

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for
Conveyors

DATE: August 13, 2015

TO: Maintenance Managers

NO: MMO-112-15
FILE CODE: M, Y2
pmur:mm14034af

This online change removes MMO-005-01 from Attachment 8. Footer for Attachment 5 corrected. Updated Attachment 1 to 7 Day Servicing, and Attachment 2 Base Time.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Conveyors and supersedes the Maintenance Management Orders listed in Attachment 8. This MMO applies to Acronyms ADMIN and CVY, and to Class Code AA.

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 MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS 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.

WARNING

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 and barricade requirements.

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



Andy L. Henderson
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments:
1. Summary of Workload Estimate
 2. Master Checklist 03-CVY-AA-001-M – Monthly PM
 3. Master Checklist 03-CVY-AA-002-M – Quarterly PM
 4. Master Checklist 03-CVY-AA-003-M – Annual PM
 5. Master Checklist 03-CVY-AA-004-M – Biannual PM
 6. Master Checklist 03-CVY-AA-005-M – Quintannual PM
 7. Master Checklist 03-CVY-AA-006-M – Daily Mail Search
 8. List of Superseded Bulletins

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR CONVEYOR SYSTEM

Days	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Daily Mail Search (hrs/yr)	Total Servicing Per Machine (hrs/yr)
7 day	8.63	2.59	11.22	1.12	27.30	39.64

NOTES:

* Repair estimates based on 30% of servicing.

** Nonproductive estimates based on 10% of total servicing and repair.

This Workload Estimate table only shows base times for conveyors and does not include time for multiple units. Times for multiple units will be calculated along with their Repair and Nonproductive time when entered into the Conveyor Calculator then added to the base time. Repair and Nonproductive time does not apply to Daily Mail Search.

Drive Type	
D1	Clutch-Brake Drive Assembly
D2	Belt Drive Assembly
D3	Roller Chain Drive Assembly
D4	Roller Chain to Drive Pulley Assembly
D5	Extended Carriage Drive Assembly
D6	Telescoping Carriage Drive Assembly
D7	Motorized Drum Type Drive Assembly
D8	Motorized Drum With Brake
Head Pulley Type	
H1	Standard Head Pulley Assembly
H2	Head Pulley Assembly & Backstop
H3	Head Pulley & Zero-Speed Switch
H4	Head Pulley Assembly & Backstop & Zero-Speed Switch
Take-Up Type	
T1	Screw Take-Up Assembly
T2	Gravity Take-Up Assembly
Structural Type	
S1	Structural Assembly Conduit & Wiring
S2	Structural Assembly Impact Cones
S3	Structural Assembly (SPS)
S4	Structural Assembly (BOOM)
S5	Structural Assembly Impact Wheels
Other	
P1	Photocell (Quantity)
L	Conveyor Length (ft)
C	Catch Pan (Quantity)
TD	Traveling Deflector (Y/N)
PD	Pivoting Deflector (Quantity)

ATTACHMENT 2

CVY MONTHLY MASTER CHECKLIST

03-CVY-AA-001-M

Base Time: 18.5 minutes

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Monthly			

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.

SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS:</p> <p>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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED:</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE:</p> <p>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 and barricade requirements.</p>	1	ALL			
SYSTEM (ALL)	2.	<p>CHECK FOR MAIL.</p> <p>Look for loose mail while performing all activities.</p>	2.5	07			
BELTING (ALL)	3.	<p>CHECK BELT</p> <p>Check belt condition as follows:</p> <ol style="list-style-type: none"> 1. Look for excessive wear or damage to top and bottom surface of conveyor belt. <ol style="list-style-type: none"> a. Check belt for cuts, tears and frayed edges. b. Look for wear or damage to belt fasteners. 	6	07			
HEAD PULLEY ASSEMBLY (H1, H2, H3, H4)	4.	<p>CHECK HEAD. – Check head as follows.</p> <ol style="list-style-type: none"> 1. With conveyor operating, check head and head snub pulleys for vibration and noise. 2. Check belt tracking and slippage. 	3	09			

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y		A	A	0	0	1
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Monthly			

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.

TAIL PULLEY ASSEMBLY (ALL)	5.	CHECK CONTROL – Check tail as follows: 1. With conveyor operating, check tail and snub pulleys for vibration and noise. 2. Check belt tracking.	3	09			
PHOTCELL (P1)	6.	CHECK PHOTOCELL – Check photocell as follows: 1. Check photocell mounting and tighten as required 2. Wipe photocell lens and reflector with dry lint-free cloth 3. Check conduit and/or wiring leading to photocell for damage	2 Each	07			
TRAVELING DEFLECTOR (TD)	7.	CHECK OPERATION - With traveling deflector operating, observe the overall condition of the equipment. Note obvious deficiencies and safety hazards.	10 Each	09			
TRAVELING DEFLECTOR (TD)	8.	CHECK TROLLEY AND GUIDE WHEELS. - With deflector carriage operating, look and listen for smooth operation of trolley wheels and guide wheels.	2 Each	09			
WINCH (W)	9.	CHECK WINCH. - Check general condition of unit, and observe winch for proper operation during conveyor extension and retraction.	3	07			
WINCH (W)	10.	CHECK DRIVE CHAIN. - Check drive chain for proper tension, sprocket alignment, and torque tamer for slippage.	1	07			
WINCH (W)	11.	CHECK SLACK CABLE TENSION ROLLER SPRINGS. - Check condition of slack cable tension roller springs and check for proper lay of wire rope on drum.	1	07			
WINCH (W)	12.	INSPECT CONVEYOR OVER-TRAVEL LIMIT SWITCHES. - Inspect conveyor over-travel limit switches for damage.	3	09			
CLEAN UP (ALL)	13.	CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			

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		0	3	C	V	Y			A	A	0	0	1
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Monthly				

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.

SYSTEM START UP (ALL)	14.	START UP – Perform normal start up as follows: Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs or to remove excessive debris.	3	09			
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ATTACHMENT 3

CONVEYOR QUARTERLY MASTER CHECKLIST

03-CVY-AA-002-M

Base Time: 56.5 minutes

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS.</p> <p>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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE.</p> <p>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 and barricade requirements.</p>	1	ALL			
SYSTEM (ALL)	2.	<p>CHECK FOR MAIL.</p> <p>Look for loose mail while performing all activities.</p>	2.5	07			
DRIVE ASSEMBLY (D1, D2, D3, D4)	3.	<p>CHECK MOTOR AND GEAR HOUSING.</p> <ol style="list-style-type: none"> 1. Feel motor and gear housings to detect excessive shock or vibration transmitted from the conveyor. 2. Listen to gear reducer for wear or damage to bearings and gears. 	3	09			

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Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y		A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

DRIVE ASSEMBLY CHAIN (D1,D3, D4)	4.	CHECK CHAIN DRIVE Check chain drive as follows: 1. Check chain drive for slap. 2. Observe chain and sprockets for misalignment. 3. Look and listen for damage to bearings and sprockets.	1	09			
DRIVE ASSEMBLY PULLEY (D1, D4)	5.	CHECK PULLEY LAGGING – Look for unusual wear or damage to drive pulley lagging. Jog unit for access to entire pulley face.	3	09			
CLUTCH BRAKE (D1, D4)	6.	OBSERVE OPERATION – Observe operation of clutch/brake assembly as follows: 1. Look for proper engagement and disengagement of clutch. 2. Listen for noisy operation and slippage, adjust if necessary. 3. Look for evidence of overheating.	5	09			
DRIVE ASSEMBLY (D7, D8)	7.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT: – With drive unit operating, perform the following: 1. Listen to motorized drive unit for wear or damage to gearings and gears. Listen for any increase in sounds from drive. 2. Observe unit for proper operation of brake (if equipped)	2	09			
DRIVE ASSEMBLY (D5)	8.	CHECK CARRIAGE DRIVE ASSEMBLY MOTOR GEAR HOUSING – With drive operating, perform the following: 1. Feel motor and gear housing to detect excessive shock or vibration transmitted from the conveyor. 2. Listen to gear reducer for wear or damage to bearings and gears.	3	09			

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		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

DRIVE ASSEMBLY (D5)	9.	CHECK CHAIN DRIVE – Check chain drive as follows: 1. Check chain drive for slap. 2. Observe chain and sprockets for misalignment. 3. Look and listen for damage to bearings and sprockets	1	09			
DRIVE ASSEMBLY (D5)	10.	CHECK CARRIAGE DRIVE DIRECTIONAL CONTROL – Check forward/reverse buttons as follows: 1. Push forward and reverse buttons to observe proper operation of carriage drive.	1	07			
DRIVE ASSEMBLY (D5)	11.	CHECK STEERING MECHANISM – Check steering mechanism as follows: 1. Check steering mechanism for proper operation. 2. Check linkage for damage and wear.	4	09			
DRIVE ASSEMBLY (D5)	12.	CHECK BUMPER LIMIT SWITCHES – Check head-end and tail-end bumper limit switches as follows: 1. Check for proper operation. 2. Check for damage and wear.	2	09			
DRIVE ASSEMBLY (D5)	13.	CHECK CARRIAGE LIMIT SWITCHES – Check carriage over travel limit switches as follows: 1. Check for proper operation. 2. Check for damage and wear.	2	09			
DRIVE ASSEMBLY (D6)	14.	CHECK MOTOR AND GEAR HOUSING. 1. Feel motor and gear housings to detect excessive shock or vibration transmitted from the conveyor. 2. Listen to gear reducer for wear or damage to bearings and gears.	3	09			

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		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER			TYPE
		0	3	C	V	Y			A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly				

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.

DRIVE ASSEMBLY (D6)	15.	CHECK CHAIN DRIVE – Check chain drive as follows: 1. Check chain drive for slap. 2. Observe chain and sprockets for misalignment. 3. Look and listen for damage to bearings and sprockets.	1	09			
BELTING (All)	16.	CHECK BELT - Check belt condition as follows: 1. Look for excessive wear or damage to top and bottom surface of conveyor belt. 2. Check belt for cuts, tears and frayed edges. 3. Look for wear or damage to belt fasteners. *6 minutes + .15 minutes for each 10ft of conveyor or portion thereof.	6*	07			
ROLLERS (ALL)	17.	CHECK LOAD AND RETURN ROLLERS. 1. Look and listen to all load and return rollers accessible without disassembly for improper operation. *6 minutes + .3 minutes for each 10ft of conveyor or portion thereof.	6*	09			
HEAD PULLEY ASSEMBLY (H1, H2, H3, H4)	18.	CHECK CONTROL BOX – Check head end control box as follows: 1. Check head end control box and associated conduit for damage and proper mounting. 2. Push start button to observe proper operation of conveyor.	2	07			
HEAD PULLEY ASSEMBLY (H1,H2, H3, H4)	19.	CHECK HEAD – Check head as follows: 1. With conveyor operating, check head and head snub pulleys for vibration and noise. 2. Check belt tracking and slippage. 3. Observe wiper, ensure there is sufficient contact with belt to prevent mail from passing under it.	4	09			

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		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

TAIL PULLEY ASSEMBLY (ALL)	20.	CHECK CONTROL BOX – Check tail end control box as follows: 1. Check tail end control box and associated conduit for damage and proper mounting. 2. Push start button to observe proper operation of conveyor.	7	07			
TAIL PULLEY ASSEMBLY (ALL)	21.	CHECK CONTROL – Check tail as follows: 1. With conveyor operating, check tail and snub pulleys for vibration and noise. 2. Check belt tracking. 3. Observe wiper, ensure there is sufficient contact with belt to prevent mail from passing under it.	4	09			
PHOTCELL (P1)	22.	CHECK PHOTOCELL – Check photocell as follows: 1. Check photocell mounting and tighten as required 2. Wipe photocell lens and reflector with dry lint-free cloth 3. Check conduit and/or wiring leading to photocell for damage	2 Each	07			
PIVOTING DEFLECTOR (PD)	23.	CHECK OPERATION. - Check operation as follows: 1. Place Pivot Deflector in Maintenance Control position. 2. Check for proper operation while extending and retracting deflector.	1 Each	07			
PIVOTING DEFLECTOR (PD)	24.	CHECK AIR LINES. - Check deflector air lines for leakage at couplings and fittings, also air lines at control manifold.	5 Each	07			
CHUTE GATE (CG)	25.	CHECK OPERATION. - Place unit in maintenance control. Operate chute gate and observe for proper operation.	2	07			

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		0	3	C	V	Y		A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

SYSTEM (ALL)	26.	<p>POWER DOWN AND LOCK OUT POWER.</p> <p style="text-align: center;">WARNING</p> <p>Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.</p> <p>Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	07			
DRIVE ASSEMBLY (D1)	27.	<p>CLEAN AND CHECK CLUTCH/BRAKE – Clean/check clutch/brake assembly as follows:</p> <ol style="list-style-type: none"> Clean clutch/brake housing using a brush and vacuum. Check mounting bolts for tightness. 	5	07			
DRIVE ASSEMBLY (D1)	28.	<p>CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows:</p> <ol style="list-style-type: none"> Remove dirt or foreign material by wiping or brushing as necessary. Check taperlock bolts for tightness. 	7	07			
DRIVE ASSEMBLY (D2, D3)	29.	<p>CLEAN MOTOR – Without disassembling unit, clean motor as follows:</p> <p style="text-align: center;">WARNING</p> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum. Use solvent to remove hardened deposits. Clean up solvent. 	4	07			
DRIVE ASSEMBLY (D1, D3, D4, D6)	30.	<p>CLEAN FLEXIBLE COUPLING – Clean coupling as follows:</p> <ol style="list-style-type: none"> Wipe accumulated dust and foreign material from exterior of flexible coupling. 	2	07			

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		0	3	C	V	Y		A	A	0	0	2
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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		
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DRIVE ASSEMBLY (D1, D3, D4, D6)	31.	<p>CHECK FLEXIBLE COUPLING – Check the flexible coupling as follows:</p> <ol style="list-style-type: none"> Look and feel for evidence of wear or damage to flexible coupling or shafts. Wrench-test set screws and feel keys to determine if coupling halves are tight on shafts. Manually turn shafts (if possible) to feel for excessive “play” in coupling. 	10	09			
DRIVE ASSEMBLY (D1, D4, D6)	32.	<p>CLEAN MOTOR – Without disassembling unit, clean motor as follows:</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum. Use solvent to remove hardened deposits. Clean up solvent. 	4	07			

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		0	3	C	V	Y		A	A	0	0	2
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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		
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DRIVE ASSEMBLY (D1, D4, D6)	33.	<p>CHECK LUBRICANT – Check lubricant as follows:</p> <p style="text-align: center;">WARNING</p> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> 1. Look for evidence of lubricant leakage from bearings and gear case. 2. Check sight gauge or remove oil level plug to determine level of lubricant in gear case. 3. Look for foaming of gear case lubricant. 4. Add lubricant (SAE-50W) if required to reach proper level. 5. Replace oil level plug. 6. Wipe drip pan dry. <p style="text-align: center;">WARNING</p> <p>Discard solvent soaked materials according to local procedures.</p>	2.5	07			
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		0	3	C	V	Y		A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

DRIVE ASSEMBLY (D3, D4, D5, D6)	34.	<p>CLEAN DRIVE CHAIN – Clean and lubricate drive chain as follows:</p> <p style="text-align: center;">WARNING</p> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> Remove chain guard if necessary for access to drive roller chain. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. Brush new lubricant (SAE-20W) onto roller chain. Remount chain guard. Clean up any lubricant drippage. <p style="text-align: center;">WARNING</p> <p>Discard solvent soaked materials according to local procedures.</p>	15	07			
DRIVE ASSEMBLY (D4)	35.	<p>CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows:</p> <ol style="list-style-type: none"> Remove dirt or foreign material by wiping or brushing as necessary. Look for unusual wear or damage to drive pulley lagging. Check taperlock bolts for tightness. 	12	09			
DRIVE ASSEMBLY (D1, D4)	36.	<p>CHECK BEARINGS AND SHAFT – Check pulley bearings and shaft as follows:</p> <ol style="list-style-type: none"> Check drive pulley bearings. Look for evidence of wear or dirt in bearings. Check pulley shaft for “walking”. 	3	09			
DRIVE ASSEMBLY (D5)	37.	<p>CHECK AXLE BEARINGS – Check axle bearings and shaft as follows:</p> <ol style="list-style-type: none"> Check axle bearings. Look for evidence of wear or dirt in bearings. Check axle shaft for “walking”. 	2	09			

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		0 3	C	V	Y			A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034		Occurrence Quarterly			

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DRIVE ASSEMBLY (D5)	38.	<p>LUBRICATE CASTER SWIVEL – Lubricate caster as follows:</p> <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> Lubricate caster swivel. Lubricate steering linkage pivot points. Wipe to clean. 	3	07			
DRIVE ASSEMBLY (D6)	39.	<p>CHECK DRIVEN SHAFT BEARINGS AND SPROCKET – Check driven shaft bearings and sprockets as follows:</p> <ol style="list-style-type: none"> Look for evidence of wear or dirt in bearings. Check driven sprocket for tightness 	3	07			
DRIVE ASSEMBLY (D6)	40.	<p>CHECK CHAIN LOCK ATTACHMENTS – Check chain lock attachments as follows:</p> <ol style="list-style-type: none"> Check mounting bolts to insure they are torqued to 300 inch-pounds for 3/8" fine thread bolts and 250 inch-pounds for 3/8" coarse thread bolts. Check to see that locks are properly oriented. 	2	07			
DRIVE ASSEMBLY (D6)	41.	<p>CHECK AND CLEAN BOOM CHAINS – Check and clean boom chains (6 each) as follows:</p> <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> Check chains and chain clips for wear or damage. Observe chain and sprockets for misalignment or sag. Tension if necessary. Use clean rag to wipe old lubricant and foreign materials from drive chain. Brush on new lubricant (SAE-20W). 	90	07			

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Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

DRIVE ASSEMBLY (D5)	42.	CHECK FLEXIBLE COUPLING – Check the flexible coupling as follows: 1. Look and feel for evidence of wear or damage to flexible coupling or shafts. 2. Wrench-test set screws and feel keys to determine if coupling halves are tight on shafts. 3. Manually turn shafts (if possible) to feel for excessive “play” in coupling.	2	09			
DRIVE ASSEMBLY (D5)	43.	CLEAN MOTOR – Without disassembling unit, clean motor as follows: 1. Remove dust from cooling fins, vent holes, and motor housing with a brush and vacuum. 2. Use solvent to remove hardened deposits. 3. Clean up solvent.	4	07			
DRIVE ASSEMBLY (D7)	44.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT – Check drive unit as follows: 1. Check to ensure that the milled faces on the shaft end are in the drive sprockets of the mounting brackets. 2. Check top strap of mounting bracket for cracks.	2	07			
DRIVE ASSEMBLY (D7, D8)	45.	CHECK LUBRICANT – Check drive unit for leaks as follows: 1. Look for evidence of lubricant leakage from motorized drum type drive unit.	1	07			
DRIVE ASSEMBLY (D7)	46.	CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged and snubber pulley as follows: 1. Look for unusual wear or damage to drive pulley lagging. 2. Remove dirt or foreign material by wiping or brushing as necessary. 3. Check taper lock bolts on snubber pulley.	10	09			

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Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C	V	Y		A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

DRIVE ASSEMBLY (D7)	47.	CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check snubber pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”. 3. Wipe bearings clean.	3	09			
DRIVE ASSEMBLY (D8)	48.	CHECK MOTORIZED DRUM TYPE DRIVE UNIT – Check drive unit as follows: 1. Check to ensure that the milled faces on the shaft end are in the drive pockets of the mounting brackets. 2. Check top strap of mounting bracket for cracks.	3	09			
DRIVE ASSEMBLY (D8)	49.	CLEAN AND CHECK LAGGED PULLEY – Clean/check lagged pulley as follows: 1. Look for unusual wear or damage to drive pulley lagging. 2. Remove dirt or foreign material by wiping or brushing as necessary. 3. Check taperlock bolts on snubber pulley.	10	09			
DRIVE ASSEMBLY (D8)	50.	CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check snubber pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”. 3. Wipe bearings clean.	3	09			
TAIL PULLEY ASSEMBLY (ALL)	51.	CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: 1. Wipe or brush pulley faces as necessary to remove dirt and foreign material. 2. Check taper lock bolts for tightness.	12	07			
TAIL PULLEY ASSEMBLY (ALL)	52.	CHECK CONTROL BOX – Check tail end control box as follows: 1. Check tail end control box and associated conduit for damage and proper mounting	1	09			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

TAIL PULLEY ASSEMBLY (ALL)	53.	CLEAN AND CHECK PULLEY BEARINGS AND SHAFTS – Check pulley bearings and shafts as follows: 1. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”. 3. Wipe bearings clean.	3	09			
HEAD PULLEY ASSEMBLY (H1)	54.	CHECK CONTROL BOX – Check head end control box as follows: 1. Check head end control box and associated conduit for damage and proper mounting	1	09			
HEAD PULLEY ASSEMBLY (H1)	55.	CLEAN AND CHECK BEARINGS AND SHAFT – Clean and check pulley bearings and shaft. 1. Check pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”. 3. Wipe bearings clean.	3	09			
HEAD PULLEY ASSEMBLY (H1, H4)	56.	CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: 1. Wipe or brush pulley faces as necessary to remove dirt and foreign material. 2. Check taperlock bolts.	7	09			
HEAD PULLEY ASSEMBLY (H1, H4)	57.	CHECK BEARINGS AND SHAFT – Check pulley bearings and shaft as follows: 1. Check drive pulley bearings. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”.	3	09			
HEAD PULLEY ASSEMBLY (H3, H4)	58.	CLEAN CRITICAL SPEED SWITCH HOUSING – Clean housing as follows: 1. Remove dust and other foreign material from critical speed switch housing, chain and sprockets by wiping or brushing. 2. Lube critical speed switch chain using SAE-20W.	5	07			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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HEAD PULLEY ASSEMBLY (H3, H4)	59.	CHECK CRITICAL SPEED SWITCH – Check critical speed switch as follows: 1. Check general condition of critical speed switch 2. Check chain tension and sprocket alignment.	3	09			
TAKE-UP ASSEMBLY, SCREW (T1)	60.	CHECK SCREW TAKE-UP ASSEMBLY – Check screw take-up assembly as follows: 1. Check screw take-up assembly for damage or deformation. 2. Check mounting bolts for tightness. 3. Check for adequate take-up travel to allow for possible adjustment.	3	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	61.	CHECK BEARINGS – Check gravity take-up and bend pulley bearings as follows: 1. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”	6	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	62.	CLEAN AND CHECK PULLEY – Clean/check pulley as follows: 1. Remove dirt or foreign material by wiping or brushing as necessary. 2. Check taper lock bolts.	7	09			
TAKE-UP ASSEMBLY, GRAVITY (T2)	63.	CHECK RAILS – Check rails as follows: 1. Check take-up rails for wear, damage and lubrication.	2	09			
STRUCTURAL ASSEMBLY (S4)	64.	CHECK BUMPER LIMIT SWITCHES – Check bumper limit switches as follows: 1. Check for proper operation of bumper limit switches. 2. Check for damage or binding.	2	09			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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STRUCTURAL ASSEMBLY (S4)	65.	CHECK ELECTRICAL CABLE TENSION REEVING SYSTEM – Check electrical cable tension reeving system as follows: 1. Check electrical cable tension reeving system for proper cable pull and spring tension. 2. Cable tension springs should be approximately one-half compressed. With the conveyor fully extended the sag in the cable under the first boom section (boom nearest the fixed section) should not exceed 8 inches.	4	09			
STRUCTURAL ASSEMBLY IMPACT TIRES (S5)	66.	CHECK IMPACT TIRES – Check impact tires as follows: 1. Check impact tires for wear, damage and proper inflation. 2. Check shaft for warpage and proper mounting.	5 per assy	09			
STRUCTURAL ASSEMBLY IMPACT CONES (S2)	67.	CHECK IMPACT CONES – Check impact cones as follows: 1. Check impact cones for wear, damage dirt and tightness. 2. Check shaft for warpage and proper mounting.	5 per assy	09			
STRUCTURAL ASSEMBLY SPS (S3)	68.	1) CHECK RAILS – Check take-up rails for wear, damage, and lubrication.	3	07			
STRUCTURAL ASSEMBLY (D5)	69.	CHECK REEL CABLE – Check reel cable as follows: 1. Check for kinks, splits and wear. 2. Check cable restraint condition.	4	09			
DRIVE ASSEMBLY V-BELT DRIVE (D2)	70.	SERVICE V-BELTS – Service V-Belts as follows: 1. Remove guard from V-belt drive. 2. Clean dirt or other foreign material from belts, sheaves, or other power transmission parts. 3. Look for misalignment of sheaves and for excessive wear to V-belts and sheaves.	8	09			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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		4. Feel V-belts (or measure sag between sheaves) to determine if tension is properly adjusted.					
DRIVE ASSEMBLY V-BELT DRIVE (D2)	71.	CHECK SET SCREWS AND KEYS – Check set screws and keys as follows: 1. Wrench test set screws 2. Feel keys to determine if sheaves are tight on shafts.	4	09			
DRIVE ASSEMBLY (D2, D3, D5)	72.	CHECK LUBRICANT – Check lubricant as follows: WARNING Discard solvent soaked materials according to local procedures. 1. Look for evidence of lubricant leakage from bearings and gear case. 2. Check sight gauge or remove oil level plug to determine level of lubricant in gear case. 3. Look for foaming of gear case lubricant. 4. Add lubricant (SAE-50W) if required to reach proper level. 5. Replace oil level plug. 6. Wipe drip pan dry.	2.5	09			
HEAD PULLEY ASSEMBLY (H2, H3)	73.	CLEAN AND CHECK PULLEY FACES – Clean/check pulley faces as follows: 1. Wipe or brush pulley faces as necessary to remove dirt and foreign material. 2. Check taper lock bolts for tightness.	7	09			
HEAD PULLEY ASSEMBLY (H2, H3)	74.	CHECK PULLEY BEARINGS AND SHAFTS – Check pulley bearings and shafts as follows: 1. Look for evidence of wear or dirt in bearings. 2. Check pulley shaft for “walking”.	3	09			
HEAD PULLEY ASSEMBLY (H2, H4)	75.	CHECK BACKSTOP/BRAKE LINING – Check backstop/brake as follows: 1. Check backstop for cracks or damage. 2. Check brake lining for wear.	6	09			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

TRAVELING DEFLECTOR (TD)	76.	CHECK DEFLECTOR SHOE. - Check deflector shoe for proper clearance off conveyor belt for the following: 1. Sack deflector should ride 1-inch off belt on guard side and 1-3/4 inches off belt on slide side. 2. Parcel deflector shoe should ride on conveyor belt.	3	07			
TRAVELING DEFLECTOR (TD)	77.	CLEAN AND CHECK TROLLEY AND GUIDE WHEELS. - Clean and check trolley and guide wheels as follows: 1. Wipe or brush exterior of trolley wheels (no lubrication required). 2. Check trolley and carriage guide wheels for wear, damage, and free operation.	19	07			
TRAVELING DEFLECTOR (TD)	78.	CHECK SUPPORT AND STRUCTURE. - Check support and structure as follows: 1. Look for damage to supporting and structural members of traveling deflector. 2. Look and feel for loose bolted connectors and cracked or broken welds.	5	07			
TRAVELING DEFLECTOR (TD)	79.	CHECK LUBRICANT. - Check lubricant as follows: 1. Look for evidence of lubricant leakage from bearings and gearcase. 2. Check sight gauge or remove oil level plug to determine level of lubricant in gearcase. 3. Look for foaming of gearcase lubricant. 4. Refer to lubrication instruction plate for correct viscosity of lubricant and fill gearcase to proper level. 5. Replace oil level plug. 6. Wipe drip pan dry.	2.5	07			
TRAVELING DEFLECTOR (TD)	80.	CLEAN MOTOR. - Without disassembling unit, clean motor as follows: 1. Remove dust from cooling fins, vent holes, and motor housing by using HEPA vacuum. 2. Use solvent to remove hardened deposits.	4	07			

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Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

TRAVELING DEFLECTOR (TD)	81.	CHECK AND CLEAN BRAKE. - Check and clean brake as follows: 1. Remove brake cover. 2. Check general condition of brake disks. 3. Wipe inside of cover clean. 4. Replace brake cover.	6	07			
TRAVELING DEFLECTOR (TD)	82.	GEAR MOTOR MAGNET GAP. - Check magnet gap as follows: 1. With feeler gauge, measure magnet gap. 2. If gap exceeds 0.045", adjust by turning two screws on end until gap measures between 0.040" - 0.045". 3. Replace brake disks when they wear to 0.063".	15	07			
TRAVELING DEFLECTOR (TD)	83.	CLEAN AND LUBRICATE DRIVE CHAIN. - Clean and lubricate drive chain as follows: 1. Clean drive chain with brush. 2. While cleaning, feel chain for frozen links or rollers. 3. Wipe off sprockets. 4. Clean chain guide by wiping with brush or cloth. 5. Lubricate chain by brushing. 6. Clean up any lubricant drippage.	20	07			
TRAVELING DEFLECTOR (TD)	84.	CHECK CHAIN TENSION. - Check chain tension as follows: 1. Feel chain to determine if tension is properly adjusted. 2. Chain should be tightened with take-up screw to remove excessive slack, but do not use force. 3. Use minimum tension that eliminates chain slap. 4. Check chain connection.	3	07			

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		0	3	C	V	Y			A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

TRAVELING DEFLECTOR (TD)	85.	CHECK LIMIT SWITCHES. - Check limit switches as follows: 1. Look and feel for proper alignment and secure mounting of limit switches. 2. Check for tight and proper connection of adjustment arm. 3. Check for free rotation of cam.	10	09			
PIVOTING DEFLECTOR (PD)	86.	CHECK DEFLECTOR. - With deflector power locked out, check deflector as follows: 1. Check deflector for damage. 2. Check air cylinder mounting, pivots, and linkage for wear or looseness.	5	07			
PIVOTING DEFLECTOR (PD)	87.	CHECK AND CLEAN DEFLECTOR SHOE. - Check deflector shoe for free movement, excessive wear, and damage. Remove foreign material.	2	07			
WINCH (W)	88.	CLEAN MOTOR. - Without disassembling unit, clean motor as follows: 1. Remove dust from cooling fins, vent holes, and motor housing by using low pressure compressed air or by vacuuming motor. 2. Use solvent to remove hardened deposits.	4	07			
WINCH (W)	89.	CHECK LUBRICANT. - Check lubricant as follows: 1. Look for evidence of lubricant leakage from bearings and gearcase. 2. Check sight gauge or remove oil level plug to determine level of lubricant in gearcase. 3. Look for foaming of gearcase lubricant. 4. Add lubricant (SAE-50W) if required to reach proper level. 5. Replace oil level plug. 6. Wipe drip pan dry.	2.5	07			
WINCH (W)	90.	CHECK MOUNTING BOLTS. - Wrench-test all motor and reducer mounting bolts for tightness.	2	07			

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		0	3	C	V	Y		A	A	0	0	2
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034			Occurrence Quarterly			

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.

WINCH (W)	91.	CHECK MOUNTS AND SUPPORTS. - Check winch mounts and supports for cracks or damage.	4	07			
WINCH (W)	92.	<p>CHECK WIRE ROPE AND CLAMPS. - Check wire rope and clamps as follows:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> 1. Check wire rope for pitting, nicks, cuts, corrosion and any other sign of wear or damage. 2. Check rope for kinks. 3. Check rope clamps for slippage. 	3	07			
WINCH (W)	93.	<p>CLEAN DRIVE CHAIN. - Clean and lubricate drive chain as follows:</p> <ol style="list-style-type: none"> 1. Remove chain guard if necessary for access to drive roller chain. 2. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. 3. Brush new lubricant (SAE-20W) onto roller drive chain. 4. Remount chain guard. 5. Clean up any lubricant drippage. 	15	07			
CHUTE GATE (CG)	94.	CLEAN GATE. - Remove dirt and debris from the chute gate and its operating mechanism.	5	07			
CHUTE GATE (CG)	95.	CHECK GATE. - Look for evidence of abnormal wear or damage to gate, linkage, actuator, and air lines.	5	07			
CLEAN UP (ALL)	96.	CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			
SYSTEM (ALL)	97.	RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			

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Equipment Nomenclature CONVEYOR		Equipment Model						Bulletin Filename mm14034			Occurrence Quarterly				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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SYSTEM START UP (ALL)	98.	START UP – Perform normal start up as follows: 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.	5	09			
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ATTACHMENT 4

CVY ANNUAL MASTER CHECKLIST

03-CVY-AA-003-M

Base Time: 20.5 minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model				Bulletin Filename mm14034				Occurrence Annual				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS.</p> <p>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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE.</p> <p>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 and barricade requirements.</p>	1	ALL			
SYSTEM (ALL)	2.	<p>CHECK FOR MAIL.</p> <p>Look for loose mail while performing all activities.</p>	2.5	07			
SYSTEM (ALL)	3.	<p>POWER DOWN AND LOCK OUT POWER.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.</p> <p>Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	07			

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		0	3	C	V	Y				A	A	0	0
Equipment Nomenclature CONVEYOR		Equipment Model All				Bulletin Filename mm14034			Occurrence Annual				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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DRIVE ASSEMBLY (D1)	4.	REPLACE RELIEF PLUG – Replace motor bearing relief plug.	2	07			
DRIVE ASSEMBLY (D1, D7, D8)	5.	CHECK MOUNTING BOLTS – Wrench test all motor and reducer mounting bolts for tightness.	2	09			
DRIVE ASSEMBLY (D2, D3, D4)	6.	LUBRICATE MOTOR – Lubricate motors ½ HP and larger as follows: 1. Remove motor bearing relief plug. 2. Using a hand grease gun, purge bearing by applying lubricant (GR-2) through grease fitting until fresh lubricant appears at relief plug hole.	2	07			
DRIVE ASSEMBLY (D1, D3, D4, D5, D6)	7.	CLEAN AND LUBRICATE DRIVE CHAIN AND SPROCKETS – Clean and lubricate drive chain and sprockets as follows: <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> Discard solvent soaked materials according to local procedures. 1. Remove chain guard if necessary for access to drive roller chain. 2. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. 3. Clean chain in place by brushing with a solution of 2/3 solvent and 1/3 oil (SAE=20W). 4. Allow chain to drip dry while wiping sprockets to remove dirt and old lubricant. 5. Be sure all packed foreign material is removed from between sprocket teeth. 6. Look for evidence of wear to chain and sprockets. 7. Feel drive chain to determine if chain has proper tension. 8. Brush new lubricant (SAE-20W) onto roller chain. 9. Remount chain guard. 10. Clean up any lubricant drippage.	45	07			

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	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Annual				

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.

DRIVE ASSEMBLY (D1, D4, D6)	8.	LUBRICATE MOTOR – Lubricate motors ½ HP and larger as follows: 1. Remove motor bearing relief plug. 2. Using a hand grease gun, purge bearing by applying lubricant (GR-2) through grease fitting until fresh lubricant appears at relief plug hole.	2	07			
DRIVE ASSEMBLY (D1, D4, D8)	9.	LUBRICATE BEARINGS – Lubricate bearings as follows: 1. Using GR-2, lubricate driven, snub, and bend pulley bearings with one pump from a hand grease gun. 2. Wipe to clean.	5	07			
DRIVE ASSEMBLY (D6)	10.	LUBRICATE BEARINGS – Lubricate bearings as follows: 1. Using GR-2, lubricate pulley bearings with one pump from a hand grease gun. 2. Wipe to clean.	3	07			
DRIVE ASSEMBLY (D7)	11.	LUBRICATE BEARINGS – Lubricate bearings as follows: 1. Lubricate snubber pulley bearings using a hand grease gun, one pump. Lubricant is GR-2. 2. Wipe to clean.	4	07			
DRIVE ASSEMBLY (D5)	12.	LUBRICATE MOTOR – Lubricate motors ½ HP and larger as follows: 1. Remove motor bearing relief plug. 2. Using a hand grease gun, purge bearing by applying lubricant (GR-2) through grease fitting until fresh lubricant appears at relief plug hole.	2	07			
TAIL PULLEY ASSEMBLY (ALL)	13.	LUBRICATE BEARINGS – Lubricate pulley bearings as follows: <div style="text-align: center; border: 1px solid black; padding: 2px;">WARNING</div> Discard solvent soaked materials according to local procedures. 1. Lubricate pulley bearings using a hand grease gun, one pump. Lubricant is GR-2. 2. Wipe to clean.	3	07			

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model All						Bulletin Filename mm14034			Occurrence Annual			

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.

		WARNING Discard solvent soaked materials according to local procedures.					
HEAD PULLEY ASSEMBLY (H1, H4)	14.	LUBRICATE BEARINGS – Lubricate pulley bearings as follows: 1. Lubricate pulley bearings using a hand grease gun, one pump. 2. Lubricant is GR-2.	5	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	15.	LUBRICATE BEARINGS – Lubricate bearings as follows: 1. Using GR-2, lubricate gravity take-up and bend pulley bearings with one pump from a hand grease gun. 2. Wipe to clean.	5	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	16.	CHECK CLEAN AND GREASE RAILS – Service rails as follows: 1. Wipe take-up rails clean, check for wear and damage. 2. Grease rails with GR-2.	25	07			
TAKE-UP ASSEMBLY, GRAVITY (T2)	17.	CHECK LIMIT SWITCH – Check limit switch as follows: 1. Operate limit switch to determine if it is in good working order. 2. Look for damage to associated conduit and wiring.	3	09			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	18.	RELIEF PLUG REPLACEMENT - RESTORE EQUIPMENT TO SERVICE – Restore equipment to service in accordance with approved procedures.	3	07			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	19.	RELIEF PLUG REPLACEMENT – Lubricate motor as follows: 1. Run motor for one (1) minute to relieve pressure on grease seals.	2	07			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	20.	POWER DOWN AND LOCK OUT POWER. WARNING Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for	3	07			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Annual				

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.

		<p>appropriate PPE and barricade requirements.</p> <p>Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>					
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	21.	<p>REPLACE RELIEF PLUG – Replace relief plug as follows:</p> <ol style="list-style-type: none"> 1. Replace motor bearing relief plug. 	2	07			
DRIVE ASSEMBLY RELIEF PLUG (D2, D3, D4, D5)	22.	<p>CHECK MOUNTING BOLTS – Check mounting bolts as follows:</p> <ol style="list-style-type: none"> 1. Wrench test all motor and reducer mounting bolts for tightness. 	2	07			
HEAD PULLEY ASSEMBLY (H2, H3)	23.	<p>LUBRICATE BEARINGS – Lubricate bearings as follows:</p> <ol style="list-style-type: none"> 1. Using GR-2, lubricate driven, snub, and bend pulley bearings with one pump from a hand grease gun. 2. Wipe to clean. 	3	07			
TRAVELING DEFLECTOR (TD)	24.	<p>SERVICE GEARCASE. - Service gearcase as follows:</p> <ol style="list-style-type: none"> 1. Clean gearcase and air vent with solvent. 2. Remove filler cap from gearcase. 3. Remove drain plug. 4. Drain old lubricant from gearcase. 5. Replace drain plug. 6. Refer to lubrication instruction plate for correct viscosity of lubricant and fill gearcase to proper level. 7. Replace filler cap. 8. Wipe oil from exterior of reducer housing. 	22	07			
PIVOTING DEFLECTOR (PD)	25.	<p>LUBRICATE BEARINGS. - Using GR-2, lubricate bearings with one pump from a hand grease gun. Wipe to clean.</p>	3	07			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model All					Bulletin Filename mm14034			Occurrence Annual				

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.

TIP CHUTE (TC)	26.	<p>2) CHECK CHUTE. - Check chute as follows:</p> <ol style="list-style-type: none"> 1. Check rubber bumper for cracks and secure mounting. 2. Check chain for secure mountings. 3. Look for cracking or broken welds. 4. Check shaft bearings for loose set screws. 5. Check for tightness or wear on shaft. 6. Check for proper counter balance, adjust if necessary. 	4	07			
TIP CHUTE (TC)	27.	<p>BEARINGS. - Service bearings as follows:</p> <ol style="list-style-type: none"> 1. Wipe off the exterior of each bearing. 2. Lubricate using a hand grease gun, using GR-2. 3. Purge each bearing by applying lubricant through grease fitting until a bead of old lubricant appears around dust seals. 4. Wipe away lubricant outside of bearing and wipe off grease fitting. 	2	07			
TIP CHUTE (TC)	28.	<p>LUBRICATE LINKAGE. - Lubricate linkage pivot points using GR-2. Wipe to clean.</p>	3	07			
STRUCTURAL ASSEMBLY SPS (S3)	29.	<p>CHECK LIMIT SWITCH. - Check limit switches as follows:</p> <ol style="list-style-type: none"> 1. Operate limit switch to determine if it is in good working order. 2. Look for damage to associated conduit and wiring. 	3	07			
STRUCTURAL ASSEMBLY SPS (S3)	30.	<p>CHECK, CLEAN AND GREASE RAILS. - Service rails as follows:</p> <ol style="list-style-type: none"> 1. Wipe take-up rails clean, check for wear and damage. 2. Grease rails with GR-2. 	25	07			
CLEAN UP (ALL)	31.	<p>CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p>	3	07			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	3	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Annual				

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.

SYSTEM (ALL)	32.	RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			
SYSTEM START UP (ALL)	33.	START UP – Perform normal start up as follows: 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.	5	09			

ATTACHMENT 5

CVY BI-ANNUAL MASTER CHECKLIST

03-CVY-AA-004-M

Base Time: 55.5 minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	4	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Bi-Annual				

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.

SAFETY STATEMENT Components: All	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS.</p> <p>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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE.</p> <p>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 and barricade requirements.</p>	1	07			
SYSTEM (ALL)	2.	<p>CHECK FOR MAIL.</p> <p>Look for loose mail while performing all activities.</p>	2.5	07			
SYSTEM (ALL)	3.	<p>POWER DOWN AND LOCK OUT POWER.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.</p> <p>Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	07			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	4	M
Equipment Nomenclature CONVEYOR		Equipment Model All					Bulletin Filename mm14034			Occurrence Bi-Annual				

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.

DRIVE ASSEMBLY (D1, D4, D6)	4.	SERVICE GEARCASE – Service gearcase as follows: <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> 1. Clean gearcase and air vent with solvent. 2. Remove filler cap from gearcase. 3. Remove drain plug. 4. Drain old lubricant from gearcase. 5. Replace drain plug. 6. Fill gearcase to proper level with lubricant SAE-50W and check oil level. 7. Replace filler cap. 8. Wipe oil from exterior of reducer housing. 	22	07			
STRUCTURAL ASSEMBLY (S1)	5.	CHECK CONDUIT AND WIRING – Inspect as follows: <ol style="list-style-type: none"> 1. Look for damage to conduit and wires on motorized drive unit and where accessible along conveyor siding. 	20	09			
STRUCTURAL ASSEMBLY (S1)	6.	CHECK STRUCTURE – Inspect as follows: <ol style="list-style-type: none"> 1. Check support steel, frame members, side guards, walkways and access ladders for damage, cracks and missing or loose fasteners. 	18	09			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	4	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Bi-Annual				

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.

DRIVE ASSEMBLY (D2, D3, D5)	7.	<p>SERVICE GEARCASE – Service gearcase as follows:</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">WARNING</div> <p>Discard solvent soaked materials according to local procedures.</p> <ol style="list-style-type: none"> 1. Clean gearcase and air vent with solvent. 2. Remove filler cap from gearcase. 3. Remove drain plug. 4. Drain old lubricant from gearcase. 5. Replace drain plug. 6. Fill gearcase to proper level with lubricant SAE-50W and check oil level. 7. Replace filler cap. 8. Wipe oil from exterior of reducer housing. 	22	07			
CLEAN UP (ALL)	8.	CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			
SYSTEM (ALL)	9.	RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			
SYSTEM START UP (ALL)	10.	<p>START UP – Perform normal start up as follows:</p> <ol style="list-style-type: none"> 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. 	5	09			

ATTACHMENT 6

CVY QUINTANNUAL MASTER CHECKLIST

03-CVY-AA-005-M

Base Time: 15 minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	6
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Quint-Annual			

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.

SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS.</p> <p>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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE.</p> <p>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 and barricade requirements.</p>	1	07			
SYSTEM	2.	<p>POWER DOWN AND LOCK OUT POWER.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>Steps contained in this bulletin require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) for appropriate PPE and barricade requirements.</p> <p>Power down and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	07			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	6	M
Equipment Nomenclature CONVEYOR		Equipment Model All					Bulletin Filename mm14034			Occurrence Quint-Annual				

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.

DRIVE ASSEMBLY (D7)	3.	OBTAIN OIL SAMPLE – Obtain oil sample as follows: 1. Rotate drum unit to avoid oil leakage and obtain oil sample for analysis. 2. Wipe oil spillage from exterior of motorized drive unit. 3. Submit sample to supervisor for analysis.	30	07			
WINCH (W)	4.	SERVICE GEARCASE. - Service gearcase as follows: 1. Clean gearcase and air vent with solvent. 2. Remove filler cap from gearcase. 3. Remove drain plug. 4. Drain old lubricant from gearcase. 5. Replace drain plug. 6. Fill gearcase to proper level with lubricant SAE-50W and check oil level. 7. Replace filler cap. 8. Wipe oil from exterior of reducer housing.	22	07			
WINCH (W)	5.	CLEAN AND LUBRICATE DRIVE CHAIN AND SPROCKETS. - Clean and lubricate drive chain and sprockets as follows: 1. Remove chain guard if necessary for access to drive roller chain. 2. Use clean rag to wipe old lubricant and foreign material from exterior of drive chain and chain guard. 3. Clean chain in place by brushing with a solution of 2/3 solvent and 1/3 oil (SAE-20W). 4. Allow chain to drip dry while wiping sprockets to remove dirt and old lubricant. 5. Be sure all packed foreign material is removed from between sprocket teeth. 6. Look for evidence of wear to chain and sprockets. 7. Feel drive chain to determine if chain has proper tension. 8. Brush new lubricant (SAE-20W) onto roller chain.	45	07			

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	V	Y					A	A	0	0	6
Equipment Nomenclature CONVEYOR		Equipment Model						Bulletin Filename mm14034			Occurrence Quint-Annual				

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.

		9. Remount chain guard. 10. Clean up any lubricant drippage.					
SYSTEM	6.	CLEAN UP – Ensure all tools, lubricants, rags, etc. are removed from work area. Report all deficiencies to your supervisor.	3	07			
SYSTEM	7.	RESTORE EQUIPMENT TO SERVICE – Remove lock out and restore equipment to service in accordance with approved procedures.	3	07			
SYSTEM	8.	START UP – Perform normal start up as follows: 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.	5	09			

ATTACHMENT 7

CVY MASTER CHECKLIST

DAILY MAIL SEARCH

03-CVY-AA-006-M

Base Time: 4.5 minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	6	M
Equipment Nomenclature CONVEYOR		Equipment Model					Bulletin Filename mm14034			Occurrence Daily				

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.

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>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING: Be cautious when working around or on equipment when power has been applied. Do not attempt to retrieve loose mail from guarded locations without locking out equipment.</p> <p>WARNING: 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 and barricade Requirements.</p> <p>NOTE: Return loose mail found while performing this checklist to locally designated locations. Do not induct or otherwise place loose mail on sorter.</p>	1	ALL			D
HEAD END:	2.	<p>MAIL SEARCH. - Check under and around each head end pulley for loose mail. Check surrounding platform, catwalks, and screens.</p>	0.25	07			D
TAIL END:	3.	<p>MAIL SEARCH. - Check under and around each tail end pulley for loose mail. Check surrounding platform, catwalks, and screens.</p>	0.25	07			D

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	V	Y				A	A	0	0	6	M
Equipment Nomenclature CONVEYOR		Equipment Model All					Bulletin Filename mm14034			Occurrence Daily				

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.

CATCH PAN: (C)	4.	WARNING Do not attempt to retrieve loose mail from dust or debris pans in guarded locations without locking out equipment. MAIL SEARCH. - Check around and inside each accessible catch pan for loose mail.	1*	07			D
TRAVELING DEFLECTOR: (TD)	5.	WARNING Do not attempt to retrieve loose mail from dust or debris pans in guarded locations without locking out equipment. MAIL SEARCH. - Check around each traveling deflector for loose or trapped mail. Check surrounding platform, catwalks, and screens.	2*	07			D
PIVOTING DEFLECTOR: (PD)	6.	WARNING Do not attempt to retrieve loose mail from dust or debris pans in guarded locations without locking out equipment. MAIL SEARCH. - Check around each pivoting deflector for loose or trapped mail. Check surrounding platform, catwalks, and screens.	0.5*	07			D
TAKE-UP ASSEMBLY: (T1 or T2)	7.	WARNING Do not attempt to retrieve loose mail from dust or debris pans in guarded locations without locking out equipment. MAIL SEARCH. - Check around each gravity take-up for loose mail. Check surrounding platform, catwalks, and screens.	0.25*	07			D
REPORT:	8.	REPORT. - Report all deficiencies to your supervisor including any unusual amounts of loose mail found or any un-retrievable mail requiring equipment lockout.	3	All			D

* --- the tasks marked with an asterisk are per unit tasks.

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	V	Y					A	A	0	0	6
Equipment Nomenclature CONVEYOR		Equipment Model						Bulletin Filename mm14034			Occurrence Daily				

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.

ATTACHMENT 8**List of Superseded Bulletins**

MMO-022-98	MMO-066-98	MMO-086-98	MMO-123-98
MMO-023-98	MMO-069-98	MMO-088-98	MMO-124-98
MMO-024-98	MMO-070-98	MMO-089-98	MMO-125-98
MMO-025-98	MMO-071-98	MMO-093-98	MMO-126-98
MMO-027-98	MMO-072-98	MMO-094-98	MMO-127-98
MMO-028-98	MMO-074-98	MMO-096-98	MMO-128-98
MMO-029-98	MMO-075-98	MMO-097-98	MMO-129-98
MMO-032-98	MMO-076-98	MMO-098-98	MMO-076-99
MMO-043-98	MMO-077-98	MMO-099-98	MMO-083-99
MMO-059-98	MMO-079-98	MMO-103-98	MMO-087-99
MMO-060-98	MMO-080-98	MMO-104-98	MMO-095-99
MMO-061-98	MMO-081-98	MMO-106-98	MMO-096-99
MMO-062-98	MMO-082-98	MMO-107-98	MMO-101-99
MMO-063-98	MMO-083-98	MMO-111-98	MMO-102-99
MMO-064-98	MMO-084-98	MMO-114-98	MMO-103-99
MMO-065-98	MMO-085-98	MMO-116-98	MMO-066-02
MMO-082-12			