# MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE POLICIES OPERATIONS UNITED STATES POSTAL SERVICE



# **Maintenance Management Order**

**SUBJECT:** PM Guidelines for Buschman Shoe Sorter on

the Singulator Scan Induction Unit (SSIU)

**NO**: MMO-041-04

DATE:

TO: Bulk Mail Centers FILE CODE: Y

Dfau:MM02053AD

July 07, 2004

		Online Change Record
Change #	Date	Description of Change
5	05/02/2022	Attachments 2 - 6, corrected skill level 4, no longer in use, to level 7.
4	02/19/2021	In Attachment 4, Item 6, Added Step 4.
3	10/20/2015	
2	03/12/2014	Safety Warning added for working around moving conveyors. Updated time in rollup.
1	05/07/2013	Attachment 1 Summary of this bulletin has been updated to reflect accurate rollup times using the standard two decimal place rounding.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Buschman Shoe Sorter on the Singulator Scan Induction Unit.

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 by all employees. When reordering such a product, it is suggested that a current SDS be requested.

### 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.

The attached master checklist provides tasks to be performed at periodic intervals, the time required per task, and the minimum skill level for each task.

The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

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

# WARNING

Moving conveyors may expose employees to personal safety hazards. Do not climb, sit, or walk on conveyors without first performing local Energy Control Procedure (ECP).

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 Tschantz Manager (A) Maintenance Technical Support Center HQ Maintenance Operations

- 1. Summary of Workload Estimate
- 2. Buschman Shoe Sorter Master Checklist (Daily)
- 3. Buschman Shoe Sorter Master Checklist (Monthly)
- 4. Buschman Shoe Sorter Master Checklist (Quarterly)
- 5. Buschman Shoe Sorter Master Checklist (Semi-Annual)
- 6. Buschman Shoe Sorter Master Checklist (Bi-Annual)

#### SUMMARY

#### **WORKLOAD ESTIMATE FOR**

#### **BUSCHMAN SHOE SORTER**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
368.37	110.51	478.88	47.89	526.77

<sup>\*</sup> Repair estimates based on 30% of servicing.

#### **TIME TOTALS**

Daily Time Total:	330.63 Hrs. ***
Monthly Time Total:	29.50 Hrs. ***
Quarterly Time Total:	3.97 Hrs. ***
Semi-Annual Time Total:	3.65 Hrs. ***
Bi-Annual Time Total:	0.62 Hrs. ***

#### NOTE

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

<sup>\*\*</sup> Based on 10% of total servicing and repair.

<sup>\*\*\*</sup> These times are provided for data entry for the VMARS System.

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## **BUSCHMAN SHOE SORTER MASTER CHECKLIST**

03-SSIU-GA-001-M

**DAILY** 

**DAILY TIME TOTALS: 54.5 MINUTES** 

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Equipment Nomenclature		Equipment Model				Bulletin Filename				Frequency			
BUSCHMAN SHOE SORTER		,	SSIL	J		MI	<b>VI02</b>	053	AD			<b>DAIL</b>	.Υ

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level

#### 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 shutdown and lockout 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.

3 All min

7

# 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**

- 2. **CHECK FOR MAIL.** Look for loose mail while 2.5 performing all activities.
- 3. **POWER DOWN AND LOCKOUT POWER.** Power 3 All down the equipment and lockout its electrical power as min prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

# WARNING

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

#### SYSTEM

4. **RESTORE EQUIPMENT TO SERVICE.** – Restore 3 All equipment to service as prescribed by the procedures min contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

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Equipment Nomenclature		Equipment Model				Bull	etin F	ilena	me	Frequency			
BUSCHMAN SHOE SORTER		,	SSIL	J		MI	M02	053	AD	DAILY			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SYSTEM	5.	CLEAN DEBRIS FROM HEAD & TAIL END AREAS. –  1. Remove four carrier slats at the center of the sorter.	40 min	7
		<ol> <li>Jog sorter to head and tail end areas.</li> <li>Remove debris.</li> <li>Remove all stray mail.</li> <li>Follow local procedures for returning mail to operations for processing.</li> </ol>		
		6. Re-install carrier slats.		
CLEAN-UP	6.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 min	All
		Report all deficiencies to your supervisor in order to		

initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

U.S. Postal Service						IDE	ENTIF	FICAT	ΓΙΟΝ				
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Equipment Nomenclature	Equipment Mo			nt Model			etin F	Filename		Frequency			
BUSCHMAN SHOE SORTER		,	SSIL	J		M	M02	053	AD	DAILY			

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level

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## **BUSCHMAN SHOE SORTER MASTER CHECKLIST**

03-SSIU-GA-002-M

#### **MONTHLY**

**MONTHLY TIME TOTALS: 147.5 MINUTES** 

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Equipment Nomenclature		Equipment Model					Bulletin Filename				Frequency			
BUSCHMAN SHOE SORTER		,	SSIL	J		MI	<b>VI02</b>	053	AD		MC	NT	HLY	

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Reg'd	Min. Skill Level
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 shutdown and lockout 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.	3 min	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.		
SYSTEM	2.	<b>CHECK FOR MAIL.</b> – Look for loose mail while performing all activities.	2.5 min	7
	3.	<b>POWER DOWN AND LOCKOUT POWER.</b> – Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
AIR LUBRICATOR	4.	<b>CHECK AIR LUBRICATOR.</b> – Check air lubricator oil level and fill as needed with SAE 5W non-detergent oil.	3 min	7
CARRYING CHAIN	5.	CHECK CARRYING CHAIN. – NOTE	10 min	7
		Properly lubricated carrying chain rollers appear moist.		
		Check carrying chain for proper lubrication.		
		2 Check carrying chain lubricator level and fill as		

- 2. Check carrying chain lubricator level and fill, as needed, with SAE 20 non-detergent oil.
- 3. Check carrying chain applicator brushes for wear. Adjust or replace as needed.

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Equipment Nomenclature		Equipment Model				Bulletin Filename				Frequency			
BUSCHMAN SHOE SORTER		,	SSIL	J		MI	M02	053	AD		MO	NT	HLY

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level

### WARNING

Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.

6. **CLEAN SHOE SORTER. –** 

120 7 min

ΑII

- 1. Open all access panels.
- 2. Remove bottom debris trays.
- 3. Clean entire interior and exterior of the unit including bottom debris trays using vacuum and rags.
- 4. Clean photocells.
- **5.** Re-install all covers and access panels.

# WARNING

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

SYSTEM

- 7. **RESTORE EQUIPMENT TO SERVICE.** Restore 3 equipment to service as prescribed by the procedures min contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.
- CLEAN-UP 8. **CLEAN-UP.** Ensure all tools, lubricants, rags, etc., are 3 All removed from the work area.

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

U.S. Postal Service	IDENTIFICATION													
Maintenance Checklist		Work Code		Equipm Acrony					Class Code		Number		Туре	
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Equipment Nomenclature		Equipment Model					Bulletin Filename				Frequency			
BUSCHMAN SHOE SORTER		SSIU MM02053AD MONTH							HLY					

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level

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## **BUSCHMAN SHOE SORTER MASTER CHECKLIST**

03-SSIU-GA-003-M

## QUARTERLY

**QUARTERLY TIME TOTALS: 59.5 MINUTES** 

U.S. Postal Service			IDENTIFICATION												
Maintenance Checklist	Work Equipment Code Acronym							Number			Туре				
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Equipment Nomenclature		Equipment Model					Bulletin Filename			Frequency					
BUSCHMAN SHOE SORTER		,	SSIL	J		MI	<b>VI02</b>	053	AD	C	<b>QUA</b>	RT	ERLY		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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 shutdown and lockout 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.	3 min	AII
		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	2.	<b>CHECK FOR MAIL. –</b> Look for loose mail while performing all activities.	2.5 min	7
	3.	<b>POWER DOWN AND LOCKOUT POWER.</b> – Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
	4.	CHECK CARRYING CHAIN TENSION. –	5	7
		Remove inspection window on the opposite side of the HSIUs at the drive end of the sorter.	min	
		<ol><li>Check that the carrying chain tension has 6" to 8" of sag at the drive sprocket to the lead-in track on the HSIU side of the chain.</li></ol>		

2 Attachment 4

3. Replace inspection window.

U.S. Postal Service	IDENTIFICATION													
Maintenance Checklist	Work Code		Equipm Acrony					Class Code		Number		er	Туре	
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Equipment Nomenclature		Equipment Model					Bulletin Filename				Frequency			
BUSCHMAN SHOE SORTER	SSIU				MM02053AD				QUARTERLY					

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level									
	5.	CHECK MAIN DRIVE MOTOR/REDUCER. –	20 min	7									
		<ol> <li>Check all mounting bolts and shaft set-screws on motor and reducer for tightness.</li> </ol>	111111										
		2. Check reducer for oil leaks.											
		3. Check reducer oil level and fill as needed with 150 EP or equivalent.											
TAIL END IN	FEED	6. CHECK TAIL END FEED SECTION. –		10	7								
FEED SECTION										-	1. Remove covers.	1. Remove covers.	min
02011011		2. Check timing belts connecting in-feed conveyor to the shoe sorter.											
		3. Check for wear and proper tension. (1/4"-1/2" deflection at midpoint)											
		4. Replace covers.											
SYSTEM	7.	<b>LUBRICATE PILLOW BLOCK &amp; FLANGE BEARINGS.</b> - Lubricate pillow block and flange bearings using a lithium based grease (NLGI-2).	10 min	7									

# WARNING

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

SYSTEM	8.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
CLEAN-UP	9.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 min	All
		Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.		

U.S. Postal Service				IDENTIFICATION												
Maintenance Checklist		1   .'			uipm crony			Class Code		N	Number		Туре			
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Equipment Nomenclature		Equipment Model					Bulletin Filename				Frequency					
BUSCHMAN SHOE SORTER		SSIU					MM02053AD				QUARTERLY					

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level

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# **BUSCHMAN SHOE SORTER MASTER CHECKLIST**

03-SSIU-GA-004-M

**SEMI-ANNUAL** 

**SEMI-ANNUAL TIME TOTALS: 109.5 MINUTES** 

U.S. Postal Service	IDENTIFICATION												
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Maintenance Checklist	Code			Acronym			m		Code		Number		Type
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Equipment Nomenclature			Equipment Model					ilena	me	Frequency			
BUSCHMAN SHOE SORTER	SSIU					MM02053AD				SEMI-ANNUAL			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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 shutdown and lockout 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.	3 min	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.		
SYSTEM	2.	<b>CHECK FOR MAIL. –</b> Look for loose mail while performing all activities.	2.5 min	7
MAIN CONTROL CABINET	3.	<ul> <li>CHECK MCC PROCESSOR ADAPTER BATTERY STATUS. –</li> <li>1. Through PROWORX on the SPC, launch the NetScan Utility and check processor adapter battery status(s).</li> <li>2. If low Bat condition exists, replace the two "AAA" batteries in the appropriate Processor Adapter.</li> </ul>	5 min	7
SYSTEM	4.	POWER DOWN AND LOCKOUT POWER. – Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All

BUSCHMAN SHOE SORTER		. ;	SSIU			MM02053AD			SI	NUAL			
Equipment Nomenclature	Equipment Mo			nt Model Bulletin I			etin F	ilena	me	Frequency			
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Maintenance Checklist	Co	ode	Acronym				n Code		Number		Type		
	W	ork	Equipment					CI	ass				
U.S. Postal Service	IDENTIFICATION												

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Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill
			Req'd	Level
MOTOR CONTROL /DRIVE CONTROL	5.	CHECK MOTOR CONTROL CABINET (MCC) AND/OR DRIVE CONTROL CABINET (DCC). – Open and check cabinet as follows:	20 min	7
CABINETS		<ol> <li>Check for damage to panel exterior switches and indicator lamp.</li> </ol>		
		2. Check interior for loose components and loose connections in panel.		
		3. Close cabinet.		
SYSTEM	6.	<b>CHECK CABLE WIRING. –</b> Visually check for damage to wiring cables to control panels and components.	10 min	7
		WARNING		
		Be cautious when working around or on equipment when power has been applied.		
SYSTEM	7.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
SHOE SORTER	8.	CHECK SHOE SORTER CHAIN TRACK, DIVERTERS & SLATS. –	60 min	7
TRACK, SLATS		Remove two sorter slats.		
DIVERTERS		2. Jog the shoe sorter.		
		3. Check the top and bottom track for wear and/or damage.		
		4. Check the pneumatic diverters, diverter guides particularly at entrance and exit points of the end rollers and related hardware for wear or damage.		
		5. Remove all stray mail.		
		6. Follow local procedures for returning mail to operations for processing.		
		7. Install the two slats, jog the sorter and check all slats for damage.		

U.S. Postal Service	IDENTIFICATION												
Maintenance Checklist		Work Code		Equipm Acrony					Class Code		Number		Туре
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Equipment Nomenclature	Equipment Model			Bulletin Filename			Frequency						
BUSCHMAN SHOE SORTER	SSIU				MM02053AD				SEMI-ANNUAL				

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
·			Req'd	Level

**CLEAN-UP** 

9. **CLEAN-UP.** – Ensure all tools, lubricants, rags, etc., are min are min are min

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

## **BUSCHMAN SHOE SORTER MASTER CHECKLIST**

03-SSIU-GA-005-M

**BI-ANNUAL** 

**BI-ANNUAL TIME TOTALS: 74.5 MINUTES** 

U.S. Postal Service	IDENTIFICATION												
Maintenance Checklist		ork ode	Equipm Acrony					Class Code		Number		er	Туре
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Equipment Nomenclature	Equ	Equipment Model			Bulletin Filename			Frequency					
BUSCHMAN SHOE SORTER	SSIU					MM02053AD				BI-ANNUAL			

Part or	Item	Task Statement and Instruction	Est.	Min.
Component	No.	(Comply with all current safety precautions)	Time	Skill
			Req'd	Level
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 shutdown and lockout 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.	3 min	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.		
SYSTEM	2.	CHECK FOR MAIL. – Look for loose mail while performing all activities.	2.5 min	7
	3.	<b>POWER DOWN AND LOCKOUT POWER.</b> – Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
REDUCER	4.	CHANGE GEAR REDUCER OIL. –	60	7
		Drain and fill gear reducer with oil (150 EP or equivalent). If an oil analysis program is used, adjust task and frequency accordingly.	min	

WARNING

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

U.S. Postal Service	IDENTIFICATION												
Maintenance Checklist	Work Code		Equipm Acrony					Class Code		Number		Туре	
	0	3	S	S	Ι	C		G	Α	0	0	5	M
Equipment Nomenclature	Equipment Model			Bulletin Filename			Frequency						
BUSCHMAN SHOE SORTER	SSIU					MI	<b>VI02</b>	053	AD	<b>BI-ANNUAL</b>			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SYSTEM	5.	RESTORE EQUIPMENT TO SERVICE. – Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
CLEAN-UP	6.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 min	All
		Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.		