Quick Reference Guide for
Postal Retail Lobby Upkeep

Handbook PO-205   September 1998

To project a professional Postal Service image, we need to focus our attention on the upkeep and appearance of our retail lobbies and customer service areas. Post office lobbies create our customers' first and lasting impression of the Postal Service. In many ways, the "buck" begins and ends with the postmaster, retail clerk, customer service supervisor, or the custodian assigned to maintain the lobby.

This Quick Reference Guide is to be used as a resource to assist you in the upkeep of the retail lobby. The guide includes a telephone listing, cleaning guidelines, and sources for cleaning supplies, replacement products, and standard interior finishes.

I encourage everyone to become familiar with the information contained in this easy-to-use guide. Carry it along as a checklist during daily inspection tours of your retail areas. Although this guide is not intended to supersede or replace any existing USPS document, it should be readily accessible to all retail and maintenance personnel.

Remember, to our customers, there is a direct correlation between how we maintain our facilities and their perception of how we do business. With your help and the use of this guide, I know we will maintain the highest retail lobby maintenance standards our customers deserve and expect.

Patricia M. Gibert

Patricia M. Gibert
Vice President
Retail

Contents

Mission

Retail lobby standards are as important as retail maintenance standards. As a member of the retail team, you share responsibility for the Postal Service's performance and the perception customers have of the USPS. Remember that the public sees our facilities before they make a purchase, and there is a direct relationship between what our customers see and their perception of how well we perform as an organization. So how well your facility or unit is maintained has a direct impact on our customers — and our bottom line.

Purpose

This Quick Reference Guide is to be used as a resource to assist you in the maintenance of the retail lobby. All retail facility personnel should become familiar with the information contained in this easy-to-use guide. Although this guide is not intended to supersede or replace any existing USPS document, it should be readily accessible to all retail and maintenance personnel.

The guide includes a telephone listing, cleaning methods, and sources for cleaning supplies, replacement products, and standard interior finishes.

Action

What should you do when there is a condition that requires additional support?

The first step is to share your concern with your immediate supervisor or postmaster. If after a reasonable time no action has been taken to resolve the matter, follow up in writing and indicate

that this is a second inquiry. Inaction concerning matters with this degree of importance cannot be accepted.

Remember, it is up to you to make sure your voice is heard.

Levels of Authority and Reporting

Maintenance operations is a function of the Processing and Distribution Center. Maintenance Managers report to Plant Managers, who generally report to Senior Plant Managers, who along with the District Manager and the district's Marketing Manager are core members of the District Performance Cluster. The Retail Manager reports directly to the Marketing Manager.

The Retail Manager is responsible for overseeing all retail programs. The Retail Manager designates a Retail Specialist to directly oversee a host of retail programs, of which postal retail units are only one part. It is extremely important that you develop a good working relationship with your Retail Specialist. Concerns that are beyond the control of the retail unit management team should be passed along to the Retail Specialist.

There are approximately 34,000 postal retail units nationwide. They are the points of customer contact that are most likely to influence customer opinion of postal performance. These offices are supported by the Retail function at Headquarters and the Area.

Telephone Service Directory

Comprehensive Tracking & Tracing (CTT)	800-274-1700
Credit/Debit Card Acceptance Terminal	800-994-USPS (800-994-8777)
Electronic Article Surveillance (EAS)	800-253-7580
First Data Merchant Services (Credit/Debit Card)	800-994-8777
USPS POS Help Line (ICL, NCR, and IBM Equipment)	800-USPS-HEL(P) (800-877-7435)
IRT/MOS (Unisys)	800-247-6478
Material Distribution (Signage)	800-332-0317
MOS Electronic Systems (IRT/PVI)	800-346-0902
Post Office Box Locks (MDC) Topeka, KS	800-332-0317
Post Office Box Locks (MDC) New Jersey	908-613-2375
Vending Technical Support (Service)	800-451-4196
Vending Technical Support (Parts)	800-332-0317
Weighing and Rating Unit (WRU)	800-247-6478
U. S. Postal Inspection Service (emergencies only)	**800-854-0706**

General Telephone Listing

(Please note: The blank spaces provided below are to be filled in by the individual retail unit upon receipt of this guide.)

Air Conditioning/Heating

Building Maintenance

Computer (District IS and/or Local)

Contracting Officer Representative

Copier (Local)

Corporate Relations Coordinator (Media)

Environmental Coordinator

Electrician

Fire Department

Information Systems Coordinator (Telephones)

Inspection Service

Locksmith

Maintenance Manager (or Designee)

Manager, Retail

Police

POS (Point of Sale/Local)

Postage Mailing Center

Postal Police

Retail Specialist

Stamp Distribution Office/SDN

Recommended Cleaning Methods

Finish	Type	Recommended Cleaning Methods
Blinds	Cloth	Feather dust/professionally clean.
	Metal	Feather dust.
	Vertical/ Horizontal	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
Carpet		Vacuum and shampoo.
Cashwrap Area		Damp wipe.
Casework	Screenline, slatwall, laminates, cabinets, hamper, left notices, light boxes, meters, trays & tubs	Feather dust/clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Rubber base	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Corian tops	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex. Use fine sandpaper or abrasive household cleanser. Scratches: Use fine sandpaper or abrasive household cleanser.
CCTV	Cameras	Wipe housing with damp cloth. Clean lens with soft dry cotton cloth.
	Monitors	Wipe clean using same product recommended for computer monitor screens.
	Sensors	Clean using dry cloth.

Finish	Type	Recommended Cleaning Methods
Conference Center		Clean as needed.
Copier Area		Wipe with cloth.
Display	Acrylics	Feather dust/clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
Doors/ Windows	Coiling	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Glass	Clean as needed with Windex or other glass cleaner.
	Laminated	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Folding	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Wood	Feather dust.
Electrical	Light boxes	Insert diffusers.
	Outlets	Check and replace if cracked.
	Lighting	Check and replace burned-out bulbs to avoid damage to ballast.
Facility Exterior	Building	Spot clean/remove graffiti as necessary.
	Parking area	Police as necessary.
Fixture Grids		Feather dust.
Flooring	Ceramic tile	Light cleaning: Sweep clean, apply water with tile and grout cleaner mix, agitate with scrub machine, then mop up dirty solution; rinse mop and change cleaning solution at least every 500 sq. ft. or as needed.

Finish	Type	Recommended Cleaning Methods
Flooring *(continued)*	Ceramic tile *(continued)*	Heavy traffic areas require cleaning using the following product and procedures: Product: *Heavy Duty Tile and Grout Cleaner* Coverage: Approximately 500 sq. ft. per gallon Procedures: 1. Sweep or vacuum surface. 2. Mix 1 part of *Heavy Duty Tile and Grout Cleaner* to 5 parts of water. 3. Apply solution onto the surface. 4. Allow to dwell at least 3 to 5 minutes. 5. Agitate with scrub brush or scrub machine. 6. Mop up dirty solution. 7. Rinse mop and change cleaning solution at least every 100 sq. ft. or as needed. 8. Rinse thoroughly with clean water.
	VCT	Polishing: Use liquid emulsion polish. Pour polish into shallow receptacle. Dip applicator into polish and apply a thin, even coat. When polish has dried completely (about 35 minutes), buff the floor with soft bristle buffer.
		Normal maintenance: Sweep floor, mop with lukewarm water, buff to maintain appearance.
		Polish buildup: Strip floor using a stripping compound recommended for use on vinyl floors. If power scrubber is used, floors should be kept wet during stripping process. Polish floor after stripping.
	Carpet	Sweep, vacuum, and/or shampoo as needed.
	Rubber base	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
Furniture/ Equipment	Benches	Wipe with cloth. Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	P.O. boxes	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.

Finish	Type	Recommended Cleaning Methods
HVAC	Diffusers	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Filters	Check and replace if dirty.
Metal	Fixture grids	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Hardware	Polish using commercial product recommended for brass or stainless steel or aluminum products. Note: Prior to choosing polishing compound, determine type of material hardware is made of.
	Rolling grill	Feather dust/clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
	Stainless	Polish with commercial product recommended for stainless steel.
	Storefronts	Clean using lukewarm soapy water or light cleaning solution such as 409 or Windex.
Paint	Walls	Wipe clean using damp cloth and clean with warm water.
	Baseboards/ Trim	Wipe clean using damp cloth and clean with warm water. Touch up paint as needed.
Signage	Exterior	Spot check for damage. Report damage.
	Interior	Feather dust/damp wipe.
Trash Receptacles		Empty/damp wipe.

Type and Source of Cleaning Supplies

(Please note: The blank spaces provided below are to be filled in
by the individual retail unit upon receipt of this guide.)

Item	Type	Source
Acrylics		
Benches		
Blinds		
Carpets		
Chairs		
Counters		
Disinfectants		

Item	Type	Source
Floor/Mats		
Glass		
Lighting Fixtures		
Metals		
Walls		

Retail Product Replacement Sources

(Please note: The blank spaces provided below are to be filled in by the individual retail unit upon receipt of this guide.)

Acrylics

Gustafson Enterprises (800-785-8777) _____

Polyfab (703-643-5510) _____

Scope Display (401-942-7150) _____

_____

_____

Duratrans (Contact Topeka MDC 800-332-0317)

(**Note:** Duratran is a Mylar backlit graphic used to advertise products and services on the parcel slide and menuboard in a retail unit.)

Floor Mats

_____

_____

Light Bulbs

(See "Standard Lighting Fixtures/Lamps," page 13) _____

Ribbons

Cash Register _____

Credit/Debit Card Printer _____

CTT Printer _____

IRT: MOS/UNISYS _____

Money Order Printer _____

Ribbons *(continued)*

Postage Mail Center

Weighing & Rating Unit

Other

Slatwall Signs (Contact Topeka MDC 800-332-0317)

Tapes

Cash Register

   Journal Tape

   Sales Receipt

   Satellite

Credit/Debit Card Printer

CTT Printer

IRT: 2-Ply Tape

Postage Mail Center

PVI: MOS

Take-A-Number (Contact Retail Specialist)

Vending (Sales Receipt)

Weighing & Rating Unit

Standard Lighting Fixtures/Lamps from StorCAD/D V.2.0 (Issued March 1997)

Local management should ensure that specialty light bulbs are stocked locally and that personnel have the tools and the knowledge to change them. Damaged walls, ceiling tiles, plantings, and other appearance items should receive a high priority for repair or replacement.

The Postal Service spends a considerable amount of money on retail stores. They are a primary effort in improving our corporate image and competitive position. In a number of cases, the opening of postal retail stores has been followed by dramatic increases in CSM scores and revenue.

Note: Substitutions for specified equipment are often made during construction for various reasons such as availability. Therefore, prior to placing an order, remove the existing lamp to confirm specifications and verify with Field Service Office that it meets color (warm vs. cool white) and energy standards.

Standard Lighting Fixtures/Lamps from StorCAD/D V.2.0

Area	Lamp Manufacturer	Product Number	Voltage	Lamp Type
Directional Lighting				
Exit Lights	Surelites	CCX-61-RWH	120	LED
Exit signs located above all doors leading to the outside and doors leading from the workroom into the lobby.				
Emergency Lights	Surelites	P4C-7/FRK-1	120	Tungsten Halogen
Square-shaped lights located throughout the facility intended to illuminate in case of a power outage.				

Standard Lighting Fixtures/Lamps from StorCAD/D V.2.0

Area	Lamp Manufacturer	Product Number	Voltage	Lamp Type
General Lighting				
Workroom	Osram/Sylvania	FB031/35K	120	Fluorescent
	2-ft. square lights located throughout retail and box lobbies.			
Retail Lobby	Osram/Sylvania	FB031/35K	120	Fluorescent
	2-ft. square lights located throughout retail and box lobbies.			
Task Lighting				
P.O. Box Lobby	Osram/Sylvania	FO32/35K	120	Fluorescent
	4-ft. long lights located directly above P.O. boxes in retail lobby.			
	Osram/Sylvania	FO25/35K	120	Fluorescent
	3-ft. long lights located directly above P.O. boxes in retail lobby.			
Self-Service	Osram/Sylvania	F017/35K	120	Fluorescent
	2-ft. long lights located directly above vending equipment in self service area.			
IRT Workstation/ Parcel Slide	NEMA	CFQ26W/G24D/ 0.5/3500	120	Compact Fluorescent
	8-in. diameter lights located directly above IRT workstation and parcel slide to illuminate task-oriented work.			
Postal Store	NEMA	CFQ26W/G24D/ 0.5/3500	120	Compact Fluorescent Wallwasher
	8-in. diameter lights located above slatwall to illuminate merchandise.			
Workroom	Osram/Sylvania	FO32/35K	120	Fluorescent
	4-ft. long lights with protective wire mesh around 2 lap strips located above P.O. boxes to illuminate work area.			
Screenline	Osram/Sylvania	FO32/35K	120	Fluorescent
	2-ft. and 3-ft. long single strip undercounter lights mounted in screenline fixtures.			
Display Lighting				
Postal Store	Any	75W PAR30	120	Incandescent

Standard Interior Finishes from StorCAD/D V.3.0 (Issued August 1998)

The following table outlines the standard interior finishes that were issued for use in facilities in August 1998.

To determine which version of StorCAD/D your unit used, contact the Manager of the Administrative Services Office (ASO) or Field Service Office (FSO). Because other USPS-approved finishes may have been used based upon availability and price, determine with the Manager of the ASO or FSO whether "alternate" finishes were used for your facility.

Standard Interior Finishes from StorCAD/D V.3.0

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Wall Paints	P-1	Glidden	50YY 83/057	White
	Used on interior walls unless noted otherwise.			
	P-2	Sherwin Williams	SW1234	Evening Shadow (Light Gray)
	Used on all walls in bathrooms and stamped envelope room.			
	P-4	Sherwin Williams	1595	Ruby Gem (Red)
	Used for the red stripes in the rent-a-box, self service, and above the slatwall in the postal store.			
	P-5	Devoe	1BL9A	Chippendale (Blue)
	Used on the soffit that runs around the ceiling of the lobby.			

Standard Interior Finishes from StorCAD/D V.3.0

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Doors/Trim Paints	P-6	Sherwin Williams	SW1232	Dublin Gray
	Used on all doors and frames in facility paint color.			
	P-7	Any		Flat Black
	Used on the base of all casework fixtures before applying vinyl base.			
Plastic Laminates	PL-1	Nevamar	S-7-27T	Smoky White
	Used on slatwall.			
	PL-3 Option 1	Wilsonart	D417-60	Lapis Blue (Dark Blue)
	Used on tops of all case fixtures — parcel slide, base units, counters, cashwrap.			
	S-1 Option 2	Dupont Corian	C200-153456B	Postal Blue
	Used on tops of all case fixtures — parcel slide, base units, counters, cashwrap.			
	PL-4	Wilsonart	4142-60	Gray Glace
	Used on tops of all case fixtures — parcel slide, base units, counters, cashwrap.			
Base Cove Molding	VB-1	Armstrong	61	Graphite Gray
	Used at the bottom of all walls and casework fixtures.			

Standard Interior Finishes from StorCAD/D V.3.0

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Ceiling Tiles	ACT-1	Armstrong	758	Minaboard Classic 24″ x 48″
	Used on ceilings in post office lobbies.			
	ACT-2	Armstrong	584	Cirrus Angled Tegular 24″ x 24″
	Used on ceilings in post office lobbies.			
	CG-1	Armstrong	[Not applicable]	Prelude XL 15/16″
	White ceiling grid.			
Grout	TG-1	Hydroment	368	French Gray
	Used with porcelain tile in post office lobby.			
Porcelain Tiles	T-1	Crossville Ceramics	A880	Onyx (Dark Gray)
	Accent tile in post office lobby.			
	T-2	Crossville Ceramics	A830	Atlantic Gray (Light Blue Gray)
	Main floor tile in post office lobby.			
Vinyl Composition Tile (VCT)	VCT-1	Armstrong	51903	Imperial Texture (Blue Gray)
	Used in small post office lobbies and in workrooms.			

Standard Interior Finishes from StorCAD/D V.3.0

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Carpet	C-1	Lees	DS946-615	Lineage (Danes)
	Used in postal retail store.			
	C-2 Option 1	Mats Inc.	8603	"Interguard" (Black Rails with Charcoal Inserts)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 2	Mats Inc.	8603	"Access" (Color Same As Option 1)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 3	Mats Inc.	8603	"Allure" (Blue Gray)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			

Standard Interior Finishes from StorCAD/D V.2.0 (Issued March 1997)

The following table outlines the standard interior finishes that were issued for use in facilities in March 1997.

To determine which version of StorCAD/D your unit used, contact the Manager of the Administrative Services Office (ASO) or Field Service Office (FSO). Because other USPS-approved finishes may have been used based upon availability and price, determine with the Manager of the ASO or FSO whether "alternate" finishes were used for your facility.

Standard Interior Finishes from StorCAD/D V.2.0

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Wall Paints	P-1	Devoe	2H2OP	Rice (White)
	Used on interior walls unless noted otherwise.			
	P-2	Sherwin Williams	SW1234	Evening Shadow (Light Gray)
	Used on all walls in bathrooms and stamped envelope room.			
	P-4	Sherwin Williams	1595	Ruby Gem (Red)
	Used for the red stripes in the rent-a-box, self service, and above the slatwall in the postal store.			
	P-5	Devoe	1BL9A	Chippendale (Blue)
	Used on the soffit that runs around the ceiling of the lobby.			
Doors/Trim Paints	P-6	Sherwin Williams	SW1232	Dublin Gray
	Used on all doors and frames in facility paint color.			
	P-7	Any	[Not applicable]	Flat Black
	Used on the base of all casework fixtures before applying vinyl base.			

Standard Interior Finishes from StorCAD/D V.2.0

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Plastic Laminates	PL-1	Nevamar	S-7-27T	Smoky White
	Used on slatwall.			
	PL-3	Wilsonart	D417-60	Lapis Blue (Dark Blue)
	Used on tops of all case fixtures — parcel slide, base units, counters, cashwrap.			
	PL-4	Wilsonart	4142-60	Gray Glace
	Used on fronts of parcel slide, writing desks, base units of slatwall, cashwrap.			
Base Cove Molding	VB-1	Armstrong	61	Graphite Gray
	Used at the bottom of all walls and casework fixtures.			
Ceiling Tiles	ACT-1	Armstrong	758	Minaboard Classic 24″ x 48″
	Used on ceilings in post office lobbies.			
	ACT-2	Armstrong	584	Cirrus Angld Tegular 24″ x 24″
	Used on ceilings in post office lobbies.			
Grout	TG-1	Hydroment	368	French Gray
	Used with porcelain tile in post office lobby.			
Porcelain Tiles	T-1	Crossville Ceramics	A880	Onyx (Dark Gray)
	Accent tile in post office lobby.			
	T-2	Crossville Ceramics	A830	Atlantic Gray (Light Blue Gray)
	Main floor tile in post office lobby.			
Vinyl Composition Tile (VCT)	VCT-1	Armstrong	51903	Imperial Texture (Blue Gray)
	Used in small post office lobbies and in workrooms.			

Standard Interior Finishes from StorCAD/D V.2.0

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Carpet	C-1	Lees	DS946-615	Lineage (Danes)
	Used in postal retail store.			
	C-2 Option 1	Mats Inc.	8603	"Interguard" (Black Rails with Charcoal Inserts)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 2	Mats Inc.	8603	"Access" (Color Same As Option 1)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 3	Mats Inc.	8603	"Allure" (Blue Gray)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			

Standard Interior Finishes from StorCAD/D V.1.04 (Issued 1996)

The following table outlines the standard interior finishes that were issued for use in facilities in 1996.

To determine which version of StorCAD/D your unit used, contact the Manager of the Administrative Services Office (ASO) or Field Service Office (FSO). Because other USPS-approved finishes may have been used based upon availability and price, determine with the Manager of the ASO or FSO whether "alternate" finishes were used for your facility.

Standard Interior Finishes from StorCAD/D V.1.04

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Wall Paints	P-1	Devoe	2H2OP	Rice (White)
	Used on interior walls unless noted otherwise.			
	P-2	Sherwin Williams	SW1234	Evening Shadow (Light Gray)
	Used on all walls in bathrooms and stamped envelope room.			
	P-3	Sherwin Williams	DCS-H817	Yellow
	Used on walls around screen line cabinets behind IRT counters.			
	P-4	Sherwin Williams	1595	Ruby Gem (Red)
	Used for the red stripes in the rent-a-box, self service, and above the slatwall in the postal store.			
Doors/Trim Paints	P-5	Sherwin Williams	SW1525	Regalia Blue
	Used on wicket door and frame paint color, conference room accent wall color.			
	P-6	Sherwin Williams	SW1232	Dublin Gray
	All other doors and frames in facility paint color.			

Standard Interior Finishes from StorCAD/D V.1.04

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Plastic Laminates	PL-1	Nevamar	S-7-27T	Smoky White
	Used on slatwall.			
	PL-2	Wilsonart	D307-60	Holly Berry (Red)
	Used on fixtures, parcel slide, cash wrap, writing desks, etc.			
	PL-3	Wilsonart	D379-60	Indigo
	Used on wicket door.			
	PL-4	Wilsonart	4142-60	Gray Glace
	Used on fronts of parcel slide, writing desks.			
	PL-5	Wilsonart	D448-60	Juarez Flower (Yellow)
	Used on fixtures behind IRT counters.			
Base Cove Molding	VB-1	Armstrong	66	Cool Gray
	Used at the bottom of all walls and casework fixtures.			
Ceiling Tiles	ACT-1	Armstrong	758	Minaboard Classic 24″x 48″
	Used on ceilings in post office lobbies.			
	ACT-2	Armstrong	584	Cirrus Angled Tegular 24″ x 24″
	Used on ceilings in post office lobbies.			
Grout	TG-1	Hydroment	368	French Gray
	Used with porcelain tile in post office lobby.			

Standard Interior Finishes from StorCAD/D V.1.04

Type of Finishing	Architectural Drawings Designation	Manufacturer	Manufacturer's Number	Style/Color
Porcelain Tiles	T-1	Crossville	A583	Windsurf (Blue)
	Accent floor tile in post office lobby (note: unpolished matte tile finish).			
	T-2	Crossville	A830	Atlantic Gray
	Main floor tile in post office lobby.			
Vinyl Composition Tile (VCT)	VCT-1	Armstrong	51903	Imperial (Blue Gray)
	Used in small post office lobbies and in workrooms.			
Carpet	C-1	Mohawk	EMS-533-PS	Emissary, Seascape
	Floor material used in postal retail store.			
	C-2 Option 1	Mats Inc.	8603	"Interguard" (Black Rails with Charcoal Inserts)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 2	Mats Inc.	8603	"Access" (Color Same As Option 1)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			
	C-2 Option 3	Mats Inc.	8603	"Allure" (Blue Gray)
	Walk off mat at entry — options are given for walk off mats due to possible site constraints that may prohibit the use of certain styles.			

Standard Interior Finishes from StorCAD/D V.1.03 (Issued 1992)

The following table outlines the standard interior finishes that were issued for use in facilities in 1992.

To determine which version of StorCAD/D your unit used, contact the Manager of the Administrative Services Office (ASO) or Field Service Office (FSO). Because other USPS-approved finishes may have been used based upon availability and price, determine with the Manager of the ASO or FSO whether "alternate" finishes were used for your facility.

Standard Interior Finishes from StorCAD/D V.1.03

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Wall Paints	P-1	Devoe	2H2OP	Rice (White)
	Used on interior walls unless noted otherwise.			
	P-2	Devoe	2M41E	Nightingale (Light Gray)
	Used on all walls in janitor's closet and workroom.			
	P-3	Devoe	2D150	Golden Grain (Yellow)
	Used on walls around screen line cabinets.			
	P-4	Devoe	1BR1A	Toreador (Red)
	Used for the stripes over the rent-a-box, self-service, and postal store areas.			
	P-5	Sherwin Williams	SW1525	Regalia Blue
	Used on parcel lockers, letter drops, accent wall in conference room, and door frame at wicket door.			
Doors/Trim Paints	[Note: This category is not applicable for StorCAD/D V.1.03.]			

Standard Interior Finishes from StorCAD/D V.1.03

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Plastic Laminates	PL-1	Nevamar	S-7-27T	Smoky White
	Used on slatwall.			
	PL-2	Wilsonart	D345-6	Cherry (Red)
	Used on fixtures, parcel slide, cash wrap, writing desks, etc.			
	PL-3	Nevamar	S-3-16T	Regimental Blue
	Used on wicket door.			
	PL-4	Nevamar	MR-6-1T	Gray Matrix
	Used on fronts and tops of fixtures.			
	PL-5	Wilsonart	D382-6	Topaz (Yellow)
	Used on fixtures behind IRT counters.			
Base Cove Molding	VB-1	Armstrong	118	Standard Gray
	Used at the bottom of all walls and casework fixtures.			
Ceiling Tiles	ACT-1	Armstrong	758	Minaboard Classic 24″ x 48″
	Used on ceilings in work room.			
	ACT-2	Armstrong	573	Travertone, Sanserra 24″ x 24″
	Used on ceilings in post office lobby.			
Grout	TG-1	Hydroment	368	French Gray
	Dark gray grout used with porcelain tile in post office lobby.			

Standard Interior Finishes from StorCAD/D V.1.03

Type of Finishing	Architectural Drawing Designation	Manufacturer	Manufacturer's Number	Style/Color
Porcelain Tiles	T-1	Crossville	C583	Windsurf (Blue)
	Accent floor tile in post office lobby (note: unpolished matte tile finish).			
	T2	Crossville	C810	Platinum (Gray)
	Main floor tile in post office lobby.			
Vinyl Composition Tile (VCT)	VT-1	Armstrong	51903	Imperial Texture (Blue Gray)
	Floor tile used in small post office lobbies and in workrooms.			
Carpet	C-1	Bigelow	3L43-56756	Regents Row Highlights/ Misty (Blue)
	Blue carpet used only in postal retail store.			
	C-2	Reese	546/8603	Perfect Clean Foot Mat
	Walk-off mat at entry.			

Signage and Electronic Article Surveillance (EAS) Equipment

For ordering information for signage (both interior and exterior signs) and for electronic article surveillance (EAS) equipment, please contact the Topeka MDC at 800-332-0317.