

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for Secure Destruction (SHRED_BA)

DATE: December 22, 2015

TO: Maintenance Manager SHRED_BA Offices

NO: MMO-150-15

FILE CODE: 2SH

rhau:mm15070ab

Online Change Record		
Change #	Date	Description of Change
2	3/16/2018	1. Attachment 1, Update Summary Workload Estimate 2. Attachment 2, Moved Task 6, Safety Devices from Daily to Attachment 3, Weekly Tasks, Task 4. 3. Attachment 4, Task 2, Machine, update time to 3 minutes to match Attachment 2, Task 2.
1	2/2/2016	Inserted a return to service step in the Daily checklist Item 6 and Semi-annual check list item 3.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Secure Destruction. This bulletin applies to Acronym SHRED, Class Code BA.

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. For a more efficient maintenance operation, routes with duplicate items should be performed together.

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.

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 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 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 can not be used.

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.



Kevin Couch
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachments:

1. Workload Summary Estimate For SHRED
2. SHRED: 03-SHRED-BA-001-M: Daily
3. SHRED: 03-SHRED-BA-002-M: Weekly
4. SHRED: 03-SHRED-BA-003-M: Semi-Annual

ATTACHMENT 1

**SUMMARY
WORKLOAD ESTIMATE
FOR
SHRED_BA**

Summary Workload Estimate

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)
5	136.07	40.82	176.89	17.69	194.58
6	158.60	47.58	206.18	20.62	226.80
7	181.13	54.34	235.47	23.55	259.02

*Repair estimates based on 30% of servicing.

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

ATTACHMENT 2

SHRED MASTER CHECKLIST

03-SHRED-BA-001-M

DAILY

Time Total: 26 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D		B	A	0	0	1	M
Equipment Nomenclature	Equipment Model SHRED						Bulletin Filename mm15070ab			Threshold Severity 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 (90-180k)	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 can not 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.</p>	3	ALL			
MACHINE	2.	<p>Power Down and Lockout Procedure.</p> <p>Power down the machine and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	7			
MACHINE CABINET	3.	<p>Clean Inside Machine Cabinet.</p> <ol style="list-style-type: none"> 1. Open shredder front door. 2. Lift up, pull out and empty the discharge conveyor pan. 3. Clean/vacuum inside surfaces of shredder around and under discharge conveyor belt. 4. Open discharge conveyor door and wipe down area on and around conveyor photoeye. 5. Slide discharge conveyor pan completely back in, making sure pan is locked securely in place. 6. Close the front door. 	5	7			

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D			B	A	0	0	1
Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Threshold Severity DAILY				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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FEEDER MODULE LOADING TABLE 4. **Clean Feeder Module Loading Table.** 2 7

1. Clean/vacuum outside surfaces of loading table and clean/vacuum area around the transport belt.
2. Check the surface of the transport belt. Does the surface appear sturdy and unworn? Is the fabric inlay of the belt covered?

OIL MODULE 5. **Check/Refill Low Oil.** 3 7

1. Locate automatic oiler container on the right side of shredder.
2. Make sure oil level in the container is between the MIN and MAX level markings.
3. If container is low, remove cap and replenish oil to MAX fluid level.

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4. Replace fill cap.
5. Clean up any spilled or splattered fluid.

CLEAN UP 6. **Clean up.** 5 7

Ensure all tools, lubricants, rags, etc., are removed from the work area.

MACHINE LOGBOOK 7. **Log Problems Discovered and Work Performed.** 5 9

Report unresolved problems at the end of tour to the SMO and generate appropriate work orders.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D		B	A	0	0	1	M
Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Threshold Severity DAILY				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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ATTACHMENT 3

SHRED MASTER CHECKLIST

03-SHRED-BA-002-M

WEEKLY

Time Total: 26 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D			B	A	0	0	2
Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Threshold Severity 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 (90-180k)	Weeks

SAFETY STATEMENT

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

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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.

WARNING FOR EWP/PPE:
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WARNING

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

FEED BELT

2. **Check Feed Belt.** 2 7

1. Turn the main switch to the "I" position; the green "Ready for Operation" LED should light up.
2. Ensure there are no errors on the Operating and Display dial; errors should be corrected before proceeding.
3. Press the Start button.
4. Does the feed belt stay firmly in place (i.e. does not slip) when loaded with material.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D	B	A	0	0	2	M	
Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Threshold Severity WEEKLY				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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		5. Does the surface of the feed belt appear sturdy and unworn?					
		6. Is the fabric inlay of the belt covered?					
LOADING TRAY	3.	Check Loading Tray.	1	9			
		Is loading table installed and bolted securely?					
SAFETY DEVICES	4.	Inspect Safety Devices to Assure Proper Machine Operation.	10	9			
		1. Return equipment to service as prescribed by the current local lockout instructions providing lockout/restore procedures.					
		2. Turn the main switch to the "I" position; the green "Ready for Operation" LED should light up.					
		3. Ensure there are no errors on the Operating and Display dial; errors should be corrected before proceeding.					
		4. Press the Start button.					
		5. Observe that the audible warning signal sounds for five (5) seconds.					
		6. Observe that the visible start-up warning signal light, flashes for up to ten (10) seconds.					
		7. Observe that the feed belt, cutting block, and conveyor start up.					
		8. Press the emergency stop button.					
		9. Observe that the shredder switches off immediately and that the cutting block and feed belt stop.					
		10. Observe that the emergency stop button lights up.					
		11. Attempt to restart the shredder by pressing the Start button.					
		12. Observe that the shredder does not start up.					
		13. Pull out the emergency stop button and restart the shredder by pressing the Start button.					
		14. Open the front shredder door more than four (4) inches.					

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Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Threshold Severity WEEKLY				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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15. Observe that the shredder switches off immediately.
16. Observe that the "Door Open" indicator lights up.
17. Close and secure the front door.
18. Observe that the "Door Open" indicator lights turns off.
19. Press the Start button and observe that the shredder operates normally.

CLEAN UP	5.	Clean Up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.	5	7
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MACHINE LOGBOOK	6.	Log Problems Discovered and Work Performed. Report unresolved problems at the end of tour to the SMO and generate appropriate work orders.	5	9
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ATTACHMENT 4

SHRED MASTER CHECKLIST

03-SHRED-BA-003-M

Semi-Annual

Time Total: 26 Minutes

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	S	H	R	E	D			B	A	0	0	3
Equipment Nomenclature		Equipment Model SHRED					Bulletin Filename mm15070ab			Frequency 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)	Weeks

SAFETY STATEMENT

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

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WARNING

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MACHINE

2. **Power Down and Lockout Procedure.** 3 7

Power down the machine and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.

DRIVE CHAIN

3. **Check Drive Chain.** 10 9

1. Check the sag of the shredder chain is between 3/16" - 3/8".
2. Check that the drive chains and cogs been greased within the past 6 months.

U.S. Postal Service		IDENTIFICATION													
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		0	3	S	H	R	E	D			B	A	0	0	3
Equipment Nomenclature		Equipment Model SHRED						Bulletin Filename mm15070ab			Frequency 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)	Weeks

3. Return equipment to service as prescribed by the current local lockout instructions providing lockout/restore procedures.

CLEANUP

4. **Clean Up.**

5 7

Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.

MACHINE LOGBOOK

5. **Log problems discovered and work performed.**

5 9

Report unresolved problems at the end of tour to the SMO and generate appropriate work orders.