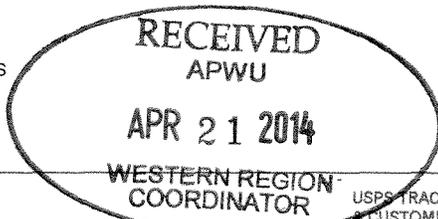


MANAGER, LABOR RELATIONS  
Pacific Area



WESTERN REGION  
COORDINATOR

USPS TRACKING # 9114 9011 8986 6775 8164 72  
CUSTOMER RECEIPT LABEL (ROLL)  
For Tracking or inquiries go to USPS.com  
or call 1-800-222-1811.

April 18, 2014

Tracking Number \_\_\_\_\_

Omar Gonzalez  
Western Regional Coordinator, APWU  
1350 Old Bayshore HWY. Suite 360  
Burlingame, CA 94010

This is to advise you of the intent of the Santa Ana District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign two (2) Laborer Custodial employees from the craft and/or installation at the Anaheim bid installation (Event 45741). This impact is based on the 4852, Workload and Analysis Summary.

The impacted employees will be notified of his/her involuntary reassignment by separate letter.

By copy of this notice, we will withhold two (2) full-time residual assignments in the mail handler and/or custodial crafts in sites within a 50 mile radius of the impacted bid cluster for placement of the impacted employees.

Attached you will find copies of the automated impact statement, the operational data that supports the excessing, the list of sites at which withholding has been authorized and the names of the impacted employees.

Please include this impact on the agenda for our next meeting. If you have any questions you may contact me at (858) 674-3193 or Linda Shumate, Area Complement Coordinator at (858) 674-3183.

Jay Roberts  
Manager, Labor Relations

To:  Pacific Area Local(s)  
 Western Area Local(s)  
 So. West Area Local(s)

Attachments

Withholding Info  
 Staffing Issue(s)  
 Status Update  
 Grievance Administration  
 Please \_\_\_\_\_, take action  
and reduce issues to writ-  
ing  
 Comments

cc: Area Manager Operations Support  
Area Manager, Human Resources  
Area Manager, Finance  
Area Manager, In-Plant Support  
District Manager, Santa Ana District  
Area Complement Coordinator with attachments  
Manager, Human Resources – Santa Ana District with attachments  
District Complement Coordinator, Santa Ana District with attachments  
Richard Siu, NPMHU with attachments  
HRA (2) with attachments

Omar M. Gonzalez, Coordinator

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	ANAHEIM POST OFFICE
<b>Installation Address</b>	Event 45741
<b>Area Name</b>	PACIFIC
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	06/14/2014
<b>Period (Dates) of Review Performed</b>	03/02/2013 thru 02/28/2014
<b>Report Prepared By</b>	Joseph Badalewski
<b>Report Prepared Date</b>	04/11/2014
<b>Reviewed By</b>	Abelardo Munoz
<b>Phone</b>	(714) 662-6300

# WorkHour Impact Report

## Craft = MAINTENANCE

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	3736	3665	-71	-284	-3692	-2	1820

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	96	2.6%	-4.9	0		91	2.5%

# WorkHour Impact Report

## Casuals

a. Current Number of MAINTENANCE Casuals on Rolls	0
b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
d. Number of MAINTENANCE Casuals that will have Reduced Hours	0
e. Number of MAINTENANCE Casuals that will be Terminated	0
f. Number of MAINTENANCE Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals	
There are no casuals in the craft.	

## Mail Handler (MHAs)

a. Current Number of MAINTENANCE MHAs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE MHA Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE MHA Hours per Month	0
d. Number of MAINTENANCE MHAs that will have Reduced Hours	0
e. Number of MAINTENANCE MHAs that will be Terminated	0
f. Number of MAINTENANCE MHAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE MHAs	
There are no MHAs in the craft.	

## Part Time Flexible (PTFs)

a. Current Number of MAINTENANCE PTFs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE PTFs Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE PTFs Hours per Month	0
d. Number of MAINTENANCE PTFs that will have Reduced Hours	0
e. Will there be any MAINTENANCE PTFs Excessed from Craft or Installation	NO
If Yes how Many MAINTENANCE PTFs	0
f. Provide Narrative Explaining need for Excessing	
There are no PTFs in the craft.	

## City Carrier Assistant (CCAs)

a. Current Number of MAINTENANCE CCAs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE CCA Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE CCA Hours per Month	0

d. Number of MAINTENANCE CCAs that will have Reduced Hours	0
e. Number of MAINTENANCE CCAs that will be Terminated	0
f. Number of MAINTENANCE CCAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE CCAs	
There are no CCAs in the craft.	

**Postal Support Employees (PSE)**

a. Current Number of MAINTENANCE PSE on Rolls	1
b. Current Total Non-OverTime MAINTENANCE PSE Hours per Month	148
c. Planned Reduction in Total Non-OverTime MAINTENANCE PSE Hours per Month	-12
d. Number of MAINTENANCE PSE that will have Reduced Hours	1
e. Number of MAINTENANCE PSE that will be Terminated	0
f. Number of MAINTENANCE PSE Remaining After Impact	1
g. Provide Narrative Justifying need for Remaining MAINTENANCE PSE	
The PSE hours have been reduced.	

# WorkHour Impact Report

## Part Time Regular (PTRs)

- |   |    |
|---|----|
| a. Current Number of MAINTENANCE PTRs on Rolls                            | 0  |
| b. Planned Number of MAINTENANCE PTR Positions after Impact               | 0  |
| c. Estimated Number of MAINTENANCE PTR Attrition                          | 0  |
| d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation | NO |
| MAINTENANCE PTRs  | 0  |
| e. Provide Narrative Explaining need for Excessing                        |    |
| There are no PTRs in the bid installation.                                |    |

## Full Time Regular (FTRs)

- |  |     |
|--|-----|
| a. Current Number of MAINTENANCE FTRs on Rolls   | 106 |
| b. Planned Number of MAINTENANCE FTR Positions After Impact  | 104 |
| c. Estimated Number of MAINTENANCE FTR Attrition   | 0   |
| d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation                          | YES |
| If Yes how Many MAINTENANCE FTRs   | 2   |
| e. Provide Narrative Explaining need for Excessing   |     |
| A review of the operational data shows a need to excess 2 FT custodians from the bid installation. |     |

# WorkHour Impact Report-MAINTENANCE

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-272
b. Planned Reduction in Total OT Hours per Month	-20
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in MHA Non-OT Hours per Month	0
e. Planned Reduction in PTF Non-OT Hours per Month	0
f. Planned Reduction in CCA Non-OT Hours per Month	0
g. Planned Reduction in PSE Non-OT Hours per Month	-12
h. Total Planned Non-OT Hours per Month	14660
i. Total FTE Savings	-2



U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - MAIN OFFICE

GROSS INTERIOR AREA

41,253

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE

701 N. LOARA STREET

EXTERIOR PAVED

120,517

UNIT

CA, 92803

EXTERIOR UNPAVED

4,383

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	102	459.00	23	LF (Feather)	BUST	FX	0.2500	665	4.0	265.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	20	80.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	3048	97.54	36	LF (Sponge)	WASH	FX	10.0000	483	1.0	483.00
5		PL	SF	0.0100	3048	32.01	37	(Louver Tank)	WASH	FX	8.6900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	6.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	2829	67.90	39	Venetian Blinds	DUST	BL	5.0000	17	2.0	170.00
8		PL	SF	0.0080	2829	22.63	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	948	12.0	208.80
10	Workrooms	CL	SF	0.0160	90543	884.16	42	Exterior Glass	WASH	SF	0.1700	456	2.0	163.20
11		PL	SF	0.0050	90543	427.09	43	Interior Glass	WASH	SF	0.1700	600	2.0	214.80
12	Offices	CL	SF	0.0375	4986	186.96	44	WR Pipes and Ducts	DUST	SF	0.0600	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4500	364	4.0	1656.80
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	158	1.0	832.00
16	EXT Police	PL	SF	0.0012	124600	149.52	48	Other Cases	DUST	EA	1.5000	7	1.0	10.50
17	Platforms	CL	SF	0.0100	8769	103.76	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0050	9769	51.88	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	120517	52.0	25087.54
19	Service/Box Lobby	CL	SF	0.0160	9228	147.65	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	1650	12.0	266.40
21		WM	SF	0.0300	1330	39.90	53	Inactive Storage	CL	SF	0.0120	362	4.0	46.18
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	27626	12.0	4873.94
23		DM	SF	0.0150	1330	16.95	55	Resilient FL	INT	SF	0.2400	29567	1.0	7190.88
24	Starways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	29644	3.0	8897.47
25		PL	FL	2.4000	2	4.80	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	2218	13.31	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	3263	1.0	783.12
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	2111	0.0	0.00
29		PL	SF	0.0020	3327	6.65	61	Carpet	SHAMP	SF	0.2400	2292	1.0	550.08
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	127	0.0	0.00
31	Jan Closet	CL	EA	10.0000	6	60.00	63	Wood FL	INT	SF	0.2400	220	1.0	52.80
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	4363	12.0	631.16
							66	Lawns (Roper)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	2031	1.0	4062.00
							70	Walls	WASH	SF	0.1360	342	4	172.32
							71	Ceramic FL	PERI	SF	0.1200	2005	3	721.80
							72	Ceramic FL	INT	SF	0.2400	2005	1	481.20
							73	Office Toilets	PL	FX	1.8540	20	52	1367.36

32 SUBTOTAL 2,865.40

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	148,480.94 MIN/YR
B	ENTER TOTAL FROM LINE 75	69,847.22 MIN/YR
C	TOTAL LINE A and B	218,328.16 MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,638.80 WH/YR
E	MULTI LINE D BY % (TRG)	36.39 HYR
F	MULTI LINE D BY % (BRKLS)	227.43 HYR
G	MULTI LINE D BY % (WASH UPS)	75.69 HYR
H	TOTAL LINE D + E + F + G	3,978.30 WH/YR
J	DIVIDE LINE H BY 52	76.51 WK HRS/WK
K	DIVIDE LINE H BY 1760	2.3 WORK YRS
L	TOTAL EMPLOYEES	2.3

70	Walls	WASH	SF	0.1360	342	4	172.32
71	Ceramic FL	PERI	SF	0.1200	2005	3	721.80
72	Ceramic FL	INT	SF	0.2400	2005	1	481.20
73	Office Toilets	PL	FX	1.8540	20	52	1367.36
75	SUBTOTAL					69,847.22	

REVIEWED BY [Signature]  
MSC MGR, OIR, PLANI MAINTENANC

DATE 1-23-14

APPROVED BY \_\_\_\_\_  
MSC MANAGER/POST MASTER-BMC MANAGER

QAR \_\_\_\_\_

U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - MAIN OFFICE

GROSS INTERIOR AREA

41,253

WORKLOAD

STATE AND ZIP CODE

701 N. LOARA STREET

EXTERIOR PAVED

120,517

ANALYSIS AND SUMMARY

UNIT

CA, 92803

EXTERIOR UNPAVED

4,383

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	0.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0108	0	0.00	37	(Louver Tank)	WASH	FX	8.6000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	3.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0245	0	0.00	39	Vertical Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0108	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0600	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4500	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0108	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	784	0.0	0.00
24	Stairways 18	CL	FL	10.0000	3	30.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	60	Concrete FL	PERI	SF	0.0960	3263	1.0	213.28
30	Shop Area	CL	SF	0.0120	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
							62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rear)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL 2,655.40

(G) WORK HOUR CALCULATIONS (P)			
A	MULTIPLY LINE 32 BY 52 WEEKS	148,480.84	MINYR
B	ENTER TOTAL FROM LINE 75	69,847.22	MINYR
C	TOTAL LINE A and B	218,328.16	MINYR
D	DIVIDE LINE C BY 90 MIN	3,638.80	WHYR
E	MULTI LINE D BY % (IRC)	36.39	HVR
F	MULTI LINE D BY % (BRKLS)	227.43	HVR
G	MULTI LINE D BY % (WASH UPS)	79.69	HVR
H	TOTAL LINE D + E + F + G	3,978.30	WHYR
J	DIVIDE LINE H BY 52	76.51	WK HRS/WK
K	DIVIDE LINE H BY 1760	2.3	WORK YRS
L	TOTAL EMPLOYEES	2.3	

75 SUBTOTAL 69,847.22

REVIEWED BY: *[Signature]*  
 MSC MGR. DIR. PLANT MAINTENANCE

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_



U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - ANAHEIM HILLS STATION

GROSS INTERIOR AREA

19,287

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

5505 E. SANTA ANA CANYON

EXTERIOR PAVED

82,780

UNIT

CA, 92817

EXTERIOR UNPAVED

33,992

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)			
1	Workroom Toilets	CL	FX	4.5000	78	351.00	33	LF (Feather)	DUST	FX	0.2500	246	4.0	246.00	
2		PL	FX	1.5000	0	0.00	34	[Cloth]	DUST	FX	1.5000	0	0.0	0.00	
3	Office Toilets	CL	FX	4.0000	0	0.00	35	[Vacuum]	DUST	FX	1.0000	0	0.0	0.00	
4	Lunch/Being RMS	CL	SF	0.0320	887	31.58	36	LF (Sponge)	WASH	FX	10.0000	246	1.0	246.00	
5		PL	SF	0.0108	887	10.48	37	[Luxur Tank]	WASH	FX	8.8000	0	0.0	0.00	
6		WM	SF	0.0300	0	0.00	38	[Luxur Machine]	WASH	FX	5.0000	0	0.0	0.00	
7	Locker RMS	CL	SF	0.0240	1518	36.43	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00	
8		PL	SF	0.0080	1518	12.14	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00	
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	1158	12.0	2487.36	
10	Workrooms	CL	SF	0.0108	30000	324.42	42	Exterior Glass	WASH	SF	0.1700	198	2.0	70.88	
11		PL	SF	0.0053	30000	162.21	43	Interior Glass	WASH	SF	0.1700	140	4.0	100.24	
12	Offices	CL	SF	0.0375	2207	78.39	44	WR Pipes and Ducts	DUST	SF	0.0600	0	0.0	0.00	
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00	
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4800	185	4.0	255.20	
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Corner Cases	CL	EA	4.0000	104	1.0	416.00	
16	EXT Police	PL	SF	0.0012	116772	140.13	48	Other Cases	DUST	EA	1.5000	6	1.0	9.00	
17	Platforms	CL	SF	0.0108	9144	96.93	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00	
18		PL	SF	0.0353	9144	48.48	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	82780	62.0	17218.24	
19	Service/Box Lobby	CL	SF	0.0180	8160	130.58	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00	
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	2270	12.0	328.88	
21		WM	SF	0.0300	1360	40.80	53	Inactive Storage	CL	SF	0.0120	183	4.0	8.78	
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	10202	12.0	1826.36	
23		DM	SF	0.0150	1360	20.40	55	Resilient FL	INT	SF	0.2400	11433	1.0	2743.92	
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	11139	3.0	3276.03	
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	1360	1.0	328.40	
26	Corridors	CL	SF	0.0080	204	1.22	58	Terrazzo FL	PERI	SF	0.1200	1360	3.0	468.00	
27		DM	SF	0.0150	204	3.06	59	Concrete FL	INT	SF	0.2400	5024	1.0	1239.75	
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	163	0.0	0.00	
29		PL	SF	0.0020	306	0.61	61	Carpet	SHAMP	SF	0.2400	277	1.0	128.88	
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00	
31	Jan Closet	CL	EA	10.0000	6	60.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00	
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00	
							65	Lawns (Push)	MOW	SF	0.0120	14102	12.0	2030.68	
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00	
							67	Hedges/Shrubs	TRM	LF	1.2000	0	0.0	0.00	
							68	Show	REMOV	SF	0.0150	0	0.0	0.00	
							69	PO Box	CL	EA	2.0000	1316	1.0	2632.00	
32	SUBTOTAL					1,846.82		70	Walls	WASH	SF	0.1380	10	4	5.52
							71	Ceramic FL	PERI	SF	0.1200	525	3	189.00	
							72	Ceramic FL	INT	SF	0.2400	525	1	126.00	

(O) WORK HOUR CALCULATIONS (P)

A	MULTI TOTAL LINE 32 BY 52 WEEKS	80,434.49	MIN/YR
B	ENTER TOTAL FROM LINE 74	38,948.25	MIN/YR
C	TOTAL LINE A and B	119,382.74	MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,989.68	WH/YR
E	MULTI LINE D BY % (IRG)	19.90	HYR
F	MULTI LINE D BY % (BREAKS)	124.35	HYR
G	MULTI LINE D BY % (WASH UPS)	41.39	HYR
H	TOTAL LINE D + E + F + G	2,176.32	WH/YR
J	DIVIDE LINE H BY 52	41.83	WK HRS/WK
K	DIVIDE LINE H BY 1760	1.2	WORK YRS
L	TOTAL EMPLOYEES	74	

74	SUBTOTAL					38,948.25
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REVIEWED BY *[Signature]*  
MSC MGR. OR. PLANT MAINTENANCE

DATE 1-23-14

APPROVED BY \_\_\_\_\_  
MSC MANAGER/POSTMASTER-BMC MANAGER

DATE \_\_\_\_\_

<b>U.S. POSTAL SERVICE</b>  <b>WORKLOAD ANALYSIS AND SUMMARY</b>	POST OFFICE	ANAHEIM - ANAHEIM HILLS STATION	GROSS INTERIOR AREA	19,287	
	STATE AND ZIP CODE	5505 E. SANTA ANA CANYON		EXTERIOR PAVED	62,780
	UNIT	CA. 92817		EXTERIOR UNPAVED	33,992

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00	
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00	
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(vacuum)	DUST	FX	1.0000	0	0.0	0.00	
4	Lunch/Serving RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00	
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00	
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00	
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Vertical Blinds	DUST	BL	5.0000	0	0.0	0.00	
8		PL	SF	0.0080	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00	
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00	
10	Workrooms	CL	SF	0.0108	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00	
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	65	2.0	23.27	
12	Offices	CL	SF	0.0375	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00	
13	Supply RMS	CL	SF	0.0120	0	0.00	44	WH Pipes and Ducts	DUST	SF	0.0590	0	0.0	0.00	
14	Freight Elevators	PL	EA	10.0000	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00	
15	Passenger Elevators	CL	EA	20.0000	0	0.00	46	Lookout Battery	CL	LF	6.4800	0	0.0	0.00	
16	EXT Police	PL	SF	0.0012	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00	
17	Platforms	CL	SF	0.0106	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00	
18		PL	SF	0.0053	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00	
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00	
20		PL	SF	0.0020	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00	
21		WM	SF	0.0300	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00	
22		VS	SF	0.0064	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00	
23		DM	SF	0.0150	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00	
24	Stairways 18	CL	FL	10.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00	
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0860	0	0.0	0.00	
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00	
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00	
28		VS	SF	0.0064	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00	
29		PL	SF	0.0020	0	0.00	60	Concrete FL	PERI	SF	0.0860	0	0.0	0.00	
30	Shop Area	CL	SF	0.0120	0	0.00	60	Concrete FL	PERI	SF	0.0860	3048	1.0	292.61	
31	Jan Closet	CL	EA	10.0000	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00	
							62	Carpet	SPOT	SF	0.1200	0	0.0	0.00	
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00	
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00	
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00	
							66	Lawns (Rider)	MOW	SF	0.0080	0	0.0	0.00	
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00	
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00	
							69	PO Box	CL	EA	2.0000	0	0.0	0.00	
32	<b>SUBTOTAL</b>					<b>1,540.80</b>									

(O) WORK HOUR CALCULATIONS		(P)	
A	MULTI TOTAL LINE 32 BY 52 WEEKS	80,434.49	MIN/YR
B	ENTER TOTAL FROM LINE 74	38,948.25	MIN/YR
C	TOTAL LINE A and B	119,382.74	MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,989.68	WH/YR
E	MULTI LINE D BY % (ORG)	19.90	HYR
F	MULTI LINE D BY % (BRKLS)	124.35	HYR
G	MULTI LINE D BY % (WASH UPS)	41.39	HYR
H	TOTAL LINE E + F + G	2,175.52	WH/YR
J	DIVIDE LINE H BY 52	41.83	WK HRS/WK
K	DIVIDE LINE H BY 1760	1.2	WORK YRS
L	TOTAL EMPLOYEES	74	

REVIEWED BY: [Signature] DATE: 1-23-14 APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MSC MGR. OR. PLANT MAINTENANCE MSC MANAGER/POST MASTER - BMC MANAGER  
 PS Form 11-17-82 4852 JAN-21-14 03:33 PM MS4300.rdf -- eMS-47 ver.1.0



U.S. POSTAL SERVICE  
**WORKLOAD  
 ANALYSIS AND SUMMARY**

POST OFFICE ANAHEIM - BROOKHURST CENTER  
 STATION  
 STATE AND ZIP CODE 2255 W. BALL ROAD  
 CA, 92814  
 UNIT

GROSS INTERIOR AREA 11,923  
 EXTERIOR PAVED 4,013  
 EXTERIOR UNPAVED 0

Line No	JOB REQUIREMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ. FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIREMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ. FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)
1	Workroom Toilets	CL	FX	4.5000	90	405.00	33	LF (Feather)	DUST	FX	0.2500	285	4.0	285.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	875	21.60	36	LF (Springs)	WASH	FX	10.0000	280	1.0	2800.00
5		PL	SF	0.0106	975	7.18	37	(Louver Tank)	WASH	FX	8.9000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1809	44.88	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	1809	14.95	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Leaky Glass	WASH	SF	0.1700	602	12.0	1283.60
10	Workrooms	CL	SF	0.0106	20970	222.28	42	Exterior Glass	WASH	SF	0.1700	90	2.0	28.64
11		PL	SF	0.0053	20970	111.34	43	Interior Glass	WASH	SF	0.1700	540	4.0	386.64
12	Offices	CL	SF	0.0375	815	23.06	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4300	130	4.0	248.80
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Center Cases	CL	EA	4.0000	104	1.0	416.00
16	EXT Police	PL	SF	0.0012	4013	4.82	48	Other Cases	DUST	EA	1.5000	1	1.0	1.50
17	Platforms	CL	SF	0.0106	5852	59.91	49	Ext. Paved (Broom)	SWEEP	SF	0.0090	0	52.0	0.00
18		PL	SF	0.0053	5852	29.96	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	4013	52.0	834.70
19	Service/Box Lobby	CL	SF	0.0160	8022	128.35	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	160	12.0	23.04
21		WM	SF	0.0300	1337	40.11	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0130	6900	12.0	1258.20
23		DM	SF	0.0160	1337	20.06	55	Resilient FL	INT	SF	0.2400	6419	1.0	2260.56
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0900	8221	3.0	2463.65
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	1884	1.0	452.16
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0900	1884	1.0	169.56
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	272	1.0	50.88
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	6	60.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	850	1.0	1700.00
32	SUBTOTAL					1,193.25								
							70	Walls	WASH	SF	0.1380	200	4	110.40
							71	Ceramic FL	PERI	SF	0.1200	278	3	100.08
							72	Ceramic FL	INT	SF	0.2400	278	1	66.72

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	62,048.86 MIN/YR
B	ENTER TOTAL FROM LINE 74	15,253.73 MIN/YR
C	TOTAL LINE A and B	77,302.52 MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,288.38 WH/YR
E	MULTI LINE D BY % (IRG)	12.88 HYR
F	MULTI LINE D BY % (BREAKS)	80.52 HYR
G	MULTI LINE D BY % (WASH UPS)	26.50 HYR
H	TOTAL LINE D + E + F + G	1,408.58 WH/YR
I	DIVIDE LINE H BY 52	27.09 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.8 WORK YRS
L	TOTAL EMPLOYEES	8

74	SUBTOTAL				15,253.73
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REVIEWED BY: *[Signature]*  
 MSC MGR, OML PLANT MAINTENANCE  
 PS Form 4852 JAN-21-14 03:35 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - BROOKHURST CENTER STATION

GROSS INTERIOR AREA 11,923

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

2255 W. BALL ROAD

EXTERIOR PAVED 4,013

UNIT

CA, 92814

EXTERIOR UNPAVED 0

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Springs)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	5.5000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Veneish Blinds	DUST	BL	6.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Veneish Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0093	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4500	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0093	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corrison	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0090	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL → 1,183.25

(D) WORK HOUR CALCULATIONS		(F)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	62,048.89 MIN/YR
B	ENTER TOTAL FROM LINE 74	15,253.73 MIN/YR
C	TOTAL LINE A and B	77,302.62 MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,288.38 W/YR
E	MULTI LINE D BY % (TRG)	12.88 H/YR
F	MULTI LINE E BY % (BREAKS)	80.52 H/YR
G	MULTI LINE D BY % (WASH UPS)	28.80 H/YR
H	TOTAL LINE D + E + F + G	1,408.68 W/YR
J	DIVIDE LINE H BY 52	27.09 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.8 WORK YRS
L	TOTAL EMPLOYEES	0.8

74 SUBTOTAL → 15,253.73

REVIEWED BY: [Signature]  
 MSC MGR, DM, PLANT MAINTENANCE  
 PIS Form 11-17-82 4852 JAN-21-14 03:35 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: \_\_\_\_\_



U.S. POSTAL SERVICE  WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	ANAHEIM - CANYON STATION	GROSS INTERIOR AREA	3,107
	STATE AND ZIP CODE	8161 E. KAISER BLVD.	EXTERIOR PAVED	27,315
	UNIT	CA, 92809	EXTERIOR UNPAVED	3,981

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Faucet)	DUST	FX	9.2690	117	4.0	117.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponges)	WASH	FX	10.0000	106	1.0	1060.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	8.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Vertical Blinds	DUST	BL	8.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Vertical Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	8.1790	1150	12.0	2474.90
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	504	4.0	360.00
12	Offices	CL	SF	0.0375	0	0.00	44	MR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4890	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Corner Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	31295	97.66	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext Paved (Power/Vac)	SWEEP	SF	0.0040	27315	52.0	5581.52
19	Service/Box Lobby	CL	SF	0.0180	19842	268.27	51	Ext Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	3107	93.21	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0054	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	3107	46.61	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0980	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	3107	12.0	333.79
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Strubs	TRIM	LF	1.2000	99	4.0	475.20
							68	Snow	REMOV	SF	0.0190	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	4977	1.0	8964.00
32	SUBTOTAL					475.64	70	Ceramic FL	PERI	SF	0.1200	3107	5	1119.52
							71	Ceramic FL	INT	SF	0.2400	3107	1	745.68

(O) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	24,733.99 MIN/YR
B	ENTER TOTAL FROM LINE 73	22,311.07 MIN/YR
C	TOTAL LINE A and B	47,044.47 MIN/YR
D	DIVIDE LINE C BY 60 MIN	784.07 WH/YR
E	MULTI LINE D BY % (TRC)	7.84 HYR
F	MULTI LINE D BY % (BREAKS)	49.00 HYR
G	MULTI LINE D BY % (WASH UPS)	16.31 HYR
H	TOTAL LINE D * E + F + G	857.23 WH/YR
I	DIVIDE LINE H BY 52	16.49 WK HESWK
J	DIVIDE LINE I BY 1760	0.5 WORK YRS
K	TOTAL EMPLOYEES	0.5

73	SUBTOTAL													22,311.07
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U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - CANYON STATION

GROSS INTERIOR AREA

3,107

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE

8161 E. KAISER BLVD.

EXTERIOR PAVED

27,315

UNIT

CA, 92809

EXTERIOR UNPAVED

3,981

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	PX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.0000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	15.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0620	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	2.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0000	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		OM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0980	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0080	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		OM	SF	0.0150	0	0.00	59	Concrete FL	PERI	SF	0.0980	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0980	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL 47564

(O) WORK HOUR CALCULATIONS	(P)
A. MULT TOTAL LINE 32 BY 52 WEEKS	24,733.39 MIN/YR
B. ENTER TOTAL FROM LINE 73	22,311.07 MIN/YR
C. TOTAL LINE A and B	47,044.47 MIN/YR
D. DIVIDE LINE C BY 60 MIN	784.07 WH/YR
E. MULT LINE D BY % (TRG)	7.94 HYR
F. MULT LINE D BY % (BREAKS)	49.00 HYR
G. MULT LINE D BY % (WASH UPS)	16.31 HYR
H. TOTAL LINE D + E + F + G	857.23 WH/YR
I. DIVIDE LINE H BY 52	16.49 WK HRS/WK
K. DIVIDE LINE H BY 1760	0.5 WORK YRS
L. TOTAL EMPLOYEES	0.5

73 SUBTOTAL 22,311.07

REVIEWED BY: *[Signature]*  
 MSC MGR, DIR PLANT MAINTENANCE

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_



U.S. POSTAL SERVICE  WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	ANAHEIM - FEDERAL STATION	GROSS INTERIOR AREA	5,643
	STATE AND ZIP CODE	333 W. BROADWAY	EXTERIOR PAVED	9,186
	UNIT	CA, 92815	EXTERIOR UNPAVED	1,145

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	48	216.00	33	LF (Feather)	DUST	FX	0.2500	121	4.0	121.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	121	1.0	1210.00
5		PL	SF	0.0106	0	0.00	37	(Louver Wash)	WASH	FX	6.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	6.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	252	6.05	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	252	2.02	40	Other Blinds	WASH	BL	90.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.3750	4928	12.0	10584.00
10	Workrooms	CL	SF	0.0106	6673	60.13	42	Exterior Glass	WASH	SF	0.1750	370	2.0	132.48
11		PL	SF	0.0053	6673	30.07	43	Interior Glass	WASH	SF	0.1750	116	4.0	83.08
12	Offices	CL	SF	0.0375	420	15.75	44	W/Pipes and Ducts	DUST	SF	0.0800	32	1.0	3.21
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	10331	12.40	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	1082	11.50	49	Ext Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	1082	5.75	50	Ext Paved (Power Vac)	SWEEP	SF	0.0040	9188	52.0	1910.88
19	Service/Box Lobby	CL	SF	0.0150	13782	220.51	51	Ext Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	204	12.0	29.38
21		WM	SF	0.0300	2297	68.91	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0084	0	0.00	54	Resistant FL	DM	SF	0.0150	1891	12.0	340.36
23		DM	SF	0.0150	2297	34.46	55	Resistant FL	INT	SF	0.2400	2105	1.0	605.20
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resistant FL	PERI	SF	0.0800	2105	3.0	628.24
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	481	1.0	115.44
28		VS	SF	0.0084	0	0.00	60	Concrete F	PERI	SF	0.0800	364	1.0	34.94
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	140	1.0	33.60
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	8	60.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	6.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.0000	95	4.0	312.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	1140	1.0	2280.00
32	SUBTOTAL					743.65	70	Darabic FL	PERI	SF	0.1200	2917	3	1052.12
							71	Darabic FL	INT	SF	0.2400	2917	1	700.08

(C) WORK HOUR CALCULATIONS (P)		
A	MULTI TOTAL LINE 32 BY 52 WEEKS	38,669.88 MIN/YR
B	ENTER TOTAL FROM LINE 73	20,052.14 MIN/YR
C	TOTAL LINE A and B	58,722.02 MIN/YR
D	DIVIDE LINE C BY 60 MIN	978.70 WH/YR
E	MULTI LINE D BY % (TRC)	9.78 HYR
F	MULTI LINE D BY % (BREAKS)	61.17 HYR
G	MULTI LINE D BY % (WASH UPS)	20.36 WYR
H	TOTAL LINE D + E + F + G	1,070.01 WH/YR
I	DIVIDE LINE H BY 52	20.58 WK HRS/WK
J	DIVIDE LINE H BY 1760	0.6 WORK YRS
K	TOTAL EMPLOYEES	73
		73 SUBTOTAL

REVIEWED BY:   
 MSC MGR, DR, PLANT MAINTENANCE  
 PS Form 11-17-82 4852 JAN - 21 - 14 03:44 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - FEDERAL STATION

GROSS INTERIOR AREA 5,643

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

333 W. BROADWAY

EXTERIOR PAVED 9,186

UNIT

CA, 92815

EXTERIOR UNPAVED 1,145

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponges)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0600	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carnar Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Porches	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0108	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL ➔ 743.65

(O) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	38,669.88 MIN/YR
B	ENTER TOTAL FROM LINE 73	20,052.14 MIN/YR
C	TOTAL LINE A and B	58,722.02 MIN/YR
D	DIVIDE LINE C BY 60 MIN	978.70 WH/YR
E	MULTI LINE D BY % (TRG)	9.79 HYR
F	MULTI LINE D BY % (BREAKS)	61.17 HYR
G	MULTI LINE D BY % (WASH UPS)	20.36 WH/YR
H	TOTAL LINE D + E + F + G	1,070.01 WH/YR
J	DIVIDE LINE H BY 52	20.58 WK HRSWK
K	DIVIDE LINE H BY 1760	0.6 WORK YRS
L	TOTAL EMPLOYEES	0.6

73 SUBTOTAL ➔ 20,052.14

REVIEWED BY: [Signature]  
 MSC MGR, DIR, PLANI MAINTENANCE  
 PS Form 11-17-82 4852 JAN-21-14 03:44 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

<b>U.S. POSTAL SERVICE</b>  <b>WORKLOAD ANALYSIS AND SUMMARY</b>	POST OFFICE	ANAHEIM - HOLIDAY STATION	GROSS INTERIOR AREA	10,900
	STATE AND ZIP CODE	1180 W. BALL ROAD	EXTERIOR PAVED	62,197
	UNIT	CA, 92812	EXTERIOR UNPAVED	8,697

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

32 SUBTOTAL 1,064.39

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	55,348.39 MINYR
B	ENTER TOTAL FROM LINE 75	26,085.32 MINYR
C	TOTAL LINE A and B	81,433.71 MINYR
D	DIVIDE LINE C BY 60 MIN	1,357.23 WHYR
E	MULTI LINE D BY % (TRG)	13.91 HYR
F	MULTI LINE D BY % (BREAKS)	86.91 HYR
G	MULTI LINE D BY % (WASH UPS)	26.62 HYR
H	TOTAL LINE D + E + F + G	1,520.30 WHYR
J	DIVIDE LINE H BY 52	29.24 WK HRSWK
K	DIVIDE LINE H BY 1760	0.9 WORK YRS
L	TOTAL EMPLOYEES	83

75 SUBTOTAL 26,085.32

REVIEWED BY:   
 MSC MGR/DIR, PLANT MAINTENANCE  
 PIS Form 4852 JAN-21-14 03:45 PM

DATE: 1-23-14

APPROVED BY:   
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: 2/6/14

U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - HOLIDAY STATION

GROSS INTERIOR AREA

10,900

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

1180 W. BALL ROAD

EXTERIOR PAVED

62,197

UNIT

CA, 92812

EXTERIOR UNPAVED

8,697

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	54	243.00	33	LF (Feather)	DUST	FX	0.2500	222	4.0	222.00
2		PL	FX	1.5000	0	0.00	34	ICloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	725	23.23	36	LF (Sponge)	WASH	FX	10.0000	224	1.0	2240.00
5		WM	SF	0.0300	0	0.00	37	Flower Tank	WASH	FX	8.8900	0	0.0	0.00
6	Locker RMS	CL	SF	0.0240	1146	27.50	38	Louwer Machine	WASH	FX	5.0000	0	0.0	0.00
7		PL	SF	0.0080	1146	9.17	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		WM	SF	0.0300	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9	Workrooms	CL	SF	0.0185	18945	200.32	41	Lobby Glass	WASH	SF	0.1790	923	12.0	1982.60
10		PL	SF	0.0053	18945	100.41	42	Exterior Glass	WASH	SF	0.1790	38	2.0	15.00
11	Offices	CL	SF	0.0375	870	32.63	43	Interior Glass	WASH	SF	0.1790	172	4.0	123.75
12	Supply RMS	CL	SF	0.0120	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0680	0	0.0	0.00
13	Freight Elevators	PL	EA	10.0000	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Passenger Elevators	CL	EA	20.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	145	4.0	276.40
15	EXT Police	PL	SF	0.0012	70894	85.07	47	Carrier Cases	CL	EA	4.0000	80	1.0	200.00
16	Platforms	CL	SF	0.0105	5957	60.29	48	Other Cases	DUST	EA	1.5000	4	1.0	6.00
17		PL	SF	0.0053	5957	30.19	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18	Service/Box Lobby	CL	SF	0.0180	7942	125.47	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	62197	52.0	12836.98
19		PL	SF	0.0020	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		WM	SF	0.0300	1307	39.21	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		VS	SF	0.0064	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		DM	SF	0.0150	1307	19.61	54	Resilient FL	DM	SF	0.0150	6499	12.0	1158.82
23	Stairways 12	CL	FL	5.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	7123	3.0	2051.42
24		PL	FL	2.4000	0	0.00	56	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
25	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
26		DM	SF	0.0150	0	0.00	58	Concrete FL	INT	SF	0.2400	1850	1.0	455.76
27		PL	SF	0.0020	0	0.00	59	Concrete FL	PERI	SF	0.0900	1850	1.0	182.95
28		VS	SF	0.0064	0	0.00	60	Carpet	SHAMP	SF	0.2400	106	1.0	25.44
29		PL	SF	0.0020	0	0.00	61	Carpet	SFOT	SF	0.1200	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	INT	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	6	60.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOV	SF	0.0120	3540	12.0	510.91
							66	Lawns (Rider)	MOV	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	1812	1.0	3624.00
							70	Walls	WASH	SF	0.1360	40	4	22.08
							71	Ceramic FL	PERI	SF	0.1200	173	1	20.76
							72	Ceramic FL	INT	SF	0.2400	1307	1	312.88
							73	Ceramic FL	PERI	SF	0.1200	1550	3	561.00

32 SUBTOTAL  $\longrightarrow$  1,064.39

(Q)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	55,248.39 MINYR
B	ENTER TOTAL FROM LINE 75	26,085.32 MINYR
C	TOTAL LINE A and B	83,433.71 MINYR
D	DIVIDE LINE C BY 60 MIN	1,390.56 WYFR
E	MULTI LINE D BY % (ORG)	13.91 HYR
F	MULTI LINE D BY % (BREAKS)	86.91 HYR
G	MULTI LINE D BY % (WASHUPS)	28.92 HYR
H	TOTAL LINE D + E + F + G	1,520.30 WYFR
J	DIVIDE LINE H BY 52	29.24 WK HRSWK
K	DIVIDE LINE H BY 1760	0.9 WORK YRS
L	TOTAL EMPLOYEES	0.9

75 SUBTOTAL  $\longrightarrow$  26,085.32

REVIEWED BY: [Signature]  
 MSC MGR, DIR. PLANT MAINTENANCE  
 PS Form 11-17-82 4852 JAN-21-14 03:45 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: \_\_\_\_\_

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Bank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0390	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	SL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	SL	35.0000	0	0.0	0.00
9		WM	SF	0.0390	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0196	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0590	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18	Service/Box Lobby	CL	SF	0.0160	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0860	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL 1,084.38

(O)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	55,346.38 MIN/YR
B	ENTER TOTAL FROM LINE 32	28,065.32 MIN/YR
C	TOTAL LINE A and B	83,433.71 MIN/YR
D	DIVIDE LINE C BY 60 MIN	1,390.56 WH/YR
E	MULTI LINE D BY % (BRK)	13.91 HYR
F	MULTI LINE D BY % (BREAKS)	86.61 HYR
G	MULTI LINE D BY % (WASH UPS)	28.92 HYR
H	TOTAL LINE D - E - F + G	1,520.39 WH/YR
J	DIVIDE LINE H BY 52	29.24 WK HRSAWK
K	DIVIDE LINE H BY 1760	0.8 WORK YRS
L	TOTAL EMPLOYEES	0.8

75 SUBTOTAL 28,065.32

REVIEWED BY: [Signature]  
 MSC MGR. DIR. PLANT MAINTENANCE  
 4852 JAN-21-14 03:45 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_



U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - STADIUM STATION

GROSS INTERIOR AREA 3,730

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE

711 E. BALL ROAD #100

EXTERIOR PAVED 0

UNIT

CA, 92825

EXTERIOR UNPAVED 0

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	DL	FX	4.5000	24	108.00	33	F (Feather)	DUST	FX	0.2500	52	4.0	52.00
2		PL	FX	1.5000	0	0.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LP (Sponge)	WASH	FX	10.0000	71	1.0	710.00
5		PL	SF	0.0108	0	0.00	37	Flouwer Tank	WASH	FX	8.8000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	Flouwer Machine	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Veratban Bands	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Veratban Bands	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	1922	12.0	4128.48
10	Workrooms	CL	SF	0.0106	6010	66.83	42	Extractor Glass	WASH	SF	0.1700	8	2.0	2.88
11		PL	SF	0.0053	6010	32.91	43	Interior Glass	WASH	SF	0.1700	150	2.0	53.70
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0890	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Froght Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LP	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Poices	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	52.0	0.00
19	Service/Box Lobby	CL	SF	0.0180	8648	138.34	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	84	12.0	9.22
21		WM	SF	0.0300	1441	43.23	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	2070	12.0	372.60
23		DM	SF	0.0150	1441	21.62	55	Resilient FL	INT	SF	0.2400	3673	1.0	358.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	3611	3.0	1011.17
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	8	80.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
32	SUBTOTAL					489.32	64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Scrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	751	1.0	1502.00
							70	Walls	WASH	SF	0.1300	182	4	108.38
							71	Ceramic F	PERI	SF	0.1200	103	3	37.08
							72	Ceramic F	INT	SF	0.3400	155	1	37.30

(C) WORK HOUR CALCULATIONS (HRS)

A	MULTI TOTAL LINE 32 BY 52 WEEKS	24,435.84	MIN/YR
B	ENTER TOTAL FROM LINE 74	8,880.27	MIN/YR
C	TOTAL LINE A and B	33,316.11	MIN/YR
D	DIVIDE LINE C BY 60 MIN	555.27	WH/YR
E	MULTI LINE D BY % (DRG)	5.55	HR/YR
F	MULTI LINE D BY % (BREAKS)	34.70	HR/YR
G	MULTI LINE D BY % (WASH UPS)	11.55	HR/YR
H	TOTAL LINE D * E + F + G	607.08	WH/YR
I	DIVIDE LINE H BY 52	11.67	WK HRS/WK
J	DIVIDE LINE I BY 1760	0.3	WORK YRS
L	TOTAL EMPLOYEES	0.3	

74 SUBTOTAL 8,880.27

REVIEWED BY: *[Signature]*  
MSC MGR, BR, PLANT MAINTENANCE

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

U.S. POSTAL SERVICE

POST OFFICE

ANAHEIM - STADIUM STATION

GROSS INTERIOR AREA 3,730

**WORKLOAD ANALYSIS AND SUMMARY**

STATE AND ZIP CODE

711 E. BALL ROAD #100

EXTERIOR PAVED 0

UNIT

CA, 92825

EXTERIOR UNPAVED 0

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4860	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 16	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0080	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Areas	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0080	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32	SUBTOTAL	489.92
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(Q)	WORK HOUR CALCULATIONS	(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	24,435.84 MINYR
B	ENTER TOTAL FROM LINE 74	8,880.27 MINYR
C	TOTAL LINE A and B	33,316.11 MINYR
D	DIVIDE LINE C BY 60 MIN	555.27 WPKR
E	MULTI LINE D BY % (IRG)	5.58 HYR
F	MULTI LINE D BY % (BRAKES)	34.70 HYR
G	MULTI LINE D BY % (WASH UPS)	11.55 HYR
H	TOTAL LINE D + E + F + G	607.98 WPKR
J	DIVIDE LINE H BY 52	11.67 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.3 WORK YRS
L	TOTAL EMPLOYEES	74

74	SUBTOTAL	8,880.27
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REVIEWED BY: *[Signature]*  
 MSC MGR. DIR. PLANT MAINTENANCE  
 PS Form 4852 JAN-21-14 03:48 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
 MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

U.S. POSTAL SERVICE <b>WORKLOAD ANALYSIS AND SUMMARY</b>	POST OFFICE	ANAHEIM - SUNKIST STATION	GROSS INTERIOR AREA	8,063
	STATE AND ZIP CODE	2320 E. LINCOLN AVENUE	EXTERIOR PAVED	24,014
	UNIT	CA, 92816	EXTERIOR UNPAVED	1,234

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

72	SUBTOTAL	830.91
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	43,207.43 MIN/YR
B	ENTER TOTAL FROM LINE 74	16,188.57 MIN/YR
C	TOTAL LINE A and B	59,396.00 MIN/YR
D	DIVIDE LINE C BY 60 MIN	989.93 W/YR
E	MULTI LINE D BY % (TRC)	9.80 H/YR
F	MULTI LINE D BY % (BREAKS)	61.87 H/YR
G	MULTI LINE D BY % (WASH UPS)	20.59 W/YR
H	TOTAL LINE D + E + F + G	1,082.26 W/YR
J	DIVIDE LINE H BY 52	20.81 WK HRS/WK
K	DIVIDE LINE H BY 1760	0.6 WORK YRS
L	TOTAL EMPLOYEES	0.6

74	SUBTOTAL	16,188.57
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REVIEWED BY: [Signature]  
 MSC MGR. DIR. PLANT MAINTENANCE  
 PS Form 11-17-82 4852 JAN -21 -14 03:50 PM

DATE: 1-23-14

APPROVED BY: [Signature] DATE: 2/6/14  
 MSC MANAGER/POST MASTER - BMC MANAGER

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	
1	Workroom Toilets	CL	FX	4.5000	80	270.00	33	LF (Feather)	DUST	FX	0.2500	154	4.0	154.00
2		PL	FX	1.5000	0	0.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0200	1188	36.02	36	LF (Sponge)	WASH	FX	10.0000	181	1.0	1810.00
5		PL	SF	0.0100	1188	12.50	37	Louver Tank	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	Louwer Machine	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	1002	24.05	39	Vertical Blinds	DUST	BL	5.0000	7	1.0	35.00
8		PL	SF	0.0080	1002	8.02	40	Vertical Blinds	WASH	BL	30.0000	7	1.0	210.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	628	12.0	1778.54
10	Workrooms	CL	SF	0.0100	14807	158.01	42	Exterior Glass	WASH	SF	0.1790	308	2.0	110.28
11		PL	SF	0.0053	14807	79.01	43	Interior Glass	WASH	SF	0.1790	246	4.0	178.14
12	Offices	CL	SF	0.0375	438	16.31	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lockout Gallery	CL	LF	0.4800	76	4.0	145.92
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Cabinet Cases	CL	EA	4.0000	64	1.0	256.00
16	EXT Police	PL	SF	0.0012	25246	30.30	48	Other Cases	DUST	EA	1.5000	2	1.0	3.00
17	Platforms	CL	SF	0.0100	3021	32.02	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	52.0	0.00
18		PL	SF	0.0053	3021	16.01	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	24014	52.0	4994.91
19	Service/Box Lobby	CL	SF	0.0160	3084	59.94	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	52.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0100	168	12.0	201.60
21		WM	SF	0.0300	614	18.42	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resident Fl	DM	SF	0.0150	3114	12.0	928.52
23		DM	SF	0.0150	614	9.21	55	Resident Fl	INT	SF	0.2400	9038	1.0	1583.12
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resident Fl	PERI	SF	0.0090	6638	3.0	1313.74
25		PL	FL	2.4000	0	0.00	57	Terrazzo Fl	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo Fl	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete Fl	INT	SF	0.2400	1097	1.0	241.86
28		VS	SF	0.0064	0	0.00	60	Concrete Fl	PERI	SF	0.0960	1007	1.0	96.67
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jam Closet	CL	EA	10.0000	0	60.00	63	Wood Fl	INT	SF	0.2400	0	0.0	0.00
							64	Wood Fl	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	299	2.0	717.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	3.0000	471	1.0	942.00

32	SUBTOTAL					830.91	70	Walls	WASH	SF	0.1380	188	4	103.78
							71	Ceramic Fl	PERI	SF	0.1200	262	3	94.32
							72	Ceramic Fl	INT	SF	0.2400	281	1	67.44

(O) WORK HOUR CALCULATIONS		(P)
A	MULTI TOTAL LINE 32 BY 52 WEEKS	43,207.43 MIN/YR
B	ENTER TOTAL FROM LINE 74	16,188.67 MIN/YR
C	TOTAL LINE A and B	59,396.00 MIN/YR
D	DIVIDE LINE C BY 60 MIN	989.93 WH/YR
E	MULTI LINE D BY % (TRC)	9.50 H/YR
F	MULTI LINE D BY % (BREAKS)	61.87 H/YR
G	MULTI LINE D BY % (WASH UPS)	20.58 H/YR
H	TOTAL LINE D + E + F + G	1,082.29 WH/YR
J	DIVIDE LINE H BY 52	20.81 WK HRS/WK
K	DIVIDE LINE H BY 1360	0.6 WORK YRS
L	TOTAL EMPLOYEES	74

**U.S. POSTAL SERVICE**  
**WORKLOAD ANALYSIS AND SUMMARY**

POST OFFICE ANAHEIM - SUNKIST STATION  
STATE AND ZIP CODE 2320 E. LINCOLN AVENUE  
UNIT CA, 92815

GROSS INTERIOR AREA 8,083  
EXTERIOR PAVED 24,014  
EXTERIOR UNPAVED 1,234

Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LP (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louver Tank)	WASH	FX	8.0000	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Vertical Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Window Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1700	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1700	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1700	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0600	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Plaza	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0100	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0084	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0080	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0084	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32 SUBTOTAL ➔ 830.91

(O) WORK HOUR CALCULATIONS (P)

A	MULTI TOTAL LINE 32 BY 52 WEEKS	43,207.43	MINYR
B	ENTER TOTAL FROM LINE 74	16,188.57	MINYR
C	TOTAL LINE A and B	59,396.00	MINYR
D	DIVIDE LINE C BY 60 MIN	989.93	WHYR
E	MULTI LINE D BY % (TRC)	9.90	HYR
F	MULTI LINE D BY % (BREAKS)	61.87	HVR
G	MULTI LINE D BY % (WASH UPS)	20.50	HYR
H	TOTAL LINE D + E + F + G	1,082.29	WHYR
J	DIVIDE LINE H BY 52	20.81	WK HRS/WK
K	DIVIDE LINE H BY 1760	0.6	WORK YRS
L	TOTAL EMPLOYEES	0.6	

74 SUBTOTAL ➔ 16,188.57

REVIEWED BY: JL  
MSC MGR, DIR, PLANT MAINTENANCE  
PS Form 11-17-82 4852 JAN-21-14 03:58 PM

DATE: 1-23-14

APPROVED BY: \_\_\_\_\_  
MSC MANAGER/POST MASTER - BMC MANAGER

DATE: \_\_\_\_\_

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
50224	ANAHEIM P&DF	PASCUA	CONSTANTE	T	3161480	70388482	LABORER CUSTODIAL	4	166	3B	38	6/21/2008	2
50222	ANAHEIM PO	TREVINO	MARK	S	3648977	95038017	LABORER CUSTODIAL	4	166	3B	38	8/16/2008	1
50224	ANAHEIM P&DF	REYBURN	ANNA		3382942	70388481	LABORER CUSTODIAL	4	166	3B	38	2/27/2010	1
50227	ANA-CANYON STA	ORONA	RAYMOND	A	3413009	95043293	LABORER CUSTODIAL	4	166	3B	38	2/27/2010	1
50224	ANAHEIM P&DF	NIKO	JOAN	P	3261812	95043323	LABORER CUSTODIAL	4	166	3B	38	4/24/2010	1
50224	ANAHEIM P&DF	LUMBOY	ELWOOD	L	3674090	70157141	LABORER CUSTODIAL	4	166	3B	38	3/26/2011	1
50224	ANAHEIM P&DF	NGUYEN	KENNY	H	3675449	95058234	LABORER CUSTODIAL	4	166	3B	38	3/26/2011	2
50224	ANAHEIM P&DF	KEMEN	DAVID	L	3582282	95042041	LABORER CUSTODIAL	4	166	3B	38	3/26/2011	3
50224	ANAHEIM P&DF	STRATTON	BETSY	W	3676355	70388485	LABORER CUSTODIAL	4	166	3B	38	3/26/2011	4
50224	ANAHEIM P&DF	TRAN	KIM	A	3344001	95040193	LABORER CUSTODIAL	4	166	3B	38	6/18/2011	1
50224	ANAHEIM P&DF	NGUYEN	SEAN		3188729	70526917	LABORER CUSTODIAL	4	166	3B	38	6/18/2011	4
50224	ANAHEIM P&DF	ZEPEDA	ADRIANA		2974308	71058367	LABORER CUSTODIAL	4	166	3B	38	3/10/2012	1

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