



Maintenance Management Order

SUBJECT: RCR-R PM Checklist

TO: All RCR Sites

DATE: July 15, 2021

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This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Remote Character Reader (RCR) System. This bulletin applies to Acronym RCR, Class Code AD.

Work hours presented in this Preventive Maintenance (PM) bulletin are for the entire Remote Character Reader (RCR) system.

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

WARNING

Various products requiring 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 to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

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.



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- Attachments
1. Summary of Workload Estimate For RCR System
 2. Master Checklist 03-RCR-ADA-001-M – RCR Preventative Maintenance (PM)
 3. Master Checklist 09-RCR-AD-001-M – RCR Operational Maintenance (OM)

ATTACHMENT 1
SUMMARY WORKLOAD ESTIMATE
FOR RCR SYSTEM

Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing			
						1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3	
5 Days	4.55	0.46	5.01	0.50	5.51	14.18	22.84	31.51	
6 Days	4.55	0.46	5.01	0.50	5.51	15.91	26.31	36.71	
7 Days	4.55	0.46	5.01	0.50	5.51	17.64	29.77	41.91	
* Repair maintenance estimates based on 10% of preventive maintenance.									
** Based on 10% of total PM and repair.									
THRESHOLDS and PM TIME SUMMARY Hrs PER Year						OPERATIONAL MAINTENANCE			
						0 MIN. PER DAY PER MACHINE			
						One Tour	Two Tours	Three Tours	
						5 Day	8.67	17.33	26.00
						6 Day	10.40	20.80	31.20
						7 Day	12.13	24.27	36.40

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ATTACHMENT 2

RCR MASTER CHECKLIST

03-RCR-AD-001-M

PREVENTIVE MAINTENANCE (PM)

Time Total: (9) minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
	0	3	R	C	R			A	D	0	0	1	M
Equipment Nomenclature RCR		Equipment Model					Bulletin Filename mm21013			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. 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. 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.</p> <p>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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>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 or appropriate EWP PPE and barricade requirements.</p> <p>WARNING FOR SDS: Various products requiring 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 to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
RCR-R REMOTE COMPUTER READER: ACTIVE IMAGE SERVER	10	<p>This procedure requires the username and password for the account rcr_user.</p> <p>This will take the RCR offline and will return you to the GUI Login screen.</p> <ol style="list-style-type: none"> 1. Press the KVM switch on the active Image Server. 2. Press the CTRL and D keys at the same time and wait for the dialog box to complete. 3. Press the CTRL and S keys at the same time and wait for the dialog box to complete. 4. Press the ALT and X keys at the same time, answer "Yes" to the dialog box and this will return you to the GUI Login screen. <p>Login and restart the RCR</p> <ol style="list-style-type: none"> 1. Type in the username: rcr_user 2. Type in the password and acknowledge the dialog box, and wait for the additional dialog boxes to complete. 3. Press the CTRL and I keys at the same time and wait for the dialog box to complete. 4. Press the CTRL and C keys at the same time and wait for the dialog box to complete. <p>The following icons will turn Orange:</p> <p>IDS, System State, Transport Connection Status and Accelerator Status</p> <p>The ICU Status icon will be the color Rose and later turn Orange</p>	3	10			W
RCR-R REMOTE COMPUTER READER: ACTIVE IMAGE SERVER	20	<p>Wipe down all exposed surfaces</p> <ol style="list-style-type: none"> 1. Using lint-free static-free cleaning towels, clean the exterior of the RCR cabinet. 2. Using lint-free static-free cleaning towels, clean the exterior of the monitor and keyboard. 	5	All			M

The tasks marked with one asterisk *, after the time required, are per unit tasks.

The tasks marked with two asterisks **, after the item number, are critical tasks.

ATTACHMENT 3

RCR MASTER CHECKLIST

09-RCR-AD-001-M

OPERATIONAL MAINTENANCE (OM)

Time Total: (2) minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
	0	9	R	C	R			A	D	0	0	1	M
Equipment Nomenclature RCR		Equipment Model					Bulletin Filename mm21013			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. 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. 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.</p> <p>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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>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 or appropriate EWP PPE and barricade requirements.</p> <p>WARNING FOR SDS: Various products requiring 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 to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
RCR-R REMOTE COMPUTER READER: ACTIVE IMAGE SERVER	30	<p>Start of the Processing Tour</p> <ol style="list-style-type: none"> 1. Press the KVM switch on the active Image Server. 2. Visually confirm the following icons are the color Orange: IDS, System State, Transport Connection Status (Available Transports) and Accelerator Status <p>Available Transports are machines ready to process.</p>	1	All			T

The tasks marked with one asterisk *, after the time required, are per unit tasks.

The tasks marked with two asterisks **, after the item number, are critical tasks.