



RECEIVED
APWU
MAR 10 2011
WESTERN REGION
COORDINATOR

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

March 8, 2011

Omar Gonzalez
 Western Region Coordinator
 American Postal Workers Union, AFL-CIO
 1350 Old Bayshore Hwy. Suite 360
 Burlingame, CA 94010-1940

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- 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 Henderson NV Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of two (2) residual vacancies at the same or lower level in surrounding installations within a 100-mile radius of the Henderson NV Post Office. As information the affected Maintenance employees at the Henderson NV Post Office hold the position of Maintenance Mechanic/Level 7/Occ.Code 474903XX.

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
 District Manager Nevada-Sierra
 Manager Human Resources Nevada-Sierra
 Manager Labor Relations Nevada-Sierra
 Compliment Coordinator Nevada-Sierra
 NALC Region 1
 NPMHU Regional Director Oakland

WorkHour Impact Report

Impacted Bid Cluster	HENDERSON POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	02/25/2012
Period (Dates) of Review Performed	02/13/2010 thru 02/18/2011
Report Prepared By	Paul Scrima
Report Prepared Date	03/08/2011
Reviewed By	Yui Melonson
Phone	(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	303	237	-66	-264	-3432	-2	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	1
b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month	156
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	1

g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals

This event deals with level 7 Maintenance Mechanics only. This work will be done by the Maintenance Dept from the Las Vegas P&DC.

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

This Post Office does not have any PTF's.

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

No TE's in this office.

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 | |
| No PTR's in this office. | |

Full Time Regular (FTRs)

- | | |
|---|-----|
| a. Current Number of MAINTENANCE FTRs on Rolls | 8 |
| b. Planned Number of MAINTENANCE FTR Positions After Impact | 6 |
| 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 | 2 |
| e. Provide Narrative Explaining need for Excessing | |
| This event deals with level 7 Maintenance Mechanics only. This work will be done by the Maintenance Dept from the Las Vegas P&DC. | |

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-264
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	948
f. Total FTE Savings	-2

Henderson Maintenance as of 2/10/2011

FINANCE	OFFICE	LAST	FIRST	JOB TITLE	PAY LEVEL	D/A	LDC	SEN DATE	VET PREF
314080	HENDERSON PO	GARCIA	ARMANDO	MAINTENANCE MECHANIC	7	167	37	10/20/2001	Y
314081	HEN-VALLE VERDE STA	AGCOPRA	RONELIO	LABORER CUSTODIAL	4	166	38	3/18/2006	Y
314081	HEN-VALLE VERDE STA	KEOUGH	THOMAS	LABORER CUSTODIAL	4	166	38	9/9/2000	Y
314081	HEN-VALLE VERDE STA	LOPEZ	ANDRE	LABORER CUSTODIAL	4	166	38	4/15/2006	Y
314082	HEN-SEVEN HILLS STA	GLOETZEL	BRIAN	LABORER CUSTODIAL	4	166	38	7/8/2006	Y
314082	HEN-SEVEN HILLS STA	JAMES	SYLVESTER	LABORER CUSTODIAL	4	166	38	11/26/2005	Y
314082	HEN-SEVEN HILLS STA	JEFFRIES	ANDRE	LABORER CUSTODIAL	4	166	38	2/19/2005	Y
314082	HEN-SEVEN HILLS STA	YATSKO	WAYNE	MAINTENANCE MECHANIC	7	167	37	10/24/1998	N

Angie Bush
Sampoli

RECEIVED

JUL 01 2010

MAINTENANCE OPERATIONS



HUMAN RESOURCES
LAS VEGAS, NV 89199-9004

May 13, 2010

MEMORANDUM FOR: Valerie Martin
Manager
Western Area Human Resources

THROUGH: Shaun E. Mossman
Manager
Western Area Operations Support

SUBJECT: Function 3B (MS-47) Adjustment – Henderson Post Office

The Nevada-Sierra District has requested an adjustment to the maintenance MS-47 complement of the Henderson Post office. The F3B Complement, workload and staffing package of the Henderson Post Office encompass three (3) buildings. (Henderson Main Office, Valle Verde and Seven Hills). 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 Henderson post office by three (3) FTR Laborer/Custodian PS-04 position, from the current level of eight (8), to a new level of five (5) positions.
2. Increase the authorized maintenance complement of the Henderson 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.

1745 STOUT STREET SUITE 560
DENVER CO 80299-6700
(303) 313-5983
Fax: (303) 313-5969

<u>Position Title</u>	<u>Level</u>	<u>Maximum Authorized Staffing</u>
Laborer/Custodial, FTR	PS-04	5
Laborer/Custodial, PTR	PS-04	1
TOTAL LDC 38 MAINTENANCE COMPLEMENT		6

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): 9723 hrs.

Total Function 3B LDC 38 supported: 9723 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
Mahager


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: HENDERSON POST OFFICE-VALLE VENDE STATION
 STATE AND ZIP CODE: 1575 N HORIZON RIDGE PKWY
 UNIT: NV, 89012-9998
 GROSS INTERIOR AREA: 31,916
 EXTERIOR PAVED: 105,535
 EXTERIOR UNPAVED: 36,880

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	Workshop Toilets	CL	FX	1.5000	80	360.00	33	LF (Foster)	DUST	FX	0.2500	0	0.0	0.00	
2		PL	FX	1.5000	0	0.00	34	(Vacuum)	LNST	FX	1.5000	0	0.0	0.00	
3	Office Toilets	CL	FX	0.0000	12	48.00	35	LF (Cleaning)	WASH	FX	10.0000	177	1.0	2052.00	
4	Lunch/Dwing RMS	CL	SF	0.0000	2296	73.44	37	Locker Tank	WASH	FX	0.0000	0	0.0	0.00	
5		PL	SF	0.0106	0	0.00	38	Locker Machine 1	WASH	FX	0.0000	0	0.0	0.00	
6		WM	SF	0.0300	458	13.77	39	Locker Machine 2	WASH	FX	0.0000	0	0.0	0.00	
7	Locker RMS	CL	SF	0.0000	1761	42.26	40	Locker Machine 3	WASH	FX	0.0000	0	0.0	0.00	
8		PL	SF	0.0000	1761	14.09	41	Locker Machine 4	WASH	FX	0.0000	0	0.0	0.00	
9		WM	SF	0.0300	567	17.81	42	Locker Machine 5	WASH	FX	0.0000	0	0.0	0.00	
10	Workrooms	CL	SF	0.0100	3000	60.00	43	Locker Machine 6	WASH	FX	0.0000	0	0.0	0.00	
11		PL	SF	0.0000	3000	315.00	44	Locker Machine 7	WASH	FX	0.0000	0	0.0	0.00	
12	Office	CL	SF	0.0075	4614	173.03	45	Locker Machine 8	WASH	FX	0.0000	0	0.0	0.00	
13	Supply RMS	CL	SF	0.0120	0	0.00	46	Locker Machine 9	WASH	FX	0.0000	0	0.0	0.00	
14	Freight Elevators	PL	EA	10.0000	0	0.00	47	Locker Machine 10	WASH	FX	0.0000	0	0.0	0.00	
15	Passenger Elevators	CL	EA	20.0000	0	0.00	48	Locker Machine 11	WASH	FX	0.0000	0	0.0	0.00	
16	EXT Police	PL	SF	0.0012	142395	170.87	49	Locker Machine 12	WASH	FX	0.0000	0	0.0	0.00	
17	Platforms	CL	SF	0.0100	13330	141.32	50	Locker Machine 13	WASH	FX	0.0000	0	0.0	0.00	
18		PL	SF	0.0000	13330	70.00	51	Locker Machine 14	WASH	FX	0.0000	0	0.0	0.00	
19	Service/Box Lobby	CL	SF	0.0100	17820	265.27	52	Locker Machine 15	WASH	FX	0.0000	0	0.0	0.00	
20		PL	SF	0.0000	0	0.00	53	Locker Machine 16	WASH	FX	0.0000	0	0.0	0.00	
21		WM	SF	0.0300	3813	267.39	54	Locker Machine 17	WASH	FX	0.0000	0	0.0	0.00	
22		VS	SF	0.0084	0	0.00	55	Locker Machine 18	WASH	FX	0.0000	0	0.0	0.00	
23		SM	SF	0.0150	3913	135.70	56	Locker Machine 19	WASH	FX	0.0000	0	0.0	0.00	
24	Stairways 12	CL	FL	8.0000	0	0.00	57	Locker Machine 20	WASH	FX	0.0000	0	0.0	0.00	
25		PL	FL	2.4000	0	0.00	58	Locker Machine 21	WASH	FX	0.0000	0	0.0	0.00	
26	Corridors	CL	SF	0.0000	260	1.74	59	Locker Machine 22	WASH	FX	0.0000	0	0.0	0.00	
27		WM	SF	0.0150	0	0.00	60	Locker Machine 23	WASH	FX	0.0000	0	0.0	0.00	
28		VS	SF	0.0084	0	0.00	61	Locker Machine 24	WASH	FX	0.0000	0	0.0	0.00	
29		PL	SF	0.0000	590	1.16	62	Locker Machine 25	WASH	FX	0.0000	0	0.0	0.00	
30	Shop Area	CL	SF	0.0100	1680	20.16	63	Locker Machine 26	WASH	FX	0.0000	0	0.0	0.00	
31	Van Closet	CL	EA	10.0000	0	80.00	64	Locker Machine 27	WASH	FX	0.0000	0	0.0	0.00	
32	SUBTOTAL					2,841.40		65	Locker Machine 28	WASH	FX	0.0000	0	0.0	0.00

(C) WORK HOUR CALCULATIONS (P)

A	MULTI TOTAL LINE 12 BY 52 WEEKS	147,752.74	MIN/YR
B	ENTER TOTAL FROM LINE 75	96,062.27	MIN/YR
C	TOTAL LINE A and B	203,815.01	MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,396.92	WH/YR
E	MULTI LINE D BY % (TRG)	33.97	HR
F	MULTI LINE E BY % (BREAKS)	141.85	HR
G	MULTI LINE F BY % (WASH UPS)	70.06	HR
H	TOTAL LINE D - E - F + G	3,643.19	WH/YR
I	DIVIDE LINE H BY 52	70.06	WK HRS/WK
J	DIVIDE LINE I BY 1760	2.1	WORK YRS
L	TOTAL EMPLOYEES	2.1	

70	Walk	DUST	SF	0.0240	676	1	10.56
71	Walk	WASH	SF	0.1000	676	2	134.40
72	Concrete FL	PL	SF	0.1200	244	1	29.28
73	Concrete FL	DM	SF	0.0100	244	2	4.88
75	SUBTOTAL					56,062.27	

REVIEWED BY: _____ DATE: _____
 ASSC MGR, DIR, PLANT MAINTENANCE

APPROVED BY: _____ DATE: _____
 SSC MANAGER/POST MASTER - RMC MANAGER

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	HENDERSON POST OFFICE-VALLE VERDE STATION	GROSS INTERIOR AREA	31,916	
	STATE AND ZIP CODE	1575 N HORIZON RIDGE PKWY		EXTERIOR PAVED	105,535
	UNIT	NV, 89012-9988		EXTERIOR UNPAVED	36,860

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	(Cob)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.5000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Dining 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	(Launder Tank)	WASH	FX	8.0000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Launder 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	8.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	25.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0100	0	0.00	42	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
11		PL	SF	0.0050	0	0.00	43	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0500	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0400	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Locks/Gallery	CL	LF	0.4000	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carpet Glass	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Glass	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0100	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0050	0	0.0	0.00
18		PL	SF	0.0050	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		VM	SF	0.0080	0	0.00	53	Inch/In Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0084	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	PL	10.0000	0	0.00	56	Resilient FL	PERF	SF	0.0080	0	0.0	0.00
25		PL	PL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0080	0	0.00	58	Terrazzo FL	PERF	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0084	0	0.00	60	Concrete FL	PERF	SF	0.0080	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	PERF	SF	0.1200	0	0.0	0.00
							65	Leans (Push)	MCW	SF	0.0320	0	0.0	0.00
							66	Leans (Rider)	MCW	SF	0.0060	0	0.0	0.00
							67	Handg/Straps	TRM	LF	1.0000	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 **3841.40**

(O) WORK HOUR CALCULATIONS		(P)
A	MULTIPLY TOTAL LINE 32 BY 52 WEEKS	147,752.74 MIN/YR
B	ENTER TOTAL FROM LINE 35	58,082.27 MIN/YR
C	TOTAL LINE A AND B	203,835.01 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,397.25 WK/YR
E	MULTIPLY LINE D BY % (TRG)	33.97 HYR
F	MULTIPLY LINE D BY % (BREAKS)	141.85 HYR
G	MULTIPLY LINE D BY % (WASH UPS)	70.66 HYR
H	TOTAL LINE E + F + G	3,643.78 WK/YR
J	DIVIDE LINE H BY 52	70.06 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.1 WORK YRS
L	TOTAL EMPLOYEES	2.1

75 SUBTOTAL **58,082.27**

REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE

DATE: _____

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

DAB

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	HENDERSON POST OFFICE-MAIN OFFICE	GROSS INTERIOR AREA	35,581
	STATE AND ZIP CODE	404 S BOULDER HWY	EXTERIOR PAVED	137,067
	UNIT	NV, 89015-9098	EXTERIOR UNPAVED	25,080

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					2,954.42								

(O) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	153,829.84 MINYR
B	ENTER TOTAL FROM LINE 75	43,944.78 MINYR
C	TOTAL LINE A and B	197,574.72 MINYR
D	DIVIDE LINE C BY 60 MIN	3,292.91 WYR
E	MULTI LINE D BY % (BRO)	32.93 HYR
F	MULTI LINE D BY % (BREAKS)	137.31 HYR
G	MULTI LINE D BY % (WASH UPS)	68.49 HYR
H	TOTAL LINE D * E + F + G	3,531.66 WYR
J	DIVIDE LINE H BY 52	67.92 WK HRSWK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMPLOYEES	2.0

75	SUBTOTAL	43,944.78
----	----------	-----------

REVIEWED BY: _____
 MSC MGR, DRN, PLANT MAINTENANCE

DATE: _____

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

DATE: _____

U.S. POSTAL SERVICE

POST OFFICE

HENDERSON POST OFFICE-MAIN OFFICE

GROSS INTERIOR AREA 35,561

WORKLOAD

STATE AND ZIP CODE

404 S BOULDER HWY

EXTERIOR PAVED 137,067

ANALYSIS AND SUMMARY

UNIT

NV, 89015-9998

EXTERIOR UNPAVED 25,680

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 Totals	CL	FX	4.2500	90	270.00	33	F (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	Clad	DUST	FX	1.5000	0	0.0	0.00
3	Office Totals	CL	FX	4.0000	0	0.00	35	Waxroom	DUST	FX	1.0000	0	0.0	0.00
4	Mail Sorting RMS	CL	SF	3.1120	4480	14036	36	T.F. (Springs)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0000	0	0.00	37	Letter Table	WASH	FX	0.0000	0	0.0	0.00
6		VM	SF	0.0000	464	11.82	38	Letter Machine	WASH	FX	0.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1731	41.54	39	Vending Booth	DUST	CL	0.0000	1	1.0	6.00
8		PL	SF	0.0000	0	0.00	40	Vending Booth	WASH	CL	30.0000	1	1.0	30.00
9		VM	SF	0.0000	577	17.31	41	Lobby Glass	WASH	SF	0.1790	1016	12.0	2182.31
10	Workrooms	CL	SF	0.0000	53148	583.17	42	Exterior Glass	WASH	SF	0.1790	50	2.0	17.90
11		PL	SF	0.0000	23148	281.84	43	Interior Glass	WASH	SF	0.1790	144	2.0	51.36
12	Offices	CL	SF	0.0000	3210	120.36	44	Mtl Pipes and Ducts	DUST	SF	0.0690	183	1.0	12.63
13	Encopy RMS	CL	SF	0.0100	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	Lockup Gallery	CL	LF	0.4800	0	4.0	23.04
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carpet Carpet	CL	EA	4.0000	145	1.0	580.00
16	EXT Pkg	PL	SF	0.0000	162147	164.76	48	Other Carpet	DUST	EA	1.0000	0	1.0	15.00
17	Mailroom	CL	SF	0.0100	30907	320.45	49	Ext. Paved (Broom)	SWEEP	SF	0.0000	0	0.0	0.00
18		PL	SF	0.0000	0	0.00	50	Ext. Paved (Power Vack)	SWEEP	SF	0.0000	0	0.0	0.00
19	Customer Lobby	CL	SF	0.0100	19152	315.03	51	Ext. Paved (Paver)	SWEEP	SF	0.0000	13480	0.0	0.00
20		PL	SF	0.0000	0	0.00	52	Adm. Storage	CL	SF	0.0120	155	12.0	22.80
21		VM	SF	0.0000	9540	395.20	53	Truck Storage	CL	SF	0.0120	247	4.0	11.28
22		VS	SF	0.0000	0	0.00	54	Reeford FL	DM	SF	0.0100	17180	12.0	206.16
23		DM	SF	0.0180	6540	143.10	55	Reeford FL	INT	SF	0.2400	19394	1.0	4654.56
24	Stairways 12	CL	FL	0.0000	0	0.00	56	Reeford FL	YIELD	SF	0.0900	19394	3.0	5816.47
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	2480	1.0	595.20
26	Corridor	CL	SF	0.0000	0	0.00	58	Terrazzo FL	PERM	SF	0.1200	2480	3.0	717.60
27		DM	SF	0.0150	888	7.28	59	Concrete FL	INT	SF	0.2400	11382	1.0	2731.68
28		VS	SF	0.0000	0	0.00	60	Concrete FL	PERM	SF	0.0900	11382	2.0	2106.34
29		PL	SF	0.0000	1172	2.34	61	Carpet	SHARP	SF	0.2400	981	2.0	470.88
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPLIT	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	PERM	SF	0.1200	0	0.0	0.00
							65	Lawn (Plant)	MOW	SF	0.0100	0	0.0	0.00
							66	Lawn (Mow)	MOW	SF	0.0000	0	0.0	0.00
							67	Highway/Shoulder	TRUCK	LF	1.2000	4	0.0	0.00
							68	Snow	REMOVE	SF	0.0100	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	2500	1.0	51.00
70	Walls	DUST	SF	0.0040	488	11.52								
71	Walls	WASH	SF	0.2000	380	76.00								
72	Concrete FL	PERM	SF	0.1500	38	56.70								
73	Concrete FL	DM	SF	0.0100	389	3.89								

74 SUBTOTAL 2,954.42

(C)	WORK HOUR CALCULATIONS	(P)
A	MULTIPLY TOTAL LINE 32 BY 52 WEEKS	163,620.94 MIN/YR
B	ENTER TOTAL FROM LINE 75	43,944.78 MIN/YR
C	TOTAL LINE A AND B	197,565.72 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,292.76 WH/YR
E	MULTIPLY LINE D BY % (TRG)	32.93 HYR
F	MULTIPLY LINE D BY % (BREAKS)	137.31 HYR
G	MULTIPLY LINE D BY % (WASH UPS)	65.49 HYR
H	TOTAL LINE D + E + F + G	3,531.65 WH/YR
J	DIVIDE LINE H BY 52	67.92 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.0 WORK YRS
L	TOTAL EMP OYRS	2.0

75 SUBTOTAL 43,944.78

REVIEWED BY: _____ DATE: _____
 MSC MGR OR PLANT MAINTENANCE

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

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	HENDERSON POST OFFICE-MAIN OFFICE	GROSS INTERIOR AREA	35,581
	STATE AND ZIP CODE	404 S BOULDER HWY	EXTERIOR PAVED	137,067
	UNIT	NV, 89015-9998	EXTERIOR UNPAVED	25,080

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 Tables	CL	FX	4.5000	0	0.00	33	LF (Fisher)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	Coat	DUST	FX	1.5000	0	0.0	0.00
3	Office Tables	CL	FX	4.0000	0	0.00	35	Mailbox	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Serving RMS	CL	SF	0.0120	0	0.00	36	Locker (Storage)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0100	0	0.00	37	Locker (Tank)	WASH	FX	0.0000	0	0.0	0.00
6		WM	SF	0.0050	0	0.00	38	Locker (Mailbox)	WASH	FX	0.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Locker (Bank)	DUST	FL	0.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Locker (Bank)	WASH	BE	0.0000	0	0.0	0.00
9		WM	SF	0.0030	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0100	0	0.00	42	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
11		PL	SF	0.0050	0	0.00	43	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0075	0	0.00	44	W/ Press and Dials	DUST	SF	0.0000	0	0.0	0.00
13	Sturdy RMS	CL	SF	0.0120	0	0.00	45	Other Press and Dials	DUST	SF	0.0000	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Cabinet	CL	LF	0.4000	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Letter Cabinet	CL	EA	0.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Shoe Cabinet	DUST	EA	1.0000	0	0.0	0.00
17	Platforms	CL	SF	0.0100	0	0.00	49	St. Panel (Green)	SWEET	SF	0.0000	0	0.0	0.00
18		PL	SF	0.0050	0	0.00	50	Ext. Paved (Green)	SWEET	SF	0.0000	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0100	0	0.00	51	Ext. Paved (Blue)	SWEET	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0100	0	0.0	0.00
21		WM	SF	0.0030	0	0.00	53	Passive Storage	CL	SF	0.0100	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Mailbox FL	INT	SF	0.0100	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
24	Stairways 1B	CL	FL	10.0000	0	0.00	56	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
25		PL	FL	2.0000	0	0.00	57	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
26	Counters	CL	SF	0.0060	0	0.00	58	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
30	Shop Area	CL	SF	0.0100	0	0.00	62	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Mailbox FL	INT	SF	0.0000	0	0.0	0.00
32	SUBTOTAL					2,000.42								

(C)	WORK HOUR CALCULATIONS	(F)	
A	MULTI TOTAL LINE 32 BY 52 WEEKS	150,809.94	MIN/YR
B	ENTER TOTAL FROM LINE 32	43,944.78	MIN/YR
C	TOTAL LINE A and B	197,574.72	MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,292.91	HR/YR
E	MULTI LINE D BY % (REG)	12.93	HR
F	MULTI LINE E BY % (BREAKS)	137.31	HR
G	MULTI LINE F BY % (WASH UPS)	98.49	HR
H	TOTAL LINE D + E + F + G	3,531.65	HR/YR
I	DIVIDE LINE H BY 52	67.92	WK HRS/WK
J	DIVIDE LINE I BY 190	2.0	WORK YRS
K	TOTAL EMPLOYEES	2.0	
75	SUBTOTAL		43,944.78

REVIEWED BY: _____
MASC MGR, DR, PLANT MAINTENANCE

DAB

APPROVED BY: _____
MASC MANAGER/POSTMASTER /IMC MANAGER

QAE

U.S. POSTAL SERVICE

POST OFFICE HENDERSON SEVEN HILLS

GROSS INTERIOR AREA 34,424

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE 3055 ST. ROSE PARKWAY

EXTERIOR PAVED 158,841

UNIT NV, 89052-9988

EXTERIOR UNPAVED 7,000

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	1.8000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.5000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Garage/Storage RMS	CL	SF	0.0300	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0100	0	0.00	37	(Carver Tank)	WASH	FX	8.8000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Cover Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0340	0	0.00	39	Vertical Blinds	DUST	BL	8.0000	0	0.0	0.00
8		PL	SF	0.0090	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0500	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0100	0	0.00	42	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
11		PL	SF	0.0083	0	0.00	43	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0075	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0000	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0000	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Cabinet	CL	LF	0.4000	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Corner 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	1.0000	0	0.0	0.00
17	Platforms	CL	SF	0.0100	0	0.00	49	Ext. Paved (Drum)	SWEEP	SF	0.0000	0	0.0	0.00
18		PL	SF	0.0083	0	0.00	50	Ext. Paved (Power Varn)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0100	0	0.00	51	Ext. Paved (Floor)	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	Resilent FL	DM	SF	0.0100	0	0.0	0.00
23		DM	SF	0.0100	0	0.00	55	Resilent FL	INT	SF	0.2000	0	0.0	0.00
24	Stairways 10	CL	FL	10.0000	0	0.00	56	Resilent FL	PERI	SF	0.2000	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terazzo FL	INT	SF	0.2000	0	0.0	0.00
26	Corridor	CL	SF	0.0080	0	0.00	58	Terazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0100	0	0.00	59	Concrete FL	INT	SF	0.2000	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.2000	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Capot	SHAMP	SF	0.2000	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Capot	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2000	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Loam (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Loam (Pier)	MOW	SF	0.0080	0	0.0	0.00
							67	Hedges/Brush	TRM	LF	1.0000	0	0.0	0.00
							68	Snow	REMOVE	SF	0.0100	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL **1,757.41**

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	91,385.23 MNYR
B	ENTER TOTAL FROM LINE 32	86,095.05 MNYR
C	TOTAL LINE A and B	7,290.18 MNYR
D	DIVIDE LINE C BY 60 MIN	121.50 WHYR
E	MULTI LINE D BY % (TRG)	46.91 HVR
F	MULTI LINE D BY % (BREAKS)	195.93 HVR
G	MULTI LINE D BY % (WASH UPS)	97.58 HVR
H	TOTAL LINE D + E + F + G	5,031.46 WHYR
J	DIVIDE LINE H BY 52	96.76 WK HRSWR
K	DIVIDE LINE H BY 1760	2.9 WORK YRS
	TOTAL EMPLOYEES	2.9

72 SUBTOTAL **86,095.05**

REVIEWED BY: MSC MGR, DIR, PLANT MAINTENANCE

DATE:

APPROVED BY: MSC MANAGERPOST MASTER - BMC MANAGER

DATE:

