

## APWU Custodian Staffing Worksheet Program

This MS-47 Staffing Worksheet was created by APWU Headquarters in July of 2008 and recently revised in July 2011. It is designed to allow staffing advocates and or local union officials to verify custodian staffing packages given to them by Local management in three simple steps:

- 1. After carefully reviewing forms, create a discrepancy list that includes omitted units, sq feet, and frequencies.**
- 2. Input agency Form 4852 date “as is” onto the 4852 comparison.**
- 3. Use the data entry tab to correct discrepancies and add omitted items**

In addition to verification it also allows the input of omitted items or omitted frequencies of cleaning. This will allow us to recapture lost man year hours. It is our intent that this program will help you to reduce the number of hours required to verify the accuracy and completion of a Custodial Staffing Package. For questions, concerns or suggestions contact Idowu Balogun at 202-842-4213 or email at [MaintStaffing@apwu.org](mailto:MaintStaffing@apwu.org).

APWU’S Staffing Worksheet Program allows you to verify USPS submitted package for accuracy and input omitted cleaning items and cleaning frequencies; it will **automatically** calculate totals. In addition, this program gives you line-by-line comparison. It will show both the USPS and APWU Staffing Report, side by side, for easy comparison on form 4852. In addition, it will save time that would ordinarily be spent filling out the forms 4839 and 4869. The worksheet will also stamp (date and time) on your finished product once you are ready to print. And for any future references there is a place to type or sign your name.

### COLOR CODES:

<b>Lime</b>	This color is for you to enter data on form 4852 comparison
<b>White</b>	This color is for you to enter data on form 4852 comparison
<b>Yellow</b>	LOCKED- USPS and APWU allowed minutes per unit.
<b>Gray</b>	LOCKED AND CALCULATED – info comes from Data entry form.
<b>Purple</b>	LOCKED AND CALCULTED

The MS-47 Program is constructed with 5 tabs including the 4852 Comparison Tab, Additional 4852's, the Data Entry Form, Project Work, and the 4869 Note Tab. Each tab is explained for further understanding below.

## 1. How to complete the MS-47 Staffing Worksheet (Comparison Form 4852)

To effectively use this program you should begin **SAVING** the worksheet under a **DIFFERENT NAME** using the **'save as'** option each time. It is suggested that you use the office name and state (i.e. South Lake Tahoe MPO, CA)

<b>WORKLOAD SUMMARY</b>	POST OFFICE :	South Lake Tahoe	GROSS INTERIOR AREA:	19,397
	ADDRESS:	1046 AL TAHOE BLVD	EXTERIOR PAVED:	18,055
	STATE AND ZIP:	CA, 96150-9998	EXTERIOR UNPAVED:	23,322

LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)	LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)
1	WORKROOM TOILETS	CL	FX	4.5000	60	0	270.00	270.00	33	LIGHT FIXTURES (FEATHER)	DUST	FX	0.2500	4	0	4		4.00	4.00
2		PL	FX	1.5000	0	0	0.00	0.00	34	(CLOTH)	DUST	FX	1.5000	8	0	4		48.00	48.00
3	OFFICE TOILETS	CL	FX	4.0000	25	0	100.00	100.00	35	(VACUUM)	DUST	FX	1.0000	427	0	4		1708.00	1,708.00
4	LUNCH/ SWING RMS	CL	SF	0.0320	1200	0	38.40	38.40	36	LIGHT FIXTURES (SPONGE)	WASH	FX	10.0000	418	0	1		4180.00	4,180.00
5		PL	SF	0.0106	0	0	0.00	0.00	37	(LOUVER TANK)	WASH	FX	8.8900	0	0	0		0.00	0.00

Before you begin make sure you enter general information at the top of the form: post office, state/zip, and the unit of the staffing report you are working with.

Then you can proceed to the entries below:

- Verify postal staffing package by inputting data into the weekly quantity column (as applicable) directly from agency Form 4852 onto 4852 comp. forms.
- Do the same for the Annual USPS Quantity and applicable Frequency

\*\*\*\*NOTE: If you use lines 70-76 for unlisted items, be sure to input data into the following columns: Job requirement, operation, units of measure, minutes per square feet or unit, quantity and frequency.

- The last entry on this form will be lines E, F, and G of the work calculation portion of the form for **USPS only**. The APWU side is locked and calculated.

## 2. Additional 4852 Forms

APWU Form 4852 Additional Page 1- Right Side										
LOCATION:			CA, 96150-9998							
POST OFFICE:			South Lake Tahoe							
4852 Line #	DESCRIPTION (ANNUAL)			Unit Performance	Units or Sq Ft	USPS New Frequency	APWU Units	APWU Frequency	USPS Total	APWU Total
33	LIGHT FIXTURES-feather			0.2500					0.00	0.00
34	LIGHT FIXTURES-cloth			1.5000					0.00	0.00
35	LIGHT FIXTURES-vacuum			1.0000					0.00	0.00
36	LIGHT FIXTURES-sponge			10.0000					0.00	0.00
37	LIGHT FIXTURES-louver tank			8.8900					0.00	0.00
38	LIGHT FIXTURES-louver machine			5.0000					0.00	0.00
39	VENETIAN BLINDS -wash			30.0000					0.00	0.00
40	VENETIAN BLINDS-dust			5.0000					0.00	0.00
41	LOBBY GLASS-wash			0.1790					0.00	0.00
42	EXTERIOR GLASS-wash			0.1790	1032	12			2216.74	0.00
43	INTERIOR GLASS-wash			0.1790	101	2			36.16	0.00

The second tab has 6 additional 4852 forms so offices with more than one 4852 form can enter all of their data. The above example shows the second 4852 page

for South Lake Tahoe, CA. Remember that it is only necessary to enter data that will change the totals, i.e. anything over zero.

### 3. Work Hour Calculations (4852 Comparison Form)

Below is an example of the **Work Hour Calculations** Box of a 4852 comparison form when all the data is entered from the staffing package “as is.” Note that the USPS column and the APWU column match exactly. This will change once discrepancies from omitted units, sq feet, and frequencies are entered.

WORK HOUR CALCULATIONS				
		USPS	APWU	
A	MUTIPLY LINE 32 BY 52 WEEKS	87810.86	87810.86	MIN/YR
B	ENTER TOTAL FROM LINE 77	45822.85	45822.85	MIN/YR
C	TOTAL LINES A & B	133633.70	133633.70	MIN/YR
D	DIVIDE LINE C BY 60 MINS	2227.23	2227.23	WH/YR
E	Multi. Line D By .0125 (TRG)	37.86	27.84	H/YR
F	Multi. Line D By .0625 (BREAKS)	139.20	139.20	H/YR
	Multi. Line D By .0208 (WASH UPS)	46.33	46.33	H/YR
H	TOTAL LINES D + E + F + G	2450.62	2440.60	WH/YR
J	DIVIDE LINE H BY 52	47.13	46.93	WK HRS PER WEEK
K	DIVIDE LINE H BY 1760	1.39	1.39	WORK YRS
L	TOTAL EMPLOYEES	<b>1</b>	<b>1</b>	

Once you have entered ALL data, the APWU Weekly Minutes column will show the same totals until additional information is received from the data entry form. Continue by verifying the accuracy throughout the worksheet from generated USPS form 4852. All other lines will automatically calculate once all data has been entered. This concludes the verification process for this form. You can now proceed to the Data Entry Form.

## 4. Custodial Scheduling Data Entry Form

<b>APWU CUSTODIAL SCHEDULING WORKSHEET (WEEKLY)</b>		LOCATION/ FACILITY:			
		POST OFFICE:			
4852 Line #	DESCRIPTION (WEEKLY)	TOUR	UNITS or SQ FT	TIMES PER WEEK	TOTAL
1	WORKROOM TOILETS-clean				0
2	WORKROOM TOILETS-police				0
3	OFFICE TOILETS-clean				0
4	LUNCH/ SWING RMS-clean				0
5	LUNCH/ SWING RMS-police				0
6	LUNCH/ SWING RMS-wet mop				0
7	LOCKER ROOMS-clean				0
8	LOCKER ROOMS-police				0

<b>APWU CUSTODIAL SCHEDULING WORKSHEET (ANNUAL)</b>		LOCATION/ FACILITY:	
		POST OFFICE:	
4852 Line #	DESCRIPTION (ANNUAL)	TOUR	QUANTITY
33	LIGHT FIXTURES-feather		
34	LIGHT FIXTURES-cloth		
35	LIGHT FIXTURES-vacuum		
36	LIGHT FIXTURES-sponge		
37	LIGHT FIXTURES-louver tank		
38	LIGHT FIXTURES-louver machine		
39	VENETIAN BLINDS -wash		
40	VENETIAN BLINDS-dust		

To begin your entries on the Custodial Schedule [Data Entry form](#) (combined 4839 and 4869):

[Line 1- 31 \(additional weekly quantity to be cleaned- data will transfer to the right side of form 4852 Comp.\)](#)

- Enter the tour that will perform the task (optional)
- Enter additional units of Quantity to be cleaned.
- Enter the number of times per week.

[Line 33-76 \(Additional other than weekly Cleaning – data will transfer to the left side of form 4852 comp\).](#)

- Enter the tour that will perform the task (optional)
- Enter additional units or quantity to be cleaned other than weekly.

\*\*\*\*NOTE: If the only change you want made is Frequency then you have to do so from the 4852 comparison.

## 5. PROJECT WORK

- With project works, everything that is not normally done part of custodial duties like recycling or raising the flag.

<b>PROJECT WORK</b>  <b>APWU</b>  <b>(ANNUAL)</b>	LOCATION/ FACILITY:		
	POST OFFICE:		
DESCRIPTION e.g. Work Order # or project task (ANNUAL)	Total cleaning minutes. per day	Frequency of cleaning per year	<b>Total Work Minutes (Annual)</b>
Enter the category of the task that needs to be completed.	Be sure to enter the number of minutes it needs to be done <b>per day. If in hours convert to minutes.</b>	Include <b>how many times a year</b> this process takes place.	Calculated field- it will transfer the total to form 4852 comparison, just above line 77

## Analysis of the APWU vs. USPS Comparison Worksheet

The comparison worksheet is programmed to take any omitted items and add them to the USPS data to get a new total. Line L in the work hours calculated section of the form will give you the number of employees needed to clean the postal building. This is the total comparison for USPS and APWU data.

\*\*\*\*NOTE: Before you exit you must input the gross interior area, exterior paved, and exterior unpaved data located at the top of the comparison worksheet. Lastly you should print your name at the bottom of the worksheet and save the worksheet.

To review a staffing package, secure the package from your manager. The package should include at a minimum: Form 4852, 4869, 4839.

**The following page shows an example of a complete 4852 comparison page:**

**APWU VERSUS USPS COMPARISON WORKSHEET**

<b>WORKLOAD SUMMARY</b>	POST OFFICE :	South Lake Tahoe	GROSS INTERIOR AREA :	19,397
	ADDRESS:	1046 AL TAHOE BLVD	EXTERIOR PAVED:	18,055
	STATE AND ZIP:	CA, 96150-9998	EXTERIOR UNPAVED:	23,322

**USPS**                      **APWU**

LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)	LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)
1	WORKROOM TOILETS	CL	FX	4.5000	60	0	270.00	270.00	33	LIGHT FIXTURES (CEILING)	DUST	FX	0.2500	4	0	4		4.00	4.00
2		PL	FX	1.5000	0	0	0.00	0.00	34	(CLOTH)	DUST	FX	1.5000	8	0	4		48.00	48.00
3	OFFICE TOILETS	CL	FX	4.0000	25	0	100.00	100.00	35	(VACUUM)	DUST	FX	1.0000	427	0	4		1708.00	1,708.00
4	LUNCH/ SWING RMS	CL	SF	0.0320	1200	0	38.40	38.40	36	LIGHT FIXTURES (SPRINGS)	WASH	FX	10.0000	418	0	1		4180.00	4,180.00
5		PL	SF	0.0104	0	0	0.00	0.00	37	(LOUVER TANK)	WASH	FX	8.9000	0	0	0		0.00	0.00
6		WM	SF	0.0300	0	0	0.00	0.00	38	(LOUVER MACH.)	WASH	FX	5.0000	0	0	0		0.00	0.00
7	LOCKER RMS	CL	SF	0.0240	1596	0	38.30	38.30	39	VENETIAN BLINDS	DUST	BL	5.0000	3	0	1		15.00	15.00
8		PL	SF	0.0080	0	0	0.00	0.00	40	VENETIAN BLINDS	WASH	BL	30.0000	3	0	1		90.00	90.00
9		WM	SF	0.0300	0	0	0.00	0.00	41	LOBBY GLASS	WASH	SF	0.1790	0	0	0		0.00	0.00
10	WORKROOMS	CL	SF	0.0104	69414	0	735.79	735.79	42	EXTERIOR GLASS	WASH	SF	0.1790	779	0	2		278.88	278.88
11		PL	SF	0.0053	0	0	0.00	0.00	43	INTERIOR GLASS	WASH	SF	0.1790	424	0	4		303.58	303.58
12	OFFICES	CI	SF	0.0375	4380	0	164.25	164.25	44	WORKROOM PIPES/ DUCTS	DUST	SF	0.0690	2150	0	1		148.35	148.35
13	SUPPLY RMS	CL	SF	0.0120	0	0	0.00	0.00	45	OTHER PIPES/ DUCTS	DUST	SF	0.0480	0	0	0		0.00	0.00
14	FREIGHT ELEVATORS	PL	EA	10.0000	0	0	0.00	0.00	46	LOOKOUT GALLERY	CL	LF	0.4800	167	0	12		961.92	961.92
15	PASSENGER ELEVATORS	CL	EA	20.0000	0	0	0.00	0.00	47	CARRIER CASE	CL	EA	4.0000	42	0	1		168.00	168.00
16	EXT POLICE	PL	SF	0.0012	107929	0	129.51	129.51	48	OTHER CASE	CL	EA	1.5000	67	0	1		100.50	100.50
17	PLATFORMS	CL	SF	0.0104	6066	0	64.30	64.30	49	EXT. PAVED (BROOM)	SWEEP	SF	0.0060	17887	0	52		5580.74	5,580.74
18		PL	SF	0.0053	0	0	0.00	0.00	50	EXT PAVED (PWR VAC)	SWEEP	SF	0.0040	0	0	52		0.00	0.00
19	SERVICE/ BOX LOBBY	CL	SF	0.0160	19278	0	308.45	308.45	51	EXT PAVED (RIDER)	SWEEP	SF	0.0012	0	0	52		0.00	0.00
20		PL	SF	0.0020	450	0	0.90	0.90	52	ACTIVE STORAGE	CL	SF	0.0120	662	0	52		413.09	413.09
21		WM	SF	0.0300	0	0	0.00	0.00	53	INACTIVE STORAGE	CL	SF	0.0120	648	0	4		31.10	31.10
22		VS	SF	0.0064	9414	0	60.25	60.25	54	RESILENT FLOOR	DM	SF	0.0150	103	0	12		18.54	18.54
23		DM	SF	0.0150	9639	0	144.59	144.59	55	RESILENT FLOOR	INT	SF	0.2400	12496	0	1		2999.04	2,999.04
24	STAIRWAYS 12"	CL	FL	8.0000	0	0	0.00	0.00	56	RESILENT FLOOR	PERI	SF	0.0960	906	0	4		347.90	347.90
25		PL	FL	2.4000	0	0	0.00	0.00	57	TERRAZZO	INT	SF	0.2400	3138	0	1		753.12	753.12
26	CORRIDORS	CL	SF	0.0060	132	0	0.79	0.79	58	TERRAZZO	PERI	SF	0.1200	3138	0	12		4518.72	4,518.72
27		DM	SF	0.0150	132	0	1.98	1.98	59	CONCRETE	INT	SF	0.2400	1388	0	1		333.12	333.12
28		VS	SF	0.0064	88	0	0.56	0.56	60	CONCRETE	PERI	SF	0.0960	1313	0	0		0.00	0.00
29		PL	SF	0.0020	264	0	0.53	0.53	61	CARPET	SHAMP	SF	0.2400	98	0	1		23.52	23.52
30	SHOP AREA	CL	SF	0.0120	0	0	0.00	0.00	62	CARPET	SPOT	SF	0.1200	0	0	0		0.00	0.00
31	JANITOR CLOSET	CL	EA	10.0000	12	0	120.00	120.00	63	WOOD	INT	SF	0.2400	648	0	1		155.52	155.52
32	SUBTOTAL						2178.60	2178.60	64	WOOD	PERI	SF	0.1200	648	0	3		233.28	233.28

WORK HOUR CALCULATIONS				
	USPS	APWU		
A	MULTIPLY LINE 32 BY 52 WEEKS	113287.34	113287.34	MIN/YR
B	ENTER TOTAL FROM LINE 77	57042.36	57042.36	MIN/YR
C	TOTAL LINES A & B	170329.70	170329.70	MIN/YR
D	DIVIDE LINE C BY 60 MINS	2838.83	2838.83	WH/YR
E	Multi. Line D By .0125 (TRG)	32.37	35.49	H/YR
F	Multi. Line D By .0625 (BREAKS)	118.39	177.43	H/YR
	Multi. Line D By .0208 (WASH UPS)	59.05	59.05	H/YR
H	TOTAL LINES D + E + F + G	3048.64	3110.79	WH/YR
J	DIVIDE LINE H BY 52	58.63	59.82	WK HRS PER WEEK
K	DIVIDE LINE H BY 1760	1.73	1.77	WORK YRS
L	TOTAL EMPLOYEES	2	2	

PL	Police	DM	Damp Mop
CL	Clean	SF	Square Feet
WM	Wet Mop	VS	Vacuum Scrub

65	LAWNS (PUSH)	MOWP	SF	0.0120	0	0	0	0.00	0.00
66	LAWNS (RIDER)	MOWR	SF	0.0060	0	0	0	0.00	0.00
67	HEDGE/ SHRUB	TRIM	LF	1.2000	0	0	0	0.00	0.00
68	SNOW	REMOV	LF	0.0150	17887	0	16	4292.88	4,292.88
69	P.O. BOXES	CL	EA	2.0000	5036	0	1	10072.00	10,072.00
70	Ceramic Floor	PERI	SF	0.1200	356		4	170.88	170.88
71	Ceramic Floor	INT	SF	0.2400	356		1	85.44	85.44
72	Lunch/Swing Room	VS	SF	0.0064	400		52	133.12	133.12
73								0.00	0.00
74								0.00	0.00
75								0.00	0.00
76								0.00	0.00
76A								0.00	0.00
xxx	USPS other Mins.								0.00
xxx	From 4852 Additional ( 1-6)							18874.11	18,874.11
76D	PROJECT WORK (other miscellaneous maintenance)							0.00	0.00
77	SUBTOTAL							57042.36	57,042.36

**Idowu Balogun**

APWU Staffing Advocate (signature)

APWU Form 4852 Comparison V 3.2 (October 14, 2009)

7/21/2011 13:51

Prepared by: