



Maintenance Management Order

SUBJECT: Operational & Preventive Maintenance
Guidelines for Low Cost Tray Sorter (LCTS)

DATE: June 3, 2015

NO: MMO-077-15

TO: Maintenance Managers, LCTS Offices

FILE CODE: TM01

pmur:mm14173ac

Item 18 in the guidelines now contain sub-steps to check Servo Driven Electric Pusher Diverters.

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Low Cost Tray Sorter (LCTS). This bulletin applies to Acronym LCTS; Class Codes AA, BA, and CA.

The work hours indicated in the workload estimate (Attachment 1) reflect the *maximum* annual work hours required to maintain each system.

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

These Preventive Maintenance (PM) guidelines are provided based on a typical LCTS configuration and may not be applicable to all systems. The steps and procedures may be locally modified based on manufacturer's recommendations.

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 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. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

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



Andy L. Henderson
Manager (A)
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments
1. Summary of Workload Estimate
 2. Master Checklist 03-LCTS-**-001-M – PM
 3. Master Checklist 09-LCTS-**-001-M – Operational Maintenance

** = AA, BA, CA

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR LOW COST TRAY SORTER (LCTS) SYSTEM

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**SUMMARY
WORKLOAD ESTIMATE
FOR LCTS**

Operation (Days)	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr)	2 Tours (hrs/yr)	3 Tours (hrs/yr)
5	159.80	47.94	207.74	20.77	228.51	453.85	679.18	904.51
6	159.80	47.94	207.74	20.77	228.51	498.91	769.31	1,039.71
7	159.80	47.94	207.74	20.77	228.51	543.98	859.45	1,174.91

NOTES:

*Repair estimates based on 30% of servicing.

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

OPERATIONAL MAINTENANCE

Operation (Days)	One Tour	Two Tours	Three Tours
5	225.33	450.67	676.00
6	270.40	540.80	811.20
7	315.47	630.93	946.40

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ATTACHMENT 2

LCTS MASTER CHECKLIST

03-LCTS-**-001-M

** = AA, BA, CA

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	L	C	T	S			*	*	0	0	1	M
Equipment Nomenclature Low Cost Tray Sorter		Equipment Model						Bulletin Filename mm14173ac			Occurrence			

** = AA, BA, CA

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.	<p>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.</p> <p>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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.</p>	1	7			W
CONVEYORS	2.	<p>Inspect Power Rollers.</p> <ol style="list-style-type: none"> Verify shaft bracket for tightness. The shaft should not rotate or vibrate in the bracket or frame. Verify all attachment nuts & bolts are tight. 	30	9			W
PHOTO EYES	3.	<p>Clean and Inspect Emitters, Receivers, and Reflectors.</p> <ol style="list-style-type: none"> Using a dry lint-free cloth, remove all dust and debris. Visually inspect for any defects. 	21	9			W
PHOTO EYES	4.	<p>Sensor Alignment.</p> <ol style="list-style-type: none"> Inspect sensor alignment to ensure proper operation. 	24	9			M

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	0	3	L	C	T	S			*	*	0	0	1	M
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		2. Inspect LED to ensure proper operation. 3. Inspect cabling and connectors for tightness. 4. Repeat for remaining sensors.					
LCTS COMPUTER	5.	Printer. Print a test page to test the performance of the printer and clean as needed.	1	9			M
PUSHERS	6.	Inspect Pneumatic Pusher Diverters (if equipped). 1. Verify air pressure is between 35 and 45 PSI. 2. Adjust as necessary.	5	9			M
CONVEYORS	7.	Inspect Rollers. With the system operating, visually check to verify all drive and driven rollers are turning.	2	9			M
LCTS COMPUTER	8.	UPS. Test performance of backup battery by pressing the test button (normally the "ON" button)	2	9			Q
LCTS COMPUTER	9.	System Backups. Backup all files in accordance with manufacturer's procedures.	15	10			M
LCTS COMPUTER	10.	Backup System, Image HDD. 1. Using the instructions applicable to the installed backup software (i.e. Symantec Ghost 2003); create an image of the system hard drive. 2. Store system image disk for disaster recovery in accordance with local policy.	120	10			Q
LCTS COMPUTER	11.	Spare Computer. Perform an operational test the spare LCTS computer in accordance with local procedures.	120	10			Q
LOCKOUT	12.	Perform System Lockout. Power down the machine and lock out power and compressed air as prescribed by the current local lockout instructions providing lockout/restore procedures.	30	7			M

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CONVEYORS	13.	Check Guide Rails. Verify all bracket fasteners are tight.	12	7			Q
CONVEYORS	14.	Belting (PVC Belt, if equipped). 1. Look and feel for damage to the belt cover and carcass (inner layer). 2. Examine top and bottom covers for excessive wear, scuffs, gouging, stripping, cracking, swells, and ply separation. 3. Look for excessive wear or tears along belt edges. 4. Look for accumulation of dirt or foreign materials on top and bottom surfaces.	14	9			M
CONVEYORS	15.	Belt Fasteners (if equipped). 1. Examine all fasteners used in splicing or repairing the belt. 2. Look for wear or damage to fasteners. 3. Ensure they are secure in belt. 4. Examine belt for transverse breaks or ply separations.	3	9			M
CONVEYORS	16.	Clean Belting (if equipped). Brush belt or wash with a solution of mild detergent and water to remove accumulated dust and foreign material from pulley contact side of accessible belt areas. Do not permit moisture to enter roller or pulley bearings.	30	7			M
CONVEYORS	17.	Check O-Rings. Check for missing, cracked, broken, or elongation occurring in the bands between rollers.	60	7			M
PUSHERS	18.	Inspect Pneumatic Pusher Diverters. 1. Verify photo sensor flag is vertical. 2. Verify locking collar is tight. 3. Verify photo sensor mount is securely fastened. 4. Verify air cylinder end cushions are adjusted properly to eliminate slamming at end of stroke when actuated.	130	9			M

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		<p>5. Inspect all components for wear and proper alignment</p> <p>6. Remove accumulated dust and debris.</p> <p>Alternatively:</p> <p>Inspect & Verify Motor Driven Electric Pusher Diverters using Manufacturer Recommendations.</p> <ol style="list-style-type: none"> Verify Home Proximity sensor to flag gap. Verify side-to-side gap. Inspect all components for wear and proper alignment. Remove accumulated dust and debris. <p>Alternatively:</p> <p>Inspect & Verify Servo Driven Electric Pusher Diverters using Manufacturer Recommendations.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>A person can receive an electric shock if the shaft grounding ring is worn or missing and the person completes the circuit to earth ground. This is a potential electric shock hazard.</p> <ol style="list-style-type: none"> Remove the electric diverter cover. With an ohmmeter, check between earth ground and the diverter push arm for ohms. Ideally, the reading should be zero ohms. If the shaft grounding ring is missing or damaged or if the ohm meter reads more than zero ohms, in the extended or home position or anywhere along the length of travel of the diverter push arm. Replace the shaft grounding ring, Part Number SGR-36.6-1. Inspect all components for wear and proper alignment. Remove accumulated dust and debris. Re-install the electric diverter cover. 					
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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LCTS COMPUTER	19.	CPU. Open case and remove dust and debris.	20	10			Q
CONVEYORS	20.	Inspection. 1. Examine conveyor for worn or loose parts. 2. Check for accumulated dust or other foreign materials. 3. Check for loose or damaged conduit and wiring.	35	9			Q
CONVEYORS	21.	Motorized Pulleys. 1. Ensure shafts at connection end and drive end are free from dirt accumulation. 2. Examine flanges at both ends of pulley for oil leakage. 3. Rotate pulley until embossed arrow on end flange of electrical terminal box is in true vertical position, then remove oil filler plug and check oil level.	22	9			Q
SCREW TAKE-UP	22.	Inspect Assembly. 1. Ensure that take-up frame is securely mounted. 2. Ensure adequate take-up travel is provided to allow for adjustment as needed before next inspection.	4	9			Q
CONVEYORS	23.	Structural Parts. 1. Check conveyor for damage such as loosened connecting bolts, side panels misaligned, loose hanger rods, belt wipers, and supports. 2. Check structure for cracked or broken welds. 3. Examine all floor mounted or low clearance conveyor support structures, ladders, walkways, handrails, guards, bracing or any other structural members that might be exposed to or subject to being struck by any Powered Industrial Vehicles (Forklifts, Pallet Jacks, Tow Motors, etc.). 4. Look for damage such as fractured or	30	7			Q

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		deformed parts, broken bolts, loose anchor bolts, cracked welds, or loose connections.					
CONVEYORS	24.	Clean and Check. 1. Remove dust and accumulated foreign material from conveyor parts by wiping and brushing. 2. Check all mounting bolts for tightness. 3. Pillow/Flange block bearings are sealed for life and require no lubrication.	30	7			Q
CONVEYORS	25.	Clean and Inspect Screw Take-Up. 1. Brush and wipe accumulated dust and foreign material from take-up adjusting screws, carriage frame, and other take-up assembly parts. 2. Wrench-test adjusting nuts and frame mounting bolts. Inspect belt for evidence of improper tension. 3. Lubricate take-up screw with SAE 30-W oil.	8	9			Q
CONVEYORS	26.	Inspect Taper-Lock Pulley Hubs. 1. Wrench-test hub mounting screws. 2. Look for damage to hubs and shafts, and for broken or missing screws.	6	9			Q
CONVEYORS	27.	Clean & Inspect Bearing Blocks. 1. Wrench-test bearing block mounting bolts. Tighten as required. 2. Wrench-test all setscrews in bearing collars for tightness on pulley shaft. Tighten as required. 3. Wipe off exterior of sealed bearings.	18	9			Q
CONVEYORS	28.	Clean & Inspect Gear Reducer. 1. Remove accumulated dust and foreign material from housing. 2. Inspect for oil leakage. 3. Wrench-test all mounting bolts.	5	9			Q

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CONVEYORS	29.	Clean & Inspect V-Belt Drive. 1. Remove guard. 2. Remove accumulated dust and foreign material from belt & sheaves and inspect for wear. 3. Check belt for proper tension. 4. Wrench-test sheave setscrews, and feel keys and sheaves for tightness on shaft.	5	9			Q
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> Discard or dispose of chemical soaked materials according to SDS and in accordance with local procedures.					
CONVEYORS	30.	Lubricate Chain, Roller. Brush SAE 30 motor oil along the length of the chain. Alternate Method: Remove chain and soak in SAE 30 weight oil for 1 hour, reinstall.	15	7			Q
POWER SUPPLY	31.	Clean Power Supply Enclosures (All). 1. Using a dry lint-free cloth and vacuum, remove any dirt or debris from the enclosure. 2. Repeat task on all remaining power supply enclosures.	28	7			S
POWER SUPPLY	32.	Tighten Power Supply Connections (All). 1. Check for loose wires or fittings, tighten as necessary. 2. Repeat task on all remaining power supplies.	35	9			S
SORTER NETWORK	33.	Clean and Inspect Cards and Modules. 1. Using a dry lint-free cloth and vacuum, remove any dirt or debris from the System Controls components such as I/O cards, boards, drives and modules. 2. Inspect wires and connectors for defects and tightness.	173	10			S
CONVEYORS	34.	Motorized Pulley – Oil Change. 1. Disconnect the motor leads from the terminal	40	7			K

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		board. 2. Loosen the setscrews, and remove the junction box. 3. Relieve screw take-up to loosen belt and remove pulley from conveyor mountings. 4. Remove drain plug and seal washer. Remove oil with suction pump. 5. With pulley in the horizontal level position, rotate the pulley until the embossed arrow on the drive end is pointing up. 6. Refill with oil in accordance with manufacturer's recommendation. 7. Re-install fill-hole plug with a new copper seal washer and re-install pulley on conveyor.					
RESTORE	35.	Restore Power. <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. Take precautions to prevent hair, clothing, tools, and test equipment from being caught in moving parts.</p> 1. Power up preparation. <ol style="list-style-type: none"> a. Ensure tools and materials are removed from work area. b. Replace all machine panels. c. Close all machine doors and covers. 2. Restore power to equipment as prescribed by current local procedure providing lockout/restore procedures. Restart System in accordance with manufacturer's guidelines.	7	7			M
SORTER NETWORK	36.	Inspect and Test LEDs. Using information from the manufacturer's instructions, check or test the LEDs for proper operation on the I/O cards, adapters, VFDs, or any other sorter network device.	148	10			A

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POWER SUPPLY	37.	Utilizing the Manufacturer's Instructions and Procedures, Check all Power Supplies. 1. Don required EWP PPE. Refer to current EWP MMO for appropriate EWP PPE requirements. 2. Verify the output voltage. 3. Verify the input voltage. 4. Doff EWP PPE.	240	10			S
CLEAN UP	38.	Clean up. Ensure all tools, lubricants; rags, etc. are removed from the work area. Report all deficiencies to supervisor.	2	7			W

ATTACHMENT 3

LCTS MASTER CHECKLIST

09-LCTS-**-001-M

Operational Maintenance

** = AA, BA, CA

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	L	C	T	S			*	*	0	0	1	M
Equipment Nomenclature Low Cost Tray Sorter		Equipment Model						Bulletin Filename mm14173ac			Occurrence Tourly				

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SAFETY STATEMENT	1.	<p>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.</p> <p>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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.</p>	1	All			
LCTS Computer	2	<p>CPU Fan. Visually check the LCTS computer to ensure the cooling fan is operating</p>	1	9			
Conveyors	3	<p>Motors.</p> <ol style="list-style-type: none"> With equipment running, observe motor housing to detect any excessive shock or vibration transmitted by conveyor. Listen for evidence of wear or damage to bearings, pulleys, or shafts. 	8	9			
Conveyors	4	<p>Idler Rollers.</p> <ol style="list-style-type: none"> With equipment operating, listen for abnormal noise from load and return rollers. Check for sluggish or frozen rollers. 	6	9			

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		3. Look for eccentricity or other evidence of a bent shaft.					
Conveyors	5	Belting (PVC Belt). 1. With equipment operating, observe belt (under load if possible), to determine if tension is properly adjusted. 2. Look and listen for evidence of belt slippage on Motorized drive pulley. 3. Look for excessive belt sag between idler rolls. 4. Observe tracking of belt over tail, head, and take-up pulleys. 5. Look for belt run-out along carrying and return runs of conveyor.	3	9			
System	6	Check System Operation. 1. With the sorter operating and sort plan loaded, run one tray or scan a tray label. 2. Verify that the camera reads the barcode. 3. Check ULX Transmission in MPEWatch. <ul style="list-style-type: none"> a. On any ACE computer log into MPEWatch. b. Select MPEwatch Site List. c. Select your facility from the list of sites. d. Select mhe monitor from the menu options at the top of the screen. e. Find the LCUS in the chart at the bottom of the page. f. Ensure it has "OK" under ULX Details. g. Review all other information on this report and notify supervisor of any problems. h. Print a DNR test label. Check the label quality to ensure it does not have any defects as described in MM)-012-09. 	15	9			

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Pushers	7	<p>Observe Operation of Pushers (Pneumatic or Electric).</p> <ol style="list-style-type: none"> 1. Ensure pushers are contacting the trays or tubs on center. 2. Ensure the pusher fully extends and retracts each cycle. 3. Listen/watch for excessive noise or vibration during pusher cycle. 	10	9			
Induction Lane	8	<p>Observe Induction Lane.</p> <ol style="list-style-type: none"> 1. Ensure all conveyors are functioning properly. 2. Ensure scanned or keyed parcels are being properly inducted onto the sorter. 	3	9			
System	9	<p>Non-Recirculating Machines (Straight or "L" Configurations).</p> <ol style="list-style-type: none"> 1. Inspect the contents of the end bin. 2. If multiple pieces normally sorted to the same lane are found in the end bin, determine if the pieces failed to sort due to the lane being full or equipment problems. <p>Recirculating Machines (Oval Configuration).</p> <ol style="list-style-type: none"> 1. Observe the Lighted Lane Full indicators, ensure no lane full conditions exist. 2. Observe the mail on the sorter, ensure there are no pieces recirculating due to system errors. 	5	9			