



maintenance management order

SUBJECT: PM Guidelines for FMPCS Input/Output
Cabinets and Terminals

DATE: October 30, 1998

NO: MMO-137-98

TO: Bulk Mail Centers

FILE CODE:

Y

dewa:MM9627AB

Online Change Record		
Change #	Date	Description of Change
1	4/25/2022	Attachment 2, corrected skill levels 4 and 5, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for FMPCS Input/Output Cabinets and Terminals.

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.

WARNING

Various products which require Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available for reference by all employees. As a minimum, obtain a current SDS every two years.

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), the time required per task, and the minimum skill level for each task.

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

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

Rex M. Gallaher
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

- Attachments:
1. Summary of Revised Workload Estimate
 2. FMPCS Input/Output Cabinets Master Checklist

ATTACHMENT 1**-SUMMARY-****REVISED WORKLOAD ESTIMATE****FOR****FMPCS INPUT/OUTPUT CABINETS AND TERMINALS**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
3.1	1.0	4.1	1.0	5.1

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

Monthly Time Total: 0.2 Hrs. ***

Annual Time Total 0.5 Hrs. ***

NOTE

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that require additional time are to be addressed at the local level.

*** These times are provided for data entry for the MARS System.

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ATTACHMENT 2**FMPCS INPUT/OUTPUT CABINETS MASTER CHECKLIST**

03-FMPCS-AA-001-M

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

Table 2-1. MS-63 (NMICS) Frequency-Codes

<u>CODE</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	Work Code		Equipment Acronym					Class Code		Number		Type	
	0	3	F	M	P	C	S	A	A	0	0	1	M
Equipment Nomenclature FMPCS INPUT/OUTPUT CABINETS and TERMINALS		Equipment Model					Bulletin Filename MM9627AB		Frequency ALL				

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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SAFETY STATEMENT Frequency Code -M-----A-	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. - Disconnect power and activate lockouts as appropriate while working on this equipment. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.	3 min	All
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WARNING

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

I/O CABINETS Frequency Code -----A-	2.	VACUUM INTERIOR. - Vacuum the interior of cabinet as required.	10 min	7
Frequency Code -----A-	3.	CLEAN EXTERIOR. - Clean exterior of all cabinets with mild detergent and water.	10 min	7

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	F	M	P	C	S	A	A	0	0	1
Equipment Nomenclature FMPCS INPUT/OUTPUT CABINETS and TERMINALS		Equipment Model				Bulletin Filename MM9627AB		Frequency ALL				

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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WARNING

Eye protection (goggles or face shield) must be worn when using compressed air for cleaning.

WORKROOM FLOOR TELEVIDEO (ASCII) TERMINALS Frequency Code -M-----	4. CLEAN MONITOR AND KEYBOARD. - Clean monitor and keyboard as follows: <ol style="list-style-type: none"> 1. Remove covers clean monitor and keyboard by blowing out. 2. Clean exterior with approved cleaner. 	5 min	7
CLEAN-UP Frequency Code -M-----A-	5. CLEAN-UP. - Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. Initiate required work orders and reports.	3 min	All