maintenance management order

UNITED STATES POSTAL SERVICE™

SUBJECT: PM Guidelines for the Data Collection System (DCS) Computer and Associated Cabinet Hardware on the SSIU System	**DATE:** July 07, 2004
	NO: MMO-044-04
	FILE CODE: Y
TO: Bulk Mail Centers	dfau:MM02057AD

Online Change Record		
Change #	**Date**	**Description of Change**
1	5/2/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Data Collection System (DCS) Computer and associated cabinet hardware on the Singulator Scan Induction Unit (SSIU).

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 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. 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.

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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Maintenance Policies and Programs

Attachments: 1. Summary of Workload Estimate
              2. Data Collection System (DCS) Computer and Associated Cabinet Hardware
                  Master Checklist

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE FOR

DCS COMPUTER AND ASSOCIATED CABINET HARDWARE

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
6.2	1.9	8.1	0.8	8.9

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

TIME TOTALS

Monthly Time Total: 0.5 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 require additional time are to be addressed at the local level.

*** These times are provided for data entry for the VMARS System.

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ATTACHMENT 2

DATA COLLECTION SYSTEM (DCS) COMPUTER AND
ASSOCIATED CABINET HARDWARE MASTER CHECKLIST

03-SSIU-IA-001-M

MONTHLY

MONTHLY TIME TOTALS: 31 MINUTES

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION				
		Work Code	Equipment Acronym	Class Code	Number	Type
		0 3	S S I U	I A	0 0 1	M
Equipment Nomenclature **Data Collection System (DCS) Computer and Associated Cabinet Hardware**		Equipment Model **SSIU**	Bulletin Filename MM02057AD	Frequency **MONTHLY**		

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.**		
		 WARNING **Be cautious when working around or on equipment when power has been applied.**		
		 WARNING **To avoid injury or death from electric shock, use anti-static vacuum cleaner with non-conductive attachments. Avoid contact with exposed wires and cable connections.**		
COMPUTER	2.	**CLEAN COMPUTER. –** Clean computer as follows: Clean fan, filter, and exterior of computer using vacuum and mild detergent and water as needed.	5 min	7

U.S. Postal Service	IDENTIFICATION										
Maintenance Checklist	Work Code	Equipment Acronym				Class Code		Number			Type
	0	3	S	S	I	U	I	A	0	0	1	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
Data Collection System (DCS) Computer and Associated Cabinet Hardware	**SSIU**	MM02057AD	**MONTHLY**

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
Supervisory Computer Cabinet	3.	**CLEAN CABINET INTERIOR AND EXTERIOR. –** 1. Using vacuum, clean the interior components. **2.** Clean exterior of the cabinet using mild detergent and water as needed.	20 min	7
CLEAN-UP	4	**CLEAN-UP. –** Ensure all tools, lubricants, rags, etc., are 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.	3 min	All