



Maintenance Management Order

SUBJECT: Operational & Preventive Maintenance Guidelines for the P&DC and REC Postal Address Redirection System (PARS)

DATE: April 19, 2010

NO: MMO-025-10

- TO:**
1. Manager, Maintenance Support, Area Offices
 2. Maintenance Managers, P&DC Offices
 3. Maintenance Managers, REC Offices
 4. Supervisors, P&DC Offices
 5. Supervisors, REC Offices

FILE CODE: 2, 02A, 02B, 02

fjac:mm09009ae

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

This Maintenance Management Order (MMO) provides Operational & Preventive Maintenance (PM) guidelines for the P&DC and REC PARS. This MMO supersedes MMO-127-06 and MMO-119-06.

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

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.

The attached master checklists provides tasks to be performed at periodic intervals (Weekly, Monthly, Semi-Annual, and Operational Maintenance), time required per task, and the minimum skill level for each task.

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.

WARNING

Various products requiring Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS 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.

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



Robert E. Albert
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments:

1. Workload Estimate
2. Master Checklist: 03-PARS-**-001-M: Weekly
3. Master Checklist: 03-PARS-**-002-M: Monthly
4. Master Checklist: 03-PARS-**-003-M: Semi-Annual
5. Master Checklist: 09-PARS-**-004-M: Operational Maintenance
6. Illustrations for PARS

MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

P&DC AND REC PARS

(PARS)**

**Class codes AA, AB, BA, BB

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**SUMMARY
WORKLOAD ESTIMATE
FOR P&DC AND REC PARS**

7 Days Per Week Operational**Grand Total**

Number PARS Sys Computers	Routine Servicing (hrs/yr)	Repair Time Per System (hrs/Yr)	Total Time Per System (hrs/yr)	Non-Productive (Hrs/Yr)	Operational Maintenance (Hrs/Yr)	Total Time Per System (hrs/Yr)
10	90.60	27.18	117.78	11.78	163.80	293.36
15	119.60	35.88	155.48	15.55	163.80	334.83
20	148.60	44.58	193.18	19.32	163.80	376.30
25	177.60	53.28	230.88	23.09	163.80	417.77
30	206.60	61.98	268.58	26.86	163.80	459.24
35	235.60	70.68	306.28	30.63	163.80	500.71
40	264.60	79.38	343.98	34.40	163.80	542.18
45	293.60	88.08	381.68	38.17	163.80	583.65
50	322.60	96.78	419.38	41.94	163.80	625.12
55	351.60	105.48	457.08	45.71	163.80	666.59
60	380.60	114.18	494.78	49.48	163.80	708.06
65	409.60	122.88	532.48	53.25	163.80	749.53
70	438.60	131.58	570.18	57.02	163.80	791.00
75	467.60	140.28	607.88	60.79	163.80	832.47
80	496.60	148.98	645.58	64.56	163.80	873.94
85	525.60	157.68	683.28	68.33	163.80	915.41
90	554.60	166.38	720.98	72.10	163.80	956.88
95	583.60	175.08	758.68	75.87	163.80	998.35
100	612.60	183.78	796.38	79.64	163.80	1039.82
200	1192.60	357.78	1550.38	155.04	163.80	1869.22
300	1772.60	531.78	2304.38	230.44	163.80	2698.62
330	1946.60	583.98	2530.58	253.06	163.80	2947.44
Add for each additional computer	5.80	1.74	7.54	0.75	0.00	8.29

* Repair estimates based on 30% of servicing.

** Based on 10% of total servicing and repair.

Total Servicing Per PARS System = Routine Servicing + Repair

Total Time Per PARS System = Total Servicing + Non-Productive + Operational Maintenance

TOTALS

03-PARS-**-001-M	Weekly	33 + 5 minutes per CARS/IMS computer
03-PARS-**-002-M	Monthly	2 + 7 minutes per CARS/IMS computer
03-PARS-**-003-M	Semi-Annual	2 + 2 minutes per CARS/IMS computer
09-PARS-**-004-M	Operational Maintenance	27 minutes (9 minutes per tour per day)

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ATTACHMENT 2

P&DC AND REC PARS

MASTER CHECKLIST

03-PARS-**-001-M

WEEKLY

Time Total: 33 Minutes + 5 Minutes per CARS/IMS computer

Reference: MS-216, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

**Class codes AA, AB, BA, BB

NOTE

Figures referred to in the following checklist are in Attachment 6.

Tools And Supplies Required.

Vacuum Cleaner
Cotton Swabs/QTips
Isopropyl Alcohol
Cleaning cloth

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S			*	*	0	0	1	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE			Occurrence Weekly					

**Class codes AA, AB, BA, BB

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. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 1 All

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 equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.

PARS SYSTEM

Reboot PARS computers. 25 10

1. P&DC Sites:
 - a. From the PARS Supervisor UI, select System, and then Start/Stop.
 - b. In the Coding System window, select the check boxes for All RICs and All AFRs.
 - c. While holding the Ctrl key down, select the remaining computers that are not highlighted.
 - d. Select Reboot.
2. REC Sites:
 - a. From the PARS Supervisor UI, select System, and then Start/Stop.
 - b. In the Coding System window, select the check boxes for All RICs, All CFRs (if applicable), and All VDTs.
 - c. While holding the Ctrl key down, select the remaining computers that are not highlighted.
 - d. Select Reboot.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
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	0	3	P	A	R	S				*	*	0	0	1
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Weekly				

**Class codes AA, AB, BA, BB

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.

3. Log in Master CARS.

NOTE

Verify that the Merge Status of the Master CARS is listening before performing step 4. See Figure 2.

4. Power down each CARS computer.
5. Power up the Slave CARS computers.
6. Power up the Master CARS, log in Master CARS, and wait for it to come up.
7. Verify that all CARS computer are ready.

SUPERVISOR
WORKSTATION

2. **Cleaning / Checking computer fan.** 5 10

Remove dust and dirt from the computer access door screen and cooling fan filter.

Phase 1 Computers:

1. Using the commands pull down window, shut down the computer.

WARNING

Keep hands away from moving fan blades, during computer shutdown.

2. Open front panel/access door of the computer. See Figure 3.
3. Grasp fan filter holder, and turn it 1/4 turn counter-clockwise to remove it from the fan housing.
4. Use vacuum to clean both sides of the filter.

WARNING

Keep hands away from fan blades when verifying proper operation of fan.

5. Keeping hands clear of fan blades, momentarily power up the computer. Verify fan is running, then power off the computer. If fan does not run, replace the computer fan.
6. Return the filter holder to its proper location against the fan housing, lineup the fan filter

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	0	3	P	A	R	S				*	*	0	0	1
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC					Bulletin Filename MM09009AE			Occurrence Weekly				

**Class codes AA, AB, BA, BB

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.

holder with the slots in fan housing, and press and turn the filter holder 1/4 turn clockwise to lock it in place.

7. Use vacuum to clean the screen on the computer access door.
8. Power on the computer.
9. Check system to verify it is working properly.

Phase 2 computers:

1. Remove cooling fan filter.
2. Clean filter.
3. Replace filter.
4. Power on computer and verify the operation of the fans (front and rear).

SCAN DISK

3. **Run scan disk.** * 5 10
* Time is minutes per computer.

Run scan disk on each CARS computer. The site should scan more than one computer (cptr) at a time, but not more half of the CARS at the same time. This task should be scheduled to minimize the impact on operations.

Scan disk for CARS computers:

1. Using the KVM switch, select CARS computer for scan disk.
2. Log in CARS at system level.
3. Press the Window key.
4. Click on Shutdown.
5. Select Logoff, and then click OK.
6. Log in at the administrator level.
7. Click on Start button.
8. Click on My Computer.
9. Right click on C drive (or drive to scan).
10. Click Properties.
11. Click on the Tools tab.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S				*	*	0	0	1
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC					Bulletin Filename MM09009AE			Occurrence Weekly				

**Class codes AA, AB, BA, BB

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.

12. Under Error-checking, click on Check Now.
 13. Under Check Disk Options:
 - a. Click the "Automatically fix File System Errors" box.
 - b. Click the "Scan for and attempt recovery of bad sectors" box.
 - c. Click on Start.
 - d. Click Yes, and then click Ok at the bottom of screen.
 14. Click on the Start button.
 15. Click Shutdown.
 16. Select Restart.
 17. Click Ok (this will start scan disk program).
 18. Wait for program to complete the scan.
 19. Log in CARS at the system level.
 20. Verify that the computer reconnects to the Master CARS.
- Scan Disk for IMS Computers (RICs, CFRs, VDTs & AFRs).
- Run scan disk on each RIC, CFR, VDT, and AFR computer. The site may scan more than one computer at time, but not more half of the RICs and/or half of the AFRs at the same time. This task should be scheduled to minimize the impact on operations.
1. From the IMS Coding System screen, stop the computers to be scanned. See Figure 1.
 2. Using KVM switch, select computer to scan.
 3. Press the Ctrl, Alt, and Delete keys.
 4. Log off, while holding down the shift key.
 5. Log in at the administrator level.
 6. Double click on My Computer.
 7. Right click on C drive.
 8. Click Properties.

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	0	3	P	A	R	S			*	*	0	0	1	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Weekly				

**Class codes AA, AB, BA, BB

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.

9. Click on the Tools tab.
10. Under Error-checking, click on Check Now.
11. Under Check Disk Options:
 - a. Click the "Automatically fix File System Errors" box.
 - b. Click the "Scan for and attempt recovery of bad sectors" box.
 - c. Click on Start.
 - d. Click Yes, and then Ok at the bottom of screen.
12. Click on the Start button.
13. Click Shutdown.
14. Select Restart.
15. Click Ok (this will start scan disk program).
16. Wait for program to complete the scan.
17. Windows will restart.
18. At the Coding System window, select and start computer.
19. Verify that the computer is ready.

* Time is minutes per computer.

CLEAN UP

4. **Clean up.** Ensure all tools, cleaners, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 2 All

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ATTACHMENT 3

P&DC AND REC PARS

MASTER CHECKLIST

03-PARS-**-002-M

MONTHLY

Time Total: 2 Minutes + 7 minutes per CARS/IMS computer

Reference: MS-216, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

**Class codes AA, AB, BA, BB

NOTE

Figures referred to in the following checklist are in Attachment 6.

Tools and Supplies Required.

Vacuum Cleaner
Cotton Swabs/QTips
Isopropyl Alcohol
Cleaning Cloth

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S			*	*	0	0	2	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Monthly				

**Class codes AA, AB, BA, BB

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. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 1 All

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 equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.

PARS SYSTEM COMPUTERS 2. **Cleaning CARS & IMS computers (phase 1 only).** * 2 10

* Time is minutes per computer.
 Remove dust and dirt from the access door and cooling fan filter of all IMS and CARS computers (cptr) and Supervisor Workstation.
 1. Using the commands pull down window, shut down each computer one a time.

WARNING

Keep hands away from moving fan blades during computer shutdown.

2. Open front panel/access door of computer. See Figure 3.
 3. Grasp the fan filter holder, and turn it 1/4 turn counter-clockwise to remove it from the fan housing.
 4. Use vacuum to clean both sides of the filter.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S			*	*	0	0	2	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Monthly				

**Class codes AA, AB, BA, BB

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.

WARNING

Keep hands away from fan blades when verifying proper operation of fan.

5. Keeping hands clear of fan blades, momentarily power-up the computer. Verify that fan blades turn, then power off the computer. If the blades do not turn, replace the computer.
6. Return the filter holder to its proper location against the fan housing, line-up the fan filter holder with the slots in fan housing, and press and turn the filter holder 1/4 turn clockwise to lock it in place.
7. Use vacuum to clean the screen on the computer access door.
8. Power on the computer.
9. Check system to verify it is working properly.

Phase 2 computers.

1. Remove cooling fan filter.
2. Clean filter.
3. Replace filter.
4. Verify the system is working properly.

VDT Workstations

Clean exterior of monitors, keyboards, report printer, and computer using a vacuum cleaner, glass cleaner, and lint-free static-free cleaning towels. Each workstation requires two minutes.

* Time is minutes per computer.

DEFRAG COMPUTERS

3. **Run defragmenter for CARS & IMS Computers.** * 5 10
See Figures 4 – 6.

* Time is minutes per computer.

Defrag the C drive on each CARS computer. The site should scan more than one computer (cptr) at a time, but not more half of the CARS at the same time. This task should be scheduled to minimize

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	P	A	R	S			*	*	0	0	2	M	
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC					Bulletin Filename MM09009AE			Occurrence Monthly					

**Class codes AA, AB, BA, BB

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.

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the impact on operations.

Defragging CARS computers.

1. Using the KVM switch, select CARS computer for scan disk.
2. Log in CARS at system level.
3. Press the Window key.
4. Click on Shutdown.
5. Select Logoff, and then click OK.
6. Log in at the administrator level.
7. Click on Start button.
8. Click on My Computer.
9. Right click on C drive (or drive to defrag).
10. Click Properties.
11. Click on the Tools tab.
12. Click on Defragment Now.
13. Disk Defragmenter, click on Defragmenter.
14. Wait for program to complete defragging.
15. Click on Start button.
16. Click Shutdown.
17. Select Restart, click Ok.
18. Log in CARS at the system level.
19. Using the KVM switch, select the Master CARS and log in (if required).
20. Verify that the computer reconnects to the Master CARS (is ready after a few minutes).

Defragging IMS computers.

Run defragmenter on C drive for each RIC, CFR, VDT, and AFR computer. The site should defrag more than one computer at a time, but not more half of the RICs and/or half of the AFRs at the same time. This task should be scheduled to minimize the impact on operations.

1. From the IMS Coding System screen, stop the

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Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Monthly				

**Class codes AA, AB, BA, BB

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.

computer to be defragged.

2. Using KVM switch, select computer to be defragged.
3. Press the Ctrl, Alt, and Delete keys.
4. Log off, while holding down the shift key.
5. Log in at the administrator level.
6. Double click on My Computer.
7. Right click on C drive.
8. Click Properties.
9. Click on the Tools tab.
10. Click on Defragment Now.
11. Disk Defragmenter, click on Defragmenter.
12. Wait for program to complete the defragging.
13. Click on the Start button.
14. Click on Shutdown.
15. Select Restart, and click Ok.
16. At the Coding system window, select and start computer.
17. Verify that the computer is ready.

* Time is minutes per computer.

CLEAN UP

4. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 1 ALL

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
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Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Monthly				

**Class codes AA, AB, BA, BB

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.

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ATTACHMENT 4

P&DC AND REC PARS

MASTER CHECKLIST

03-PARS-**-003-M

SEMI-ANNUAL

Time Total: 2 Minutes + 2 minutes per CARS/IMS computer

Reference: MS-197, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

**Class codes AA, AB, BA, BB

NOTE

Figures referred to in the following checklist are in Attachment 6.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S				*	*	0	0	3
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC				Bulletin Filename MM09009AE				Occurrence Semi-Annual				

**Class codes AA, AB, BA, BB

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. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 1 All
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 equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.

SYSTEM COMPUTERS

2. **Replace CARS & IMS computers (phase 1) cooling fan filter.** * 2 10
 * Time is minutes per computer.
 1. Shut down each IMS computer using the menu option.
 2. Shut down each CARS computer.

WARNING

Beware of moving fan blades, during computer shutdown.

3. Open computer access door. See Figure 3.
4. Grasp the fan filter holder and turn it 1/4 turn counter-clockwise to remove assembly from the fan housing.
5. Remove two screws from the filter holder assembly.
6. Replace old filter with new filter.
7. Replace two screws in filter holder.

Replace PARS Phase 2 cooling fan filter.

1. Shut down each IMS computer using the

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		0	3	P	A	R	S					*	*	0	0
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC						Bulletin Filename MM09009AE			Occurrence Semi-Annual				

**Class codes AA, AB, BA, BB

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.

menu option.

- Shut down each CARS computer.

WARNING

Beware of moving fan blades, during computer shutdown.

- Open computer access door.
- If this is a RPDS computer, perform sub-steps below. Otherwise, continue with step 5.
 - Remove the filter cover by loosening the two thumb screws.
 - Remove the two filter assemblies.
 - Remove the two screws from the filter holder.
 - Replace old filter with a new filter.
 - Replace two screws in the filter holder.
- Remove the filter assembly by loosening the two thumb screws.
- Remove the two screws from the filter holder.
- Replace old filter with new filter.
- Replace two screws in filter holder.

WARNING

Keep hands away from fan blades when verifying proper operation of fan.

- Verify the fan works by turning computer on momentary, the fan blades should move. If not, the fan should be replaced.
- Return the filter holder to its proper location in the filter holder housing. Place fan filter holder into the slots on the server front and turn it 1/4 turn clockwise to lock it in place.
- Power on the computer.
- Log on and verify that IMS and CARS are working properly.

* Time is minutes per computer.

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service Maintenance Checklist		IDENTIFICATION														
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
		0	3	P	A	R	S					*	*	0	0	3
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC						Bulletin Filename MM09009AE			Occurrence Semi-Annual					

**Class codes AA, AB, BA, BB

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.

CLEAN UP 3. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 1 All

MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 5

P&DC AND REC PARS

MASTER CHECKLIST

09-PARS-**-004-M

Operational Maintenance

Time Total: 9 Minutes

**Class codes AA, AB, BA, BB

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	P	A	R	S			*	*	0	0	4	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC						Bulletin Filename MM09009AE			Occurrence Tour				

**Class codes AA, AB, BA, BB

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.

MAINTENANCE MANAGEMENT ORDER

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SAFETY STATEMENT

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 1. | 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. 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. | 1 | All |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

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.

OPERATIONAL MAINTENANCE FOR CARS

- | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|
| 2. | Verify CARS operations.
At the Master CARS UI, check the system status and directory status. If a problem is found, correct it or notify maintenance management.

1. Log on to the Master CARS UI (Main Menu screen).
2. Verify all Slave CARS are communicating with the Master CARS, all CARS should be ready. See Figure 2.
3. Verify that the Base Dir: is current, the date should not be more than 14 days old.
4. Verify that the Daily Update is current, not more than 2 days old. | 2 | 10 |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|

OPERATIONAL MAINTENANCE FOR IMS

- | | | | |
|----|-------------------------------|---|----|
| 3. | Verify IMS operations. | 5 | 10 |
|----|-------------------------------|---|----|
- NOTE**
- If a connection is disabled, check with management before enabling it.
- Using the Master RIC UI, check the IMS system status and dictionaries status. If a problem is

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	P	A	R	S			*	*	0	0	4	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC						Bulletin Filename MM09009AE			Occurrence Tour				

**Class codes AA, AB, BA, BB

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.

found, correct it or notify the manager.

1. Log on to the Master RIC UI.
2. Under System menu, click on Start/Stop, the Coding System window should open. See Figure 1a for P&DCs and 1b for REC Sites.
3. Verify that the RICs, AFRs, IHs, CFR, VDTs, QF, and AIV applications are Ready; if not, take them to the ready state (report any problems).
4. Verify that all Local Connections are enabled (the enable indicators are green).
5. Verify that all Remote Connections are enabled (the enable indicators are green).
6. From the IMS Control, pull down screen, select Address Dictionaries. See Figure 1a for P&DCs and 1b for REC Sites.
7. Verify that all directories are current:
See Figure 7.
 - The CIX and umf should be current or not more than 2 days old.
 - The XAI should be current or not more than 14 days old (P&DCs ONLY).
 - The DBL should be current or not more than 14 days old (RECs ONLY).
 - All other directories should be current.
8. Verify Remote Performance Diagnostic Server (RPDS) operation by logging in and ensuring the database can be accessed.

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

CLEAN UP

4. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 1 ALL

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	P	A	R	S			*	*	0	0	4	M
Equipment Nomenclature Postal Address Redirection System		Equipment Model P&DC and REC						Bulletin Filename MM09009AE			Occurrence Tour				

**Class codes AA, AB, BA, BB

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.

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MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 6

ILLUSTRATIONS FOR PARS

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

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MAINTENANCE MANAGEMENT ORDER

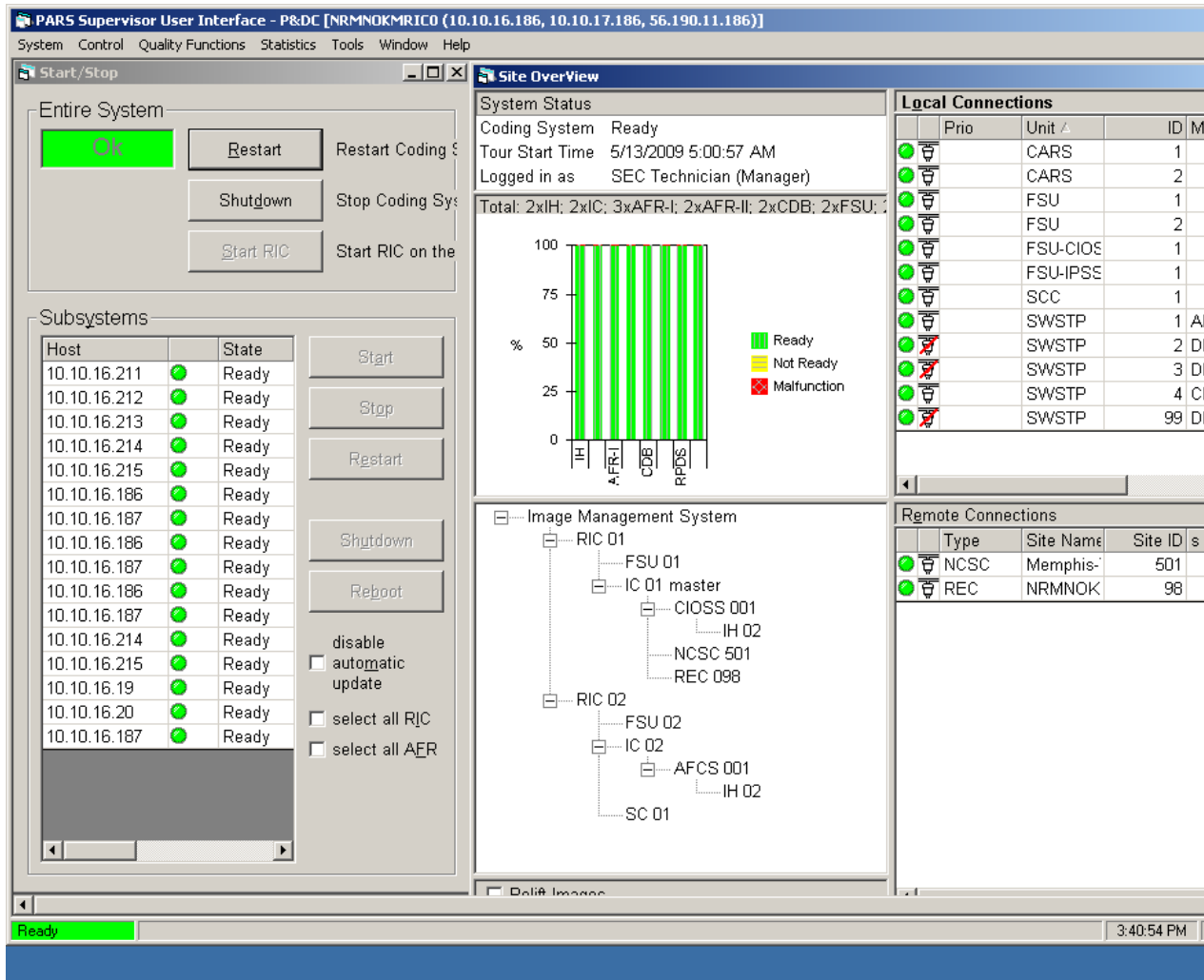


Figure 1a. P&DC RIC/IMS Main Screen

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

PARS Supervisor User Interface - REC [NRMNOKMPPR00 (56.190.209.41, 10.14.8.41)]

System Control Quality Functions Statistics Tools Window Help

Start/Stop

Entire System

Ok Restart Restart Coding System

Shutdown Stop Coding System

Start RIC Start RIC on the connected host

Subsystems

Host	State	Component
10.14.8.68	Not Ready	CFR-I 003
10.14.8.71	Not Ready	CFR-I 006
10.14.8.31	Ready	AIV 001
10.14.8.32	Ready	AIV 002
10.14.8.33	Ready	AIV 003
10.14.8.34	Ready	AIV 004
10.14.8.35	Ready	AIV 005
10.14.8.36	Ready	AIV 006
10.14.8.43	Ready	CDB 001
10.14.8.44	Ready	CDB 002
10.14.8.60	Ready	CDB 003
10.14.8.61	Ready	CDB 004
10.14.8.66	Ready	CFR-I 001
10.14.8.67	Ready	CFR-I 002
10.14.8.69	Ready	CFR-I 004
10.14.8.70	Ready	CFR-I 005
10.14.8.72	Ready	CFR-II 001
10.14.8.73	Ready	CFR-II 002

Start Stop Restart Shutdown Reboot

disable automatic update

select all RIC

select all VDT

select all CFR

Coding Control

Local Connections

Unit	ID	Communication State
CARS	1	ok
CARS	2	ok

Remote Connections

Type	Site Name	Site ID	s	Buffered	C
NCSC	Memphis-TN	501		0	c
CFS	MTSC OK	157		0	c
P&DC	NRMNOK	732		0	c

System Status

Coding System Ready

Tour Start Time 5/15/2009 5:00:08 AM

Logged in as SEC Technician (Manager)

Total: 3xIH; 2xIC; 1xVDT; 6xAIV; 6xCFR-I; 4xCFR-II; 4xCDB;

Image Management System

```

graph TD
    RIC01[RIC 01] --- IC01[IC 01 master]
    IC01 --- CFS157[CFS 157]
    IC01 --- NCSC501[NCSC 501]
    IC01 --- PDC732[P&DC 732]
    
```

Figure 1b. REC RIC/IMS Main Screen

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

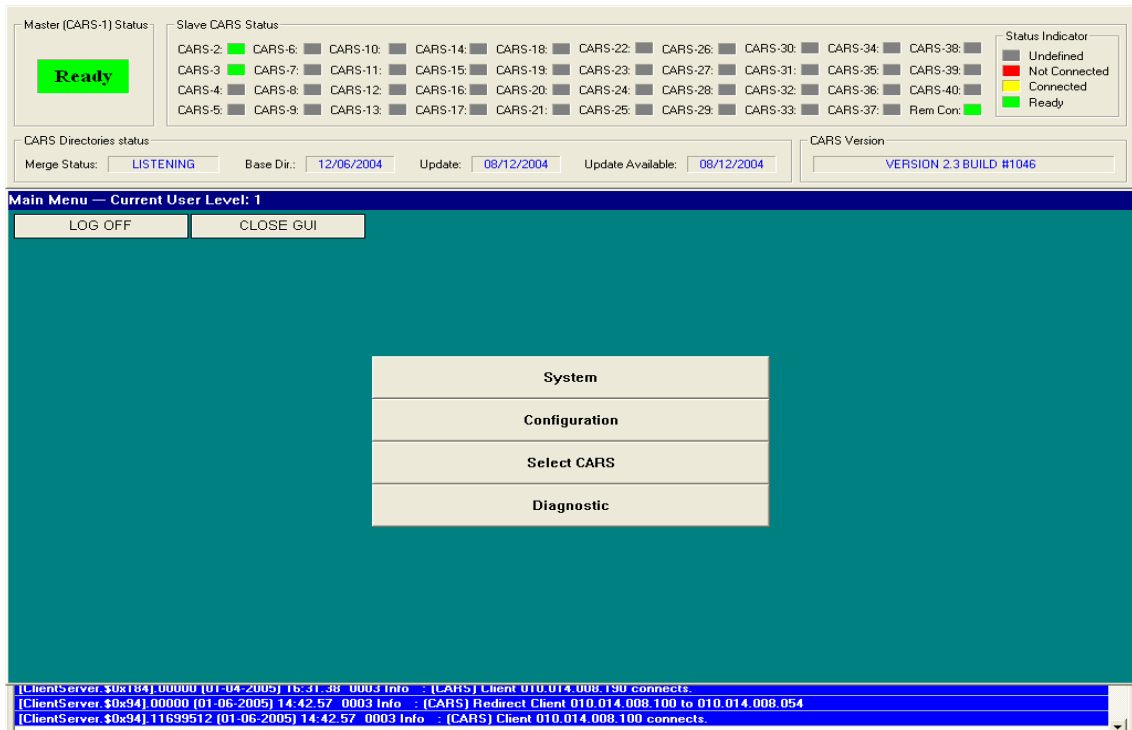


Figure 2. Master CARS UI

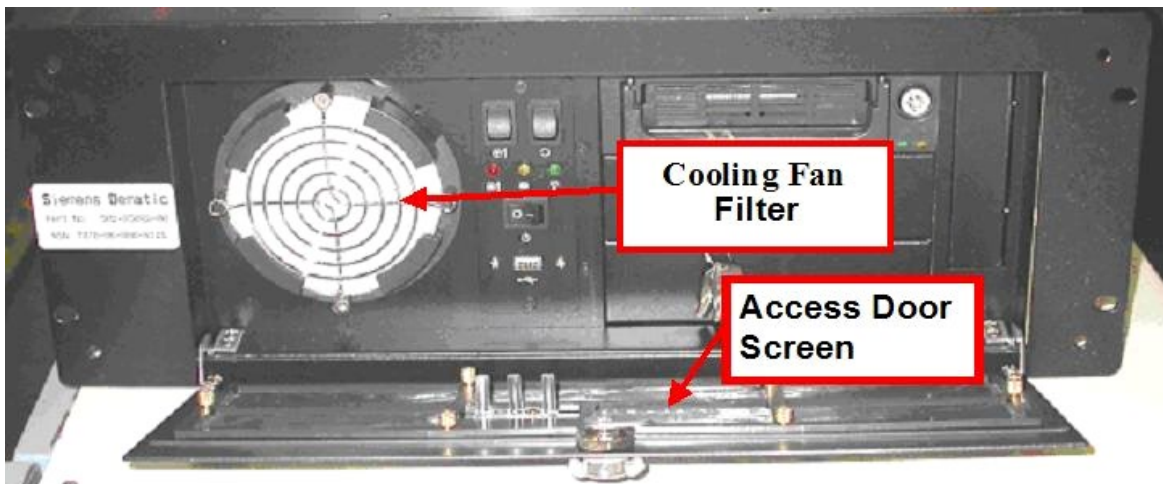


Figure 3. PARS Phase-I Computer Front Panel

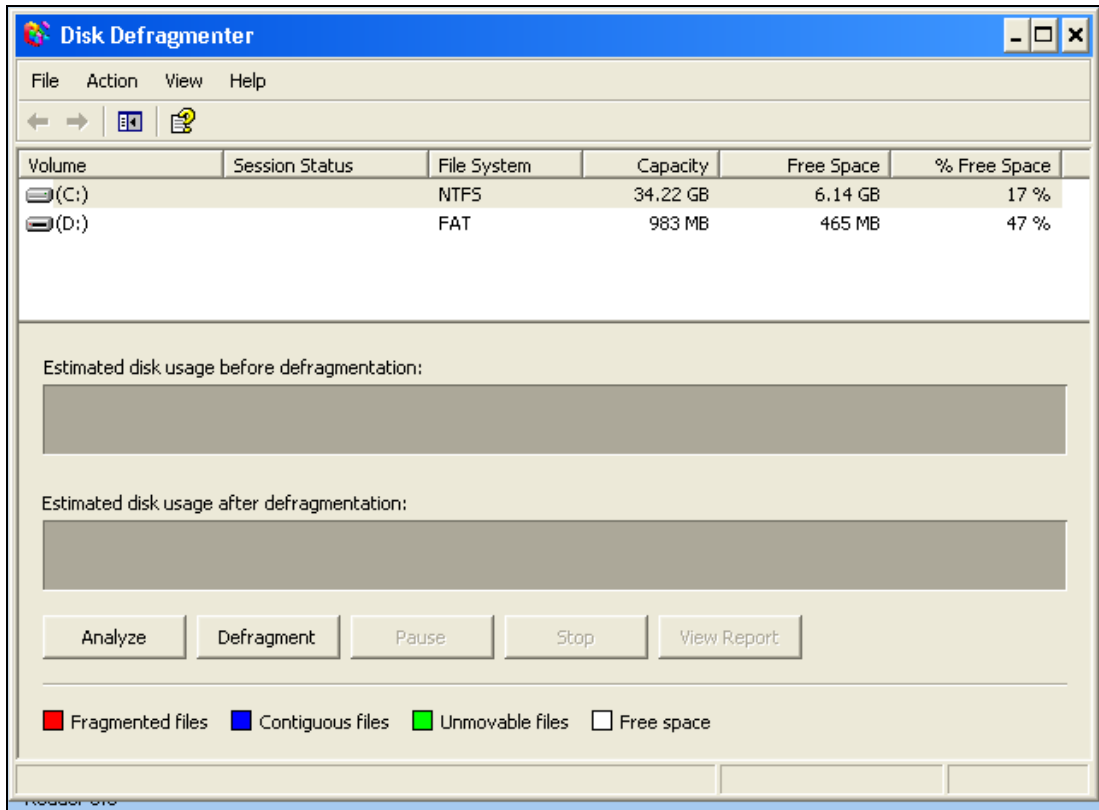


Figure 4. Run Defragmenter

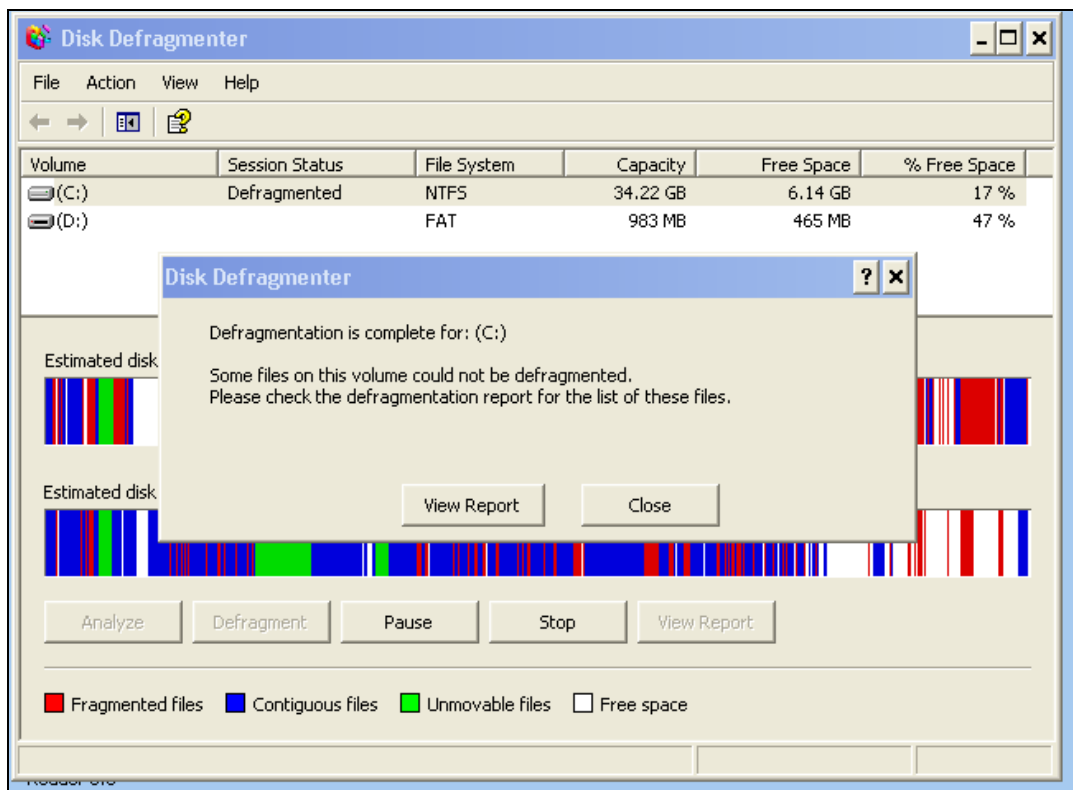


Figure 5. Defragmenter Complete

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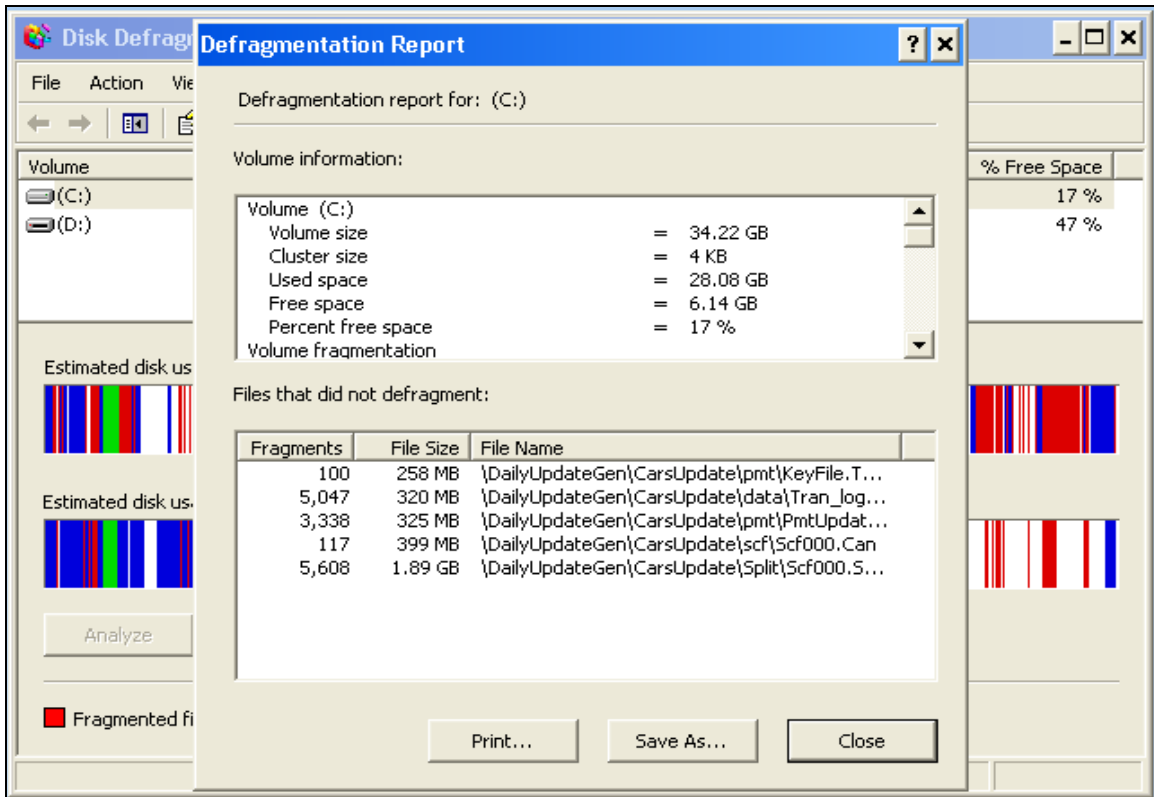


Figure 6. Defragmentation Report

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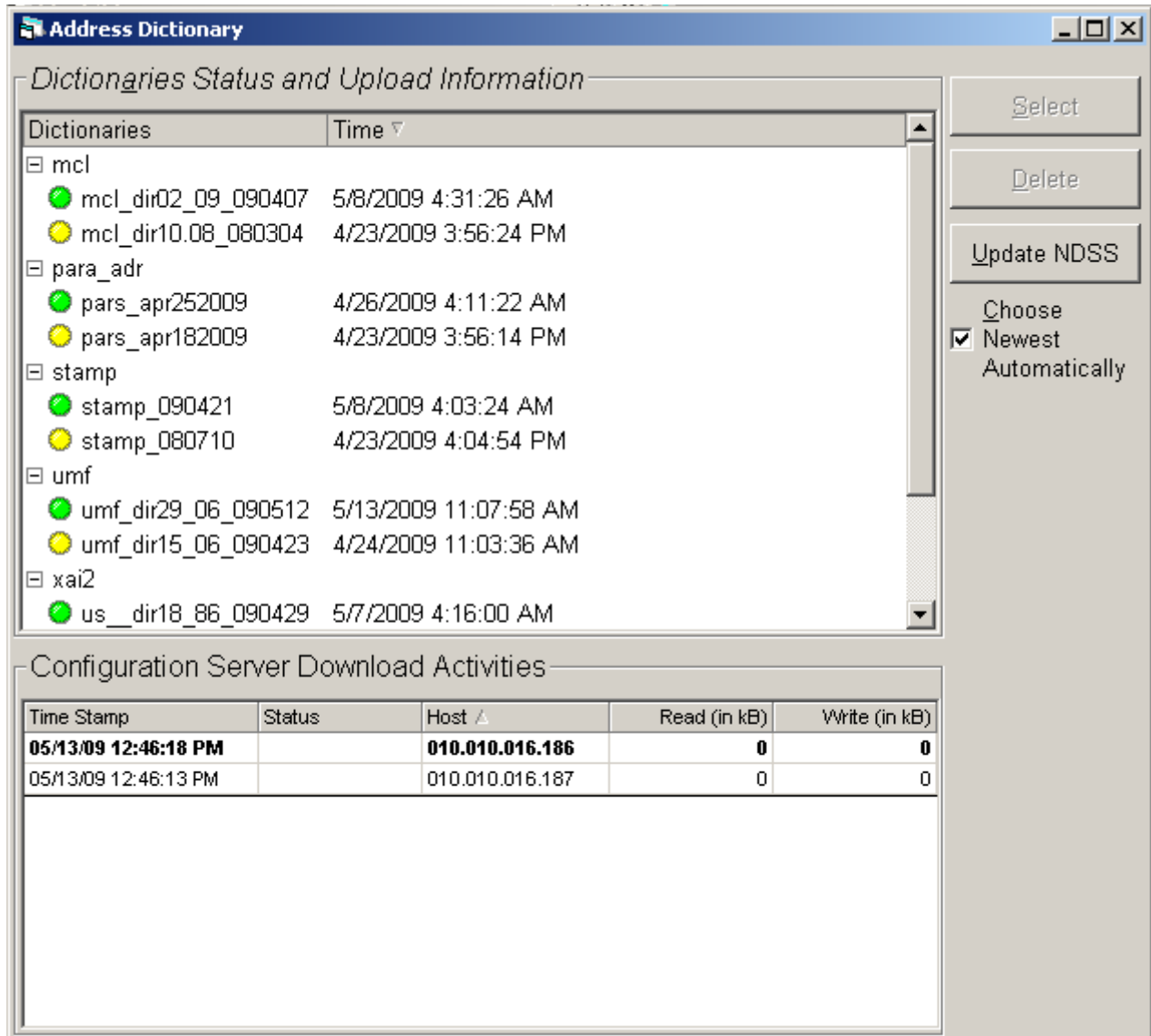


Figure 7. IMS/RIC Directories