MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE

Maintenance Management Order UNITED STATES POSTAL SERVICE TO



SUBJECT: Preventive Maintenance Guidelines for Flats Secure D

DATE: February 27, 2018

Destruction (SHRED_CA)

NO: MMO-002-18

TO: Maintenance Manager SHRED CA Offices

FILE CODE: 3SH

ddun:mm17142ae

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Flats Secure Destruction. This bulletin applies to Acronym SHRED, Class Code CA.

The work hours represented in this MMO reflect the maximum work hours required to maintain the equipment. Given local conditions, management may modify task frequencies. For a more efficient maintenance operation, routes with duplicate items should be performed together.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

The minimum maintenance skill level to perform each task on the various checklists is included in the Minimum Skill Level column. This does not preclude higher level employees from performing any of this work.

WARNING

Various products, which require Safety Data Sheets (SDS), may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available for reference by all employees. Refer to SDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used only on optical equipment when other cleaning methods can not be used.

Web Access: http://www1.mtsc.usps.gov

WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at MTSC>HELPDESK>Create/Update Tickets or call (800) 366-4123.

Frederick L. Jackson III

Manager (A)

Maintenance Technical Support Center

HQ Maintenance Operations

- 1. Workload Summary Estimate For SHRED CA
- 2. SHRED: 03-SHRED-CA-001-M: Daily
- 3. SHRED: 03-SHRED-CA-002-M: Weekly
- 4. SHRED: 03-SHRED-CA-003-M: Semi-Annual

SUMMARY

WORKLOAD ESTIMATE

FOR

SHRED_CA

Summary Workload Estimate

				Non-	
Operation	Routine	Repair	Routine	Productive	Total
	Servicing		Servicing		Servicing
Days	per	Time per	+	Time per	per
	•	·	Repair		'
	Machine	Machine	Time	Machine	Machine
	(Hrs/Yr)	(Hrs/Yr) *	(Hrs/Yr)	(Hrs/Yr) **	(Hrs/Yr)
5 Days	136.07	40.82	176.89	17.69	194.58
6 Days	158.60	47.58	206.18	20.62	226.80
7 Days	181.13	54.34	235.47	23.55	259.02

^{*}Repair estimates based on 30% of servicing.
**Based on 10% of total servicing and repair.

SHRED MASTER CHECKLIST

03-SHRED-CA-001-M

DAILY

Time Total: 26 Minutes

Maintenance Technical Support Center

U.S. Postal Service	IDENTIFICATION															
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Maintenance Checklist	CO	DE				ACRO	MYM				CO	DE				
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Equipment Nomenclature	Equ	ipmer	nt Mo	del				Bulletin Filename					Threshold Severi			у
		SHRED								mm17142					AILY	

		T 1011 1 11 1				-	
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill	Run	Threshold Pieces	s Weeks
Component	NO	(Comply with all current salety precautions)	Req	Lev	Hours	Fed	vveeks
			(min)		riouro	(90-	
						180k)	
SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	ာ	A 1 1		T	1
STATEMENT	1.	Disconnect power and apply lockouts when	_	ALL			
STATEMENT		required by this instruction. Refer to current					
		local lockout procedures to properly shut					
		down and lock out this machine. Open					
		equipment and inspect dust conditions.					
		Check for suspicious dust or unusual debris.					
		If any unusual substance is found notify					
		supervisor prior to proceeding with any further action on the equipment.					
		THE USE OF COMPRESSED OR BLOWN AIR					
		IS PROHIBITED.					
		When cleaning is required, an alternative cleaning method such as a HEPA filtered					
		vacuum cleaner or a damp rag must be used					
		in place of compressed or blown air. A lint-					
		free cloth or brush may be used on optical					
		equipment only when other cleaning methods					
		can not be used. Report safety deficiencies to					
		your supervisor immediately upon detection.					
		WARNING FOR EWP/PPE: Steps contained in this bulletin may require					
		the use of Electrical Work Plan (EWP)					
		Personal Protective Equipment (PPE). Refer					
		to the current EWP MMO for appropriate EWP					
		PPE and barricade requirements.					
		WARNING: Never use bare hands or fingers to					
		check for hydraulic leaks. Wear skin and eye					
		protection when inspecting pressurized hoses					
		and other components or when handling					
		hydraulic fluids.					
MACHINE	2.	Power Down and Lockout Procedure.	3	7			
		Power down the machine and lock out power as					
		prescribed by the current local lockout instructions					
		providing lockout/restore procedures.					
MACHINE CABINET	3.	Clean Inside Machine Cabinet.	5	7			
CADINE		Open shredder front door.					
		2. Lift up, pull out, and empty the discharge					
		conveyor pan.					
		3. Clean/vacuum inside surfaces of shredder					
		around and under discharge conveyor belt.					
		4. Open discharge conveyor door, and wipe					
		T Open discharge conveyor door, and wipe	I	1	1	I	1

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Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	
Component	No	(Comply with all current safety precautions)	Time Req	Skill Lev	Run Hours	Pieces Fed	Weeks
			(min)		riours	(90-	
						180k)	
		down area on and around conveyor photoeye.	1				
		5. Slide discharge conveyor pan completely					
		back in, making sure pan is locked securely in place.					
		'					
		6. Close the front door.					
FEEDER MODULE	4.	Clean Feeder Module Loading Table.	2	7			
LOADING TABLE	''		_	'			
		Clean/vacuum outside surfaces of loading table					
		and clean/vacuum area around the transport belt.					
OIL MODULE	5.	Check/Refill Low Oil.	3	7			
		Locate automatic oiler container on the right					
		side of shredder.					
		2. Make sure oil level in the container is					
		between the MIN and MAX level markings.					
		3. If container is low, remove cap and replenish					
		oil to MAX fluid level.					
		WARNING					
		WARNING					
		Various products, which require Safety					
		Data Sheets (SDS), may be utilized					
		during the performance of the					
		procedures in this bulletin. Ensure the					
		current SDS for each product used is on					
		file and available for reference by all employees. Refer to SDS for					
		appropriate personal protective					
		equipment.					
		4. Replace fill cap.					
		5. Clean up any spilled or splattered fluid.					
		6. Return equipment to service as prescribed by					
		the current local lockout instructions providing					
		lockout/restore procedures.					
CLEAN UP	6.	Clean up.	5	7	+		
OLL/ III OI	0.	·		'			
		Ensure all tools, lubricants, rags, etc., are					
		removed from the work area.					
MACHINE	7.	Log Problems Discovered and Work	5	9			
LOGBOOK		Performed.					
		Report unresolved problems at the end of tour to					
		the SMO and generate appropriate work orders.					
		5 3 2					

MMO-002-18	Maintenance Technical Support Center

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Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Weeks
			Req	Lev	Hours	Fed	
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SHRED MASTER CHECKLIST

03-SHRED-CA-002-M

WEEKLY

Time Total: 26 Minutes

Maintenance Technical Support Center

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Part or	Item	,,			ment an				`	Est.	Min.		Threshold	
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										(min)			(90- 180k)	
SAFETY	1.	COMPL	V WITH	A 1 1	CAE	TV	DDEC	A I I	ITIONS	3	Λι.	1	TOUK)	
STATEMENT	1.	Disconr			_			_		3	ALL	•		
		required												
		local lo							•					
		down a							Open					
			nent and inspect dust condition for suspicious dust or unusual debri											
		If any	unusual substance is found notify isor prior to proceeding with any											
		supervis further						wi	th any					
		THE US			RESS	ED C	R BL	ЭW	/N AIR					
		IS PROM When			reau	red.	an a	alte	ernative					
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		Steps of	e of E	Elect	rical	Wor	k Pla	an						

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

WARNING: Never use bare hands or fingers to check for hydraulic leaks. Wear skin and eye protection when inspecting pressurized hoses and other components or when handling hydraulic fluids.

WARNING

Be cautious when working around or on equipment when power has been applied.

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FEED BELT 2. Check Feed Belt.

- Turn the main switch to I position; the green Ready for Operation LED should light up.
- 2. Ensure there are no errors on the Operating and Display dial; errors should be corrected

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Maintenance Checklist							MENT MYNC					ASS DE	N	UMBI	ĒR	TYPE
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Equipment Nomenclature	Equipment Model SHRED										name 7142		Γhresh	y Y		

Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Weeks
			Req (min)	Lev	Hours	Fed (90-	
			()			180k)	
		before proceeding.					
		3. Press the Start button.					
		4. Does the feed belt stay firmly in place (i.e. does not slip) when loaded with material?					
		5. Does the surface of the feed belt appear sturdy and unworn?					
		6. Is the fabric inlay of the belt covered?					
LOADING TRAY	3.	Check Loading Tray.	1	9			
		Is loading table installed and bolted securely?					
SAFETY DEVICES	4.	Inspect Safety Devices to Assure Proper Machine Operation.	10	9			
		 Turn main switch to I position; the green Ready for Operation LED should light up. 					
		 Ensure there are no errors on the Operating and Display dial; errors should be corrected before proceeding. 					
		3. Press the Start button.					
		 Observe that the audible warning signal sounds for five (5) seconds. 					
		 Observe that the visible start-up warning signal light, flashes for between five (5) and ten (10) seconds. 					
		6. Observe that the feed belt, cutting block, and conveyor start up.					
		7. Press the Emergency Stop button.					
		 Observe that the shredder switches off immediately and that the cutting block and feed belt stop. 					
		Observe that the Emergency Stop button lights up.					
		Attempt to restart the shredder by pressing the Start button.					
		11. Observe that the shredder does not start up.					
		12. Pull out the Emergency Stop button.					
		13. Press the Start button and observe that the shredder operates normally.					
		14. Observe that the audible warning signal					

Maintenance Technical Support Center

U.S. Postal Service	IDENTIFICATION															
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			SHRED	17142		VVEEKLY						
Part or Component	Item No	((Task Statement and Instruction Comply with all current safety precaution	as)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Threshold Pieces Fed (90- 180k)	s Weeks			
		sour	ds for five (5) seconds.									
		15. Obse	erve that the visible start-up war al light, flashes for between five 10) seconds.									
			erve that the feed belt, cutting bleeyor start up.	ock, and								
		17. Pres	s the Emergency Stop bar.									
		imme	erve that the shredder switches dediately and that the cutting block belt stop.									
		19. Obse	erve that the Emergency Stop busters are that the Emergency Stop busters are the	utton								
			mpt to restart the shredder by prestart button.	essing								
		21. Obse	erve that the shredder does not									
		22. Pull	out the Emergency Stop bar.									
			s the Start button and observe t dder operates normally.									
			n the front shredder door more the									
			erve that the shredder switches ediately.	off								
		26. Obse up.	erve that the Door Open indicato									
		27. Clos	e and secure the front door.									
		28. Obse turn	erve that the Door Open indicato off.	or lights								
			s the Start button, and observe dder operates normally.	that the								
CLEAN UP	5.	Clean U	p.		5	7	1					
		removed	all tools, lubricants, rags, of the form the work area. Robies to supervisor.	etc., are eport all								
MACHINE LOGBOOK	6.	Log Pro	blems Discovered and Work ed.		5	9						
			inresolved problems at the end and generate appropriate work									

SHRED MASTER CHECKLIST

03-SHRED-CA-003-M

Semi-Annual

Time Total: 26 Minutes

U.S. Postal Service	IDENTIFICATION															
Maintenance Checklist	WORK CODE						MENT NYM				CLA CO		NUMBER			TYPE
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Equipment Nomenclature	Equipment Model SHRED						Ві		Filer	name 7142	F	Freque S	ıual			

Dort or	Itom	Took Statement and Instruction	Ent	Min		Throobold	lo
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill	Diva	Threshold Pieces	is Week
Component	INO	(Comply with all current salety precautions)	Reg	Lev	Run Hours	Fed	vveer
			(min)	LOV	riours	(000)	
					1	ı	1
AFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	3	ALL			
ΓΑΤΕΜΕΝΤ		Disconnect power and apply lockouts when					
		required by this instruction. Refer to current					
		local lockout procedures to properly shut					
		down and lock out this machine. Open					
		equipment and inspect dust conditions.					
		Check for suspicious dust or unusual debris.					
		If any unusual substance is found notify					
		supervisor prior to proceeding with any					
		further action on the equipment.					
		THE USE OF COMPRESSED OR BLOWN AIR					
		IS PROHIBITED.					
		When cleaning is required, an alternative					
		cleaning method such as a HEPA filtered					
		vacuum cleaner or a damp rag must be used					
		in place of compressed or blown air. A lint-					
		free cloth or brush may be used on optical					
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		WARNING FOR EWP/PPE:					
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		•					
		WARNING: Never use bare hands or fingers					
		to check for hydraulic leaks. Wear skin and					
		eye protection when inspecting pressurized					
		hoses and other components or when					
		handling hydraulic fluids.					
		WARNING					
		Be cautious when working around or on					
		equipment when power has been					
		applied.	i	1	1	1	1

2 Attachment 4

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Power Down and Lockout Procedure.

Power down the machine and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.

2.

Machine

U.S. Postal Service	IDENTIFICATION														
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	SHRED mn						Semi-Annual					
Part or	Item	,	Task Statement and Instruction		Est.	Min.		Threshold				
Component	No	(Comply with all current safety precaution	ns)	Time Req	Skill Lev	Run Hours	Pieces Fed	Weeks			
					(min)		riouro	(000)				
DRIVE CHAIN	3.	Check D	Prive Chain.		10	9						
			WARNING									
		Data durin proce curre on fil empl appre	edures in this bulletin. Ensurent SDS for each product us le and available for reference oyees. Refer to SDS	tilized the re the sed is								
			eck the sag of the shredder ween $3/8" - 4/7"$.	chain is								
		2. App	oly K2K grease to the drive ch s.	ains and								
		Bea	oly K2K grease to the sphericarings via the two grease nipplaring blocks.									
		by	urn equipment to service as p the current local lockout ins viding lockout/restore procedure:	structions								
CLEANUP	4.	Clean U	p.		5	7						
		removed	all tools, lubricants, rags, of I from the work area. Ro cies to supervisor.	etc., are eport all								
MACHINE LOGBOOK	5.	Log pro	blems discovered and work ed.		5	9						

Attachment 4 3

Report unresolved problems at the end of tour to the SMO and generate appropriate work orders.