MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS ENGINEERING / UNITED STATES POSTAL SERVICE

Maintenance Management Order

SUBJECT: PM Guidelines for Ventilation/Filtration System (VFS) (SIEMENS) - AFCS

DATE:	December 11, 2006

W1

NO:

FILE CODE:

TO: All Ventilation/Filtration Sites

MAINTENANCE MANAGEMENT ORDER

sban:mm05017ad

MMO-135-06

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Siemens Ventilation/Filtration System (VFS). This MMO addresses the VFS associated with the Advanced Facer Canceller System (AFCS).

The minimum maintenance skill to perform each task on the VFS checklist is included in the minimum skill level column. However, this does not preclude higher level employees from performing any of these tasks.

The work hours represented in this MMO reflect the maximum work hours 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.

WARNING

Various products, which require 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 for reference by all employees. 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 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.

MAINTENANCE MANAGEMENT ORDER

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 Workload Estimate for VFS – AFCS

- 2. Master Checklist 03-VFS-AA-001-M VFS Daily PM
- 3. Master Checklist 03-VFS-AA-002-M VFS Weekly PM
- 4. Master Checklist 03-VFS-AA-003-M VFS Monthly PM

SUMMARY

WORKLOAD ESTIMATE

FOR

VFS – AFCS

SUMMARY WORKLOAD ESTIMATE FOR VFS – AFCS

Operation	Routine	Repair Time	Total	Non-	Operational	Total Time
	Servicing Per	Per Machine	Servicing	Productive	Maintenance	Per Machine
	Machine	(hrs/yr)*	Time Per	Time Per	Time Per	(hrs/yr)
	(hrs/yr)		Machine	Machine	Machine	
			(hrs/yr)	(hrs/yr)**	(hrs/yr)	
5 day	54.7	2.7	57.4	5.7	0	63.1
6 day	62.5	3.1	65.6	6.6	0	72.1
7 day	70.3	3.5	73.8	7.4	0	81.2

Times presented are for single units. For multiple machines, multiply time by number of units.

- * Repair estimates based on 5% of servicing.
- ** Based on 10% of servicing and repair.

PM CHECKLIST TIME SUMMARY

CHECKLIST	CHECKLIST TIMES
03-VFS-AA-001-M (Daily)	9 Min
03-VFS-AA-002-M (Weekly)	16 Min
03-VFS-AA-003-M (Monthly)	9 Min

MAINTENANCE MANAGEMENT ORDER

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-001-M

DAILY

Time Total: 9 Minutes

Maintenance Technical Support Center

U.S. Postal	Sonvior											
_		 .	IDENTIFICAT							NU	TYPE	
Maintenance	Chec	klist	CODE		ACF	ONYM		С	ASS			
Fauinment Newsralstow	_		0 3	V F	S		Dullatin City	A	A	0	0 1	М
Equipment Nomenclature Ventilation/Filtra		/stem	Equipme	ni wodel			Bulletin File	ename 5017Al	D	Freque	ncy DAILY	
	,	, .	I									
Part or	Item				t and Instru	Est.	Min.					
Component	No	(Comply wit	th all curre	nt safety p	Time Req	Skill Lev	Run	Pieces	Weeks		
							(min)		Hours	Fed (000)		
											(000)	
SAFETY	1.	COMPLY	Y WITH A	ALL SA	FETY PF	RECAU	TIONS.	3	All			
STATEMENT		Disconn	ect pov	ver and	apply	lockou	uts when	MIN				
							o current					
			lockout	•	edures	to	properly					
							ne. Open					
							is. Check is. If any					
		unusual										
							action on					
		the equi	pment.									
		THE USE		-	SED OF	R BLOV	WN AIR					
		cleaning vacuum in place free clot equipme	metho cleaner of com th or br ent only be used	d such or a d presse rush ma when c . Repor	n as a amp rag d or bl ay be u other cle t safety	Iternative filtered be used ir. A lint- n optical methods encies to tection.						
			I	WAR	NING							
				when w when	orking a power	round has	or on been					
ADVANCED FACER CANCELLER SYSTEM	2.	hoods, fr	aming, c reas. Re	or ductir eport an	ig. Also,	check	damaged /clean out nd to the	3 MIN	6			
CLEAN UP	3.		oved fro	om the	work a		rags, etc., Report all		All			

Attachment 2

MAINTENANCE MANAGEMENT ORDER

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-002-M

WEEKLY

Time Total: 16 Minutes

Maintenance Technical Support Center

U.S. Postal	IDENTIFICATION																
Maintenance Checklist			WO CO						MENT NYM			ASS ODE	NUMBER			TYPE	
		0	3	V	F	S					Α	Α	0	0	2	М	
Equipment Nomenclature Ventilation/Filtration System				Equipment Model								name 017Al		Frequency WEEKLY			
Part or	Item							nstruc				Est.	Min.		Thre	shold	s
Component	No	((Jomp	iy wit	n all c	currer	it sate	ety pre	ecautio	ns)		Time Req (min)	Skill Lev	Run Hours	F	eces ed 00)	Weeks

MAINTENANCE MANAGEMENT ORDER	SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. 3 AII Disconnect power and apply lockouts when required by this instruction. Refer to current of 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. MIN THE USE OF COMPRESSED OR BLOWN AIR SPROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered yacuum cleaner or a damp rag must be used in place of compressed or blown air. A lintfree cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection. WARNING Be cautious when working around or on equipment when power has been applied.	
2	VFS HOUSING	2.	Check. Check the perforated metal screen to 10 6 ensure no damage has occurred. Clean or MIN vacuum the inlet section and perforated metal screen if necessary. Report any problem found to the maintenance supervisor.	
	CLEAN UP	3.	Clean Up. Ensure all tools, lubricants, rags, etc., 3 All are removed from the work area. Report all MIN deficiencies to your supervisor.	

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-003-M

MONTHLY

Time Total: 9 Minutes

Maintenance Technical Support Center

U.S. Postal S	Service		IDENTIFICATION											
Maintenance	WORK EQUIPMENT						LASS ODE	NUMBER		TYPE				
Wantenance	CODE	CODE ACRONYM												
			0 3	VF	S			Α	A	0	0 3	М		
Equipment Nomenclature			Equipmer	nt Model			Bulletin File	ename		Frequency				
Ventilation/Filtra	stem	MN					5017A	D	MONTHLY					
Part or	Item		Task	Statement	and In	struction		Est.	Min.		Threshold	s		
Component	No	(0	Comply wit	th all currer	nt safet	ty precautio	ns)	Time	Skill					
								Req	Lev	Run	Pieces	Weeks		
								(min)		Hours	Fed			

SAFETY COMPLY WITH ALL SAFETY PRECAUTIONS. 1. STATEMENT Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to 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 lintfree 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. VFS SYSTEMS 2. Check. Check visually inside control panel electrical components for signs of overheating. Report any problem found to the maintenance supervisor. CLEAN UP 3. Clean Up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all MIN

deficiencies to your supervisor.

3 All (000)

MIN

3

MIN

3

8

All

properly

Attachment 4

MAINTENANCE MANAGEMENT ORDER