

**U.S. Postal Service
Washington, DC 20260-7310**

**Maintenance Handbook MS-45
Field Maintenance Program**

**Transmittal Letter 3
August 15, 1987**

A. Explanation

This is a complete revision of MS-45, *Area Maintenance Office Operating Procedures*. MS-45 has been renamed *Field Maintenance Program*. This handbook establishes standard management operating procedures for the Field Maintenance Program (FMP). It provides the necessary guidelines to determine, perform, and control the maintenance workload in conjunction with the *Administrative Support Manual (ASM)*, *Operation and Maintenance of Real Property (MS-1)*, *Housekeeping, Postal Facilities (MS-47)*, and other directives relative to the FMP.

B. Distribution

1. **Initial.** Copies of this complete issue are being distributed to all Maintenance Capable Offices, Management Sectional Centers, Bulk Mail Centers, Postal Employee Development Centers, regional offices, and divisional offices.
2. **Additional Copies.** Order additional copies directly from your supply center on Form 7380, *Supply Center Requisition*.

C. Rescissions


All previous issues of MS-45, Transmittal Letters 1 and 2, are rescinded and should be discarded.

D. Comments and Questions

Suggestions for improving this handbook are solicited from all sources. Anyone wishing to make such recommendations should use the preaddressed postcards at the back of this handbook.

E. Effective Date

These instructions are effective upon receipt.


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TABLE OF CONTENTS

CHAPTER 1	1-1	332 In-House Workhours	3-2
INTRODUCTION	1-1	333 Nearby Staff Workhours	3-2
110 GENERAL	1-1	334 MSC/Major Facility Workhours	3-2
120 RESPONSIBILITIES	1-1	335 Contractor Maintenance	3-2
121 Headquarters Responsibilities	1-1	340 TRAINING FOR THE FMP	3-2
122 Field Division Responsibilities	1-1	341 General	3-2
123 Field Maintenance Office Responsibilities	1-1	342 Requirements Determination	3-2
123.1 Administration	1-1	343 Informal Training	3-2
123.2 Resources	1-1	343.1 Specialist Training	3-2
124 Local Responsibilities	1-1	343.2 Installation Head Training	3-2
124.1 Operator	1-1	344 Formal Training	3-2
124.2 Management	1-1	350 SUPERVISING THE FMP	3-3
 		351 Working Relationships	3-3
CHAPTER 2	2-1	352 Inspections	3-3
MAINTENANCE IN DETACHED POSTAL FACILI- TIES	2-1	353 Priorities	3-3
210 GENERAL	2-1	354 Work Load Assignment	3-3
211 Maintenance Responsibility	2-1	354.1 Responsibility	3-3
212 Responsibility Determination	2-1	354.2 Assignment Factors	3-3
220 MAINTENANCE PLAN	2-1	354.3 Work Review and Followup	3-3
230 SCHEDULED MAINTENANCE	2-1	355 Recordkeeping	3-3
231 General	2-1	360 TRAVEL AND TRANSPORTATION	3-3
232 Preventive Maintenance	2-1	361 General	3-3
233 Corrective Maintenance	2-2	362 Vehicle Maintenance	3-4
234 Modifications	2-2	363 Vehicle Safety	3-4
240 UNSCHEDULED MAINTENANCE	2-2	364 Limits on Vehicle Use	3-4
241 General	2-2	365 Travel Time	3-4
242 Discovered Maintenance	2-2	366 Overnight Travel	3-4
243 Emergency Repairs	2-2	367 Travel Expenses	3-4
250 WORK-ORDER SYSTEM	2-2	 	
251 Purpose	2-2	CHAPTER 4	4-1
252 Use	2-2	CONTRACTOR-PERFORMED WORK	4-1
252.1 General	2-2	410 INTRODUCTION	4-1
252.2 Action	2-2	411 Definition	4-1
252.3 Distribution	2-3	412 Scope	4-1
 		420 PROCEDURES FOR OBTAINING NON- POSTAL WORK	4-1
CHAPTER 3	3-1	421 References	4-1
FIELD MAINTENANCE PROGRAM ADMINIS- TRATION	3-1	422 Local Purchasing Authority	4-1
310 GENERAL	3-1	430 PERFORMANCE	4-1
320 WORK LOADS	3-1	440 PAYMENT	4-1
321 Definitions	3-1	450 REPORTING	4-1
321.1 Work Load	3-1	451 Costs of Contractor-Performed Work	4-1
321.2 Physical Plant	3-1	452 Postal Personnel	4-1
321.3 Operating Equipment	3-1	453 Other Costs	4-1
322 Work Load Classification	3-1	454 Contractor Cleaning	4-2
323 Housekeeping	3-1	460 REPAIR SOURCE CALL LIST	4-2
324 Building Maintenance	3-1	461 Emergency Repairs	4-2
325 Equipment Maintenance	3-1	462 Designation of Emergency Repairmen	4-2
326 Other Work Load	3-1	 	
327 Total Work Load	3-1	CHAPTER 5	5-1
330 STAFFING	3-1	TOOLS AND PARTS	5-1
331 General	3-1	510 TOOLS	5-1
		511 Issuing Tools	5-1

TABLE OF CONTENTS

FIELD MAINTENANCE PROGRAM

512 Issuing Tools Permanently 5-1
513 Issuing Tools Temporarily 5-1
514 Procuring Tools Locally 5-1
520 PARTS 5-1
521 Exchanging Units 5-1
522 Exchanging Parts 5-1
523 Determining Need 5-1
524 Ordering Parts 5-2
525 Repairable Parts 5-2
526 Locally Purchased Parts 5-2

CHAPTER 6 **6-1**
RECORDKEEPING 6-1
610 GENERAL 6-1
620 REQUIRED FILES 6-1
621 Data File 6-1
622 Resource File 6-1
623 Historical File 6-1
APPENDIX A **A-1**
FACILITY DATA A-1

CHAPTER 1

INTRODUCTION

110 GENERAL

The Field Maintenance Program (FMP) is designed to provide maintenance support to satellite postal facilities within a designated geographic area where the USPS is responsible for maintenance and the facilities do not have in-house maintenance supervisors. Such facilities, called detached units, include all associate offices (AOs), stations, and branches within the Management Sectional Center (MSC) area.

120 RESPONSIBILITIES**121 Headquarters Responsibilities**

Headquarters, through the Office of Maintenance Management, prescribes policy by which the FMP operates. That policy is described in this handbook, in the *Administrative Support Manual*, or in other regulatory documents such as management instructions and maintenance bulletins.

122 Field Division Responsibilities

The Field Division General Manager/Postmaster, or the designated representative, will designate the geographic areas within the division and the offices in those areas that will provide field maintenance support under the FMP. These offices will be identified as Field Maintenance Offices (FMOs). An FMO may be the office in which the division is located, an MSC, or an AO.

123 Field Maintenance Office Responsibilities

123.1 Administration. The FMO administers the day-to-day operation and control of the FMP by assisting in establishing a preventive maintenance (PM) program and by ensuring that corrective maintenance (CM) is done as quickly and economically as possible. If postal employees cannot perform the

maintenance, the FMO may assist in obtaining contractor maintenance when needed. Provisions of Part 535, Maintenance Service Contracts, of the Administrative Support Manual must be followed. Each FMO must have a designated manager or supervisor to administer the day-to-day operations of the FMP. That individual may be a maintenance manager/supervisor or other designated manager. The manager/supervisor who administers the FMP will be known as the Field Maintenance Program supervisor (FMP supervisor). Note that this is not a job title but relates to duties assigned to a designated supervisor who administers the Field Maintenance Program.

123.2 Resources. To ensure that detached units are adequately maintained, the FMP supervisor will work with the installation head to develop a maintenance plan for that facility (see Section 220 of this handbook).

124 Local Responsibilities

124.1 Operator. While the maintenance force is primarily responsible for performing maintenance duties, personnel who use and operate equipment also have responsibilities for certain types of maintenance. Normally, this maintenance is delineated as operator duties in the operating instructions for specific pieces of equipment. In addition, the equipment user may at times be requested to ship whole units or subassemblies (modules) back to a designated office for repair. This exchange minimizes the travel time required by FMP personnel.

124.2 Management. The installation head is responsible for maintaining the building and its equipment, the customer services equipment, the mail processing equipment, the support equipment, and custodial services in the facility. The maintenance plan will be the principal guide for performing maintenance.

CHAPTER 2

MAINTENANCE IN DETACHED POSTAL FACILITIES

210 GENERAL**211 Maintenance Responsibility**

Detached postal facilities may be owned by the Postal Service, leased, or controlled by some other government agency such as the General Services Administration (GSA) or the military. The Postal Service maintains postal-owned buildings, while GSA or the military normally maintain their buildings. In leased buildings, the lease specifies maintenance responsibility. Where the Postal Service is responsible for maintenance, the work must be accomplished in the most cost-effective manner. Management must ensure compliance with all applicable regulations, including the USPS APWU/NALC National Agreement. In all cases, the Postal Service is responsible for maintaining all operating equipment used in postal business.

212 Responsibility Determination

If a leased facility requires maintenance, it must be determined if the work is the responsibility of the Postal Service or the lessor. Refer to the current lease agreement, including any amendments, to determine who has the right and the responsibility to do the work. Copies of the lease must be on file at both the leased facility and its FMO. Any questions regarding the lease should be directed to the Field Division or to the appropriate Facilities Service Center through the Field Division. In facilities where the GSA or another government agency has maintenance responsibility, that agency must be contacted regarding needed repairs.

220 MAINTENANCE PLAN

For every detached unit, the installation head will work with the FMP supervisor to develop a maintenance plan which ensures that the facility and all equipment are maintained in proper condition. The maintenance plan must include provisions for both scheduled and unscheduled maintenance. The FMP supervisor must ensure that the plan provides the required maintenance resources locally, at nearby facilities, at the MSC, or by arrangement with a contractor. Provisions of Part 535, Maintenance Service Contracts, of the Administrative Support Manual

must be followed. The resources must include personnel and materials. The procedures through which the maintenance is performed are subject to higher-level approval. All maintenance plans must have at least the approval of the Field Division.

230 SCHEDULED MAINTENANCE**231 General**

Scheduled maintenance is that work planned in advance. It includes preventive maintenance (PM), corrective maintenance (CM), modifications, and other planned maintenance workhour requirements.

232 Preventive Maintenance

Preventive maintenance is the scheduled systematic inspection, cleaning, lubricating, and servicing of equipment and buildings to maintain them in optimum condition. The PM route sheets are established by the FMP supervisor. Route sheets illustrate what maintenance must be performed, where to perform it, and the time required for the maintenance. The PM routes are essential to the proper operation of the FMP and must be updated as required. The following references provide guidelines for establishing routes and route sheets:

- a. HBK MS-1, *Operation and Maintenance of Real Property*
- b. HBK MS-24, *Heating, Cooling, and Ventilating*
- c. HBK MS-47, *Housekeeping, Postal Facilities*
- d. HBK MS-58, *Maintenance Performance Criteria*
- e. HBK MS-63, *Maintenance Management Class A Offices*
- f. HBK MS-65, *Maintenance Management Class B Offices*

NOTE

Manufacturer's instructions may also be referenced when establishing routes.

233 Corrective Maintenance

Corrective Maintenance (CM) is the planned replacement of known defective parts and components and the troubleshooting and subsequent repair of malfunctioning equipment. Normally, the need for CM will be discovered by personnel in the detached unit or through routine scheduled maintenance. The FMP supervisor must prioritize and schedule CM done under the FMP. The CM workhours must be considered when developing the maintenance plan.

234 Modifications

Modifications are changes to the present configuration of a building, building system, or operating equipment. When modifications are authorized by Headquarters on configuration-controlled equipment or by the local authority for nonconfiguration-controlled equipment, the FMP supervisor will prioritize and schedule them. Modification workhours must be considered when developing the maintenance plan. Modifications that change the building structure, i.e., those classified as repair and alteration projects, are the responsibility of the Facilities Service Center and will not be performed at the local level. However, local management may identify and request the need for such projects.

240 UNSCHEDULED MAINTENANCE**241 General**

Unscheduled maintenance requires immediate attention but was unplanned during normal scheduled maintenance. In general, unscheduled maintenance falls into one of two categories, discovered maintenance or emergency repairs. Workhours for unscheduled maintenance must be considered when developing the maintenance plan.

242 Discovered Maintenance

Discovered maintenance is happened upon during the normal course of events. This need is normally identified during other maintenance activities, such as routine inspections and, once identified, requires immediate attention to prevent serious problems later. Building occupants may also discover maintenance needs. In any case, if in-house personnel or a prearrangement with a contractor cannot make the repairs, the installation head must either use local purchasing authority or initiate an emergency action request from the FMO. The FMO will determine if the emergency action request is a true emergency and will take appropriate action.

243 Emergency Repairs

Emergencies, by definition, should be limited to conditions that threaten the safety, health, or security of the mail. In an emergency beyond local capabilities, a detached unit must contact the FMO, if possible, to determine the exact nature of the emergency. In a true emergency, FMO personnel may call upon any necessary resource to provide the necessary maintenance. These resources include contractor maintenance, reassignment of postal employees, or any other necessary action. If no one is available at the FMO, the MSC and/or the Field Division must be contacted.

NOTE

If the maintenance or repair work is beyond the capabilities of the FMO, the MSC, and the Field Division, it must be referred to the Facilities Service Center.

250 WORK-ORDER SYSTEM**251 Purpose**

Form 4805, *Work Record Sheet* (work order), is a request for work. Form 4805 provides information for planning repairs and estimating the labor and materials required to perform the job. A historical record illustrating the actual workhours and materials expended is made on Form 4805. It also provides authorizations and instructions for where and how to perform a job. The objective of the work-order system is to establish a control document that tracks a job from request to completion.

252 Use

252.1 General. Unless work is being done under an established PM route sheet, Form 4805 is used by all offices in all circumstances (unless otherwise directed by the Field Division) to request maintenance or repair work. In an emergency that cannot be handled in-house, a verbal request may be necessary to initiate an immediate repair; however, Form 4805 must be initiated as soon as possible to cover the requested service.

252.2 Action. If a detached unit requires assistance from the FMO, the installation head must initiate Form 4805. The detached unit completes only Part I of the form and ensures that the "Approved By" block contains the signature and title of the installation head.

252.3 Distribution. The original (white) and the pink copy of Form 4805 are sent to the FMO. The yellow copy is retained in the requesting office as a control copy. After the work is complete, the pink copy is returned to the installation head as a feedback report. If applicable, the FMO also provides the MSC and/or the Field Division with a copy of the completed work order.

NOTE

Further discussion of work orders is found in HBK MS-63, *Maintenance Management Class A Offices*, and HBK MS-65, *Maintenance Management Class B Offices*.

CHAPTER 3

FIELD MAINTENANCE PROGRAM ADMINISTRATION

310 GENERAL

The FMP requires a certain amount of planning and administrative work. Such work includes determining the number of hours and employees needed to perform the maintenance (work load) and an overview of work orders and expenses. This chapter covers some of the more important areas that must be properly managed if the FMP is to fulfill its purpose.

320 WORK LOADS**321 Definitions**

321.1 Work Load. A facility's maintenance work load is the total workhours required to maintain the physical plant and operating equipment.

321.2 Physical Plant. A facility's physical plant includes the building; grounds; equipment such as heating, ventilating, air-conditioning (HVAC), plumbing, and electrical systems; and support equipment (lawnmower, vacuum cleaner, etc.).

321.3 Operating Equipment. The operating equipment includes all equipment used in the facility's daily business operations. Examples of such equipment are mail processing equipment, customer services equipment, and support equipment (scales, stamp vending machines, canceling machines, cases, etc.).

322 Work Load Classification

A facility's work load usually can be divided into three major maintenance categories: housekeeping (custodial), building, and operating equipment.

323 Housekeeping

HBK MS-47, *Housekeeping, Postal Facilities*, provides guidelines for determining the custodial workhours necessary to maintain a clean and healthy facility. HBK MS-47 also provides guidelines for establishing route sheets and provides material requirements for various custodial tasks.

324 Building Maintenance

HBK MS-1, *Operation and Maintenance of Real Property*, provides guidelines for determining the workhours necessary to maintain the building, building equipment, and grounds. Once this total work load is determined, the Field Division and/or the FMO will determine how to accomplish the work: in-house personnel, maintenance personnel from a nearby facility, MSC personnel, or contractor.

325 Equipment Maintenance

The guidelines for determining the workhours necessary to maintain operating equipment are found in various directives, manuals, handbooks, and maintenance bulletins. The Field Division and/or the FMO should consult these documents when determining the workhours necessary to maintain this equipment.

326 Other Work Load

In some cases (a new or unique type of equipment), maintenance guidelines may not exist. In such cases, the maintenance work load requirement may be derived from an analysis of historical data of similar equipment or from the manufacturer's suggested maintenance guidelines.

327 Total Work Load

Total work load is the sum of all housekeeping, building, equipment, and other work loads, plus time spent in administrative or nonproductive duties such as travel or training. Total work load is an essential part of the FMP, so administrative and nonproductive hours must be taken into account when a facility's work load is determined.

330 STAFFING**331 General**

After the total work load is determined, the Field Division, working with the FMP supervisor and the facility's installation head, decides how to accomplish the work. All decisions must be in accordance with the USPS APWU/NALC National Agreement. The

work load is then divided into one of the following categories:

- a. In-house workhours
- b. Nearby staff workhours
- c. MSC/major facility workhours
- d. Contractor maintenance

332 In-House Workhours

In-house workhours are assigned to maintenance employees domiciled at the detached facility. In most detached units, the major demand for in-house workhours is for custodial work. If other, less than full-time maintenance workhours are required, they may possibly be combined with the custodial work to provide full employment for an employee. When in-house labor is used, the installation head must ensure that the individual assigned the work has the training and skills necessary to do the job properly.

333 Nearby Staff Workhours

In some cases, maintenance workhours from several detached facilities may be combined into the total work load of another facility. This combined work load could be used to provide justification for specialty positions (e.g., engineman) or to provide generalist maintenance for the detached units. Such cases often occur when stations and branches receive support from the main office.

334 MSC/Major Facility Workhours

These workhours are assigned to large postal facilities where specialists (electricians, plumbers, postal machine mechanics, etc.) or generalists (general mechanics, area maintenance technicians, area maintenance specialists, etc.) may be employed. All other postal resources must be considered before assigning workhours to these facilities, and work assigned there must be kept to a minimum. When determining overall staffing at the large facility, the work load for detached unit maintenance, including travel time, should be considered.

335 Contractor Maintenance

Contractor maintenance (landscaping, custodial, HVAC, snow removal, etc.) is work completed by nonpostal personnel. All arrangements for maintenance work by nonpostal personnel must comply with the current USPS APWU/NALC National Agreement, Subchapter 530 of the *Administrative Support Manual (ASM)*, and HBK AS-703, *Field Guide to Purchasing and Requisitioning*.

340 TRAINING FOR THE FMP

341 General

The success of the FMP requires formal and informal training for the installation head, the FMP supervisor, and all FMP employees. The Field Division, working with its respective Postal Employee Development Center (PEDC), is responsible for FMP training. The Field Division must ensure that any employee assigned to a maintenance job is familiar with the importance of safe practices and with the equipment, the type of work (corrective or preventive), and any required forms or paperwork.

342 Requirements Determination

Training ranges from introductory courses for installation heads to in-depth training for an equipment specialist. The PEDC provides formal training; informal training is more of the instructional or "show-and-tell" type. To determine training needs, the Field Division must examine the potential work load and the current skills of its maintenance employees. In addition, it must consider the type of equipment and level of maintenance expected. The FMP supervisor's immediate supervisor should determine the training needs.

343 Informal Training

343.1 Specialist Training. The Field Division and/or FMO must arrange for informal training. Someone familiar with the subject should provide informal training. For example, only an individual thoroughly experienced in maintaining heating boilers should train another employee in that maintenance. Such training should occur on site, where the trainer can instruct the employee in the proper way to complete a heating boiler PM route and perform such maintenance duties as checking low water cutoffs, pressure relief valves, and completing Form 4846, *Low Pressure Heating Boiler Operating Log*.

343.2 Installation Head Training. Detached unit postmasters/installation heads also must receive informal training. New postmasters may receive indoctrination and instructions from the MSC or the FMP supervisor, while incumbent postmasters/installation heads may receive such instructions at seminars and meetings. The training and instructions must cover such topics as field maintenance program procedures, procurement procedures, safe combination changes, exchanging and ordering parts, and other topics required under the FMP.

344 Formal Training

The Field Division and/or the FMO determines formal training requirements by analyzing the required work

load in its detached units and comparing it to the skills required under FMP. They must ensure that the field maintenance force is adequately trained. Requirements must be coordinated with the PEDC in order to meet the "initial call" for training billets in the coming year. When it receives the requested billets, the Field Division and/or the FMO works with the PEDC to ensure an employee is ready for the training, including any prerequisite courses. The PEDC also prepares any necessary paperwork and maintains all records of completed training.

350 SUPERVISING THE FMP

351 Working Relationships

For the FMP to work properly, a line of communication must exist from the detached unit up through the FMO, the MSC, and the Field Division to the Facilities Service Center. All these entities must be involved to the point necessary to maintain the detached facility. Work orders; reports; technical advice on facilities, contracts, and repair and alteration projects; procurement requests; information on lease amendments/renewals; lessor maintenance; etc., may flow through this communication channel.

352 Inspections

Maintenance inspection requirements are established by the Office of Maintenance Management policy at Headquarters. This policy is normally distributed through handbooks and maintenance bulletins. The Field Division should be aware of these policies and administer them accordingly. When necessary, the Field Division may establish inspection requirements in addition to those required by national policy.

353 Priorities

The FMP supervisor assigns priorities to the maintenance tasks. Priorities are based upon the severity of the problem, need, availability of resources and funds, and prior arrangements with contractors. Highest priority must always be given to problems that could cause physical injury or illness to employees or additional damage and expense if uncorrected. Hazards reported during safety or maintenance inspections and identified as "IMMINENT DANGER" must be reported to the official in charge of the workplace for immediate abatement (see ELM, Part 825).

354 Work Load Assignment

354.1 Responsibility. Under the FMP, the FMP supervisor is responsible for assigning the work. All assignments must be made with consideration for

doing the job economically and in accord with the USPS APWU/NALC National Agreement and other applicable regulations.

354.2 Assignment Factors. When considering work assignments, the FMP supervisor must consider all available resources and any limitations in the available work force. Some maintenance employees assigned to the detached units, and other employees assigned duties under the FMP, may be responsible to a supervisor other than the FMP supervisor. Therefore, when making assignments under the FMP, the FMP supervisor must work with any supervisors/managers involved.

354.3 Work Review and Followup. Periodically, the FMP supervisor reviews the work of all employees assigned duties under the FMP. Usually, USPS employees are familiar with their assigned work so a followup is not required on every job. However, occasional followups improve work methods, safety, and quality control. When using contractors, a statement of work must be provided to the contractor. The FMP supervisor must periodically check to see if the work is on schedule. Unsafe or unhealthful actions by contractors must be reported to the contracting officer or representative for correction.

355 Recordkeeping

If possible, the Field Division must initiate an FMP recordkeeping program consistent with one of the nationally established systems in use. As these systems change over time, the FMP reporting procedure should be changed accordingly. If use of a nationally established system is not possible, a manual system may be used, but it should be structured as close as possible to an acceptable automated system. (See Chapter 6 for recordkeeping requirements.)

360 TRAVEL AND TRANSPORTATION

361 General

To the maximum extent possible, government transportation must be provided for field maintenance employee travel. Some facilities will have vehicles dedicated to the FMP; in others, the FMP employee may use whatever government transportation is available (carrier vehicle, vehicle maintenance facility (VMF) vehicle, administrative vehicle, etc.). A privately owned vehicle may be used only as a last resort. If the FMP requires additional vehicles, it must be determined that all presently assigned vehicles are being used as much as possible and that no other vehicles are available.

362 Vehicle Maintenance

Postal vehicles are the responsibility of the appropriate VMF. If there is no VMF, the maintenance is procured from a local gas or service station. In all cases, when the vehicle reaches the scheduled date or mileage for routine maintenance, the operator will contact his/her supervisor. Also, the operator will report defects promptly.

363 Vehicle Safety

While operating any government-owned vehicle, personnel must follow all USPS vehicle safety requirements as outlined in the following:

- a. *Postal Operations Manual (POM)*, Chapter 7
- b. *Employee and Labor Relations Manual (ELM)*, Chapter 8
- c. *Notice 76, Expanded Vehicle Safety Check*
- d. *HBK EL-801, Supervisor's Safety Handbook*

364 Limits on Vehicle Use

When field maintenance personnel have to stay overnight at the detached unit location, the government vehicle may be used for transportation to lodging and restaurants.

365 Travel Time

Since travel time is nonproductive, PM routes and maintenance visits should be scheduled to minimize travel. Accurate daily travel time and mileage records must be maintained.

366 Overnight Travel

When scheduled repair work at a detached unit is not completed during regular working hours, the FMP supervisor must determine the most economical alternative method of completing the job. The following are possible considerations:

- a. The employee goes home that day and schedules another visit to complete the job.
- b. The employee completes the work on overtime and goes home that day.
- c. The employee stays overnight, completes the work the next day, and then goes to the next assignment.

367 Travel Expenses

When a field maintenance employee must stay overnight at a detached facility, the employee is allowed the per diem rate prescribed in Chapter 2 of HBK F-10, *Travel*. When reporting per diem expenses, the employee will prepare a Form 1012, *Travel Voucher*, and submit it to the FMO.

CHAPTER 4

CONTRACTOR-PERFORMED WORK

410 INTRODUCTION**411 Definition**

Contractor-performed work is the use of nonpostal help to perform field maintenance work.

412 Scope

This chapter describes the procedures required when field personnel and installation heads use contractor-performed work. It also provides reporting instructions for field maintenance personnel.

420 PROCEDURES FOR OBTAINING NONPOSTAL WORK**421 References**

All field maintenance personnel who assist local installation heads must be familiar with procurement rules and regulations. The following references must be consulted:

- a. *Administrative Support Manual (ASM)*
- b. HBK MS-63, *Maintenance Management Class A Offices*
- c. HBK MS-65, *Maintenance Management Class B Offices*
- d. HBK AS-703, *Field Guide to Purchasing and Requisitioning*
- e. Local procurement field guides

422 Local Purchasing Authority

Installation heads may use their local purchasing authority to procure contractor-performed work. If warranted, field maintenance personnel may assist the local Postmaster in arranging for contractor-performed work.

430 PERFORMANCE

The contracting officer ensures that contract work is done as required by the contract. If local purchasing

authority is used, the person with local purchasing authority is, in effect, the contracting officer responsible for monitoring the work (or having a representative monitor it and report back on the progress of work, problems, etc.). If technical assistance is needed to monitor the work, contact the FMO.

440 PAYMENT

After the work has been satisfactorily performed, the installation head is responsible for payment of the services.

450 REPORTING**451 Costs of Contractor-Performed Work**

When a Form 4805 and field maintenance personnel are not used (e.g., a local person is hired to repair a defective door closer), expenditures for contractor-performed work acquired by local purchasing authority at the detached unit will be reported to the FMO in a memorandum.

452 Postal Personnel

If postal maintenance personnel are involved in any type of contractor-performed work, a Form 4805, *Work Record Sheet*, must be initiated by the concerned detached unit. The Form 4805 must indicate the total amount of time used by postal personnel (including workhours, travel time, and administrative time). The form must also show the type of work performed and the amount paid to the contractor. When completed, the Form 4805 must be forwarded to the FMO.

453 Other Costs

If the Field Division requires more complete reporting of costs for contractor-performed work, the FMO must complete a Form 4803, *Contract Maintenance Cost*. The form must show workhour costs for preventive and corrective maintenance, material costs, costs associated with the leasing of tools or equipment required to perform the work, and utility costs. Detached units must send contract payment documents or copies through the FMO. From these documents,

the FMO can extract the data to complete the Form 4803.

454 Contractor Cleaning

Local purchasing authority may be used for nonrecurring requirements such as snow removal. Generally, Headquarters sets policy for using local purchasing authority for other cleaning services. See applicable management instructions for this policy.

460 REPAIR SOURCE CALL LIST

Working together, the installation head and the FMP supervisor should establish a call list of contractors that may be contacted in case the need arises for routine or emergency repairs. The call list ensures the availability of such contractors. The call list must be kept in the FMO's resource file and at the detached unit. The list must include the following:

- a. Name, address, and telephone number of the contractor
- b. Type of work performed
- c. On-call procedures

NOTE

The installation head and the FMP supervisor must review and update the list annually.

461 Emergency Repairs

Emergency repairs are those necessary for continued operation, security, safety, or health of postal personnel, equipment, or facilities.

462 Designation of Emergency Repairmen

A Form 7426, *Designation of Emergency Repairmen*, must accompany every lease agreement. The form identifies contractors who have been selected by the lessor to be contacted in an emergency. Section 514.2, "Emergency Repairs," of the *Administrative Support Manual* outlines the procedures an installation head and the FMO must clearly understand and follow if emergency repairs are needed. The installation head and the FMO must ensure that a completed Form 7426 is available at the concerned facility. If Form 7426 is not available, the installation head or the FMP supervisor must ask the appropriate Facilities Service Center to obtain a completed form from the lessor. If in the event of an emergency Form 7426 or other authorization from the lessor is not available, the installation head or the FMO must arrange for expedient repair and then must notify the Facilities Service Center. Prior to contacting the lessor's designated repairmen, the installation head or the FMP supervisor must ensure that the lease holds the lessor responsible for the repair.

CHAPTER 5

TOOLS AND PARTS

510 TOOLS**511 Issuing Tools**

Every maintenance employee under FMP must have the minimum set of tools required to perform corrective and preventive maintenance duties. There are three methods by which field maintenance employees may be issued tools:

- a. Permanent tool loans from the FMO
- b. Temporary tool loans from the FMO
- c. Locally procured tools

512 Issuing Tools Permanently

All postal maintenance employees under the FMP, who perform preventive or corrective maintenance, must be permanently issued a toolbox and tools equivalent to the "Tool Kit, General Mechanic" found under National Stock Number (NSN) 5180-00-177-7033 in the *GSA Supply Catalog*. Based upon an employee's specific skills and the type of work to be performed, tools may be added to this kit as needed. When additional tools are issued, Form 1590, *Supplies and Equipment Receipt*, must be prepared in triplicate, initialed by the designated FMP supervisor, and signed by the maintenance employee. If more than one sheet is required to list all the tools issued, the employee receiving the tools must sign each sheet. The FMO retains the original until all the tools are returned; one copy goes to the employee; and a copy is forwarded to the personnel office and kept in the employee's official personnel folder.

513 Issuing Tools Temporarily

If the work requires it, an employee may be temporarily issued a special tool. (Usually, jobs requiring special tools are performed by FMO personnel who may withdraw the special tool from the central supply room.) This tool must be signed for on a Form 4786, *Tool Order*. The form is made out in duplicate; the original is retained in the supply room, and a copy is given to the employee. If an employee at a remote location requires a special tool, the FMO ships it. The FMP supervisor withdraws the tool from the supply room and completes Form 4786, indicating in the

signature block the name of the employee and the office to which the tool is to be sent. The supervisor initials the signature block and sends a copy to the requesting office, which retains it in the historical file (see Part 623). It is the responsibility of the supervisor to ensure that the tool is returned.

514 Procuring Tools Locally

Installation heads should use their local purchasing authority to obtain small hand tools (screwdrivers, pliers, etc.) that may be needed to perform incidental repairs in their facilities.

520 PARTS**521 Exchanging Units**

In some cases, the most efficient way to place a defective piece of equipment back into service is to exchange it with a good one. If an exchange is to be used, the FMO will ship the replacement unit. Personnel in the detached facility will then return the defective unit to the designated repair point in the container that was used to ship the replacement unit to the facility.

522 Exchanging Parts

In some cases, a simple exchange of parts is all that is required to fix a piece of equipment. If an equipment problem arises, the installation head will contact the FMO via Form 4805 (see Subchapter 250); the telephone may be used in an emergency. The FMP supervisor then decides if an exchange is the most efficient way to correct the problem. If it is, the FMO ships the part(s), and personnel in the detached unit make the exchange. The defective part is then shipped to a designated repair site in the same container in which it arrived. Exchanges must always be considered when maintenance needs arise because they minimize downtime and travel expense.

523 Determining Need

Some detached units have personnel on hand who can perform preventive and corrective maintenance. For such work to be done, however, a supply of repair parts (lamps, post office box locks, etc.) must be on

hand. Since each detached unit is different, the FMO supervisor is responsible for establishing the type and quantity of repair parts kept at any one facility. The supervisor should review equipment inventories and past maintenance records to determine what repair parts are required at each detached unit. (For example, a previously issued PM route shows that HVAC filters are changed monthly at a particular office. The FMO supervisor then decides to stock an adequate supply at the detached facility and establishes a reorder point that takes into account the time needed to replenish the supply.) HBK MS-63, *Maintenance Management Class A Offices*, and HBK MS-65, *Maintenance Management Class B Offices*, may be used for guidance.

524 Ordering Parts

If a required part is not on hand at a detached unit, the installation head may request the part from the FMO. In an emergency, the request can be made by telephone and followed with a written request. In all other cases, the request must be made on an Item

O-13, *U.S. Postal Service Routing Slip*, or by memorandum. After FMO approval, the request is forwarded to the appropriate stockroom or centrally located parts room. There the cost of the part is recorded on the request, which is then filed in the detached unit's file. Shipment must be made by the most expedient means, including Star Route.

525 Reparable Parts

If a part needed at the detached unit is considered to be a "reparable part," the FMO parts room should send it to the facility by registered mail, so that it can be tracked for return to the FMO and/or the Central Repair Facility.

526 Locally Purchased Parts

Ordinary off-the-shelf repair parts for other than postal equipment may be purchased locally. However, all installation heads must ensure that proper purchasing procedures are followed.

CHAPTER 6

RECORDKEEPING

610 GENERAL

An effective FMP requires the collection of data to provide a basis for scheduling and planning. HBK MS-1 and HBK MS-47 list some of the areas and equipment that must be routinely inspected and the means of collecting relevant data. In addition, past maintenance records and other system records help in forming a data base to provide the informational nucleus needed for each detached unit.

620 REQUIRED FILES

The following files must be maintained by the FMO for each detached unit in its area:

- a. Data file
- b. Resource file
- c. Historical file

621 Data File

The data file contains information on the building, building systems, operating equipment, and facility maintenance personnel. Such information includes the following:

- a. Form 4897, *Building Equipment Inventory* (see HBK MS-1)
- b. Form 4869, *Building Inventory* (see HBK MS-47)
- c. Facility description containing those items identified in Exhibit 6-1

NOTE

If an equivalent, automated version of this data exists and is available at the FMO, a hard copy need not be retained in the FMO. An equivalent would include the data files found in either the Buildings Management System or the Facilities Management System.

622 Resource File

The resource file must contain the following:

- a. Call list (see Subchapter 460)
- b. Location of nearby facilities where maintenance employees with appropriate skills are assigned
- c. Travel distance from offices that may provide maintenance to this facility
- d. Local purchasing limit of the installation head

NOTE

If the building is leased, a copy of Form 7426, *Designation of Emergency Repairmen*, must also be on file (see Part 462).

623 Historical File

The FMO must maintain a historical file for each detached unit. The file must be divided in half; the front half contains correspondence, and the back half must contain all Form 4805s and other relevant records (inspection reports, route sheets, etc.).

APPENDIX A

FACILITY DATA

I. INTRODUCTION

In maintaining a facility it is most beneficial to have a listing of the elements for that structure that may require maintenance. Below is a list of facility data elements that should be kept on hand for every facility in the FMP. This data may be available within other facility data-keeping systems. If so, this manually kept data may not be necessary. This data element assumes that Forms 4869, *Building Inventory*, and 4897, *Building Equipment Inventory*, will also be completed. Accordingly, this element does not require data elements contained in Forms 4869 and 4897. In addition, this listing does not require information that would normally be contained in the Facility Management System. Contact the appropriate Facilities Service Center for printouts containing data for your facilities.

II. DATA ELEMENTS

The following facility data elements should be kept on hand:

- A. Facility Location (name, street address, city, state, ZIP Code)
- B. Name and Address of Building Owner
- C. List of Tenants Other Than USPS

The following information should be listed:

- 1. Organization name
- 2. Name of contact person
- 3. Identity of area occupied (room number, floor, etc.)
- 4. Number of square feet occupied
- 5. Other relevant data

D. Type of Structure

The structure of the facility should be listed as one of the following:

- 1. Wall bearing
- 2. Skeleton frame, concrete

- 3. Skeleton frame, steel
- 4. Skeleton frame, heavy timber
- 5. Wood frame
- 6. Rigid frame
- 7. Thin-shell concrete
- 8. Concrete block

NOTE

When an extension is different from the original structure, report on the major portion.

E. Floor Construction

Indicate maximum allowable floor loading in pounds per square feet. Use one of the following to describe the floor construction:

- 1. Steel beams - solid slabs
- 2. Steel beams - ribbed slabs
- 3. Steel beams - open-web steel joists
- 4. Steel beams - cellular steel deck
- 5. Steel beams - wood joists
- 6. Concrete beams - solid slabs
- 7. Concrete beams - ribbed slabs
- 8. Concrete flat slabs
- 9. Wood beams - wood joists
- 10. Solid slab - ribbed slabs combination
- 11. Steel beams - terra cotta arches
- 12. Concrete grade beams - precast structural tees

F. Foundation

Use one of the following to describe the foundation:

1. Spread footings
2. Pile foundations - steel
3. Pile foundations - concrete
4. Pile foundations - wood
5. Foundation piers (caissons)
6. Mat foundation
7. Bedrock

G. Type of Exterior Surface

This relates to the predominate nonglass surface of the building. Use one of the following to describe the exterior surface:

1. Brick
2. Stone
3. Asbestos shingle
4. Form stone
5. Stucco
6. Wood
7. Metal panels
8. Concrete panels
9. Terra cotta
10. Block
11. Poured concrete

H. Historical Preservation

Use one of the following statements to identify the historical preservation of the structure:

1. It is in the National Register.
2. It is a potential candidate for the National Register.
3. It is not a potential candidate for the National Register.

I. Parking/Parking Lots

Use the following to describe the parking/parking lots:

1. List the total square feet for parking and maneuvering.
2. List the type of construction:
 - a. Asphalt
 - b. Concrete
 - c. Gravel
 - d. Other
3. List the number of spaces for:
 - a. Customers
 - b. Employees
 - c. Carriers
 - d. Others

J. Roof

Use the following to describe the roof:

1. Year the roof was installed or replaced
2. Total actual roof area in square feet
3. Use one of the following to describe the roof type:
 - a. Composition - built-up
 - b. Sheet metal
 - c. Slate
 - d. Roofing tile
 - e. Composition - slate
 - f. Composition - tile
 - g. Sheet metal - tile
 - h. Sheet metal - slate
 - i. Wood shingle
 - j. Asphalt
 - k. Asbestos shingle
 - l. Composition - metal
 - m. Other (describe)

- K. Source of Heating
- Use one of the following to describe the source of heating:
- | | | |
|------------------------------------|------------------------------|--------|
| 1. Purchased steam | d. 3 phase
240 Volt | 3 wire |
| 2. Central steam | e. 3 phase
480 Volt | 3 wire |
| 3. Electric | f. 3 phase
265/460 Volt | 4 wire |
| 4. Heat pump | g. 3 phase
277/480 Volt | 4 wire |
| 5. Radiant or direct-fired heaters | h. 3 phase
2400 Volt | 3 wire |
| 6. Not required | i. 3 phase
4160 Volt | 3 wire |
| 7. Boiler in building | j. 3 phase
2400/4160 Volt | 4 wire |
| 8. Heat conservation cycle | k. 3 phase
13,200 Volt | 3 wire |
- L. Source of Cooling
- Use one of the following to describe the source of cooling:
- | | | |
|---------------------|----------------------------|--------|
| 1. Central air | l. 3 phase
13,800 Volt | 3 wire |
| 2. Roof-top units | m. 3 phase
11,200 Volt | 3 wire |
| 3. Heat pump | n. 3 phase
12,000 Volt | 3 wire |
| 4. Window units | o. 3 phase
12,470 Volt | 3 wire |
| 5. Other (describe) | p. 3 phase
34,500 Volt | 3 wire |
| | q. 3 phase
120/240 Volt | 3 wire |
| | r. 3 phase
120/240 Volt | 4 wire |
- M. Electrical Service
- Use the following to describe the electrical service:
1. List the KVA capacity for:
 - a. Transformer
 - b. Main switch or
 - c. Wire size
 2. List the number of service mains.
 3. The following describes the under-floor ducts:
 - a. Yes, under-floor ducts are present.
 - b. No, under-floor ducts are not present.
 - c. Partial ducts are present.
 4. List the type of service as delivered to metering point using one of the following:

a. Single phase 120 Volt	2 wire
b. Single phase 120/240 Volt	3 wire
c. 3 phase 120/208 Volt	4 wire
- N. Emergency Electric Power Engine-Driven Generator
- Indicate as follows:
1. Yes (if yes, show KVA and fuel type) or
 2. No
- O. Elevators
- List both passenger and freight elevators, the manufacturer of each, and the following information:
1. Hydraulic or electric
 2. Automatic or manual
 3. Electric or electronic controls
 4. Power or manually operated door