Maintenance Management Order

UNITED STATES POSTAL SERVICE™

SUBJECT: Preventive Maintenance Guidelines for Manual Scan Where You Band II (MSWYB_AC)

DATE: August 22, 2014

NO: MMO-095-14

TO: Maintenance Managers, All MSWYB II Sites

FILE CODE: F6

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.

2

| 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

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR MSWYB II SYSTEM

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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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ATTACHMENT 2

MSWYB II MASTER CHECKLIST

03-MSWYB-AC-001-M

Daily Maintenance

Time Total: 9 minutes

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION												
	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	C	0	0	1	M

Equipment Nomenclature Manual Scan Where You Band II	Equipment Model	Bulletin Filename mm13096ae	Occurrence Daily

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.	**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.** **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 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.**	1	All			
WORKSTATION	2.	**Clean workstation.** 1. Wipe the workstation keyboard and monitor using a moistened lint-free cloth. 2. Wipe hand scanner using a moistened lint-free cloth, paying special attention to the scan window. Spray glass cleaner on a lint-free cloth to clean dirt or thumbprints from scan window area. 3. Wipe scale controller using a moistened lint-free cloth.	2	7			
HAND SCANNER, PRINTER, SCALE	3.	**Check hand scanner, printer, and scale.** 1. Place a calibrated **known** weight on the scale.	2	9			

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	M	S	W	Y	B			A	C	0	0	1	M

Equipment Nomenclature Manual Scan Where You Band II	Equipment Model	Bulletin Filename mm13096ae	Occurrence Daily

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.
		NOTE If discrepancies are found place the equipment out of service.					
		a. Ensure the scale is reading the correct weight ± .05 pounds of calibrated weight.					
		NOTE If discrepancies are found place the equipment out of service.					
		2. Visually check the quality of the D&R label barcode.					
		NOTE If discrepancies are found place the equipment out of service.					
		a. Scan a tray label barcode to produce a D&R label.					
		b. Check the label quality to ensure it does not have any defects as described in MMO-012-09.					
		c. If D&R label barcode appears correct, use the hand scanner to scan the code 93 (large barcode) on the label.					
		d. The system should accept the barcode and display "Ready for dispatch" on the MSWYB II GUI screen.					
		e. Use the F9 key to cancel **the** transactions**.**					
TIME	4.	**Check system time.** Check system time and date on the GUI screen upper right corner. Report any discrepancies to supervisor.	1	All			
CLEAN UP	5.	**Clean up.** **NOTE** If problems are found and can be corrected on	3	All			

	IDENTIFICATION											
U.S. Postal Service **Maintenance Checklist**	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 3	M S W Y B						A C		0 0 1		M

Equipment Nomenclature Manual Scan Where You Band II	Equipment Model	Bulletin Filename mm13096ae	Occurrence Daily

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.
		this tour generate a Reactive workorder and correct the problem. If the problem cannot be corrected on this tour generate a Corrective workorder so that the work can be scheduled. Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to supervisor.					

ATTACHMENT 3

MSWYB II MASTER CHECKLIST

03-MSWYB-AC-002-M

Monthly Maintenance

Time Total: 19 minutes

U.S. Postal Service	IDENTIFICATION											
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 3	M	S	W	Y	B		A	C	0 0	2	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Occurrence
Manual Scan Where You Band II		mm13096ae	Monthly

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.	**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.** **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 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.**	1	All			
SCALE	2.	**Calibrate scale.** 1. Wipe scale platform cover using a moistened lint-free cloth. Spray a cleaning solution on a lint free cloth and remove excess dirt and adhesive build-up. 2. Remove the scale platform cover. Vacuum any dust or debris from inside the scale unit being careful around the load cell. 3. Check the scale platform for proper level. Adjust as necessary using the built-in level as reference. 4. Carefully replace the scale platform cover. 5. Place a calibrated weight in the center and all four corners of the scale. a. The weight should be consistent and not	7	9			

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION												
		WORK CODE	EQUIPMENT ACRONYM							CLASS CODE		NUMBER		TYPE
		0 3	M	S	W	Y	B			A	C	0 0 2		M
Equipment Nomenclature Manual Scan Where You Band II		Equipment Model						Bulletin Filename mm13096ae				Occurrence Monthly		

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.
		vary more than ± 0.05 pounds.					
		b. If the weight is not uniform or within tolerance, report discrepancy to supervisor.					
		6. 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			
		1. 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.					
		2. 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.					
		3. Disengage print head by rotating head lift lever clockwise until print head releases. This raises print head so it can be cleaned.					
		a. Remove label material.					
		b. Use Chempads or equivalent to remove any dirt, adhesive, and debris from print surface on the bottom of print head.					
		c. Clean the printer rollers by using a Chempads.					
		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.					
		4. Clean the tear bar with a Chempads and remove dust, paper, and adhesive.					
		5. Replace label material.					

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Equipment Nomenclature Manual Scan Where You Band II	Equipment Model	Bulletin Filename mm13096ae	Occurrence Monthly

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.

		6. Engage the print head by rotating the head lift lever counterclockwise until it locks in place.
		
		7. Replace the side label printer cover.
		
		8. Using MSWYB II application GUI and the Maintenance Printer Test Menu, print a Print head Test Label and a Calibration Label.
		
		   a. 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. 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.	1	9			
CLEAN UP	5.	**Clean up**. Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to your supervisor.	3	All			

ATTACHMENT 4

MSWYB II MASTER CHECKLIST

03-MSWYB-AC-003-M

Yearly Maintenance

Time Total: 20 minutes

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 3	M	S	W	Y	B		A	C	0 0	3	M

Equipment Nomenclature Manual Scan Where You Band II	Equipment Model	Bulletin Filename mm13096ae	Occurrence Yearly

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.	**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.** **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 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.**	1	All			

COMPUTER	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.
			16	10			

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		0 3	M	S	W	Y	B		A C	0 0 3		M
Equipment Nomenclature Manual Scan Where You Band II		Equipment Model						Bulletin Filename mm13096ae		Occurrence Yearly		

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