



# maintenance management order

**SUBJECT:** PM Guidelines for Hamper Dumper

**DATE:** September 27, 2002

**NO:** MMO-065-02

**TO:** All Maintenance Capable Offices

**FILE CODE:** Y

Dfau:MM9624AD

Online Change Record		
Change #	Date	Description of Change
1	4/27/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Hamper Dumper.

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.

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

## 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.

Maintenance Managers are to use these Preventive Maintenance Checklists when preparing the route sheets for local maintenance personnel.

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

Rex M. Gallaher  
Manager  
Maintenance Technical Support Center  
Maintenance Policies and Programs

Attachments: 1. Summary Workload Estimate For Hamper Dumper  
2. Hamper Dumper Master Checklist

**ATTACHMENT 1**  
**-SUMMARY-**  
**WORKLOAD ESTIMATE**  
**FOR**  
**HAMPER DUMPER**

**-SUMMARY-****WORKLOAD ESTIMATE FOR****HAMPER DUMPER**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
12.1	3.6	15.7	1.6	17.3

\* Repair estimates based on 30% of servicing.

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

**TIME TOTALS**

Monthly Time Total: 0.9 Hrs. \*\*\*

Bi-Annual Time Total: 0.7 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 requires additional time are to be addressed at the local level.

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

**ATTACHMENT 2****HAMPER DUMPER MASTER CHECKLIST**

03-HDUMP\*\*\*-AA-001-M

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 VMARS superseding route structure. The possible frequencies and their codes are given in the table below:

**Table 2-1. MS-63 (VMARS) 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	H	D	U	M	P	A	A	001	M
Equipment Nomenclature <b>HAMPER DUMPER</b>		Equipment Model			Bulletin Filename <b>MM9624AD</b>			Frequency <b>ALL</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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-DA-1 PUMP MOTOR	5.	<b>CHECK PUMP MOTOR.</b> - Check pump motor for heat, vibration, leaks, and operation.	2 min	7
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Frequency Code:  
--M-----

-EC-1 CONTROLS	6.	<b>CHECK SWITCHES AND WIRING.</b> - Check switches and wiring as follows:	2 min	7
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- Frequency Code:  
--M-----
1. Check and feel for damage to panel, switch boxes, and associated conduit and wiring.
  2. Look for damage to power cable and plugs.

**WARNING**

**Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.**

SYSTEM	7.	<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
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Frequency Code:  
--M-----

Frequency Code:	8.	<b>CLEAN UNIT.</b> - Clean entire machine by using vacuum and wiping as necessary.	10 min	7
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--M-----

-HY-1 HYDRAULIC SYSTEM	9.	<b>CHECK HYDRAULIC SYSTEM.</b> - Check hydraulic system as follows:	2 min	7
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Frequency Code:  
--M-----

1. Check hydraulic system for leaks, cleanliness, and proper operation.
2. Check reservoir oil level.
3. Add HY-1 (DTE-25) fluid if needed.

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION											
	Work Code:		Equipment Acronym				Class Code:		Number		Type	
	<b>0</b>	<b>3</b>	<b>H</b>	<b>D</b>	<b>U</b>	<b>M</b>	<b>P</b>	<b>A</b>	<b>A</b>	<b>0</b>	<b>0</b>	<b>1</b>
Equipment Nomenclature <b>HAMPER DUMPER</b>		Equipment Model			Bulletin Filename <b>MM9624AD</b>			Frequency <b>ALL</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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-HY-1  
HYDRAULIC  
SYSTEM  
(Cont.)

10. **DRAIN RESERVOIR.** - Drain hydraulic reservoir and fill with fresh oil using HY-1 (DTE-25). 30 min 7

Frequency  
Code:  
-----K

Frequency  
Code:  
--M-----

11. **CHECK VALVES AND LIMIT SWITCH.** - Check valves and limit switch as follows: 2 min 7

1. Check hand valve for leaks, tightness, and operation.
2. Check limit switch for wear, binding, and tightness.

-FR-1 FRAME

12. **LUBRICATE BEARINGS.** - Lubricate pivot bearings and rod-end bearings. Lubricate all pivot points. 5 min 7

Frequency  
Code:  
--M-----

Frequency  
Code:  
--M-----

13. **CHECK HOOKS.** - Check hooks for wear and proper engagement. 2 min 7

-SA-1  
CASTERS

14. **CHECK CASTERS.** - Check casters for proper operation. 5 min 7

Frequency  
Code:  
--M-----

CLEAN-UP

15. **CLEAN-UP.** - Ensure all tools, lubricants, rags, etc. are removed from the work area. Report all deficiencies to your supervisor. 3 min All

Frequency  
Code:  
--M-----K

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION										
		Work Code:		Equipment Acronym				Class Code:		Number		Type
		0	3	H	D	U	M	P	A	A	0	0
Equipment Nomenclature <b>HAMPER DUMPER</b>		Equipment Model				Bulletin Filename <b>MM9624AD</b>				Frequency <b>ALL</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  Frequency Code: --M-----K	16.	<b>RESTORE EQUIPMENT TO SERVICE.</b> - 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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**WARNING**

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

START-UP  Frequency Code: --M-----K	17.	<b>START-UP.</b> - Perform normal start-up as follows: <ol style="list-style-type: none"> <li>1. Start or preset equipment.</li> <li>2. Check for proper operation.</li> <li>3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.</li> </ol>	3 min	All
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