

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Elevator and Escalator Maintenance

DATE: September 18, 2015

TO: All Sites

NO: MMO-099-15
FILE CODE: M, P2
hroc:mm14007ai

The purpose of this Maintenance Management Order (MMO) is to provide ordering instructions for elevator and escalator preventive maintenance, repair, and mandatory inspection service. This bulletin applies to Acronym EL and Class Codes AA, BA, CA, DA, and EA.

Supply Management awarded a Strategic National Contract for Preventive Elevator/Escalator Maintenance to Schindler Elevator Corporation. Maintenance Logistics Bulletin-CO-14-001 ([MLB-CO-14-001](#)) requires all USPS locations to use Schindler Elevator Corporation for all elevator and escalator maintenance services that exceed the local maintenance staff's capabilities.

Local maintenance managers must ensure all requirements set forth in EL-912 (American Postal Workers Union Collective Bargaining Agreement) including but not limited to a completed Article 32 analysis.

Every site with elevator or escalator equipment is required to have a maintenance and repair service plan, which includes a periodic inspection contract, in place to meet OSHA and ASME certification requirements.

All sites with elevator or escalator equipment are expected to meet these maintenance, repair, and inspection requirements by December 16, 2015.

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, online at <https://tickets.mtsc.usps.gov/login.php> or call (800) 366-4123.

A handwritten signature in black ink, appearing to read 'A. Henderson' with a stylized flourish and the initials 'foe' written below it.

Andy L. Henderson
Manager (A)
Maintenance Technical Support Center
HQ Maintenance Operations

Attachment: Elevator and Escalator Maintenance

Web Access: <http://mtsc.usps.gov>

ATTACHMENT

ELEVATOR AND ESCALATOR MAINTENANCE

1.0. OSHA AND ASME REQUIREMENTS

The Occupational Health and Safety Administration (OSHA) and the American Society of Mechanical Engineers (ASME) each have maintenance and safety requirements for elevators and escalators. OSHA and ASME both require the following:

- Each elevator or escalator must be inspected twice each year by a certified elevator inspector.
- Any operating components that represent a hazard to any individual must be repaired immediately.
- Each site must maintain detailed maintenance records for each piece of equipment and provide those records to the certifying organization during inspections.
- Category one inspection requires the inspector to witness the elevator maintenance personnel or contractor conducting various electrical and mechanical tests of the equipment.

Examples of frequently cited (OSHA or ASME) elevator or escalator items include, but are not limited to, door operations, floor-to-floor travel, acceleration and deceleration, and emergency safety equipment.

1.1. MAINTENANCE PROGRAM CONTRACT SET UP

Supply Management awarded a Strategic National Contract for Preventive Elevator/Escalator Maintenance (MLB-CO-14-001) requiring all USPS locations to use Schindler Elevator Corporation for all elevator and escalator maintenance services which exceed the local maintenance staff's capabilities.

Each site with elevator or escalator equipment is required to have a maintenance and repair service plan, which includes a periodic inspection contract, in place to meet OSHA and ASME certification requirements. To set up a facility contract, refer to [MLB-CO-14-001](#), see pricing on pages 20-24, complete Attachment #1 form, and attach to an eBuy2 requisition. Route to Purchasing Method Supply Management, CAMS, Facility Services Category Management Center (CMC).

1.2. INSPECTIONS

Once a site has been set up on the contract, the site may request an inspection through National Elevator Inspection Services (NEIS), the contracted inspection service valued at \$2,000 or less via local eBuy2 and local payment with a purchase card.

NEIS point of contact:

National Elevator Inspection Services, Inc.
Karen Thorn, Client Account Coordinator
Office: 800-886-6347 extension 3820 or 314-682-2613
karen.thorn@us.bureauveritas.com

The Infrastructure Condition Assessment Model (ICAM) tracks elevators, escalators, dumbwaiters, platform lifts, and chairlifts and schedules inspection by NEIS when required. Frequency varies depending on the type of device but most elevators are inspected twice yearly.

In order to support the field in meeting the above requirements, Facilities Management maintains a contract with NEIS to conduct these required inspections.

Contact Facilities Inspection Program Manager Hugh Roche (303-227-5624 or hugh.c.roche@usps.gov) for questions relating to periodic safety inspections and certification of elevators and lift devices.

1.3. REPAIR SERVICE

If a site requires repair services:

1. Call the Schindler 24-Hour Response Line at 800-225-3123. Schindler will review the situation.
2. If Schindler's review determines that repair is required, request a proposal from Schindler.
3. Process an eBuy2 for the cost of the proposal (attach proposal to the eBuy2).
4. If the proposal is in the amount of \$2,000.00 or less, use local purchase method.
 - a. The site will handle the repair and the invoice locally, per USPS Handbook AS-709, Purchase Card Policies and Procedures, Chapter 3, Local Buying Procedures.
 - b. Site will use their purchase card as the payment method after local eBuy2 funding and approval.
5. \$2,000.00 to \$25,000: Supply Management Facility Services will review the request.
 - a. The Purchasing Method would be "Route to Supply Management"; the CAMS Group would be "Facility Services CMC."
 - b. Facility Services will either process the request through a Delivery order and pay through the Contract or instruct the site on how to proceed and pay for the repair.

6. \$10,000 to \$25,000: FSCMC will review the request for repairs and will either
 - a. Facilitate the repair against the PM Service contract through a solicitation, or
 - b. Send the request to the Facilities Single Source Provider (FSSP) for processing.
7. \$25,000 and over: Call FSSP at (855) 444-6375.
The FSSP will assign a Project Manager and process the requirement through one of the Facilities Construction Category Management Teams.

Information will be sent back to the site regarding the repair order and shall include instructions regarding how to pay invoices, if required.

1.4. EMERGENCY SERVICE

A Contracting Officer must first approve all emergency service calls.

Contact:

Scott T. Theriault
Office: (860) 285-7163
Cell: (860) 458-9415
scott.t.theriault@usps.gov

Information will be sent back to the site regarding the repair order and will include instructions regarding how to pay invoices, if required. Repairs over \$25,000 must be called in to the FSSP line at (855) 444-6375.

For additional information, contact the Windsor Facilities Services Category Management Center. The points of contact for Elevators and Escalators:

Robert Wilczynski
Office: (860) 285-7004
Robert.J.Wilczynski@usps.gov

Scott T. Theriault
Office: (860) 285-7163
Cell: (860) 458-9415
scott.t.theriault@usps.gov