



Maintenance Management Order

SUBJECT: PM Guidelines for Ventilation/Filtration System
(VFS) (SIEMENS) - AFCS

DATE: December 11, 2006

NO: MMO-135-06

TO: All Ventilation/Filtration Sites

FILE CODE: W1

sban:mm05017ad

MAINTENANCE MANAGEMENT ORDER

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This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Siemens Ventilation/Filtration System (VFS). This MMO addresses the VFS associated with the Advanced Facer Cancellor System (AFCS).

The minimum maintenance skill to perform each task on the VFS checklist is included in the minimum skill level column. However, this does not preclude higher level employees from performing any of these tasks.

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, which require 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 for reference by all employees. Refer to MSDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used only on optical equipment when other cleaning methods can not be used.

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

Earl J. Jones
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

- Attachments:
1. Summary Workload Estimate for VFS – AFCS
 2. Master Checklist – 03-VFS-AA-001-M – VFS Daily PM
 3. Master Checklist – 03-VFS-AA-002-M – VFS Weekly PM
 4. Master Checklist – 03-VFS-AA-003-M – VFS Monthly PM

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ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

VFS – AFCS

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**SUMMARY
WORKLOAD ESTIMATE
FOR
VFS – AFCS**

Operation	Routine Servicing Per Machine (hrs/yr)	Repair Time Per Machine (hrs/yr)*	Total Servicing Time Per Machine (hrs/yr)	Non-Productive Time Per Machine (hrs/yr)**	Operational Maintenance Time Per Machine (hrs/yr)	Total Time Per Machine (hrs/yr)
5 day	54.7	2.7	57.4	5.7	0	63.1
6 day	62.5	3.1	65.6	6.6	0	72.1
7 day	70.3	3.5	73.8	7.4	0	81.2

Times presented are for single units. For multiple machines, multiply time by number of units.

- * Repair estimates based on 5% of servicing.
- ** Based on 10% of servicing and repair.

PM CHECKLIST TIME SUMMARY

CHECKLIST	CHECKLIST TIMES
03-VFS-AA-001-M (Daily)	9 Min
03-VFS-AA-002-M (Weekly)	16 Min
03-VFS-AA-003-M (Monthly)	9 Min

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ATTACHMENT 2

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-001-M

DAILY

Time Total: 9 Minutes

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	V	F	S				A	A	0	0	1	M	
Equipment Nomenclature Ventilation/Filtration System		Equipment Model					Bulletin Filename MM05017AD			Frequency 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)	Weeks

SAFETY STATEMENT

1. **COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All MIN

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.

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

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

ADVANCED FACER CANCELLER SYSTEM

2. **Check.** Check the AFCS for loose or damaged hoods, framing, or ducting. Also, check/clean out debris areas. Report any problem found to the maintenance supervisor. 3 6 MIN

CLEAN UP

3. **Clean Up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 3 All MIN

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ATTACHMENT 3

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-002-M

WEEKLY

Time Total: 16 Minutes

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
	0	3	V	F	S				A	A	0	0	2
Equipment Nomenclature Ventilation/Filtration System		Equipment Model					Bulletin Filename MM05017AD			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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SAFETY STATEMENT

- 1. COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All
MIN

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WARNING

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VFS HOUSING

- 2. Check.** Check the perforated metal screen to ensure no damage has occurred. Clean or vacuum the inlet section and perforated metal screen if necessary. Report any problem found to the maintenance supervisor. 10 6
MIN

CLEAN UP

- 3. Clean Up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 3 All
MIN

ATTACHMENT 4

VENTILATION/FILTRATION SYSTEM

03-VFS-AA-003-M

MONTHLY

Time Total: 9 Minutes

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
	0	3	V	F	S			A	A	0	0	3	M
Equipment Nomenclature Ventilation/Filtration System		Equipment Model					Bulletin Filename MM05017AD			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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SAFETY STATEMENT

- 1. COMPLY WITH ALL SAFETY PRECAUTIONS.** 3 All MIN

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WARNING

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VFS SYSTEMS

- 2. Check.** Check visually inside control panel electrical components for signs of overheating. Report any problem found to the maintenance supervisor. 3 8 MIN

CLEAN UP

- 3. Clean Up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. 3 All MIN