

**USPS-LR-N2012-1/28**  
**MS-1 Staffing Handbook in Support of USPS-T-5**

**PREFACE**

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This category 2 library reference provides materials developed by or under the direction of witness Bratta (USPS-T-5).

Only Section 13 of the MS-1 is applicable to staffing requirements for building maintenance employees. The workload criteria in this section apply to all buildings operated by the USPS. In leased-operated buildings, these criteria are used only to the extent of the USPS responsibility under the terms of the lease.

The criteria in this section will identify workhour requirements for building equipment operation, maintenance and minor repair. Specifically excluded are: elevator operators, custodians, mail handling and processing equipment mechanics and technicians, telephone operators and clerical and management personnel.

The main objectives of Section 13 are:

1. To promote the most effective use of staffing;
2. To provide a basis for determining budgetary requirements;
3. To provide a means of evaluating the maintenance effort; AND
4. To provide a maintenance effort that will preserve the facility from deterioration and keep all equipment in a safe and economical operating condition.