



# Maintenance Management Order

**SUBJECT:** PM Guidelines for Singulator Transport Conveyors with  
Variable Frequency Drive and Reducer on the Singulator  
Scan Induction Unit (SSIU)

**DATE:** December 9, 2006

**NO:** MMO-128-06

**FILE CODE:** Y

**TO:** SSIU Sites

dfau:mm06022ab

Online Change Record		
Change #	Date	Description of Change
3	5/2/2022	Attachments 2-6, corrected skill level 4, no longer in use, to level 7.
2	10/20/2015	Updated roll-up.
1	3/12/2014	Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Singulator section transport conveyors on the SSIU system which use Variable Frequency Drives (VFDs) and reducers.

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

## WARNING

Various products 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.

## WARNING

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 only on optical equipment when other cleaning methods can not be used.

The attached master checklist provides tasks to be performed at periodic intervals, the time required per task, and the minimum skill level for each task.

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

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.

<b>WARNING</b>
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**Moving conveyors may expose employees to personal safety hazards. Do not climb, sit or walk on conveyors without first performing local Energy Control Procedure (ECP).**

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

Earl J. Jones  
Manager  
Maintenance Technical Support Center  
Maintenance Policies and Programs

- Attachments:
1. Summary of Workload Estimate
  2. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Weekly)
  3. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Monthly)
  4. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Quarterly)
  5. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Semi-annual)
  6. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Bi-annual)

**ATTACHMENT 1****SUMMARY****WORKLOAD ESTIMATE FOR****SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
41.53	12.46	53.99	5.4	59.39

\* Repair estimates based on 30% of servicing.

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

**TIME TOTALS**

Weekly Time Total:	16.9 Hrs.***
Monthly Time Total:	15.9 Hrs.***
Quarterly Time Total:	2.13 Hrs.***
Semi-Annual Time Total:	5.98 Hrs.***
Bi-Annual Time Total:	0.62 Hrs.***

**NOTE**

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

\*\*\* These times are provided for data entry for the eMARS System.

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**ATTACHMENT 2**

**SINGULATOR TRANSPORT CONVEYOR  
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-001-M

WEEKLY

Time Total: 19.5 Minutes

**MAINTENANCE MANAGEMENT ORDER**

**MAINTENANCE MANAGEMENT ORDER**

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	S	S	I	U				B	A	0	0	1	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency WEEKLY			

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)	Weeks

SAFETY  
STATEMENT

1. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All  
MIN  
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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.
2. **Check for mail.** Look for loose mail while 2.5 7  
performing all activities. MIN

**WARNING**

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

DEBRIS  
REMOVAL  
SYSTEM

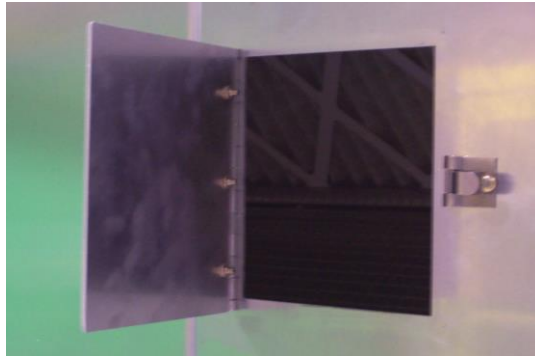
3. **Check primary filters.** Look through peep hole 3 7  
on the back side of the Debris Removal System MIN  
to check primary filter condition.

MAINTENANCE MANAGEMENT ORDER

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	0	3	S	S	I	U				B	A	0	0	1	M	
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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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Remove and replace primary filter as needed.

If primary filters are dirty and need replacing, open the filter access doors on each side of the Debris Removal System to remove and replace.



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4. **Check secondary filter.** Unclamp the 4 clamps holding the catch bin unit to the center unit to expose the secondary filter. 5 7 MIN



Check condition of the secondary filter located in the center unit and replace filter as needed.

SYSTEM

5. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 All MIN

CLEAN UP

6. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 All MIN
- Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

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**ATTACHMENT 3**

**SINGULATOR TRANSPORT CONVEYOR  
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-002-M

MONTHLY

Time Total: 79.5 Minutes

**MAINTENANCE MANAGEMENT ORDER**

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U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	S	S	I	U				B	A	0	0	2	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency 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)	Weeks

## 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 can not be used. Report safety deficiencies to your supervisor immediately upon detection. 3 All MIN
2. **Check for mail.** Look for loose mail while performing all activities. 2.5 7 MIN

**WARNING**

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

## CONVEYOR BELT

3. **Check conveyor belt.** 5 7 MIN
  1. Run conveyor belt.
  2. Listen for bearing noise from operation of belt.
  3. Listen for noise from motor/reducer.
  4. Check for proper belt tracking and tensioning (slippage).

## SYSTEM

4. **Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 All MIN

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION															
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Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency 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)	Weeks

**WARNING**

**Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.**

5. **Clean transport conveyor unit.** 60 MIN 7
1. Open all access panels.
  2. Check for damage and/or debris.
  3. Using vacuum and rags, clean entire interior and exterior of the unit.
  4. Clean mail slide area if applicable.
  5. Clean any photocells with a lint-free cloth.
  6. Re-install all covers and access panels.

**WARNING**

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

- |          |  |       |     |
|----------|--|-------|-----|
| SYSTEM   | 6. <b>Restore equipment to service.</b> Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.         | 3 MIN | All |
| CLEAN UP | 7. <b>Clean up.</b> Ensure all tools, lubricants, rags, etc., are removed from the work area.<br><br>Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris. | 3 MIN | All |

MAINTENANCE MANAGEMENT ORDER

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	0	3	S	S	I	U				B	A	0	0	2	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers	Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency 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)	Weeks

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**ATTACHMENT 4**

**SINGULATOR TRANSPORT CONVEYOR  
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-003-M

QUARTERLY

Time Total: 32 Minutes

**MAINTENANCE MANAGEMENT ORDER**

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U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	S	S	I	U				B	A	0	0	3	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency QUARTERLY			

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)	Weeks

SAFETY  
STATEMENT

1. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All  
MIN  
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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.

SYSTEM

2. **Power down and lockout power.** 3 All  
MIN  
Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

VFD MOTOR/  
REDUCER

3. **Check VFD motor/reducer.** 20 7  
MIN  
1. Remove covers.  
2. Check all mounting bolts, taper locks, and shaft setscrews on motor/reducer for tightness.  
3. Re-tighten as needed.  
4. Check reducer for oil leaks.  
5. Check reducer oil level and fill with oil (Mobil SHC 629 or equivalent) as needed.  
6. Check for damage to motor.  
7. Check timing belt for wear and proper tension (1/4"-1/2" deflection at midpoint).  
8. Adjust as needed.

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	S	S	I	U				B	A	0	0	3	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency QUARTERLY			

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)	Weeks

9. Replace covers.

**WARNING**

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

SYSTEM

4. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 MIN All

CLEAN UP

5. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 MIN All
- Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

MAINTENANCE MANAGEMENT ORDER

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U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION															
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	0	3	S	S	I	U				B	A	0	0	3	M	
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers	Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency QUARTERLY					

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)	Weeks

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**MAINTENANCE MANAGEMENT ORDER**

**MAINTENANCE MANAGEMENT ORDER**



**ATTACHMENT 5**

**SINGULATOR TRANSPORT CONVEYOR  
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-004-M

SEMI-ANNUAL

Time Total: 179.5 Minutes

**MAINTENANCE MANAGEMENT ORDER**

**MAINTENANCE MANAGEMENT ORDER**

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	S	S	I	U				B	A	0	0	4	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency SEMI-ANNUAL			

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)	Weeks

SAFETY STATEMENT

- 1. COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All MIN  
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.  
  
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SYSTEM

- 2. Check for mail.** Look for loose mail while performing all activities. 2.5 7 MIN

MAIN CONTROL CABINET (MCC)

- 3. Check MCC Processor adapter battery status.** 5 7 MIN  
Through PROWORX on the SPC, launch the NetScan Utility and check processor adapter battery status(s).  
  
If Low Bat condition exists, replace the two "AAA" batteries in the appropriate processor adapter.

- 4. Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 All MIN

MAIN CONTROL CABINET AND/OR DRIVE CONTROL CABINET

- 5. Check Main Control Cabinet (MCC) and/or Drive Control Cabinet (DCC).** Open and check cabinets as follows: 140 7 min  
1. Check for damage to panel exterior switches and indicator lamps.

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION														
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	0	3	S	S	I	U				B	A	0	0	4	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency SEMI-ANNUAL			

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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2. Check for loose components and loose connections in panels. Close cabinets.

6. **Check wiring cables.** Check for damage to wiring cables between control panel and components. 10 MIN 7

7. **Lubricate flange bearings.** 10 MIN 7  
Lubricate flange bearings (if not sealed) on drive and tail end rollers using a lithium based grease (NLGI-2).

**WARNING**

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

8. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 MIN All

9. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 MIN All  
Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

MAINTENANCE MANAGEMENT ORDER

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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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**ATTACHMENT 6**

**SINGULATOR TRANSPORT CONVEYOR  
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-005-M

BI-ANNUAL

Time Total: 74.5 Minutes

**MAINTENANCE MANAGEMENT ORDER**

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Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency BI-ANNUAL			

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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SAFETY  
STATEMENT

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3 All  
MIN

SYSTEM

2. **Check for mail.** Look for loose mail while performing all activities.
3. **Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

2.5 7  
MIN3 All  
MIN

REDUCER

4. **Change gear reducer oil.**  
Drain and fill gear reducer with oil (Mobil SHC 629 or equivalent). If you have an oil analysis program adjust task and frequency accordingly.

60 7  
MIN**WARNING**

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

SYSTEM

5. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in

3 All  
MIN

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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		
					Run Hours	Pieces Fed (000)	Weeks

accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

CLEAN UP

6. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 All MIN

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

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