



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

February 1, 2010

Omar Gonzalez
Western Regional Coordinator, APWU
500 Airport Blvd. #460
Burlingame, CA 94910

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

Omar M. Gonzalez, Coordinator

This is to advise you of the intent of the Santa Ana District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign up to three (3) full-time custodians from the craft and/or installation. The specifics as to the offices and the number to be excessed from each are set forth below:

District	Office	Number of Impacted Employees
Santa Ana	Artesia	1
	Chino	1
	San Dimas	1
Total		3

The basis for this action is an updated work load credit and staffing review.

The impacted custodians will be advised of their involuntary reassignments by separate letter. The final placement date would not normally occur before August 1, 2010; however, it may be necessary to move employees prior to that date based on the loss of workload and the financials of the Postal Service. It may also be necessary to utilize the provisions of Article 7 to detail some or all of the impacted clerks in order to provide them with a work opportunity.

By copy of this letter, we will begin withholding up to three (3) full-time residual assignments in the mail handler and custodial crafts in plants and post offices within a 150 mile radius of the impacted offices.

Attached is a copy of the Automated Impact Statement and the relevant operational data that which supports the need to excess. We have also included a list of the three (3) junior fulltime custodians. We are placing this impact package on the agenda for our meeting the week of February 3, 2010.

Mike Thomas

Attachments

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

WorkHour Impact Report

Impacted Bid Cluster	ARTESIA POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	07/12/2010
Period (Dates) of Review Performed	01/03/2009 thru 01/15/2010
Report Prepared By	Joseph Badalewski
Report Prepared Date	01/27/2010
Reviewed By	Gerard Ahern
Phone	(714) 662-6300

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	76	38	-38	-152	-1976	-1	1976

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 casuals in the craft

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

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

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	0
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	NO
MAINTENANCE PTRs	0
e. Provide Narrative Explaining need for Excessing	
There are no PTR custodians	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	2
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	1
e. Provide Narrative Explaining need for Excessing	
Review of earned workhours results in the need to excess 1 FT custodian from the installation	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-152
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	152
f. Total FTE Savings	-1

WorkHour Impact Report

Impacted Bid Cluster	CHINO POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	07/12/2010
Period (Dates) of Review Performed	01/03/2009 thru 01/15/2010
Report Prepared By	Joseph Badalewski
Report Prepared Date	01/27/2010
Reviewed By	Gerard Ahern
Phone	(714) 662-6300

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	70	35	-35	-140	-1820	-1	1820

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 casuals in the craft	

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	

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	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	0
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 MAINTENANCE PTRs	NO 0
e. Provide Narrative Explaining need for Excessing There are no PTR custodians	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	2
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation If Yes how Many MAINTENANCE FTRs	YES 1
e. Provide Narrative Explaining need for Excessing Review of earned workhours results in the need to excess 1 FT custodian from the installation	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-140
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	140
f. Total FTE Savings	-1

WorkHour Impact Report

Impacted Bid Cluster	SAN DIMAS POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	07/12/2010
Period (Dates) of Review Performed	01/03/2009 thru 01/15/2010
Report Prepared By	Joseph Badalewski
Report Prepared Date	01/27/2010
Reviewed By	Gerard Ahern
Phone	(714) 662-6300

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	70	35	-35	-140	-1820	-1	1820

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 casuals in the craft

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

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

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	0
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 MAINTENANCE PTRs	NO 0
e. Provide Narrative Explaining need for Excessing There are no PTR custodians	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	2
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation If Yes how Many MAINTENANCE FTRs	YES 1
e. Provide Narrative Explaining need for Excessing Review of earned workhours results in the need to excess 1 FT custodian from the installation	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-140
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	140
f. Total FTE Savings	-1

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	CHINO MAIN OFFICE	GROSS INTERIOR AREA	22,284	
	STATE AND ZIP CODE	5375 WALNUT AVE		EXTERIOR PAVED	53,064
	UNIT	CA, 91708-9998		EXTERIOR UNPAVED	0

Line No	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)

32	SUBTOTAL	2,200.40
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(O) WORK HOUR CALCULATIONS		(P)	
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	114,420.83	MINYR
B	ENTER TOTAL FROM LINE 73	41,581.78	MINYR
C	TOTAL LINE A and B	156,002.61	MINYR
D	DIVIDE LINE C BY 60 MIN	2,600.04	WHYR
E	MULTI. LINE D BY % (IRG)	26.00	HYR
F	MULTI. LINE D BY % (BREAKS)	162.50	HYR
G	MULTI. LINE D BY % (WASH UPS)	54.08	HYR
H	TOTAL LINE D + E + F + G	2,842.63	WHYR
J	DIVIDE LINE H BY 52	54.67	WK HRSWK
K	DIVIDE LINE H BY 1760	1.62	WORK YRS
L	TOTAL EMPLOYEES	1.62	

73	SUBTOTAL	41,581.78
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U.S. POSTAL SERVICE
WORKLOAD ANALYSIS AND SUMMARY

POST OFFICE	CHINO MAIN OFFICE	GROSS INTERIOR AREA	22,284
STATE AND ZIP CODE	5375 WALNUT AVE	EXTERIOR PAVED	53,064
UNIT	CA, 91708-9998	EXTERIOR UNPAVED	0

Line No	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)	
1	Workroom Toilets	CL	FX	4.5000	102	459.00	33	LF (Feather)	DUST	FX	0.2500	573	4.0	573.00	
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	10	40.00	35	(Vacuum)	DUST	FX	1.0000	1	4.0	4.00	
4	Lunch/Swing RMS	CL	SF	0.0320	3150	100.80	36	LF (Sponge)	WASH	FX	10.0000	585	1.0	5850.00	
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	525	15.75	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00	
7	Locker RMS	CL	SF	0.0240	1851	44.42	39	Venetian Blinds	DUST	BL	5.0000	9	4.0	180.00	
8		PL	SF	0.0080	1851	14.81	40	Venetian Blinds	WASH	BL	30.0000	9	1.0	270.00	
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	842	42.0	6330.18	
10	Workrooms	CL	SF	0.0108	75528	800.80	42	Exterior Glass	WASH	SF	0.1790	649	4.0	464.68	
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	457	4.0	327.21	
12	Offices	CL	SF	0.0375	4187	157.39	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	133	1.0	532.00	
16	EXT Police	PL	SF	0.0012	53064	63.68	48	Other Cases	DUST	EA	1.5000	4	1.0	6.00	
17	Platforms	CL	SF	0.0106	13254	140.49	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00	
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	53064	52.0	11037.31	
19	Service/Box Lobby	CL	SF	0.0160	12024	192.38	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00	
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	1369	12.0	197.14	
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	524	4.0	26.15	
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	1233	12.0	221.94	
23		DM	SF	0.0150	6012	90.18	55	Resilient FL	INT	SF	0.2400	525	2.0	252.00	
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	16575	3.0	4773.60	
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	939	5.63	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00	
27		DM	SF	0.0150	393	5.90	59	Concrete FL	INT	SF	0.2400	2383	1.0	571.92	
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	2383	1.0	228.77	
29		PL	SF	0.0020	626	1.25	61	Carpet	SHAMP	SF	0.2400	796	2.0	382.08	
30	Shop Area	CL	SF	0.0120	1510	18.12	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00	
31	Jan Closet	CL	EA	10.0000	5	50.00	63	Wood FL	INT	SF	0.2400	337	1.0	80.88	
							64	Wood FL	PERI	SF	0.1200	779	3.0	280.44	
							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	2129	1.0	4258.00	
32	SUBTOTAL					2,200.40		70	Ceramic FL	PERI	SF	0.1200	380	3	136.80
								71	Ceramic FL	INT	SF	0.2400	380	1	91.20

(O) WORK HOUR CALCULATIONS (P)			
A	MULTI. TOTAL LINE 32 BY 52 WEEKS	114,420.83	MINYR
B	ENTER TOTAL FROM LINE 73	41,581.78	MINYR
C	TOTAL LINE A and B	156,002.61	MINYR
D	DIVIDE LINE C BY 80 MIN	2,600.04	WHYR
E	MULTI. LINE D BY % (TRG)	26.00	HYR
F	MULTI. LINE D BY % (BREAKS)	162.50	HYR
G	MULTI. LINE D BY % (WASH UPS)	54.08	HYR
H	TOTAL LINE D + E + F + G	2,842.63	WHYR
J	DIVIDE LINE H BY 52	54.67	WK HRSWK
K	DIVIDE LINE H BY 1760	1.62	WORK YRS
L	TOTAL EMPLOYEES	1.62	

73	SUBTOTAL					41,581.78
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U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	CHINO MAIN OFFICE	GROSS INTERIOR AREA	22,284
	STATE AND ZIP CODE	5375 WALNUT AVE	EXTERIOR PAVED	53,064
	UNIT	CA, 91708-9998	EXTERIOR UNPAVED	0

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 18	CL	FL	10.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	17421	1.0	4181.04
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	1371	4.0	526.46
26	Corridors	CL	SF	0.0060	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
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	2,200.40
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI. TOTAL LINE 32 BY 52 WEEKS	114,420.83 MIN/YR
B	ENTER TOTAL FROM LINE 73	41,581.78 MIN/YR
C	TOTAL LINE A and B	156,002.61 MIN/YR
D	DIVIDE LINE C BY 60 MIN	2,600.04 WH/YR
E	MULTI. LINE D BY % (TRG)	26.00 HYR
F	MULTI. LINE D BY % (BREAKS)	162.50 HYR
G	MULTI. LINE D BY % (WASH UPS)	54.08 HYR
H	TOTAL LINE D + E + F + G	2,842.63 WH/YR
J	DIVIDE LINE H BY 52	54.67 WK HR/SWK
K	DIVIDE LINE H BY 1760	1.62 WORK YRS
L	TOTAL EMPLOYEES	1.62

73	SUBTOTAL	41,581.78
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U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	SAN DIMAS	GROSS INTERIOR AREA	20,329
	STATE AND ZIP CODE	300 E BONITA AVE	EXTERIOR PAVED	93,444
	UNIT	CA, 91773-9998	EXTERIOR UNPAVED	24,190

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	2,020.72
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(O) WORK HOUR CALCULATIONS		(P)	
A	MULTI. TOTAL LINE 32 BY 52 WEEKS	105,077.37	MINYR
B	ENTER TOTAL FROM LINE 76	66,815.33	MINYR
C	TOTAL LINE A and B	171,892.70	MINYR
D	DIVIDE LINE C BY 60 MIN	2,864.88	WHYR
E	MULTI. LINE D BY % (TRG)	28.65	HYR
F	MULTI. LINE D BY % (BREAKS)	179.05	HYR
G	MULTI. LINE D BY % (WASH UPS)	59.59	HYR
H	TOTAL LINE D + E + F + G	3,132.17	WHYR
J	DIVIDE LINE H BY 52	60.23	WK HRSWK
K	DIVIDE LINE H BY 1760	1.78	WORK YRS
L	TOTAL EMPLOYEES	1.78	

76	SUBTOTAL	66,815.33
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U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	SAN DIMAS	GROSS INTERIOR AREA	20,329	
	STATE AND ZIP CODE	300 E BONITA AVE		EXTERIOR PAVED	93,444
	UNIT	CA, 91773-9998		EXTERIOR UNPAVED	24,190

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)	(I)	(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	32	4.0	22.91
12	Offices	CL	SF	0.0375	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	46	Lookout 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	0.0106	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	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	0.0064	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
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	759	2.0	364.32
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	2,020.72
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI. TOTAL LINE 32 BY 52 WEEKS	105,077.37
B	ENTER TOTAL FROM LINE 76	66,815.33
C	TOTAL LINE A and B	171,892.70
D	DIVIDE LINE C BY 60 MIN	2,864.88
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F	MULTI. LINE D BY % (BREAKS)	179.05
G	MULTI. LINE D BY % (WASH UPS)	59.59
H	TOTAL LINE D + E + F + G	3,132.17
J	DIVIDE LINE H BY 52	60.23
K	DIVIDE LINE H BY 1760	1.78
L	TOTAL EMPLOYEES	1.78

76	SUBTOTAL	66,815.33
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REVIEWED BY: _____ DATE: _____ APPROVED BY: _____ DATE: _____
 MSC MGR. DIR. PLANT MAINTENANCE MSC MANAGER/POST MASTER-BMC MANAGER
 PS Form 4852 FEB-04-10 04:29 PM MS4300.rdf -- eMS-47 ver.1.0