



***Maintenance Series Handbook
MS-45***

Field Maintenance Program

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Field Maintenance Program

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SECTION 1

INTRODUCTION

1.1 SCOPE

This handbook describes policies for the Field Maintenance Program (FMP). The FMP is designed to provide maintenance support to non-maintenance capable facilities such as Stations, Branches, and Associate Offices (AO).

1.2 RESPONSIBILITIES

1.2.1 Safety and Health

All Postal Service employees must observe safe working practices and Postal Service safety rules as a primary responsibility mandated by EL-814 Postal Employees Guide to Safety and the Occupational Safety and Health Administration (OSHA) under Public Law 91-596, as amended by the Postal Employees Safety Enhancement Act (PESEA). Refer to HBK EL-803 Maintenance Employees Guide to Safety.

1.2.2 Headquarters Responsibilities

Headquarters (HQ), Maintenance Operations, prescribes policy by which the FMP operates. HQ Maintenance Operations is responsible for:

- Developing new or revised policy guidance on the role and functions of field maintenance offices, and acquisition, maintenance, and disposal of equipment
- Issuing technical information in maintenance handbooks and other publications
- Approving field maintenance training programs for maintenance personnel
- Providing technical support for the FMP

1.2.3 Area Responsibilities

The Area Manager Maintenance Operations, or the designated representative, is responsible for:

- Defining geographic areas to be served by individual Field Maintenance Offices (FMO) and designating the responsible host Maintenance Management Office
- Reviewing and approving FMO staffing
- Auditing the FMOs periodically to review their performance
- Administering Area FMP training policy

1.2.4 Host Maintenance Management Office Responsibilities

The maintenance-capable host Maintenance Management Office is designated by the Area Office as a FMO site and is responsible for:

- Supporting FMP Administration

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- Exchanging parts or equipment items, and using the host plant stock room and mail transportation services, when possible
- Approving attendance and scheduling FMO training

1.2.5 Field Maintenance Office Responsibilities

1.2.5.1 Administration

The FMO administers the day-to-day operation and control of the FMP by prioritizing work, establishing a work schedule, and ensuring that maintenance tasks are completed quickly and economically. Each FMO must have a designated Manager, Field Maintenance Operations, (MFMO) to oversee the FMP. Administration of the day-to-day operations of the FMP may be accomplished by the MFMO and/or a designated Supervisor, Maintenance Operations.

1.2.5.2 Resources

The term Senior Postal Official (SPO) will be used throughout this document and will be inclusive of various EAS positions such as Installation Heads, Postmasters, Station & Branch Managers and/or Supervisors.

The MFMO or designated supervisor assists the Senior Postal Official (SPO) to ensure facilities that do not have internal maintenance capability are adequately maintained. This may be accomplished using a variety of resources including postal employees and contractor performed maintenance. The FMO should assist in obtaining contractor maintenance when needed. Provisions of the Administrative Support Manual (ASM) must be followed.

1.2.6 Local Responsibilities

1.2.6.1 Management

The SPO is responsible for maintaining the building and its equipment (including customer service equipment, mail processing equipment, support equipment) and custodial services in the facility in accordance with MS-110, Field Office Facilities Maintenance Guidelines.

1.2.6.2 Operator

Personnel who operate equipment may have responsibilities for certain types of maintenance. Normally, this maintenance is delineated as operator duties in the operating instructions for specific pieces of equipment. In addition, the operator may at times be requested to ship whole units or subassemblies back to a designated office for repair.

1.2.7 Facilities Response Line

The Facilities Response Line provides a single point of contact for building support and facility maintenance-related calls. Requests for assistance are routed through a call center operated by the Facilities Service Office (FSO). The FSO screens calls for completeness, maintenance responsibility, and emergency status. The FSO handles issues when the lessor has maintenance responsibility. The FSO contracts work

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declined by the FMO after an evaluation is completed by the FMO. The Facilities Response Line works closely with the FMO in responding to work requests, and is the first contact for maintenance-related calls from non-maintenance capable facilities.

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SECTION 2

MAINTENANCE IN NON-MAINTENANCE CAPABLE FACILITIES

2.1 GENERAL

2.1.1 Maintenance Responsibility

Facilities may be owned by the Postal Service, leased, or controlled by another government agency. The Postal Service maintains postal-owned buildings using a variety of resources. In leased or government-owned buildings, the lease or inter-agency agreement specifies maintenance responsibility. Where the Postal Service is responsible for maintenance, the work must be accomplished in the most efficient manner. Management must ensure compliance with all current handbooks, manuals, and other applicable guidelines.

2.1.2 Responsibility Determination

If a leased facility requires maintenance, the Facilities Response Line will determine if the work is the responsibility of the Postal Service or the lessor. Copies of the lease are available to both the leased facility and the FMO through the FSO. Questions pertaining to the lease must be directed to the appropriate FSO. In facilities where another government agency has maintenance responsibility, that agency must be contacted regarding needed repairs. The FSO will contact the lessors and other government agencies.

2.2 MAINTENANCE PROGRAM

The SPO is responsible for the maintenance of each facility. The MFMO may assist the SPO in carrying out this responsibility. Provisions of the Administrative Support Manual (ASM) and Facilities Response Line procedures must be followed.

2.3 SCHEDULED MAINTENANCE

2.3.1 General

Scheduled maintenance is work planned in advance. It may include preventive maintenance, corrective maintenance, modifications, or other planned maintenance activities.

2.3.2 Definitions

2.3.2.1 Preventive Maintenance

Preventive maintenance is the scheduled, systematic inspection, examination, cleaning, lubricating, adjusting, and servicing of equipment to maintain it in top operating condition. Preventive maintenance and follow-up repair work (scheduled repair or parts replacement) are scheduled in advance.

2.3.2.2 Corrective Maintenance

Corrective maintenance is repair or replacement of a failed or defective part,

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subassembly, or assembly of an equipment item, or portion of a building or facility, which returns the equipment or system to optimum condition. Corrective maintenance may be performed through routine scheduled maintenance (when the imminent failure of a part is detected) or reactive (when the failure occurs without warning).

2.3.2.3 Modifications

Modifications are changes to the present configuration of a building, building system, or operating equipment. Modifications are authorized by Headquarters on configuration-controlled equipment or by the local authority for non-configuration-controlled equipment.

Modifications that change the building structure are classified as repair and alteration projects. These projects are the responsibility of the Facilities Service Office and are not performed at the local level. However, management at any level or their designee may identify and request the need for such projects.

2.3.2.4 Other

Other scheduled maintenance activities may include projects not otherwise classified, such as rearranging workroom layouts and inspection activities.

2.4 UNSCHEDULED MAINTENANCE

2.4.1 General

Unscheduled maintenance is unplanned during normal scheduled maintenance. Unscheduled maintenance is categorized as either “other unscheduled” or “emergency repairs” maintenance.

2.4.2 Other Unscheduled Maintenance

Maintenance employees or building occupants may discover maintenance issues during the normal course of activities. These maintenance issues may also be identified during other maintenance activities, such as routine inspections or repairs.

2.4.3 Emergency Repairs

An emergency is an unforeseen circumstance or combination of circumstances that calls for immediate action in a situation not expected to be of a recurring nature.

Circumstances calling for immediate action include, but are not limited to:

Safety hazards to employee(s) or patrons

- Endangerment of employee(s), mail, or property security
- Interruption of the Postal Service mission
- Continuation of loss, damage, or degradation of Postal Service property

If an emergency is beyond local capabilities or the pre-arrangement with a contractor fails to address required repairs, the facility must report the exact nature of the problem to the Facilities Response Line call center.

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2.5 REQUEST FOR WORK

Requests for facility related work should be made through the Facilities Response Line. Request for work not covered by the Facilities Response Line should be directed to the appropriate party. See Facilities Building Repairs Placard on the Facilities Response Line web page.

The information must include the requesting office location and contact information, a clear description of the work requested, the location of the work, the date required, and safety concerns (asbestos, lead paint, etc.) that may affect how the job is performed.

A request for work may be initiated through a telephone call or web based entry. The Facilities Response Line or FMO, as appropriate, ensures that the request is from the SPO or other proper authority. A hard copy or signature is not required.

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SECTION 3

FIELD MAINTENANCE PROGRAM ADMINISTRATION

3.1 GENERAL

The Field Maintenance Program (FMP) requires administrative planning including estimating the activities and resources needed to adequately maintain non-maintenance capable facilities such as Stations, Branches, and Associate Offices.

Maintenance tasks and an overview of work orders and expenses may be used as planning resources. This chapter outlines some important areas that must be properly managed if the FMP is to fulfill its purpose.

3.2 MAINTENANCE TASKS

3.2.1 Definitions

3.2.1.1 Plant Equipment

A facility's physical plant includes the building, grounds, equipment such as heating, ventilation, air-conditioning (HVAC), plumbing, electrical systems, and support equipment (lawnmower, vacuum cleaner, etc.).

3.2.1.2 Operating Equipment

Operating equipment is that used in daily business operations, such as mail processing equipment, customer services equipment, and mail processing support equipment (scales, stamp vending machines, canceling machines, security containers, cases, dock lifts, etc.).

3.2.2 Maintenance Task Classifications

Maintenance tasks fall into five categories: housekeeping (custodial), building maintenance, operating equipment maintenance, administrative tasks, and other maintenance tasks not classified above.

3.2.2.1 Housekeeping (Custodial)

Refer to MS-47, Facility Cleaning, guidelines for estimating custodial work hours necessary to maintain a clean, safe, and healthful condition. The MFMO, along with the SPO should apply the criteria in MS-47 when preparing the estimated custodial budget worksheet. The MFMO may assist in the development of custodial routes or in the development of the scope of work for the subcontracting of cleaning services where applicable.

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3.2.2.2 Building Maintenance

Handbook MS-1, Operation and Maintenance of Real Property,

- MMO-100-18, Guidelines for Creating Detailed Local Building and Building Equipment Maintenance Preventive Maintenance Checklists
- MMO-101-18, Guidelines for Creating Detailed Local Building Equipment Emergency System Operational and Preventive Maintenance Checklists
- MMO-102-18, Electronic Work Hour Estimator Program
- MMO-099-18 Guidelines for Transitioning Station/Branch Building Equipment Maintenance to Field Maintenance Operations

These bulletin may be used as a general guide for determining maintenance tasks related to the physical plant.

All bulletins are current as of the publication date of this handbook. Please refer to the MTSC Webpage for updated information.

3.2.2.3 Operating Equipment Maintenance

The guidelines for determining the maintenance tasks related to operating equipment are found in directives, manuals, handbooks and bulletins

3.2.2.4 Administrative Tasks

These involve activities and time spent in nonproductive duties such as travel, training, and record keeping.

3.2.2.5 Other Maintenance Tasks

In cases where maintenance guidelines do not exist, derive maintenance tasks from an analysis of historical data of similar equipment or from the manufacturer's suggested maintenance guidelines.

3.3 ASSIGNING THE MAINTENANCE TASKS

3.3.1 General

The FMO is not the sole performer of maintenance tasks in non-maintenance capable facilities . Maintenance tasks can be assigned to in-house personnel, FMO, supplemental staff, or contractor resources.

When the need for a maintenance task is determined and properly requested, the MFMO decides how to prioritize and accomplish the work. All decisions must be in accordance with all current handbooks, manuals, and other applicable guidelines.

3.3.2 In-House Tasks

In-house tasks can be assigned to maintenance personnel employed at a facility. When in-house labor is used, the SPO must ensure that the individual assigned to do the work has the training and skills necessary to properly perform the task.

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3.3.3 Field Maintenance Program Tasks

FMP tasks can be assigned to area maintenance technicians, area maintenance specialists, mechanics, and other designated personnel assigned to the FMP.

3.3.4 Supplemental Staff Tasks

When a particular task exceeds the capability of the FMP workforce, the FMP may be assisted by supplemental staff from other facilities.

3.3.5 Contractor Maintenance

Contractor maintenance is work completed by non-postal personnel. All arrangements for maintenance work by non-postal personnel must comply with the Administrative Support Manual (ASM); current Purchasing Manual instructions, and "Cleaning Services Local Buying Agreement Guidelines."

3.4 TRAINING FOR THE FIELD MAINTENANCE PROGRAM

3.4.1 General

The FMP is enhanced by formal and informal training. Installation heads, supervisors, non-FMP employees, MFMO, and FMP employees may receive training. The MFMO or SPO, as appropriate, must ensure that any employee assigned to a maintenance task is familiar with the importance of safe practices, the equipment, the type of work (corrective or preventive), and any required forms or paperwork.

3.4.2 Requirements Determination

Training ranges from introductory courses for SPO to in-depth technical training for area maintenance technicians and specialists. Formal training is available through the National Center for Employee Development, and other local resources. Informal training is "on the job" or "hands on" instruction. To determine training needs, the MFMO must examine the potential tasks and the current skills of FMO employees. In addition, the FMO must consider the type of equipment and level of maintenance expected. The MFMO and the immediate manager should determine the training needs.

3.4.3 Informal Training

3.4.3.1 Field Maintenance Program Employee Training

The host Maintenance Office and/or MFMO can arrange for informal training to be given by a Subject Matter Expert (SME) or On the Job Trainer (OJT). Training should occur on site, where the trainer can instruct the employee in the proper procedure.

3.4.3.1.1 Senior Postal Official (SPO) Training

The SPO should receive training on facility maintenance. A new SPO may receive indoctrination and instructions from the local Manager Post Office Operations (MPOO), or the MFMO, while an incumbent SPO may receive instruction at seminars and meetings. Training and instruction should include such topics as field maintenance program procedures, procurement procedures, safe combination changes, vending equipment, custodial scheduling, housekeeping inspections, inspection forms and procedures, safety and health issues, and other topics required under the FMP.

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3.4.4 Formal Training

The Host Maintenance Office and/or the MFMO determine formal training requirements to ensure that FMP employees are adequately trained. Requirements must be coordinated with the Host Maintenance Manager in order to meet the initial call for training billets in the coming year. When the host Maintenance Office receives the requested billets, FMP employees can be scheduled for training in accordance with Article 38 of the APWU National Agreement. The MFMO works with the current Postal training management system to ensure the employee has taken prerequisite courses and is ready for the training.

3.4.5 Training Records

Training records are contained in the National Training Database for any training that has a national course number. Records are also kept in the current Postal training management system, and the computerized maintenance management system (CMMS). Training records for FMP employees will be maintained by the current Postal training management system (and locally by the MFMO) and for facility employees by the SPO.

3.5 MANAGING THE WORK

3.5.1 General

3.5.1.1 Working Relationships

A line of communication must exist between the SPO, FMO, the Host Maintenance Office, the District Office, the Area Maintenance Support office, and the FSO. Work requests, work orders, reports, technical advice pertaining to facilities, contracts, and repair and alteration projects; procurement requests; lease amendments, renewals and lessor maintenance, may flow through any or all of these communication channels.

3.5.1.2 Inspections

Maintenance inspection requirements are established by Headquarters. This policy is normally distributed through handbooks and maintenance bulletins. The Area Office may establish additional inspection requirements.

3.5.1.3 Priority

Priority must always be given to emergency repairs as defined in Section 2.4.3. Urgent requests are those that need quick attention or action, may pose a potential threat or danger that could lead to an emergency if left unattended, but do not yet interrupt the core mission of the Postal Service. Requests not classified as emergency or urgent are considered routine.

3.5.2 Acceptance of Work

3.5.2.1 Work Request Validity

The MFMO must evaluate the work request to ensure that it is valid FMP work as defined in Section 2. Requests must be submitted, and contain all required information, and must have proper management approval. Project work must meet the FSO criteria for a valid project.

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3.5.2.2 The Contracting Option

The MFMO or designee is responsible for assigning work so that it is efficiently performed. The MFMO may evaluate the use of contractor-performed maintenance as a resource.

3.5.2.3 Decision to Contract

After evaluation, a decision can be reached to assign the work to postal maintenance employees or to contract the work.

3.5.2.4 Postal Work

All work requests assigned to postal maintenance employees will be entered and tracked using nationally established Computerized Maintenance Management System (CMMS), currently eMARS.

3.5.3 Accomplishing the Work

3.5.3.1 Prioritize Work Orders

The MFMO or designee assigns priorities to accepted work requests. Priorities are based upon the severity of the problem and availability of resources. Priority must always be given to emergencies first, urgent requests second, and routine requests last. Changes in priority status may create a need to reconsider the Contracting Option (Paragraph 3.5.2.2).

3.5.3.2 Schedule and Assignment

The MFMO approves and schedules work. When considering work assignments, the MFMO must consider available resources and any limitations in the available work force. Maintenance employees assigned to non-maintenance capable facilities and other employees assigned duties under the FMP may be responsible to a supervisor other than the MFMO. When making assignments under the FMP, the MFMO must work with any other supervisors/managers involved to ensure compliance with current handbooks, manuals, and other applicable guidelines. Issues that arise during the scheduling and assignment process may necessitate reconsideration of the Contracting Option (Paragraph 3.5.2.2).

3.5.3.3 Perform Work

Issues arising during the performance of the work may require subsequent work requests or reconsideration of the Contracting Option (Paragraph 3.5.2.2).

3.5.3.4 Review and Follow-up

The MFMO will review the work of all employees assigned duties by the FMP. A review or follow-up is not required for every job task. Reviews and follow-ups should evaluate work methods, safety, quality control, customer satisfaction, and other items as needed. Issues discovered during the review may create new work requests or reconsideration of the Contracting Option (Paragraph 3.5.2.2).

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3.5.4 Record Keeping

The nationally established Computerized Maintenance Management System (CMMS) must be used for scheduling, tracking, and reporting FMP work. As this system changes over time, the FMP reporting procedure should be changed accordingly. Tracking system information can be found in Handbook MS-63, Maintenance Operations. Time will be recorded and tracked separately for CMMS travel, work, administrative duties, and training time categories.

3.6 TRAVEL AND TRANSPORTATION

3.6.1 General

To the maximum extent possible, government transportation must be provided for field maintenance employee travel. Some facilities have vehicles dedicated to the FMP; in others, the FMP employee may use whatever government transportation is available (carrier vehicle, Vehicle Maintenance Facility (VMF) vehicle, administrative vehicle, etc.). A privately owned vehicle may be used only as a last resort, and must be in accordance with current handbooks, manuals, and other applicable guidelines. If the FMP requires additional vehicles, a request must be made through the appropriate VMF.

3.6.2 Vehicle Maintenance

Postal vehicles are the responsibility of the appropriate VMF. If directed by the VMF, vehicle maintenance may be procured from a local gas or service station. In all cases, when the vehicle reaches the scheduled date or mileage for routine maintenance, the operator will be contacted by a supervisor or the VMF to schedule the maintenance. The operator must report defects promptly to the VMF and MFMO.

3.6.3 Vehicle Safety

While operating any government-owned vehicle, personnel must follow all USPS vehicle safety requirements as outlined in the following:

- Postal Operations Manual (POM), Section 7
- Employee and Labor Relations Manual (ELM), Section 8
- Notice 76, Expanded Vehicle Safety Check
- HBK EL-801, Supervisor's Safety Handbook
- Additional guidelines as issued

3.6.4 Limits on Vehicle Use

When field maintenance personnel stay overnight at a remote location, a government vehicle may be used for transportation to lodging and restaurants, in compliance with HBK F-15, Travel & Relocation and current directives.

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3.6.5 Travel Time

Maintenance visits should be scheduled to minimize travel. The FMP employee must maintain accurate daily travel time and mileage records. Time records should be submitted daily as part of the work record. Mileage records must be submitted as required by the VMF.

3.6.6 Overnight Travel

When scheduled repair work at a facility is not completed during regular working hours, the MFMO must determine the most efficient method of completing the work. The following are possible considerations:

- The employee returns to home office that day and another visit is scheduled to complete the work
- The employee completes the work on overtime and returns to the home office that day
- The employee stays overnight, completes the work the next day, and then travels to the next assignment

3.6.7 Travel Expenses

When a field maintenance employee must stay overnight at a remote location, the employee is allowed the per diem rate prescribed in HBK F-15, Travel & Relocation. When reporting travel and per diem expenses, the employee will prepare a Form 1012, Travel Voucher, or electronic equivalent and submit it to the MFMO.

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SECTION 4

CONTRACTOR PERFORMED WORK

4.1 INTRODUCTION

4.1.1 Definition

Contractor-performed work is performed by non-postal personnel.

4.1.2 Scope

This chapter describes procedures to be used when an SPO requires contractor-performed work. It describes FMO responsibilities relating to contractor-performed work developed and procured by the SPO, FSO or Facilities Response Line.

4.2 PROCEDURES FOR OBTAINING NON-POSTAL WORK

4.2.1 Procurement and Administration

The FMO does not procure or administer contracts. The MFMO or designee may assist the SPO in the development of local contracts.

The SPO is responsible for initiating action to obtain local contracts.

If the MFMO makes the decision to decline a Facilities Response Line work request, Article 32 considerations will be completed within the call response software and become part of the problem history. The FSO then procures and administers the contract.

4.2.2 Reference Documents

All FMP management personnel who assist SPO in contracting must be familiar with procurement rules and regulations. The following references may be consulted:

- Administrative Support Manual (ASM)
- HBK MS-63, Maintenance Operations
- HBK MS-47, Facility Cleaning
- Cleaning Services Local Buying Agreement Guidelines
- HBK AS-709, Purchase Card Local Buying Policies and Procedures
- EL-800 Managing Contractor Environmental, Health, and Safety Compliance
- Local Procurement field guides

4.2.3 Local Purchasing Authority

The SPO may use their local purchasing authority to procure contractor-performed work, as defined in the ASM section 535. The MFMO may assist the SPO in arranging for contractor-performed work.

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4.3 PERFORMANCE

4.3.1 Contractor Safety

All contractors must meet all requirements of the EL-800 Managing Contractor Environmental, Health, and Safety Compliance prior to performing any work in a postal facility.

4.3.2 Monitoring the Work

The contracting officer or representative ensures that contract work is performed as required by the contract. The contracting officer or representative should be from the organization that issues or requests the contract, not the FMO. When local purchasing authority is used, the person with local purchasing authority (or designee) is the contracting officer responsible for monitoring the work.

Headquarters, the Area Office, or other postal management organizations may request FMO assistance in reviewing contractor-performed work and providing comments to the COR if required.

4.4 PAYMENT

After the work has been satisfactorily performed and inspected by the contracting officer or representative, payment can be authorized.

4.5 CONTRACTOR CLEANING

New cleaning contracts must not include lawn care, snow removal, or other higher cost labor rate items. These items should be provided for in separate contracts. Refer to Cleaning Services Local Buying Agreement Guidelines. Headquarters sets policy for using local purchasing authority for other services. See applicable management instructions for this policy.

4.6 REPAIR SOURCE CALL LIST

Working together, the SPO, the FSO, and the MFMO should establish a call list of contractors that may be contacted in case the need arises for routine or emergency repairs. The call list ensures the availability of such contractors. The call list should be kept in the local office and at the Facilities Response Line. The list should include the following:

- Contractor Name
- Contractor address
- Contractor telephone number
- Type of work contractor performs
- Procedures to contact the contractor

NOTE

The SPO must review and update the call list as needed. Assistance may be requested from the responsible FSO or

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MFMO if necessary to accomplish this activity.

The Facilities Response Line becomes the custodian of this information.

4.6.1 Emergency Repairs

See paragraph 2.4.3, Emergency Repairs for definition of emergency repairs.

Emergency repairs may be accomplished in the most expeditious method available in the judgment of management. The Facilities Response Line should be contacted for emergency repairs.

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SECTION 5

TOOLS AND PARTS

5.1 TOOLS

5.1.1 Issuing Tools

Maintenance employees in the FMP must have access to the minimum set of tools required to safely perform maintenance duties. There are two methods by which field maintenance employees may be issued tools:

- Permanent tool loan from the FMP
- Temporary tool loan from the FMP

5.1.2 Issuing Tools Permanently

All postal maintenance employees in the FMP, who perform maintenance, must be permanently issued a toolbox and tools in compliance with HBK MS-63, Maintenance Operations Support. Lockout devices and personal protective equipment must be provided in the tool kit. Tools issued to an employee must be inventoried and tracked in the current version of the CMMS. Based upon an employee's specific skills and the type of work to be performed, tools may be added as needed. The MFMO must initial, and the employee sign for, all tools that are issued. This check and balance ensures that only necessary tools are issued, as often stockroom personnel do not know what tools and equipment are necessary.

5.1.3 Issuing Tools Temporarily

When the work requires it, an employee may be temporarily issued a special tool. (Usually, a job requiring a special tool is performed by FMO personnel who may withdraw the special tool from the central supply room.) This tool must be signed out to the employee according to the process in effect at the particular central supply room. If an employee at a remote location requires a special tool, the FMO can ship it. The tool is withdrawn from the supply room, and the date, employee name, and the office to which the tool is to be sent, is recorded in the central supply room. It is the responsibility of the employee receiving the tool and the MFMO or designated supervisor to ensure that the tool is returned to the central supply room.

5.1.4 Tools for Local Use

The SPO should use local purchasing authority to obtain small hand tools (screwdrivers, pliers, etc.) needed to perform incidental repairs in the facility.

5.2 PARTS

5.2.1 Exchanging Units and/or Parts

If an exchange is to be used, the replacement unit or part may be shipped to the facility. Personnel in the detached facility exchange the unit or part and return the defective unit or part to the designated repair point in the container used to ship the replacement unit to the facility. Exchange units or parts may be tracked by work order in the current

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CMMS. Exchanges should always be considered when maintenance needs arise.

5.2.2 Determining Need for Local Parts Stock

The SPO, with assistance from the MFMO or designee, is responsible for establishing the type and quantity of repair parts if any, kept at a facility, and establishing a reorder point. Equipment inventories, local availability of parts, and past maintenance records should be used to determine what repair parts are required to be stocked.

5.2.3 Ordering Parts

When a required part is not on hand, the SPO may request the part from the FMO. After FMO approval, the request is forwarded to the appropriate stockroom or centrally located parts room where the cost of the part is recorded against a work order in the CMMS, and a copy forwarded to the FMO indicating the facility's part costs. Shipment must be made by the most expedient means, which is normally postal transportation.

A part needed at the facility considered a "repairable part" must be sent by express mail or other trackable means. The defective part must then be returned to the appropriate stock room or centrally located parts room.

5.2.4 Locally Purchased Parts and Supplies

The SPO is responsible for local purchase of off-the-shelf repair parts within spending authority. However, an SPO must ensure proper purchasing procedures are followed.

5.2.4.1 Supplies

The FMO shall make maximum use of MRO (Maintenance, Repair & Operations) Products and Services obtained through the Environmental & MRO Category Management Center. Using the national ordering agreement (NOA) contracts for products and services helps to reduce costs and assure that materials purchased are of best value to the USPS. The MRO for Products and Services is periodically updated by the Environmental & MRO Category Management Center.

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SECTION 6

FIELD MAINTENANCE OFFICE RECORD KEEPING

6.1 GENERAL

Basic building and building system information are required for each facility to provide a basis for scheduling and planning maintenance activities.

6.2 REQUIRED FILES INFORMATION

The following information must be maintained in the FMO for each facility in its designated geographic area:

- Inventories
- Resources
- History
- Inspections

6.2.1 Inventories

Data includes information on the building, building systems, operating equipment, and facility maintenance personnel. At minimum, it must include the following:

- Building Equipment Inventory where the postal service has maintenance responsibilities
- Form 4869, Building Inventory (see HBK MS-47, Facility Cleaning) for offices that have cleaning services
- Facility contact Information

NOTE

If an equivalent, automated version of the data exists in a nationally supported format and is available to the FMO, hard copies are not required.

6.2.2 Resources

Resource information should contain the following:

- Call list (see paragraph 4.6)
- Location of nearby facilities where maintenance employees with appropriate skills are assigned
- Travel distance from offices that may provide maintenance to this facility

6.2.3 History

The FMO must maintain a history for each facility. The record should contain correspondence, work orders, parts usage, local contracts, etc.).

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6.2.4 Inspections

The SPO is required to maintain copies of Form 4851 Housekeeping Inspection and send copies to the FMO. These copies must be kept for two years at the local site and FMO for all facilities with postal custodians.

Boiler, elevator, and unfired pressure vessel inspections must be posted near the equipment with copies at the FMO. Copies of semiannual safety inspection reports may also be kept by the FMO.

Deficiencies on inspection reports that are abated by the FMO should be documented and a copy of the CMMS work record attached to the inspection report and maintained for two years.