

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Flats Sequencing System (FSS)  
CASTR/DOLLY Preventive Maintenance

**DATE:** October 12, 2015

**TO:** All FSS Sites

**NO:** MMO-136-15

**FILE CODE:** H1A

jrag:mm15068aa

This Maintenance Management Order (MMO) provides Preventive Maintenance Guidelines for the Carrier Assist Street Tray Rack (CASTRs) and Dollys on the System FSS. This bulletin applies to Acronym FSSCASTR, Class Code AA; and Acronym FSSDOLLY, Class Code AA.

The workhours indicated in the workload estimate (Attachment 1) reflect the amount of time required to perform preventive maintenance on 300 CASTRs and 150 Dollys per Machine at FSS sites on semi-annual basis. The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

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

Maintenance Managers are to use these Preventive Maintenance Checklists when preparing the route sheets for local maintenance personnel.

## **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.

**WARNING**

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

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



for

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

- Attachments
1. Summary Workload Estimate
  2. Master Checklist - 03-FSSCASTR-AA-001-M – CASTR PM
  3. Master Checklist - 03-FSSDOLLY-AA-001-M – DOLLY PM

**ATTACHMENT 1**

**SUMMARY**

**WORKLOAD ESTIMATE**

**FOR CASTR AND DOLLY SYSTEMS**

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**SUMMARY  
WORKLOAD ESTIMATE  
FOR FSS CASTR AND DOLLY**

FSS CASTR

Days of 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)
7	40.37	12.11	52.48	5.25	57.72

FSS DOLLY

Days of 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)
7	15.37	4.61	19.98	2	21.98

**NOTES**

- \* Repair estimates based on 30% of servicing.
- \*\* Based on 10% of total servicing and repair.
- \*\*\* Inspection occurs semi-annually (twice per year)

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**ATTACHMENT 2**

**FSS CASTR MASTER CHECKLIST**

03-FSSCASTR-AA-001-M

See Attachment 1, Summary Workload Estimate, FSS CASTR roll-up.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE		
	0	3	F	S	S	C	A	S	T	R	A	A	0	0	1
Equipment Nomenclature Carrier Assist Street Tray Rack		Equipment Model						Bulletin Filename MM15068AA			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	10	<p><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></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><b>WARNING FOR EWP/PPE:</b> Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.</p>	1	All			
FSS STREET TRAY CASTR	20	<p><b>Checking the Street Tray CASTR.</b></p> <ol style="list-style-type: none"> <li>1. Check that all Decal labels (8 each) are legible and not peeling off:                             <ol style="list-style-type: none"> <li>a. No Step (2 each) –bottom shelf                                     <ol style="list-style-type: none"> <li>1) 1 front side middle.</li> <li>2) 1 back side middle.</li> </ol> </li> <li>b. Shelf Release (2 each) - Top shelf unloader side both ends.</li> <li>c. Do Not Tow With Top Shelf Down (2 each) –                                     <ol style="list-style-type: none"> <li>1) 1 on towing end second shelf.</li> <li>2) 1 third shelf pushing side.</li> </ol> </li> <li>d. Tare WGT: 270 LBS – Bottom shelf</li> </ol> </li> </ol>	4*	07			

U.S. Postal Service  Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE		
	0	3	F	S	S	C	A	S	T	R	A	A	0	0	1
Equipment Nomenclature Carrier Assist Street Tray Rack		Equipment Model						Bulletin Filename MM15068AA			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.

		<ol style="list-style-type: none"> <li>1) 1 push end right side.</li> <li>e. Push From Other End – Top shelf.                             <ol style="list-style-type: none"> <li>1) 1 tow bar side.</li> </ol> </li> <li>2. Check that all barcodes (3 each) are legible and not peeling off:                             <ol style="list-style-type: none"> <li>a. Top shelf back side towing end.</li> <li>b. Top shelf front side towing end.</li> <li>c. Top shelf pushing side pivot end.</li> </ol> </li> <li>3. Verify that the CASTR license plate/ license plate protectors (1 each) are in place and not falling off and the license plate barcode is not damaged or obscured in any way.</li> <li>4. Verify that all 3 barcodes and the licenses plate barcode have the same barcode number.</li> <li>5. CASTR manifest holder (1 each) is intact and not ripped or hanging off.</li> <li>6. Check the CASTR tow bar:                             <ol style="list-style-type: none"> <li>a. Check for bends or damage.</li> <li>b. Check the torsion spring for proper operation, full motion, and retraction.</li> <li>c. Check the rubber bumper and ensure it is intact and operational.</li> </ol> </li> <li>7. Check the fixed shelf (3 each):                             <ol style="list-style-type: none"> <li>a. Check for cracks or damage.</li> </ol> </li> <li>8. Check the top pivot shelf (1 each):                             <ol style="list-style-type: none"> <li>a. Check for cracks or damage.</li> <li>b. Check for proper gas spring operation.</li> <li>c. Check release handle for bends or damage and proper operation.</li> <li>d. Check slam latch for proper operation.</li> </ol> </li> <li>9. Check all rigid and swivel caster wheels (4 each):                             <ol style="list-style-type: none"> <li>a. Verify wheels roll freely.</li> <li>b. Check swivel caster wheels (2 each) for</li> </ol> </li> </ol>					
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	F	S	S	C	A	S	T	R	A	A	0	0	1
Equipment Nomenclature Carrier Assist Street Tray Rack		Equipment Model						Bulletin Filename MM15068AA			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.

		free swivel motion. 10. Check the swivel caster with brake (1 each). Check for proper brake operation by locking the brake down and ensuring it prevents movement of the CASTR cart. 11. Generate work orders as needed to address deficiencies.					
CLEAN UP	30	<b>Clean up.</b> 1. Ensure all tools, lubricant, rags, etc., are removed from the work area. 2. Report problems to the SMO and generate work orders as needed. 3. Place a sticker with the service date per current MMO dealing with (CASTR/Dolly Carts Service Sticker Placement Procedures.)	10	07			

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

**ATTACHMENT 3**

**FSS DOLLY MASTER CHECKLIST**

03-FSSDOLLY-AA-001-M

See Attachment 1, Summary Workload Estimate, FSS DOLLY roll-up.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	F	S	S	D	O	L	L	Y	A	A	0	0	1
Equipment Nomenclature DOLLY		Equipment Model						Bulletin Filename MM15068AA			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 Hrs	Pieces Fed (000)	Freq.

SAFETY STATEMENT	10	<p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b>  <b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b>  <b>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.</b></p> <p><b>WARNING FOR EWP/PPE:</b>  <b>Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.</b></p>	1	All			
FSS DOLLY CART	20	<p><b>Checking the FSS Dolly Cart</b></p> <ol style="list-style-type: none"> <li>1. Check that all decal labels (3 each) are legible and not peeling off: <ol style="list-style-type: none"> <li>a. Tray orientation (2 each) <ol style="list-style-type: none"> <li>1) 1 Bottom plate inside Right.</li> <li>2) 1 Bottom plate inside left side.</li> </ol> </li> <li>b. Push From Other End – <ol style="list-style-type: none"> <li>1) 1 Top shelf tow bar side.</li> </ol> </li> </ol> </li> <li>2. Check all barcodes (4 each) to ensure that they are not damaged or obscured in any way: <ol style="list-style-type: none"> <li>a. 1 Top frame towing end right side.</li> <li>b. 1 Top frame front side right side.</li> <li>c. 1 Top frame pushing end right side.</li> <li>d. 1 Top frame back side right side.</li> </ol> </li> </ol>	3 *	07			

U.S. Postal Service  Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	F	S	S	D	O	L	L	Y	A	A	0	0	1
Equipment Nomenclature DOLLY		Equipment Model						Bulletin Filename MM15068AA				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.

		3. Verify that all 4 barcodes have the same barcode number. 4. Verify that Dolly card holder (1 each) is intact and not ripped or hanging off. 5. Check the center tray guide for damage. 6. Check the lift bar assembly for damage. 7. Check the latch tab (2 each) for bends or damage. 8. Check the dolly tow bar: <ul style="list-style-type: none"> <li>a. Check for bends or damage.</li> <li>b. Check the torsion spring for proper operation throughout its full range of motion.</li> <li>c. Check the rubber bumper and ensure it is present and not damaged.</li> </ul> 9. Check all rigid and swivel caster wheels (4 each): <ul style="list-style-type: none"> <li>a. Verify wheels roll freely.</li> <li>b. Check swivel caster wheels (2 each) for free swivel motion.</li> </ul> 10. Check the swivel caster with brake (1 each). Check brake for proper operation by locking it down and ensuring it prevents movement of the Dolly wheel. 11. Generate work orders as needed to address discrepancies.					
CLEAN UP	30	<b>Clean Up.</b> 1. Ensure all tools, lubricant, rags, etc., are removed from the work area. 2. Report problems to the SMO and generate work orders as needed. 3. Place a sticker with the service date per current MMO dealing with CASTR/Dolly Carts Service Sticker Placement Procedures.	10	07			

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