MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS ENGINEERING / UNITED STATES POSTAL SERVICE

# maintenance management order UNITED STAL SERVICETM

SUBJECT: PM Guidelines for Sack Shake Out

**DATE:** July 29, 1998

**TO:** Bulk Mail Centers

FILE CODE:

<u>-</u> Ү

NO:

dewa:M94159AD

MMO-053-98

		Online Change Record
Change #	Date	Description of Change
1	4/26/2022	Attachment 2, corrected skill levels 4 and 5, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for BMC Sack Shake Out and supersedes Maintenance Checklist BO76.

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. As a minimum, obtain a current SDS every two years.

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.

Rex M. Gallaher Manager Maintenance Technical Support Center Maintenance Policies and Programs

Attachments: 1. Summary of Revised Workload Estimate

2. Sack Shake Out Master Checklist



#### ATTACHMENT 1

#### -SUMMARY-

#### **REVISED WORKLOAD ESTIMATE**

#### FOR

#### SACK SHAKE OUT

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
20.	0 6.0	26.0	2.6	28.6
*	Repair estimates based Based on 10% of total se	-		
		TIME TOTALS	<u>5</u>	
	Monthly Time	<u>e Total:</u>	0.8 Hrs. ***	
	Quarterly Tin	ne Total:	1.3 Hrs. ***	

Annual Time Total: 0.5 Hrs. \*\*\*

1.7 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.

\*\*\* These times are provided for data entry for the MARS System.

Semi-Annual Time Total:

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#### ATTACHMENT 2

#### SACK SHAKE OUT MASTER CHECKLIST

#### 03-SSO-AA-001-M

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

#### Table 2-1. MS-63 (NMICS) Frequency-Codes

<u>CODE</u>	FREQUENCY	DESCRIPTION
A B C D E F G H J K L M N P Q S T U V W X Y	ANNUAL BI-WEEKLY BI-MONTHLY DAILY DAILY DAILY DAILY DAILY DAILY DAILY DAILY SEMI-WEEKLY BI-ANNUAL TRI-ANNUAL TRI-ANNUAL MONTHLY QUAD-ANNUAL QUINT-ANNUAL QUINT-ANNUAL QUINT-ANNUAL QUARTERLY SEMI-ANNUAL TOURLY TOURLY TOURLY TOURLY TOURLY	Once every 13 APs. Once every 2 weeks Once every 2 APs. Once a day; 7 days a week. Once a day; 6 days a week. Once a day; 5 days a week. Once a day; 3 days a week. Once a day; 3 days a week. 2 days a week. Once every 2 years. Once every 2 years. Once every 3 years. Once every 4 years. Once every 4 years. Once every 5 years. 4 times every 13 APs. Twice every 13 AP. 3 times a day; 7 days a week. Twice a day; 6 days a week. Once a week. Twice a day; 6 days a week.
Z	TOURLY	Twice a day; 5 days a week.

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Maintenance Checklist				ork ode			uipm crony			Number			Туре	
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Equipment Nomen			Equ							Free	Frequency			
SA	SACK SHAKE OUT							M94	1594	۱D			ALL	
Part or	sk Statement and Instruction								Est.	Min.				

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

1. COMPLY WITH ALL SAFETY PRECAUTIONS 3 All
Disconnect power and activate lockouts as min appropriate while working on this equipment. Where
air pressure is required for cleaning, use a low air
pressure (30 psi or less) air source. Eye protection
(goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all
employees are clear of the machine. Report safety
deficiencies to your supervisor immediately upon detection.

AA-1 2. CHECK FOR MAIL. - Look for loose mail while 2.5 7 performing activities. min

Frequency Code: -M-Q-S-A

## WARNING

			e cautious when working around or on quipment when power has been applied.		
Frequency Code:	3.		<b>CONTROL PANEL AND CONDUIT.</b> - Check panel and conduit as follows:	2 min	7
-M-Q-S-A		1.	Check control panel and conduit for proper mounting and damage.		
		2.	Check switched and indicator lamps for correct operation.		
Frequency Code:	4.	CHECK follows:	CONVEYOR BELT Check conveyor belt as	3 min	7
-M-Q-S-A		1.	Look for excessive wear or damage to top and bottom surface of conveyor belt.		
		2.	Check belt for cut, tears, and frayed edges.		
		3.	Look for wear or damage to belt fasteners.		
		4.	Check tension of tracking.		

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Mainte	enance	e Checklist	Work         Equipment         Class           Code         Acronym         Code         Num											Туре
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Part or Component	Item No.	Ta: (Comply		tateme all cu					ons)				Est. Time Req'd	Min. Skill Level
AA-1 (Cont.) Frequency Code: -M-Q-S-A	5.	<b>CHECK UNIT</b> W for unusual noise, or misalignment.												7
Frequency Code: -M-Q-S-A	6.	as follows: 1. Check both vibration.	1. Check both drive assemblies for unusual noise or vibration.									min	7	
Frequency Code: -M-Q-S-A	7.	CHECK SLACK (	Ch€	eck f	or cł	nain	sla	ck.					1 min	7
Frequency Code: -M-Q-S-A	8.	CYCLE UNITS 0 through their entire										units	4 min	7
SYSTEM Frequency Code: -M-Q-S-A	9.	<b>POWER DOWN</b> A down the equipmen prescribed by the developed in accor Management Orde procedures.	nt a proda	and oced nce	lock lures with	out s co , the	its onta e cu	eleo ineo urre	ctrica d in nt N	al po , or 1aint	owe lo ena	r as cally ance	min/ Drive	7

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Part or Component	ltem No.	(Con	Task Sta nply with a						ns)					Est. Time Req'd	Min. Skill Level
CA-1 HEAD	10.	CHECK DRIVE	PULL	EY	AN	DB	OL	TS.	- (	Che	ck	driv	e	5	7

PULLEY	10.	pulley and bolts as follows:	5 min	/
ASSY Frequency		<ol> <li>Look for unusual wear or damage to drive pulley lagging. Jog unit for access to entire pulley face.</li> </ol>		
Code: Q-S-A		<ol><li>Remove dirt or foreign material by wiping or brushing as necessary.</li></ol>		
		3. Check taperlock bolts.		
Frequency Code:	11.	<b>CHECK DRIVE PULLEY BEARINGS.</b> - Check drive pulley bearings as follows:	7 min	7
Q-S-A		<ol> <li>Look for evidence of wear, dirt, or corrosion in bearings.</li> </ol>		
		2. Check pulley shaft for "walking".		
Frequency Code:	12.	CHECK IDLER, SPROCKET, AND BEARINGS Check idler, sprocket, and bearings as follows:	5 min	7
S-A		1. Remove cover from conveyor drive chain.		
		<ol><li>Check idler and driven sprockets for wear, alignment, and foreign material.</li></ol>		
		3. Check bearings for wear.		
		4. Lubricate lightly, using spout can, with SAE-50W.		
		5. Check keys and set screw tightness.		

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Part or Component	Item No.		sk Stateme with all cur						Est. Time Req'd	Min. Skill Level			
TP-1 TAIL PULLEY ASSY	13.	<b>CLEAN ASSEMBI</b> remove dust and for frame, and other as	oreign m	naterial					5 min	7			
Frequency Code: Q-S-A													
TP-1 TAIL PULLEY ASSY (Cont.)	14.	CHECK TAIL PUL bearings as follows		EARINO	SS.	- Chec	k tail p	ulley	5 min	7			
		1. Look for ev	idence o	of wear,	dirt	, or cor	rosion.						
Frequency Code:		2. Check pulle	•			-							
Q-S-A		3. Check tape	rlock bo	lts and	set	screw t	ightnes	s.					
			WA	RNING									
		Discard s according to spontaneous					erials event						
EA-1 CLAMP SPROCKET	15.	CLEAN TEETH AN teeth and check hul					EY C	lean	6 min	7			
AND CHAIN		1. Remove sp	rocket a	ind cha	in g	uard.							
Frequency		2. Clean foreig	gn mate	rial fror	n be	tween	teeth.						
Code: S-A		3. Check for v and key.	wear, ali	gnmen	t, ar	nd tight	ness of	hub					
Frequency Code:	16.	CHECK AND LUE lubricate sprocket a			OCł	KET	Check	and	3 min	7			
S-A		1. Check idler	sprocke	et for fre	eedo	om of m	noveme	nt.					
		2. Clean foreig	•										
		<ol> <li>Apply fres sprocket.</li> </ol>	h lubrio	cant S	AE-	50W s	sparingly	y to					
		4. Wipe up ex	cess.										

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Part or	Item	Task Statement and Instruction	Est.	Min.
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Frequency17.LUBRICATE BEARINGS. - Using hand held grease gun, 17Code:apply GR-2 to corner clamp chain drive sprocket bearing.min

### WARNING

		Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.	
EA-2 CLAMP TRANS	18.	CHECK ROLLERS AND TRACK Check rollers and 10 mi	
CHAIN AND TRACK		<ol> <li>Look for damage or excessive wear to the clamp chain rollers or track.</li> </ol>	
Frequency Code:		<ol><li>Clean chain by brushing on solvent and wiping dry.</li></ol>	
Q-S-A		<ol> <li>Using a lubricant of 70% SAE-50W and 30% solvent, apply lightly by brushing on link edges and around rollers.</li> </ol>	
		4. Wipe up any excess.	
EA-3 CLAMP ASSY	19.	CHECK CLAMPS Check clamps for wear, loose 10 components, and freedom of movement.	
Frequency			

Frequency Code: -----S-A 7

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Frequency Code: S-A	20.	LUBRICATE ASSE lubricate the clamp and the plunger ass	lever a	nd link pir	is, clam	p roller		15 min	7	
Frequency Code: S-A	21.		<b>UBRICATE FOLLOWERS</b> Lightly lubricate the clamp am followers with GR-2. Wipe off any excess.							
EA-4 CORNER SPROCKETS Frequency Code: S-A	22.	<ul> <li>CHECK SPROCKE</li> <li>Check sprockets, a</li> <li>1. Check clar and foreign</li> <li>2. Check align</li> <li>3. Apply lubric corner idler</li> <li>4. Wipe off ex</li> </ul>	lignment np chair materia nment ar icant S/ sprocke	, and tens n corner : l. nd chain te AE-50W N	ion as fo sprocke nsion.	ollows: ts for	wear	10 min	7	
FA-1 SHAKER BAR ASSY Frequency Code: S-A	23.	<ul> <li>GREASE BEARING</li> <li>1. Remove gu</li> <li>2. Use a hand GR-2 to time</li> <li>3. Wipe off ex</li> </ul>	ard. d grease iing belt	gun to ap	oply one	e (1) sh	ot of	2 min	7	
Frequency Code: S-A	24.	<ul> <li>ROTATE BAR, CH Rotate bar and cher 1. Manually re noise and e</li> <li>2. Check inne corrosion.</li> <li>3. Check gre bearing.</li> <li>4. Check key screws.</li> </ul>	ck bearin otate the evidence er and o ase sea	ngs, seal, a e shaker of wear. outer bear al and sr	and key bar and ings fo nap ring	as follo d check r wear g on o	ows: < for and outer	3 min	7	

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Part or Component	Item No.	Ta (Comply		ement a l curren							Est. Time Req'd	Min. Skill Level			
Frequency Code:	25.	GREASE BEARING					•			t of	2 min	7			
S-A		GR-2 to ou				о чр	pij oli	.,,,							
		2. Use hollov bearings.													
			WARNING												
		Eye protect must be wor for cleaning.	n wł					-							
GA-1 CONTROL	26.	CHECK RELAYS, Check relays, conta							ALS	6	6 min	7			
PANEL		1. Check cont	rol p	anel r	elays	s for	secure	mour	ntin	g.					
Frequency Code:		2. Check mo evidence o			CO	ntac	ts for	pitting	g a	and					
S-A		3. Check term	ninals	for lo	ose	coni	nection	s.							
		4. Clean insid	e par	nel by	blow	ving	or vacu	uuming	g.						
MD-1 CLAMP TRANSPORT AND CONV.	27.	CHECK SPEED I drive assembly as f 1. Look for	ollow	S:					•		min	7			
DRIVE		assembly.	uail	aye	10	varie	3010 3	peeu	u	IIVE					
Frequency Code: Q-S-A		2. Look for ev hole obstru			ubric	atio	n leaka	age an	id v	/ent					

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Part or Component	Item No.	Ta (Comply		tateme all cu					ons)				Est. Time Req'd	Min. Skill Level	
Frequency Code: Q-S-A	28.	CHECK DRIVE BI Check drive belt, p	ulley	y fac	es, a	and	sha	aft a	s fo			т	4 min	7	
Q-0-A		1. Remove va	ariat	ole s	peed	d be	elt co	ove	r.						
		<ol><li>Look and pulley face</li></ol>									vel	belt,			
		3. Look for shaft.	evid	lence	e of	a	dequ	Jate	e lu	brica	tior	n of			
MD-1 CLAMP TRANSPORT AND CONV. DRIVE (Cont.)	29.	CHECK COUPLI excessive play and								oupli	ng	for	2 min	7	
Frequency Code: Q-S-A															
Frequency Code: Q-S-A	30.	CHECK OIL W level in right angle required.											2 min	7	
Frequency Code: S-A	31.	<ul> <li>WIPE AND LUBRI fittings as follows:</li> <li>1. Wipe varia</li> <li>2. Apply frest appears un</li> <li>3. Replace com</li> </ul>	ible : h Iul nder	spee brica the	ed sp ant (	oline GR-2	e gre 2 ur	easo ntil :	e fitt a sn	ings. nall a	amo		4 min	7	

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SACK SHAKE OUT						M94′	159/	۱D			ALL	-

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.

Frequency Code: S-A	32.	<b>CLEAN EXTERIOR, WRENCH-TEST, AND</b> 3 <b>LUBRICATE</b> Clean exterior, wrench-test, and lubricate min as follows:	7
		<ol> <li>Clean motor and reducer exterior. Use solvent to remove hardened deposits.</li> </ol>	
		<ol><li>Wrench-test all motor and reducer mounting bolts for tightness.</li></ol>	
		<ol> <li>Check level of lubricant in gear case. Look for foaming of gear-case lubricant.</li> </ol>	
		<ol> <li>Add lubricant (SAE-50W) if required to reach proper level.</li> </ol>	
		5. Replace oil level plug.	
		6. Wipe drip pan dry.	
MD-1 CLAMP TRANSPORT AND CONV. DRIVE (Cont.)	33.	LUBRICATE GREASE FITTINGS Lubricate grease3fittings as follows:min1. Wipe old lubricant from motor grease fittings.	7
Frequency		<ol><li>Apply fresh lubricant GR-2 until a small amount appears at seals.</li></ol>	
Code: A		3. Wipe off excess.	
NA-1 CONVEYOR	34.	CLEAN AND RELUBRICATE ROLLER CHAIN Clean 8 and lubricate roller chain as follows: min	7
DRIVE CHAIN ASSY		<ol> <li>Use clean rag to wipe old lubricant and foreign material from chain.</li> </ol>	
Frequency Code: Q-S-A		<ol> <li>Lubricate with SAE-50W by brushing onto roller chain. Wipe off excess.</li> </ol>	

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Part or	Item	Task Statement and Instruction	Est.	Min.
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# WARNING

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

Frequency Code: A	35.	CHECK SPROCKETS, CLEAN TEETH AND CHAIN, 20 7 AND LUBRICATE Check sprockets, clean teeth and min chain, and lubricate as follows:
		1. Check sprockets for wear and alignment.
		<ol> <li>Clean out all packed down material from between teeth.</li> </ol>
		<ol> <li>Clean chain by brushing with solvent and wiping clean.</li> </ol>
		4. Lubricate by brushing on SAE-50W.
NA-2 CLAMP TRANSPORT	36.	CLEAN AND RELUBRICATE ROLLER CHAIN Clean 8 7 and relubricate roller chain as follows: min
AND DRIVE CHAIN ASSY.		<ol> <li>Use clean rag to wipe old lubricant and foreign material from chain.</li> </ol>
Frequency Code:		<ol> <li>Relubricate with SAE-50W by brushing onto roller chain.</li> </ol>
Q-S-A		3. Wipe off excess.
NB-1 SHAKER BAR DRIVE	37.	CHECK DRIVE ASSEMBLY Check drive assembly as follows:3 min7 min1. Look for damage to variable speed drive
Frequency Code: Q-S-A		<ul><li>assembly.</li><li>2. Look for evidence of lubrication leakage and vent hole obstructions.</li></ul>

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Part or Component	ltem No.		Task Statement and Instruction (Comply with all current safety precautions)										Est. Time Req'd	Min. Skill Level		
Frequency Code: Q-S-A	38. CHECK DRIVE BELT, PULLEY FACES, AND SHAFT Check drive belt, pulley faces, and shaft as follows:												-	4 min	7	
Q-5-A		1.	. Remove variable speed belt cover.													
			<ol> <li>Look and feel for foreign material on drive belt, pulley faces, and on splined pulley shaft.</li> </ol>													
		<ol> <li>Look for evidence of adequate lubrication of shaft.</li> </ol>														
NB-1 SHAKER BAR	39.	<b>CHECK SHEAVES AND V-BELTS</b> Check sheaves and V-belts as follows:									ł	6 min	7			
DRIVE (Cont.) Frequency Code: Q-S-A			Look for excessive petween s properly ad	we hea	ar t aves)	o V	/-be	lts	(or	me	easu	ire	sag	)		
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Frequency	40.	LUBRIC	ATE FITTI	NG	<b>S</b> L	_ubr	icat	e fit	ting	s as	foll	ows	:		4	7
Code: S-A		1.	Wipe varial	ble	spee	ed sp	oline	e gre	ease	e fitt	ings	5.			min	
3-A			Apply fresh appears fro											t		
		3.	Replace co	ver												
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Part or	Item	Task Statement and Instruction	Est.	Min.
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Component	110.		Req'd	Level

### WARNING

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

Frequency Code: S-A	41.	<ul> <li>CLEAN, WRENCH-TEST, AND LUBRICATE Clean, 3 min 7 wrench-test, and lubricate as follows:</li> <li>1. Remove dust, oil and foreign material from exterior of motor and reducer housing by wiping.</li> <li>2. Use solvent to remove hardened deposits.</li> <li>3. Wrench-test all motor and reducer mounting bolts for tightness.</li> <li>4. Check sight gauge or remove oil level plug to determine level of lubricant in gearcase. Look for foaming of gearcase lubricant.</li> <li>5. Add lubricant (SAE-50W) if required to reach proper level.</li> <li>6. Replace oil level plug.</li> <li>7. Wipe drip pan dry.</li> </ul>
NB-1 SHAKER BAR DRIVE (Cont.)	42.	CLEAN BELT AND SHEAVES Clean dirt and other37material from timing belt and sheaves.min
Frequency Code: S-A		
Frequency Code: S-A	43.	<b>GREASE SHEAVE BEARINGS</b> Use a hand grease 2 7 gun to apply one (1) shot of GR-2 to timing belt sheave min bearings. Wipe off excess.

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Part or Component	Item No.		Task Statement and Instruction     Est.     Min.       bly with all current safety precautions)     Time     Skill       Req'd     Level													
Frequency Code: A	44.	<ul> <li>CLEAN AND LUBRICATE MOTOR AND FITTINGS</li> <li>Clean and lubricate motor and fittings as follows:</li> <li>1. Wipe old lubricant from motor and grease fittings.</li> </ul>												n	3 nin	7
		appears at	appears at seals. Wipe off excess.													
GR-1 GENERAL	45.	<b>REMOVE PANEL</b> Remove motor access panel.										3 nin	7			
Frequency Code: -M-Q-S-A			E	WA	RNI	NG										
		Eye protecti must be wor for cleaning.														
HA-1 DUST COLLECTOR Frequency Code: -M-Q-S-A	46.	Empty, check, and on 1. Empty and	<b>K, AND CLEAN BAG AND SCREEN</b> nd clean bag and screen as follows: and check dust collections bag. and, if required, clean air inlet screen.									3 nin	7			
ZZ-1 ROUTE COMPLETION Frequency Code: -M-Q-S-A	47.	REPLACE PANELS guards.	6	Rep	lace	e all	par	nels	, cha	ain	, ai	nd	belt		3 nin	7

	U.S. Postal Service					IDENTIFICATION												
Main	tenance	Checklist		ork de			uipm crony			Cla Co		N	lumb	, , , , , , , , , , , , , , , , , , ,				
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Equipment Nomence	lature		Equ	ipment Model Bulletin Filename Frequency														
SA	CK SHA	KE OUT						M	94159AD ALL									
Part or	Item	Tas	sk Sta	teme	ent ar	id Ins	tructi	on						Est.	Min.			
Component	No.	(Comply	with a								Skill							
													F	Req'd	Level			

CLEAN-UP 48. **CLEAN-UP.** -Ensure all tools, lubricants, rags, etc., are 3 All removed from the work area. Report all deficiencies to min your supervisor.

Code: -M-Q-S-A

#### WARNING

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

SYSTEM	49.	RESTORE EQUIPMENT TO SERVICE Restore 3 A	11
Frequency		equipment to service as prescribed by the procedures min contained in, or locally developed in accordance with, the	
Code: -M-Q-S-A		current Maintenance Management Order (MMO) providing lockout/restore procedures.	

START-UP 50. **START-UP. -** Perform normal start-up procedures as 5 All follows: min

Frequency Code: -M-Q-S-A

- 1. Start or preset equipment.
- 2. Check for proper operation.
- Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.