



maintenance management order

SUBJECT: PM Guidelines for the Supervisory Computer, Monitor,
Keyboard, and Associated Cabinet Hardware on the SSIU
System

DATE: July 07, 2004

NO: MMO-047-04

FILE CODE: Y

TO: Bulk Mail Centers

dfau:MM02060AD

Online Change Record		
Change #	Date	Description of Change
1	5/2/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Supervisory Computer, Monitor, Keyboard, and associated cabinet hardware on the Singulator Scan Induction Unit (SSIU).

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 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. 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 only on optical equipment when other cleaning methods can not be used.

The attached master checklist provides tasks to be performed at periodic intervals, 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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Manager (A)
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments: 1. Summary of Workload Estimate
2. Supervisory Computer, Monitor, Keyboard, and Associated Cabinet Hardware (SSIU) Master Checklist

ATTACHMENT 1**SUMMARY**

**WORKLOAD ESTIMATE FOR
SSIU SUPERVISORY COMPUTER, MONITOR, KEYBOARD, AND
ASSOCIATED CABINET HARDWARE**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
10.4	3.1	13.5	1.4	14.9

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

Monthly Time Total: 0.98 Hrs. ***

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 require additional time are to be addressed at the local level.

*** These times are provided for data entry for the VMARS System.

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ATTACHMENT 2

**SSIU SUPERVISORY COMPUTER, MONITOR, KEYBOARD, AND
ASSOCIATED CABINET HARDWARE MASTER CHECKLIST**

03-SSIU-JA-001-M

MONTHLY

MONTHLY TIME TOTALS: 52 MINUTES

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	S	S	I	U	J	A	0	0	1	M
Equipment Nomenclature Supervisory Computer, Monitor, Keyboard and Associated Cabinet Hardware		Equipment Model SSIU				Bulletin Filename MM02060AD		Frequency MONTHLY				

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.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. – Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout 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.</p> <p><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></p> <p>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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	3 min	All
SYSTEM	2.	<p>POWER DOWN AND LOCKOUT POWER. – Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3 min	All
MONITOR AND COMPUTER	3.	<p>CLEAN MONITOR AND COMPUTER. – Clean monitor and computer as follows:</p> <ol style="list-style-type: none"> 1. Clean exterior of CRT and screen using vacuum and mild detergent and water dampened cloth as needed. 2. Clean fan and exterior of computer using vacuum and mild detergent and water dampened cloth as needed. 	5 min	7

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	S	S	I	U	J	A	0	0	1	M
Equipment Nomenclature SSIU Supervisory Computer, Monitor, Keyboard and Associated Cabinet Hardware		Equipment Model SSIU				Bulletin Filename MM02060AD		Frequency MONTHLY				

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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KEYBOARD	4.	CLEAN KEYBOARD. – Clean keyboard as follows: <ol style="list-style-type: none"> 1. Clean keyboard using mild detergent and water dampened cloth. 2. Thoroughly dry keyboard. 	5 min	7
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Supervisory Computer cabinet	5.	CLEAN CABINET INTERIOR AND EXTERIOR. – Using vacuum clean the interior components and exterior of the cabinet. Use mild detergent and water dampened cloth as needed.	30 min	7
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WARNING

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

SYSTEM	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.	3 min	All
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CLEAN-UP	7.	CLEAN-UP. – Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 min	All
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Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.