APWU VERSUS USPS COMPARISON WORKSHEET

WORKLOAD SUMMARY			USPS	APWU
	POST OFFICE :	GROSS INTERIOR AREA :		
	ADDRESS:	EXTERIOR PAVED:		
	STATE AND ZIP:	EXTERIOR UNPAVED:		

LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)
1	WORKROOM TOILETS	CL	FX	4.5000		0	0.00	0.00
2		PL	FX	1.5000		0	0.00	0.00
3	OFFICE TOLIETS	CL	FX	4.0000		0	0.00	0.00
4	LUNCH/ SWING RMS	CL	SF	0.0320		0	0.00	0.00
5		PL	SF	0.0106		0	0.00	0.00
6		WM	SF	0.0300		0	0.00	0.00
7	LOCKER RMS	CL	SF	0.0240		0	0.00	0.00
8		PL	SF	0.0080		0	0.00	0.00
9		WM	SF	0.0300		0	0.00	0.00
10	WORKROOMS	CL	SF	0.0106		0	0.00	0.00
11		PL	SF	0.0053		0	0.00	0.00
12	OFFICES	Cl	SF	0.0375		0	0.00	0.00
13	SUPPLY RMS	CL	SF	0.0120		0	0.00	0.00
14	FREIGHT ELEVATORS	PL	EA	10.0000		0	0.00	0.00
15	PASSENGER ELEVATORS	CL	EA	20.0000		0	0.00	0.00
16	EXT POLICE	PL	SF	0.0012		0	0.00	0.00
17	PLATFORMS	CL	SF	0.0106		0	0.00	0.00
18		PL	SF	0.0053		0	0.00	0.00
19	SERVICE/ BOX LOBBY	CL	SF	0.0160		0	0.00	0.00
20		PL	SF	0.0020		0	0.00	0.00
21		WM	SF	0.0300		0	0.00	0.00
22		VS	SF	0.0064		0	0.00	0.00
23		DM	SF	0.0150		0	0.00	0.00
24	STAIRWAYS 12 '	CL	FL	8.0000		0	0.00	0.00
25		PL	FL	2.4000		0	0.00	0.00
xx	STAIRWAY 18'	CL	FL	10.0000			0.00	0.00
xx		PL	FL	2.4000			0.00	0.00
26	CORRIDORS	CL	SF	0.0060		0	0.00	0.00
27		DM	SF	0.0150		0	0.00	0.00
28		VS	SF	0.0064		0	0.00	0.00
29		PL	SF	0.0020		0	0.00	0.00
30	SHOP AREA	CL	SF	0.0120		0	0.00	0.00
31	JANITOR CLOSET	CL	EA	10.0000		0	0.00	0.00
WO	SUBTOTAL						0.00	0.00

LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)
33	LIGHT FIXTURES (FEATHER)	DUST	FX	0.2500		0			0.00	0.00
34	(CLOTH)	DUST	FX	1.5000		0			0.00	0.00
35	(VACUUM)	DUST	FX	1.0000		0			0.00	0.00
36	LIGHT FIXTURES (SPONGE)	WASH	FX	10.0000		0			0.00	0.00
37	(LOUVER TANK)	WASH	FX	8.8900		0			0.00	0.00
38	(LOUVER MACH.)	WASH	FX.	5.0000		0			0.00	0.00
39	VENETIAN BLINDS	DUST	BL	5.0000		0			0.00	0.00
40	VENETIAN BLINDS	WASH	BL	30.0000		0			0.00	0.00
41	LOBBY GLASS	WASH	SF	0.1790		0			0.00	0.00
42	EXTERIOR GLASS	WSH	SF	0.1790		0			0.00	0.00
43	INTERIOR GLASS	WASH	SF	0.1790		0			0.00	0.00
44	WORKROOM PIPES/ DUCTS	DUST	SF	0.0690		0			0.00	0.00
45	OTHER PIPES/ DUCTS	DUST	SF	0.0480		0			0.00	0.00
46	LOOKOUT GALLERY	CL	LF	0.4800		0			0.00	0.00
47	CARRIER CASE	CL	EA	4.0000		0			0.00	0.00
48	OTHER CASE	CL	EA	1.5000		0			0.00	0.00
49	EXT. PAVED (BROOM)	SWEEP	SF	0.0060		0			0.00	0.00
50	EXT PAVED (PWR VAC)	SWEEP	SF	0.0040		0			0.00	0.00
51	EXT PAVED (RIDER)	SWEEP	SF	0.0012		0			0.00	0.00
52	ACTIVE STORAGE	CL	SF	0.0120		0			0.00	0.00
53	INACTIVE STORAGE	CL	SF	0.0120		0			0.00	0.00
54	RESILENT FLOOR	DM	SF	0.0150		0			0.00	0.00
55	RESILENT FLOOR	INT	SF	0.2400		0			0.00	0.00
56	RESILENT FLOOR	PERI	SF	0.0960		0			0.00	0.00
57	TERRAZZO	INT	SF	0.2400		0			0.00	0.00
58	TERRAZZO	PERI	SF	0.1200		0			0.00	0.00
59	CONCRETE	INT	SF	0.2400		0			0.00	0.00
60	CONCRETE	PERI	SF	0.0960		0			0.00	0.00
61	CARPET	SHAMP	SF	0.2400		0			0.00	0.00
62	CARPET	SPOT	SF	0.1200		0			0.00	0.00
63	WOOD	INT	SF	0.2400		0			0.00	0.00
64	WOOD	PERI	SF	0.1200		0			0.00	0.00
65	LAWNS (PUSH)	MOWP	SF	0.0120		0			0.00	0.00
66	LAWNS (RIDER)	MOWR	SF	0.0060		0			0.00	0.00
67	HEDGE/ SHRUB	TRIM	LF	1.2000		0			0.00	0.00
68	SNOW	REMOV	LF	0.0150		0			0.00	0.00
69	P.O. BOXES	CL	EA	2.0000		0			0.00	0.00
70				0.2400					0.00	0.00
71				0.1300					0.00	0.00
72									0.00	0.00
73									0.00	0.00
74									0.00	0.00
75									0.00	0.00
76									0.00	0.00
76A									0.00	0.00
xxx	USPS other Mins.									0.00
xxx	From 4852 Additional (1-6)								0.00	0.00
76D	PROJECT WORK (other miscellaneous maintenance)								0.00	0.00
77	SUBTOTAL								0.00	0.00

		USPS	APWU	
A	MUTIPLY LINE 32 BY 52 WEEKS	0.00	0.00	MIN/YR
B	ENTER TOTAL FROM LINE 77	0.00	0.00	MIN/YR
C	TOTAL LINES A & B	0.00	0.00	MIN/YR
D	DIVIDE LINE C BY 60 MINS	0.00	0.00	WH/YR
E	Mult. Line D By .0125 (TRG)		0.00	H/YR
F	Multi. Line D By .0625 (BREAKS)		0.00	H/YR
	Multi. Line D By.0208 (WASH UPS)		0.00	H/YR
H	TOTAL LINES D + E + F+ G	0.00	0.00	WH/YR
J	DIVIDE LINE H BY 52	0.00	0.00	WK HRS PER WEEK
K	DIVIDE LINE H BY 1760	0.00	0.00	WORK YRS
L	TOTAL EMPLOYEES	0	0	

PL	Police
CL	Clean
WM	Wet Mop

DM	Damp Mop
SF	Square Feet
VS	Vacuum Scrub

APWU Staffing Advocate (signature)

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Prepared by:

APWU Form 4852 Comparison V 3.8 (October 25, 2011)

AMERICAN POSTAL WORKERS UNION AFL-CIO

APWU Form 4852 Additional Page 1- Right Side

LOCATION: 0
POST OFFICE: 0

4852 Line #	DESCRIPTION (ANNUAL)	Unit Performance	Units or Sq Ft	USPS New Frequency	APWU Units	APWU Frequency	USPS Total	APWU Total
33	LIGHT FIXTURES-feather	0.2500					0.00	0.00
34	LIGHT FIXTURES-cloth	1.5000					0.00	0.00
35	LIGHT FIXTURES-vacuum	1.0000					0.00	0.00
36	LIGHT FIXTURES-sponge	10.0000					0.00	0.00
37	LIGHT FIXTURES-louver tank	8.8900					0.00	0.00
38	LIGHT FIXTURES-louver machine	5.0000					0.00	0.00
39	VENETIAN BLINDS -wash	30.0000					0.00	0.00
40	VENETIAN BLINDS-dust	5.0000					0.00	0.00
41	LOBBY GLASS-wash	0.1790					0.00	0.00
42	EXTERIOR GLASS-wash	0.1790					0.00	0.00
43	INTERIOR GLASS-wash	0.1790					0.00	0.00
44	WORKROOM PIPES/ DUCTS-dust	0.0690					0.00	0.00
45	OTHER PIPES/ DUCTS-dust	0.0480					0.00	0.00
46	LOOKOUT GALLERY-clean	0.4800					0.00	0.00
47	CARRIERS CASE-clean	4.0000					0.00	0.00
48	OTHER CASE	1.5000					0.00	0.00
49	EXT PAVED-broom	0.0060					0.00	0.00
50	EXT PAVED-power vac	0.0040					0.00	0.00
51	EXT PAVED-rider	0.0012					0.00	0.00
52	ACTIVE STORAGE-clean	0.0120					0.00	0.00
53	INACTIVE STORAGE-clean	0.0120					0.00	0.00
54	RESILENT FL -damp mop	0.0150					0.00	0.00
55	RESILENT FL -initial	0.2400					0.00	0.00
56	RESILENT FL -Periodic	0.0960					0.00	0.00
57	TERRAZZO-initial	0.2400					0.00	0.00
58	TERRAZZO-periodic	0.1200					0.00	0.00
59	CONCRETE-initial	0.2400					0.00	0.00
60	CONCRETE- periodic	0.0960					0.00	0.00
61	CARPET-shampoo	0.2400					0.00	0.00
62	CARPET -spot	0.1200					0.00	0.00
63	WOOD-initial	0.2400					0.00	0.00
64	WOOD-periodic	0.1200					0.00	0.00
65	LAWNS-push	0.0120					0.00	0.00
66	LAWNS-rider	0.0060					0.00	0.00
67	HEDGE/ SHRUB- trim	1.2000					0.00	0.00
68	SNOW-remove	0.0150					0.00	0.00
69	P.O. BOX	2.0000					0.00	0.00
	TOTAL →						0.00	0.00

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APWU Form 4852 Additional Page 2 - Right Side

LOCATION: 0
POST OFFICE: 0

4852 Line #	DESCRIPTION (ANNUAL)	Unit Performance	Units or Sq Ft	USPS New Frequency	APWU Units	APWU Frequency	USPS Total
33	LIGHT FIXTURES-feather	0.2500					0.00
34	LIGHT FIXTURES-cloth	1.5000					0.00
35	LIGHT FIXTURES-vacuum	1.0000					0.00
36	LIGHT FIXTURES-sponge	10.0000					0.00
37	LIGHT FIXTURES-louver tank	8.8900					0.00
38	LIGHT FIXTURES-louver machine	5.0000					0.00
39	VENETIAN BLINDS -wash	30.0000					0.00
40	VENETIAN BLINDS-dust	5.0000					0.00
41	LOBBY GLASS-wash	0.1790					0.00
42	EXTERIOR GLASS-wash	0.1790					0.00
43	INTERIOR GLASS-wash	0.1790					0.00
44	WORKROOM PIPES/ DUCTS-dust	0.0690					0.00
45	OTHER PIPES/ DUCTS-dust	0.0480					0.00
46	LOOKOUT GALLERY-clean	0.4800					0.00
47	CARRIERS CASE-clean	4.0000					0.00
48	OTHER CASE	1.5000					0.00
49	EXT PAVED-broom	0.0060					0.00
50	EXT PAVED-power vac	0.0040					0.00
51	EXT PAVED-rider	0.0012					0.00
52	ACTIVE STORAGE-clean	0.0120					0.00
53	INACTIVE STORAGE-clean	0.0120					0.00
54	RESILENT FL -damp mop	0.0150					0.00
55	RESILENT FL -initial	0.2400					0.00
56	RESILENT FL -Periodic	0.0960					0.00
57	TERRAZZO-initial	0.2400					0.00
58	TERRAZZO-periodic	0.1200					0.00
59	CONCRETE-initial	0.2400					0.00
60	CONCRETE- periodic	0.0960					0.00
61	CARPET-shampoo	0.2400					0.00
62	CARPET -spot	0.1200					0.00
63	WOOD-initial	0.2400					0.00
64	WOOD-periodic	0.1200					0.00
65	LAWNS-push	0.0120					0.00
66	LAWNS-rider	0.0060					0.00
67	HEDGE/ SHRUB- trim	1.2000					0.00
68	SNOW-remove	0.0150					0.00
69	P.O. BOX	2.0000					0.00
	TOTAL →						0.00

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AMERICAN POSTAL WORKERS UNION AFL-CIO

APWU CUSTODIAL SCHEDULING WORKSHEET (WEEKLY)	LOCATION/ FACILITY:
	POST OFFICE:

4852 Line #	DESCRIPTION (WEEKLY)	TOUR	UNITS or SQ FT	TIMES PER WEEK	TOTAL
1	WORKROOM TOILETS-clean				0
2	WORKROOM TOILETS-police				0
3	OFFICE TOILETS-clean				0
4	LUNCH/ SWING RMS-clean				0
5	LUNCH/ SWING RMS-police				0
6	LUNCH/ SWING RMS-wet mop				0
7	LOCKER ROMMS-clean				0
8	LOCKER ROOMS-police				0
9	LOCKER ROOMS-wet mop				0
10	WORKROOM-clean				0
11	WORKROOM-police				0
12	OFFICES-clean				0
13	SUPPLY ROOMS-clean				0
14	FREIGHT ELEVATORS-police				0
15	PASSENGER ELEVATORS-clean				0
16	EXT UNPAVED-clean				0
17	PLATFORMS-clean				0
18	PLATFORMS-police				0
19	SERVICE/ BOX LOBBY-clean				0
20	SERVICE/ BOX LOBBY-police				0
21	SERVICE/ BOX LOBBY-wet mop				0
22	SERVICE/ BOX LOBBY-Vac scrub				0
23	SERVICE/ BOX LOBBY-damp mop				0
24	STAIRWAYS 12' -clean				0
25	STARIWAYS 12' -police				0
26	CORRIDORS-clean				0
27	CORRIDORS-damp mop				0
28	CORRIDORS- vacuum scrub				0
29	CORRIDORS-police				0
30	SHOP AREAS-clean				0
31	JANITOR CLOSET-clean				0
TOTAL					0

DATA ENTRY FORM

APWU CUSTODIAL SCHEDULING WORKSHEET (ANNUAL)	LOCATION/ FACILITY:
	POST OFFICE:

4852 Line #	DESCRIPTION (ANNUAL)	TOUR	QUANTITY
33	LIGHT FIXTURES-feather		
34	LIGHT FIXTURES-cloth		
35	LIGHT FIXTURES-vacuum		
36	LIGHT FIXTURES-sponge		
37	LIGHT FIXTURES-louver tank		
38	LIGHT FIXTURES-louver machine		
39	VENETIAN BLINDS -wash		
40	VENETIAN BLINDS-dust		
41	LOBBY GLASS-wash		
42	EXTERIOR GLASS-wash		
43	INTERIOR GLASS-wash		
44	WORKROOM PIPES/ DUCTS-dust		
45	OTHER PIPES/ DUCTS-dust		
46	LOOKOUT GALLERY-clean		
47	CARRIERS CASE-clean		
48	OTHER CASE		
49	EXT PAVED-broom		
50	EXT PAVED-power vac		
51	EXT PAVED-rider		
52	ACTIVE STORAGE-clean		
53	INACTIVE STORAGE-clean		
54	RESILENT FL -damp mop		
55	RESILENT FL -initial		
56	RESILENT FL -Periodic		
57	TERRAZZO-initial		
58	TERRAZZO-periodic		
59	CONCRETE-initial		
60	CONCRETE- periodic		
61	CARPET-shampoo		
62	CARPET -spot		
63	WOOD-initial		
64	WOOD-periodic		
65	LAWNS-push		
66	LAWNS-rider		
67	HEDGE/ SHRUB- trim		
68	SNOW-remove		
69	P.O. BOX		

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APWU PROJECT WORK (ANNUAL)	LOCATION/ FACILITY: Arlington Heights, IL. POST OFFICE: Arlington Heights, Main Office		
DESCRIPTION e.g. Work Order # or project task (ANNUAL)	Total cleaning mins per day	Frequency of cleaning per year	**Total Work Mins**
			0
			0
			0
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			0
			0
TOTAL →			0

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Missing Building Inventory : Form 4869	LOCATION/ FACILITY:	POST OFFICE:	DATE: COMPLETED BY:

This form is for personal notes ONLY

ROOM/ LOCATION	DESCRIPTION	TYPE OF SPACE	SQ. FT. OF AREA	TOLIET FIXTURE/ FLIGHTS	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC.
					SUSP. FLUOR	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ FT.	EXTER. SQ. FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	CR= CERMIC FLOOR DE= DECORE METAL TZ= TERRAZZO PB= PO BOX HS= SHRUBS & HEDGES PD= PIPES & DUCTS WS= CERAMIC WALLS OP= OTHER PIPES & DUCTS
TOTALS →			0	0	0	0	0	0	0	0	0	0	0	0	0	

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Worksheet 4852 COMP

Clear the appropriate cells from the Data Entry Form worksheet and returns to the 4852 COMP worksheet to clear any APWU entered frequency. USPS data that was entered remains unchanged.

Notes on far right such as "Entry Required", "Check ..." and "OK" are tests to ensure the proper data is entered in the space(s) to the left. For example, there must be an entry made in the Interior and Exterior Square Footage blocks and the total of the sq. ft. in lines 49 - 51 must equal the ext. sq. ft. above.

An entry must be made in the USPS side of lines E, F & G. The APWU side will automatically calculate using our defaults for training, breaks and washups.

First 8 rows are frozen to allow for the headings to stay visible while scolling down the page.

Line 76D is reserved for 'Project Work' or 'Miscellaneous Maintenance'. These are one time projects or a compilation of job tasks from work orders with the 06 work code. The total is from the Data Entry Form worksheet and cannot be entered on the 4852 page.