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MS-47 Handbook in Support of USPS-T-5

PREFACE

MS-47 Handbook in Support of USPS-T-5

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

The MS-47 is a handbook that provides procedures for determining staffing and scheduling for the building services maintenance (custodial) work force. The requirements of this group include cleaning and preventive maintenance of the building and grounds for all Postal facilities where the USPS is responsible for such services.

Staffing is a three step procedure in which an inventory is taken on

1. Form 4869, Building Inventory;
2. Form 4839, Frequency of performance; and
3. Form 4852, Workload Analysis and Summary.

The Form 4852, which is preprinted with cleaning performance standards, lists the various "Job Requirements" which combine to become the total custodial workload. These "Job Requirements" may be an area to be cleaned ("Area Cleaning"), a building component to be cleaned ("Component Cleaning") or some other task that requires custodial workhours.

Before staffing requirements can be determined, the following items must be considered:

- a. What must be cleaned;
- b. The size of the area to be cleaned;
- c. The best time to clean a given area;
- d. Weekend cleaning requirements; and
- e. The number of times an area is to be cleaned.

The items listed above provide the basic data for determining the actual workload requirements. The most important consideration must be a commitment to maintain a clean and healthful working environment.