

WORKLOAD ANALYSIS AND SUMMARY

Line No	JOB REQUIRMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIRMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ.FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)

32	SUBTOTAL	1,859.37
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(O) WORK HOUR CALCULATIONS (P)			
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	96,687.16	MINYR
B	ENTER TOTAL FROM LINE 75	23,473.51	MINYR
C	TOTAL LINE A and B	120,160.67	MINYR
D	DIVIDE LINE C BY 60 MIN	2,002.68	WHYR
E	MULTI. LINE D BY % (TRG)	20.03	H/YR
F	MULTI. LINE D BY % (BREAKS)	83.51	H/YR
G	MULTI. LINE D BY % (WASH UPS)	41.66	H/YR
H	TOTAL LINE D + E + F + G	2,147.87	WHYR
J	DIVIDE LINE H BY 52	41.31	WK HRSWK
K	DIVIDE LINE H BY 1760	1.22	WORK YRS
L	TOTAL EMPLOYEES	1.22	

75	SUBTOTAL	23,473.51
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U.S. POSTAL SERVICE
WORKLOAD ANALYSIS AND SUMMARY

POST OFFICE	CM RUSSELL STATION	GROSS INTERIOR AREA	29,955
STATE AND ZIP CODE	3400 9TH AVE S	EXTERIOR PAVED	58,036
UNIT	MT, 594059998	EXTERIOR UNPAVED	14,905

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	45	202.50	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	9	13.50	34	(Cloth)	DUST	FX	1.5000	338	4.0	2028.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	1837	58.78	36	LF (Sponge)	WASH	FX	10.0000	386	1.0	3860.00
5		PL	SF	0.0106	439	4.65	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	777	18.65	39	Venetian Blinds	DUST	BL	5.0000	9	1.0	45.00
8		PL	SF	0.0080	777	6.22	40	Venetian Blinds	WASH	BL	30.0000	9	1.0	270.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	52231	553.65	42	Exterior Glass	WASH	SF	0.1790	477	12.0	1024.60
11		PL	SF	0.0053	75959	402.58	43	Interior Glass	WASH	SF	0.1790	98	4.0	70.17
12	Offices	CL	SF	0.0375	2675	100.31	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	745	1.0	35.76
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	81	1.0	324.00
16	EXT Police	PL	SF	0.0012	72941	87.53	48	Other Cases	DUST	EA	1.5000	85	1.0	127.50
17	Platforms	CL	SF	0.0106	9780	103.67	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	9780	51.83	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	12530	200.48	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	4945	52.0	308.57
20		PL	SF	0.0020	2506	5.01	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	447	4.0	21.46
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	8772	0.3	526.32
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	12368	4.0	4749.31
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	874	1.0	209.76
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	679	1.0	65.18
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	430	1.0	103.20
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	5	50.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	9222	26.0	2877.26
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	198	1.0	237.60
							68	Snow	REMOV	SF	0.0150	2423	26.0	944.97
							69	PO Box	CL	EA	2.0000	1500	1.0	3000.00

32	SUBTOTAL	1,859.37
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(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	96,687.16 MINYR
B	ENTER TOTAL FROM LINE 75	23,473.51 MINYR
C	TOTAL LINE A and B	120,160.67 MINYR
D	DIVIDE LINE C BY 60 MIN	2,002.68 WHYR
E	MULTI. LINE D BY % (TRG)	20.03 HYR
F	MULTI. LINE D BY % (BREAKS)	83.51 HYR
G	MULTI. LINE D BY % (WASH UPS)	41.66 HYR
H	TOTAL LINE D + E + F + G	2,147.87 WHYR
J	DIVIDE LINE H BY 52	41.31 WK HRSWK
K	DIVIDE LINE H BY 1760	1.22 WORK YRS
L	TOTAL EMPLOYEES	1.22

70	CUSTOMER ENTRANCE	POLIC	SF	0.0012	2506	208	625.50
71	Walls	WASH	SF	0.1380	749	1	103.36
72	Concrete FL (VMF)	SCRUB	SF	0.0150	195	13	38.03
73	Concrete FL (VMF)	VS	SF	0.0064	3140	13	261.25

75	SUBTOTAL	23,473.51
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U.S. POSTAL SERVICE

POST OFFICE

CM RUSSELL STATION

GROSS INTERIOR AREA

29,955

STATE AND ZIP CODE

3400 9TH AVE S

EXTERIOR PAVED

58,036

UNIT

MT, 594059998

EXTERIOR UNPAVED

14,905

WORKLOAD ANALYSIS AND SUMMARY

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	2	2.0	40.00
6		WM	SF	0.0300	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	42	Exterior Glass	WASH	SF	0.1790	32	2.0	11.46
12	Offices	CL	SF	0.0375	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	43	Interior Glass	WASH	SF	0.1790	776	2.0	277.81
14	Freight Elevators	PL	EA	10.0000	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	4258	1.0	1021.92
28		VS	SF	0.0064	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	56	Resilient FL	PERI	SF	0.0960	662	3.0	190.66
30	Shop Area	CL	SF	0.0120	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
							59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
							60	Concrete FL	PERI	SF	0.0960	195	4.0	74.88
							60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
							61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
							62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32	SUBTOTAL	1,859.37
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(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	96,687.16 MINYR
B	ENTER TOTAL FROM LINE 75	23,473.51 MINYR
C	TOTAL LINE A and B	120,160.67 MINYR
D	DIVIDE LINE C BY 60 MIN	2,002.68 WHYR
E	MULTI. LINE D BY % (TRG)	20.03 HYR
F	MULTI. LINE D BY % (BREAKS)	83.51 HYR
G	MULTI. LINE D BY % (WASH UPS)	41.66 HYR
H	TOTAL LINE D + E + F + G	2,147.87 WHYR
J	DIVIDE LINE H BY 52	41.31 WK HRSWK
K	DIVIDE LINE H BY 1760	1.22 WORK YRS
L	TOTAL EMPLOYEES	1.22

75	SUBTOTAL	23,473.51
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