MAINTENANCE TECHNICAL SUPPORT CENTER **HEADQUARTERS MAINTENANCE OPERATIONS**

UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for

Conveyors

NO: MMO-112-15

DATE: August 13, 2015

FILE CODE: M, Y2 **TO:** Maintenance Managers

pmur:mm14034af

This online change removes MMO-005-01 from Attachment 8. Footer for Attachment 5 corrected. Updated Attachment 1 to 7 Day Servicing, and Attachment 2 Base Time.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Conveyors and supersedes the Maintenance Management Orders listed in Attachment 8. This MMO applies to Acronyms ADMIN and CVY, and to Class Code AA.

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 Safety Data Sheets (SDS) 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.

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.

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

WARNING

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.

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

Maintenance Technical Support Center

HQ Maintenance Operations

- Attachments: 1. Summary of Workload Estimate
 - 2. Master Checklist 03-CVY-AA-001-M Monthly PM
 - 3. Master Checklist 03-CVY-AA-002-M Quarterly PM
 - 4. Master Checklist 03-CVY-AA-003-M Annual PM
 - 5. Master Checklist 03-CVY-AA-004-M Biannual PM
 - 6. Master Checklist 03-CVY-AA-005-M Quintannual PM
 - 7. Master Checklist 03-CVY-AA-006-M Daily Mail Search
 - 8. List of Superseded Bulletins

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR CONVEYOR SYSTEM

Days	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Daily Mail Search (hrs/yr)	Total Servicing Per Machine (hrs/yr)
7 day	8.63	2.59	11.22	1.12	27.30	39.64

NOTES:

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

This Workload Estimate table only shows base times for conveyors and does not include time for multiple units. Times for multiple units will be calculated along with their Repair and Nonproductive time when entered into the Conveyor Calculator then added to the base time. Repair and Nonproductive time does not apply to Daily Mail Search.

	Drive Type
D1	Clutch-Brake Drive Assembly
D2	Belt Drive Assembly
D3	Roller Chain Drive Assembly
D4	Roller Chain to Drive Pulley Assembly
D5	Extended Carriage Drive Assembly
D6	Telescoping Carriage Drive Assembly
D7	Motorized Drum Type Drive Assembly
D8	Motorized Drum With Brake
	Head Pulley Type
H1	Standard Head Pulley Assembly
H2	Head Pulley Assembly & Backstop
H3	Head Pulley & Zero-Speed Switch
H4	Head Pulley Assembly & Backstop & Zero-Speed Switch
	Take-Up Type
T1	Screw Take-Up Assembly
T2	Gravity Take-Up Assembly
	Structural Type
S1	Structural Assembly Conduit & Wiring
S2	Structural Assembly Impact Cones
S3	Structural Assembly (SPS)
S4	Structural Assembly (BOOM)
S5	Structural Assembly Impact Wheels
	Other
P1	Photocell (Quantity)
L	Conveyor Length (ft)
С	Catch Pan (Quantity)
TD	Traveling Deflector (Y/N)
PD	Pivoting Deflector (Quantity)

ATTACHMENT 2

CVY MONTHLY MASTER CHECKLIST

03-CVY-AA-001-M

Base Time: 18.5 minutes

HEAD PULLEY

ASSEMBLY

(H1, H2, H3, H4)

4.

2.

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Сотронет	140	(Comply with all current salety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq
SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS:	1	ALL			1
STATEMENT		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 your 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.					
SYSTEM	2.	CHECK FOR MAIL.	2.5	07			
(ALL)		Look for loose mail while performing all activities.					
BELTING	3.	CHECK BELT	6	07			
(ALL)		 Check belt condition as follows: 1. Look for excessive wear or damage to top and bottom surface of conveyor belt. a. Check belt for cuts, tears and frayed edges. b. Look for wear or damage to belt fasteners. 					

2 Attachment 2

With conveyor operating, check head and

head snub pulleys for vibration and noise.

CHECK HEAD. - Check head as follows.

Check belt tracking and slippage.

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Part or	Item	Task Statement and Instruction	Est.	Min.		Thresholds	3
Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
TAIL PULLEY ASSEMBLY	5.	CHECK CONTROL – Check tail as follows: 1. With conveyor operating, check tail and	3	09			
(ALL)		snub pulleys for vibration and noise. 2. Check belt tracking.					
PHOTCELL (P1)		CHECK PHOTOCELL – Check photocell as follows:	2 Each	07			
		Check photocell mounting and tighten as required					
		Wipe photocell lens and reflector with dry lint-free cloth					
		 Check conduit and/or wiring leading to photocell for damage 					
TRAVELING DEFLECTOR (TD)		CHECK OPERATION - With traveling deflector operating, observe the overall condition of the equipment. Note obvious deficiencies and safety hazards.	10 Each	09			
TRAVELING DEFLECTOR (TD)		CHECK TROLLEY AND GUIDE WHEELS With deflector carriage operating, look and listen for smooth operation of trolley wheels and guide wheels.	2 Each	09			
WINCH (W)	9.	CHECK WINCH Check general condition of unit, and observe winch for proper operation during conveyor extension and retraction.	3	07			
WINCH (W)		CHECK DRIVE CHAIN Check drive chain for proper tension, sprocket alignment, and torque tamer for slippage.	1	07			
WINCH (W)		CHECK SLACK CABLE TENSION ROLLER SPRINGS Check condition of slack cable tension roller springs and check for proper lay of wire rope on drum.	1	07			
WINCH (W)		INSPECT CONVEYOR OVER-TRAVEL LIMIT SWITCHES Inspect conveyor over-travel limit switches for damage.	3	09			
CLEAN UP (ALL)	13.	CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			

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Сотронет	NO	(Comply with all current salety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
SYSTEM START UP (ALL)	1	START UP – Perform normal start up as follows: Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs or to remove excessive debris.	3	09			

ATTACHMENT 3 CONVEYOR QUARTERLY MASTER CHECKLIST

03-CVY-AA-002-M

Base Time: 56.5 minutes

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Component	INO	(Comply with all current safety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	1	ALL			
		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 your 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.					
SYSTEM (ALL)	2.	CHECK FOR MAIL. Look for loose mail while performing all	2.5	07			
		activities.					
DRIVE ASSEMBLY (D1, D2, D3, D4)	3.	CHECK MOTOR AND GEAR HOUSING. 1. Feel motor and gear housings to detect excessive shock or vibration transmitted from the conveyor. 2. Listen to good reduced for warden and detect excessive shock or vibration transmitted from the conveyor.	3	09			
		Listen to gear reducer for wear or damage to bearings and gears.					

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DRIVE ASSEMBLY	4.	CHECK CHAIN DRIVE	1	09			
CHAIN (D1,D3, D4)		Check chain drive as follows:					
,		Check chain drive for slap.					
		Observe chain and sprockets for misalignment.					
		Look and listen for damage to bearings and sprockets.					
DRIVE ASSEMBLY PULLEY (D1, D4)	5.	CHECK PULLEY LAGGING – Look for unusual wear or damage to drive pulley lagging. Jog unit for access to entire pulley face.	3	09			
CLUTCH BRAKE (D1, D4)	6.	OBSERVE OPERATION – Observe operation of clutch/brake assembly as follows:	5	09			
		Look for proper engagement and disengagement of clutch.					
		Listen for noisy operation and slippage, adjust if necessary.					
		Look for evidence of overheating.					
DRIVE ASSEMBLY (D7, D8)	7.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT: – With drive unit operating, perform the following:	2	09			
		Listen to motorized drive unit for wear or damage to gearings and gears. Listen for any increase in sounds from drive.					
		Observe unit for proper operation of brake (if equipped)					
DRIVE ASSEMBLY (D5)	8.	CHECK CARRIAGE DRIVE ASSEMBLY MOTOR GEAR HOUSING – With drive operating, perform the following:	3	09			
		Feel motor and gear housing to detect excessive shock or vibration transmitted from the conveyor.					
		Listen to gear reducer for wear or damage to bearings and gears.					

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Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
DRIVE ASSEMBLY (D5)	9.	CHECK CHAIN DRIVE – Check chain drive as follows:	1	09			
		Check chain drive for slap.					
		Observe chain and sprockets for misalignment.					
		Look and listen for damage to bearings and sprockets					
DRIVE ASSEMBLY (D5)	10.	CHECK CARRIAGE DRIVE DIRECTIONAL CONTROL – Check forward/reverse buttons as follows:	1	07			
		Push forward and reverse buttons to observe proper operation of carriage drive.					
DRIVE ASSEMBLY (D5)	11.	CHECK STEERING MECHANISM – Check steering mechanism as follows:	4	09			
		Check steering mechanism for proper operation.					
		Check linkage for damage and wear.					
DRIVE ASSEMBLY (D5)	12.	CHECK BUMPER LIMIT SWITCHES – Check head-end and tail-end bumper limit switches as follows:	2	09			
		Check for proper operation.					
		2. Check for damage and wear.					
DRIVE ASSEMBLY (D5)	13.	CHECK CARRIAGE LIMIT SWITCHES – Check carriage over travel limit switches as follows:	2	09			
		Check for proper operation.					
		2. Check for damage and wear.					
DRIVE ASSEMBLY	14.	CHECK MOTOR AND GEAR HOUSING.	3	09			
(D6)		Feel motor and gear housings to detect excessive shock or vibration transmitted from the conveyor.					
		Listen to gear reducer for wear or damage to bearings and gears.					

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Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
DRIVE ASSEMBLY (D6)	15.	 CHECK CHAIN DRIVE – Check chain drive as follows: Check chain drive for slap. Observe chain and sprockets for misalignment. Look and listen for damage to bearings and sprockets. 	1	09			
BELTING (All)	16.	 CHECK BELT - Check belt condition as follows: Look for excessive wear or damage to top and bottom surface of conveyor belt. Check belt for cuts, tears and frayed edges. Look for wear or damage to belt fasteners. *6 minutes + .15 minutes for each 10ft of conveyor or portion thereof. 	6*	07			
ROLLERS (ALL)	17.	CHECK LOAD AND RETURN ROLLERS. 1. Look and listen to all load and return rollers accessible without disassembly for improper operation. *6 minutes + .3 minutes for each 10ft of conveyor or portion thereof.	6*	09			
HEAD PULLEY ASSEMBLY (H1, H2, H3, H4)		 CHECK CONTROL BOX – Check head end control box as follows: 1. Check head end control box and associated conduit for damage and proper mounting. 2. Push start button to observe proper operation of conveyor. 	2	07			
HEAD PULLEY ASSEMBLY (H1,H2, H3, H4)	19.	 CHECK HEAD – Check head as follows: With conveyor operating, check head and head snub pulleys for vibration and noise. Check belt tracking and slippage. Observe wiper, ensure there is sufficient contact with belt to prevent mail from passing under it. 	4	09			

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Component	NO	(Comply with all current salety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
TAIL PULLEY ASSEMBLY (ALL)	20.	CHECK CONTROL BOX – Check tail end control box as follows: 1. Check tail end control box and associated conduit for damage and proper mounting. 2. Push start button to observe proper	7	07			
TAIL PULLEY ASSEMBLY (ALL)	21.	operation of conveyor. CHECK CONTROL – Check tail as follows: 1. With conveyor operating, check tail and snub pulleys for vibration and noise. 2. Check belt tracking. 3. Observe wiper, ensure there is sufficient contact with belt to prevent mail from passing under it.	4	09			
PHOTCELL (P1)	22.	 CHECK PHOTOCELL – Check photocell as follows: 1. Check photocell mounting and tighten as required 2. Wipe photocell lens and reflector with dry lint-free cloth 3. Check conduit and/or wiring leading to photocell for damage 	2 Each	07			
PIVOTING DEFLECTOR (PD)		CHECK OPERATION Check operation as follows: 1. Place Pivot Deflector in Maintenance Control position. 2. Check for proper operation while extending and retracting deflector.	1 Each	07			
PIVOTING DEFLECTOR (PD)	24.	CHECK AIR LINES Check deflector air lines for leakage at couplings and fittings, also air lines at control manifold.	5 Each	07			
CHUTE GATE (CG)	25.	CHECK OPERATION Place unit in maintenance control. Operate chute gate and observe for proper operation.	2	07			

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SYSTEM (ALL)	26.	POWER DOWN AND LOCK OUT POWER.	3	07			
(* :==/		WARNING					
		Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.					
		Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.					
DRIVE ASSEMBLY (D1)	27.	CLEAN AND CHECK CLUTCH/BRAKE – Clean/check clutch/brake assembly as follows:	5	07			
		Clean clutch/brake housing using a brush and vacuum.					
		2. Check mounting bolts for tightness.					
DRIVE ASSEMBLY (D1)	28.	CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows:	7	07			
		Remove dirt or foreign material by wiping or brushing as necessary.					
		Check taperlock bolts for tightness.					
DRIVE ASSEMBLY (D2, D3)	29.	CLEAN MOTOR – Without disassembling unit, clean motor as follows: WARNING	4	07			
		Discard solvent soaked materials according to local procedures.					
		Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum.					
		2. Use solvent to remove hardened deposits.					
DDIVE ACCEMENT	00	3. Clean up solvent.		07			
DRIVE ASSEMBLY (D1, D3, D4, D6)	30.	CLEAN FLEXIBLE COUPLING – Clean coupling as follows:	2	07			
		Wipe accumulated dust and foreign material from exterior of flexible coupling.					

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Component	NO	(Comply with all current safety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
DRIVE ASSEMBLY (D1, D3, D4, D6)	31.	CHECK FLEXIBLE COUPLING – Check the flexible coupling as follows: 1. Look and feel for evidence of wear or damage to flexible coupling or shafts. 2. Wrench-test set screws and feel keys to determine if coupling halves are tight on shafts. 3. Manually turn shafts (if possible) to feel for excessive "play" in coupling.	10	09			
DRIVE ASSEMBLY (D1, D4, D6)	32.	CLEAN MOTOR – Without disassembling unit, clean motor as follows: WARNING Discard solvent soaked materials according to local procedures. 1. Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum. 2. Use solvent to remove hardened deposits. 3. Clean up solvent.	4	07			

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DRIVE ASSEMBLY (D1, D4, D6)	33.	CHECK LUBRICANT – Check lubricant as follows: WARNING Discard solvent soaked materials according to local procedures. 1. Look for evidence of lubricant leakage from bearings and gear case. 2. Check sight gauge or remove oil level plug to determine level of lubricant in gear case. 3. Look for foaming of gear case lubricant. 4. Add lubricant (SAE-50W) if required to reach proper level. 5. Replace oil level plug. 6. Wipe drip pan dry. WARNING Discard solvent soaked materials according to local procedures.	2.5	07			

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DRIVE ASSEMBLY (D3, D4, D5, D6)	34.	CLEAN DRIVE CHAIN – Clean and lubricate drive chain as follows: WARNING Discard solvent soaked materials according to local procedures. 1. Remove chain guard if necessary for access to drive roller chain. 2. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. 3. Brush new lubricant (SAE-20W) onto roller chain. 4. Remount chain guard. 5. Clean up any lubricant drippage. WARNING Discard solvent soaked materials according to local procedures.	15	07			
DRIVE ASSEMBLY (D4) DRIVE ASSEMBLY (D4, D4)		CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows: 1. Remove dirt or foreign material by wiping or brushing as necessary. 2. Look for unusual wear or damage to drive pulley lagging. 3. Check taperlock bolts for tightness. CHECK BEARINGS AND SHAFT – Check	12	09			
(D1, D4)		 pulley bearings and shaft as follows: Check drive pulley bearings. Look for evidence of wear or dirt in bearings. Check pulley shaft for "walking". 					
DRIVE ASSEMBLY (D5)	37.	 CHECK AXLE BEARINGS – Check axle bearings and shaft as follows: 1. Check axle bearings. Look for evidence of wear or dirt in bearings. 2. Check axle shaft for "walking". 	2	09			

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DRIVE ASSEMBLY (D5)	38.	LUBRICATE CASTER SWIVEL – Lubricate caster as follows:	3	07			
		WARNING Discard solvent soaked materials according to local procedures.					
		 Lubricate caster swivel. Lubricate steering linkage pivot points. 					
		3. Wipe to clean.					
DRIVE ASSEMBLY (D6)	39.	CHECK DRIVEN SHAFT BEARINGS AND SPROCKET – Check driven shaft bearings and sprockets as follows:	3	07			
		Look for evidence of wear or dirt in bearings.					
		2. Check driven sprocket for tightness					
DRIVE ASSEMBLY (D6)	40.	CHECK CHAIN LOCK ATTACHMENTS – Check chain lock attachments as follows:	2	07			
		1. Check mounting bolts to insure they are torqued to 300 inch-pounds for 3/8" fine thread bolts and 250 inch-pounds for 3/8" coarse thread bolts.					
		Check to see that locks are properly oriented.					
DRIVE ASSEMBLY (D6)	41.	check and clean boom chains (6 each) as follows: WARNING	90	07			
		Discard solvent soaked materials according to local procedures.					
		Check chains and chain clips for wear or damage.					
		Observe chain and sprockets for misalignment or sag. Tension if necessary.					
		Use clean rag to wipe old lubricant and foreign materials from drive chain. Brush on new lubricant (SAE-20W).					

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DRIVE ASSEMBLY (D5)	42.	CHECK FLEXIBLE COUPLING – Check the flexible coupling as follows:	2	09			
		Look and feel for evidence of wear or damage to flexible coupling or shafts.					
		Wrench-test set screws and feel keys to determine if coupling halves are tight on shafts.					
		Manually turn shafts (if possible) to feel for excessive "play" in coupling.					
DRIVE ASSEMBLY (D5)	43.	CLEAN MOTOR – Without disassembling unit, clean motor as follows:	4	07			
		Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum.					
		2. Use solvent to remove hardened deposits.					
		3. Clean up solvent.					
DRIVE ASSEMBLY (D7)	44.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT – Check drive unit as follows:	2	07			
		Check to ensure that the milled faces on the shaft end are in the drive sprockets of the mounting brackets.					
		Check top strap of mounting bracket for cracks.					
DRIVE ASSEMBLY (D7, D8)	45.	CHECK LUBRICANT – Check drive unit for leaks as follows:	1	07			
		Look for evidence of lubricant leakage from motorized drum type drive unit.					
DRIVE ASSEMBLY (D7)	46.	CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged and snubber pulley as follows:	10	09			
		Look for unusual wear or damage to drive pulley lagging.					
		Remove dirt or foreign material by wiping or brushing as necessary.					
		3. Check taper lock bolts on snubber pulley.					

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DRIVE ASSEMBLY (D7)	47.	CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check snubber pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for "walking". 3. Wipe bearings clean.	3	09			
DRIVE ASSEMBLY (D8)	48.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT – Check drive unit as follows: 1. Check to ensure that the milled faces on the shaft end are in the drive pockets of the mounting brackets. 2. Check top strap of mounting bracket for cracks.	3	09			
DRIVE ASSEMBLY (D8)	49.	CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows: 1. Look for unusual wear or damage to drive pulley lagging. 2. Remove dirt or foreign material by wiping or brushing as necessary. 3. Check taperlock bolts on snubber pulley.	10	09			
DRIVE ASSEMBLY (D8)	50.	 CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check snubber pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for "walking". 3. Wipe bearings clean. 	3	09			
TAIL PULLEY ASSEMBLY (ALL)	51.	CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: 1. Wipe or brush pulley faces as necessary to remove dirt and foreign material. 2. Check taper lock bolts for tightness.	12	07			
TAIL PULLEY ASSEMBLY (ALL)	52.	CHECK CONTROL BOX – Check tail end control box as follows: 1. Check tail end control box and associated conduit for damage and proper mounting	1	09			

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TAIL PULLEY ASSEMBLY (ALL)	53.	CLEAN AND CHECK PULLEY BEARINGS AND SHAFTS – Check pulley bearings and shafts as follows: 1. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for "walking". 3. Wipe bearings clean.	3	09			
HEAD PULLEY ASSEMBLY (H1)		CHECK CONTROL BOX – Check head end control box as follows: 1. Check head end control box and associated conduit for damage and proper mounting	1	09			
HEAD PULLEY ASSEMBLY (H1)	55.	 CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for "walking". 3. Wipe bearings clean. 	3	09			
HEAD PULLEY ASSEMBLY (H1, H4)	56.	CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: 1. Wipe or brush pulley faces as necessary to remove dirt and foreign material. 2. Check taperlock bolts.	7	09			
HEAD PULLEY ASSEMBLY (H1, H4)	57.	 CHECK BEARINGS AND SHAFT – Check pulley bearings and shaft as follows: 1. Check drive pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for "walking". 	3	09			
HEAD PULLEY ASSEMBLY (H3, H4)	58.	 CLEAN CRITICAL SPEED SWITCH HOUSING Clean housing as follows: 1. Remove dust and other foreign material from critical speed switch housing, chain and sprockets by wiping or brushing. 2. Lube critical speed switch chain using SAE-20W. 	5	07			

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HEAD PULLEY ASSEMBLY (H3, H4)	59.	CHECK CRITICAL SPEED SWITCH – Check critical speed switch as follows: 1. Check general condition of critical speed switch 2. Check chain tension and sprocket alignment.	3	09			
TAKE-UP ASSEMBLY, SCREW (T1)	60.	CHECK SCREW TAKE-UP ASSEMBLY — Check screw take-up assembly as follows: Check screw take-up assembly for damage or deformation. Check mounting bolts for tightness. Check for adequate take-up travel to allow for possible adjustment.	3	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	61.	 CHECK BEARINGS – Check gravity take-up and bend pulley bearings as follows: Look for evidence of wear or dirt in bearings. Check pulley shaft for "walking" 	6	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	62.	CLEAN AND CHECK PULLEY – Clean/check pulley as follows: 1. Remove dirt or foreign material by wiping or brushing as necessary. 2. Check taper lock bolts.	7	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	63.	CHECK RAILS – Check rails as follows: 1. Check take-up rails for wear, damage and lubrication.	2	09			
STRUCTUAL ASSEMBLY (S4)	64.	 CHECK BUMPER LIMIT SWITCHES – Check bumper limit switches as follows: 1. Check for proper operation of bumper limit switches. 2. Check for damage or binding. 	2	09			

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STRUCTUAL ASSEMBLY (S4)	65.	CHECK ELECTRICAL CABLE TENSION REEVING SYSTEM – Check electrical cable tension reeving system as follows:	4	09			
		Check electrical cable tension reeving system for proper cable pull and spring tension.					
		2. Cable tension springs should be approximately one-half compressed. With the conveyor fully extended the sag in the cable under the first boom section (boom nearest the fixed section) should not exceed 8 inches.					
STRUCTUAL ASSEMBLY	66.	CHECK IMPACT TIRES – Check impact tires as follows:	5 per assy	09			
IMPACT TIRES (S5)		Check impact tires for wear, damage and proper inflation.					
		Check shaft for warpage and proper mounting.					
STRUCTUAL ASSEMBLY IMPACT CONES (S2)	67.	 CHECK IMPACT CONES – Check impact cones as follows: 1. Check impact cones for wear, damage dirt and tightness. 2. Check shaft for warpage and proper 	5 per assy	09			
STRUCTUAL ASSEMBLY SPS (S3)	68.	mounting. 1) CHECK RAILS – Check take-up rails for wear, damage, and lubrication.	3	07			
STRÙCTUAL ASSEMBLY (D5)	69.	CHECK REEL CABLE – Check reel cable as follows: 1. Check for kinks, splits and wear. 2. Check cable restraint condition.	4	09			
DRIVE ASSEMBLY V-BELT DRIVE (D2)	70.	SERVICE V-BELTS – Service V-Belts as follows: 1. Remove guard from V-belt drive.	8	09			
		Clean dirt or other foreign material from belts, sheaves, or other power transmission parts.					
		Look for misalignment of sheaves and for excessive wear to V-belts and sheaves.					

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		4. Feel V-belts (or measure sag between sheaves) to determine if tension is properly adjusted.					
DRIVE ASSEMBLY V-BELT DRIVE (D2)	71.	 CHECK SET SCREWS AND KEYS – Check set screws and keys as follows: Wrench test set screws Feel keys to determine if sheaves are tight on shafts. 	4	09			
DRIVE ASSEMBLY (D2, D3, D5)	72.	CHECK LUBRICANT – Check lubricant as follows:	2.5	09			
		WARNING Discard solvent soaked materials according to local procedures.					
		Look for evidence of lubricant leakage from bearings and gear case.					
		Check sight gauge or remove oil level plug to determine level of lubricant in gear case.					
		 Look for foaming of gear case lubricant. Add lubricant (SAE-50W) if required to reach proper level. 					
		5. Replace oil level plug.6. Wipe drip pan dry.					
HEAD PULLEY ASSEMBLY (H2, H3)	73.	 CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: Wipe or brush pulley faces as necessary to remove dirt and foreign material. Check taper lock bolts for tightness. 	7	09			
HEAD PULLEY ASSEMBLY	74.	CHECK PULLEY BEARINGS AND SHAFTS – Check pulley bearings and shafts as follows:	3	09			
(H2, H3)		 Look for evidence of wear or dirt in bearings. Check pulley shaft for "walking". 					
HEAD PULLEY ASSEMBLY (H2, H4)	75.	CHECK BACKSTOP/BRAKE LINING – Check backstop/brake as follows: Check backstop for cracks or damage. Check brake lining for wear.	6	09			

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TRAVELING DEFLECTOR (TD)	76.	CHECK DEFLECTOR SHOE Check deflector shoe for proper clearance off conveyor belt for the following: 1. Sack deflector should ride 1-inch off belt on guard side and 1-3/4 inches off belt on slide side. 2. Parcel deflector shoe should ride on conveyor belt.	3	07			
TRAVELING DEFLECTOR (TD)	77.	 CLEAN AND CHECK TROLLEY AND GUIDE WHEELS Clean and check trolley and guide wheels as follows: 1. Wipe or brush exterior of trolley wheels (no lubrication required). 2. Check trolley and carriage guide wheels for wear, damage, and free operation. 	19	07			
TRAVELING DEFLECTOR (TD)	78.	CHECK SUPPORT AND STRUCTURE Check support and structure as follows: 1. Look for damage to supporting and structural members of traveling deflector. 2. Look and feel for loose bolted connectors and cracked or broken welds.	5	07			
TRAVELING DEFLECTOR (TD)	79.	 CHECK LUBRICANT Check lubricant as follows: Look for evidence of lubricant leakage from bearings and gearcase. Check sight gauge or remove oil level plug to determine level of lubricant in gearcase. Look for foaming of gearcase lubricant. Refer to lubrication instruction plate for correct viscosity of lubricant and fill gearcase to proper level. Replace oil level plug. Wipe drip pan dry. 	2.5	07			
TRAVELING DEFLECTOR (TD)	80.	CLEAN MOTOR Without disassembling unit, clean motor as follows: 1. Remove dust from cooling fins, vent holes, and motor housing by using HEPA vacuum. 2. Use solvent to remove hardened deposits.	4	07			

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TRAVELING DEFLECTOR (TD)		CHECK AND CLEAN BRAKE Check and clean brake as follows: 1. Remove brake cover. 2. Check general condition of brake disks. 3. Wipe inside of cover clean. 4. Replace brake cover.	6	07			
TRAVELING DEFLECTOR (TD)	82.	 GEAR MOTOR MAGNET GAP Check magnet gap as follows: With feeler gauge, measure magnet gap. If gap exceeds 0.045", adjust by turning two screws on end until gap measures between 0.040" - 0.045". Replace brake disks when they wear to 0.063". 	15	07			
TRAVELING DEFLECTOR (TD)	83.	CLEAN AND LUBRICATE DRIVE CHAIN Clean and lubricate drive chain as follows: 1. Clean drive chain with brush. 2. While cleaning, feel chain for frozen links or rollers. 3. Wipe off sprockets. 4. Clean chain guide by wiping with brush or cloth. 5. Lubricate chain by brushing. 6. Clean up any lubricant drippage.	20	07			
TRAVELING DEFLECTOR (TD)	84.	 CHECK CHAIN TENSION Check chain tension as follows: Feel chain to determine if tension is properly adjusted. Chain should be tightened with take-up screw to remove excessive slack, but do not use force. Use minimum tension that eliminates chain slap. Check chain connection. 	3	07			

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TRAVELING DEFLECTOR (TD)	85.	CHECK LIMIT SWITCHES Check limit switches as follows: 1. Look and feel for proper alignment and secure mounting of limit switches. 2. Check for tight and proper connection of	10	09			
		adjustment arm. 3. Check for free rotation of cam.					
PIVOTING DEFLECTOR (PD)	86.	CHECK DEFLECTOR With deflector power locked out, check deflector as follows: 1. Check deflector for damage. 2. Check air cylinder mounting, pivots, and linkage for wear or looseness.	5	07			
PIVOTING DEFLECTOR (PD)	87.	CHECK AND CLEAN DEFLECTOR SHOE Check deflector shoe for free movement, excessive wear, and damage. Remove foreign material.	2	07			
WINCH (W)	88.	 CLEAN MOTOR Without disassembling unit, clean motor as follows: Remove dust from cooling fins, vent holes, and motor housing by using low pressure compressed air or by vacuuming motor. Use solvent to remove hardened deposits. 	4	07			
WINCH (W)	89.	 CHECK LUBRICANT Check lubricant as follows: Look for evidence of lubricant leakage from bearings and gearcase. Check sight gauge or remove oil level plug to determine level of lubricant in gearcase. Look for foaming of gearcase lubricant. Add lubricant (SAE-50W) if required to reach proper level. Replace oil level plug. Wipe drip pan dry. 	2.5	07			
WINCH (W)	90.	CHECK MOUNTING BOLTS Wrench-test all motor and reducer mounting bolts for tightness.	2	07			

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WINCH (W)	91.	CHECK MOUNTS AND SUPPORTS Check winch mounts and supports for cracks or damage.	4	07			
WINCH (W)	92.	CHECK WIRE ROPE AND CLAMPS Check wire rope and clamps as follows: WARNING Discard solvent soaked materials according to local procedures.	3	07			
		 Check wire rope for pitting, nicks, cuts, corrosion and any other sign of wear or damage. Check rope for kinks. Check rope clamps for slippage. 					
WINCH (W)	93.	 CLEAN DRIVE CHAIN Clean and lubricate drive chain as follows: Remove chain guard if necessary for access to drive roller chain. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. Brush new lubricant (SAE-20W) onto roller drive chain. Remount chain guard. Clean up any lubricant drippage. 	15	07			
CHUTE GATE (CG)	94.	CLEAN GATE Remove dirt and debris from the chute gate and its operating mechanism.	5	07			
CHUTE GATE (CG)	95.	CHECK GATE Look for evidence of abnormal wear or damage to gate, linkage, actuator, and air lines.	5	07			
CLEAN UP (ALL)	96.	etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			
SYSTEM (ALL)	97.	RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			

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SYSTEM START UP	98.	START UP – Perform normal start up as follows:	5	09			
(ALL)		Start or preset equipment.					
		2. Check for proper operation.					
		3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs or to remove excessive debris.					

ATTACHMENT 4 CVY ANNUAL MASTER CHECKLIST

03-CVY-AA-003-M

Base Time: 20.5 minutes

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SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	1	ALL		
		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 your 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.				
SYSTEM	2.	CHECK FOR MAIL.	2.5	07		
(ALL)		Look for loose mail while performing all activities.				
SYSTEM (ALL)	3.	POWER DOWN AND LOCK OUT POWER. WARNING	3	07		
		Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.				
		Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.				

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DRIVE ASSEMBLY (D1)	4.		CE RELIEF PLUG – e motor bearing relief plug.		2	07			
DRIVE ASSEMBLY (D1, D7, D8)	5.	CHECK	test all motor and reducer mountir rightness.	ng	2	09			
DRIVE ASSEMBLY (D2, D3, D4)	6.	and larged 1. Results 2. Us by green	CATE MOTOR – Lubricate motors ger as follows: move motor bearing relief plug. ing a hand grease gun, purge bear applying lubricant (GR-2) through ease fitting until fresh lubricant apportelief plug hole.	ring	2	07			
DRIVE ASSEMBLY (D1, D3, D4, D5, D6)	7.	SPROCE and sprocess according to the sproces	AND LUBRICATE DRIVE CHAIN EXETS – Clean and lubricate drive ockets as follows: WARNING Bard solvent soaked material ording to local procedures. Immove chain guard if necessary for cess to drive roller chain. In e clean rag to wipe old lubricant an eign material from exterior of drive do chain guard. In each and in place by brushing with lution of 2/3 solvent and 1/3 oil (AE=20W). In ow chain to drip dry while wiping rockets to remove dirt and old lubricate sure all packed foreign material is moved from between sprocket teethold for evidence of wear to chain an rockets. In el drive chain to determine if chain oper tension. Jush new lubricant (SAE-20W) onto ain.	chain als nd chain a cant. n. nd has	45	07			
			mount chain guard. ean up any lubricant drippage.						

MMO-112-15						ivia	nter	nance I	<u>ecnnic</u>	aı Sı	<u>upport</u>	Cente	er
U.S. Postal	Service			T				IDENTIFIC					
Maintenance	Checkli	st	WORK CODE			QUIPI ACRO				LASS ODE	NU	MBER	TYPE
			0 3	CV	ΤΫ́				A	T A	0	0 3	М
Equipment Nomenclature			Equipme		<u> </u>			Bulletin F	ilename		Occurre	nce	
CONVE								mm	11403 ⁴	4		Annua	al
								•	_				
Part or Component	Item No	((Task Comply wit	Statement				ns)	Est. Time	Min. Skill	Run	Threshold Pieces	ls Freq.
Component	140	(comply with	ar all carro	iii oai	oty pro	oaano	110)	Req	Lev	Hours	Fed	r req.
									(min)			(000)	
DRIVE ASSEMBLY	8.	LUBBIC	ATE M	TOP _	Lubr	icato	moto	ors ½ HP	2	07	1	1	T
(D1, D4, D6)	0.		er as fol		Lubi	icale	moto	113 /2 1 11		07			
(= :, = :, = =)		_	move m		rina r	عنام :	nlua						
			ing a har		-			ooring					
			applying										
			ase fittir										
			relief plu										
DRIVE ASSEMBLY	9.	LUBRIC	CATE BE	ARING	S – L	ubric	ate b	earings	5	07			
(D1, D4, D8)		as follow	ws:										
			ing GR-2										
			nd pulley	_	s wit	h one	e pun	np from					
			and grea	_									
			pe to cle										
DRIVE ASSEMBLY	10.	LUBRIC		EARING	S – L	ubric	ate b	earings	3	07			
(D6)		as follow	_										
			ing GR-2										
			e pump f		ariu ç	jieas	e gui	l.					
			pe to cle										
DRIVE ASSEMBLY (D7)	11.	LUBRIC as follow		ARING	S – L	ubric	ate b	earings	4	07			
(07)					دم الدي								
			oricate si nd greas		-		_	_					
		GR	•	o garr, o	no p	amp.	Labii	ount is					
		2. Wij	pe to cle	an.									
DRIVE ASSEMBLY	12.				Lubr	icate	moto	ors ½ HP	2	07			
(D5)			er as fol			ioato		72 111	_	0,			
, ,		_	move m		rina r	elief	olua.						
			ing a har		-			earing					
			applying										
			ase fittir		esh	lubric	ant a	ppears					
		at ı	relief plu	g hole.									
TAIL PULLEY	13.	LUBRIC			S – L	ubric	ate p	ulley	3	07			
ASSEMBLY		bearings	s as follo	ws:									
(ALL)				WARI	NING	;							
		Disc		lvent				erials					
		acco	ording to	local p	roce	dure	s.						

Lubricate pulley bearings using a hand grease gun, one pump. Lubricant is GR-2. Wipe to clean. 2.

U.S. Postal Service								IDE	ENTIF	ICAT	ION					
Maintenance Checklist	_	CODE ACRONYM CODE									UMBE	ER	TYPE			
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Equipment Nomenclature	Equ	ipmeı	nt Mo	del				E	Bulletir	า Filer	name	(Occuri	ence		
CONVEYOR				Αl	l				m	<u>1</u>	4034			An	nua	al

CONVE	1011		All	1111111	14034	t	-	Annua	<u> </u>
Part or Component	Item No	(Task Statement and Instruction Comply with all current safety precaution	ıs)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Threshold: Pieces Fed (000)	Freq.
		Disc acco	WARNING card solvent soaked mate ording to local procedures.	erials					
HEAD PULLEY ASSEMBLY (H1, H4)	14.	bearing 1. Lui gre	CATE BEARINGS – Lubricate pus as follows: bricate pulley bearings using a hease gun, one pump. bricant is GR-2.	,	5	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	15.	bearing 1. Us be a h	CATE BEARINGS – Lubricate gs as follows: ing GR-2, lubricate gravity take-und pulley bearings with one pumband grease gun. pe to clean.		5	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	16.	Service 1. Wi and	CLEAN AND GREASE RAILS rails as follows: pe take-up rails clean, check for d damage. ease rails with GR-2.		25	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	17.	follows: 1. Op good 2. Lo	CLIMIT SWITCH – Check limit so berate limit switch to determine if od working order. ok for damage to associated cond d wiring.	it is in	ധ	09			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	18.	EQUIPI equipm	FPLUG REPLACEMENT - REST MENT TO SERVICE – Restore ent to service in accordance with ed procedures.		3	07			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	19.	motor a	F PLUG REPLACEMENT – Lubr s follows: n motor for one (1) minute to reli essure on grease seals.		2	07			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	20.	Ster requ Equ	WARNING os contained in this bullire the use of Personal Proteipment (PPE). Refer to the cultrical Work Plan (EWP)	lletin ctive	3	07			

U.S. Postal Service							IDE	NTIF	ICATI	ON					
Maintenance Checklist	WORK CODE	CODE ACRONYM								CLA CO		Ν	UMBI	ΞR	TYPE
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Equipment Nomenclature	Equipment Model					В	ulletir	า Filer	name		Occur	rence			
CONVEYOR	Equipment Model							m	nm1	4034			An	nua	al

Part or	Item	Task Statement and Instruction	Est.	Min.		Thresholds	3
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Freq.
			Req (min)	Lev	Hours	Fed (000)	
						Т	T
		appropriate PPE and barricade requirements.					
		Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.					
DRIVE ASSEMBLY RELIEF PLUG	21.	REPLACE RELIEF PLUG – Replace relief plug as follows:	2	07			
(D2, D3, D4, D5)		Replace motor bearing relief plug.					
DRIVE ASSEMBLY RELIEF PLUG	22.	CHECK MOUNTING BOLTS – Check mounting bolts as follows:	2	07			
(D2, D3, D4, D5)		Wrench test all motor and reducer mounting bolts for tightness.					
HEAD PULLEY ASSEMBLY	23.	LUBRICATE BEARINGS – Lubricate bearings as follows:	3	07			
(H2, H3)		Using GR-2, lubricate driven, snub, and bend pulley bearings with one pump from a hand grease gun.					
		2. Wipe to clean.					
TRAVELING DEFLECTOR	24.	SERVICE GEARCASE. - Service gearcase as follows:	22	07			
(TD)		Clean gearcase and air vent with solvent.					
		2. Remove filler cap from gearcase.					
		3. Remove drain plug.					
		4. Drain old lubricant from gearcase.					
		5. Replace drain plug.					
		Refer to lubrication instruction plate for correct viscosity of lubricant and fill gearcase to proper level.					
		7. Replace filler cap.					
		8. Wipe oil from exterior of reducer housing.					
PIVOTING DEFLECTOR (PD)	25.	LUBRICATE BEARINGS Using GR-2, lubricate bearings with one pump from a hand grease gun. Wipe to clean.	3	07			

U.S. Postal Service								IDE	ENTIF	ICAT	ION					
Maintenance Checklist		WORK EQUIP									_	ASS DE	Ν	UMBI	ĒR	TYPE
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Equipment Nomenclature	Equ	Equipment Model						E	Bulletir	า Filer	name	(Occuri	ence		
CONVEYOR		All							m	nm1	4034			An	nua	al

CONVE	YOR		All	mm	14034	1		<u> Annua</u>	
Part or Component	Item No	(1	Task Statement and Instruction Comply with all current safety precaution	ns)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Thresholds Pieces Fed (000)	Freq.
TIP CHUTE (TC)	26.		CHECK CHUTE Check as follows:	chute	4	07			
			eck rubber bumper for cracks ar cure mounting.	nd					
		2. Ch	eck chain for secure mountings.						
		3. Lo	ok for cracking or broken welds.						
		4. Ch	eck shaft bearings for loose set						
		5. Ch	eck for tighness or wear on shaf	t.					
			eck for proper counter balance, cessary.	adjust if					
TIP CHUTE	27.	BEARIN	NGS Service bearings as follow	ws:	2	07			
(TC)		1. Wi	pe off the exterior of each bearin	ıg.					
			bricate using a hand grease gun R-2.	, using					
		thr	rge each bearing by applying lub ough grease fitting until a bead c ricant appears around dust seals	of old					
			pe away lubricant outside of bea d wipe off grease fitting.	ring					
TIP CHUTE (TC)	28.		CATE LINKAGE Lubricate link ints using GR-2. Wipe to clean.	_	3	07			
STRUCTUAL ASSEMBLY	29.	CHECK as follow	LIMIT SWITCH Check limit sows:	witches	3	07			
SPS (S3)			ate limit switch to determine if it i orking order.	is in					
		2. Look wiring.	for damage to associated condu	uit and					
STRUCTUAL ASSEMBLY	30.		K, CLEAN AND GREASE RAILS rails as follows:	5. -	25	07			
SPS (S3)		1. Wipe	take-up rails clean, check for we	ear and					
		2. Grea	se rails with GR-2.						
CLEAN UP (ALL)	31.	etc. are	UP – Ensure all tools, lubricants removed from work area. Reporcies to your supervisor.		3	07			
			WARNING						
		Disc acco	eard solvent soaked mate ording to local procedures.	erials					

U.S. Postal	Service							DENTIF	ICATI	ON					
Maintenance	Checkl	ist	WORK CODE			EQUIF ACRO	MENT NYM				ASS ODE	NU	JMBE	R	TYPE
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Equipment Nomenclature			Equipme	nt Mode	el .			Bulletir	n Filer	ame		Occurre	ence	•	
CONVE	YOR							m	1m1	4034	1		An	nua	
Part or	Item		Task	Statem	ent and	Instru	ction			Est.	Min.		Thre	shold	s
Component	No	(0	Comply wit					ns)		Time	Skill	Run	_	ces	Freq.
										Req	Lev	Hours		ed	
									(min)			(0)	00)		
SYSTEM	32.	RESTO	RE EQU	IPME	NT TO	SEF	VICE		3	07					
(ALL)			e lock ou							-					
,			in accord				•								
		procedu	ıres.												
SYSTEM START	33.	START	UP – Pe	rform	norma	al sta	t up a	S		5	09				
UP		follows:					•								
(ALL)		1. Sta	art or pre	set ed	quipme	nt.									
		2. Ch	eck for p	roper	opera	tion.									
		3. Re	port all d	eficie	ncies t	ο γοι	ır supe	ervisor	in						
			der to init		-		-		rs						
			make ne			airs o	r to re	move							
		exc	cessive c	lebris.											

ATTACHMENT 5 CVY BI-ANNUAL MASTER CHECKLIST

03-CVY-AA-004-M

Base Time: 55.5 minutes

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U.S. Postal Service	ll .							IDE	:NIIF	ICATI	ON					
Maintenance Checklist	_	DRK DDE					MENT NYM	•			_	ASS DE	N	UMBI	ĒR	TYPE
	0	3	С	V	Υ						Α	Α	0	0	4	М
Equipment Nomenclature CONVEYOR	Equipment Model						В		Filen	name 4034		Occurr		กทเ	ual	

Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Freq.
			Req	Lev	Hours	Fed	
			(min)			(000)	

SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	1	07		
STATEMENT Components: All		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 your 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.				
SYSTEM	2.	CHECK FOR MAIL.	2.5	07		
(ALL)		Look for loose mail while performing all activities.				
SYSTEM	3.	POWER DOWN AND LOCK OUT POWER.	3	07		
(ALL)		WARNING				
		Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.				
		Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.				
		1				

U.S. Postal Service								IDE	NTIF	ICATI	ON					
Maintenance Checklist	_	ORK ODE					MENT NYM					ASS DE	N	UMBE	ĒR	TYPE
	0	3	С	٧	Υ						Α	Α	0	0	4	М
Equipment Nomenclature	Equ	ipme	nt Mo	del				В	ulletir	Filer	name	(Occurr	ence		
CONVEYOR	All								m	1m1	4034		E	3i-A	nnı	ual

CONVE	YOR	All	mm1403	4	Ві	i-Annu	al
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precaution	ns) Est. Time Req (min)	Min. Skill Lev	Run Hours	Thresholds Pieces Fed (000)	Freq.
DRIVE ASSEMBLY (D1, D4, D6)	follow Distance 1. C 2. R 3. R 4. D 5. R 6. F 7. R 8. V	WARNING card solvent soaked mate cording to local procedures. lean gearcase and air vent with solvence filler cap from gearcase. emove drain plug. rain old lubricant from gearcase. eplace drain plug. fill gearcase to proper level with lub AE-50W and check oil level. eplace filler cap. //ipe oil from exterior of reducer hour	erials lvent. ricant	07			
STRUCTUAL ASSEMBLY (S1)	follows 1. L m a	ook for damage to conduit and wire otorized drive unit and where acce ong conveyor siding.	es on ssible	09			
STRUCTUAL ASSEMBLY (S1)	1. C g d	K STRUCTURE – Inspect as follow heck support steel, frame members uards, walkways and access ladde amage, cracks and missing or loos asteners.	s, side rs for	09			

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U.S. Posta	l Service									IDE	NTIF	ICAT	ION					
Maintenance	Checklist		_	RK DE					MEN NYN					ASS ODE	N	JMBI	ER	TYPE
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Equipment Nomenclatu	re	E	Equi	ipmer	nt Mo	del	•			В	Bulletir	File	name		Occurr	ence		
CONVE	YOR										m	<u>1</u>	4034	1	E	3i-A	nnı	ıal
	, ,																	
Part or	Item		Task Statement and Instruction									Est.	Min.		Thre	esholo	ls	
Component	No	(Co	omply with all current safety precautions)									Time	Skill	Run	Pi	eces	Freq.	

				•		. ,	•
5 .		T 10: 1 1: 1:	1 = .	1 a a ·		T	
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est Tim		Run	Thresholds Pieces	Freg.
Component	INO	(Comply with all current salety precautions)	Red	-	Hours	Fed	rieq.
			(mir)		(000)	
DRIVE ASSEMBLY		SERVICE GEARCASE – Service gearcase as	22	07			
(D2, D3, D5)		follows:					
		WARNING					
		Discard solvent soaked materials according to local procedures.	;				
		1. Clean gearcase and air vent with solvent.					
		2. Remove filler cap from gearcase.					
		3. Remove drain plug.					
		4. Drain old lubricant from gearcase.					
		5. Replace drain plug.					
		Fill gearcase to proper level with lubricant SAE-50W and check oil level.	t				
		7. Replace filler cap.					
		8. Wipe oil from exterior of reducer housing.					
CLEAN UP		CLEAN UP - Ensure all tools, lubricants, rags	, 3	07			
(ALL)		etc. are removed from work area. Report all deficiencies to your supervisor.					
SYSTEM		RESTORE EQUIPMENT TO SERVICE –	3	07			
(ALL)		Remove lock out and restore equipment to	3	07			
(ALL)		service in accordance with approved procedur	es				
SYSTEM START		START UP – Perform normal start up as follow		09	+		
UP		Start or preset equipment.					
(ALL)		 Check for proper operation. 					
		 Report all deficiencies to your supervisor order to initiate any necessary work order to make necessary repairs or to remove excessive debris. 					

ATTACHMENT 6

CVY QUINTANNUAL MASTER CHECKLIST

03-CVY-AA-005-M

Base Time: 15 minutes

U.S. Postal Service		<u> </u>								ICATI	ON					
Maintenance Checklist	_	ORK ODE					MENT NYM				_	ASS DE	N	UMBI	ĒR	TYPE
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Equipment Nomenclature CONVEYOR	Equipment Model							В		Filen	name 4034		Occurr Q ı		-An	nual

Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time		Run	Pieces	Freq.
			Req	Lev	Hours	Fed	
			(min)			(000)	

SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	1	07		
STATEMENT		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 your 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.				
SYSTEM	2.	POWER DOWN AND LOCK OUT POWER.	3	07		
		WARNING				
		Steps contained in this bulletin require				
		the use of Personal Protective Equipment (PPE). Refer to the current				
		Electrical Work Plan (EWP) for				
		appropriate PPE and barricade requirements.				
		Power down and lock out power as prescribed by				
		the current local lockout instructions providing				
		lockout/restore procedures.				
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Maintenance Checklist	WORK CODE			EQUIP ACRO	MENT NYM				ASS DE	N	UMBE	ĒR	TYPE
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Equipment Nomenclature	Equipmer	nt Model			•	Bullet	in Filer	name	(Occurr	ence		
CONVEYOR		1	AΠ			r	nm1	4034		Qι	ıint [.]	-An	nual

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Part or	Itom		Task Statement and Instruction		Est.	Min	-	Thresholds	_
Component	Item No	(Comply with all current safety precaution	ns)	Time	Min. Skill	Run	Pieces	Freq.
Component.		,	oompry man am oursem outerly procedure.	,	Req	Lev	Hours	Fed	1104.
					(min)			(000)	
DRIVE ASSEMBLY	3.	ODTAIN	OIL SAMPLE – Obtain oil samp	lo oo	30	07	1		
(D7)	٥.	follows:	OIL SAMPLE - Obtain oil samp	ie as	30	07			
(67)									
			te drum unit to avoid oil leakage	and					
			in oil sample for analysis.						
			e oil spillage from exterior of mot	orized					
			unit.						
		3. Subi	nit sample to supervisor for anal	lysis.					
WINCH	4.		GEARCASE Service gearca	se as	22	07			
(W)		follows:							
		1. Clea	n gearcase and air vent with sol	vent.					
		2. Rem	ove filler cap from gearcase.						
		3. Rem	ove drain plug.						
			n old lubricant from gearcase.						
			ace drain plug.						
		-	· •	ricant					
			earcase to proper level with lubites. -50W and check oil level.	ncant					
		7. Rep	ace filler cap.						
		8. Wipe	e oil from exterior of reducer hou	sing.					
WINCH	5.	CLEAN A	ND LUBRICATE DRIVE CHAIR	N AND	45	07			
(W)	0.	_	ETS Clean and lubricate drive			•			
, ,			ckets as follows:						
		1. Rem	ove chain guard if necessary for	raccess					
			ive roller chain.						
		2. Use	clean rag to wipe old lubricant a	nd					
			gn material from exterior of drive						
		and	chain guard.						
		3. Clea	n chain in place by brushing witl	h a					
			ion of 2/3 solvent and 1/3 oil (SA	۹E-					
		20W).						
		4. Allov	v chain to drip dry while wiping						
		spro	ckets to remove dirt and old lubr	ricant.					
		5. Be s	ure all packed foreign material is	3					
		remo	oved from between sprocket teet	th.					
			for evidence of wear to chain a	nd					
		spro	ckets.						
			drive chain to determine if chair	n has					
		prop	er tension.						
		8. Brus	h new lubricant (SAE-20W) onto	roller					
		chai	า.						
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Maintenance Checklist	_	DRK DDE			_	 MEN NYNC	-			_	ASS DE	Ζ	UMBI	ĒR	TYPE
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Equipment Nomenclature CONVEYOR	Equ	ipmer	nt Mo	del			В			name 4034		Occur Q ı			nual

Part or	Itom	Task Statement and Instruction	Est.	Min.		Threshold	•
Component	Item No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	_
Component	INO	(Comply with all current salety precautions)	Req	Lev	Hours	Fed	Freq.
			(min)	LCV	Tiouis	(000)	
			()			(000)	
		9. Remount chain guard.					
		10. Clean up any lubricant drippage.					
SYSTEM		CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			
SYSTEM		RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			
SYSTEM	8.	START UP – Perform normal start up as follows:	5	09			
		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. 					

ATTACHMENT 7

CVY MASTER CHECKLIST

DAILY MAIL SEARCH

03-CVY-AA-006-M

Base Time: 4.5 minutes

U.S. Postal Service							IDE	NTIF	ICATI	ON					
Maintenance Checklist	_	ORK ODE				 MENT NYM				_	ASS DE	N	UMBI	ĒR	TYPE
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Equipment Nomenclature CONVEYOR	Equ	ipmeı	nt Mo	del			В		n Filer nm1	name 4034		Occurr		aily	

ľ	Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
	Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.

SAFETY STATEMENT:	1.	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 your supervisor immediately upon detection. WARNING: Be cautious when working around or on equipment when power has been applied. Do not attempt to retrieve loose mail from guarded locations without locking out equipment. WARNING: 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. NOTE: Return loose mail found while performing this checklist to locally designated locations. Do not induct or otherwise place loose mail on sorter.	1	ALL		D
HEAD END:	2.	MAIL SEARCH. - Check under and around each head end pulley for loose mail. Check surrounding platform, catwalks, and screens.	0.25	07		D
TAIL END:	3.	MAIL SEARCH Check under and around each tail end pulley for loose mail. Check surrounding platform, catwalks, and screens.	0.25	07		D

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Maintenance Checklist	_	DRK DDE				 MENT NYM				CL/ CO	ASS DE	N	UMBE	ĒR	TYPE
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Equipment Nomenclature CONVEYOR	Equ	ipmer	nt Mo	del Al	l	•	В	ulletin m		name 4034	(Occurr		aily	,

Part or	Item	Task Statement and Instruction	Est.	Min.		Thresholds	8
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Freq.
			Req	Lev	Hours	Fed	
			(min)			(000)	
CATCH PAN:	4.		1*	07			D
(C)		WARNING					
		Do not attempt to retrieve loose mail					
		from dust or debris pans in guarded					
		locations without locking out equipment.					
		MAIL SEARCH Check around and inside each					
		accessible catch pan for loose mail.					
TRAVELING	5.		2*	07			D
DEFLECTOR:		WARNING					
(TD)		Do not attempt to retrieve loose mail					
		from dust or debris pans in guarded					
		locations without locking out equipment.					
		MAIL SEARCH Check around each traveling					
		deflector for loose or trapped mail. Check					
		surrounding platform, catwalks, and screens.					
PIVOTING	6.	WARNING	0.5*	07			D
DEFLECTOR:		WARNING					
(PD)		Do not attempt to retrieve loose mail					
		from dust or debris pans in guarded					
		locations without locking out equipment.					
		MAIL SEARCH Check around each pivoting					
		deflector for loose or trapped mail. Check					
		surrounding platform, catwalks, and screens.					
TAKE-UP	7.	WARNING	0.25*	07			D
ASSEMBLY:							
(T1 or T2)		Do not attempt to retrieve loose mail					
		from dust or debris pans in guarded					
		locations without locking out equipment.					
		MAIL SEARCH Check around each gravity take-					
		up for loose mail. Check surrounding platform, catwalks, and screens.					
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REPORT:	8.	REPORT Report all deficiencies to your	3	All			D
		supervisor including any unusual amounts of loose mail found or any un-retrievable mail requiring					
		equipment lockout.					
		oquipmont lookout.					

^{* ---} the tasks marked with an asterisk are per unit tasks.

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Maintenance Checklist	WORK CODE			QUIP ACRO	MENT NYM				ASS DE	N	UMBE	ĒR	TYPE
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Equipment Nomenclature	Equipme	nt Model				Bulleti	n Filer	name	(Occurr	ence		
CONVEYOR						n	nm1	4034			D	aily	,

Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time Req	Skill Lev	Run Hours	Pieces Fed	Freq.
			(min)			(000)	

ATTACHMENT 8

List of Superseded Bulletins

MMO-022-98	MMO-066-98	MMO-086-98	MMO-123-98
MMO-023-98	MMO-069-98	MMO-088-98	MMO-124-98
MMO-024-98	MMO-070-98	MMO-089-98	MMO-125-98
MMO-025-98	MMO-071-98	MMO-093-98	MMO-126-98
MMO-027-98	MMO-072-98	MMO-094-98	MMO-127-98
MMO-028-98	MMO-074-98	MMO-096-98	MMO-128-98
MMO-029-98	MMO-075-98	MMO-097-98	MMO-129-98
MMO-032-98	MMO-076-98	MMO-098-98	MMO-076-99
MMO-043-98	MMO-077-98	MMO-099-98	MMO-083-99
MMO-059-98	MMO-079-98	MMO-103-98	MMO-087-99
MMO-060-98	MMO-080-98	MMO-104-98	MMO-095-99
MMO-061-98	MMO-081-98	MMO-106-98	MMO-096-99
MMO-062-98	MMO-082-98	MMO-107-98	MMO-101-99
MMO-063-98	MMO-083-98	MMO-111-98	MMO-102-99
MMO-064-98	MMO-084-98	MMO-114-98	MMO-103-99
MMO-065-98	MMO-085-98	MMO-116-98	MMO-066-02
MMO-082-12			
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