Maintenance Management Order

UNITED STATES
POSTAL SERVICE™

SUBJECT: Preventive Maintenance Guidelines for
Modular Operations Control System (MOCS)

DATE: November 6, 2017

NO: MMO-001-18

TO: Network Distribution Centers

FILE CODE: Y

dpen:mm17013ac

This Maintenance Management Order (MMO) provides Preventive Maintenance Guidelines for the Modular Operations Control System (MOCS). This bulletin applies to Acronym MOCS, Class Code AA.

The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

WARNING

Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

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WARNING

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Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC**>**HELPDESK**>**Create/Update Tickets** or call (800) 366-4123.

Kevin Couch
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachments   1.   Summary of Workload Estimate
              2.   Master Checklist: 03-MOCS-AA-001-M

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

For Modular Operations Control System (MOCS) SYSTEM

Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)
5 Days	33.97	10.19	44.16	4.42	48.58
6 Days	33.97	10.19	44.16	4.42	48.58
7 Days	33.97	10.19	44.16	4.42	48.58

NOTES
∗Repair estimates based on 30% of routine servicing.
∗∗Non-productive time based on 10% of routine servicing plus repair time.

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ATTACHMENT 2

MOCS MASTER CHECKLIST

03-MOCS-AA-001-M

Time Total: 33.97 hours

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION										
	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER	TYPE
	0 3	M O C S						A A		0 0 1	M
Equipment Nomenclature Modular Operations Control System	Equipment Model					Bulletin Filename mm17013AC			Occurrence		

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.** **THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.** **WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.**	3	All			
COMPUTER	2.	**Hard Disk: Run the "Check Disk" Utility.** 1. Double Click the **My Computer** icon on the windows desktop. 2. Highlight the drive to be tested. 3. Select **File** and then **Properties**. 4. In the **"Error-Checking"** section, select the "**Check Now**" button. A window with two check boxes will appear. Place a check in the box for "**Scan for and attempt recovery of bad sectors**". 5. Select "**Start**" to begin the scan. 6. When a dialog box appears stating "**Disk Check Complete**", select **OK** to exit check Disk.	5*	10			M

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION												
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	0 3	M	O	C	S				A	A	0 0 1			M
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		This procedure should be completed on the Video, Video Spare, Maintenance, Client 1, Client 2, and Client 3 computers.					
COMPUTERS	3.	**Perform Computer(s) Backup.** 1. Ensure the USB backup drive is connected to the back of the Video Server computer. 2. Start the Acronis TrueImage program by selecting it from the computer start menu. If a window opens and asks if you wish to report a problem/error, it can be safely closed using the red **X** in the upper right corner of the window. 3. From the menu on the left, select **Backup** then **Entire PC**. 4. Click on the "**Backup Now**" button. 5. On the bottom of the Backup Completion status page, ensure that the "Shutdown computer after completion" is **Unchecked**. 6. After the backup is complete, a Checkmark will appear in the middle of the page. 7. Close the Acronis TrueImage software. **NOTE** A detailed copy of this procedure is located on the MTSC MOCS Webpage. This procedure should be completed on the Video, Video Spare, Maintenance, Client 1, Client 2, and Client 3 computers.	15*	10			M
KEYBOARD & MOUSE	4.	**Clean Keyboards.** 1. Using a small electronics vacuum, remove dust/debris from between the keys. 2. Clean the outer case and keys with a clean, slightly dampened, lint-free cloth. 3. Verify mouse functionality.	5*	10			M
FILTERS	5.	**Check Case and Cabinet Filters.** Replace as needed.	1*	10			M

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COMPUTER	6.	**Case, Power Supply, and PC Interior.** 1. Shut down and unplug computer. 2. Remove PC cover. 3. Using a small electronics vacuum, remove dust from the inside of the PC. 4. Clean / Replace air filters as needed. 5. Plug in the PC and restore power. Verify all three fans are operating. 6. Replace the cover. 7. Wipe down the outside of the PC.	10*	10			S
MONITORS	7.	**Remove Dust from LCD Monitors.** 1. Turn off LCD monitor. 2. Using a small electronics vacuum, remove dust from the rear of the LCD Monitor. 3. Restore Power.	5*	10			S
CABLING	8.	**Signal/Communications Cabling.** Check all cables for integrity and cable tightness.	10	10			S

*Items based on per unit / computer.