

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance (PM) Guidelines
for the Computer Forwarding System II
(CFS-II)

TO: Maintenance Managers, CFS-II Offices

DATE: November 30, 2012

NO: MMO-124-12

FILE CODE: I3

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This Maintenance Management Order (MMO) provides PM guidelines for the CFS-II and supersedes MMO-072-00. The acronym is CFS. The class codes are DA, FA, and GA.

Attached maintenance checklists for the CFS-II, include the Non-Mechanized (NMT) and Flats Forwarding Terminals (FFT) as well as the Forwarding Control System (FCS).

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

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 cannot be used.

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 requirements.

The attached master checklists provide tasks to be performed at periodic intervals (daily, weekly, monthly, quarterly, and semi-annually), time required per task, and the minimum skill level for each task.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

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



Robert E. Albert
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachments:

1. Summary Workload Estimate
2. CFS II Master Checklist NMT: 03-CFS-DA-001-M: Monthly
3. CFS II Master Checklist NMT: 03-CFS-DA-002-M: Semi-Annual
4. CFS II Master Checklist FFT: 03-CFS-FA-003-M: Daily
5. CFS II Master Checklist FFT: 03-CFS-FA-004-M: Monthly
6. CFS II Master Checklist FFT: 03-CFS-FA-005-M: Quarterly
7. CFS II Master Checklist FFT: 03-CFS-FA-006-M: Semi-Annual
8. CFS II Master Checklist FCS: 03-CFS-GA-007-M: Daily
9. CFS II Master Checklist FCS: 03-CFS-GA-008-M: Weekly
10. CFS II Master Checklist FCS: 03-CFS-GA-009-M: Monthly
11. CFS II Master Checklist FCS: 03-CFS-GA-010-M: Quarterly

ATTACHMENT 1

SUMMARY
WORKLOAD ESTIMATE
FOR
COMPUTER FORWARDING SYSTEM II

NON-MECHANIZED TERMINAL

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Total Servicing & Repair Time (Hrs/Yr)	Nonproductive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)
5 day	3.867	1.160	5.027	0.503	5.529
6 day	3.867	1.160	5.027	0.503	5.529
7 day	3.867	1.160	5.027	0.503	5.529

FLATS FORWARDING TERMINAL

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Total Servicing & Repair Time (Hrs/Yr)	Nonproductive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)
5 day	90.867	27.260	118.127	11.813	129.939
6 day	107.333	32.200	139.533	13.953	153.487
7 day	123.800	37.140	160.940	16.094	177.034

FORWARDING CONTROL SYSTEM

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Total Servicing & Repair Time (Hrs/Yr)	Nonproductive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)
5 day	59.466	17.839	77.305	7.73	85.635
6 day	69	20.7	89.7	8.97	98.67
7 day	78.53	23.56	102.09	10.21	112.3

*Repair estimates based on 30% of servicing.

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

ATTACHMENT 2

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Non-Mechanized Terminal

03-CFS-DA-001-M

MONTHLY

NOTE

Time in the estimated time column is given in minutes.

Time Total: 15 Minutes

Reference: MS-120, Volume A-C

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				D	A	0	0	1	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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 requirements.</p> | 1 | All |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

NON - MECHANIZED TERMINAL (NMT)

- | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 2. | <p>Power down. Power down the NMT. Lock out its electrical power as prescribed by the current local procedure providing lockout/restore procedures.</p> | 1 | All |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

CAUTION

Use non-metallic ends on vacuum while cleaning the NMT Computer system keyboard.

NMT KEYBOARD

- | | | | |
|----|----------------------------------------------------------------------------|---|-----|
| 3. | <p>Clean NMT keyboard. Vacuum keyboard to remove dust build-up.</p> | 2 | All |
|----|----------------------------------------------------------------------------|---|-----|

NMT MONITOR

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------|---|-----|
| 4. | <p>Clean NMT monitor. Clean computer system monitor by using a soft lint free cloth and appropriate cleaner.</p> | 2 | All |
|----|-------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

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

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					D	A	0	0	1
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD				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.

- | | | | | | | |
|----------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|--|--|
| NMT | 5. | Restore equipment to service. Restore equipment (NMT) to service as prescribed by the current local procedure providing lockout/restore procedures. | 7 | 7 | | |
| CLEAN UP | 6. | Clean up. Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor. | 2 | All | | |

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					D	A	0	0	1
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD				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.

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ATTACHMENT 3

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Non-Mechanized Terminal

03-CFS-DA-002-M

SEMI-ANNUAL

Time Total: 26 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume A-C

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				D	A	0	0	2	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII				Bulletin Filename MM08056AD				Occurrence Semi-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. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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 requirements.</p> | 1 | All |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

NON - MECHANIZED TERMINAL

- | | | | |
|----|-----------------------------------------------|---|-----|
| 2. | <p>Power down. Power down the NMT.</p> | 1 | All |
|----|-----------------------------------------------|---|-----|

CAUTION

Use non-metallic ends on vacuum while cleaning the NMT computer system interior.

CAUTION

Extreme care should be taken that rules regarding electro-static-discharge (ESD) are strictly followed when handling all printed circuit boards, including those in logic racks, system computers, etc. This includes the use of wrist straps and ESD pads.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				D	A	0	0	2	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			Occurrence Semi-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.

NMT
COMPUTER
SYSTEM

3. **Vacuum computer interior.** Remove computer system cover. Vacuum interior of computer avoiding damage to wiring and electrical components. Replace computer system cover. 15 7

WARNING

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

NMT

4. **Restore equipment to service.** Restore equipment (NMT) to service as prescribed by the current local procedure providing lockout/restore procedures. Verify computer is communicating with FCS server and operating properly by printing test labels. 7 7

CLEAN UP

5. **Clean up.** Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor. 2 All

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					D	A	0	0	2
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			Occurrence Semi-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.

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ATTACHMENT 4

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Flats Forwarding Terminal

03-CFS-FA-003-M

DAILY

Time Total: 19 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume D

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					F	A	0	0	3
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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 shut down and lock out 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> | 1 | All |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.

WARNING FOR EWP/PPE.

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 requirements.

FLATS FORWARDING TERMINAL (FFT)

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 2. | <p>Power down and lock out power. Power down FFT. Lock out its electrical power as prescribed by the current local procedure providing lockout/restore procedures.</p> | 4 | All |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

Before opening P/LA, ensure tamper assembly is in home position, under cutter assembly, or personnel injury or equipment damage may occur. Verify by looking through the Photo Array Label Port opening.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	3	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.

WARNING

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

FFT	4.	Restore equipment to service. Restore equipment to service as prescribed by the current local procedure providing lockout/restore procedures.	2	7
CLEAN UP	5.	Clean up. Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor.	2	All

ATTACHMENT 5

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Flats Forwarding Terminal

03-CFS-FA-004-M

MONTHLY

Time Total: 29 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume D

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	4	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII				Bulletin Filename MM08056AD				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.
 Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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> | 1 | All |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.

WARNING FOR EWP/PPE.

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 requirements.

FLATS FORWARDING TERMINAL (FFT)

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 2. | <p>Power down and lock out power. Power down FFT. Lock out its electrical power as prescribed by the current local procedure providing lockout/restore procedures.</p> | 4 | All |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

Before opening P/LA, ensure tamper assembly is in home position, under cutter assembly, or personnel injury or equipment damage may occur. Verify by looking through the photo array labeling port.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					F	A	0	0	4
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.

NOTE

The following preventive maintenance procedures are found in the Flats Forwarding Terminal Maintenance and Troubleshooting Guide with supporting figures.

TAMPER ASSEMBLY RECOMMEND LEVEL 9

- | | | | |
|----|----------------------------------------------------------------------|---|---|
| 3. | Lubricate tamper assembly. | 5 | 7 |
| 1. | Open P/LA to gain access. | | |
| 2. | Remove two screws and lock washers from mounting block under tamper. | | |

WARNING

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

NOTE

If grease is dirty, wipe off all grease and apply clean silicon grease.

3. Redistribute silicon grease around contact edges of mounting block.
4. Add additional silicon grease as needed.
5. Reinstall mounting block, two screws, and lock washers.
6. Close P/LA and secure latch.
7. Test the tamper by running maintenance option 4. Excessive silicone grease may cause tamper to drag resulting in poor performance or fault condition.

VALVE ASSEMBLY

- | | | | |
|----|---------------------------------------------------------------------|----|---|
| 4. | Lubricate valve assembly. | 13 | 7 |
| 1. | Remove motor and valve diverter securing hardware. | | |
| 2. | Remove motor and valve diverter as one unit from valve body. | | |
| 3. | Redistribute silicon grease around outside edges of valve diverter. | | |

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S				F	A	0	0	4	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			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.			

WARNING

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

NOTE

If grease is dirty, wipe off all grease and apply clean silicon grease.

4. Add additional silicon grease as needed.
5. Remove filter and vacuum clean.
6. Install filter.
7. Install motor and valve diverter as a unit onto the valve body.
8. Install motor and valve diverter securing hardware.
9. Close PLA Latch.

WORK-STATION PC MONITOR	5.	Clean the workstation PC monitor. Use a soft lint free cloth and appropriate cleaner if necessary.	1	All
WORK-STATION PC KEYBOARD	6.	Vacuum keyboard. Vacuum keyboard to remove dust build-up.	1	All

WARNING

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

FFT	7.	Restore equipment to service. Restore equipment (FFT) to service as prescribed by the current local procedure providing lockout/restore procedures.	2	7
CLEAN UP	8.	Clean up. Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor.	2	All

ATTACHMENT 6

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Flats Forwarding Terminal

03-CFS-FA-005-M

QUARTERLY

Time Total: 29 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume D

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S					F	A	0	0	5
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			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. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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> | 1 | All |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.

WARNING FOR EWP/PPE:

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 requirements.

FLATS FORWARDING TERMINAL (FFT)

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 2. | <p>Power down and lock out power. Power down FFT. Lock out its electrical power as prescribed by the current local procedure providing lockout/restore procedures.</p> | 4 | All |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

Before opening P/LA, ensure tamper assembly is in home position, under cutter assembly, or personnel injury or equipment damage may occur. Verify by looking through the Photo Array port opening.

CAUTION

Extreme care should be taken regarding Electrostatic Discharge (ESD) during this procedure

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S					F	A	0	0	5
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			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.

NOTE

The following preventive maintenance procedures are found in the Flats Forwarding Terminal Maintenance and Troubleshooting Guide with supporting figures.

TAMPER ASSEMBLY CHECK RECOMMEND LEVEL 9

- | | | | |
|----|-------------------------------|---|---|
| 3. | Check tamper assembly. | 2 | 7 |
|----|-------------------------------|---|---|
1. Unlock latch and open P/LA door to gain access to tamper assembly.
 2. Check tamper assembly for visible damage.
 3. Manually move tamper from home position to extended position to check for looseness, binding, or grinding noises.
 4. Check tamper piston for looseness, binding, cracks, and obstructions that would inhibit air flow on the top of the piston.
 5. Check condition of wiring and mounting hardware. Inspect wiring for cracks in the sheath, exposed wires, and frayed wiring. Inspect mounting hardware for looseness and stripped threads.
 6. Return tamper to home position.

WARNING

Use caution when near cutter blade to prevent injury.

CUTTER ASSEMBLY CHECK	4.	Cutter assembly check.	5	7			
		1. Check cutter assembly for visible damage. Turn magnet holder to manually rotate cutter stepper motor one full revolution.					
		2. Check cutter blade for looseness and binding.					
		3. Check cutter assembly mounting hardware for looseness, binding, and stripped threads.					
		4. Check label guide for build-up of paper dust or adhesive from labels.					
		5. If tamper was moved, return tamper to the home position.					

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	5	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII				Bulletin Filename MM08056AD				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.

PRINTER ASSEMBLY CHECK	5.	Check printer.	5	7			
		1. Check the printer's print head cable and ensure it is securely fastened. Check for cracks or fraying in the printer's drive belt. Check for bends in head cam shaft, guide post, ribbon take-up hub, and roller drive.					
		2. Check printer's mounting hardware for looseness and stripped threads.					
		3. If tamper was moved, return tamper to the home position.					
VALVE/ BLOWER ASSEMBLY CHECK	6.	Check valve and blower assembly.	2	7			
		1. Check valve and blower assembly for visible damage.					
		2. Check hoses for tears, holes, crimping, or loose mounting hardware.					
		3. Check mounting hardware for looseness.					
		4. Check wiring for cracked sheaths, frayed wires, and exposed wires.					
		5. If tamper was moved, return tamper to the home position.					
		6. Close P/LA and secure latch.					
FFT WORK-STATION CHECK	7.	Check workstation.	5	7			
		1. Check general condition of desk, including stability of legs.					
		2. Check cables and power cords for fraying or other defects.					
		3. Check chair for stability.					

WARNING

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

FFT	8.	Restore equipment to service.	2	7			
		Restore equipment to service as prescribed by the current local procedure providing lockout/restore procedures.					

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S					F	A	0	0	5
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			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.

- | | | | | |
|------------------------|-----|------------------------------------------------------------------------------------------------------------------------------|---|-----|
| FFT WORK-STATION CHECK | 9. | Check primary power box LED. With power applied, check primary power box for LED indicating active surge suppressors. | 1 | 7 |
| CLEAN UP | 10. | Clean up. Remove maintenance materials and equipment from work area. Report all deficiencies to supervisor. | 2 | All |

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	5	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.

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ATTACHMENT 7

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Flats Forwarding Terminal

03-CFS-FA-006-M

SEMI-ANNUAL

Time Total: 24 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume D

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	6	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII				Bulletin Filename MM08056AD				Occurrence Semi-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. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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:
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 requirements.</p> | 1 | All |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

FLATS FORWARDING TERMINAL (FFT)

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 2. | <p>Power down and lock out power. Power down FFT. Lock out its electrical power as prescribed by the current local procedure providing lockout/restore procedures.</p> | 4 | All |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

CAUTION

Use non-metallic ends on vacuum while cleaning the interior surfaces of the FFT Workstation PC. Avoid damaging the wiring and electrical components.

NOTE

The following preventive maintenance procedures are found in the Flats Forwarding Terminal Maintenance and Troubleshooting Guide with supporting figures

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S					F	A	0	0	6
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			Occurrence Semi-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.

WORK-STATION PC	3.	Clean workstation PC.	15	9			
		<ol style="list-style-type: none"> 1. Remove workstation PC support bracket. 2. Disconnect cabling from the back of the workstation PC. 3. Remove the workstation PC from the FFT shelf and place on the floor. 4. Remove the workstation PC cover. 5. Carefully vacuum the interior of the workstation PC. 6. Replace the workstation PC cover. 7. Replace workstation PC on FFT shelf. 8. Re-connect all cabling to workstation PC. 9. Install workstation PC support bracket. 					

WARNING

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

FFT	4.	Restore equipment to service. Restore equipment to service as prescribed by the current local procedure providing lockout/restore procedures. Verify PC communicates with FCS server and operates properly by printing test labels.	2	7			
CLEAN UP	5.	Clean up. Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor.	2	All			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				F	A	0	0	6	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			Occurrence Semi-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.

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ATTACHMENT 8

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Forwarding Control System

03-CFS-GA-007-M

DAILY

Time Total: 11 Minutes

NOTE

Time in the estimated time column is given in minutes.

Reference: MS-120, Volume A-C

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					G	A	0	0	7
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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 shut down and lock out 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:
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 requirements.</p> | 1 | All |
|--|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

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

FORWARDING CONTROL SYSTEM (FCS)

- | | | | | |
|--|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| | 2. | <p>Verify backup.</p> <p>Use the Data Express Backup Utility log to verify successful tape backup of the FCS server.</p> <ol style="list-style-type: none"> 1. From FCS Server, login with the Supervisor account. 2. Select Launch Data Express Backup Utility. 3. At the Data Protector Express Login, press OK. 4. Under favorites, select Recent Logs. 5. Sort the list by the Start Time in descending order. | 5 | 9 |
|--|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				G	A	0	0	7	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.

6. Verify backup took place at scheduled time.
7. Close Data Express Backup Utility.

FCS

3. **Verifying drive status.** 5 9

1. Select Launch Array Configuration Utility from the FCS Server Tray.
2. Next to Configuration View, left-click once on Show Physical View.
3. Verify that there are two drives listed under SAS Array A.
4. Under Controller State clear all status messages.

Status message accompanied by a red X should be reported to MTSC.
5. Exit the Array Configuration Utility by selecting Exit ACU.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				G	A	0	0	7	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.		
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ATTACHMENT 9

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Forwarding Control System

03-CFS-GA-008-M

WEEKLY

Time Total: 11 Minutes

NOTE

Time in the estimated time column is given in minutes.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					G	A	0	0	8
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII				Bulletin Filename MM08056AD				Occurrence Weekly				

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

- | | | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| | <p>1. 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 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 requirements.</p> | 1 | All |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

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

FORWARDING CONTROL SYSTEM (FCS)

- | | | | |
|--|--------------------------------|---|---|
| | <p>2. FCS shutdown.</p> | 8 | 9 |
|--|--------------------------------|---|---|

NOTE

Performing this shutdown will re-initialize parameters and memory, promoting better system performance.

FCS shutdown:

1. Select server using Raritan CompuSwitch.
2. Login using Supervisor Account.
3. From the FCS Server Tray select Shutdown.
4. At the Server Tray popup, select Yes.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				G	A	0	0	8	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			Occurrence Weekly				

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.

Observe the following message:

“Notifying clients of Shutdown, please wait 90 sec.”

- When the system powers off, wait 30 seconds and power on the FCS Server.

FORWARDING CONTROL SYSTEM (FCS)

3. **Cleaning tape drive** 2 9

- Insert the HP DDS cleaning cartridge into the tape drive.

NOTE

The tape will load automatically and start the cleaning process. The cleaning process takes 60 seconds to complete.

- Remove the tape and place an X in the next available box on the tape.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				G	A	0	0	8	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			Occurrence Weekly				

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.

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ATTACHMENT 10

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Forwarding Control System

03-CFS-GA-009-M

Monthly

Time Total: 5 Minutes

NOTE

Time in the estimated time column is given in minutes.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					G	A	0	0	9
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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. COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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.

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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.

WARNING FOR EWP/PPE.
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 requirements. | 1 | All |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

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

FCS UN-INTERRUPTIBLE POWER SUPPLY

- | | | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| | 2. APC UPS battery check. <ol style="list-style-type: none"> 1. Log in to the FCS Server using the supervisor account. 2. Select Launch APC UPS PowerChute Console from the FCS Server Tray. 3. Login using the supervisor account and select Connect. 4. From the APC PowerChute Business Edition Basic, select VIEW. 5. Select Device Properties. | 3 | 9 |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S					G	A	0	0	9
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD			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.

6. In Device Properties select Diagnostics.
7. Click on Self Test.
8. After the test has completed, select Close.
9. Select Console then Exit.

CLEAN UP

3. **Clean up.** Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor. 1 All

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S				G	A	0	0	9	M
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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.		
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ATTACHMENT 11

COMPUTER FORWARDING SYSTEM II MASTER CHECKLIST

Forwarding Control System

03-CFS-GA-010-M

QUARTERLY

Time Total: 19 Minutes

NOTE

Time in the estimated time column is given in minutes.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	F	S					G	A	0	1	0
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII					Bulletin Filename MM08056AD			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. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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 requirements.</p> | 1 | All |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|

WARNING

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

- | | | | |
|--------------|--------------------------------------------------------------------------------------------------------|----|-----|
| FCS MONITOR | 2. Clean monitor. Use a clean lint free cloth and approved cleaner to remove dust from monitor. | 1 | All |
| FCS KEYBOARD | 3. Vacuum keyboard. Vacuum keyboard to remove dust build-up. | 1 | All |
| DOOR FILTERS | 4. Clean filters. | 15 | All |
1. Remove front and rear door filters.
 2. Vacuum filters.
 3. Replace filters.

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	C	F	S						G	A	0	1
Equipment Nomenclature Computer Forwarding System		Equipment Model CFSII						Bulletin Filename MM08056AD				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.

CLEAN UP

5. **Clean up.** Remove maintenance materials and equipment from the work area. Report all deficiencies to supervisor. 1 All