY % (TRG)	32.10
F	MULTI. LINE D BY % (BREAKS)	200.63
G	MULTI. LINE D BY % (WASH UPS)	66.77
H	TOTAL LINE D + E + F + G	3,509.61
J	DIVIDE LINE H BY 52	67.49
K	DIVIDE LINE H BY 1760	2.0
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965	
	STATE AND ZIP CODE	800 6TH STREET		EXTERIOR PAVED	100,985
	UNIT	CA, 934469998		EXTERIOR UNPAVED	7,776

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	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	0.4800	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 12	CL	FL	8.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	22078	1.0	5298.72
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
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	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MIN/YR
B	ENTER TOTAL FROM LINE 71	63,535.08 MIN/YR
C	TOTAL LINE A and B	192,606.32 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WH/YR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WH/YR
J	DIVIDE LINE H BY 52	67.49 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	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)		

32	SUBTOTAL	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MINYR
B	ENTER TOTAL FROM LINE 71	63,535.08 MINYR
C	TOTAL LINE A and B	192,606.32 MINYR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WHYR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WHYR
J	DIVIDE LINE H BY 52	67.49 WK HRSWK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

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)	(I)	(J)	(K)	(L)	(M)	(N)	
1	Workroom Toilets	CL	FX	4.5000	60	270.00	33	LF (Feather)	DUST	FX	0.2500	263	4.0	263.00
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	2088	66.82	36	LF (Sponge)	WASH	FX	10.0000	2	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	348	10.44	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1152	27.65	39	Venetian Blinds	DUST	BL	5.0000	1	4.0	20.00
8		PL	SF	0.0080	1536	12.29	40	Venetian Blinds	WASH	BL	30.0000	1	1.0	30.00
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	106250	1126.25	42	Exterior Glass	WASH	SF	0.1790	2634	4.0	1885.94
11		PL	SF	0.0053	21250	112.63	43	Interior Glass	WASH	SF	0.1790	302	4.0	216.23
12	Offices	CL	SF	0.0375	1728	64.80	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	0.4800	270	6.0	777.60
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	72	1.0	288.00
16	EXT Police	PL	SF	0.0012	108761	130.51	48	Other Cases	DUST	EA	1.5000	23	1.0	34.50
17	Platforms	CL	SF	0.0106	4500	47.70	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	4500	23.85	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	100985	52.0	21004.88
19	Service/Box Lobby	CL	SF	0.0160	20835	333.36	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	4167	8.33	52	Active Storage	CL	SF	0.0120	456	13.0	71.14
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	720	4.0	34.56
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	22218	13.0	4332.51
23		DM	SF	0.0150	12501	187.52	55	Resilient FL	INT	SF	0.2400	608	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	22686	3.0	6533.57
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	59	Concrete FL	INT	SF	0.2400	1680	1.0	403.20
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	1792	1.0	172.03
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	372	2.0	178.56
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	6	60.00	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	4125	40.0	990.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	1217	4.0	5841.60
							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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MIN/YR
B	ENTER TOTAL FROM LINE 71	63,535.08 MIN/YR
C	TOTAL LINE A and B	192,606.32 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WH/YR
E	MULTI. LINE D BY % (IRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.83 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WH/YR
J	DIVIDE LINE H BY 52	67.49 WK HRSWK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR. DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

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	2	0.0	0.00
2		PL	FX	1.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	301	1.0	3010.00
6		WM	SF	0.0300	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	42	Exterior Glass	WASH	SF	0.1790	1576	42.0	11848.37
13	Supply RMS	CL	SF	0.0120	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
28	Corridors	CL	SF	0.0060	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	348	2.0	167.04
28		VS	SF	0.0064	0	0.00	56	Resilient FL	PERI	SF	0.0960	348	4.0	133.63
29		PL	SF	0.0020	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
							59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
							60	Concrete FL	PERI	SF	0.0960	0	0.0	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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24 MIN/YR
B	ENTER TOTAL FROM LINE 71	63,535.08 MIN/YR
C	TOTAL LINE A and B	192,606.32 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,210.11 WH/YR
E	MULTI. LINE D BY % (TRG)	32.10 HYR
F	MULTI. LINE D BY % (BREAKS)	200.63 HYR
G	MULTI. LINE D BY % (WASH UPS)	66.77 HYR
H	TOTAL LINE D + E + F + G	3,509.61 WH/YR
J	DIVIDE LINE H BY 52	67.49 WK HRSWK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	PASO ROBLES	GROSS INTERIOR AREA	29,965
	STATE AND ZIP CODE	800 6TH STREET	EXTERIOR PAVED	100,985
	UNIT	CA, 934469998	EXTERIOR UNPAVED	7,776

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	0.4800	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 12	CL	FL	8.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	22078	1.0	5298.72
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
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	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	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	2,482.14
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	129,071.24
B	ENTER TOTAL FROM LINE 71	63,535.08
C	TOTAL LINE A and B	192,606.32
D	DIVIDE LINE C BY 60 MIN	3,210.11
E	MULTI. LINE D BY % (TRG)	32.10
F	MULTI. LINE D BY % (BREAKS)	200.63
G	MULTI. LINE D BY % (WASH UPS)	66.77
H	TOTAL LINE D + E + F + G	3,509.61
J	DIVIDE LINE H BY 52	67.49
K	DIVIDE LINE H BY 1760	2.0
L	TOTAL EMPLOYEES	2.0

71	SUBTOTAL	63,535.08
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REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 4852 FEB-08-10 05:14 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
PASO ROBLES

POST OFFICE
800 6TH STREET
CA, 934469998

DATE February 8, 2010 5:33 PM

COMPLETED BY JIM DALLEY

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	RESILIENT	CARPET	CONCRET		
01	POSTMASTER OFFICE	OFFICE SPACE	180				2	1		72					180		
02	RECORDS RM	ACTIVE STORAGE AREA	180				2								180		
03	VAULT	INACTIVE STORAGE AREA	156				2								156		
04	SWITCH GEAR RM	INACTIVE STORAGE AREA	140				2								140		
05	SUPPLIES	ACTIVE STORAGE AREA	120												120		
06	STORAGE	ACTIVE STORAGE AREA	72				1								72		
07	C.T.T. OFFICE	OFFICE SPACE	84				1								84		
08	S.P.O. OFFICE	OFFICE SPACE	192				4		50						192		
09	STORAGE	ACTIVE STORAGE AREA	84				1								84		
10	JANITOR CLOSET	JANITOR'S CLOSET	84				2								84		
11	RESTROOM (MEN)	WORKROOM TOILET	162	5			2										
PS FORM - 4869 - Aug 1982			1454	5		17	0	4	1	50	72	0	0	920	372	0	

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
PASO ROBLES

POST OFFICE
800 6TH STREET
CA, 934469998

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COMPLETED BY JIM DALLEY

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	RESILIENT	CARPET	CONCRET		
12	LOCKER RM (MEN)	LOCKER ROOM	192		2					24					192		
13	LOCKER RM (WOMEN)	LOCKER ROOM	192		2					24					192		
14	RESTROOM (WOMEN)	WORKROOM TOILET	168	5	2												
15	SWINGROOM	LUNCH/SWING ROOM	348							138					348		
16	STORAGE	INACTIVE STORAGE AREA	312		4										312		
17	BULK MAILS	WORKROOM	180		2				12								180
18	WORKROOM	WORKROOM	21070		229					2376	72	23		21070			
18A	L.O.G.	LOOKOUT GALLERY	270														
19	STORAGE (EXTERIOR)	INACTIVE STORAGE AREA	112		1												112
20	LOBBY	SERVICE/BOX LOBBY	4167						240	1576							
21	DOCK	PLATFORM (Dock)	1500		6												1500
PS FORM - 4869 - Aug 1982			28511	5	248	0	34	0	252	4138	72	23	22114	0	1792		

U.S. POSTAL SERVICE
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LOCATION/FACILITY
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POST OFFICE
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COMPLETED BY JIM DALLEY

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	
22	EXTERIOR (PAVED)	EXTERIOR PAVED AREA	100985													
23	EXTERIOR (UNPAVED)	EXTERIOR UNPAVED AREA	7776													HS 1217

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
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COMPLETED BY JIM DALLEY

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	RESILIENT	CARPET	CONCRET	
01	POSTMASTER OFFICE	OFFICE SPACE	180				2	1		72					180	
02	RECORDS RM	ACTIVE STORAGE AREA	180			2								180		
03	VAULT	INACTIVE STORAGE AREA	156			2								156		
04	SWITCH GEAR RM	INACTIVE STORAGE AREA	140			2								140		
05	SUPPLIES	ACTIVE STORAGE AREA	120				2							120		
06	STORAGE	ACTIVE STORAGE AREA	72			1								72		
07	C.T.T. OFFICE	OFFICE SPACE	84			1								84		
08	S.P.O. OFFICE	OFFICE SPACE	192			4			50					192		
09	STORAGE	ACTIVE STORAGE AREA	84			1								84		
10	JANITOR CLOSET	JANITOR'S CLOSET	84			2								84		
11	RESTROOM (MEN)	WORKROOM TOILET	162	5		2										
PS FORM - 4869 - Aug 1982			1454	5	17	0	4	1	50	72	0	0	920	372	0	

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BUILDING INVENTORY

LOCATION/FACILITY
PASO ROBLES

POST OFFICE
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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	RESILIENT	CARPET	CONCRET	
12	LOCKER RM (MEN)	LOCKER ROOM	192		2				24				192			
13	LOCKER RM (WOMEN)	LOCKER ROOM	192		2				24				192			
14	RESTROOM (WOMEN)	WORKROOM TOILET	168	5	2											
15	SWINGROOM	LUNCH/SWING ROOM	348				4		138				348			
16	STORAGE	INACTIVE STORAGE AREA	312		4								312			
17	BULK MAILS	WORKROOM	180		2			12							180	
18	WORKROOM	WORKROOM	21070		229				2376	72	23		21070			
18A	L.O.G.	LOOKOUT GALLERY	270													
19	STORAGE (EXTERIOR)	INACTIVE STORAGE AREA	112		1										112	
20	LOBBY	SERVICE/BOX LOBBY	4167				30		240	1576						
21	DOCK	PLATFORM (Dock)	1500		6										1500	

PS FORM - 4869 - Aug 1982

28511 5 248 0 34 0 252 4138 72 23 22114 0 1792

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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	
22	EXTERIOR (PAVED)	EXTERIOR PAVED AREA	100985													
23	EXTERIOR (UNPAVED)	EXTERIOR UNPAVED AREA	7776													HS 1217