



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

August 13, 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 writing
- Comments

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in the Portland District

Dear Mr. Gonzalez,

This letter concerns the removal of equipment and the reduction of workload due to the removal of equipment in the Portland, OR Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of three (3) residual vacancies at the same or lower level in surrounding installations within a 100-mile radius of the Portland, OR Post Office. As information the three (3) affected Maintenance employees at the Portland, OR Post Office hold the position of one (1) Electronic Technicians/Level 10/Occ.Code 8560020 and two (2) Laborer Custodian/Level 4/350203XX.

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

Scott Sutton for  
Thomas S. Braccia  
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 Portland
- Manager Human Resources Portland
- Manager Labor Relations Portland
- Compliment Coordinator Portland
- District Manager Seattle
- Manager Human Resources Seattle
- Manager Labor Relations Seattle
- Compliment Coordinator Seattle
- NALC Region 4
- NPMHU Regional Director Denver

# WorkHour Impact Report

<b>Impacted Bid Cluster</b>	PORTLAND (OR) 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>	09/30/2010
<b>Period (Dates) of Review Performed</b>	05/09/2009 thru 05/21/2010
<b>Report Prepared By</b>	Richard Cohen
<b>Report Prepared Date</b>	07/23/2010
<b>Reviewed By</b>	Lisa Shear
<b>Phone</b>	(503) 294-2206



U.S. POSTAL SERVICE

POST OFFICE

AIR MAIL FACILITY

GROSS INTERIOR AREA

40,594

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

7540 NE AIRPORT WAY

EXTERIOR PAVED

156,125

UNIT

OR, 97238-5598

EXTERIOR UNPAVED

10,222

Main table with columns: 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.

32 SUBTOTAL 1,520.63

Summary table for lines 70-75: 70 Walks, 71 Ceramic FL, 72 Ceramic FL, 73 Ceramic FL, 74 Ceramic FL, 75 Ceramic FL

Table (D) WORK HOUR CALCULATIONS (P) with rows A through L for various calculations like MULTIPLY LINE C BY 52 WEEKS, ENTER TOTAL FROM LINE 17, etc.

77 SUBTOTAL 63,544.45

REVIEWED BY: [Signature] DATE: [Date]

APPROVED BY: [Signature] DATE: [Date]



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

POST OFFICE AIR MAIL FACILITY  
STATE AND ZIP CODE 7640 NE AIRPORT WAY  
UNIT OR, 97238-5598

GROSS INTERIOR AREA 40,594  
EXTERIOR PAVED 156,125  
EXTERIOR UNPAVED 10,222

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	FK	4.2000	9	0.00	33	LF (Feather)	DUST	FK	1.2500	0	0.0	0.00
2		PL	FK	1.5000	2	0.00	34	(Cloth)	DUST	FK	1.5000	0	0.0	0.00
3	Office Toilets	CL	FK	4.0000	5	0.00	35	(Vacuum)	DUST	FK	1.5000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FK	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Trim)	WASH	FK	8.0000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FK	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0340	0	0.00	39	Vanellan Blinds	DUST	RL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Vanellan Blinds	WASH	RL	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	GP	0.0100	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	0.0890	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0490	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4000	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Gates	CL	EA	4.0000	0	0.0	0.00
16	EXT Porce	PL	SF	0.0012	0	0.00	48	Other Gates	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	0.0150	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	RM	SF	0.0150	0	0.0	0.00
23		AV	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	5.2400	0	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	INT	SF	0.2400	1058	0.5	126.00
25		PL	FL	2.4000	0	0.00	57	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0090	0	0.00	58	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		AM	SF	0.0150	0	0.00	59	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Van Closet	CL	EA	10.0000	0	0.00	63	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							64	Wood FL	INT	SF	0.2400	0	0.0	0.00
							65	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							66	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							67	Lawns (Rider)	MOW	SF	0.0080	0	0.0	0.00
							68	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							69	Snow	REMOV	SF	0.0140	0	0.0	0.00
							70	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL 1,620.60

(D) WORK HOUR CALCULATIONS (P)

A	MULTIPLY LINE 32 BY 52 WEEKS	79,071.20	MIN/YR
B	ENTER TOTAL FROM LINE 32	63,544.45	MIN/YR
C	TOTAL LINE A and B	142,615.65	MIN/YR
D	DIVIDE LINE C BY 60 MIN	2,376.93	WH/YR
E	MULTI LINE D BY % (PRC)	23.77	HYR
F	MULTI LINE D BY % (BREAKS)	30.12	HYR
G	MULTI LINE D BY % (WASH UPS)	49.44	HYR
H	TOTAL (LINE D + E + F + G)	1,549.26	WH/YR
J	DIVIDE LINE H BY 52	29.80	WK HRS/WK
K	DIVIDE LINE H BY 1760	1.45	WORK YRS
L	TOTAL EMPLOYEES	1.45	

77 SUBTOTAL 63,544.45

REVIEWED BY: MSC MGR, (HR) PLANT MAINTENANCE  
DATE: 11-17-82 4852 11:01:05 AM

APPROVAL BY: MSC MANAGER (POSTMASTER - BMC MANAGER)

DATE

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

POST OFFICE **AMF STAMP STORAGE**  
STATE AND ZIP CODE **7640 NE AIRPORT WAY**  
UNIT **OR, 97238-5598**

GROSS INTERIOR AREA **18,000**  
EXTERIOR PAVED **0**  
EXTERIOR UNPAVED **0**

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 (I)	MINUTES PER SQ FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)

32 SUBTOTAL **189.45**

(O) WORK HOUR CALCULATIONS (P)			
A	MULTI TOTAL LINE 32 BY 52 WEEKS		8,811.17 MIN/YR
B	ENTER TOTAL FROM LINE 32		10,511.55 MIN/YR
C	TOTAL LINE A and B		19,322.72 MIN/YR
D	DIVIDE LINE C BY 60 MIN		322.05 WK/YR
E	MULTI LINE D BY % (IRG)		0.00 /YR
F	MULTI LINE D BY % (BREAKS)		0.00 /YR
G	MULTI LINE D BY % (WASH UPS)		0.00 /YR
H	TOTAL LINE D + E + F + G		322.05 WK/YR
J	DIVIDE LINE H BY 52		6.19 WK/HR/WK
K	DIVIDE LINE H BY 1760		0.18 WORK YRS
L	TOTAL EMPLOYEES		0.18

32 SUBTOTAL **10,641.55**

REVIEWED BY \_\_\_\_\_  
MGC/MGR, ORL PLANT MAINTENANCE  
PS Form 4852 11-17-82 100-23-09 04 38 PM

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
MGC/MANAGER/POSTMASTER/PMC/MANAGER

DATE \_\_\_\_\_

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

POST OFFICE: AMF STAMP STORAGE  
STATE AND ZIP CODE: 7640 NE AIRPORT WAY  
UNIT: OR, 97238-5598

GROSS INTERIOR AREA: 18,000  
EXTERIOR PAVED: 0  
EXTERIOR UNPAVED: 0

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 (I)	MINUTES PER SQ FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS (N)
1	Workroom Toilets	CL	FX	4.5000	5	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	CL (Cloth)	DUST	FX	1.5000	10	4.0	60.00
3	Office Toilets	CL	FX	4.0000	8	24.00	35	Vacuum)	DUST	FX	1.0000	247	4.0	988.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	251	1.0	2510.00
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	1425	53.44	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	Corner Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0042	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	6510	69.01	49	Ext. Paved (Broom)	SWEEP	SF	0.0058	0	52.0	0.00
18		PL	SF	0.0053	4340	23.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
19	Service/Box Lobby	CL	SF	0.0100	0	0.00	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	15315	12.0	2205.36
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	Resiliant FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resiliant FL	INT	SF	0.2400	40	1.0	9.60
24	S stairways 12	CL	FL	8.0000	0	0.00	56	Resiliant FL	PERI	SF	0.0960	40	3.0	11.52
25		PL	FL	2.4000	0	0.00	57	Terrazo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazo 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	18065	1.0	4335.60
28		VS	SF	0.0064	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	475	1.0	114.00
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/Strubs	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				189.45		70	Office Toilets	PL	FX	1.3340	4	52	277.47
(O) WORK HOUR CALCULATIONS (P)														
A	MULTIPLY LINE 32 BY 52 WEEKS				8,811.17	MINYR								
B	ENR TOTAL FROM LINE 77				10,511.55	MINYR								
C	TOTAL LINE A and B				19,322.72	MINYR								
D	DIVIDE LINE C BY 60 MIN				322.05	WHYR								
E	MULTIPLY LINE D BY % (BRG)				0.00	HYR								
F	MULTIPLY LINE D BY % (BREAKS)				0.00	HYR								
G	MULTIPLY LINE D BY % (WASH UPS)				0.00	HYR								
H	TOTAL LINE D + E + F + G				322.05	WHYR								
I	DIVIDE LINE H BY 52				6.19	WK HRSWK								
K	DIVIDE LINE H BY 100				0.18	WORK YRS								
L	TOTAL EMPLOYEES				0.18			72	SUBTOTAL				10,811.55	

U.S. POSTAL SERVICE

POST ICE AMF STAMP STORAGE

GROSS INTERIOR AREA 18,000

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE 7640 NE AIRPORT WAY

EXTERIOR PAVED 0

UNIT OR, 97238-5598

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	0.0100	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	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Veneer Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Veneer 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	0.0100	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0050	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	0.0090	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 Poles	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	0.0060	0	0.0	0.00
18		PL	SF	0.0030	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0180	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	0.0004	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0080	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	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	0.0030	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 → 189.45

(Q)	WORK HOUR CALCULATIONS	(P)
A	MULTIPLY LINE 32 BY 52 WEEKS	9,811.17 MIN/YR
B	ENTER TOTAL FROM LINE 72	10,811.55 MIN/YR
C	TOTAL LINE A and B	19,622.72 MIN/YR
D	DIVIDE LINE C BY 60 MIN	322.05 W/HR
E	MULTIPLY LINE D BY % (BRK)	0.00 HR
F	MULTIPLY LINE D BY % (BRK/BLKS)	0.00 HR
G	MULTIPLY LINE D BY % (WASH UPS)	0.00 HR
H	TOTAL LINE D + E + F + G	322.05 W/HR
J	DIVIDE LINE H BY 52	6.19 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.18 WORK YRS
L	TOTAL EMPLOYEES	0.18

72 SUBTOTAL → 10,811.55

REVIEWED BY: MSC MGR, DIR, PLANT MAINTENANCE DATE: APPROVED BY: MSC MANAGER/POSTMASTER-BMC MANAGER DATE: MS4300.pdf -- aMS-47 ver 1.0

U.S. POSTAL SERVICE  
BUILDING INVENTORY

LOCATION/FACILITY  
AMF STAMP STORAGE

POST OFFICE  
7640 NE AIRPORT WAY  
OR, 97238-5598

DATE December 23, 2009 4:53 PM

COMPLETED BY \*\* MISSING \*\*

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 12" TERRAZZO AB=PO BOX 145=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER SQ.FT.	EXTER SQ.FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	
1	RACKING	ACTIVE STORAGE AREA	1120		16										1120	
2	BULK PALLET STORAGE	ACTIVE STORAGE AREA	3285		55										3285	
3	PICKLINE	ACTIVE STORAGE AREA	2000		40										2000	
4	DOCKS	PLATFORM (Dock)	2170			6									2170	
5	OFFICE	OFFICE SPACE	475				4								475	
6	OFFICE TOILET	OFFICE TOILET	40	2		2							40			
7	PEDESTRIAN FLOOR TRAFFIC	ACTIVE STORAGE AREA	8910		136										8910	

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE  
7640 NE AIRPORT WAY

DATE 23 December 2009

CUSTODIAL SCHEDULING  
WORKSHEET

AMF STAMP STORAGE

OR, 97238-5598

COMPLETED BY  
" MISSING "

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK TOTAL
			CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	
	<b>OFFICE SPACE</b>																
5	OFFICE	2					475				475					475	1425
	<b>OFFICE TOILET</b>																
6	OFFICE TOILET	2					2				2				2		6
8	OFFICE TOILET	2							2				2				4
	<b>PLATFORM (Dock)</b>																
4	DOCKS	2					2170				2170				2170		6510
4	DOCKS	2							2170				2170				4340
	TOTAL for CL						2647				2647				2647		5294
	TOTAL for PL								2172				2172				4344