



# maintenance management order

**SUBJECT:** PM Guidelines for Towveyor BCS

**DATE:** October 30, 1998

**NO:** MMO-138-98

**TO:** Bulk Mail Centers

**FILE CODE:**

Y

dewa:MM9628AB

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Towveyor BCS.

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 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. As a minimum, obtain a current MSDS every two years.**

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), 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.

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

Rex M. Gallaher  
Manager  
Maintenance Technical Support Center  
Maintenance Policies and Programs

- Attachments:
1. Summary of Revised Workload Estimate
  2. Towveyor BCS Master Checklist



**ATTACHMENT 1****-SUMMARY-****REVISED WORKLOAD ESTIMATE****FOR****TOWVEYOR BCS**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
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7.8	2.4	10.2	1.1	11.3
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\* Repair estimates based on 30% of servicing.

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

**TIME TOTALS**

Bi-Weekly Time Total: 0.3 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 require additional time are to be addressed at the local level.

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

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**ATTACHMENT 2****TOWVEYOR BCS MASTER CHECKLIST**

03-BCS-DA-001-M

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

**Table 2-1. MS-63 (NMICS) Frequency-Codes**

<b><u>CODE</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DESCRIPTION</u></b>
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION										
	Work Code		Equipment Acronym			Class Code		Number		Type	
	<b>0</b>	<b>3</b>	<b>B</b>	<b>C</b>	<b>S</b>	<b>D</b>	<b>A</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>M</b>
Equipment Nomenclature <b>TOWVEYOR BCS</b>		Equipment Model			Bulletin Filename <b>MM9628AB</b>		Frequency <b>ALL</b>				

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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SAFETY STATEMENT Frequency Code -B-----	1.	<b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> - Disconnect power and activate lockouts as appropriate while working on this equipment. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.	3 min	All
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**WARNING**

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

**WARNING**

**Eye protection (goggles or face shield) must be worn when using compressed air for cleaning.**

CRS SCANNERS Frequency Code -B-----	2.	<b>CLEAN SCANNERS.</b> - Clean scanners as follows: <ol style="list-style-type: none"> <li>1. Clean scanners by blowing out.</li> <li>2. Clean lens with lint free cloth and water.</li> </ol>	10 min	7
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CLEAN-UP Frequency Code -B-----	3.	<b>CLEAN-UP.</b> - Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. Initiate required work orders and reports.	3 min	All
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