MAINTENANCE TECHNICAL SUPPORT CENTER **HEADQUARTERS MAINTENANCE OPERATIONS**





Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for

Manual Scan Where You Band II

(MSWYB AC)

NO: MMO-095-14

DATE: August 22, 2014

FILE CODE: F6 **TO:** Maintenance Managers, All MSWYB II Sites

jcra:mm13096ae

Daily Checklist, Item 3, substep 1.a and substep 2.a & b have added information for checking the D&R label and Scale check.

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the MSWYB II System. The acronym is MSWYB, class code AC.

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

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.

WARNING

Various products requiring 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 to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

Web Access: http://mtsc.usps.gov

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.

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 E. Albert

Manager

Maintenance Technical Support Center

HQ Maintenance Operations

- Attachments 1. Summary of Workload Estimate
 - 2. Master Checklist 03-MSWYB-AC-001-M Daily
 - 3. Master Checklist 03-MSWYB-AC-002-M Monthly
 - 4. Master Checklist 03-MSWYB-AC-003-M Yearly

SUMMARY
WORKLOAD ESTIMATE
FOR MSWYB II SYSTEM

Attachment 1 i

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ii Attachment 1

SUMMARY WORKLOAD ESTIMATE FOR MSWYB II

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Routine Servicing & Repair Time (Hrs/Yr)	Nonproductive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)
5 Day	43.13	12.94	56.07	5.61	61.68
6 day	50.93	15.28	66.21	6.62	72.84
7 day	58.73	17.62	76.35	7.64	83.99

NOTES

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

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MSWYB II MASTER CHECKLIST

03-MSWYB-AC-001-M

Daily Maintenance

Time Total: 9 minutes

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THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.

further action on the equipment.

Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any

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 lintfree cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to supervisor immediately upon detection.

WARNING FOR EWP/PPE:

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

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WORKSTATION 2. Clean workstation.

- 1. Wipe the workstation keyboard and monitor using a moistened lint-free cloth.
- 2. Wipe hand scanner using a moistened lintfree cloth, paying special attention to the scan window. Spray glass cleaner on a lintfree cloth to clean dirt or thumbprints from scan window area.
- 3. Wipe scale controller using a moistened lintfree cloth.

HAND SCANNER, PRINTER, SCALE Check hand scanner, printer, and scale.

1. Place a calibrated known weight on the scale.

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		If discrepancies are found place equipment out of service.	the					
		 Ensure the scale is reading the weight ± .05 pounds of ca weight. 						
		NOTE						
		If discrepancies are found place equipment out of service.	the					
		Visually check the quality of the D&R barcode.	label					
		NOTE						
		If discrepancies are found place equipment out of service.	the					
		 Scan a tray label barcode to pr D&R label. 	oduce a					
		 b. Check the label quality to endoes not have any defects as defined in MMO-012-09. 						
		 If D&R label barcode appears use the hand scanner to scan t 93 (large barcode) on the label. 						
		 d. The system should accept the and display "Ready for dispatch MSWYB II GUI screen. 						
		e. Use the F9 key to cand transactions.	cel the					
TIME	4.	Check system time.		1	All			
		Check system time and date on the GUI s upper right corner.	screen					
		Report any discrepancies to supervisor.						
CLEAN UP	5.	Clean up.		3	All			
		NOTE						
		If problems are found and can be corrected	ed on					
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MSWYB II MASTER CHECKLIST

03-MSWYB-AC-002-M

Monthly Maintenance

Time Total: 19 minutes

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		lint-fi	ree c	loth. Ioth	Sp and	ray a	a clea	aning		oistened tion on a and					
		any o	nove the scale platform cover. Vacuum dust or debris from inside the scale unit ag careful around the load cell.												
		3. Ched Adju refer	st as	nec						evel. n level as					
		4. Care	fully	repla	ace	the	scale	plat	form c	cover.					
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		vary more than ± 0.05 pounds.					
		 b. If the weight is not uniform or within tolerance, report discrepancy to supervisor. 					
		 Remove the calibrated weight from the scale platform. Ensure the scale display properly goes back to zero. If scale display doesn't go back to zero, push the zero button on the scale controller. Report any discrepancies to supervisor. 					
PRINTER	3.	Clean printer.	7	9			
		 Wipe all external surfaces of the printer using a moistened lint-free cloth. Spray a cleaning solution on a lint free cloth and remove excess dirt and adhesive build-up. 					
		 Remove the label printer side-cover Vacuum any dust or debris from inside the printer unit being careful not to touch electronic components or disturb connectors and cables. 	1				
		 Disengage print head by rotating head lif lever clockwise until print head releases This raises print head so it can be cleaned. 					
		a. Remove label material.					
		 Use Chempads or equivalent to remove any dirt, adhesive, and debris from prin surface on the bottom of print head. 					
		 c. Clean the printer rollers by using a Chempads. 	а				
		 d. Move the pad over the rollers in a side to-side motion. 	-				
		e. Rotate the rollers to clean all areas.					
		NOTE					
		Rotate the TTR assist roller toward you to clean the entire drive roller surface.					
		 Clean the tear bar with a Chempads and remove dust, paper, and adhesive. 	k				
		5. Replace label material.					
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		 Engage the print head by rotating the head lift lever counterclockwise until it locks in place. 					
		7. Replace the side label printer cover.					
		B. Using MSWYB II application GUI and the Maintenance Printer Test Menu, print a Print head Test Label and a Calibration Label.					
		The Print head Test Label produces a label with a horizontal dark band printed on it.					
		b. There should be no blank spots or light areas in the band.					
		c. The Calibration Label produces a label with a horizontal line that should be exactly 1.5 inches above the lower edge of the label.					
		9. If the labels are not as specified, report discrepancy to supervisor.					
WORKSTATION	4.	Check workstation wiring.	1	9			
		Check all exposed wiring, cabling, and electrical connectors for damage and tightness.					
		2. Make sure all ground wires are in place and secure especially between the scale bed, scale controller, and the workstation computer.					
CLEAN UP	5.	Clean up.	3	All			
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to your supervisor.					

MSWYB II MASTER CHECKLIST

03-MSWYB-AC-003-M

Yearly Maintenance

Time Total: 20 minutes

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- 2. Clean computer.
 - 1. Exit the MSWYB application and shut down the MSWYB computer.
 - 2. Remove all cables and connections. Mark the cables for re-installation later.
 - 3. Place MSWYB computer on a bench with static protection or into a Dust Containment Unit (DCU).
 - a. Remove the MSWYB computer side cover.
 - b. Vacuum inside the computer using a HEPA approved vacuum and static protected nozzle. Do not damage components or bump connectors.

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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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		c. Vacuum the fan and surrounding areas.					
		 d. Restore the MSWYB computer side cover. 					
		 e. Place the unit back on the MSWYB workstation. 					
		 Restore all cables and connections previously removed. 					
		Power up the MSWYB II workstation and test system.					
		6. Restore system to normal operation.					
CLEAN UP	3.	Clean up.	3	All			
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to supervisor.					