



# maintenance management order

**SUBJECT:** PM Guidelines for Key Stations for PSMs

**DATE:** July 14, 1998

**NO:** MMO-040-98

**TO:** Bulk Mail Centers

**FILE CODE:** Y

dewa:M94136AC

Online Change Record		
Change #	Date	Description of Change
1	4/26/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for BMC Standard Key Stations for Parcel Sorting Machines (PSMs) and supersedes Maintenance Checklist B065.

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

## WARNING

**Various products which require Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available by all employees. When reordering such a product, it is suggested that a current MSDS be requested.**

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), the time required per task, and the minimum skill level for each task.

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

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

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Attachments: 1. Summary of Revised Workload Estimate  
2. Key Stations for PSMs, Master Checklist



**ATTACHMENT 1****-SUMMARY-****REVISED WORKLOAD ESTIMATE****FOR****KEY STATIONS (PSMS)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
6.5	2.0	8.5	0.9	9.4

\* Repair estimates based on 30% of servicing.

\*\* Based on 10% of total servicing and repair.

**TIME TOTALS**

Monthly Time Total: 0.5Hrs. \*\*\*

**NOTE**

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

\*\*\* These times are provided for data entry for the MARS System.

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**ATTACHMENT 2****KEY STATIONS FOR PSMs  
MASTER CHECKLIST**

03-IDUCT-AA-002-M

The number (03-IDUCT-AA-002-M) shown above is a generic identification for a conveyor and must be adapted to meet the local equipment acronym numbering system.

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

**Table 2-1. MS-63 (NMICS) Frequency-Codes**

<b><u>CODE</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DESCRIPTION</u></b>
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	I	D	U	C	T	A	A	0	0	2
Equipment Nomenclature <b>KEY STATIONS FOR PSMs</b>	Equipment Model				Bulletin Filename <b>M94136AC</b>				Frequency <b>MONTHLY</b>			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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SAFETY STATEMENT	1.	<b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> - Disconnect power and activate lockouts as appropriate while working on this equipment. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.	3 min	All
Frequency Code: --M-----				
SYSTEM	2.	<b>POWER DOWN AND LOCKOUT POWER.</b> - Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
Frequency Code: --M-----				
KEY STATION	3.	<b>CHECK KEY STATION.</b> - Check key station for loose or broken hardware damaged or frayed cabling, and burned out "ready" light.	3 min	7
Frequency Code: --M-----				

**WARNING**

**Eye protection (goggles or face shield) must be worn when using compressed air for cleaning.**

Frequency Code: --M-----	4.	<b>CLEAN KEY STATION.</b> - Clean key station as follows:	10 min	7
		1. Clean exterior of key station.		
		2. Remove cover and vacuum or blow out dust.		

U.S. Postal Service		IDENTIFICATION										
<b>Maintenance Checklist</b>		Work Code		Equipment Acronym				Class Code		Number		Type
		0	3	I	D	U	C	T	A	A	0	0
Equipment Nomenclature		Equipment Model				Bulletin Filename				Frequency		
<b>KEY STATIONS FOR PSMs</b>						<b>M94136AC</b>				<b>MONTHLY</b>		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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SYSTEM                      5.    **CLEAN-UP.** - Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.

Frequency Code:  
--M-----

3 min    All

6.    **RESTORE EQUIPMENT TO SERVICE.** - Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

Frequency Code:  
--M-----

3 min    All

**WARNING**

**Be cautious when working around or on equipment when power has been applied.**

7.    **START-UP.** - Perform normal start-up procedures as follows:

Frequency Code:  
--M-----

5 min    All

1. Start or preset equipment.
2. Check for proper operation.
3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.