



***Maintenance Series Handbook  
MS-47, Volume A***

***Facility Cleaning***

***TL-5: June 27, 2014***

***Revised November 9, 2023***

Published by:

MAINTENANCE TECHNICAL SUPPORT  
CENTER  
MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE  
PO BOX 1600  
NORMAN, OK 73070-1600

This handbook may be used only by USPS personnel for training and maintenance. Other than for those purposes, no part of this publication may be reproduced or divulged to third parties in any form or manner without written permission from the Maintenance Technical Support Center.

Access electronic versions of handbooks from the MTSC web site on the equipment page for the specified equipment or in the list of Non-Equipment Related Handbooks (under Documentation) at:

<https://www1.mtsc.usps.gov/apps/mtsc/>

Select "PDF" to download and print selected sections of this handbook.

Suggestions for improving this handbook are solicited from all sources. To send us your comments and suggestions, or to report MS handbook errors, please select the MTSC Feedback button on the MTSC web site at:

<https://www1.mtsc.usps.gov/apps/mtsc/#feedback>

Order additional copies of handbooks either by submitting a completed Form 7380 (*MDC Supply Requisition*) to the Topeka Material Distribution Center using the PSIN listed below or by using the PSN listed below when ordering by touch tone telephone:

MS-47

Facility Cleaning  
PSIN: HBKMS47  
PSN: 7610-03-000-9319

Binder

8. 5-inch by 11-inch 3-ring binder with 1-inch capacity  
PSIN: O399A; PSN: 7510-02-000-8125

TABLE OF CONTENTS

SECTION 1 INTRODUCTION..... 1-1

1.1 PURPOSE..... 1-1

1.2 SAFETY STATEMENT ..... 1-2

1.3 SUSTAINABILITY STATEMENT ..... 1-2

SECTION 2 STANDARD CLEANING SERVICE CONTRACTS..... 2-1

SECTION 3 RESPONSIBILITIES ..... 3-1

3.1 HEADQUARTERS (HQ) ..... 3-1

3.1.1 Headquarters Maintenance Operations ..... 3-1

3.1.2 Human Resources ..... 3-2

3.2 SENIOR POSTAL OFFICIAL (SPO)..... 3-2

3.2.1 Authorized Break Areas ..... 3-3

3.2.2 Tobacco Usage and Authorized Smoking Areas ..... 3-3

3.3 MAINTENANCE MANAGEMENT ..... 3-3

3.3.1 Supervisor Maintenance Operations ..... 3-3

3.3.2 Employee Observations..... 3-3

SECTION 4 CLEANING METHODOLOGIES..... 4-1

4.1 ISSA – THE WORLDWIDE CLEANING INDUSTRY ASSOCIATION ..... 4-1

4.1.1 Custodial Standardization Change Control Board ..... 4-1

4.2 TEAM CLEANING..... 4-1

4.3 TOOLS, EQUIPMENT, AND CHEMICALS..... 4-2

4.4 CATEGORIES OF WORK..... 4-3

4.5 TEAM CLEANING SPECIALIST WORKFLOW..... 4-3

SECTION 5 FACILITY WORKLOADING ..... 5-1

5.1 WORKLOAD ANALYSIS ..... 5-1

5.1.1 Plan the Workload Analysis..... 5-2

5.2 AREA IDENTIFIER (AREA ID) AND ROOM IDENTIFIERS (ROOM ID) ..... 5-2

5.2.1 Area Identifier (Area ID) ..... 5-2

5.2.2 Room Identifiers (Room ID) ..... 5-3

5.3 SPACE TYPE..... 5-3

5.4 COMPONENTS..... 5-4

5.5 SPACE CLASSIFICATIONS..... 5-4

---

## Volume A, Facility Cleaning

---

5.5.1	Authorized Only Space .....	5-4
5.5.2	Vacant Status.....	5-5
5.5.3	Restricted Space .....	5-5
5.5.4	Trash Routes.....	5-5
5.6	SPACE INVENTORY .....	5-5
5.6.1	Measuring the Facility Space .....	5-6
5.6.2	Exterior Window Glass Measurement .....	5-6
5.7	PERFORMANCE AND FREQUENCY SPECIFICATIONS .....	5-7
5.8	DEFINITION OF MULTIPLE TOURS.....	5-7
5.9	DEVELOP INDIVIDUAL ROUTES .....	5-7
5.9.1	Route Checklist Work Flow .....	5-7
5.10	STAFFING PACKAGE.....	5-8
5.11	MAINTAINING PROPER STAFFING LEVELS.....	5-8
	SECTION 6 WORK SCHEDULING .....	6-1
6.1	ASSIGNMENTS .....	6-1
6.2	HOLIDAY ASSIGNMENTS .....	6-1
6.3	EMPLOYEE ABSENCE SCHEDULING .....	6-1
	SECTION 7 STANDARDIZATION.....	7-1
7.1	CONFIGURATION CONTROL.....	7-1
7.1.1	Change Request .....	7-1
	SECTION 8 FACILITY SUPPORT REQUIREMENTS .....	8-1
8.1	CHECK-IN/CHECK-OUT AREA .....	8-1
8.2	TRAINING ROOM.....	8-1
8.3	BULK STORAGE AREA.....	8-1
	SECTION 9 TRAINING .....	9-1
9.1	INITIAL TRAINING.....	9-1
9.1.1	Management Training .....	9-1
9.2	RECURRING TRAINING .....	9-2
9.3	SAFETY TRAINING .....	9-2
9.3.1	Bloodborne Pathogens (BBP) Training Requirements .....	9-2
	SECTION 10 LAUNDRY SERVICE .....	10-1
10.1	NATIONAL CONTRACTS.....	10-1
10.2	PRODUCT USAGE .....	10-1

---

## Volume A, Facility Cleaning

---

<b>SECTION 11 BENCHMARKING FACILITY HOUSEKEEPING INSPECTIONS .....</b>	<b>11-1</b>
<b>SECTION 12 FORMS .....</b>	<b>12-1</b>
<b>12.1 PS FORM 4869 (BUILDING INVENTORY).....</b>	<b>12-1</b>
<b>12.2 PS FORM 4839 (TEAM CLEANING WEEKLY SCHEDULING) .....</b>	<b>12-2</b>
<b>12.3 PS FORM 4852 (WORKLOAD ANALYSIS AND SUMMARY) .....</b>	<b>12-2</b>
<b>12.4 PS FORM 4852A, WORKLOAD SUMMARY DETAIL, TABLE A: ROUTINE WEEKLY HOURS.....</b>	<b>12-2</b>
<b>12.5 PS FORM 4852B, WORKLOAD SUMMARY DETAIL, TABLE B: ANNUAL PROJECT HOURS .....</b>	<b>12-2</b>
<b>12.6 PS FORM 4852DIFF, WORKLOAD COMPARISON .....</b>	<b>12-2</b>
<b>12.7 PS FORM 4852ADIFF, WORKLOAD COMPARISON, TABLE A: ROUTINE WEEKLY HOURS.....</b>	<b>12-2</b>
<b>12.8 PS FORM 4852BDIFF, WORKLOAD COMPARISON, TABLE B: ANNUAL PROJECT HOURS .....</b>	<b>12-2</b>
<b>12.9 PS FORM 4776 (PREVENTIVE-CUSTODIAL MAINTENANCE ROUTE) .....</b>	<b>12-3</b>
<b>12.10 PS FORM 4851 (BUILDING HOUSEKEEPING INSPECTION).....</b>	<b>12-3</b>
<b>SECTION 13 PERFORMANCE STANDARDS AREA CLEANING .....</b>	<b>13-1</b>
<b>13.1 RESTROOM.....</b>	<b>13-1</b>
<b>13.2 BREAKROOM/LUNCHROOM .....</b>	<b>13-3</b>
<b>13.3 LOCKER ROOM .....</b>	<b>13-5</b>
<b>13.4 WORK ROOM .....</b>	<b>13-7</b>
<b>13.5 OFFICE SPACE.....</b>	<b>13-9</b>
<b>13.6 STOCK ROOM.....</b>	<b>13-10</b>
<b>13.7 ACTIVE STORAGE ROOM.....</b>	<b>13-12</b>
<b>13.8 INACTIVE STORAGE ROOM.....</b>	<b>13-13</b>
<b>13.9 ELEVATOR.....</b>	<b>13-14</b>
<b>13.10 EXTERIOR PAVED AREA.....</b>	<b>13-15</b>
<b>13.11 EXTERIOR UNPAVED AREA.....</b>	<b>13-16</b>
<b>13.12 INTERIOR PARKING/MANEUVERING .....</b>	<b>13-17</b>
<b>13.13 PLATFORM DOCK (ENCLOSED).....</b>	<b>13-18</b>
<b>13.14 PLATFORM DOCK (NON-ENCLOSED).....</b>	<b>13-20</b>
<b>13.15 SERVICE/BOX LOBBY .....</b>	<b>13-21</b>
<b>13.16 STAIRWAY .....</b>	<b>13-23</b>
<b>13.17 HALL/CORRIDOR .....</b>	<b>13-24</b>

---

Volume A, Facility Cleaning

---

13.18 VESTIBULE .....	13-26
13.19 GENERAL SHOP AREA (EXCLUDES ALL “AUTHORIZED ONLY” SHOP SPACES) .....	13-28
13.20 CUSTODIAL CLOSET .....	13-29
13.21 LOOKOUT GALLERY .....	13-30
13.22 BATTERY ROOM .....	13-31
SECTION 14 PERFORMANCE STANDARDS COMPONENT CLEANING .....	14-1
14.1 CEILING LIGHT FIXTURES/PIPES AND DUCTS .....	14-1
14.2 EXTERIOR GLASS .....	14-1
14.3 LAWNS, HEDGES, AND SHRUBS .....	14-2
14.4 HARD SURFACE FLOOR .....	14-3
14.5 TERRAZZO FLOOR* .....	14-4
14.6 CONCRETE FLOOR .....	14-5
14.7 WOOD FLOOR .....	14-6
14.8 CARPET .....	14-7
14.9 DECORATIVE METAL (BRASS/BRONZE) .....	14-7
APPENDIX A GLOSSARY .....	1
APPENDIX B SAMPLE FORMS .....	1

## SECTION 1

### INTRODUCTION

#### 1.1 PURPOSE

This handbook establishes USPS policy for housekeeping services at USPS facilities and standardizes all cleaning activities based on cleaning science and engineered processes known as “Team Cleaning”.

Team Cleaning is a methodology for systematically cleaning all facility areas using “Specialists” that are responsible for specific cleaning tasks. Each custodian may perform one or more of the specialist functions during any work period as assigned to satisfy facility needs.

Team Cleaning is divided into two sectors, cleaning for health and cleaning for appearance.

Cleaning for health primarily focuses on promoting public health by reducing harmful pathogenic microorganisms in the environment. Building occupants understand that a surface can look clean and smell clean but can still harbor harmful pathogens. Cleaning for health will minimize and control the spread of contaminants. The USPS has adopted a cleaning for health approach to minimize the spread of infectious agents and provide a safe and clean environment for all building occupants. Cleaning for health produces noticeably cleaner buildings that all building occupants want. Cleaning for health reduces dust, chemical residues, and bacteria from the surfaces we encounter every day.

Cleaning for appearance has become secondary and is not as critical as cleaning for health. The USPS has focused its resources on cleaning for health first, and then cleaning for appearance.

This handbook documents activities performed to properly assess cleaning needs, establish staffing levels, and define the methods and procedures used during cleaning operations. The USPS is standardizing custodial processes and methods using Team Cleaning concepts.

### 1.2 SAFETY STATEMENT

To ensure the safety of all employees and customers, Team Cleaning activities must follow organizational practices as outlined in [Maintenance Employee's Guide To Safety Handbook EL-803](#) and other related documents. Employees must complete training on safety procedures and Personal Protective Equipment (PPE) associated with hazards to which they are exposed. Some cleaning procedures require handling hazardous material(s) (including Blood Borne Pathogens), environmentally sensitive material(s), climbing on ladders, and/or using personnel lifting equipment. Personnel must refer to the current Safety Data Sheet (SDS) handling requirements for all hazardous or environmentally sensitive material used when performing cleaning tasks. Personnel must observe all SDS warnings, use PPE as directed, and use appropriate safety harnesses on ladders or personnel lifting equipment when required.

### 1.3 SUSTAINABILITY STATEMENT

The USPS is committed to minimizing the environmental footprint in ways that are sustainable to the business and the customers served. The USPS complies with all applicable federal, state, and local environmental laws and regulations seeking to develop sustainable solutions for a safe and healthful working environment.

## SECTION 2

### STANDARD CLEANING SERVICE CONTRACTS

Cleaning service contracts are governed by the Administrative Support Manual (ASM) and must be in accordance with the current national labor agreements.

Headquarters (HQ) Maintenance Operations specifies and approves the tools, equipment, and processes required for all new cleaning support service contracts. When a facility is eligible for contract cleaning, the Category Management Center (CMC) will obtain cleaning services forms from the Custodial Workloading (CW) software. All newly established and extended cleaning service contracts should incorporate the Team Cleaning tools, equipment, and processes specified in this handbook when appropriate. Due to unique situations, there may be occasions where the standard cleaning contracts may not apply. In these situations, consult HQ Maintenance Operations.

**THIS PAGE BLANK**

## SECTION 3

### RESPONSIBILITIES

All employees share responsibility for good housekeeping, proper disposal of trash, and maintaining a safe and healthful working environment in accordance with the continuous improvement **6S** philosophy in Table 3-1. The 6S philosophy focuses on organizational cleanliness and standardization to improve profitability, efficiency, and safety by reducing waste of all types. The 6S philosophy is arranged into six phases to create a total quality environment.

**Table 3-1. 6S Continuous Improvement Philosophy**

Sort	Clearly distinguish needed items from unneeded items and eliminate the latter.
Set to Order	Keep needed items in the correct place to allow for easy and immediate retrieval.
Shine	Keep the work area clean.
Standardize	Standardized cleanup.
Sustain	Make a habit of maintaining established procedures.
Safety	Each employee follows all safety guidelines.

Employees of each work area are responsible for the proper disposal of trash and recyclable materials including, but not limited to, plastic straps, labels, rubber bands, food waste, paper, and cardboard. Employees must assume responsibility for the proper disposal of excess material produced by their work activities. Custodians are responsible for the custodial duties of the work area, and all employees help keep the work area clean by placing waste in its proper place as it's generated.

#### 3.1 HEADQUARTERS (HQ)

USPS Headquarters develops and manages the national implementation of policies affecting the cleanliness of USPS facilities.

##### 3.1.1 Headquarters Maintenance Operations

HQ Maintenance Operations establishes and manages national policy affecting custodial operations. HQ Maintenance Operations evaluates the effectiveness of field custodial operations and monitors technological advances and improvements that may further improve these policies. HQ Maintenance Operations also:

- a. Implements the USPS Team Cleaning program.
- b. Maintains, updates, and revises national Team Cleaning methodology and administrative procedures.
- c. Manages participation in, and compliance with, the Team Cleaning process at all facilities.

- d. Inspects and reviews field operations to verify Team Cleaning policies in accordance with schedules established by the most current Maintenance Management Order (MMO).
- e. Manages the Custodial Standardization Change Control Board (CSCCB).
- f. Provides audit and reporting framework for Team Cleaning implementation and ongoing operations.
- g. Coordinates custodial training development and delivery.

### **3.1.1.1 Custodial Standardization Change Control Board (CSCCB)**

The processes, tools, equipment, and chemicals used to support Team Cleaning are controlled **and may not be changed** without approval from the CSCCB. This committee established by HQ Maintenance Operations receives, evaluates, and approves or denies each Custodial Change Request (CCR).

Headquarters Maintenance Operations appoints the committee chairperson and all voting members. The committee chairperson identifies Team Cleaning subject matter experts who conduct a technical evaluation of each change request. The board members will utilize the continuous improvement tools and processes when evaluating each CCR.

### **3.1.2 Human Resources**

Headquarters Occupational Safety and Health works with HQ Maintenance Operations to ensure all aspects of the Team Cleaning program comply with applicable safety rules and regulations governing custodial operations.

The National Center for Employee Development (NCED) maintains, updates, and revises all Team Cleaning training materials with guidance and oversight from HQ Maintenance Operations.

## **3.2 SENIOR POSTAL OFFICIAL (SPO)**

Each Senior Postal Official (SPO) ensures a safe and healthful environment for all facility occupants and ensures the Team Cleaning process is sustained at a satisfactory level. The Senior Postal Official must raise employee awareness and promote employee commitment to maintain a clean and healthful working environment. The Senior Postal Official shall ensure that cleaning activities in their facility are sustained satisfactorily and follow MS-47 policy.

### 3.2.1 Authorized Break Areas

The Senior Postal Official at each facility must identify the specific areas authorized for breaks and lunches. All functional managers within the facility will communicate to their employees where authorized break areas are located and ensure that all break and lunch activities take place only in designated areas.

### 3.2.2 Tobacco Usage and Authorized Smoking Areas

Smoking is strictly prohibited inside USPS facilities. The Senior Postal Official must follow all federal policies regarding the use of tobacco and related smoking products, including but not limited to electric cigarettes, vaping pipes, smokeless tobacco, and other related products within their facilities. The use of these devices, like the use of traditional tobacco products, is limited to designated smoking areas outside of the facility. The Senior Postal Official, with input from all relevant stakeholders, must identify authorized outdoor smoking areas at each facility and notify all employees where authorized outdoor smoking areas are located and ensure no other areas are used.

## 3.3 MAINTENANCE MANAGEMENT

Maintenance Managers, or their designees, are responsible for implementing policies defined in this handbook at all facilities having an authorized maintenance management complement. The Senior Postal Official at facilities without an authorized maintenance management complement is responsible for implementing the MS-47 policy and managing these functions at their facility, with the support of the Maintenance Manager of the supporting installation.

### 3.3.1 Supervisor Maintenance Operations

Individuals supervising custodial operations have major responsibilities in the Team Cleaning process. These responsibilities include training employees, ensuring effective custodial workforce utilization, notifying senior management of changing workload conditions, performing employee observations, and enforcing USPS safety policy.

### 3.3.2 Employee Observations

In order to ensure custodians utilize proper Team Cleaning techniques and tools, management will perform employee observations to evaluate proficiency and determine the need for additional training and/or instructions. At a minimum, supervisors should conduct observations quarterly. The times in [Section 13](#) and [Section 14](#) are estimated times and are not to be used for disciplinary purposes.

**THIS PAGE BLANK**

## SECTION 4

### CLEANING METHODOLOGIES

#### 4.1 ISSA – THE WORLDWIDE CLEANING INDUSTRY ASSOCIATION

The ISSA, previously known as the International Sanitary Supply Association, is now known as the Worldwide Cleaning Industry Association. Team Cleaning processes and performance standards in this handbook are based on standards established by ISSA. The publication *Official ISSA 540 Cleaning Times* (ISBN 0-9717810-3-6) documents the ISSA established performance standards on which the USPS custodial Team Cleaning processes and performance standards in this handbook are based.

##### 4.1.1 Custodial Standardization Change Control Board

The USPS is committed to improving its custodial cleaning processes. HQ Maintenance Operations monitors and evaluates improvements in engineered processes, cleaning science, tools, and equipment to eliminate waste, improve efficiency, and reduce costs. HQ Maintenance Operations incorporates continuous improvement tools and techniques in conjunction with the Custodial Standardization Change Control Board (CSCCB) to evaluate and improve Team Cleaning processes as outlined in Section 7 Standardization.

#### 4.2 TEAM CLEANING

Team Cleaning is a methodology for systematically cleaning all facility areas using Specialists that are responsible for specific cleaning tasks. Each custodian may perform one or more of the specialist functions during any work period as assigned to satisfy facility needs.

The structure of the Team Cleaning assignments enables custodians to work as a team, cleaning the facility with less equipment and at greater efficiency. Routes are structured in such a way that a custodian performs only the assigned specialist tasks to complete their route. Each specialist performs the same cleaning tasks in multiple spaces. Each specialist's function is associated with a distinct color-code defining the tools and chemicals utilized. Specific tasks performed by each specialist are identified in the Performance Tables listed in [Section 13](#) and [Section 14](#) of this handbook. Each custodian may perform one or more of the specialist's tasks during their workday.

## Volume A, Facility Cleaning

Team Cleaning assignments consist of the following four specialist functions in Table 4-1.

**Table 4-1. Specialist Types**

<b>Specialist</b>	<b>Function</b>	<b>Color Code</b>
Restroom Specialist	Cleans and disinfects restrooms including, but not limited to, the restocking of supplies in restrooms and custodial closets.	Red
Light Duty Specialist (term is not the same as outlined in Article 13 of the APWU Collective Bargaining Agreement)	Cleans all horizontal surfaces above the floor. Examples include dusting surfaces up to 10 feet above the finished floor, emptying trash, cleaning interior glass, and spot cleaning.  *** Light Duty Specialist is an ISSA term that defines a type of custodial work and has no relationship to the USPS Light Duty status employee.	Green
Vacuum Specialist	Vacuums all hard floor surfaces including carpets, furniture, and any area not exposed to moisture. Inspects the vacuum power cord as specified in OSHA 1910.334.(a).2.	Blue
Utility Specialist	Cleans exterior glass, mops, scrubs, and seals hard floors, hauls trash to dumpsters from designated collection points, services exterior areas, and performs other tasks.	Yellow

### 4.3 TOOLS, EQUIPMENT, AND CHEMICALS

Team Cleaning tools have been engineered to cleaning for health minimizing and controlling the spread of contaminants. Color-coding of ergonomically designed tools and environmentally friendly chemicals simplify cleaning activities. Each specialist accomplishes assigned tasks using specific color-coded tools, equipment, and chemicals. Table 4-1 identifies color-codes used with Team Cleaning.

Each custodian must inventory and inspect the tools associated with their assigned specialist duties when the tool set is removed and returned to the check-in/check-out room. Each custodian must clean all tools and equipment used during daily tasks and return them to the designated storage area. Any tool(s) found to be defective will immediately be tagged with Form 4707 (Out of Order) and reported to the on-duty Supervisor.

The tools and equipment used during the performance of cleaning must comply with the current Team Cleaning MMO.

#### 4.4 CATEGORIES OF WORK

Cleaning services are grouped into one of three categories listed in Table 4-2. During the facility workload analysis, the type of cleaning needed is placed into one of the three categories.

Table 4-2. Categories of Work

Category	Definition
Cleaning	Cleaning is the process of removing unwanted substances and putting them in their proper place. There are two levels of cleaning in the CTC process: cleaning for health and cleaning for appearance.
Policing	Policing is a specific type of job assignment performed at a less detailed scope of work compared to specialists performing cleaning tasks. Policing is primarily performed on a tour when mail processing congestion is prevalent or on a day in which building occupancy is minimal, resulting in less trash generated.
Project Work	Project work is specialized servicing, performed less frequent than weekly. Examples include, but are not limited to, carpet cleaning, floor finishing, high dusting, and exterior glass cleaning.

#### 4.5 TEAM CLEANING SPECIALIST WORKFLOW

Standardized workflows improve the quality and efficiency of cleaning. As part of workloading, establish a workflow for each route to provide the most efficient sequence of cleaning. Workflows must be followed and may be adjusted by management to provide for local operational needs. Workflows are identified on each color-coded [PS Form 4776, Preventive-Custodial Maintenance Route](#) (Figure B-8).

Local management is responsible for providing instructions consistent with the Team Cleaning workflow format in offices without authorized maintenance management.

**THIS PAGE BLANK**

## SECTION 5

### FACILITY WORKLOADING

#### 5.1 WORKLOAD ANALYSIS

Conduct a Workload Analysis to determine custodial staffing requirements. Each analysis requires a wall-to-wall review of the facility and grounds to identify all cleaned spaces. HQ Maintenance Operations may direct the workload analysis be reworked for accuracy, in whole or in part, to comply with the provisions of this handbook. HQ Maintenance Operations may validate the analysis. Perform workloading activities described below to develop facility specific cleaning requirements.

- a. Plan the workload analysis activities as described in Paragraph 5.1.1 (Plan the Workload Analysis).
- b. Establish a list identifying every space by its area and room identifier. Conduct a "Space Inventory" of the facility. A blank Form 4869, Building Inventory (Figure B-11) can be printed to support this effort as described in Paragraph 5.2 (Area Identifier (Area ID) and Room Identifiers (Room ID)).
- c. Identify the Restricted, Authorized Only, and Vacant spaces as described in Paragraph 5.5 (Space Classifications).
- d. Enter the Space Inventory data into the custodial staffing software application as described in Paragraph 5.5.4 (Space Inventory).
- e. Develop individual routes and assign scheduled frequencies using the custodial staffing software application as described in Paragraph 5.7 (Performance and Frequency Specifications) and Paragraph 5.9 (Develop Individual Routes).
- f. Electronically submit the staffing package for review, validation, and approval as described in Paragraph 5.10 (Staffing Package).

**Note:** The custodial staffing software application supports the workload analysis. Enter the data directly into the application while conducting the inventory. When the data cannot be directly entered into the custodial staffing software application, obtain and record the data on a blank PS Form 4869 (Building Inventory) (Figure B-11).

Staffing Packages should be reviewed when conditions arise that warrant an increase or decrease in annual workhours. If there are no changes since the last approved package, the staffing package review schedule in Table 5-1 will be followed.

**Table 5-1. Staffing Package Review Schedule**

Site Type	Sub Site ID	Cleaning Type	Frequency in years
Plants or Annexes	00	Postal Maintenance Maintained	1
Stations & Branches	50	Postal Maintenance Maintained	1
Annexes	50	Postal Maintenance Maintained	1
Associate Offices	20	Postal Maintenance Maintained	3
Associate Offices	20	Postmasters/Non-Maintenance Staff, Contract, or Lessor	5

### 5.1.1 Plan the Workload Analysis

Obtain the most current layout drawings for the plant and each floor in the facility. Request accurately scaled drawings that reflect actual space dimensions. The drawings should include room and space designations, room identifiers, and must show mail processing equipment configuration and locations. Create a separate list of every area and room ensuring every space is identified. If discrepancies in the drawing are identified during the workload analysis, notify proper groups of needed drawing revisions.

Develop a work plan that identifies an efficient and logical sequence to conduct the space inventory. Before beginning actual measurements, obtain the correct measurement tools and devices (e.g., a combination of tape measures, measuring wheels, and laser distance meters).

## 5.2 AREA IDENTIFIER (AREA ID) AND ROOM IDENTIFIERS (ROOM ID)

Assign every space in the facility an Area Identifier (Area ID) and a Room Identifier (Room ID) before beginning the Space Inventory. Identifiers correlate measurements to the physical spaces and are required when creating maintenance routes and checklists. If identifiers do not exist, a facility representative creates and assigns new identifiers.

### 5.2.1 Area Identifier (Area ID)

The local facility assigns the Area ID labels and groups unique room identifiers (Room ID) into logical categories. In most cases, an Area ID represents a geographic location or large area within the facility. For example, Area ID titled "1st Floor Admin" could represent all the individual administrative offices or rooms located on the 1st floor of a multi-story building. The Area ID titled "Workroom NW Section" might represent multiple individual workroom floor spaces based on the specific column locations (West Dock, 010 Operations) of workroom floor space located in the northwest section of the workroom floor.

### 5.2.2 Room Identifiers (Room ID)

The Room Identifier (Room ID) is a label or name assigned by the local facility to identify a measured space as a unique room. A Room ID represents a single office space or a specific measured section of a workroom floor. Example: The Room ID named "A3-C3 Flats Operation" represents a workroom space located between column A3 and C3 and houses the facility's Flats Sorting operation. The Room ID named "100 Manager Accounting" represents a single office for the Manager of Accounting located in room number 100. Both of these Room IDs will also have an Area ID assigned as described in Paragraph 5.2.1.

### 5.3 SPACE TYPE

Each area of the building must be classified as one of the following types of space:

- a. Restroom
- b. Breakroom/Lunchroom
- c. Locker Room
- d. Work Room
- e. Office Space
- f. Stock Room
- g. Active Storage Room
- h. Inactive Storage Room
- i. Elevator
- j. Exterior Paved Area
- k. Exterior Unpaved Area
- l. Interior Parking/Maneuvering
- m. Platform Dock (Enclosed)
- n. Platform Dock (Non-Enclosed)
- o. Service/Box Lobby
- p. Stairway
- q. Hall/Corridor
- r. Vestibule
- s. General Shop Area
- t. Janitors (Custodial) Closet
- u. Lookout Gallery
- v. Battery Room
- w. Authorized Only Spaces Interior (Table 5-2)

- x. Authorized Only Spaces Exterior Unpaved
- y. Authorized Only Spaces Exterior Paved
- z. All Restricted Spaces (Table 5-3)
  - aa. Outdoor Smoking Area
  - bb. Outdoor Lunch/Break Area

#### 5.4 COMPONENTS

Items with similar physical characteristics that permit the items to be grouped together into one classification. Generally, a unit performance factor will be established for each of the tasks to be done. Following are examples of components that must be included in the building inventory if present:

- Ceiling Light Fixtures
- Exterior Glass
- Pipes and Ducts
- Lawns, Hedges, and Shrubs
- Hard Surface Floor
- Terrazzo Floor
- Concrete Floor
- Wood Floor
- Carpet
- Decorative Metal

#### 5.5 SPACE CLASSIFICATIONS

##### 5.5.1 Authorized Only Space

Space designated as “Authorized Only” requires specific safety training or other certification, and/or special Personal Protective Equipment (PPE) to enter and occupy the space (Table 5-2). Management approval is required to enter or to perform work in authorized only spaces. Custodians who have obtained the required access clearance by management may perform cleaning of authorized only spaces.

**Table 5-2. Authorized Only Space Examples**

General shops	HVAC mezzanines	Electrical rooms
Welding shops	Mechanical rooms	Oil storage rooms
Carpenter shops	Boiler rooms	Telecommunication rooms

**5.5.2 Vacant Status**

“Vacant Status” is a space not occupied or assigned to a person, group of people, or does not support USPS operations for 30 or more days and cannot be part of another space without any separating partitions. Vacant Status CW Software categories include Not Occupied, Construction, and MOU on Infectious Disease. A new Workload Analysis must be performed before adjusting cleaning frequencies after changing a space’s designation to or from vacant status. Secure vacant status spaces to prevent unauthorized storage or access. The Senior Postal Official or designee determines which areas are designated as vacant status. During inventory activities, vacant status is identified by the Area ID and Room ID.

**5.5.3 Restricted Space**

“Restricted Space” is the space or rooms in a facility that have controlled access due to legal, privacy, security, law enforcement, or requires special authorization to enter. There may be times when access may not be permitted due to specific reasoning by the Space Owner as shown in Table 5-3. The PM routes for these Spaces will need to be properly documented when they cannot be cleaned.

Custodial cleaning schedules for restricted space are coordinated with local maintenance management and the manager responsible for the restricted space.

**Table 5-3. Restricted Space Examples**

Personnel offices	Security vaults	Computer rooms	Medical offices
Law enforcement	Office of the Inspector General (OIG) offices	Local Area Network rooms	Registry rooms

**5.5.4 Trash Routes**

Trash routes are used in conjunction with Cleaning routes in large facilities with Trash pickup points where needed. Stations and Branches, and Associate Offices typically do not utilize Trash routes. In smaller facilities such as Stations and Branches, and Associate Offices, the Light Duty route includes depositing the trash in designated area.

**5.6 SPACE INVENTORY**

The space inventory is the foundation used to develop a cleaning plan, determine effective resource scheduling, identify required tools and materials, and establish controls and metrics necessary to effectively manage the work. Physically measuring each space is a requirement of the Workload Analysis. When conducting the space inventory, obtain specific data elements listed on PS Form 4869 (Figure B-11) including:

Space Location: Interior or Exterior

- a. Area ID: The geographic location of the space (i.e., 1st Floor Administrative Offices).
- b. Room ID: Unique label or name for the measured space.

- c. Room Status: Is the room classified as Active, Vacant Status (Not Occupied, Construction, and MOU on Infectious Disease), Restricted or Authorized Only.
- d. Area of the space to be cleaned.
- e. Quantity of fixtures: A count of the number of restroom fixtures and light fixtures.
- f. Space Type: administrative, elevator, hallway, lobby, breakroom/lunchroom, locker room, restroom, workroom, workroom aisles, etc.
- g. Floor Type: asphalt plank, carpet, concrete, ceramic, Vinyl Asbestos Tile (VAT), Vinyl Composite Tile (VCT), vinyl sheet, linoleum, rubberized, terrazzo, or wood.
- h. Tour work is performed.
- i. Day of the week work is performed.
- j. Cleaned or Policed.
- k. Vacuum plug-in location.

### 5.6.1 Measuring the Facility Space

Accurately measure areas requiring cleaning using feet and inches, rounded to the nearest inch. The custodial staffing software application converts the measurement into the decimal equivalent required for calculations and reporting.

When measuring each space, record the areas length and the width. Ensure each cleaned area includes adjoining space such as closets. Common spaces accessible from multiple rooms are only allocated once.

When measuring the workroom floor area, measure the aisles as a separate distinct space. Account for aisles separately as these spaces can be cleaned manually or cleaned using selected powered equipment. For example, aisles that permit Powered Industrial Vehicle (PIV) traffic will normally accommodate a rider-type automated vacuum scrubber machine. Aisles designated for foot or pedestrian traffic may require a smaller walk-behind vacuum scrubber machine or manual cleaning.

Place a mark (red X) on each inventoried area of the building blueprint or drawing to indicate that the space measurement is complete. This helps ensure all rooms, spaces, and workroom areas are measured during the inventory process.

### 5.6.2 Exterior Window Glass Measurement

Measure only one side of window glass located on the first floor exterior walls of the building. All windows above the first floor are to be measured for inventory purposes only. The custodial staffing software application accounts for both sides of the glass surface. Interior glass is not recorded as inventory. The Team Cleaning process accounts for interior glass during routine daily cleaning.

### 5.7 PERFORMANCE AND FREQUENCY SPECIFICATIONS

The Area and Component cleaning performance charts in [Section 13](#) and [Section 14](#) provide standard performance criteria and frequency ranges. These performance charts are integrated in the custodial staffing software application. Local management determines the frequency within the specified range considering local conditions, level of occupancy, use of space, and structural composition. Deviations from listed frequency ranges are not permitted without HQ Maintenance Operations review, concurrence, and approval.

### 5.8 DEFINITION OF MULTIPLE TOURS

Determination of multiple tours will be made by area and by evaluating the time a specific work area is normally in reasonable use. Different spaces or work areas may be used for a different number of tours. For example, the space in an 010 section may be in use for 9 hours, or one tour; while a flats operation in different space of the same facility may run for 15 hours, or two tours; or a platform operation area may be in use for three tours.

Space areas in large facilities that process mail, e.g., Processing and Distribution Centers, Network Distribution Centers, or International Service Centers, will be considered to have two tours when the designated space is normally in use in excess of 12 hours, and three tours when the space is normally in use in excess of 20 hours. In these facilities non-mail processing spaces such as breakrooms, locker rooms, and rest rooms, which are not closed, will be considered in use for the corresponding number of tours. Spaces in facilities such as call centers with substantial daily use will be determined to have multiple tours as outlined above.

Facilities such as Stations, Branches, Post Offices, and Associate Offices that primarily house retail services and/or delivery operations are predominantly one tour facilities. When the time a facility is normally in use by more than three employees at any time during the service day exceeds 12 continuous hours, it will be given multiple tours. This same methodology will be applied to Sunday operations.

### 5.9 DEVELOP INDIVIDUAL ROUTES

After completing the Space Inventory, group spaces together to form routes by task required. The process must consider operational needs of each space and be organized to perform the work as efficiently as possible.

#### 5.9.1 Route Checklist Work Flow

Developing the route checklist flow from the starting point to the finishing point provides consistency in cleaning, policing, and routine servicing. Factors to consider when developing routes include the impact to operations, the specialist type needed, and the size of the space to be serviced. Two important factors are route size and vacuum plug-in locations. The Light Duty Specialist must follow the flow of the route to stay ahead of the Vacuum Specialist. This allows the removal of large or sharp debris on the floor before vacuuming.

### 5.9.1.1 Route Size

The route size based on each area's measured size or fixture count for the designated specialist is determined by the number of available workhours in a workday multiplied by a performance standard for a set of tasks.

#### NOTE

There may be occasions when more than 7 hours are scheduled (Begin Tour Overtime, End Tour Overtime, Partially Completed Routes, or Bypassed Routes, etc.).

The number of hours making up a full standard productive workday is 7 hours. Create routes equal to the maximum available workhours. The objective is to provide a full day of work for each specialist on a single route. Multiple routes may be required to achieve a full workday.

### 5.9.1.2 Vacuum Plug-in Locations

The Vacuum Specialist uses electrical receptacles located throughout the route space. Mark these receptacles with blue self-adhesive dots for identification. It is critical to create an efficient route flow, allowing the specialist to vacuum the largest space possible within a 50-foot radius, before moving to another receptacle.

## 5.10 STAFFING PACKAGE

The Senior Postal Official/designated maintenance official will ensure that all duties expected to be performed by custodians are accurately identified in the completed staffing package. The designated official will review and submit the completed package for review by HQ Maintenance Operations. After review, the staffing package will be approved by HQ Maintenance Operations. The custodial staffing software application is used to submit the custodial staffing package. HQ Maintenance Operations should approve or return the package within 45 days of the staffing package being submitted.

## 5.11 MAINTAINING PROPER STAFFING LEVELS

The final determination of custodial staffing at PDC, NDC, PDF, etc. is done by the Maintenance Manager at the local installation. Postmaster (with the support of the Manager Field Maintenance Operations) will make the final determination of custodian staffing at Stations, Branches, and Associate Offices. Once a custodial staffing level is determined using the procedures in this handbook, that staffing level must be maintained. At times, local conditions may change sufficiently to warrant a change in staffing. In order for staffing to be changed, the staffing package must be resubmitted, i.e., new forms must be completed. No change in staffing may occur without following the procedures of this handbook. In the development of a staffing package, the local APWU representative is to be contacted and may observe in the development of the package. A copy of any completed and approved staffing package (which includes all completed forms and documents used to develop the staffing package) shall be provided to the Local APWU President.

## SECTION 6

### WORK SCHEDULING

#### 6.1 ASSIGNMENTS

A recommended best practice is to assign each custodian a route, a quantity of routes, or a combination of routes and work orders that equate to a full workday. The supervisor should assign custodial work with cleaning for health as the primary factor when making daily assignments. Cleaning for appearance in Customer spaces such as Service and Box Lobbies is also considered a primary factor, in addition to cleaning for health. When making assignments, cleaning for appearance at other space locations in the facility is always secondary to cleaning for health work assignments.

#### 6.2 HOLIDAY ASSIGNMENTS

Management may modify custodial assignments to accommodate variations in building occupancy during holiday periods.

#### 6.3 EMPLOYEE ABSENCE SCHEDULING

In the event of short staff situations (i.e., holiday, vacation, unscheduled absences), the planned Team Cleaning assigned tasks can be modified to ensure cleaning for health by focusing on the following items:

- a. Clean or police restrooms, breakrooms/lunchrooms.
- b. Clean cross-contamination surfaces (fomites).
- c. Empty full trash containers or containers that are forecasted to be full prior to the next scheduled cleaning/policing activity.
- d. Remove large debris and litter in high traffic areas.
- e. Ensure Customer Service Lobby areas maintain their expected appearance.

**THIS PAGE BLANK**

## SECTION 7

### STANDARDIZATION

The standardized tools and procedures utilized for Team Cleaning have been selected and can be used at any USPS facility regardless of location, size, or age. Selection of all Team Cleaning tools, materials, and supplies is based on employee safety, environmental impact, cleaning effectiveness, and cost. Specific instructions have been developed outlining the application and usage of these products. Managers and supervisors must ensure employees follow all guidelines and regulations necessary to maintain Team Cleaning tools in a safe, clean, and serviceable condition. Each custodian is responsible to immediately report missing or damaged tools to the on-duty supervisor.

#### 7.1 CONFIGURATION CONTROL

HQ Maintenance Operations governs and controls the operation and management of facility cleaning. Custodial processes and procedures cannot be changed without prior review and approval. The CSCCB reviews any request for change or deviation from established standardized processes and methods including:

- a. Task order of specialist routes (e.g., Light Duty Specialist followed by Vacuum Specialist)
- b. Tools
- c. Materials
- d. Supplies

##### 7.1.1 Change Request

Submit a CCR form through the facility coordinator to request changes to established Team Cleaning activities. The facility coordinator verifies proper form completion and ensures adequate documentation is included to support CSCCB consideration prior to submission. The facility coordinator may submit supplemental documentation to support the request (i.e., specification sheets or process diagrams) if needed. The Custodial Standardization Change Control Board documents process and procedures in the most current version of the CSCCB guidelines.

**THIS PAGE BLANK**

## SECTION 8

### FACILITY SUPPORT REQUIREMENTS

Adequate space is required in each facility for bulk storage of custodial tools and supplies. Additional space must be allocated for storage of tools, equipment, and chemicals accessed daily by custodians during check-out and check-in activities. Space must also be allocated to support initial and supplemental custodial training.

#### 8.1 CHECK-IN/CHECK-OUT AREA

Each facility shall designate a secure room for storing equipment and supplies. It is advantageous to locate the check-in/check-out room in a central location of the facility. Local maintenance management will ensure a secure check-in/check-out area.

#### 8.2 TRAINING ROOM

Utilize a dedicated room for initial and supplemental custodial training. The training room must accommodate students and necessary training equipment and supplies. In smaller facilities, a conference room or other similar room may be used as the custodial training room.

#### 8.3 BULK STORAGE AREA

Dedicate space for storing bulk custodial supplies and equipment, preferably near the check-in/check-out room. Secure this area independently from all other rooms/areas. Bulk storage room size will vary based on facility size.

**THIS PAGE BLANK**

## SECTION 9

### TRAINING

USPS employees are the organization's most valuable resource, and the USPS is committed to investing in this workforce. This commitment includes custodial training that creates a supportive workplace and results in benefits that include, and continuously promote, job safety and proficiency, and enhance professionalism of the custodians.

A structured custodial training and development process ensures custodians and custodian supervision obtain consistent knowledge from a USPS Employee Development-recognized training program.

This training provides clear and standardized expectations and expands the knowledge base of custodians and maintenance management. Training and development provide employees with job proficiency skills required to complete their assigned tasks safely and efficiently.

#### 9.1 INITIAL TRAINING

The National Center for Employee Development (NCED) is responsible for the development and delivery of nationally recognized training courses. Local management administers supplemental training sessions that are not included in the HERO course catalog.

The initial training consists of a 16-hour course identified within HERO that combines classroom instruction supplemented with on-the-job exercises while providing professional knowledge and practical experience.

Upon completion of the initial training, the immediate supervisor or designee is responsible for teaching, coaching, and mentoring the custodial staff.

##### 9.1.1 Management Training

Supervisors regularly assigned to oversee USPS custodial work must successfully complete Custodial Team Cleaning training to effectively manage Team Cleaning activities.

### 9.2 RECURRING TRAINING

After successfully completing the initial training, each custodian will participate in additional training annually. A total of 40 hours of training is allotted for each full-time custodian per calendar year. Part-time custodians are prorated accordingly. These hours are for any training deemed necessary by the USPS. Embracing the Continuous Improvement business model, learning reinforcement is the key to success. The immediate supervisor or designee should conduct a training session covering a different topic each month. HQ Maintenance Operations is responsible for establishing and distributing an annual calendar identifying the topic for each calendar month to maintain consistency throughout all USPS cleaned facilities. These recurring training sessions offer each custodian the opportunity to increase job knowledge and proficiency.

### 9.3 SAFETY TRAINING

Headquarters Occupational Safety & Health establishes safety training requirements for the custodial workforce.

#### 9.3.1 Bloodborne Pathogens (BBP) Training Requirements

As established by the Occupational Safety and Health Administration (OSHA), Bloodborne pathogens, [29 CFR 1910.1030 \(2019\)](#), the local training office must ensure that all employees **who may be exposed** to BBP during their work activities, be provided annual BBP training or the Hazardous Waste Operations and Emergency Response (HAZWOPER) training equivalent.

## SECTION 10

### LAUNDRY SERVICE

#### 10.1 NATIONAL CONTRACTS

Approved commercial laundry vendors may be contracted to clean products such as cleaning cloths and mops used in custodial operations in accordance with [ASM 535.22 Cloth and Laundry Service](#). If the commercial laundry service includes an exchange service of cleanable goods, the contracting officer will ensure the cleaning products conform to the Headquarters specified Team Cleaning tools and equipment identified in the current Team Cleaning MMO. Substitution of cleaning products requires CSCCB approval. Consult appropriate Maintenance Management Order (MMO)/Maintenance Update (MU) for guidance on laundry service contracts administration.

#### 10.2 PRODUCT USAGE

Utilize historical usage data to determine the number of microfiber cloths, mops, and cleaning towels needed on a weekly basis. Ensure a sufficient supply of clean mops and cloths are on hand to support routine cleaning and to handle anomalous situations.

In some facilities, it may be prudent to use disposable supplies. If it is determined that disposable supplies are sufficient for the site to maintain the correct level of cleanliness required, then laundry service would not be utilized.

**THIS PAGE BLANK**

## SECTION 11

### BENCHMARKING FACILITY HOUSEKEEPING INSPECTIONS

The standardized cleaning processes and cleaning standards implemented by the USPS are utilized throughout the cleaning industry, making benchmarking an innovative method for identifying best practices to eliminate waste and increase cleaning efficiency.

Benchmarking can identify new opportunities to eliminate waste and implement processes to measure, monitor, and track improvement in cleaning efficiency and quality. Benchmarking and performance measurement allow the USPS to evaluate existing processes against industry best practices and internal standards.

The USPS Team Cleaning program should emulate the ISSA Cleaning Industry Management Standard (CIMS) using their assessment criteria and checklist.

Housekeeping inspections are an important benchmarking tool to document, evaluate, and measure improvement in Team Cleaning. Senior Postal Officials or their designees are responsible and must establish a schedule to conduct semi-annual housekeeping inspections in USPS facilities. The semi-annual inspection includes all cleaned space and must be documented on [Form 4851](#), *Building Housekeeping Inspection* (Figure B-10). The semi-annual housekeeping inspection report must be retained for a period of no less than two years. Management must review and correct deficiencies found during inspections. For additional details on Housekeeping Inspections, refer to current Maintenance Management Order (MMO), Housekeeping Inspection Techniques and current MMO, Using Custodial Work Loading Software to Record Custodial Employee Observations and Housekeeping Inspections. All locally represented unions must be invited to participate in the inspections.

**THIS PAGE BLANK**

## SECTION 12

### FORMS

In lieu of entering data directly into the custodial staffing software application, standard USPS forms in hard copy format may be used for recording physical measurements and inventory information of each facility. Forms used to support the Team Cleaning process include:

- a. PS Form 4869, Building Inventory (Figure B-11)
- b. PS Form 4839, Team Cleaning Weekly Scheduling (Figure B-9)
- c. PS Form 4852, Workload Analysis and Summary (Figure B-1)
- d. PS Form 4852A, Workload Summary Detail, Table A: Routine Weekly Hours (Figure B-3 and Figure B-4)
- e. PS Form 4852B, Workload Summary Detail, Table B: Annual Project Hours (Figure B-6)
- f. PS Form 4852diff, Workload Comparison (Figure B-2)
- g. PS Form 4852adiff, Workload Comparison, Table A: Routine Weekly Hours (Figure B-5)
- h. PS Form 4852bdiff, Workload Comparison, Table B: Annual Project Hours (Figure B-7)
- i. PS Form 4776 (front), Preventive-Custodial Maintenance Route (Figure B-8)
- j. PS Form 4851, Building Housekeeping Inspection (Figure B-10)

As entries are made in the Building Inventory section of the custodial staffing software application, facility-specific reports will automatically populate for each of the forms. Print blank forms when needed.

#### 12.1 PS FORM 4869 (BUILDING INVENTORY)

Facility-specific information entered into the Building Inventory section of the custodial staffing software application will summarize on Form 4869 (Figure B-11). Information on Form 4869 includes, but is not limited to:

- a. Area ID
- b. Room ID
- c. Space description
- d. Type of space
- e. Square feet (sq. ft.) of space
- f. Number of restroom fixtures
- g. Number of light fixtures
- h. Floor type

## **12.2 PS FORM 4839 (TEAM CLEANING WEEKLY SCHEDULING)**

The custodial staffing software application summarizes cleaning frequency information on PS Form 4839, Team Cleaning Weekly Scheduling (Figure B-9). This form identifies the specialist performing the work, and workload information by areas, tours, and days of the week, each area is cleaned.

## **12.3 PS FORM 4852 (WORKLOAD ANALYSIS AND SUMMARY)**

The rollup of all facility-specific data entered into the custodial staffing software application is identified on PS Form 4852 (Figure B-1) and includes training, wash-up, and break times. Total workhour calculations are shown as workhours per year and total full-time equivalent(s). As many full-time regular and part-time regular duty assignments as necessary to cover the workhours are to be established. To the extent practicable, duty assignments are to be full-time.

## **12.4 PS FORM 4852A, WORKLOAD SUMMARY DETAIL, TABLE A: ROUTINE WEEKLY HOURS**

The rollup of all facility-specific routine weekly data entered into the custodial staffing software application is identified on PS Form 4852A (Figure B-3).

## **12.5 PS FORM 4852B, WORKLOAD SUMMARY DETAIL, TABLE B: ANNUAL PROJECT HOURS**

The rollup of all facility-specific annual project data entered into the custodial staffing software application is identified on PS Form 4852B (Figure B-6).

## **12.6 PS FORM 4852DIFF, WORKLOAD COMPARISON**

The difference of all facility-specific data entered into the custodial staffing software application between the last approved PS Form 4852 and the currently submitted PS Form 4852 is identified on PS Form 4852diff, Workloading Comparison (Figure B-2).

## **12.7 PS FORM 4852ADIFF, WORKLOAD COMPARISON, TABLE A: ROUTINE WEEKLY HOURS**

The difference of all facility-specific routine weekly data entered into the custodial staffing software application between the last approved PS Form 4852a and the currently submitted PS Form 4852a is identified on PS Form 4852adiff, Workloading Comparison (Figure B-5).

## **12.8 PS FORM 4852BDIFF, WORKLOAD COMPARISON, TABLE B: ANNUAL PROJECT HOURS**

The difference of all facility-specific annual project data entered into the custodial staffing software application between the last approved PS Form 4852b and the currently submitted PS Form 4852b is identified on PS Form 4852bdiff, Workloading Comparison (Figure B-7).

### **12.9 PS FORM 4776 (PREVENTIVE-CUSTODIAL MAINTENANCE ROUTE)**

Implementation of route checklists for maintenance capable facilities is mandatory. Local management may use route checklists for non-maintenance capable facilities at their discretion. Route checklists identify the building name where tasks are performed, type of specialist performing the work, task frequency, estimated route completion time, and unique route numbers.

PS Form 4776 (Figure B-8) provides specific written instructions for custodians. These instructions include tools and materials needed to perform the task and the workflow indicating route start and finish points. The workflow should also indicate step-by-step instructions for the custodian to follow to ensure that the focus is cleaning for health first. Incorporate a floor layout drawing illustrating the directional workflow that specialists follow to efficiently complete the Custodial Route Checklist.

### **12.10 PS FORM 4851 (BUILDING HOUSEKEEPING INSPECTION)**

Perform housekeeping inspections semi-annually using PS Form 4851, *Building Housekeeping Inspection* (Figure B-10). The Senior Postal Official, at all levels, will monitor the report for recurring problems to ensure the cleaning tasks are being completed accurately, and adjust as needed to maintain a clean and healthy working environment. All building housekeeping inspections must be input into the Custodial Workloading software.

**THIS PAGE BLANK**

**SECTION 13**

**PERFORMANCE STANDARDS AREA CLEANING**

Task examples identified within these tables are not all inclusive. Examples identified represent common tasks associated with each identified space. Local requirements and/or conditions may require additional tasks not identified in the tables.

**13.1 RESTROOM**

**Table 13-1. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Restroom Specialist	Remove large debris. Flush toilets and urinals. Dispense disinfectant in each toilet and urinal. Refill towels, toilet paper, seat covers, feminine products and disposal bags, soap, lotion, and sanitizer. Check that all dispensers are working. Empty waste containers and replace liners. Dust restroom top to bottom. Sweep floor. Use disinfectant to wipe mirrors, touchable items, and fomites such as light switches and door handles. Spot clean walls, baseboards, windowsills, and partitions. Scrub toilet and urinal bowls. Spray and wipe toilets and urinals. Wipe the top of the toilet seat first, then the bowl. Utilize wet floor signs and barricades as needed. Damp mop floor using disinfectant. Clean cart and all tools at conclusion of route.	3 min./fixture	3 to 7 times per week

**Volume A, Facility Cleaning**

**Table 13-2. Policing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Restroom Specialist	<p>Remove large debris.</p> <p>Flush toilets and urinals.</p> <p>Dispense disinfectant in each toilet and urinal as needed.</p> <p>Refill towels, toilet paper, seat covers, feminine products and disposal bags, soap, lotion, and sanitizer as needed.</p> <p>Check that all dispensers are working.</p> <p>Empty waste containers as needed.</p> <p>Spot sweep floor.</p> <p>Use disinfectant to wipe mirrors, touchable items, and fomites such as light switches and door handles.</p> <p>Spot clean mirrors and partitions as needed.</p> <p>Scrub toilet and urinal bowls as needed.</p> <p>Spray and wipe toilets and urinals as needed. Wipe the top of the toilet seat first, then the bowl.</p> <p>Utilize wet floor signs and barricades as needed.</p> <p>Spot mop floor using disinfectant.</p> <p>Clean cart and all tools at conclusion of route.</p>	1.5 min./fixture	When used, 1 time per tour in facilities with two or more mail processing tours per day, except on tour when restroom is cleaned

13.2 BREAKROOM/LUNCHROOM

Table 13-3. Cleaning

Specialist	Tasks	Performance	Freq. Range
<p>Light Duty Specialist</p>	<p>Empty trash containers and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Wipe containers as needed with microfiber cloth and detergent.</p> <p>Dust surfaces high to low (light fixtures and air vents up to 10 feet and tops of doors and frames).</p> <p>Dust horizontal surfaces (cabinets, tables, shelving, blinds, etc.).</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Damp wipe horizontal surfaces such as but not limited to cabinets, tables, sinks, water fountains, microwave ovens, etc.</li> <li>• Spot clean other surfaces such as but not limited to mirrors, glass, columns, wall bumpers, walls, and all other fomites.</li> </ul> <p>Refill towel dispensers as needed.</p> <p>Clean and store equipment at conclusion of route.</p>	<p>5,700 sq. ft./hour</p>	<p>3 to 7 times per week</p>
<p>Vacuum Specialist</p>	<p>Inspect electrical cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles and appropriate tool attachments, vacuum the entire floor. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	<p>5,700 sq. ft./hour</p>	<p>3 to 7 times per week</p>

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop entire floor using a two-compartment mop bucket with wringer and microfiber mop with detergent solution. At conclusion of route, clean and store equipment properly.	4,650 sq. ft./hour	3 to 7 times per week as required
	Collect trash from designated locations and transport to central trash disposal area.	7,920 linear ft./hour	

**Table 13-4. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Remove debris from tables and floor. Using a multi-purpose spray bottle and the prescribed cleaning product, damp wipe tables, chairs, and all other fomites as needed. Empty trash containers as needed. Damp wipe spillages. Damp wipe and clean drinking fountains. Clean and store equipment at conclusion of route.	10,000 sq. ft./hour	When utilized, on all tours except when cleaned on the same tour

**13.3 LOCKER ROOM**

**Table 13-5. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash containers and replace liners as needed.</p> <p>Deposit all trash and recyclables at specified location.</p> <p>Wipe trash/recycle containers as needed with microfiber cloth and detergent.</p> <p>Dust surfaces high to low including tops of lockers (light fixtures and air vents up to a 10-foot ceiling and tops of doors and frames).</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Damp wipe horizontal surfaces such as but not limited to benches, chairs, etc.</li> <li>• Spot clean other surfaces such as but not limited to mirrors, glass, columns, wall bumpers, walls, and all other fomites.</li> </ul> <p>Clean and store equipment at conclusion of route.</p>	10,000 sq. ft./hour	3 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilize designated electrical receptacles and appropriate tool attachments to vacuum the entire floor. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment and inspect extension cord for damage.</p>	10,000 sq. ft./hour	3 to 7 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop entire floor using a two-compartment mop bucket with wringer and microfiber mop with detergent solution. Clean and store equipment at conclusion of route.	4,650 sq. ft./hour	3 to 7 times per week

**Table 13-6. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Remove trash and debris. Empty trash containers and replace liners as needed. Spot sweep open areas and aisles. Using a multi-purpose spray bottle and the prescribed cleaning product, wipe spills. Wipe all other fomites as needed. Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	When utilized, on all tours except when cleaned on the same tour

**13.4 WORK ROOM**

**Table 13-7. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust horizontal surfaces as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, drinking fountains, and all other fomites.</li> <li>• Clean horizontal surfaces including telephones if applicable.</li> </ul> <p>Spot clean vertical surfaces.</p> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour (High speed)	1 to 6 times per week
Light Duty Specialist	<p>Using a multi-purpose spray bottle and the prescribed cleaning product, clean all vertical surfaces within a specified area of the route, spot clean the remaining vertical surfaces and all other fomites.</p> <p>Dust all horizontal surfaces.</p> <p>Clean and store equipment at conclusion of route.</p>	13,015 sq. ft./hour (Low speed)	1 time per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum all traffic areas.</p> <p>Spot vacuum all other areas as needed. (Do not vacuum wet surfaces.)</p>	16,575 sq. ft./hour (High speed)	1 to 6 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
	At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.		
Vacuum Specialist	Inspect extension cord for damage prior to use. Utilizing designated electrical receptacles, vacuum wall to wall within a specified area of the route. (Do not vacuum wet surfaces.) At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.	13,015 sq. ft./hour (Low speed)	1 time per week
Utility Specialist	Collect trash from designated locations and transport to central trash disposal area.	7,920 linear ft./hour	2 to 7 times per week as required

**Table 13-8. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Empty trash and replace liners as needed. Deposit all trash and recyclables at central trash disposal area. Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum. Attend to spills and leaks as directed by supervisor. Using a multi-purpose spray bottle and the prescribed cleaning product, spot wipe doors, push plates, switch plates, telephones, drinking fountains, and all other fomites. Spot wipe horizontal surfaces as needed. Spot clean vertical surfaces as needed. Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	On all tours only for the area used, except when cleaned on same tour

**13.5 OFFICE SPACE**

**Table 13-9. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust all horizontal surfaces.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, drinking fountains, and all other fomites.</li> <li>• Damp clean horizontal surfaces including telephones if applicable.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	10,000 sq. ft./hour	3 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum all traffic areas.</p> <p>Spot vacuum all other areas.</p> <p>Vacuum visible debris, crumbs, or dry spills on furniture. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	10,000 sq. ft./hour	3 to 7 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	<p>Collect trash from designated locations and transport to central trash disposal area.</p> <p>Clean and store equipment at conclusion of route.</p>	7,920 linear ft./hour	3 to 7 times per week as required

### 13.6 STOCK ROOM

**Table 13-10. Cleaning**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust all horizontal surfaces.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, drinking fountains, and all other fomites.</li> <li>• Damp clean horizontal surfaces including telephones if applicable.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour (High speed)	2 to 6 times per week
	<p>Clean all vertical surfaces within the specified area of the route and spot clean the remaining vertical surfaces.</p> <p>Clean and store equipment at conclusion of route.</p>	13,015 sq. ft./hour (Low speed)	1 time per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum all traffic areas.</p> <p>Spot vacuum all other areas as assigned. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	<p>16,575 sq. ft./hour (High speed)</p>	<p>2 to 6 times per week</p>
Vacuum Specialist	<p>Inspect cord for damage prior to use.</p> <p>Vacuum wall to wall within a specified area of the route. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	<p>13,015 sq. ft./hour (Low speed)</p>	<p>1 time per week</p>

**Volume A, Facility Cleaning**

**13.7 ACTIVE STORAGE ROOM**

**Table 13-11. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust all horizontal surfaces.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, drinking fountains, and all other fomites.</li> <li>• Damp clean horizontal surfaces including telephones if applicable.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour	12 to 52 times per year
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum floor using designated electrical receptacles. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	16,575 sq. ft./hour	12 to 52 times per year

**13.8 INACTIVE STORAGE ROOM**

**Table 13-12. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust all horizontal surfaces.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, drinking fountains, and all other fomites.</li> <li>• Damp clean horizontal surfaces including telephones if applicable.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour	4 to 12 times per year
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum floor using designated electrical receptacles. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	16,575 sq. ft./hour	4 to 12 times per year

**13.9 ELEVATOR**

**Table 13-13. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Dust ceiling lights and air vents.</p> <p>Using a multi-purpose spray bottle and the prescribed cleaning product, wipe all walls, trim, doors, control panels, and all other fomites.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot removed by the vacuum.</p> <p>Clean and store equipment at conclusion of route.</p>	10 minutes per elevator cab	3 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire elevator floor area. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	1 minute per elevator cab	
Utility Specialist	<p>Utilize wet floor signs and barricades as needed.</p> <p>Damp mop entire hard floor surface using a two-compartment mop bucket with wringer and microfiber mop with detergent solution.</p> <p>Clean and store equipment at conclusion of route.</p>	1 minute per elevator cab	

**Volume A, Facility Cleaning**

**13.10 EXTERIOR PAVED AREA**

**Table 13-14. Policing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Pick up litter – all debris. Empty trash containers and replace liners as needed. Clean and store equipment at conclusion of route.	50,000 sq. ft./hour	When utilized, 1 to 7 times per week

**Table 13-15. Sweeping**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	<b>Manual sweeping:</b> Sweep sidewalks, parking areas, driveways, and maneuvering areas. Clean and store equipment at conclusion of route.	10,000 sq. ft./hour	1 to 7 times per week
	<b>Leaf blower:</b> Blow sidewalks, parking areas, driveways, and maneuvering areas. Clean and store equipment at conclusion of route.	7,920 linear ft./hour (for every 5-foot width or less)	
	<b>Pedestrian-type power vacuum:</b> Sweep sidewalks, parking areas, driveways, and maneuvering areas. Clean and store equipment at conclusion of route.	15,000 sq. ft./hour	
	<b>Rider-type power sweeper:</b> Sweep sidewalks, parking areas, driveways, and maneuvering areas. Clean and store equipment at conclusion of route.	50,000 sq. ft./hour	

**Volume A, Facility Cleaning**

**Table 13-16. Snow Removal**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Remove snow from sidewalks, parking areas, driveways, and maneuvering areas. Clean and store equipment at conclusion of the task.	4,000 sq. ft./hour	As needed

**13.11 EXTERIOR UNPAVED AREA**

**Table 13-17. Policing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Pick up litter – all debris. Empty trash containers as needed. Clean and store equipment at conclusion of route.	50,000 sq. ft./hour	1 to 7 times per week

13.12 INTERIOR PARKING/MANEUVERING

Table 13-18. Sweeping

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	<p><b>Manual:</b> Sweep and remove dirt from areas inaccessible by power equipment. Clean and store equipment at conclusion of route.</p> <p style="text-align: center;"><b>OR</b></p>	10,000 sq. ft./hour	1 to 7 times per week
	<p><b>Pedestrian-type power vacuum sweeper:</b> Sweep areas inaccessible to rider-type sweeper. Clean and store equipment at conclusion of route.</p> <p style="text-align: center;"><b>OR</b></p>	15,000 sq. ft./hour	
	<p><b>Rider-type power sweeper:</b> Sweep open areas. Clean and store equipment at conclusion of route.</p>	50,000 sq. ft./hour	

Table 13-19. Policing

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	<p>Pick up litter – all debris. Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area. Clean and store equipment at conclusion of route.</p>	50,000 sq. ft./hour	1 to 7 times per week

**Volume A, Facility Cleaning**

**13.13 PLATFORM DOCK (ENCLOSED)**

**Table 13-20. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust horizontal surfaces as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	<p>16,575 sq. ft./hour (High speed)</p>	<p>1 to 6 times per week</p>
	<p>Clean all vertical surfaces within a specified area of the route and spot clean the remaining vertical surfaces.</p> <p>Dust all horizontal surfaces.</p> <p>Clean and store equipment at conclusion of route.</p>	<p>13,015 sq. ft./hour (Low speed)</p>	<p>1 time per week</p>
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum all traffic areas, Spot vacuum all other areas as needed. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	<p>16,575 sq. ft./hour (High speed)</p>	<p>1 to 6 times per week</p>

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum wall to wall within a specified area of the route. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	<p>13,015 sq. ft./hour (Low speed)</p>	<p>1 time per week</p>

**Table 13-21. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	<p>Empty trash and replace liners as needed. Transport all trash and recyclables to central trash disposal area.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Clean and store equipment at conclusion of route.</p>	<p>16,575 sq. ft./hour</p>	<p>On all tours, only the area used, except when cleaned on same tour</p>

**Volume A, Facility Cleaning**

**13.14 PLATFORM DOCK (NON-ENCLOSED)**

**Table 13-22. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.  Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	3 to 7 times per week
Utility Specialist	Sweep open areas.	5,556 sq. ft./hour Manual	
	Leaf blower.	36,000 sq. ft./hour	
	Walk behind sweeper/power sweeper.	15,000 sq. ft./hour	
	Rider sweeper.	39,474 sq. ft./hour	
	Clean and store equipment properly at conclusion of route.		

**Table 13-23. Policing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	Pick up large debris, empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.  Spot sweep as needed. Spot mop as needed. Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	On all tours in area(s) used, except when cleaned on same tour

**Volume A, Facility Cleaning**

**13.15 SERVICE/BOX LOBBY**

**Table 13-24. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash containers and replace liners as needed. Deposit all trash and recyclables at specified location.</p> <p>Dust all horizontal surfaces.</p> <p>Clean lobby door glass.</p> <p>Clean interior lobby glass as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces including telephones if applicable.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	10,000 sq. ft./hour	5 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire floor including floor mats. (Do not vacuum wet surfaces.)</p> <p>Vacuum horizontal surfaces within reach.</p> <p>Vacuum vertical cages / screenline.</p> <p>At conclusion of route, clean all equipment, and clean and inspect extension cord for damage.</p>	10,000 sq. ft./hour	5 to 7 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop or vacuum scrub the entire hard floor area.  <b>OR</b>	4,650 sq. ft./hour	1 to 3 times per week
	Spot mop hard floor area.	12,225 sq. ft./hour	On days damp mopping is not performed
	Vacuum scrub floor. Clean and store equipment at conclusion of route.	12,526 sq. ft./hour Based on 27-inch scrubber	

**Table 13-25. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Pick up large debris, empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.  Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps: <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	As needed
Utility Specialist	Utilize wet floor signs and barricades as needed. Spot mop when not damp mopped on same day. Clean and store equipment at conclusion of route.	12,225 sq. ft./hour	On days when damp mopping is not performed

**Volume A, Facility Cleaning**

**13.16 STAIRWAY**

**Table 13-26. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	Pick up and dispose debris. Clean reachable glass surfaces. Dust horizontal surfaces. Clean handrail(s) and door handles. Clean and store equipment at conclusion of route.	3 minutes per flight	3 to 7 times per week
Vacuum Specialist	Inspect extension cord for damage prior to use. Utilizing designated electrical receptacles vacuum all floor step surfaces. (Do not vacuum wet surfaces.) At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.	3 minutes per flight	3 to 7 times per week
Utility Specialist	Utilize wet floor signs and barricades as needed. Spot mop stairway as needed.	2 minutes per flight	12 to 52 times per year

**Table 13-27. Policing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	Pick up and dispose debris. Clean handrail(s) and door handles. Clean and store equipment at conclusion of route.	3 minutes per flight	Daily, when used, except when cleaned

**Volume A, Facility Cleaning**

**13.17 HALL/CORRIDOR**

**Table 13-28. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.</p> <p>Dust all horizontal surfaces.</p> <p>Clean interior glass as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour	2 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire floor including floor mats. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment then clean and inspect extension cord for damage.</p>	16,575 sq. ft./hour	2 to 7 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the entire hard floor area. Clean and store equipment at conclusion of route. <p style="text-align: center;"><b>OR</b></p>	4,650 sq. ft./hour	
Utility Specialist	Vacuum scrub the entire hard floor area. Clean and store equipment at conclusion of route.	12,526 sq. ft./hour Based on 27-inch scrubber	

**Table 13-29. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area. Dust all horizontal surfaces. Clean interior glass as needed. Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum. Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps: <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet. Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	Daily except when cleaned

**Volume A, Facility Cleaning**

**13.18 VESTIBULE**

**Table 13-30. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.</p> <p>Dust all horizontal surfaces.</p> <p>Clean interior glass as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour	2 to 7 times per week
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire floor including floor mats. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment then clean and inspect extension cord for damage.</p>	16,575 sq. ft./hour	2 to 7 times per week

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the entire hard floor area. Clean and store equipment at conclusion of route. <p style="text-align: center;"><b>OR</b></p>	4,650 sq. ft./hour	2 to 7 times per week
Utility Specialist	Vacuum scrub the entire hard floor area. Clean and store equipment at conclusion of route.	12,526 sq. ft./hour Based on 27-inch scrubber	

**Table 13-31. Policing**

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area. Dust all horizontal surfaces. Clean interior glass as needed. Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum. Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps: <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet. Clean and store equipment at conclusion of route.	16,575 sq. ft./hour	On all tours only for the area used, except when cleaned on the same tour

**Volume A, Facility Cleaning**

**13.19 GENERAL SHOP AREA (EXCLUDES ALL “AUTHORIZED ONLY” SHOP SPACES)**

**Table 13-32. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	<p>Empty trash containers and replace liners as needed. Transport all trash and recyclables to central trash disposal area.</p> <p>Dust all horizontal surfaces.</p> <p>Clean interior glass as needed.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean and store equipment at conclusion of route.</p>	16,575 sq. ft./hour	Daily, when used
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire floor including floor mats. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, then clean and inspect extension cord for damage.</p>	16,575 sq. ft./hour	Daily, when used

**13.20 CUSTODIAL CLOSET**

**Table 13-33. Cleaning**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Light Duty Specialist	Restock supplies / paper products.	5 minutes / closet	Daily, when used
	Dust all horizontal surfaces. Sweep floor. Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps: <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet. Clean and store equipment at conclusion of route.	5,700 sq. ft./hour	
Utility Specialist	Damp mop floor. Clean and store equipment at conclusion of route.	4,650 sq. ft./hour	Daily, when used

13.21 LOOKOUT GALLERY

Table 13-34. Cleaning

Specialist	Tasks	Performance	Freq. Range
Light Duty Specialist	<p>Replace burned out lamps.</p> <p>Dust all horizontal surfaces.</p> <p>Dust walls, lookout slots, ladder rungs, guard rails, rope tell tales, and arm ledges.</p> <p>Pick up debris and any other items on the floor that could damage the vacuum or cannot be removed by the vacuum.</p> <p>Use a multi-purpose spray bottle and the prescribed cleaning product for the following steps:</p> <ul style="list-style-type: none"> <li>• Spot wipe doors, push plates, switch plates, and all other fomites.</li> <li>• Damp clean horizontal surfaces.</li> <li>• Spot clean vertical surfaces.</li> </ul> <p>Dust ceiling light fixtures, air vents, and other assigned surfaces up to 10 feet.</p> <p>Clean lookout glass.</p> <p>Clean and store equipment at conclusion of route.</p>	5,700 sq. ft./hour	4 to 12 times per year
Vacuum Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Utilizing designated electrical receptacles vacuum entire floor. (Do not vacuum wet surfaces.)</p> <p>At conclusion of route, clean all equipment, and clean and inspect extension cord for damage.</p>	5,700 sq. ft./hour	4 to 12 times per year

13.22 BATTERY ROOM

Table 13-35. Battery Room

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Sweep floor with broom and empty trash. At conclusion of route, clean all equipment.	5,568 sq. ft./hour	Daily
Utility Specialist	Scrub floor with brush. (Do not use any powered equipment.) At conclusion of route, clean all equipment.	2,500 sq. ft./hour	1 time per week

**THIS PAGE BLANK**

**SECTION 14**

**PERFORMANCE STANDARDS COMPONENT CLEANING**

**14.1 CEILING LIGHT FIXTURES/PIPES AND DUCTS**

**Table 14-1. Vacuuming**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	<p>Inspect extension cord for damage prior to use.</p> <p>Vacuum all surfaces of overhead pipes and ducts (above 10-foot level) which may require the use of personnel lifting equipment.</p> <p>Vacuum ceiling lights above the 10-foot level.</p> <p>Clean and store equipment at conclusion of route.</p> <p><b>Note:</b> Measurement is based on the total amount of square feet of floor space in the room/space with light fixtures and/or pipes and ducts above the 10-foot level.</p>	2,500 sq. ft./hour	4 to 12 times per year

**14.2 EXTERIOR GLASS**

**Table 14-2. Washing**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	<p>ASM 535.23</p> <p><b>OR</b></p>		
	<p>Using squeegee wash and dry glass surface.</p> <p>Wipe framework with cloth.</p>	455 sq. ft./hour	<p><b>Lobby:</b> 12 to 52 times/year</p> <p><b>Other areas:</b> 2 to 4 times/year</p>
	<p>Clean and store equipment at conclusion of route.</p>		

14.3 LAWNS, HEDGES, AND SHRUBS

Table 14-3. Lawn Mowing and Edging

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	If using push mower include edging/trimming.	5,000 sq. ft./hour	Up to 52 times per year
	If using riding mower include edging/trimming.	10,000 sq. ft./hour	
	Clean and store equipment at conclusion of route.		

Table 14-4. Hedges and Shrubs

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Trim hedges and shrubs. Clean and store equipment at conclusion of route.	50 linear ft./hour	1 to 4 times per year

**14.4 HARD SURFACE FLOOR**

**Table 14-5. Damp Mopping**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the hard floor area using a lint-free microfiber flat mop or disposable alternative. <b>OR</b>	4,650 sq. ft./hour	12 to 52 times per year
	If using walk-behind automatic scrubber <b>OR</b>	12,526 sq. ft./hour Based on 27-inch scrubber	
	If using riding scrubber	20,408 sq. ft./hour Based on 32-inch riding scrubber	
	Clean and store equipment at conclusion of route.		

**Table 14-6. Periodic Maintenance (If Needed)**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the hard floor area. <b>OR</b>	4,650 sq. ft./hour	3 to 12 times per year
	If using walk-behind automatic scrubber <b>OR</b>	12,526 sq. ft./hour Based on 27-inch scrubber	
	If using riding scrubber	20,408 sq. ft./hour Based on 32-inch riding scrubber	
	Apply floor finish using a lint-free microfiber flat mop or disposable alternative.	1,667 sq. ft./hour/coat	
	Clean and store equipment at conclusion of route.		

**14.5 TERRAZZO FLOOR\***

**Table 14-7. Initial Preparation**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Apply stripper using a lint-free microfiber flat mop or disposable alternative.	3,333 sq. ft./hour	Annually
	Agitate using a rotary floor machine.	800 sq. ft./hour	
	Pick up using a tank-type wet vacuum. <b>OR</b>	3,030 sq. ft./hour	
	Neutralize using a walk-behind automatic scrubber.	12,526 sq. ft./hour Based on 27-inch scrubber	
	Apply sealing compound using a lint-free microfiber flat mop or disposable alternative.	1,667 sq. ft./hour	
	Clean and store equipment at conclusion of route.		

\***Note:** Floor finish should never get below three layers of existing sealer.

**Table 14-8. Periodic Maintenance**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the hard floor area using a lint-free microfiber flat mop or disposable alternative. <b>OR</b>	4,650 sq. ft./hour	3 to 12 times per year
	If using walk-behind automatic scrubber <b>OR</b>	12,526 sq. ft./hour Based on 27-inch scrubber	
	If using riding scrubber	20,408 sq. ft./hour Based on 32-inch riding scrubber	

## Volume A, Facility Cleaning

Specialist	Tasks	Performance	Freq. Range
	Apply thin coat of floor sealer using a lint-free microfiber flat mop or disposable alternative in areas of heavy wear only.	1,667 sq. ft./hour/coat	
	Clean and store equipment at conclusion of route.		

### 14.6 CONCRETE FLOOR

**Table 14-9. Initial Preparation**

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed.	4,650 sq. ft./hour	Annually
	Damp mop the hard floor area using a lint-free microfiber flat mop or disposable alternative. <b>OR</b>		
	If using walk-behind automatic scrubber <b>OR</b>	12,526 sq. ft./hour Based on 27-inch scrubber	
	If using riding scrubber		
	Seal with concrete-sealing compound using a lint-free microfiber flat mop or disposable alternative.	1,667 sq. ft./hour/coat	
	Clean and store equipment at conclusion of route.		

**Volume A, Facility Cleaning**

**Table 14-10. Periodic Maintenance**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the hard floor area using a lint-free microfiber flat mop or disposable alternative. <b>OR</b>	4,650 sq. ft./hour	0 to 4 times per year
	If using walk-behind automatic scrubber <b>OR</b>	12,526 sq. ft./hour Based on 27-inch scrubber	
	If using riding scrubber	20,408 sq. ft./hour Based on 32-inch riding scrubber	
	Seal with concrete sealing compound using a lint-free microfiber flat mop or disposable alternative.	1,667 sq. ft./hour/coat	
	Clean and store equipment at conclusion of route.		

**14.7 WOOD FLOOR**

**Table 14-11. Periodic Maintenance**

<b>Specialist</b>	<b>Tasks</b>	<b>Performance</b>	<b>Freq. Range</b>
Utility Specialist	Utilize wet floor signs and barricades as needed. Damp mop the hard floor area. <b>OR</b>	4,650 sq. ft./hour	3 to 12 times per year
	If using walk-behind automatic scrubber	12,526 sq. ft./hour Based on 27-inch scrubber	
	Apply floor finish using a lint-free microfiber flat mop or disposable alternative.	1,667 sq. ft./hour	
	Clean and store equipment at conclusion of route.		

14.8 CARPET

Table 14-12. Carpet Cleaning

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Utilize wet floor signs and barricades as needed. Inspect extension cord for damage prior to use. Vacuum carpet thoroughly.	7,407 sq. ft./hour	1 to 4 times per year
	When applying pre-treatment	13,216 sq. ft./hour	
	When performing extraction cleaning	3,273 sq. ft./hour	
	Spot clean carpet as necessary (35% of total carpet sq. ft.)	60,000 sq. ft./hour	
	Dry carpet using blowers. <b>Note:</b> Use carpet-cleaning equipment according to manufacturer's instructions. Clean and store equipment at conclusion of route.		

14.9 DECORATIVE METAL (BRASS/BRONZE)

Table 14-13. Polishing

Specialist	Tasks	Performance	Freq. Range
Utility Specialist	Clean/polish with trigger sprayer/chemical and cloth. Clean and store equipment at conclusion of route.	500 sq. ft./hour	Once every 2 years

**THIS PAGE BLANK**

## APPENDIX A

### GLOSSARY

<b>6S</b>	Philosophy focusing on a six-part process (Sort, Set to Order, Shine, Standardize, Sustain, and Safety) to improve organizational cleanliness and standardization.
<b>Active Storage</b>	An area or room utilized for bulk storage and equipment staging accessed on a daily basis by the user. An example could be a Supply Room that is accessed at least once a day.
<b>Area ID</b>	The Area Identification (ID) is a label the local site assigns to a logical grouping of unique Room Identifiers (Room ID). In most cases, an Area ID represents a geographic location or large area within the facility.
<b>ASM</b>	Administrative Support Manual
<b>Authorized Only (Exterior)</b>	A room or space with exterior square footage, designated locally as a space where a custodian is not allowed to clean.
<b>Authorized Only (Interior)</b>	A room or space with interior square footage, designated locally as a room/space where a custodian is not allowed to clean. In current software version, anything listed as “Authorized Only” adds to the interior square footage.
<b>Battery Room</b>	A specific room designated for the charging and swapping of non-sealed type batteries to support powered industrial equipment such as tow motors, and forklifts. The space is designed to provide mechanical aids for lifting and changing batteries, flushing and neutralizing spilled electrolyte, and has adequate ventilation for dispersal of fumes from gassing batteries in accordance with OSHA and NFPA regulations. This space is considered battery room space type for workloading purposes.
<b>BBP</b>	Bloodborne Pathogens
<b>Best practice</b>	A tested process for continuous improvement. A best practice describes the current best-known method or process to accomplish an assigned task or project.

## Volume A, Facility Cleaning

---

<b>Break room/lunch room</b>	Space in a workplace that is set aside for employees to use during a break from work, to relax, or socialize. In addition, a space where meals or snacks can be purchased or where food brought from home may be eaten.
<b>Bulk storage area/room</b>	A dedicated space for storing bulk custodial supplies and equipment, preferably near the Check-in/Check-out room.
<b>Campus</b>	All facilities included on the same property with a main facility, or if supplied utilities by the main facility. Each sub-facility will have its own 4852 within the main facility package.
<b>Carrier loading area</b>	An area with a roof where carriers load/unload vehicles that does not meet the definitions of Platform Dock – Enclosed, Platform Dock – Non-Enclosed, or Platform Dock – Open. Workloaded as Exterior Paved.
<b>CCR</b>	Custodial Change Request. A request submitted by sites to the Custodial Standardization Change Control Board (CSCCB) requesting changes to established cleaning procedures or processes.
<b>CFR</b>	Code of Federal Regulations
<b>Check-in/Check-out room/area</b>	A secure room or area for storing equipment and supplies where custodial staff receives their daily assignments and reports back at the end of their shift. If the room has a slop sink it may be classified as a Custodial Closet, otherwise consider it as office space when no slop sink is present. Workloaded as Office Space.
<b>CIMS</b>	Cleaning Industry Management Standard
<b>Clean</b>	An environmental condition free of any unwanted matter that has the potential to cause an adverse or undesirable effect. Cleaning for health is the fundamental process of putting unwanted matter in its proper place to achieve a clean condition.

## Volume A, Facility Cleaning

---

<b>Cleaning for Appearance</b>	This cleaning method is used to ensure the USPS presents an inviting and bright look in spaces occupied by customers and employee breakroom/lunchroom spaces. These spaces are typically box lobbies, service lobbies, bulk mail acceptance unit lobbies, vestibules, and employee breakrooms/lunchrooms. These spaces will receive sufficient project work floor care to maintain a cleaning for appearance level. Other spaces not customer facing such as work room, employee offices, hall, corridors, platform docks, etc. only require hard floor care maintenance at a level to ensure the flooring material (VCT, VAT, concrete, etc.) is protected.
<b>Cleaning for Health</b>	A cleaning philosophy developed by Michael A. Berry Ph.D. focusing primarily on promoting public health by reducing harmful pathogenic microorganisms in the environment, then cleaning for appearance.
<b>CMC</b>	The facility services Category Management Center (CMC) is a resource available to local managers to assist with securing contract cleaning services.
<b>Contracted</b>	Conditions where custodial work such as snow removal, lawn care, floor care, etc. are performed by non-postal personnel. See additional details and requirements in the current National Collective Bargaining Agreement (CBA) and MOUs.
<b>CSCCB</b>	Custodial Standardization Change Control Board
<b>Custodial Closet</b>	A room used for storing custodial supplies that is also used for filling and dumping a mop bucket. The room must have a slop sink to be considered a custodial closet.
<b>Elevator</b>	Enclosed space that carries passengers and/or freight from one floor to another floor.
<b>Ergonomic Tools</b>	Tools designed to prevent musculoskeletal disorder injuries.
<b>Exterior Glass</b>	Glass or window surfaces where at least one side of the glass surface is exposed to the weather and outside elements. Exterior glass or windows are measured from only one side of window glass location. The custodial staffing software application accounts for both sides of the glass surface for Workloading purposes. All exterior glass surfaces are measured for inventory purposes. Only the basement and 1st floor exterior glass is Workloaded for staffing calculations. Workloading above the 1st floor requires a supplement to the staffing package for approval by HQ Maintenance Operations.

## Volume A, Facility Cleaning

---

<b>Extraction Cleaning</b>	A carpet cleaning method using specialized equipment to spray heated water on the carpet while simultaneously vacuuming water along with any dislodged and dissolved dirt.
<b>Exterior Glass Measurement</b>	Measurement consisting of only one side of first floor exterior windows of the building.
<b>Exterior Paved</b>	Area including sidewalks, parking/maneuvering areas.
<b>Exterior Sq. Ft.</b>	Any space outside of the exterior face of buildings or building docks. Includes paved (asphalt, concrete, pavers), unpaved lawn (grass), contracted lawn (grass), unpaved no lawn (mulch, dirt, gravel).
<b>Exterior Unpaved (no lawn)</b>	Area not included in paved or unpaved lawn that does not require mowing (mulch, dirt, gravel).
<b>Exterior Unpaved (lawn)</b>	Areas including lawns, hedges, and shrubs.
<b>Fixtures</b>	Showers, urinals, toilets, or multipurpose washbasins. Fixtures are only workloaded in restroom locations. On sinks with multiple spigots, each spigot is counted as a fixture.
<b>FMO</b>	Field Maintenance Office
<b>Fomite</b>	Any inanimate object or substance potentially capable of transmitting infectious organisms.
<b>Gross Interior Area</b>	Total interior space within a building that includes total cleanable areas and authorized only areas.
<b>Hall/Corridor</b>	An enclosed access component that defines and provides a path of travel to an exit, or an interior passageway from which doors lead into rooms.
<b>Hard Surface Floors</b>	A smooth-finished floor surface other than carpet.
<b>Hazardous Waste Operations and Emergency Response (HAZWOPER)</b>	Refers to many types of hazardous waste operations and emergency services conducted around the world, especially those conducted under the auspices of the federal government of the United States.
<b>HERO</b>	A postal online learning environment that maximizes the benefits of US Postal Service learning strategies.

## Volume A, Facility Cleaning

---

<b>High Speed Cleaning</b>	Routine Light Duty Specialist and Vacuum Specialist cleaning method for an area that is usually performed on a daily basis. Tasks typically include emptying trash, spot cleaning/wiping, vacuuming high traffic areas, and cleaning fomites such as doorknobs and light switches.
<b>High traffic area</b>	Area within a specified route used more frequently or receives higher employee foot traffic, resulting in the potential accumulation of debris, trash, and unwanted matter.
<b>HQ</b>	Headquarters
<b>ID</b>	Identity or identifier (as seen in Task ID, Space ID, etc.)
<b>Inactive Storage</b>	An area or room utilized for storage and accessed less frequently than daily. For example, a supply room that is accessed less than once a day.
<b>Interior Glass</b>	Glass surface where both sides are located in the interior of the building and not exposed to the weather and outside elements. For example, glass windows installed in an interior door, enclosed bulletin boards, or glass walls used in office partitions. Interior glass is not recorded as inventory and is cleaned as part of the Light Duty Specialist routine daily cleaning duties.
<b>Interior Parking or Maneuvering</b>	Covered or enclosed vehicle parking or maneuvering area. This space square footage is included in the total exterior paved area.
<b>ISF</b>	Interior Square Feet
<b>ISSA</b>	Previously known as the International Sanitary Supply Association currently known as the Worldwide Cleaning Industry Association. ISSA is the leading resource for information, education, networking, and commercial opportunities as well as the leading voice in government and the community for firms within the cleaning industry worldwide.
<b>Light Duty Specialist</b>	<p>Assigned cleaning tasks above the finished floor surface. Examples include dusting surfaces within 10 feet above the finished floor, emptying trash, cleaning interior glass, and spot cleaning.</p> <p>***Light Duty Specialist is an ISSA term that defines a type of custodial work and has no relationship to the USPS Light Duty status employee (not the same as outlined in Article 13 of the APWU Collective Bargaining Agreement).</p>

## Volume A, Facility Cleaning

---

<b>LMS</b>	Learning Management System (LMS) is a postal on-line learning environment that maximizes the benefits of USPS learning strategies.
<b>Locker Room</b>	Space containing lockers, for changing clothes, and for the storage and safekeeping of personal belongings.
<b>Lookout Gallery (LOG)</b>	Area with restricted access for law enforcement observations that consists of enclosed overhead catwalks and LOG exits (breakouts) with associated office space that may include a restroom.
<b>Low Speed Cleaning</b>	A more thorough Light Duty Specialist and Vacuum Specialist cleaning method usually performed one day per week on differing, specific portions of a cleaning route. Tasks typically include wall-to-wall cleaning, wall to wall vacuuming, interior glass cleaning, and dusting all horizontal surfaces such as cabinet tops, door tops, etc.
<b>Maintenance Employee's Guide to Safety Handbook (EL-803)</b>	A handbook to help maintenance personnel understand the policies, procedures, and safety guidelines relevant to their work.
<b>MMO</b>	Maintenance Management Order
<b>NCED</b>	National Center for Employee Development
<b>OSHA</b>	Occupational Safety and Health Administration
<b>Neutralize</b>	A carpet cleaning methodology using a neutralizing rinse in extraction carpet cleaning to remove cleaning residue.
<b>Office</b>	Space in which people work, especially sitting at tables with computers, phones, etc. Examples include meeting room, check-in/check-out room, cubicle area, etc.
<b>Official ISSA 540 Cleaning Times</b>	(ISBN #0-9717810-3-6) documents ISSA established performance standards from which USPS custodial Team Cleaning processes and performance standards are based.
<b>Pathogenic microorganisms</b>	Microscopic organism capable of causing disease.
<b>PIV</b>	Powered Industrial Vehicle
<b>Platform Dock (Enclosed)</b>	A raised dock or platform measuring 30 inches or higher from the parking and maneuvering area with a roof, three building walls and dock doors.

## Volume A, Facility Cleaning

---

<b>Platform Dock (Non-Enclosed)</b>	A raised dock or platform measuring 30 inches or higher, does not meet the qualifications of an “Enclosed-Platform Dock”.
<b>Policing</b>	Job assignment performed by specialists at a less detail scope of work compared to specialists performing cleaning tasks. Policing includes taking all trash collected to the Dumpster/Compactor Area.
<b>PPE</b>	Personal Protective Equipment
<b>PS Form 4839</b>	Team Cleaning Weekly Scheduling Postal Service form (Figure B-9).
<b>PS Form 4851</b>	Building Housekeeping Inspection Postal Service form (Figure B-10).
<b>PS Form 4852</b>	Workload Analysis and Summary Postal Service form (Figure B-1).
<b>PS Form 4852diff</b>	Workload Analysis and Summary Postal Service form (Figure B-6).
<b>PS Form 4852a</b>	Workload Analysis and Summary Postal Service form (Figure B-3 and Figure B-4).
<b>PS Form 4852adiff</b>	Workload Analysis and Summary Postal Service form (Figure B-5).
<b>PS Form 4852b</b>	Workload Analysis and Summary Postal Service form (Figure B-6).
<b>PS Form 4852bdiff</b>	Workload Analysis and Summary Postal Service form (Figure B-7).
<b>PS Form 4869</b>	Building Inventory Postal Service form (Figure B-11).
<b>PS Form 4776</b>	Preventive-Custodial Maintenance Route Postal Service form (Figure B-8).
<b>Restricted space</b>	Space or rooms in a facility with controlled access due to legal, privacy, security, law enforcement, or special authorization requirement to enter. These spaces may impact standard custodial cleaning frequencies due to accessibility.
<b>Restroom</b>	Space with at least one toilet or urinal. Does not include authorized only areas or restricted spaces.

## Volume A, Facility Cleaning

---

<b>Restroom Specialist</b>	Cleans and disinfects restrooms, including but not limited to, restocking supplies in restrooms and custodial closets.
<b>Room ID</b>	The Room Identifier (ID) is a label or name the local site assigns to identify a measured space as a unique room. A Room ID represents a single office space or specific measured section of a workroom floor.
<b>Rope Tell Tales</b>	Ropes hanging from the ceiling of inspector galleries in areas where the gallery floor height abruptly changes. The rope ends hang low enough to touch a person's head making them aware of floor height changes in limited visibility conditions.
<b>Route checklist flow</b>	The designated starting and ending points (locations) of a PS 4776 Preventive-Custodial Maintenance Route that describes the sequential order to perform the work tasks, the needed tools and materials, and other specific information to guide or clarify the work assignment. Work flow should always be performed from the designated starting point, moving in a clockwise direction to the finishing point whenever possible.
<b>Screenline</b>	The customer service counter, post office boxes, and all other structures that separate the customer area in front of the counter from the employee area behind the counter.
<b>SDS</b>	Safety Data Sheet. Written documents outlining information and procedures for handling and working with chemicals.
<b>Sealed Battery Charging Area or Space</b>	A designated space where powered equipment with sealed type batteries is charged in place without changing or swapping batteries. This space is considered workroom floor space type for workloading purposes. Not a battery room as defined by OSHA and NFPA (see Battery Room).
<b>Service/Box Lobby</b>	Retail operations space or PO box area that is accessed by customers. Note: Areas behind the retail unit counter line or areas where PO box mail is sorted (where the clerks work) and put in the boxes are classified as Workroom space.
<b>Stairs</b>	A set of steps and landings from the finished floor leading directly to a level such as a mezzanine, storage room, mechanical room, or platform dock. Workloading of stairs into inventory is accomplished by measuring the width of the stairs multiplied by the length of the stairs plus the length and width of any landing between sets of stairs. Stairs may be assigned the same space type of the space that the stairs serve or terminate when traveling up the stairs.

## Volume A, Facility Cleaning

---

<b>Stairwell</b>	A compartment or vertical shaft through a building in which stairs are located for use as an emergency exit or access between multiple floors. Stairwells are workloaded by counting the total number of flights in the stairwell. The stairwell square footage is measured by taking the length multiplied by the width by the number of floors for MS-1 square footage calculations (see Stairwell Flight).
<b>Stairwell Flight</b>	A flight is a set of steps between landings or floors. The number of flights in a stairwell is determined by counting the total landings above the finished floor to the top floor of the stairwell.
<b>Stairwell Landing</b>	A horizontal space between flights. A landing is a small platform that is part of the stairs between main floor levels and designed to allow stairs to change directions or let the user rest.
<b>Stockroom</b>	A room designated specifically where tools and parts are received and issued by a Maintenance Support Clerk. This area must be staffed by at least one Maintenance Support Clerk.
<b>Supply Room</b>	A space or room where supplies are stored or gathered and can be obtained by the user. Generally defined as active or inactive storage.
<b>Team Cleaning</b>	A methodology for systematically cleaning all facility areas using specialists responsible for specific cleaning tasks. Each custodian may perform one or more specialist functions during any work period as assigned to satisfy cleaning needs.
<b>Total Interior Cleanable Area</b>	The Gross Interior Area minus the authorized only sq. ft. in the space inventory. Authorized only sq. ft. is not considered cleanable by custodians.
<b>Training room</b>	A dedicated room for initial and supplemental custodial training, able to accommodate students and necessary training equipment and supplies.
<b>USPS</b>	United States Postal Service
<b>Utility Specialist</b>	Cleans exterior glass, mops, scrubs, and seals hard floors, hauls trash to dumpsters from designated collection points, services exterior areas, and performs other tasks.

## Volume A, Facility Cleaning

---

<b>Vacant Space</b>	Area not occupied or assigned to a person, group of people, or does not support USPS operations for 30 or more days and cannot be part of another space without any separating partitions. Secure vacant spaces to prevent unauthorized storage or access.
<b>Vacant Status</b>	Occupied, Not Occupied, Construction, Pandemic. Does not reduce the total cleanable sq. ft. if occupied.
<b>Vacuum Specialist</b>	Vacuums all hard floor surfaces including carpets, furniture, and any area not exposed to moisture. Inspects and cleans the vacuum and all associated parts and equipment, as well as the vacuum power cord as specified in OSHA 1910.334.(a).2.
<b>Vestibule</b>	A passage, hall, or room between the outer door and the interior of a building usually located outside an employee or customer entrance into the interior portion of a building. Can also be a space between a dock and workroom floor. NOT a Hall/Corridor.
<b>Work Room Aisles</b>	Permanent aisles or passageways that are clearly marked on the workroom floor to support the safe conveyance of people and equipment.
<b>Work Room</b>	Space where mail processing operations or customer service/delivery activities take place. This includes the space behind the screenline and PO box area.

## SAMPLE FORMS

### NOTE

Due to periodic software changes, current versions of the forms may be visually different from those shown in the following forms.

## Volume A, Facility Cleaning

U.S. POSTAL SERVICE <b>WORKLOAD</b> <b>ANALYSIS AND SUMMARY</b> PS FORM 10-10-2014 <b>4852 - FOR REVIEW PURPOSES</b>		SITE NAME	GROSS INTERIOR AREA	0.00
		FINANCE NO	TOTAL INTERIOR	0.00
		BUILDING(S)	CLEANABLE AREA	
		ADDRESS	EXTERIOR PAVED	0.00
			EXTERIOR UNPAVED	0.00

  

TABLE A: ROUTINE WEEKLY HOURS			TABLE B: ANNUAL PROJECT HOURS		
LINE NO.	TASK DESCRIPTION	WEEKLY HOURS	LINE NO.	TASK DESCRIPTION	ANNUAL HOURS
1	BATTERY ROOM	0	28	Automatic Scrubber 27 inch Walk behind - Project Route	0
2	BREAKROOM / LUNCHROOM	0	29	Automatic Scrubber 32 inch Rider - Project Route	0
3	CUSTODIAL CLOSET	0	30	Battery Room - Scrub Floor with Brush	0
4	ELEVATOR	0	31	Carpet Cleaning - Extraction Machine	0
5	GENERAL SHOP AREA	0	32	Carpet Cleaning - Treatment Spray	0
6	HALL / CORRIDOR	0	33	Clean Active Storage - Includes LDS and VS	0
7	INTERIOR PARKING	0	34	Clean Exterior Glass	0
8	LOCKER ROOM	0	35	Clean Exterior Glass - Lobby	0
9	OFFICE	0	36	Clean Inactive Storage - Includes LDS and VS	0
10	PAVED	0	37	Clean LOG - Includes LDS and VS	0
11	PLATFORM DOCK - ENCLOSED	0	38	Clean/Polish with Trigger Sprayer/Chemical & Cloth	0
12	PLATFORM DOCK - NON-ENCLOSED	0	39	Concrete Init Prep - Manual	0
13	RESTROOM	0	40	Concrete Init Prep - Rider Auto Scrubber	0
14	SERVICE / BOX LOBBY	0	41	Concrete Init Prep - Walk-Behind Auto Scrubber	0
15	STAIRWELL	0	42	Concrete Periodic - Manual	0
16	SUPPLY ROOM	0	43	Concrete Periodic - Rider Auto Scrubber	0
17	UNPAVED - LAWN	0	44	Concrete Periodic - Walk-Behind Auto Scrubber	0
18	UNPAVED - NO LAWN	0	45	Damp Mop with Microfiber Mop and Dual Bucket - Project Route	0
19	VESTIBULE	0	46	Hard Floor Periodic - Manual	0
20	WORK ROOM	0	47	Hard Floor Periodic - Rider Auto Scrubber	0
	TRASH ROUTES	0	48	Hard Floor Periodic - Walk-Behind Auto Scrubber	0
	SUB TOTAL	0	49	Lawn Mowing - Push Mower	0
			50	Lawn Mowing - Rider Mower	0
			51	Lawn Mowing - Contractor	0
			52	Lights Pipes and Ducts - Ladder with Vacuum	0
			53	Stairwells - Spot Mop as Needed	0
			54	Terrazzo Initial Prep - Manual	0
			55	Terrazzo Initial Prep - Walk-Behind Auto Scrubber	0
			56	Terrazzo Periodic - Manual	0
			57	Terrazzo Periodic - Rider Auto Scrubber	0
			58	Terrazzo Periodic - Walk-Behind Auto Scrubber	0
			59	Trim Hedges and Shrubs	0
			60	Wood Periodic - Manual	0
			61	Wood Periodic - Walk-Behind Auto Scrubber	0
			62	Spot Clean Carpet	0
			63	In-house Laundry	0
				SUB TOTAL	0

  

WORK HOUR CALCULATIONS			
A	MULTIPLY TABLE A SUBTOTAL BY 52 WEEKS	0	HRS/YEAR
B	TOTAL TABLE B SUBTOTAL + TABLE C SUBTOTAL	0	HRS/YEAR
C	TOTAL LINES A + B	0	HRS/YEAR
D	MULTIPLY LINE C BY 12.5%	0	HRS/YEAR
E	TOTAL LINE C + D	0	WH/YEAR
F	DIVIDE LINE E BY 1712	0	WORK YEARS
G	MULTIPLE LINE F BY 40	0	WH/YEAR
H	TOTAL LINES E + G	0	WH/YEAR
I	DIVIDE LINE H BY 52 WEEKS	0	WH/YEAR
J	DIVIDE LINE H BY 1752	0	WORK YEARS
K	TOTAL EMPLOYEES	0	

  

TABLE C: SUPPLEMENTAL PROJECT HOURS		
LINE NO.	TASK DESCRIPTION	ANNUAL HOURS
70		
71		
72		
73		
74		
75		
	SUB TOTAL	0

  

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR REVIEW PURPOSES - NOT A FINALIZED STAFFING DOCUMENT**

PS FORM 10-10-2014 **4852 - FOR REVIEW PURPOSES**

Figure B-1 - PS Form 4852

## Volume A, Facility Cleaning

<b>U.S POSTAL SERVICE WORKLOAD COMPARISON</b>	SITE NAME		GROSS INTERIOR AREA	337,717.40	GROSS INTERIOR (+/-)	-30,637.40
	FINANCE NO		TOTAL INTERIOR CLEANABLE AREA	317,746.80	CLEANABLE(+/-)	-30,637.39
	BUILDING(S)		EXTERIOR PAVED	1,060,571.15	PAVED(+/-)	-0.05
	ADDRESS		EXTERIOR UNPAVED	182,885.00	UNPAVED(+/-)	

  

TABLE A: ROUTINE WEEKLY HOURS			
TASK DESCRIPTION	WEEKLY HOURS	HOURS (+/-)	
BATTERY ROOM	0.85	-0.00	
BREAKROOM / LUNCHROOM	42.19	-0.00	
CUSTODIAL CLOSET	7.40	+0.00	
GENERAL SHOP AREA	17.70	+0.00	
HALL / CORRIDOR	15.72	-0.61	
LOCKER ROOM	7.94	+0.01	
OFFICE	29.31	+4.27	
PAVED	48.75	+0.00	
PLATFORM DOCK - ENCLOSED	46.06	-0.01	
RESTROOM	104.70	+6.35	
SUPPLY ROOM	3.84	-0.00	
UNPAVED - LAWN	3.66	-0.00	
WORK ROOM	175.34	+7.27	
TRASH ROUTES	4.08	+0.00	
<b>SUB TOTAL</b>	<b>507.54</b>	<b>+17.28</b>	

  

WORK HOUR CALCULATIONS			
A	MULTIPLY TABLE A SUBTOTAL BY 52 WEEKS	26,391.92	+898.59 HRS/YEAR
B	TOTAL TABLE B SUBTOTAL + TABLE C SUBTOTAL	4,006.65	+1,509.42 HRS/YEAR
C	TOTAL LINES A + B	30,398.57	+2,408.02 HRS/YEAR
D	MULTIPLY LINE C BY 12.5%	3,799.82	+301.00 HRS/YEAR
E	TOTAL LINE C + D	34,198.39	+2,709.02 WH/YEAR
F	DIVIDE LINE E BY 1712	19.98	+19.98 WORK YEARS
G	MULTIPLE LINE F BY 40	799.03	+66.72 WH/YEAR
H	TOTAL LINES E + G	34,997.42	+2,775.74 WH/YEAR
I	DIVIDE LINE H BY 52 WEEKS	673.03	+673.03 WH/YEAR
J	DIVIDE LINE H BY 1752	19.98	+19.98 WORK YEARS
K	TOTAL EMPLOYEES	19.98	+1.67

  

TABLE B: ANNUAL PROJECT HOURS			
TASK DESCRIPTION	ANNUAL HOURS	HOURS (+/-)	
Automatic Scrubber 27 inch Walk behind - Project Route	59.38	+0.00	
Battery Room - Scrub Floor with Brush	14.00	+0.00	
Carpet Cleaning - Extraction Machine	9.12	+2.12	
Carpet Cleaning - Treatment Spray	0.72	-0.26	
Clean Active Storage - Includes LDS and VS	62.47	+0.00	
Clean Exterior Glass	64.94	+7.28	
Clean Inactive Storage - Includes LDS and VS	0.03	+0.00	
Clean LOG - Includes LDS and VS	13.80	+0.00	
Concrete Init Prep - Manual	32.05	-0.00	
Concrete Init Prep - Rider Auto Scrubber	3.51	-0.00	
Concrete Init Prep - Walk-Behind Auto Scrubber	21.89	-0.00	
Concrete Periodic - Manual	14.33	-0.00	
Concrete Periodic - Rider Auto Scrubber	3.51	-0.00	
Damp Mop with Microfiber Mop and Dual Bucket - Project Route	466.48	-67.99	
Hard Floor Periodic - Manual	384.14	-75.51	
Hard Floor Periodic - Walk-Behind Auto Scrubber	71.96	-0.00	
Lights Pipes and Ducts - Ladder with Vacuum	354.00	-0.78	
Spot Clean Carpet	0.21	+0.01	
<b>SUB TOTAL</b>	<b>2,052.03</b>	<b>-135.13</b>	

  

TABLE C: SUPPLEMENTAL PROJECT HOURS			
TASK DESCRIPTION	ANNUAL HOURS	HOURS (+/-)	
FURNITURE, AND CHANGING LIGHT BULBS	7.00	-10.45	
RECYCLING	1,655.00	+1,655.00	
<b>SUB TOTAL</b>	<b>1,954.62</b>	<b>+1,644.55</b>	

**Figure B-2. PS Form 4852diff**

# Volume A, Facility Cleaning

## FOR REVIEW PURPOSES - BLANK FORM

U.S. POSTAL SERVICE <b>WORKLOAD</b> <b>SUMMARY DETAIL</b> <small>PS FORM 10-10-2014</small> <b>4852a</b>	SITE NAME		GROSS INTERIOR AREA	0.00
	FINANCE NO		TOTAL INTERIOR CLEANABLE AREA	0.00
	BUILDING(S)		EXTERIOR PAVED	0.00
	ADDRESS		EXTERIOR UNPAVED	0.00

TABLE A: ROUTINE WEEKLY HOURS

LINE NO.	SPACE TYPE/TASK DESCRIPTION	SPECIALIST	ACTION	UNITS OF MEASURE	UNITS PER HOUR	QUANTITY	WEEKLY HOURS
1	BATTERY ROOM	US	US ROUTINE	SQ FT	5,568.0	0	0
2A	BREAKROOM / LUNCHROOM	LDS	LOW SPEED	SQ FT	5,700.0	0	0
2B	BREAKROOM / LUNCHROOM	LDS	POLICE	SQ FT	10,000.0	0	0
2C	BREAKROOM / LUNCHROOM	US	US ROUTINE	SQ FT	4,650.0	0	0
2D	BREAKROOM / LUNCHROOM	US	US ROUTINE	SQ FT	12,526.0	0	0
2E	BREAKROOM / LUNCHROOM	US	US ROUTINE	SQ FT	20,408.0	0	0
2F	BREAKROOM / LUNCHROOM	VS	LOW SPEED	SQ FT	5,700.0	0	0
3A	CUSTODIAL CLOSET	LDS	LOW SPEED	SQ FT	5,700.0	0	0
3B	CUSTODIAL CLOSET	US	US ROUTINE	SQ FT	4,650.0	0	0
4A	ELEVATOR	LDS	LOW SPEED	EACH	6.0	0	0
4B	ELEVATOR	US	US ROUTINE	EACH	60.0	0	0
4C	ELEVATOR	VS	LOW SPEED	EACH	60.0	0	0
5A	GENERAL SHOP AREA	LDS	LOW SPEED	SQ FT	16,575.0	0	0
5B	GENERAL SHOP AREA	VS	LOW SPEED	SQ FT	16,575.0	0	0
6A	HALL / CORRIDOR	LDS	LOW SPEED	SQ FT	16,575.0	0	0
6B	HALL / CORRIDOR	LDS	POLICE	SQ FT	16,575.0	0	0
6C	HALL / CORRIDOR	US	US ROUTINE	SQ FT	4,650.0	0	0
6D	HALL / CORRIDOR	US	US ROUTINE	SQ FT	20,408.0	0	0
6E	HALL / CORRIDOR	US	US ROUTINE	SQ FT	12,526.0	0	0
6F	HALL / CORRIDOR	VS	LOW SPEED	SQ FT	16,575.0	0	0
7A	INTERIOR PARKING	US	US ROUTINE	SQ FT	10,000.0	0	0
7B	INTERIOR PARKING	US	US ROUTINE	SQ FT	50,000.0	0	0
7C	INTERIOR PARKING	US	US ROUTINE	SQ FT	15,000.0	0	0
8A	LOCKER ROOM	LDS	LOW SPEED	SQ FT	10,000.0	0	0
8B	LOCKER ROOM	LDS	POLICE	SQ FT	16,575.0	0	0
8C	LOCKER ROOM	US	US ROUTINE	SQ FT	4,650.0	0	0
8D	LOCKER ROOM	US	US ROUTINE	SQ FT	20,408.0	0	0
8E	LOCKER ROOM	US	US ROUTINE	SQ FT	12,526.0	0	0
8F	LOCKER ROOM	VS	LOW SPEED	SQ FT	10,000.0	0	0
9A	OFFICE	LDS	LOW SPEED	SQ FT	10,000.0	0	0
9B	OFFICE	VS	LOW SPEED	SQ FT	10,000.0	0	0
10A	PAVED	LDS	POLICE	SQ FT	50,000.0	0	0
10B	PAVED	US	US ROUTINE	SQ FT	10,000.0	0	0
10C	PAVED	US	US ROUTINE	SQ FT	15,000.0	0	0
10D	PAVED	US	US ROUTINE	SQ FT	50,000.0	0	0
10E	PAVED	US	US ROUTINE	LINEAR FT	7,920.0	0	0
11A	PLATFORM DOCK - ENCLOSED	LDS	HIGH SPEED	SQ FT	16,575.0	0	0
11B	PLATFORM DOCK - ENCLOSED	LDS	LOW SPEED	SQ FT	13,015.0	0	0
11C	PLATFORM DOCK - ENCLOSED	LDS	POLICE	SQ FT	16,575.0	0	0
11D	PLATFORM DOCK - ENCLOSED	VS	HIGH SPEED	SQ FT	16,575.0	0	0
11E	PLATFORM DOCK - ENCLOSED	VS	LOW SPEED	SQ FT	13,015.0	0	0
12A	PLATFORM DOCK - NON-ENCLOSED	LDS	LOW SPEED	SQ FT	16,575.0	0	0
12B	PLATFORM DOCK - NON-ENCLOSED	LDS	POLICE	SQ FT	16,575.0	0	0
12C	PLATFORM DOCK - NON-ENCLOSED	US	US ROUTINE	SQ FT	5,556.0	0	0
13A	RESTROOM	RS	LOW SPEED	RR FIXTURE	20.0	0	0
13B	RESTROOM	RS	POLICE	RR FIXTURE	40.0	0	0
14A	SERVICE / BOX LOBBY	LDS	LOW SPEED	SQ FT	10,000.0	0	0
14B	SERVICE / BOX LOBBY	LDS	POLICE	SQ FT	16,575.0	0	0
14C	SERVICE / BOX LOBBY	US	US POLICE	SQ FT	12,225.0	0	0
14D	SERVICE / BOX LOBBY	US	US ROUTINE	SQ FT	4,650.0	0	0
14E	SERVICE / BOX LOBBY	US	US ROUTINE	SQ FT	12,526.0	0	0
14F	SERVICE / BOX LOBBY	VS	LOW SPEED	SQ FT	10,000.0	0	0
15A	STAIRWELL	LDS	LOW SPEED	FLIGHT	20.0	0	0
15B	STAIRWELL	LDS	POLICE	FLIGHT	20.0	0	0

PS FORM 10-10-2014 **4852a**

**FOR REVIEW PURPOSES - BLANK FORM**

Staffing Package:  
Page 1 of 2

Figure B-3. PS Form 4852a (page 1)

# Volume A, Facility Cleaning

## FOR REVIEW PURPOSES - BLANK FORM

TABLE A: ROUTINE WEEKLY HOURS (continued)							
LINE NO.	SPACE TYPE/TASK DESCRIPTION	SPECIALIST	ACTION	UNITS OF MEASURE	UNITS PER HOUR	QUANTITY	WEEKLY HOURS
15C	STAIRWELL	VS	LOW SPEED	FLIGHT	20.0	0	0
16A	SUPPLY ROOM	LDS	HIGH SPEED	SQ FT	16,575.0	0	0
16B	SUPPLY ROOM	LDS	LOW SPEED	SQ FT	13,015.0	0	0
16C	SUPPLY ROOM	VS	HIGH SPEED	SQ FT	16,575.0	0	0
16D	SUPPLY ROOM	VS	LOW SPEED	SQ FT	13,015.0	0	0
17	UNPAVED - LAWN	LDS	POLICE	SQ FT	50,000.0	0	0
18	UNPAVED - NO LAWN	LDS	POLICE	SQ FT	50,000.0	0	0
19A	VESTIBULE	LDS	LOW SPEED	SQ FT	16,575.0	0	0
19B	VESTIBULE	LDS	POLICE	SQ FT	16,575.0	0	0
19C	VESTIBULE	US	US ROUTINE	SQ FT	4,650.0	0	0
19D	VESTIBULE	US	US ROUTINE	SQ FT	12,526.0	0	0
19E	VESTIBULE	US	US ROUTINE	SQ FT	20,408.0	0	0
19F	VESTIBULE	VS	LOW SPEED	SQ FT	16,575.0	0	0
20A	WORK ROOM	LDS	HIGH SPEED	SQ FT	16,575.0	0	0
20B	WORK ROOM	LDS	LOW SPEED	SQ FT	13,015.0	0	0
20C	WORK ROOM	LDS	POLICE	SQ FT	16,575.0	0	0
20D	WORK ROOM	VS	HIGH SPEED	SQ FT	16,575.0	0	0
20E	WORK ROOM	VS	LOW SPEED	SQ FT	13,015.0	0	0
21	TRASH ROUTES	US	TRASH	LINEAR FT	7,920.0	0	0
	SUB TOTAL						0

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Figure B-4. PS Form 4852a (page 2)**

# Volume A, Facility Cleaning

<b>U.S POSTAL SERVICE WORKLOAD COMPARISON</b>	SITE NAME		GROSS INTERIOR AREA	337,717.40	GROSS INTERIOR (+/-)	-30,637.40			
	FINANCE NO		TOTAL INTERIOR CLEANABLE AREA	317,746.80	CLEANABLE(+/-)	-30,637.39			
	BUILDING(S)		EXTERIOR PAVED	1,060,571.15	PAVED(+/-)	-0.05			
	ADDRESS		EXTERIOR UNPAVED	182,885.00	UNPAVED(+/-)				
	<b>TABLE A: ROUTINE WEEKLY HOURS</b>								
SPACE TYPE	TASK DESCRIPTION	SPECIALIST	ACTION	UNITS OF MEASURE	UNITS PER HOUR	QUANTITY	QUANTITY (+/-)	WEEKLY HOURS	HOURS (+/-)
BATTERY ROOM	Battery Room - Sweep with 36 Push Broom	US	US ROUTINE	SQ FT	5,566	4,712.46	+4,712.46	0.85	+0.85
BREAKROOM / LUNCHROOM	Light Duty Routine Speed (Average)	LDS	LOW SPEED	SQ FT	5,700	66,161.38	+66,161.38	11.61	+11.61
BREAKROOM / LUNCHROOM	Light Duty Specialist office building cleaning	LDS	POLICE	SQ FT	10,000	128,448.25	+128,448.25	12.84	+12.84
BREAKROOM / LUNCHROOM	Utility Specialist damp mop daily	US	US ROUTINE	SQ FT	4,650	28,493.25	+28,493.25	6.13	+6.13
BREAKROOM / LUNCHROOM	Vacuum Detail Speed (Average)	VS	LOW SPEED	SQ FT	5,700	66,161.38	+66,161.38	11.61	+11.61
CUSTODIAL CLOSET	Light Duty Routine Speed (Average)	LDS	LOW SPEED	SQ FT	5,700	4,855.40	+4,855.40	6.40	+6.40
CUSTODIAL CLOSET	Utility Specialist damp mop daily	US	US ROUTINE	SQ FT	4,650	4,655.40	+4,655.40	1.00	+1.00
GENERAL SHOP AREA	Light Duty Routine Speed (High)	LDS	LOW SPEED	SQ FT	16,575	146,713.63	+146,713.63	8.85	+8.85
GENERAL SHOP AREA	Vacuum Routine Speed (High)	VS	LOW SPEED	SQ FT	16,575	146,713.63	+146,713.63	8.85	+8.85
HALL / CORRIDOR	Light Duty Routine Speed (High)	LDS	LOW SPEED	SQ FT	16,575	44,980.47	+44,980.47	2.71	+2.71
HALL / CORRIDOR	Light Duty Routine Speed (High)	LDS	POLICE	SQ FT	16,575	21,916.47	+21,916.47	1.32	+1.32
HALL / CORRIDOR	Utility Specialist damp mop daily	US	US ROUTINE	SQ FT	4,650	41,721.62	+41,721.62	8.97	+8.97
HALL / CORRIDOR	Vacuum Routine Speed (High)	VS	LOW SPEED	SQ FT	16,575	44,980.47	+44,980.47	2.71	+2.71
LOCKER ROOM	Light Duty Specialist office building cleaning	LDS	LOW SPEED	SQ FT	10,000	19,242.22	+19,242.22	1.92	+1.92
LOCKER ROOM	Light Duty Routine Speed (High)	LDS	POLICE	SQ FT	16,575	38,494.44	+38,494.44	2.32	+2.32
LOCKER ROOM	Utility Specialist damp mop daily	US	US ROUTINE	SQ FT	4,650	8,246.87	+8,246.87	1.77	+1.77
LOCKER ROOM	Vacuum Specialist office building	VS	LOW SPEED	SQ FT	10,000	19,242.22	+19,242.22	1.92	+1.92
OFFICE	Light Duty Specialist office building cleaning	LDS	LOW SPEED	SQ FT	10,000	146,555.44	+146,555.44	14.66	+14.66
OFFICE	Vacuum Specialist office building	VS	LOW SPEED	SQ FT	10,000	146,555.44	+146,555.44	14.66	+14.66
PAVED	Paved - Police	LDS	POLICE	SQ FT	50,000	1,083,656.15	+1,083,656.15	21.67	+21.67
PAVED	Paved - Leaf Blower	US	US ROUTINE	LINEAR FT	7,920	214,453.83	+214,453.83	27.08	+27.08
PLATFORM DOCK - ENCLOSED	Light Duty Routine Speed (High)	LDS	HIGH SPEED	SQ FT	16,575	64,392.79	+64,392.79	3.89	+3.89
PLATFORM DOCK - ENCLOSED	Light Duty Routine Speed (Low)	LDS	LOW SPEED	SQ FT	13,015	32,196.40	+32,196.40	2.47	+2.47
PLATFORM DOCK - ENCLOSED	Light Duty Routine Speed (High)	LDS	POLICE	SQ FT	16,575	552,680.12	+552,680.12	33.35	+33.35
PLATFORM DOCK - ENCLOSED	Vacuum Routine Speed (High)	VS	HIGH SPEED	SQ FT	16,575	64,392.79	+64,392.79	3.89	+3.89
PLATFORM DOCK - ENCLOSED	Vacuum Routine Speed (Low)	VS	LOW SPEED	SQ FT	13,015	32,196.40	+32,196.40	2.47	+2.47
RESTROOM	Restroom Specialist school cleaning during training -- each fixture	RS	LOW SPEED	RR FIXTURE	20	1,100.00	+1,100.00	55.00	+55.00
RESTROOM	Restroom Specialist office building after training -- each fixture	RS	POLICE	RR FIXTURE	40	1,988.00	+1,988.00	49.70	+49.70
SUPPLY ROOM	Light Duty Routine Speed (High)	LDS	HIGH SPEED	SQ FT	16,575	19,441.47	+19,441.47	1.17	+1.17
SUPPLY ROOM	Light Duty Routine Speed (Low)	LDS	LOW SPEED	SQ FT	13,015	9,720.74	+9,720.74	0.75	+0.75
SUPPLY ROOM	Vacuum Routine Speed (High)	VS	HIGH SPEED	SQ FT	16,575	19,441.47	+19,441.47	1.17	+1.17
SUPPLY ROOM	Vacuum Routine Speed (Low)	VS	LOW SPEED	SQ FT	13,015	9,720.74	+9,720.74	0.75	+0.75
UNPAVED - LAWN	Unpaved - Police	LDS	POLICE	SQ FT	50,000	182,885.00	+182,885.00	3.66	+3.66
WORK ROOM	Light Duty Routine Speed (High)	LDS	HIGH SPEED	SQ FT	16,575	236,780.00	+236,780.00	14.29	+14.29
WORK ROOM	Light Duty Routine Speed (Low)	LDS	LOW SPEED	SQ FT	13,015	118,390.00	+118,390.00	9.10	+9.10

**Figure B-5. PS Form 4852adiff**

# Volume A, Facility Cleaning

## FOR REVIEW PURPOSES - BLANK FORM

U.S. POSTAL SERVICE <b>WORKLOAD SUMMARY DETAIL</b> <small>PS FORM 10-10-2014</small> <b>4852b</b>	SITE NAME		GROSS INTERIOR AREA	0.00
	FINANCE NO		TOTAL INTERIOR CLEANABLE AREA	0.00
	BUILDING(S)		EXTERIOR PAVED	0.00
	ADDRESS		EXTERIOR UNPAVED	0.00

**TABLE B: ANNUAL PROJECT HOURS**

LINE NO.	SPACE TYPE/TASK DESCRIPTION	SPECIALIST	UNITS OF MEASURE	UNITS PER HOUR	QUANTITY	FREQUENCY	ANNUAL HOURS
28	Automatic Scrubber 27 Inch Walk behind - Project Route	US	SQ FT	12,526.0	0	0	0
29	Automatic Scrubber 32 Inch Rider - Project Route	US	SQ FT	20,408.0	0	0	0
30	Battery Room - Scrub Floor with Brush	US	SQ FT	2,500.0	0	0	0
31	Carpet Cleaning - Extraction Machine	US	SQ FT	2,670.0	0	0	0
32	Carpet Cleaning - Treatment Spray	US	SQ FT	5,156.0	0	0	0
33A	Clean Active Storage - Includes LDG and VS	LDG	SQ FT	16,575.0	0	0	0
33B	Clean Active Storage - Includes LDG and VS	VS	SQ FT	16,575.0	0	0	0
34	Clean Exterior Glass	US	SQ FT	455.0	0	0	0
35	Clean Exterior Glass - Lobby	US	SQ FT	455.0	0	0	0
36A	Clean Inactive Storage - Includes LDG and VS	LDG	SQ FT	16,575.0	0	0	0
36B	Clean Inactive Storage - Includes LDG and VS	VS	SQ FT	16,575.0	0	0	0
37A	Clean LOG - Includes LDG and VS	LDG	SQ FT	5,700.0	0	0	0
37B	Clean LOG - Includes LDG and VS	VS	SQ FT	5,700.0	0	0	0
38	Clean/Polish with Trigger Sprayer/Chemical & Cloth	US	SQ FT	1,000.0	0	0	0
39	Concrete Init Prep - Manual	US	SQ FT	1,227.0	0	0	0
40	Concrete Init Prep - Rider Auto Scrubber	US	SQ FT	1,540.0	0	0	0
41	Concrete Init Prep - Walk-Behind Auto Scrubber	US	SQ FT	1,471.0	0	0	0
42	Concrete Periodic - Manual	US	SQ FT	1,227.0	0	0	0
43	Concrete Periodic - Rider Auto Scrubber	US	SQ FT	1,540.0	0	0	0
44	Concrete Periodic - Walk-Behind Auto Scrubber	US	SQ FT	1,471.0	0	0	0
45	Damp Mop with Microfiber Mop and Dual Bucket - Project Route	US	SQ FT	4,650.0	0	0	0
46	Hard Floor Periodic - Manual	US	SQ FT	1,227.0	0	0	0
47	Hard Floor Periodic - Rider Auto Scrubber	US	SQ FT	1,540.0	0	0	0
48	Hard Floor Periodic - Walk-Behind Auto Scrubber	US	SQ FT	1,471.0	0	0	0
49	Lawn Mowing - Push Mower	US	SQ FT	5,000.0	0	0	0
50	Lawn Mowing - Rider Mower	US	SQ FT	10,000.0	0	0	0
51	Lights Pipes and Ducts - Ladder with Vacuum	US	SQ FT	2,500.0	0	0	0
52	Stainwells - Spot Mop as Needed	US	FLIGHT	30.0	0	0	0
53	Terrazzo Initial Prep - Manual	US	SQ FT	403.0	0	0	0
54	Terrazzo Initial Prep - Walk-Behind Auto Scrubber	US	SQ FT	449.0	0	0	0
55	Terrazzo Periodic - Manual	US	SQ FT	1,227.0	0	0	0
56	Terrazzo Periodic - Rider Auto Scrubber	US	SQ FT	1,540.0	0	0	0
57	Terrazzo Periodic - Walk-Behind Auto Scrubber	US	SQ FT	1,471.0	0	0	0
58	Trim Hedges and Shrubs	US	LINEAR FT	50.0	0	0	0
59	Wood Periodic - Manual	US	SQ FT	1,227.0	0	0	0
60	Wood Periodic - Walk-Behind Auto Scrubber	US	SQ FT	1,471.0	0	0	0
61	Spot Clean Carpet	US	SQ FT	60,000.0	0	0	0
<b>SUB TOTAL</b>							<b>0</b>

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Figure B-6. PS Form 4852b**

## Volume A, Facility Cleaning

<b>U.S POSTAL SERVICE WORKLOAD COMPARISON</b>	SITE NAME		GROSS INTERIOR AREA	337,717.40	GROSS INTERIOR (+/-)	-30,637.40
	FINANCE NO		TOTAL INTERIOR CLEANABLE AREA	317,746.80	CLEANABLE(+/-)	-30,637.40
	BUILDING(S)		EXTERIOR PAVED	1,060,571.15	PAVED(+/-)	
	ADDRESS		EXTERIOR UNPAVED	182,885.00	UNPAVED(+/-)	

  

TABLE B: ANNUAL PROJECT HOURS								
SPACE TYPE/TASK DESCRIPTION	SPECIALIST	UNITS OF MEASURE	UNITS PER HOUR	QUANTITY	QUANTITY (+/-)	FREQUENCY	ANNUAL HOURS	HOURS (+/-)
Carpet Cleaning - Extraction Machine	US	SQ FT	2,670	20,740.85	+2,066.23	1.00	7.77	+0.77
Carpet Cleaning - Extraction Machine	US	SQ FT	2,670	901.07	+901.07	4.00	1.35	+1.35
Carpet Cleaning - Treatment Spray	US	SQ FT	5,156	3,719.03	-1,328.00	1.00	0.72	-0.26
Clean Active Storage - Includes LDS and VS	LDS	SQ FT	16,575	43,140.10	0.00	12.00	31.23	0.00
Clean Active Storage - Includes LDS and VS	VS	SQ FT	16,575	43,140.10	0.00	12.00	31.23	0.00
Clean Exterior Glass	US	SQ FT	455	14,759.04	+1,654.11	2.00	64.94	+7.28
Concrete Periodic - Manual	US	SQ FT	1,227	17,582.12	0.00	1.00	14.33	0.00
Damp Mop with Microfiber Mop and Dual Bucket - Project Route	US	SQ FT	4,650	180,760.64	-26,347.43	12.00	466.48	-67.99
Hard Floor Periodic - Manual	US	SQ FT	1,227	157,151.64	-29,884.10	3.00	384.14	-73.05
Lights Pipes and Ducts - Ladder with Vacuum	US	SQ FT	2,500	221,251.58	-485.47	4.00	354.00	-0.78
Spot Clean Carpet	US	SQ FT	60,000	12,318.93	+573.75	1.00	0.21	+0.01
Hard Floor Periodic - Manual	US	SQ FT	1,227	252.00	-252.00	12.00	2.46	-2.46
SUB TOTAL							2,052.03	-135.13

**Figure B-7. PS Form 4852bdiff**

# Volume A, Facility Cleaning

US POSTAL SERVICE CUSTODIAL MAINTENANCE ROUTE	WORK CODE 06	ROUTE IDENTIFICATION ACRONYM BLDGS	EQUIP NO	CLASS	ROUTE NO 0000
BUILDING(S):	SPECIALIST	CREW	ROUTE NAME		
LOCATION(S):	FREQUENCY DAILY	WORK WEEK SSuMTWThF	TOUR	TASK	EST TIME 0
See appropriate job aid for this route.  Follow work flow on Job Aid. Work Safe.					
EST TIME	SPECIFIC LOCATION / ROOM	NOTE	ACCESS TIME		
Empty table area for data entry					

REVISED: VER:  
 PS FORM 10-10-2014 **4776**

Staffing Package:  
 Page 1 of 1

**Figure B-8 - PS Form 4776 (front)**

**NOTE**

Sites MAY elect to add the specific Specialist Job Aid to the back of Form 4776.



# Volume A, Facility Cleaning

## FOR REVIEW PURPOSES - BLANK FORM

U.S. POSTAL SERVICE TEAM CLEANING WEEKLY SCHEDULING																	BUILDING(s):											DATE: COMPLETED BY:														
OFFICE	TOUR	SATURDAY (Minutes)					SUNDAY (Minutes)					MONDAY (Minutes)					TUESDAY (Minutes)					WEDNESDAY (Minutes)					THURSDAY (Minutes)					FRIDAY (Minutes)					TOTAL TIME (Hours)					
		LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P						
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROUTE(S): 0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PS FORM 4839  
10-10-2014

FOR REVIEW PURPOSES - BLANK FORM

Staffing Package:  
Page 1 of 1

Figure B-9 - PS Form 4839





