

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Operational and Preventive Maintenance Guidelines for Flats Remote Encoding System (FRES) for Automated Flat Sorting Machine 100 (AFSM100) and Flats Sequencing System (FSS) P&DC Systems
DATE: November 28, 2012
NO: MMO-126-12
FILE CODE: H11, H11B
rhen: mm12076ac
TO: All AFSM100 and FSS Maintenance Offices

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the FRES system. The acronym is FRES. The class codes are AA and BA.

Attachments 6 & 7 provide guidance for working equipment that has both AFSM 100 and Flats Sequencing System equipment.

The minimum maintenance skill level to perform each task on various checklists is included in the Minimum Skill Level column. This does not preclude higher level employees from performing any of this work.

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

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.

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. 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.

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 for FRES Plant System
2. Master Checklist: 03-FRES-AA-001-M: Weekly
3. Master Checklist: 03-FRES-AA-002-M: Monthly
4. Master Checklist: 03-FRES-BA-001-M: Weekly
5. Master Checklist: 03-FRES-BA-002-M: Monthly
6. Master Checklist: 03-FRES-**-004-M: Weekly
7. Master Checklist: 03-FRES-**-005-M: Monthly

ATTACHMENT 1

**SUMMARY
WORKLOAD ESTIMATE
FOR
FRES PLANT SYSTEM**

**SUMMARY
WORKLOAD ESTIMATE
FOR
FRES_AA Only**

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) XX	2 Tours (hrs/yr) XX	3 Tours (hrs/yr) XX
7 Day	22.8	6.8	29.6	3.0	32.5	0	0	0

*Repair estimates based on 30% of servicing.

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

**SUMMARY
WORKLOAD ESTIMATE
FOR
FRES_BA Only**

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) XX	2 Tours (hrs/yr) XX	3 Tours (hrs/yr) XX
7 Day	16.7	5.0	21.7	2.2	23.9	0	0	0

*Repair estimates based on 30% of servicing.

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

**SUMMARY
WORKLOAD ESTIMATE
FOR
FRES_AA and FRES_BA Only**

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) XX	2 Tours (hrs/yr) XX	3 Tours (hrs/yr) XX
7 Day	31.2	9.4	40.6	4.1	44.6	0	0	0

*Repair estimates based on 30% of servicing.

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

ATTACHMENT 2

FRES MASTER CHECKLIST

03-FRES-AA-001-M

WEEKLY

Time Total: 20 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	1	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

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>	1	All			
CAUTION STATEMENT		<div style="border: 1px solid black; padding: 5px; display: inline-block;">CAUTION</div> <p>All AFSM100 machines must have VCS disabled if they are run while performing the following procedures.</p>					
FRES SERVER	2.	<p>End Tour AFSM100 FRES.</p> <ol style="list-style-type: none"> 1. Select dVCC1 on KVM switch. 2. Verify AFSM VCS UI window is present with no error messages. 3. Select dVCC2 on KVM switch. 4. Verify AFSM VCS UI window is present with no error messages. 5. Select File > Set User Level > Login. 6. Enter NGC in Employee ID field and enter Password. Click Login. 7. Select Commands > End Tour. 8. Select user in Supervisor drop down menu 	1	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	1	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model				Bulletin Filename MM12076AC				Frequency 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)	Weeks

		and click End Tour. 9. Click Yes on confirmation window.					
CABINET	3.	Clean FRES cabinet filter. Using MS-268 Volume A section 8.5.	15	9			
DIRECTORY SERVER	4.	Clean Directory Server filter. 1. Open cabinet assembly front door. 2. Vacuum Directory Server filter. Replace filter when impacted dirt and debris cannot be removed by vacuuming. 3. Close cabinet assembly front door.	1	7			
DIRECTORY SERVER	5.	Verify Directory Server Start Up. 1. Select Directory Server on KVM switch. 2. Verify Download Address Directories indicates connection to broker is established.	1	10			
CLEAN UP	6.	Clean up. Ensure all tools, lubricants, rags, etc., are removed 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	F	R	E	S			A	A	0	0	1	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks		
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ATTACHMENT 3

FRES MASTER CHECKLIST

03-FRES-AA-002-M

MONTHLY

Time Total: 25 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

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>	1	All			
CAUTION STATEMENT		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">CAUTION</div> <p>All AFSM100 machines must have VCS disabled if they are run while performing the following procedures.</p>					
DIRECTORY SERVER	2.	<p>Login as Maintenancel Directory Server.</p> <ol style="list-style-type: none"> 1. Select Directory Server on KVM switch. 2. Select System > Logoff. 3. Select maintenancel from Logoff & Login drop-down menu and enter password. 4. Click Yes on Confirmation window. 	1	9			
		<p style="text-align: center;">NOTE</p> <p>The disk defragmenter is an unassisted process once it has been manually started. Therefore, it is only necessary to return after approximately 30 minutes to close the defragmenter.</p>					

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

FRES SERVER	3.	<p>Start disk defragment AFSM100 FRES dVCCs.</p> <p>At each AFSM100 FRES Server, use Windows Disk Defragmenter by performing the following:</p> <ol style="list-style-type: none"> 1. Select dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Log Off Cool. dVCC1 and 2 will log off. 4. If there are additional dVCCs, log off each in the same manner. 5. Select dVCC1 on KVM switch. 6. When log in screen is displayed, login as administrator. 7. Right Click on My Computer icon and select Open. 8. Right Click on FRES14_Old (C:) and Select Properties. 9. Select Tools tab. 10. Select Defragment Now. 11. Select the Defragment button to start disk defragmenter. 12. Repeat steps 5 through 11 for each remaining dVCC. 	5	9			
DIRECTORY SERVER	4.	<p>Start disk defragment Directory Server.</p> <ol style="list-style-type: none"> 1. Select Directory Server on KVM switch. 2. On Download Address Directories window select System > Stop. 3. End Download Address Directories application by clicking on the X in the upper right corner of the window. 4. Close all other windows by right clicking on the task in the Windows taskbar, and selecting Close. 5. Double click on the Diskeeper Lite icon. 6. If the Diskeeper Lite for Windows window is displayed click on Close in the lower right corner. 	2	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

		7. Select (D:) in the Diskkeeper Lite Drive selection window. 8. Click on Defragment Now button.					
FRES SERVER	5.	End disk defrag AFSM100 FRES dVCCs. 1. Select dVCC1 on KVM switch. 2. When the Disk Defragmenter complete message box is displayed, click Close . 3. Close Disk Defragmenter window by selecting File > Exit. 4. Close FRES14_old (C:) Properties box by clicking Cancel button. 5. Close My Computer window by selecting File > Close . 6. Repeat 1 through 5 for all remaining dVCCs.	1	9			
DIRECTORY SERVER	6.	End disk defrag Directory Server. 1. When the Defragmentation Completed message box is displayed, click OK . 2. Close Diskkeeper Lite by clicking on the X in the upper right corner.	1	9			
FRES SERVER	7.	Restart AFSM100 FRES. 1. Select dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Shutdown . 4. Select Restart . 5. Wait for dVCC1 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK . 6. Select dVCC2 on KVM switch. 7. Click on the Windows Start button. 8. Select Shutdown . 9. Select Restart . 10. Wait for dVCC2 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK .	9	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			A	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

		11. Restart all other dVCCs in the same manner. 12. Select dVCC2 on KVM switch. 13. Verify AFSM VCS UI window is present with no error messages. 14. Verify all dVCCs show Ready in the Subsystems section of the Video Coding System window.					
DIRECTORY SERVER	8.	Restart Directory Server. 1. Select Directory Server on KVM switch. 2. Click on the Windows Start button and Select Shutdown. 3. Select Restart the Computer? 4. Click Yes. 5. Verify Download Address Directories indicates connection is established.	4	9			
CLEAN UP	9.	Clean up. Ensure all tools, lubricants, rags, etc., are removed 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	F	R	E	S			A	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks		
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ATTACHMENT 4

FRES MASTER CHECKLIST

03-FRES-BA-001-M

WEEKLY

Time Total: 15 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			B	A	0	0	1	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

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>	1	All			
CAUTION STATEMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;">CAUTION</div> <p>FSS machines cannot be run while performing the following procedure.</p>					
FRES SERVER	2.	<p>End Tour FSS FRES.</p> <ol style="list-style-type: none"> 1. Select dVCC1 on KVM switch. 2. Verify AFSM VCS UI window is present with no error messages. 3. Select dVCC2 on KVM switch. 4. Verify AFSM VCS UI window is present with no error messages. 5. Select File > Set User Level > Login. 6. Enter NGC in Employee ID field and enter Password. Click Login. 7. Select Commands > End Tour. 8. Select user in Supervisor drop down menu and click End Tour. 	1	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S		B	A	0	0	1	M	
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

		9. Click Yes on confirmation window.					
CABINET	3.	Clean FRES cabinet filter. Using MS-268 Volume A section 8.5.	11	9			
FRES SERVER	4.	Clean FSS FRES Computer Filter. Using MS-268 Volume A section 8.4.	1	7			
CLEAN UP	5.	Clean up. Ensure all tools, lubricants, rags, etc., are removed 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	F	R	E	S			B	A	0	0	1	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

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ATTACHMENT 5

FRES MASTER CHECKLIST

03-FRES-BA-002-M

MONTHLY

Time Total: 17 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			B	A	0	0	2	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency 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)	Weeks

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>	1	All			
CAUTION STATEMENT		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">CAUTION</div> <p>FSS machines cannot be run while performing the following procedure.</p>					
		<p>NOTE</p> <p>The disk defragmenter is an unassisted process once it has been manually started. Therefore, it is only necessary to return after approximately 30 minutes to close the defragmenter.</p>					
FRES SERVER	2.	<p>Start disk defragment FSS FRES dVCCs.</p> <p>At each FRES Server, use Windows Disk Defragmenter by performing the following:</p> <ol style="list-style-type: none"> 1. Select dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Log Off Cool. dVCC1 and 2 will log off. 4. If there are additional dVCCs, log off each in the same manner. 	5	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S				B	A	0	0	2
Equipment Nomenclature Flats Remote Encoding System		Equipment Model						Bulletin Filename MM12076AC			Frequency 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)	Weeks

		5. Select dVCC1 on KVM switch. 6. When log in screen is displayed, login as administrator . 7. Right Click on My Computer icon and select Open . 8. Right Click on FRES14_Old (C:) and Select Properties. 9. Select Tools tab. 10. Select Defragment Now . 11. Select the Defragment button to start disk defragmenter. 12. Repeat steps 5 through 11 for each remaining dVCC.					
FRES SERVER	3.	End disk defrag FSS FRES dVCCs. 1. Select dVCC1 on KVM switch. 2. When the Disk Defragmenter complete message box is displayed click Close . 3. Close Disk Defragmenter window by selecting File > Exit. 4. Close FRES14_old (C:) Properties box by clicking Cancel button. 5. Close My Computer window by selecting File > Close . 6. Repeat 1 through 5 for all remaining dVCCs.	1	9			
FRES SERVER	4.	Restart FSS FRES. 1. Select dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Shutdown . 4. Select Restart . 5. Wait for dVCC1 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK . 6. Select dVCC2 on KVM switch.	9	9			

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	F	R	E	S				B	A	0	0	2
Equipment Nomenclature Flats Remote Encoding System		Equipment Model						Bulletin Filename MM12076AC			Frequency 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)	Weeks

		<p>7. Click on the Windows Start button.</p> <p>8. Select Shutdown.</p> <p>9. Select Restart.</p> <p>10. Wait for dVCC2 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK.</p> <p>11. Restart all other dVCCs in the same manner.</p> <p>12. Select dVCC2 on KVM switch.</p> <p>13. Verify AFSM VCS UI window is present with no error messages.</p> <p>14. Verify all dVCCs show Ready in the Subsystems section of the Video Coding System window.</p>					
CLEAN UP	5.	<p>Clean up.</p> <p>Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.</p>	1	All			

ATTACHMENT 6

FRES MASTER CHECKLIST

03-FRES--004-M**

WEEKLY

Time Total: 26 Minutes

** = Class Codes AA and BA

NOTE

Items with single asterisk in estimated time column are applicable to ONLY FRES for AFSM 100 systems (Class code AA). Items with two asterisks in estimated time column are applicable to ONLY FRES for FSS P&DC systems (Class code BA). Items without asterisks are applicable to both AFSM 100 and FSS P&DC.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	F	R	E	S				*	*	0	0	4	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model				Bulletin Filename MM12076AC				Frequency Weekly					

** = Class Codes AA and BA

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)	Weeks

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>	1	All			
CAUTION STATEMENT		<p style="text-align: center;">CAUTION</p> <p>FSS machines cannot be run while performing the following procedure.</p> <p style="text-align: center;">CAUTION</p> <p>All AFSM100 machines must have VCS disabled if they are run while performing the following procedures.</p>					
		<p style="text-align: center;">NOTE</p> <p>Items with single asterisk in estimated time column are applicable to ONLY FRES for AFSM 100 systems (Class code AA). Items with two asterisks in estimated time column are applicable to ONLY FRES for FSS P&DC systems (Class code BA). Items without asterisks are applicable to both AFSM 100 and FSS P&DC.</p>					

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	F	R	E	S	*	*	0	0	4
Equipment Nomenclature Flats Remote Encoding System		Equipment Model				Bulletin Filename MM12076ACB			Frequency Weekly			

** = Class Codes AA and BA

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)	Weeks

AFSM100 FRES SERVER	2.	<p>End Tour AFSM100 FRES.</p> <ol style="list-style-type: none"> 1. Select AFSM dVCC1 on KVM switch. 2. Verify AFSM VCS UI window is present with no error messages. 3. Select AFSM dVCC2 on KVM switch. 4. Verify AFSM VCS UI window is present with no error messages. 5. Select File > Set User Level > Login. 6. Enter NGC in Employee ID field and enter Password. Click Login. 7. Select Commands > End Tour. 8. Select user in Supervisor drop down menu and click End Tour. 9. Click Yes on confirmation window. 	1*	9			
FSS FRES SERVER	3.	<p>End Tour FSS FRES.</p> <ol style="list-style-type: none"> 1. Select FSS dVCC1 on KVM switch. 2. Verify AFSM VCS UI window is present with no error messages. 3. Select FSS dVCC2 on KVM switch. 4. Verify AFSM VCS UI window is present with no error messages. 5. Select File > Set User Level > Login. 6. Enter NGC in Employee ID field and enter Password. Click Login. 7. Select Commands > End Tour. 	1**	9			
CABINET	4.	<p>Clean FRES cabinet filter.</p> <p>Using MS-268 Volume A section 8.5.</p>	19	9			
FSS FRES SERVER	5.	<p>Clean FSS FRES Computer Filter.</p> <p>Using MS-268 Volume A section 8.4.</p>	1**	7			
DIRECTORY SERVER	6.	<p>Clean Directory Server FILTER.</p> <ol style="list-style-type: none"> 1. Open cabinet assembly front door. 2. Vacuum Directory Server filter. Replace filter 	1*	7			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			*	*	0	0	4	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency Weekly				

** = Class Codes AA and BA

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)	Weeks

		when impacted dirt and debris cannot be removed by vacuuming. 3. Close cabinet assembly front door.					
DIRECTORY SERVER	7.	Verify Directory Server Start Up. 1. Select Directory Server on KVM switch. 2. Verify Download Address Directories indicates connection to broker is established.	1*	10			
CLEAN UP	8.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.	1	All			

ATTACHMENT 7

FRES MASTER CHECKLIST

03-FRES--005-M**

MONTHLY

Time Total: 40 Minutes

** = Class Code AA and BA

NOTE

Items with single asterisk in estimated time column are applicable to ONLY FRES for AFSM 100 systems (Class code AA). Items with two asterisks in estimated time column are applicable to ONLY FRES for FSS P&DC systems (Class code BA). Items without asterisks are applicable to both AFSM 100 and FSS P&DC.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	F	R	E	S			*	*	0	0	5	M	
Equipment Nomenclature Flats Remote Encoding System		Equipment Model						Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

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>	1	All			
CAUTION STATEMENT		<p style="text-align: center;">CAUTION</p> <p>FSS machines cannot be run while performing the following procedure.</p> <p style="text-align: center;">CAUTION</p> <p>All AFSM100 machines must have VCS disabled if they are run while performing the following procedures.</p>					
		<p style="text-align: center;">NOTE</p> <p>Items with single asterisk in estimated time column are applicable to ONLY FRES for AFSM 100 systems (Class code AA). Items with two asterisks in estimated time column are applicable to ONLY FRES for FSS P&DC systems (Class code BA). Items without asterisks are applicable to both AFSM 100 and FSS P&DC.</p>					

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	F	R	E	S			*	*	0	0	5	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model						Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

DIRECTORY SERVER	2.	Login as Maintenance Directory Server. 1. Select Directory Server on KVM switch. 2. Select System > Logoff. 3. Select maintenancel from Logoff & Login drop-down menu and enter password. 4. Click Yes on Confirmation window.	1*	9			
		<p style="text-align: center;">NOTE</p> The disk defragmenter is an unassisted process once it has been manually started. Therefore, it is only necessary to return after approximately 30 minutes to close the defragmenter.					
AFSM FRES SERVER	3.	Start disk defragment AFSM100 FRES dVCCs. At each AFSM100 FRES Server, use Windows Disk Defragmenter by performing the following: 1. Select AFSM dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Log Off Cool . AFSM dVCC1 and 2 will log off. 4. If there are additional AFSM dVCCs, log off each in the same manner. 5. Select AFSM dVCC1 on KVM switch. 6. When log in screen is displayed, login as administrator . 7. Right Click on My Computer icon and select Open . 8. Right Click on FRES14_Old (C:) and Select Properties. 9. Select Tools tab. 10. Select Defragment Now . 11. Select the Defragment button to start disk defragmenter. 12. Repeat steps 5 through 11 for each remaining AFSM dVCC.	5*	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			*	*	0	0	5	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

FSS FRES SERVER	4.	<p>Start disk defragment FSS FRES dVCCs.</p> <p>At each FSS FRES Server, use Windows Disk Defragmenter by performing the following:</p> <ol style="list-style-type: none"> 1. Select FSS dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Log Off Cool. FSS dVCC1 and 2 will log off. 4. If there are additional FSS dVCCs, log off each in the same manner. 5. Select FSS dVCC1 on KVM switch. 6. When log in screen is displayed, login as administrator. 7. Right Click on My Computer icon and select Open. 8. Right Click on FRES14_Old (C:) and Select Properties. 9. Select Tools tab. 10. Select Defragment Now. 11. Select the Defragment button to start disk defragmenter. 12. Repeat steps 5 through 11 for each remaining FSS dVCC. 	5**	9			
DIRECTORY SERVER	5.	<p>Start disk defragment Directory Server.</p> <ol style="list-style-type: none"> 1. Select Directory Server on KVM switch. 2. On Download Address Directories window select System > Stop. 3. End Download Address Directories application by clicking on the X in the upper right corner of the window. 4. Close all other windows by right clicking on the task in the Windows taskbar and selecting Close. 5. Double click on the Diskeeper Lite icon. 6. If the Diskeeper Lite for Windows window is displayed click on Close in the lower right 	2*	9			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
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	0	3	F	R	E	S			*	*	0	0	5	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

		corner. 7. Select (D:) in the Diskkeeper Lite Drive selection window. 8. Click on Defragment Now button.					
AFSM FRES SERVER	6.	End disk defrag AFSM100 FRES dVCCs. 1. Select AFSM dVCC1 on KVM switch. 2. When the Disk Defragmenter complete message box is displayed click Close . 3. Close Disk Defragmenter window by selecting File > Exit. 4. Close FRES14_old (C:) Properties box by clicking Cancel button. 5. Close My Computer window by selecting File > Close . 6. Repeat 1 through 5 for all remaining AFSM dVCCs.	1*	9			
FSS FRES SERVER	7.	End disk defrag FSS FRES dVCCs. 1. Select FSS dVCC1 on KVM switch. 2. When the Disk Defragmenter complete message box is displayed click Close . 3. Close Disk Defragmenter window by selecting File > Exit. 4. Close FRES14_old (C:) Properties box by clicking Cancel button. 5. Close My Computer window by selecting File > Close . 6. Repeat 1 through 5 for all remaining FSS dVCCs.	1**	9			
DIRECTORY SERVER	8.	End disk defrag Directory Server. 1. When the Defragmentation Completed message box is displayed, click OK . 2. Close Diskkeeper Lite by clicking on the X in the upper right corner.	1*	9			

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	F	R	E	S			*	*	0	0	5	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model					Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

AFSM FRES SERVER	9.	Restart AFSM100 FRES. 1. Select AFSM dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Shutdown . 4. Select Restart . 5. Wait for AFSM dVCC1 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK . 6. Select AFSM dVCC2 on KVM switch. 7. Click on the Windows Start button. 8. Select Shutdown . 9. Select Restart . 10. Wait for AFSM dVCC2 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK . 11. Restart all other AFSM dVCCs in the same manner. 12. Select AFSM dVCC2 on KVM switch. 13. Verify AFSM VCS UI window is present with no error messages. 14. Verify all AFSM dVCCs show Ready in the Subsystems section of the Video Coding System window.	9*	9			
FSS FRES SERVER	10.	Restart FSS FRES. 1. Select FSS dVCC1 on KVM switch. 2. Click on the Windows Start button. 3. Select Shutdown . 4. Select Restart . 5. Wait for FSS dVCC1 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK .	9**	9			

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	F	R	E	S			*	*	0	0	5	M
Equipment Nomenclature Flats Remote Encoding System		Equipment Model						Bulletin Filename MM12076AC			Frequency Monthly				

** = Class Codes AA and BA

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)	Weeks

		6. Select FSS dVCC2 on KVM switch. 7. Click on the Windows Start button. 8. Select Shutdown . 9. Select Restart . 10. Wait for FSS dVCC2 to fully initialize indicated by Video Coding System window displays with Entire System status State: OK . 11. Restart all other FSS dVCCs in the same manner. 12. Select FSS dVCC2 on KVM switch. 13. Verify AFSM VCS UI window is present with no error messages. 14. Verify all FSS dVCCs show Ready in the Subsystems section of the Video Coding System window.					
DIRECTORY SERVER	11.	Restart Directory Server. 1. Select Directory Server on KVM switch. 2. Click on the Windows Start button and Select Shutdown. 3. Select Restart the Computer? 4. Click Yes. 5. Verify Download Address Directories indicates connection is established.	4*	9			
CLEAN UP	12.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.	1	All			