



RECEIVED  
APWU  
SEP 22 2010  
WESTERN REGION  
COORDINATOR

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

September 21, 2010

Omar Gonzalez  
 Western Region Coordinator  
 American Postal Workers Union, AFL-CIO  
 500 Airport Blvd., Suite 450  
 Burlingame, CA 94010-1940

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

**Omar M. Gonzalez, Coordinator**

SUBJECT: Notice of Impacts in the Nevada-Sierra District

Dear Mr. Gonzalez,

This letter concerns the staffing adjustment in the South Lake Tahoe CA Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of one (1) residual vacancy at the same or lower level in surrounding installations within a 100-mile radius of the South Lake Tahoe CA Post Office. As information the affected Maintenance employee at the South Lake Tahoe CA Post Office holds the position of Group Leader Custodial/Level 5/Occ.Code 350101XX.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for  
 Simon Storey  
 Manager Human Resources (A)  
 Western Area

Attachments: Impact Report, Radius Map, Maintenance Seniority List, Supportive Documentation

Cc: Manager Labor Relations Western Area  
 Manager Programs Delivery Support, Western Area  
 Manger In-Plant Support Western Area  
 District Manager Nevada-Sierra  
 Manager Human Resources Nevada-Sierra  
 Manager Labor Relations Nevada-Sierra  
 Compliment Coordinator Nevada-Sierra  
 District Manager Pacific Area  
 Manager Human Resources Pacific Area  
 Manager Labor Relations Pacific Area  
 Compliment Coordinator Pacific Area  
 NALC Region 1  
 NPMHU Regional Director Oakland

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	SOUTH LAKE TAHOE POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	WESTERN
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	05/27/2011
<b>Period (Dates) of Review Performed</b>	08/29/2009 thru 08/27/2010
<b>Report Prepared By</b>	Paul Scrima
<b>Report Prepared Date</b>	09/15/2010
<b>Reviewed By</b>	Yul Melonson
<b>Phone</b>	(702) 361-9300

# 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	2	2.9%	-1	0		1	2.9%

## 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	
No casuals on rolls	

### 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	
They are not PTF's at this unit	

### 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 not TE's at this location	

# 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	
A PTR position will be created	

## Full Time Regular (FTRs)

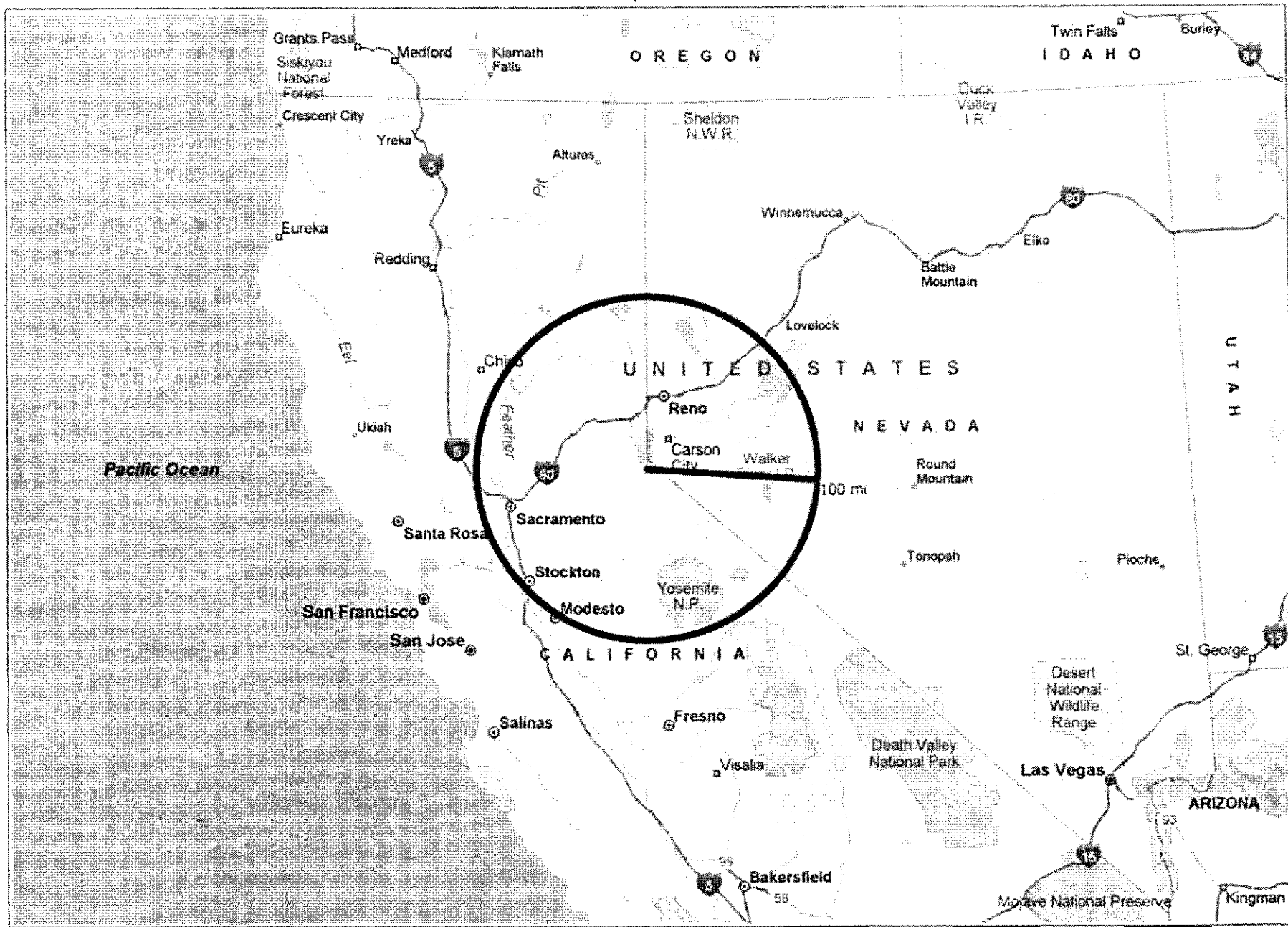
a. Current Number of MAINTENANCE FTRs on Rolls	2
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	1
e. Provide Narrative Explaining need for Excessing	
A PTR position will be created	

## 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	-4
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

# United States, North America



RECEIVED

MAY 24 2010

DISTRICT MANAGER  
LAS VEGAS NV 89109-0000  
DISTRICT MANAGER'S OFFICE  
NEVADA-SIERRA DISTRICT

MAINTENANCE OPERATIONS



May 14, 2010

MEMORANDUM FOR: **Valerie Martin**  
**Manager**  
**Western Area Human Resources**

THROUGH: **Shaun E. Mossman**  
**Manager**  
**Western Area Operations Support**

	ACTION	INFO
PM LV		
WPOD NORTH	<input checked="" type="checkbox"/>	
WPOD SOUTH		
MARKET		
M OPS		
M FIN	<input checked="" type="checkbox"/>	
M HR	<input checked="" type="checkbox"/>	
M IS		
MAC SPEC		
M EMERG PREP		
DIVERSITY SPEC		
REGISTRATION	<input checked="" type="checkbox"/>	

SUBJECT: **Function 3B (MS-47) Adjustment – S. Lake Tahoe Post Office**

The Nevada-Sierra District has requested an adjustment to the maintenance MS-47 complement of the S. Lake Tahoe Post office. The F3B Complement, workload and staffing package of the S. Lake Tahoe Post Office. The requested adjustments are based upon the last validated PS-4852s/staffing package. A copy of this correspondence has been provided to and/or discussed with local or District maintenance management. Additional results and recommendations of our analysis are as follow:

1. Decrease the authorized maintenance complement of the S. Lake Tahoe post office by four (4) FTR Laborer/Custodian PS-04 position, from the current level of five (5), to a new level of one (1) position.
2. Increase the authorized maintenance complement of the S. Lake Tahoe Post Office by creating one (1) Laborer/Custodian, PTR (PS-04) position. The posting and filling of this position is contingent upon the reversion of a FTR Laborer/Custodial position.

With concurrence from the Manager, Western Area Operations Support, we request that the Western Area Human Resources office, if needed, take any actions necessary to assist in the adjustment of the maintenance complement of this office as recommended.

Upon receipt of this correspondence, we request that the District Human Resources Manager ensure that the impacted job slots are updated and maintained properly in the HCES database and that the actions necessary to adjust the maintenance complement of this office as recommended are taken.

With appropriate approvals/concurrence, the maximum authorized maintenance LDC-38 complement of this office is as follows.

<u>Position Title</u>	<u>Level</u>	<u>Maximum Authorized Staffing</u>
Laborer/Custodial, FTR	PS-04	1
Laborer/Custodial, PTR	PS-04	1
TOTAL LDC 38 MAINTENANCE COMPLEMENT		2

Based on the documentation submitted, and/or on file at the Western Area Maintenance Operations Office, and the present authorized maintenance complement, the following Function 3B LDC 38 work hours are supported:

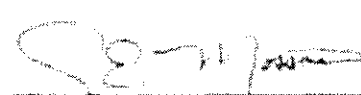
Validated Function 3B workhours from documentation submitted.

Section 5 - MS-47/PS-4852 (LDC 38):	3054 hrs.
Total Function 3B LDC 38 supported:	3054 hrs.

The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact me at (303) 313-5990.

  
Andy Henderson  
Manager

  
Approved by Shaun E. Mossman

CC

District Manager, Nevada-Sierra District  
Manager, Human Resources, Nevada-Sierra District  
Senior Plant Manager, Las Vegas P&DC  
Manager, Maintenance, Las Vegas P&DC  
Timothy Wright, Western Area Maintenance Operations

**U.S. POSTAL SERVICE**  
**WORKLOAD**  
**ANALYSIS AND SUMMARY**

POST OFFICE S LAKE TAHOE-MN FMO GROSS INTERIOR AREA 19,397  
STATE AND ZIP CODE 1046 AL TAHOE BLVD EXTERIOR PAVED 18,055  
UNIT CA, 95150-9998 EXTERIOR UNPAVED 23,322

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)	

12 SUBTOTAL  $\longrightarrow$  2,178.00

(Q)	WORK CENTER CALCULATIONS	(R)
A	MULTI TOTAL LINE 12 BY 52 WEEKS	113,256.34 MIN/YR
B	ENTER TOTAL FROM LINE 14	57,062.36 MIN/YR
C	TOTAL LINE A AND B	170,349.70 MIN/YR
D	DIVIDE LINE C BY 60 MIN	2,839.16 W/HYR
E	MULTI LINE D BY % (TRC)	32.37 HYR
F	MULTI LINE D BY % (BREAKS)	118.98 HYR
G	MULTI LINE D BY % (WASH UPS)	59.65 HYR
H	TOTAL LINE E + F + G	3,048.98 W/HYR
I	DIVIDE LINE H BY 52	58.63 WK HRS/WK
J	DIVIDE LINE I BY 1.60	1.7 WORK YRS
K	TOTAL EMPLOYEES	1.7

14 SUBTOTAL  $\longrightarrow$  57,062.36

U.S. POSTAL SERVICE  
**WORKLOAD ANALYSIS AND SUMMARY**

POST OFFICE: S LAKE TAHOE-MN FMO  
 STATE AND ZIP CODE: 1046 AL TAHOE BLVD  
 UNIT: CA 96150-9998

GROSS INTERIOR AREA: 19,397  
 EXTERIOR PAVED: 18,055  
 EXTERIOR UNPAVED: 23,322

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	90	270.00	33	LF (Feather)	DUST	FX	0.2500	4	4.0	4.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	8	4.0	48.00
3	Office Toilets	CL	FX	4.0000	25	100.00	35	(Vanuum)	DUST	FX	1.0000	427	4.0	1708.00
4	Lunch/Swing RMS	CL	SF	0.0320	1200	38.40	36	LF (Sponge)	WASH	FX	10.0000	418	1.0	4180.00
5		PL	SF	0.0108	0	0.00	37	(Lower Tank)	WASH	FX	8.0000	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	1596	38.30	39	Vertical Blinds	DUST	BL	5.0000	3	1.0	15.00
8		PL	SF	0.0090	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	3	1.0	90.00
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	89414	735.79	42	Exterior Glass	WASH	SF	0.1790	779	2.0	278.68
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	424	4.0	303.58
12	Offices	CL	SF	0.0375	4380	164.25	44	WR Pipes and Ducts	DUST	SF	0.0890	2150	1.0	148.35
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	Lockout Gallery	CL	LF	0.4800	167	12.0	961.92
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Camera Cases	CL	EA	4.0000	42	1.0	168.00
16	EXT Police	PL	SF	0.0012	107829	129.51	48	Other Cases	DUST	EA	1.5000	87	1.0	100.50
17	Platforms	CL	SF	0.0108	8088	64.30	49	Ext. Paved (Broom)	SWEEP	SF	0.0090	17867	52.0	5580.74
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
19	Service/Box Lobby	CL	SF	0.0180	19278	308.45	51	Ext. Paved (Robot)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	450	0.90	52	Active Storage	CL	SF	0.0120	662	52.0	413.09
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	648	4.0	31.10
22		VS	SF	0.0064	9414	60.25	54	Resilient FL	DM	SF	0.0180	193	12.0	18.54
23		DM	SF	0.0150	9639	144.59	55	Resilient FL	INT	SF	0.2400	12486	1.0	2989.04
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0900	908	4.0	347.90
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	3138	1.0	753.12
26	Corridors	CL	SF	0.0080	132	0.79	58	Terrazzo FL	PERI	SF	0.1200	3138	12.0	4518.72
27		DM	SF	0.0180	132	1.98	59	Concrete FL	INT	SF	0.2400	1386	1.0	333.12
28		VS	SF	0.0064	88	0.56	60	Concrete FL	PERI	SF	0.0900	1313	0.0	0.00
29		PL	SF	0.0020	264	0.53	61	Carpet	SHAMP	SF	0.2400	98	1.0	23.52
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	12	120.00	63	Wood FL	INT	SF	0.2400	648	1.0	156.52
							64	Wood FL	PERI	SF	0.1200	648	3.0	233.28
							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	0.0150	17887	16.0	4292.98
							69	PO Box	CL	EA	2.0000	5038	1.0	10072.00
							70	Concrete FL	PERI	SF	0.1200	156	4	170.88
							71	Concrete FL	INT	SF	0.2400	346	1	85.44
							72	Lunch/Swing Rms	VS	SF	0.0064	496	52	133.12
32	SUBTOTAL					2,178.60								

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	112,287.34 MIN/YR
B	ENTER TOTAL FROM LINE 32	57,062.38 MIN/YR
C	TOTAL LINE A AND B	179,349.70 MIN/YR
D	DIVIDE LINE C BY 52 MIN	2,839.16 W/H/YR
E	MULTI LINE D BY % (IRG)	32.37 H/YR
F	MULTI LINE D BY % (BREAKS)	118.39 H/YR
G	MULTI LINE D BY % (WASH UPS)	59.05 H/YR
H	TOTAL LINE D + E + F + G	3,048.98 W/H/YR
J	DIVIDE LINE H BY 52	58.63 WK HRS/WK
K	DIVIDE LINE H BY 1760	1.7 WORK YRS
L	TOTAL EMPLOYEES	1.7

74	SUBTOTAL													57,062.38
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**U.S. POSTAL SERVICE**  
**WORKLOAD ANALYSIS AND SUMMARY**

POST OFFICE: S LAKE TAHOE-MN FMO  
STATE AND ZIP CODE: 1046 AL TAHOE BLVD  
UNIT: CA 96150-9898  
GROSS INTERIOR AREA: 19,397  
EXTERIOR PAVED: 18,055  
EXTERIOR UNPAVED: 23,322

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	4.8000	0	0.00	33	LF (Furbar)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.8000	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	0.0108	0	0.00	37	(Louver Tank)	WASH	FX	8.8000	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	DUST	BL	5.0000	2	2.0	20.00
9		WM	SF	0.0360	0	0.00	41	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
10	Workrooms	CL	SF	0.0109	0	0.00	42	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0083	0	0.00	42	Exterior Glass	WASH	SF	0.1790	1032	12.0	2218.74
12	Offices	CL	SF	0.0375	0	0.00	43	Interior Glass	WASH	SF	0.1790	101	2.0	36.18
13	Supply RMS	CL	SF	0.0120	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	44	MR Pipes and Ducts	DUST	SF	0.0500	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	46	Lockout Gallery	CL	LF	0.4600	0	0.0	0.00
17	Platforms	CL	SF	0.0108	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
19	Service/Bar Lobby	CL	SF	0.0180	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
21		WM	SF	0.0360	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
22		VS	SF	0.0054	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	53	Inactive 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	103	12.0	14.83
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	54	Resilient FL	DM	SF	0.0150	12041	52.0	9391.58
27		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	296	0.0	0.00
28		VS	SF	0.0054	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
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	56	Resilient FL	PERI	SF	0.0960	506	3.0	148.30
31	Jan Closet	CL	EA	10.0000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	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
							61	Carpet	SHAMP	SF	0.2400	666	2.0	319.68
							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 2,178.60

(Q) WORK HOUR CALCULATIONS		(R)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	113,287.34 MIN/YR
B	ENTER TOTAL FROM LINE 74	57,062.36 MIN/YR
C	TOTAL LINE A MINUS B	170,349.70 MIN/YR
D	DIVIDE LINE C BY 60 MIN	2,839.16 W/YR
E	MULTI LINE D BY % (BRK)	32.37 W/YR
F	MULTI LINE D BY % (BREAKS)	118.39 W/YR
G	MULTI LINE D BY % (WASH UPS)	59.65 W/YR
H	TOTAL LINE D + E + F + G	3,048.98 W/YR
J	DIVIDE LINE H BY 52	58.63 WK HRS/WK
K	DIVIDE LINE H BY 1760	1.7 WORK YRS
L	TOTAL EMPLOYEES	1.7

74 SUBTOTAL 57,062.36

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	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	LCloth	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	0.0100	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	9.0000	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	0.0880	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0280	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0100	0	0.00	42	Exterior Glass	WASH	SF	0.1790	144	4.0	103.10
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0376	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0890	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	0.0100	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0080	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	0.0100	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	0.0000	0	0.00	56	Resilient FL	PERI	SF	0.0080	11537	0.0	8645.31
25		PL	FL	2.4000	0	0.00	57	Resilient FL	PERI	SF	0.0080	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0004	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
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	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 2,178.60

(C)	WORK HOUR CALCULATIONS	(P)	
A	MULTI TOTAL LINE 32 BY 52 WEEKS	113,287.34	MIN/YR
B	ENTER TOTAL FROM LINE 74	57,062.36	MIN/YR
C	TOTAL LINE A and B	170,349.70	MIN/YR
D	DIVIDE LINE C BY 60 MIN	2,839.16	W/HR
E	MULTI LINE D BY % (TRC)	32.37	HR
F	MULTI LINE D BY % (BREAKS)	118.39	HR
G	MULTI LINE D BY % (WASH UPS)	56.05	HR
H	TOTAL LINE D + E + F + G	3,048.98	W/HR
J	DIVIDE LINE H BY 51	59.78	WK HRS/WK
K	DIVIDE LINE H BY 1760	1.7	WORK YRS
L	TOTAL EMPLOYEES	1.7	
74	SUBTOTAL		57,062.36

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MSC MGR, DIR, PLANT MAINTENANCE MSC MANAGER/POST MASTER - BMC MANAGER