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

maintenance management order

UNITED STATES POSTAL SERVICE™

SUBJECT:	PM Guidelines for CCTV Monitors	**DATE:**	July 29, 1998
		NO:	MMO-057-98
TO:	Bulk Mail Centers	**FILE CODE:**	Y
			dewa:M94161AC

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Closed Circuit Television (CCTV) monitors and supersedes Maintenance Checklist B078.

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 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 for reference by all employees. As a minimum, obtain a current MSDS every two years.

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), the time required per task, and the minimum skill level for each task. 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 Revised Workload Estimate
2. CCTV Monitors Master Checklist

ATTACHMENT 1

-SUMMARY-

REVISED WORKLOAD ESTIMATE

FOR

CCTV MONITORS

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
0.8	0.2	1.0	0.1	1.1

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

TIME TOTALS

Quarterly Time Total: 0.2 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.

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ATTACHMENT 2

CCTV MONITORS MASTER CHECKLIST

03-CCTV-A-002-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

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

SAFETY STATEMENT	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. - Disconnect power and activate lockouts as**	3 min	All

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION					
		Work Code:	Equipment Acronym		Class Code:	Number	Type
		0　3	C　C　T　V		A	0　0　2	M
Equipment Nomenclature **CCTV MONITORS**		Equipment Model		Bulletin Filename **M94161AC**		Frequency **ALL**	

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

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

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Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min. Skill Level
MONITOR Frequency Code: --Q--	2.	**CLEAN LENS. -** Clean glass or lens with lens tissue.	1 min/ unit	4
Frequency Code: --Q--	3.	**CHECK CONTROL SETTINGS. -** Check control settings and adjust if necessary.	2 min/ unit	5
CLEAN-UP Frequency Code: --Q--	4.	**CLEAN-UP.-** Ensure all tools, rags, etc., are removed from the work area.	3 min/ unit	All