

AS-504
Handbook
Space Requirements

April 2011



Table of Contents

Introduction—Guidelines and Instructions.....	1
I1 Introduction.....	1
I11 General	1
I12 Basic Criteria Assumptions	1
I13 Projection Requirements.....	1
I14 Project Planning Schedule.....	1
I2 Description of Section 1.....	1
I21 Contents of Section 1.....	1
I22 Form 919.....	1
I3 Description of Section 3.....	2
I4 Description of Section 3.....	2
I5 Obsolete and New Equipment.....	2
I6 Description of Section 4.....	3
I7 PostalCAD Drawing Numbers	3
1 Preparation of Facility Planning Concept for Small Standard Building Designs.....	5
11 General	5
12 Facility Planning Concept and Space Requirements	5
13 Site Visits.....	8
14 Standard Plans	8
15 Approvals and Signatures	8
16 Deviation Policy	9
17 Appendix A	9
2 Preparation of Form 929	11
21 General	11
211 Introduction	11
212 Order to Complete Form 929	11
213 Extra Pages.....	11
214 Facility Formation Recapitulation.....	11
22 General Facility Data	12
221 Page 1: Summary and Approval Sheet	12
221.1 Sections 1–6: General Data.....	12
221.2 Section 7: Building Net Sq Ft (Sq Ft) Requirements	12
221.3 Section 8: Total Building Employee Complement	12
221.4 Sections 9 and 10: Signatures	12
222 Page 2: Net-to-Gross Calculation	12
222.1 Data Entered From Other Pages	12
222.2 Fueling Island.....	12
223 Page 3: Net Building Space Recapitulation	12
223.1 Data Entered From Other Pages	12
223.2 Line 10: Enclosed USPS Parking	12
223.3 Line 11: Air Mail® Concourse	13
223.4 Line 12: Storage Building.....	13
224 Page 4: Parking Requirements	13
224.1 Parking Space by Size of Vehicle	13
224.2 Lines 1–13: Postal Vehicles.....	13
224.3 Lines 14, 15, 23, and 24: Official	13
224.4 Line 16: Visitor	13
224.5 Lines 17 and 19: Employee	13
224.6 Line 18: Employee (Accessible)	13
224.7 Lines 20 and 21: Customer.....	13
224.8 Lines 22A and 22B: Business Mail Entry Unit and Firm Caller Customers	14
224.9 Lines 25–31: Vehicle Maintenance Facility.....	14
225 Page 5: Administrative Space Requirements	14

225.1	General	14
225.2	Office Space	14
225.3	Office Support Space	15
225.4	Credit Union	17
225.5	Inspection Service Office Space Standards	17
225.6	Other Inspection Service Space	18
225.7	Threat Management Equipment and Ammunition Storage	20
225.8	Security Force Facilities	20
225.9	Computations	20
226	Page 6: Public Service Areas	20
226.1	Assessing the Need for Retail Window Services	20
226.2	Section A: Retail Module	21
226.3	Section B: Recommended Vending Description	22
226.4	Section C: Post Office Boxes	22
226.5	Section D: Parcel Lockers	23
226.6	Section E: Space Planning Factor	23
226.7	Section F: Lobby Area Totals	23
227	Page 7: Employee Facilities	23
228	Page 8: Support Areas (General)	23
228.1	Criteria	23
228.2	Section A: Storage	24
228.3	Section B: Miscellaneous	24
228.4	Section C: Business Mail Entry Unit	25
228.5	Section D: Computerized Forwarding System	25
228.6	Section E: Stamp Distribution Office	26
229	Page 9: Maintenance Support	26
229.1	Section A: Offices	26
229.2	Section B: Shops and Storage	26
23	Workroom Areas	28
231	Pages 10 Through 14: General Guidelines	28
231.1	Present Space	28
231.2	Ten-Year Space Requirements	28
232	Pages 10–14: Criteria	28
232.1	Cull, Face, and Cancel Equipment	28
232.2	Machine Distribution	29
232.3	Manual Cases	30
232.4	Opening and Dispatch Units	30
232.5	Pages 11, 12, and 13: Miscellaneous Mail Processing Areas	30
232.6	Page 12: Carriers	30
232.7	Page 12: Bulk Sorting Equipment	31
232.8	Other Workroom Areas	31
232.9	Page 14: Workroom Recapitulation	31
233	Page 14: Workroom Module Selection	32
24	Page 15: Platform (Dock) Activity	32
241	Detailed Procedures	32
242	Leveling Devices	33
243	Additional Dock Requirements	33
244	Section C: Miscellaneous Vehicle and Platform Requirements	33
244.1	Covered Carrier Loading Area	33
244.2	Alternative Finger Dock Modules	33
244.3	Scales	34
244.4	Built-In Scales for Drive-Through Trailers	34
25	Page 16: Explanatory Notes	34
26	Distribution and Delivery	34
261	Exhibit 1: Proposed Facility	34
261.1	General	34

261.2	Section A: Carriers in Facility.....	34
261.3	Section B: Distribution to Carriers.....	34
262	Exhibit 2: Other Delivery Services	34
27	Appendix B	34
28	Appendix C	34
29	Appendix D	34
3	Workstation Units for Mail Processing	35
31	General	35
32	Mail Preparation	37
33	Distribution of Letter and Flat Mail.....	67
331	Letter Mail	67
332	Delivery Barcode Sorters	75
332.1	Electro-Com Automation Double-Sided DBCSs	75
332.2	ECA Phase II Single-Sided DBCS Machines.....	80
332.3	ECA Phase IV Single-Sided DBCS/Optical Character Reader (OCR)	85
332.4	DBCS With DIOSS OCR Replacement Kit	90
332.5	DBCS With CIOSS	92
332.6	DBCS With DIOSS-Extended Capacity (EC).....	96
332.7	DBCS With DIOSS-EC	100
332.8	DBCS DIOSS-E	105
332.9	DBCS With Output Subsystem (OSS)	110
332.10	DBCS With Extended Capacity (EC)	115
332.11	DBCS6	119
332.12	DBCS6-MPP	123
333	Pouching and Sacking	128
334	Flat Mail—Manual Cases and Mechanized Sorting Machines	136
34	Distribution of IPPs	151
35	Processing Special Category Mail.....	193
36	Distribution of Parcel Post®	193
37	Bulk Sorting and Material Handling Operations	204
371	Bulk Sorting.....	204
372	Robotics, Letters and Flats Sleeving and Banding, and Letters and Flats (SWYB).....	216
373	Platform Material Handling Equipment	255
374	Platform Vestibule	255
38	Computerized Forwarding System (CFS) Operations.....	259
381	CFS Space	259
39	Office and Clerical Operations	264
391	Administrative Offices	264
310	Appendix E	269
4	Delivery Unit Workroom Floor Planning: City, Rural, and Highway Contract Route Delivery	271
41	General	271
42	Basic Formula.....	271
43	Carrier Case Configurations: City, Rural, and HCR	275
431	General	275
432	Carrier Case Configurations for Vertical Flats	275
433	Casing Equipment and Other Workroom Floor Equipment	278
44	Automation	279
441	Delivery Barcode Sorter Sites.....	279
442	Carrier Sequence Barcode Sorter Sites	279
442.1	Maintenance Spare Parts Storage for CSBCS	286
442.2	Bullpen Space for CSBCS	288
442.3	Access Aisle Space for Equipment Movement.....	294
45	Approval of Equipment Configuration Variations	294
46	Analysis Results and Completion of Required Forms.....	294

Appendixes

Appendix A: Facility Planning Concept Wizard Input Form.....	A-1
Exhibit 141A NON-FSS SSBD Plans.....	A-9
Exhibit 141B FSS SSBD Plans.....	A-10
Exhibit 142 Parking Requirements.....	A-11
Appendix B: Form 929, Major Facility Planning Data.....	B-1
Appendix C: Zone Map.....	C-1
Appendix D: Remote Encoding Centers.....	D-1
Exhibit D-1 Square Feet Required for Number of Consoles.....	D-1
Exhibit D-2 WSUs Used for Console Video Terminals	D-2
Exhibit D-3 090301, Six Console Video Display Terminals Without Supervisor Station	D-2
Exhibit D-4 090302, Twelve Console Video Display Terminals With Supervisor Station	D-3
Exhibit D-5 Administrative Area Space Requirements.....	D-4
Exhibit D-6 IPU And Equipment Maintenance Rooms.....	D-4
Exhibit D-7 090401, IPU Room—One IPU	D-5
Exhibit D-8 090402, IPU Room—Two IPUs.....	D-6
Exhibit D-9 090403, IPU Room—Three IPUs	D-7
Exhibit D-10 090404, IPU Room—Four IPUs	D-8
Exhibit D-11 090405, IPU Room—Five IPUs.....	D-9
Exhibit D-12 090406, IPU Room—Six IPUs	D-10
Exhibit D-13 090407, IPU Room—Seven IPUs	D-11
Exhibit D-14 Other Support Area Space Requirements	D-11
Exhibit D-15 Space Requirements for a REC With Four IPUs	D-12
Exhibit D-16 Restroom Space Requirements	D-12
Exhibit D-17 Example of Restroom Space Requirements	D-13
Appendix E: PostalCAD Drawing List.....	E-1

Table of Exhibits

Exhibit I1 Obsolete Equipment Not Described in This Handbook	2
Exhibit 129 Weather Factors	7
Exhibit 130 BMEU Square Footage Requirements Based on Number of Daily Transactions.....	7
Exhibit 225.22 Private Office Space Requirements.....	15
Exhibit 225.381 Square Footage Required for EAP Office.....	16
Exhibit 225.382 Square Footage Required for PEDC	17
Exhibit 225.51 Inspection Service Office Space Standards	18
Exhibit 226.222 Type of Deviation and Appropriate Managers for Approval.....	21
Exhibit 226.43 Module Data	22
Exhibit 228.1 Support Area Space Requirements Calculated on Workroom Module Size.....	24
Exhibit 228.4 BMEU Workroom Space Requirements	25
Exhibit 228.5 CFS Workroom Space Requirements	25
Exhibit 228.6 SDO Space Requirements	26
Exhibit 229.22A Shop and Storage Space Requirements Based on Workroom Module Nos 1–8.....	27
Exhibit 229.22B Shop and Storage Space Requirements Based on Workroom Module Nos 9–16.....	28
Exhibit 232.9 Adjustment Factors for TACS and Empty Equipment Spaces.....	32
Exhibit 233 Review of Workroom Spaces Provided	32
Exhibit 241 Review of Dock Lengths Assigned According To Workroom Module	33
Exhibit 244.2 Required Space for Additional Finger Dock Positions	34
Exhibit 31 Equipment Referenced in WSUs by PSIN.....	35
Exhibit 32A WSUs Used for Mail Preparation	37
Exhibit 32B 010101, 36–Separation Canceling Workstation Without Cancel Machine	38
Exhibit 32C 010103, 36–Separation Canceling Workstation With Cancel Machine	39
Exhibit 32D 010104, 49–Separation Canceling Workstation With Cancel Machine	39
Exhibit 32E 010105, 77–Separation Canceling Workstation With Cancel Machine	40
Exhibit 32F 010102, Canceling Workstation With #3B Table Without Cancel Machine	40
Exhibit 32G 010106, Canceling Workstation With #3B Table With Cancel Machine	41
Exhibit 32H 010107, NEC N-6F, Canceling Machine	42
Exhibit 32I 010201, Advanced Facer Canceler System (AFCS) With Culling Belt.....	43
Exhibit 32J 010202, Two AFCSs With Standard Cull/Feed System.....	44
Exhibit 32K 010203, Three AFCSs With Standard Cull/Feed System	45
Exhibit 32L 010204, Four AFCSs With Standard Cull/Feed System	46
Exhibit 32M 010205, Five AFCSs With Standard Cull/Feed System	47
Exhibit 32N 010206, Six AFCSs With Standard Cull/Feed System.....	48
Exhibit 32O 010207, Seven AFCSs With Standard Cull/Feed System	49
Exhibit 32P 010208, Eight AFCSs With Standard Cull/Feed System.....	50
Exhibit 32Q 010209, Biodetection System (BDS)	51
Exhibit 32R 010210, AFCS BDS	52
Exhibit 32S 010211, Ventilation Filtration System ON AFCS.....	53
Exhibit 32T 010301, AFCS 200	54
Exhibit 32U 010302, AFCS 200 With BDS.....	55
Exhibit 32V 010303, Ventilation Filtration System With BDS	56
Exhibit 32W 010401, Tandem Meter Mail Setup	57
Exhibit 32X 010402, Five-Position Meter Mail Setup	58
Exhibit 32Y 010403, Three-Position Meter Mail Setup	59
Exhibit 32Z 010501, Storage and Cutting	60
Exhibit 32AA 010502, Pouch Opening With 63 Separations.....	60
Exhibit 32AB 010503, Pouch Opening With 48 Separations.....	61
Exhibit 32AC 010504, Sack Opening, Paper, and SPRs—Primary Cutting and Set-Up.....	62
Exhibit 32AD 010601, SPR and Thicks Canceling (17-Ft Belt)	63
Exhibit 32AE 010602, SPR and Thicks Canceling (25-Ft Belt)	64
Exhibit 32AF 010701, Model 15 Flats Canceler/Stacker (17-Ft Belt)	65
Exhibit 32AG 010702, Model 15 Flats Canceler/Stacker (25-Ft Belt).....	66
Exhibit 331A WSUs Used for Distribution of Letter Mail.....	67
Exhibit 331B 020101, Letter Distribution Workstation—Open Back (77 Separations)	68
Exhibit 331C 020102, Letter Distribution Workstation—Closed Back (77 Separations)	68

Exhibit 331D 020201, Letter Mail Labeling Machine—400 (LMLM—400)	69
Exhibit 331E 090202, IPSS Small for MPE Only	70
Exhibit 331F 090203, IPSS Large for MPE Only	71
Exhibit 331G 020401, Close/Banding Sleeving, Weighing, Strapping Area: Nonmechanized System	72
Exhibit 331H 020402, Close and Band Sleeving, Weighing, Strapping Area—Mechanized System	73
Exhibit 331I 020301, Low Cost REMOTE ENCODING Machine	74
Exhibit 332.1A WSUs and Tray Carts Needed for ECA Double-Sided DBCSs	75
Exhibit 332.1B WSU Space Requirements for ECA Double-Sided DBCSs	75
Exhibit 332.1C 030101, ECA 102 Double-Sided DBCS	76
Exhibit 332.1D 030102, ECA 126 Double-Sided DBCS	76
Exhibit 332.1E 030103, ECA 150 Double-Sided DBCS	77
Exhibit 332.1F 030104, ECA 174 Double-Sided DBCS	77
Exhibit 332.1G 030105, ECA 198 Double-Sided DBCS	78
Exhibit 332.1H 030106, ECA 222 Double-Sided DBCS	78
Exhibit 332.1I 030107, ECA 246 Double-Sided DBCS	79
Exhibit 332.1J 030108, ECA 270 Double-Sided DBCS	79
Exhibit 332.1K 030109, ECA 294 Double-Sided DBCS	80
Exhibit 332.2A Tray Carts Needed for ECA Phase II Single-Sided DBCSs	80
Exhibit 332.2B WSU Space Requirements for ECA Phase II Single-Sided DBCSs	81
Exhibit 332.2C 030201, ECA 111-15 Bins Phase II Single-Sided DBCS	81
Exhibit 332.2D 030202, ECA 126-14 Bins Phase II Single-Sided DBCS	82
Exhibit 332.2E 030203, ECA 142-13 Bins Phase II Single-Sided DBCS	82
Exhibit 332.2F 030204, ECA 158-12 Bins Phase II Single-Sided DBCS	83
Exhibit 332.2G 030205, ECA 174-11 Bins Phase II Single-Sided DBCS	83
Exhibit 332.2H 030206, ECA 190-10 Bins Phase II Single-Sided DBCS	83
Exhibit 332.2I 030207, ECA 206-9 Bins Phase II Single-Sided DBCS	84
Exhibit 332.2J 030208, ECA 222-8 Bins Phase II Single-Sided DBCS	84
Exhibit 332.2K 030209, ECA 238-7 Bins Phase II Single-Sided DBCS	84
Exhibit 332.3A WSUs and Tray Carts Needed for ECA Phase IV Single-Sided DBCS/OCR	85
Exhibit 332.3B WSU Space Requirements for ECA Phase IV Single-Sided DBCS/OCR	86
Exhibit 332.3C 030701, DBCS 12A-ECA 111-With DIOSS	86
Exhibit 332.3D 030702, DBCS 12B-ECA 126 With DIOSS	87
Exhibit 332.3E 030703, DBCS 12C-ECA 142-With DIOSS	87
Exhibit 332.3F 030704, DBCS 12D-ECA 158-With DIOSS	88
Exhibit 332.3G 030705, DBCS 12E-ECA 174-With DIOSS	88
Exhibit 332.3H 030706, DBCS 12F-ECA 190-With DIOSS	88
Exhibit 332.3I 030707, DBCS 12G-ECA 206-With DIOSS	89
Exhibit 332.3J 030708, DBCS 12H-ECA 222-With DIOSS	89
Exhibit 332.3K 030709, DBCS 12I-ECA 238-With DIOSS	89
Exhibit 332.4A WSUs and Tray Carts Needed for DBCS With DIOSS OCR Replacement Kit	90
Exhibit 332.4B WSU Space Requirements for DBCS With DIOSS OCR Replacement Kit	90
Exhibit 332.4C 030601, DBCS 190 With 9-Ft DIOSS OCR Replacement Kit	91
Exhibit 332.4D 030602, DBCS 206 With 9-Ft DIOSS OCR Replacement Kit	91
Exhibit 332.4E 030603, DBCS 222 With 9-Ft DIOSS OCR Replacement Kit	91
Exhibit 332.5A Tray Carts Needed for DIOSS With CIOSS	92
Exhibit 332.5B WSU Space Requirements for DIOSS With CIOSS	93
Exhibit 332.5C 030801, DBCS 158 With CIOSS	93
Exhibit 332.5D 030802, DBCS 174 With CIOSS	94
Exhibit 332.5E 030803, DBCS 190 With CIOSS	94
Exhibit 332.5F 030804, DBCS 206 With CIOSS	94
Exhibit 332.5G 030805, DBCS 222 With CIOSS	95
Exhibit 332.5H 030806, DBCS 238 With CIOSS	95
Exhibit 332.5I 030807, DBCS 254 With CIOSS	95
Exhibit 332.5J 030808, DBCS 270 With CIOSS	96
Exhibit 332.6A Tray Carts Needed for DBCS With DIOSS-EC	96
Exhibit 332.6B Space Requirements for ECA Phase IV Single-Sided DBCS/OCRS	97
Exhibit 332.6C 030710, DBCS 158 With DIOSS EC	98
Exhibit 332.6D 030711, DBCS 174 With DIOSS EC	98
Exhibit 332.6E 030712, DBCS 190 With DIOSS EC	98

Exhibit 332.6F 030713, DBCS 206 With DIOSS EC	99
Exhibit 332.6G 030714, DBCS 222 With DIOSS EC	99
Exhibit 332.6H 030715, DBCS 238 With DIOSS EC	99
Exhibit 332.6I 030716, DBCS 254 With DIOSS EC	100
Exhibit 332.6J 030717, DBCS 270 With DIOSS EC	100
Exhibit 332.7A Tray Carts Needed for DBCS With DIOSS-EC	101
Exhibit 332.7B Space Requirements for ECA Phase IV Single-Sided DBCS/OCRS	101
Exhibit 332.7C 030718, DBCS DIOSS-D 158	102
Exhibit 332.7D 030719, DBCS DIOSS-D 174	102
Exhibit 332.7E 030720, DBCS DIOSS-D 190	103
Exhibit 332.7F 030721, DBCS DIOSS-D 206	103
Exhibit 332.7G 030722, DBCS DIOSS-D 222	103
Exhibit 332.7H 030723, DBCS DIOSS-D 238	104
Exhibit 332.7I 030724, DBCS DIOSS-D 254	104
Exhibit 332.7J 030725, DBCS-DIOSS-D-270	104
Exhibit 332.8A WSUs and Tray Carts Needed for DBCS DIOSS-E	105
Exhibit 332.8B WSU Space Requirements for DBCS DIOSS-E	106
Exhibit 332.8C 030726, DBCS DIOSS-E 158	107
Exhibit 332.8D 030727, DBCS DIOSS-E 174	107
Exhibit 332.8E 030728, DBCS DIOSS-E 190	107
Exhibit 332.8F 030729, DBCS DIOSS-E 206	108
Exhibit 332.8G 030730, DBCS DIOSS-E 222	108
Exhibit 332.8H 030731, DBCS DIOSS-E 238	108
Exhibit 332.8I 030732, DBCS DIOSS-E 254	109
Exhibit 332.8J 030733, DBCS DIOSS-E 270	109
Exhibit 332.9A WSUs and Tray Carts Needed for DBCS With OSS	110
Exhibit 332.9B WSU Space Requirements for DBCS With OSS	111
Exhibit 332.9C 030301, DBCS With OSS 111	111
Exhibit 332.9D 030302, DBCS With OSS 126	112
Exhibit 332.9E 030303, DBCS With OSS 142	112
Exhibit 332.9F 030304, DBCS With OSS 158	113
Exhibit 332.9G 030305, DBCS With OSS 174	113
Exhibit 332.9H 030306, DBCS With OSS 190	113
Exhibit 332.9I 030307, DBCS With OSS 206	114
Exhibit 332.9J 030308, DBCS With OSS 222	114
Exhibit 332.9K 030309, DBCS With OSS 238	114
Exhibit 332.10A WSUs and Tray Carts Needed for DBCS With EC	115
Exhibit 332.10B WSU Space Requirements for DBCS With EC	116
Exhibit 332.10C 030401, DBCS With EC 111	116
Exhibit 332.10D 030402, DBCS With EC 126	117
Exhibit 332.10E 030403, DBCS With EC 142	117
Exhibit 332.10F 030404, DBCS With EC 158	117
Exhibit 332.10G 030405, DBCS With EC 174	118
Exhibit 332.10H 030406, DBCS With EC 190	118
Exhibit 332.10I 030407, DBCS With EC 206	118
Exhibit 332.10J 030408, DBCS With EC 222	119
Exhibit 332.10K 030409, DBCS With EC 238	119
Exhibit 332.11A WSUs and Tray Carts Needed for DBCS6	120
Exhibit 332.11B WSU Space Requirements for DBCS6	120
Exhibit 332.11C 030501, DBCS6 158	121
Exhibit 332.11D 030502, DBCS6 174	121
Exhibit 332.11E 030503, DBCS6 190	121
Exhibit 332.11F 030504, DBCS6 206	122
Exhibit 332.11G 030505, DBCS6 222	122
Exhibit 332.11H 030506, DBCS6 238	122
Exhibit 332.11I 030507, DBCS6 254	123
Exhibit 332.11J 030508, DBCS6 270	123
Exhibit 332.12A WSUs and Tray Carts Needed for DBCS6-MPP	124
Exhibit 332.12B WSU Space Requirements for DBCS6-MPP	124

Exhibit 332.12C 030509, DBCS6-MPP 158	125
Exhibit 332.12D 030510, DBCS6-MPP 174	125
Exhibit 332.12E 030511, DBCS6-MPP 190.....	125
Exhibit 332.12F 030512, DBCS6-MPP 206.....	126
Exhibit 332.12G 030513, DBCS6-MPP 222	126
Exhibit 332.12H 030514, DBCS6-MPP 238	126
Exhibit 332.12I 030515, DBCS6-MPP 254.....	127
Exhibit 332.12J 030516, DBCS6-MPP 270	127
Exhibit 333A WSUs Used for Pouching and Sacking.....	128
Exhibit 333B 020501, Loose Pack Rack—2 Separations	129
Exhibit 333C 020502, Loose Pack Rack—4 Separations	129
Exhibit 333D 020503, 2 Pouch Racks—5 Separations Each	130
Exhibit 333E 020504, 2 Pouch Racks—10 Separations Each	130
Exhibit 333F 020505, 4 Pouch Racks—10 Separations Each, With Canceling Table	131
Exhibit 333G 020506, 6 Pouch Racks—10 Separations Each, With Canceling Table	131
Exhibit 333H 020507, 8 Pouch Racks—10 Separations Each, With Canceling Table.....	132
Exhibit 333I 020508, 10 Pouch Racks—10 Separations Each, With Canceling Table	132
Exhibit 333J 020509, 12 Pouch Racks—10 Separations Each, With Canceling Table	133
Exhibit 333K 020510, 10 Pouch Racks—10 Separations Each, 17-Ft 1922A Conveyor	134
Exhibit 333L 020511, 14 Pouch Racks—10 Separations Each, 25-Ft 1922B Conveyor	135
Exhibit 334A WSUs Used for Flat Mail—Manual Cases and Mechanized Sorting Machines	136
Exhibit 334B 040103, Flat Workstation—Open Back: 60 Separations.....	137
Exhibit 334C 040101, Flat Workstation—Open Back: 24 to 30 Separations.....	138
Exhibit 334D 040102, Flat Workstation—Open Back: 36 to 42 Separations.....	138
Exhibit 334E 040104, Flat Distribution Setup: 18 Separations.....	139
Exhibit 334F 040105, Flat Distribution Set-Up: 19 to 36 Separations	140
Exhibit 334G 040106, Flat Distribution Set-Up: 37 to 54 Separations	141
Exhibit 334H 040107, Flat Distribution Set-Up: 55 to 72 Separations.....	142
Exhibit 334I 040201, Flat Sorting Machine (FSM 1000).....	143
Exhibit 334J 040202, UFSM 1000A	143
Exhibit 334K 040203, UFSM 1000	144
Exhibit 334L 040301, AFSM100 Single Machine	144
Exhibit 334M 040302, AFSM100 NESTED Machine.....	145
Exhibit 334N 040303, AFSM100 With ATHS - Swimmer	145
Exhibit 334O 040304, AFSM100 With ATHS - Eagle.....	146
Exhibit 334P 040305, AFSM100 With AI/ATHS—Swimmer Single Machine—Model 5060A	146
Exhibit 334Q 040306, AFSM100 With AI/ATHS—Eagle Single Machine—Model 5060A.....	147
Exhibit 334R 040307, AFSM100 With AI/ATHS—Swimmer Single Machine—Model 5060B	147
Exhibit 334S 040308, AFSM100 With AI/ATHS—Swimmer Single Machine—Model 5060C	148
Exhibit 334T 040309, AFSM100 With AI/ATHS—Eagle Single Machine—Model 5060C	148
Exhibit 334U 040310, AFSM100 With AI/ATHS—Swimmer Single Machine—Model 5060D	149
Exhibit 334V 040311, AFSM100 With AI/ATHS—Eagle Single Machine—Model 5060D	149
Exhibit 334W 040501, Flats Sequencing System (FSS)	150
Exhibit 334X 040401, Stand Alone Mail Prep (SAMP).....	150
Exhibit 34A WSUs Used for Mechanized Distribution of IPPS	151
Exhibit 34B 050101, SPBS With 100 Bins, Straight Line (Without Feed System)—4 Consoles	153
Exhibit 34C 050102, SPBS With 100 Bins, Straight Line (Without Feed System)—5 Consoles.....	154
Exhibit 34D 050103, SPBS With 100 Bins, Straight Line (Without Feed System)—6 Consoles.....	155
Exhibit 34E 050104, SPBS With 116 Bins, Straight Line—5 Consoles.....	156
Exhibit 34F 050105, SPBS With 116 Bins, Straight Line—5 Consoles	157
Exhibit 34G 050106, SPBS With 116 Bins, Straight Line—4 Consoles	158
Exhibit 34H 050107, SPBS With 132 Bins, L-Shaped—4 Consoles	159
Exhibit 34I 050108, SPBS With 132 Bins, Straight Line—5 Consoles	160
Exhibit 34J 050109, SPBS With 132 Bins, Straight Line—6 Consoles	161
Exhibit 34K 050110, SPBS With 100 Bins, U-Shaped—4 Consoles.....	162
Exhibit 34L 050111, SPBS With 100 Bins, U-Shaped—5 Consoles	163
Exhibit 34M 050112, SPBS With 100 Bins, U-Shaped—6 Consoles	164
Exhibit 34N 050113, SPBS With 100 Bins, L-Shaped—4 Consoles	165
Exhibit 34O 050114, SPBS With 100 Bins, L-Shaped—5 Consoles	166

Exhibit 34P 050115, SPBS With 100 Bins—6 Consoles	167
Exhibit 34Q 050116, SPBS W 100 Bins, Straight Line (Siemens Feed System)—4 Consoles	168
Exhibit 34R 050117, SPBS W 100 Bins, Straight Line (Siemens Feed System)—5 Consoles	169
Exhibit 34S 050118, SPBS W 100 Bins, Straight Line (Siemens Feed System)—6 Consoles	170
Exhibit 34T 050119, SPBS W 116 Bins, Straight Line (Siemens Feed System)—4 Consoles	171
Exhibit 34U 050120, SPBS W 116 Bins, Straight Line (Siemens Feed System)—5 Consoles	172
Exhibit 34V 050121, SPBS W 116 Bins, Straight Line (Siemens Feed System)—6 Consoles	173
Exhibit 34W 050122, SPBS W 132 Bins, Straight Line (Siemens Feed System)—4 Consoles	174
Exhibit 34X 050123, SPBS W 132 Bins, Straight Line (Siemens Feed System)—5 Consoles	175
Exhibit 34Y 050124, SPBS W 132 Bins, Straight Line (Siemens Feed System)—6 Consoles	176
Exhibit 34Z 050125, SPBS W 100 Bins, Straight Line (Siemens Feed System)—4 Consoles	177
Exhibit 34AA 050126, SPBS W 100 Bins, Straight Line (Lockheed Feed System)—5 Consoles	178
Exhibit 34AB 050127, SPBS W 116 Bins, Straight Line (Lockheed Feed System)—5 Consoles	179
Exhibit 34AC 050128, SPBS W 116 Bins, Straight Line (Lockheed Feed System)—6 Consoles	180
Exhibit 34AD 050129, SPBS W 132 Bins, Straight Line (Lockheed Feed System)—4 Consoles	181
Exhibit 34AE 050130, SPBS W 132 Bins, Straight Line (Lockheed Feed System)—5 Consoles	182
Exhibit 34AF 050131, SPBS W 132 Bins, Straight Line (Lockheed Feed System)—6 Consoles	183
Exhibit 34AG 050201, APPS Open Loop 100 Dual WO AISLES	184
Exhibit 34AH 050202, APPS Open-Loop 150 Dual Without AISLES	185
Exhibit 34AI 050203, APPS Open-Loop 200 Dual Without AISLES	186
Exhibit 34AJ 050204, APPS Open Loop 100 Single Without AISLES	187
Exhibit 34AK 050205, APPS Open-Loop 150 Single Without AISLES	188
Exhibit 34AL 050206, APPS Closed-Loop 100 Dual Without AISLES	188
Exhibit 34AM 050207, APPS Closed Loop 150 Dual Without AISLES	189
Exhibit 34AN 050208, APPS 90° Closed Loop—200 Dual Without AISLES	190
Exhibit 34AO 050209, APPS Closed Loop—200 Dual Without AISLES	191
Exhibit 34AP 050210, APPS Closed Loop—100 Single Without AISLES	191
Exhibit 34AQ 050211, APPS Closed-Loop 150 Single	192
Exhibit 36A WSUs Used for Parcel Post® Distribution	193
Exhibit 36B 050301, Sort to 1033 Hampers (5 Separations)	194
Exhibit 36C 050302, Sort to 1033 Hampers (10 Separations)	194
Exhibit 36D 050303, Sort to 1033 Hampers From Hampers, Gurneys, Sacks (16-40 Separations)	195
Exhibit 36E 050304, Sort to 1033 Hampers From Hampers, Gurneys, Sacks (52 Separations)	195
Exhibit 36F 050305, Sort to 1033 Hampers From Hampers, Gurneys, Sacks (60 Separations)	196
Exhibit 36G 050306, Sort to 1033 Hampers From Hampers, Gurneys, Sacks (74 Separations)	196
Exhibit 36H 050307, Sort to 1033 Hampers From Hampers, Gurneys, Sacks (90 Separations)	197
Exhibit 36I 050308, Sort to 1046 Hampers (5-10 Separations)	197
Exhibit 36J 050309, Sort to 1046 Hampers (11-19 Separations)	198
Exhibit 36K 050310, Sort to 1046 Hampers From Hampers, Gurneys, Sacks (20-40 Separations)	198
Exhibit 36L 050311, Sort to Sacks (5-10 Separations)	199
Exhibit 36M 050312, Sort to Sacks (15-20 Separations)	199
Exhibit 36N 050313, Sort to Sacks (25-30 Separations)	200
Exhibit 36O 050314, Sort to Sacks (40-50 Separations)	200
Exhibit 36P 050315, Sort to Sacks (60-70 Separations)	201
Exhibit 36Q 050316, Sort to Sacks (90 Separations)	201
Exhibit 36R 050317, Sort to Sacks From Hampers, Gurneys, or Sacks (30-50 Separations)	202
Exhibit 36S 050318, Sort to Sacks From Hampers, Gurneys, or Sacks (60-90 Separations)	203
Exhibit 371A WSUs Used for Manual and Mechanized Bulk Sorting	204
Exhibit 371B 050319, Manual Sack Sort—Platform Trucks (15 Separations)	205
Exhibit 371C 050320, Manual Sort—MULTISLIDE (10 Separations)	206
Exhibit 371D 050321, Manual Sack Sort—SAWTOOTH (15 Separations)	207
Exhibit 371E 050322, Sack Sort—Bulk Mail System 5,000 SQ Ft	208
Exhibit 371F 050323, Sack Sort—Bulk Mail System 10,000 SQ Ft	209
Exhibit 371G 050324, Sack Sort—Bulk Mail System 15,000 SQ Ft	210
Exhibit 371H 050325, Sack Sort—Bulk Mail System 20,000 SQ Ft	211
Exhibit 371I 050401, High Speed Universal Sorter	212
Exhibit 371J 050602, High Speed Tray Sorter, Dual Sided, 12 Leg	213
Exhibit 371K 050501, Low Cost Universal Sorter	214
Exhibit 371L 050701, Low Cost Tray Sorter, Dual Sided, 6 Gravity Rollers, 10 ERMCS Per Leg	215

Exhibit 372A WSUs Used for Robotics, Sleeving and Banding, and SWYB	216
Exhibit 372B 060101, Robots SWYB001.DWG	218
Exhibit 372C 060201, Robots SWYB001-Phase 1 ABB Gantry W 24 Cells.DWG	219
Exhibit 372D 060301, Robots SWYB21A-AAA System W Optional Manual Conveyors.DWG.....	219
Exhibit 372E 060302, Robots SWYB21A-AAA System Left Hand WO Dispatch Conveyors.DWG.....	220
Exhibit 372F 060303, Robots SWYB21B-AAA System Right Hand WO Dispatch Conveyors.DWG.....	220
Exhibit 372G 060401, Robots SWYB24A-Semi Auto Scan Where You Band Right Hand.DWG	221
Exhibit 372H 060402, Robots SWYB24B-Semi Auto Scan Where You Band Right Hand.DWG	221
Exhibit 372I 060403, Robots SWYB24C-Semi Auto Scan Where You Band Right Hand.DWG	222
Exhibit 372J 060404, Robots SWYB24D-Semi Auto Scan Where You Band Left Hand.DWG	222
Exhibit 372K 060405, Robots SWYB24E-Semi Auto Scan Where You Band Left Hand.DWG	223
Exhibit 372L 060406, Robots SWYB24F-Semi Auto Scan Where You Band Right Hand.DWG	223
Exhibit 372M 060501, Robots SWYB25A-Automatic Bander W 3Ft Input/Take Away Conveyor.DWG	224
Exhibit 372N 060601, Robots SWYB31A-Automatic Tray Sleeving.DWG	225
Exhibit 372O 060602, Robots SWYB31B-Automatic Tray Sleeving W Manual Input Conveyor.DWG	226
Exhibit 372P 060603, Robots SWYB31C-Automatic Tray Sleeving W Tray Strapping.DWG.....	226
Exhibit 372Q 060604, Robots SWYB31D-ATS W Manual Input Conveyor Tray Strapping.DWG	227
Exhibit 372R 060701, Robots SWYB40A-Manual Container Dispatch Workcell.DWG	228
Exhibit 372S 060702, Robots SWYB40B-Manual Container Dispatch Workcell.DWG	229
Exhibit 372T 060703, Robots SWYB40C-Manual Container Dispatch Workcell.DWG.....	230
Exhibit 372U 060704, Robots SWYB40D-Manual Container Dispatch Workcell.DWG	231
Exhibit 372V 060705, Robots SWYB40E-Manual Container Dispatch Workcell.DWG	232
Exhibit 372W 060706, SWYB40F-Manual Container Dispatch Workcell.DWG	233
Exhibit 372X 060707, Robots SWYB40G-Manual Container Dispatch Workcell.DWG	234
Exhibit 372Y 060708, Robots SWYB40H-Manual Container Dispatch Workcell.DWG	235
Exhibit 372Z 060709, Robots SWYB40I-Manual Container Dispatch Workcell.DWG	236
Exhibit 372AA 060710, Robots SWYB40J-Manual Container Dispatch Workcell.DWG	236
Exhibit 372AB 060711, Robots SWYB40K-Manual Container Dispatch Workcell.DWG	237
Exhibit 372AC 060712, Robots SWYB50A-Sack Tray and Tub Manual Dispatch W Workcell.DWG	237
Exhibit 372AD 060713, Robots SWYB50B-Sack Tray and Tub Manual Dispatch W Workcell.DWG	238
Exhibit 372AE 060714, Robots SWYB50C-Sack Tray and Tub Manual Dispatch W Workcell.DWG	239
Exhibit 372AF 060715, Robots SWYB50D-Sack Tray and Tub Manual Dispatch W Workcell.DWG	240
Exhibit 372AG 060716, Robots SWYB50E-Sack Tray and Tub Manual Dispatch W Workcell.DWG	241
Exhibit 372AH 060717, Robots SWYB50F-Sack Tray and Tub Manual Dispatch W Workcell.DWG	241
Exhibit 372AI 060718, Robots SWYB50G-Sack Tray and Tub Manual Dispatch W Workcell.DWG	242
Exhibit 372AJ 060719, Robots SWYB50H-Sack Tray and Tub Manual Dispatch W Workcell.DWG.....	242
Exhibit 372AK 060801, Robots SWYB61A.DWG.....	243
Exhibit 372AL 060802, Robots SWYB61B.DWG	243
Exhibit 372AM 060803, Robots SWYB62A.DWG	244
Exhibit 372AN 060804, Robots SWYB62B.DWG.....	244
Exhibit 372AO 060502, Automatic Flat Tray Ladder	245
Exhibit 372AP 060503, ASD Bander.....	246
Exhibit 372AQ 060304, IDR-Automated Airline Assignment-R	247
Exhibit 372AR 060305, IDR-Automated Airline Assignment-L	248
Exhibit 372AS 060202, Tray Depalletizer and Singulator (RH) Pallet Stacker LL.....	249
Exhibit 372AT 060203, Tray Depalletizer and Singulator (RH) Pallet Stacker RL	250
Exhibit 372AU 060204, AFTU – Left Automatic Flat Tray Unsleeper	251
Exhibit 372AV 060205, AFTU – Left With Volume Reduction Unit (VRU).....	252
Exhibit 372AW 060206, AFTU – Right Automatic Flat Tray Unsleeper.....	253
Exhibit 372AX 060207, AFTU – Right With Volume Reduction Unit (VRU)	254
Exhibit 373 Platform Material Handling Equipment	255
Exhibit 374A WSUs Used for Platform Vestibule	255
Exhibit 374B 100101, Platform Vestibule Entrance and Exit.....	256
Exhibit 374C 100102, Platform Vestibule Entrance and Exit, Left Door.....	257
Exhibit 374D 100103, Platform Vestibule Entrance and Exit, Right Door	258
Exhibit 381A WSUs Used for CFS Units	259
Exhibit 381B 090101, Small CFS Unit.....	259
Exhibit 381C 090102, Medium CFS Unit.....	260
Exhibit 381D 090103, Medium–Large CFS Unit.....	261

Exhibit 381E 090104, Large CFS Unit.....	262
Exhibit 381F 090105, Jumbo CFS Unit	263
Exhibit 391A WSUs Used for Administrative Office Space Requirements	264
Exhibit 391B 080101, Area Vice President.....	265
Exhibit 391C 080102, District Manager	266
Exhibit 391D 080106, PCES Office Manager.....	267
Exhibit 391E 080108, EAS Manager	268
Exhibit 391F 080112, Supervisor	269
Exhibit 42A WSUs Used for Carrier Unit Space Requirements.....	272
Exhibit 42B 070201, Carrier Space Planning: 95 Sq Ft for Each FSS Affected Carrier Route	272
Exhibit 42C 070203, Carrier Space Planning: 123 Sq Ft for Each Non-FSS Affected Carrier Route	273
Exhibit 42D 070202, Carrier Loading Vestibule.....	274
Exhibit 432A WSUs Used for Carrier Case Configurations	275
Exhibit 432B 070101, Carrier Case Configurations for Vertical Flats (Option A)	276
Exhibit 432C 070102, Carrier Case Configurations for Vertical Flats (Option B)	277
Exhibit 433 Item Numbers included in the Delivery Workroom	278
Exhibit 442A WSUs Used for CSBCS Machines.....	279
Exhibit 442B 070301, One 13–Stacker CSBCS	280
Exhibit 442C 070302, Two 13–Stacker CSBCSs	281
Exhibit 442D 070303, Three 13–Stacker CSBCSs	282
Exhibit 442E 070304, One 17–Stacker CSBCS	283
Exhibit 442F 070305, Two 17–Stacker CSBCSs	284
Exhibit 442G 070306, Three 17–Stacker CSBCSs	285
Exhibit 442.1A WSU Used for Maintenance Spare Parts Storage for CSBCS.....	286
Exhibit 442.1B 070307, Maintenance Spare Parts Storage for CSBCS.....	287
Exhibit 442.2A WSUs Used for Bullpen Space for CSBCS Machines	288
Exhibit 442.2B 070308, Bullpen Space for Two CSBCSs	289
Exhibit 442.2C 070309, Bullpen Space for Three CSBCSs	290
Exhibit 442.2D 070310, Bullpen Space for Four CSBCSs	291
Exhibit 442.2E 070311, Bullpen Space for Five CSBCSs	292
Exhibit 442.2F 070312, Bullpen Space for Six CSBCSs	293
Exhibit 442.2G 070313, Bullpen Space for Seven CSBCSs	294

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Introduction—Guidelines and Instructions

I1 Introduction

I11 General

This handbook contains general instructions required to develop the basic data necessary to complete:

- The computerized Facility Planning Concept (FPC) for small customer service facilities
- Form 929, *Major Facility Planning Data*
- Square footage requirements of the delivery workroom floor area

Section 1 contains instructions for completing the computerized electronic FPC. Section 2 provides instructions for completing the hard copy Form 929. Section 4 provides information and instructions necessary to determine the square footage requirements of the delivery workroom floor. Appendix A contains a copy of the computerized FPC, Appendix B contains Form 929. Contact the local Facilities Service Office (FSO) for the latest FPC planning model.

I12 Basic Criteria Assumptions

Space standards and equipment layout criteria contained in this handbook are based on Postal Service® experience. The space requirements herein are to be used as standards for developing space requirements for facility projects.

I13 Projection Requirements

Handbook F-66, General Investment Policies and Procedures, establishes the requirement that the size of new customer service facilities be sufficient for 10-to-15 years after move-in. Exceptions, such as expansions that maximize the available site area but do not meet the 10-to-15 year requirement, must be requested through the manager of Facilities Planning and Approval, Headquarters. The normal planning and construction process takes approximately one year to complete; thus, projected needs are established for 11–16 years (one investment year and 10-to-15 operating years). These criteria can vary depending on the type and size of the project.

I14 Project Planning Schedule

FSOs will establish a milestone schedule for customer service projects based on the approved prioritization plan. Facilities Planning and Approval will establish a milestone schedule for major projects based on the approved five-year capital plan for new facilities.

I2 Description of Section 1

I21 Contents of Section 1

Section 1 contains instructions to determine building requirements from matrices of facilities less than 10,000 square feet (Sq Ft). It provides a step-by-step guide for completing the computerized FPC planning model. A matrix has been built into the most current version of the FPC so that once the FPC is completed, the type of building is chosen automatically. This section also gives information on obtaining required information for retail and delivery functions, which is necessary to complete the FPC. A major change is the classification of building designs as “Flat Sequencing System (FSS) Processing Facilities” and “non-FSS Processing Facilities” instead of “Type A” and “Type B” merchandising facilities. This section also contains a table to determine operational space requirements for Business Mail Entry Units (BMEUs) based on the number of daily transactions.

I22 Form 919

In the previous version of this handbook, Section 2 contained information on the Form 919, *Facility Planning Data*. This form has been phased out and the contents of the previous Section 2 regarding guidelines for filling out Form 919 have been removed. The computerized FPC has been modified to accommodate customer service facility operational space requirements.

I3 Description of Section 3

Section 2 of this version of the handbook contains planning criteria and instructions for completing the computerized electronic Form 929, *Major Facility Planning Data*. The Form 929 has been updated to include the most recent processing equipment and policy changes that impact the building size. Other changes in Section 2 are minor technical policy statements and editorial revisions. Contact Technology Planning and Analysis, or Facility Planning and Approval at Headquarters for the most recent version of Form 929.

I4 Description of Section 3

Section 3 of this version of the handbook provides space requirement drawings for visual reference. These drawings are housed in the PostalCAD library and are provided for mail processing operations, including:

- Mail preparation
- Distribution of letter and flat mail
- Distribution of irregular parcels and pieces
- Processing special category mail
- Distribution of Parcel Post®
- Bulk sorting and material handling operations
- Computerized Forward System (CPS) operations
- Office and clerical operations

Section 3 has been updated to include the templates for all processing equipment currently in service.

I5 Obsolete and New Equipment

All drawings and references to equipment deemed obsolete and no longer in service by the Postal Service since the previous release date of this handbook have been removed. Similarly, new equipment since the previous release date has been added.

Exhibit I1 lists the drawings and reference material for the obsolete equipment that has been removed. Appendix E lists the current equipment that is operational within the Postal Service and described in this handbook.

EXHIBIT I1
OBSOLETE EQUIPMENT NOT DESCRIBED IN THIS HANDBOOK

Old WSU #	Sq Ft Required	Description
420006.DWG	527	Half Mark Canceler With Culling and Facing Conveyor (10' Work Area)—OBSOLETE
420006A.DWG	680	Half Mark Canceler With Culling and Facing Conveyor (18' Work Area)—OBSOLETE
420007.DWG	918	Half Mark Canceler With Tandem Culling and Facing Conveyor (28' Work Area)—OBSOLETE
420008.DWG	2,023	Micro-Mark II Facer Canceler System With Culling Belt and Meter Mail Set-Up—OBSOLETE
420008A.DWG	1,184	Micro-Mark II Facer Canceler System With Culling Belt—OBSOLETE
420008B.DWG	821	Micro-Mark II Facer Canceler Systems for Advanced Facer—Canceler System (AFCS) Thicks—OBSOLETE
420009.DWG	4,516	Two Micro-Mark II Facer Canceler Systems With Tandem Culling Belt and Tandem Meter Mail Set-Up—OBSOLETE
420009A.DWG	3,745	Two Micro-Mark II Facer Canceler Systems With Tandem Culling Belt—OBSOLETE

431006.DWG	240	Letter Mail Labeling Machine—200 (LMLM-200)—OBSOLETE
431007.DWG	2,250	Twelve-Position Multiposition Letter Sorting Machine (MPLSM)—OBSOLETE
431007A.DWG	468	Single-Position Letter Sorting Machine (SPLSM)—OBSOLETE
431009.DWG	1,676	Mail Processing Barcode Sorter (MPBCS) With 96 Stackers—OBSOLETE
431010A.DWG	1,425	44-Stacker Multiline Optical Character Reader (MLOCR)—Base Unit—OBSOLETE
431010B.DWG	1,712	60-Stacker Multiline Optical Character Reader (MLOCR)—Base Unit—OBSOLETE
		Martin Marietta Single-Sided DBCS
435008.DWG	100	Flat Sorting Machine (FSM): 2+2 Model—OBSOLETE
420006.DWG	527	Half Mark Canceler With Culling and Facing Conveyor (10' Work Area)—OBSOLETE
420006A.DWG	680	Half Mark Canceler With Culling and Facing Conveyor (18' Work Area)—OBSOLETE
420007.DWG	918	Half Mark Canceler With Tandem Culling and Facing Conveyor (28' Work Area)—OBSOLETE
420008.DWG	2,023	Micro-Mark II Facer Canceler System With Culling Belt and Meter Mail Set-Up—OBSOLETE
420008A.DWG	1,184	Micro-Mark II Facer Canceler System With Culling Belt—OBSOLETE
420008B.DWG	821	Micro-Mark II Facer Canceler Systems for Advanced Facer-Canceler System (AFCS) Thicks—OBSOLETE
420009.DWG	4,516	Two Micro-Mark II Facer Canceler Systems With Tandem Culling Belt and Tandem Meter Mail Set-Up—OBSOLETE
420009A.DWG	3,745	Two Micro-Mark II Facer Canceler Systems With Tandem Culling Belt—OBSOLETE

I6 Description of Section 4

Section 4 provides basic information and instruction necessary to determine the square footage requirements of the delivery workroom floor area for a new or expanded facility. The basic formula used to plan for space requirements has been changed from a per-route basis to FSS and non-FSS affected facilities.

I7 PostalCAD Drawing Numbers

The Workstation Unit (WSU) numbers have been revised. The new numbering system allows for more standardization of WSU numbers and better organization of the drawings. Appendix E contains the WSU numbering index and full list of all PostalCAD drawings.

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1 Preparation of Facility Planning Concept for Small Standard Building Designs

11 General

Section 1 contains instructions for preparing the Facility Planning Concept (FPC) to be used for postal facilities up to 10,000 Square Feet (Sq Ft). Appendix A contains a hard copy of the FPC. The latest FPC planning model is located on the USPS Facilities Intranet:

<http://hqfso.usps.gov>

In accordance with Handbook RE-5, *Building and Site Security Requirements*, if a facility has 29 or more city carriers in a span of 10 years, a criminal investigative office is required.

12 Facility Planning Concept and Space Requirements

121 Comments

Refer to the latest Management Instruction (MI) on FPC generated by Facilities Headquarters for general instructions on the preparation and submission of FPCs. The comments below relate to the computerized version of the FPC. The computerized FPC is the only version acceptable for Facilities Headquarters Planning, Policies and Programs.

It is recommended that the facility planning specialist complete the Delivery Projection Worksheet (DPW) prior to preparing the FPC. Completion of the DPW requires information on the current number of delivery routes (city and rural) and possible deliveries by ZIP Code, along with the annual growth forecasts. The planning features in the Facilities Planning and Approval Web site can be used to determine annual growth rates. The Delivery Operation Information System (DOIS) can be used to determine the number of routes currently at each facility. The total number of Post Office Boxes available can be obtained using Web Box Activity Tracking System (WebBATS) from the retail folder in Enterprise Data Warehouse (EDW).

As an alternative to the aforementioned method, the planning specialist may use a validated facility detail report from the Electronic Facilities Management System (eFMS), Map Module.

121.1 Wizard and Cover Page

First, the analyst preparing the FPC must populate the Wizard and Cover Page sheets by using the information from the DPW or the eFMS Map Module, and the Retail Requirements Worksheet (RRW).

122 Section I: Justification

Development of the FPC involves the collection of data from various sources. Coordinate the Justification section with the postmaster, installation head, or Post Office Operations Manager (POOM). Obtain information from these individuals regarding justification, new community developments, and any other information that helps explain the situation. Information can also be obtained from EDW, eFMS Map Module, Facility Database Report (FDB), and other electronic data resources.

123 Section II: Description of Present Facility

Information on the present facility can be obtained from eFMS. Specify whether the building is owned or leased. If leased, the current terms of the lease must be included in the description. Any additional operations housed in the facility must be identified.

124 Section III: Functions in New Facility

124.1 Counters/Retail Areas

The district retail specialist/planning analyst is required to complete the RRW for any new facility project. This activity must be coordinated with the manager of Retail Headquarters. HQ Retail makes

the final determination on the number of counters needed. The completed RRW must be submitted to HQ Retail for approval.

124.2 Delivery Route and Post Office Box Data

Information for completing the required parts of this section can be obtained from the RRW. The rest of the section will be populated based on information from the Wizard. The RRW must match the number of counters and Post Office boxes used by the facility planning analyst in the DPW. The information must be verified with the district manager of Retail, local postmaster, or installation head. Note that the parcel locker sections are generally provided as 10 percent of the total Post Office Box™ (PO box) quantity, although the ratio may be modified to suit particular situations or to optimize space needs where appropriate. The completed DPW must be submitted with the FPC for approval.

As an alternative to the aforementioned method, the planning specialist may use a validated facility detail report from the eFMS Map Module.

125 Section IV: Distribution Concept

Coordinate with the installation head to determine the mail distribution concept, including the nearest processing plant. Facility space optimization efforts that may affect the facility and surrounding offices must be considered.

126 Section V: Facilities Affected

Indicate the plans for use or disposal of the current facility. Notification of a disposal must be sent to the manager of Realty Asset Management, HQ Facilities as noted on the FPC.

127 Section VI: Preferred Area Boundaries

The installation head must provide information regarding the preferred area for the facility, from both an operational and community relations point of view. When appropriate, data must also be obtained from the manager of Retail at the district and the POOM. In compliance with postal policy,¹ the area surrounding the existing facility is to be included as part of any new preferred area boundaries. Include a map that outlines the boundaries of the preferred area and also identifies the existing facility location. Ideally, for retail facilities, this area should be within a retail zone and convenient to customer and business traffic.

128 Section VII: Alternatives

Indicate all possible project alternatives. In accordance with existing postal policy, as noted in Section 127, first consideration is consolidation, next is expansion of the current facility, next is relocation to another existing building, and last is new construction.

129 Section VIII: Supplemental Data

Use this section to provide additional information that may affect building size or features. Mark the appropriate box(es) provided and/or provide written comments on issues not otherwise addressed. Attach additional sheets if necessary. The following areas must be completed:

- a. Box 1—Place a mark in the box if security fencing is required; consult with the local inspector in charge.
- b. Box 2—Place a mark in the box if a scissors lift is required. If a different type or quantity of dock equipment is preferred, provide written instructions under box 12, Other.
- c. Box 3—Place a mark in the box if a water well is required.
- d. Box 4—Place a mark in the box if a septic system is required.

¹Title 39 Code of Federal Regulations, 241.4, "Expansion Relocation, Construction of New Post Offices," effective December 2005

- e. Box 5—Place a mark in the box if tractor-trailers will be used at this facility. Provide appropriate dock equipment and adequate maneuvering area.
- f. Box 6—Using Exhibits 142 (Appendix A) as a guide, indicate the required number of parking spaces of each type. Place a mark in the appropriate box if adequate on-street parking is available in the preferred site area and will be used for all or part of the customer parking space requirement. Note that customer accessible (ACC) parking spaces must still be provided in the quantities indicated on the charts.
- g. Box 7—Place a mark in the box if the estimated value of stamp stock and/or cash to be stored in the facility overnight exceeds \$250,000. An Intrusion Detection System (IDS) will be required.
- h. Box 8—Place a mark in the box if the total number of full-time carrier routes is equal to or greater than 29. A criminal investigative office and system rough-in will be required.
- i. Box 9—Place a mark in the box if more than five security containers would be necessary at this facility; a vault will be provided instead, as it is more space efficient than multiple containers.
- j. Box 10—Place a mark in the box if the facility requires an enclosed platform. In order to qualify, a facility must be in an area that meets at least three of the criteria described in Exhibit 129:

EXHIBIT 129
WEATHER FACTORS

Weather Factors (Normal Means and Extremes)	Breakpoint
Mean daily minimum temperature, October through March	22°F
Mean number of days 32°F or below, annually	180 days
Mean snowfall and sleet, annually	80"
Possible number of days at or below 16°F, annually	145 days
Mean number of days with 1" or more of snowfall and sleet, annually	22 days

NOTE: For Small Standard Building Design (SSBD) plan size 30 and less, an enclosed platform may be used for facilities with a mailing history that has regularly required overnight mail vestibule storage of large quantities of mail. In such cases, the weather factors listed above are not an issue.

- k. Box 11—Place a mark in the box if a building and grounds room is required at the edge of the platform.
- l. Box 12—Use this area to provide information on any other planning issues not addressed above. Attach additional sheets if necessary. Use this area to add BMEU space requirements if necessary. See Exhibit 130 to determine operational space requirements if warranted.

EXHIBIT 130
BMEU SQUARE FOOTAGE REQUIREMENTS BASED ON NUMBER OF DAILY TRANSACTIONS

Number of Transactions	Net Sq Ft Required	Gross Sq Ft Required	Workroom Sq Ft
9 to 19	--	--	200
20 to 54	280	355	140
55 to 74	450	500	225
75 to 100	600	700	300

13 Site Visits

An onsite visit of the affected facility and review of the FPC with the installation head is recommended. Contact the installation head if there are any questions concerning the data. The planning analyst must visit the facility to ensure that the FPC adequately represents the case for replacing or adding additional operational space to the inventory.

14 Standard Plans

141 Plan Selection

The computerized version of the FPC will automatically select the proper SSBD building size. Sizing will be based on the use or non-use of the Flat Sequencing Systems (FSS) associated with the mail distribution concept of the SSBD. If the facility is scheduled to receive Delivery Point Sequencing (DPS) flats, the program will automatically adjust the space to reflect a reduction in carrier route space. The description of how the program works is as follows:

- a. Using the estimates developed, the FPC will select the standard building size from the appropriate SSBD matrix. The matrix is located in the Facilities Intranet under Planning Policies and Procedures-Online Resources. A sample of the matrix is shown in Exhibits 141A and 141B of Appendix A. The selection of the appropriate plan will automatically occur based on the answer in the FSS related box in the Wizard. Exhibit 141A features a non-FSS processing environment, and Exhibit 141B features an FSS processing environment.
- b. When the facility size is determined, it automatically populates Section VII, Alternatives of the FPC. The FPC is complete once the supplemental section is filled out.
- c. When a facility's operational space requirement needs exceed 10,000 Sq Ft, the largest SSBD plan module should be modified to accommodate the space requirements.

142 Parking

Parking requirements for each size building, including employee standard and accessible parking spaces, are indicated in Exhibit 142. For each plan size, several different parking configurations are listed that account for differing ratios of carriers-to-box sections, i.e., the maximum customer spaces apply to the maximum box sections. However, local factors, such as when ample on-street parking is available for customers, may influence the number of customer spaces actually required. The following recommended number of customer parking spaces may therefore be reduced if necessary and appropriate.

NOTE: The indicated number of customer accessible parking spaces must still be provided at minimum in accordance with Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*. Likewise, the quantity of spaces for postal vehicles assumes that carrier routes are motorized, and therefore allows for one space per route. If carrier routes are not motorized, the quantity may be reduced accordingly.

143 Site Size

Site size is determined by operational requirement needs generated by the FPC. Additionally, consideration may be given to local zoning regulations to determine the appropriate amount of land needed for parking, septic system, and other local zoning restrictions. Required site size can also be estimated by multiplying the building size by five. All special requirements should be noted in Section VIII.

15 Approvals and Signatures

When the FPC is complete, attach a copy of the SSBD floor plan (if available), the RRW and DPW, or the eFMS Map Module facility detail report. Obtain the required signatures for approval listed on page 3 of the FPC. Forward the package through the appropriate facilities service office for appropriate action.

16 Deviation Policy

If deviation from the building size generated by the FPC is desired, the district manager must submit a deviation request to the manager of Facilities Planning and Approval, Facilities Program Management, Facilities, HQ Facilities. The deviation request must provide written justification with appropriate supporting information. Send deviation requests to:

MANAGER, FACILITIES PROGRAM MANAGEMENT
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW, SUITE 6631
WASHINGTON DC 20260-1862

Deviations from the counter requirements must be requested by the district manager and area manager of Marketing to HQ Retail for approval. The deviation request must provide written justification with appropriate supporting information.

Deviations from the delivery workroom requirements must be requested by the district manager and area manager of Delivery to HQ Delivery for approval. The deviation request must provide written justification with appropriate supporting information.

17 Appendix A

Samples of the matrices, tables, and forms used for the preparation of the FPC can be found in Appendix A. The full version of these is located in the Facilities Intranet under Planning Policies and Procedures—Online Resources.

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2 Preparation of Form 929

21 General

211 Introduction

This section contains planning criteria and instructions for completing the electronic Form 929, *Major Facility Planning Data*. Contact USPS Engineering or Facilities Planning and Approval at Headquarters for the most recent version of Form 929. The electronic Form 929 provides an “Automate Page” icon to input data via dialog boxes; when this section mentions an item being automatically calculated, this occurs only when using the electronic version. Appendix B contains a hard copy of Form 929.

The current version of Form 929 is an automated Microsoft® Excel spreadsheet. The Facility Planning Concept (FPC) data is resident on the HQ Facilities Planning Policies and Programs Web site.

The FPC is generated within the FPC Generator. This document must be approved by HQ, area and Facilities management. Completion of the FPC allows for the Form 929 to be generated.

212 Order to Complete Form 929

When using the electronic Form 929, the following sequence for preparing the pages will help the analyst develop a smooth flow of information:

- a. Page 1—Employee complement input
- b. Page 2—Net-to-gross calculation
- c. Page 3—Net building space recapitulation
- d. Page 4—Parking requirements
- e. Page 5—Office space requirements
- f. Page 6—Public service areas
- g. Page 7—Employee facilities
- h. Page 8—Support areas (general)
- i. Page 9—Maintenance support
- j. Pages 10–14—Workroom area pages are completed using data generated by the site model for evaluating technology alternatives (META) planning model, barcode automation model (BAM), existing workroom layouts, Facility Planning Concept (FPC), recent requirements calls, and operating plan data.
- k. Page 15—Platform (dock) activity
- l. Page 16—Explanatory notes
- m. Exhibit 1-A & 1-BX—Distribution and delivery
- n. Exhibit 2—Other delivery service
- o. Page 1—Net space summary and approval

213 Extra Pages

Identify extra pages by adding a, b, c, etc., after the page number. The final page submitted should be identified with the sequential letter and “x” (for example, 5a, 5b, 5c, 5dx).

214 Facility Formation Recapitulation

Information from completed pages 5 through 15 is posted to page 3, Net Building Space Recapitulation, as required. If the project includes a vehicle maintenance facility (VMF), Form 4551,

Projected Fleet Requirements (computerized version), along with Form 929, pages 4, 5, 6, 7, 8, 9 (present column only), Exhibit 1, and Exhibit 2 can be sent to the facility being surveyed for completion by local officials. These completed forms should be available and verified at the time the analyst visits the site to begin preparing the major facility planning data.

22 General Facility Data

221 Page 1: Summary and Approval Sheet

221.1 Sections 1–6: General Data

Provide information as indicated on the form. Information for Section 5, *Population*, can be obtained from HQ Network Operations Management.

221.2 Section 7: Building Net Sq Ft (Sq Ft) Requirements

The information for move-in space is automatically calculated after completing pages 5–15. Present data should be compiled using local records available during the onsite visit.

221.3 Section 8: Total Building Employee Complement

Provide the total employee building complement, both male and female, from all functions domiciled in the existing facility.

221.4 Sections 9 and 10: Signatures

Complete as appropriate for the current organization. By signing this form, all signatories certify that the space meets current 10-year requirements unless otherwise indicated in the notes on page 16.

222 Page 2: Net-to-Gross Calculation

222.1 Data Entered From Other Pages

After pages 3 through 15 are completed, line items 1 through 14, 18 through 41, and 43 through 50 are automatically calculated. Complete page 2 with necessary inputs on line items 15 and 17 from Form 4551. Line item 42, 20-year expansion, requires an input from the standardization of 20-year site requirement worksheet that is derived from Standard and Poor's DRI population and mail volume growth projections that are obtained from HQ Facilities Planning and Approval in conjunction with HQ Network Operations.

222.2 Fueling Island

If required, 1,800 Sq Ft for each fueling island is automatically calculated on page 2, line item 40. If a VMF is to be located on the site, fueling island space is included on Form 4551 and should not be listed on this page of Form 929.

223 Page 3: Net Building Space Recapitulation

223.1 Data Entered From Other Pages

Information is automatically calculated to this page as specified after individual pages of Form 929 are completed. VMF information should be posted to line item 13 from Form 4551.

223.2 Line 10: Enclosed USPS Parking

Any new facility within Zone III (see Appendix C) qualifies for enclosed parking. Any new facility within 100 miles south of the Zone III line may be provided with enclosed parking if approved by the vice president of Area Operations. (This provision is to recognize that topography can cause local weather conditions to be more severe than that which is typical for Zone III.) The program automatically calculates the enclosed postal vehicle parking space if line item 10 on page 3 is answered "YES." Space for ramps is included in the calculation. Verify and adjust the space required with the architect/engineer since single-story versus multi-story parking may be required because of site constraints.

223.3 Line 11: Air Mail® Concourse

The program automatically calculates the Air Mail® Concourse (AMC) if line item 11 on page 3 is answered "YES," and the correct concourse module number is displayed. The six module sizes are 5,000, 7,500, 10,000, 15,000, 20,000, and 25,000 Sq Ft. For sizing Air Mail® concourses, obtain guidance from Plant Material Handling, Material Handling, Engineering.

223.4 Line 12: Storage Building

If line item 12 is answered as "YES," 6 percent of the net workroom area will be calculated for holding equipment to be distributed to other facilities and also for storing infrequently used items. However, if a new storage building is not necessary, enter "NO" on line item 12. Consult with local management officials to determine actual needs. The intent of providing a separate building is to reduce construction costs.

224 Page 4: Parking Requirements**224.1 Parking Space by Size of Vehicle**

The standard amount of square footage required for each type of vehicle can be obtained from Exhibit 1-2A, Typical Postal Vehicle Parking Requirements in Handbook AS-503, Module 1, Section 1-2.4, *Parking and Drives*. WebCOINS must be used to determine parking requirements.

224.2 Lines 1–13: Postal Vehicles

Provide parking spaces for all vehicles required for postal operations based on site observation. Allow enough spaces for reasonable growth. Consult with the local operations manager to project 10-year requirements.

224.3 Lines 14, 15, 23, and 24: Official

Provide parking spaces for the passenger vehicles of the plant manager, postmaster, postal inspectors, and other postal employees required to use their own, Postal Service, or General Services Administration (GSA) vehicles for postal business.

224.4 Line 16: Visitor

In addition to the required customer parking spaces noted in line item 20, provide parking spaces for visitor, credit union, and employee assistance program (EAP) persons as required.

224.5 Lines 17 and 19: Employee

Provide for employee parking spaces as follows:

- a. Provide the minimum number of spaces in accordance with local ordinances or customs.
- b. Provide for 100 percent of peak-hour employment except as noted in C and D below.
- c. Provide additional parking spaces for tour turnover as required.
- d. If employee use of mass transit or carpooling is common, reduce the amount of employee parking spaces.
- e. Provide space for bicycles and motorcycles, in accordance with local customs, on line 19.

224.6 Line 18: Employee (Accessible)

Provide the minimum number of accessible parking spaces in accordance with Handbook RE-4, Standards for Facility Accessibility by the Physically Handicapped. The architect/engineer determines the number of accessible parking spaces based on local codes and ordinances.

224.7 Lines 20 and 21: Customer

Provide for customer parking spacing as follows:

- a. Provide three spaces for each service counter station.
- b. Provide one space for every 120 #1 Post Office Boxes™ (PO boxes).

- c. Provide one space for every 50 #2 PO boxes.
- d. Provide one space for every 30 #3, #4, and #5 PO boxes (combined).
- e. Provide one space for each Automated Postal Center® (APC®).
- f. Provide two spaces if the facility will have a philatelic sales center.
- g. Provide two spaces if the facility is an acceptance PO for Express Mail®. Add one additional space if the facility is designated an Express Mail® label pickup point.
- h. Provide one space for every 40 carrier routes.
- i. Provide one space for each 15 firm callers.
- j. See Section 224.6 for accessible parking requirements.
- k. If the new facility is to be located in an urban area where other facilities of a similar type (such as banks) normally do not provide onsite parking, the criteria for customer parking space may be waived.
- l. If the facility will house a business center, the analyst should survey for specific requirements.

224.8 Lines 22A and 22B: Business Mail Entry Unit and Firm Caller Customers

Provide the number of spaces needed away from the platform as determined by visual observation. Consult with local management to determine the projected needs for business mail entry unit (BMEU) and firm caller customer parking. See Appendix A of the Business Mail Entry Unit Prototype Design Manual (BMEU Estimating Procedure), for present needs.

224.9 Lines 25–31: Vehicle Maintenance Facility

If the new project includes a VMF, obtain parking information from the completed Form 4551. (See Section 214, *Facility Formation Recapitulation*.)

225 Page 5: Administrative Space Requirements

225.1 General

The standard office criteria discussed in the following sections have been developed for administrative offices for Area offices, Processing and Distribution Centers (P&DCs), Processing and Distribution Facilities (P&DFs), District offices, Inspection Service, and other facilities requiring administrative space. The analyst must select the appropriate module based on the facility category or level. Administrative space will then be calculated automatically.

225.2 Office Space

225.21 General

For area offices and office space *not* located with plants, use the data from Section 225.22, *Private Office Space*. See Section 225.5, *Inspection Service Office Space Standards*, for Inspection Service space *not* included in the plant.

225.22 Private Office Space

As a rule, certain human resources positions require confidentiality because of the nature of their work. Private offices of 120 Sq Ft should be provided for senior labor relations specialists, labor relations representatives, Equal Employment Opportunity (EEO) specialists, counselors, and investigators, and senior injury compensation specialists. Provide a conference or meeting room of 120 Sq Ft for remaining human resources staff that may periodically need a private consultation area. Where remaining staff exceed four human resources staff, provide an additional conference or meeting room of 120 Sq Ft. List all private offices individually. All other private office space required by field positions must be justified individually by the installation head. Determine private office space from Exhibit 225.22 (space shown in Sq Ft).

EXHIBIT 225.22
PRIVATE OFFICE SPACE REQUIREMENTS

Position	Office Space (Sq Ft)	Secretary ¹ and/or Reception Area (Sq Ft)	Total (Sq Ft)
Vice President of Area Operations	270	225	495
District Manager / Manager Operations Support	200	225	425
Postal Career Executive Service (PCES) Postmaster	180	225	405
PCES Plant Manager	180	225	405
PCES AMC Manager	180	225	405
Executive and Administrative Schedule (EAS) Plant Manager (P&DC)	160	175	335
PCES Office Manager	160	175	335
Managing Counsel	180	225	405
Assistant Counsel and General Attorney	160	-	160
Paralegal	120	-	120
EAS Postmaster - EAS 24 and above	160	175	335
EAS Postmaster - EAS 22 and below	120		120
EAS Plant Manager (P&DF)	160	175	335
EAS AMC/Air Mail® Facility (AMF) Plant Manager	160	175	335
EAS Manager (direct report ² to District Manager or P&DC Plant Manager)	120	75	195
EAS Manager (direct report ² to P&DF plant manager)	120	-	120
Supervisor (if private office is required)	120	-	120

¹Where dedicated position exists.

²These requirements exclude offices for managers of Distribution Operations and managers of Maintenance, who have space provided adjacent to the workroom and support areas, respectively.

NOTE: In those leased buildings where there are no workout facilities, space may be allowed for changing rooms with showers and lockers for senior executives. It is also advisable to plan a small conference area in close proximity to senior management offices, i.e., District Manager, Plant Manager, Large Postmaster, etc.

225.23 General Office Space

Combine general office space requirements by functional area. Provide 70 Sq Ft for each EAS staff employee. If the EAS staff employee has program responsibility, provide 100 Sq Ft. Provide 75 Sq Ft for EAS secretarial positions and 55 Sq Ft for other clerical positions in the general office. List any atypical equipment requiring space, such as drafting tables, blueprint files, Computer-Aided Design (CAD) workstation, etc. Provide 75-to-100 Sq Ft as needed for each atypical equipment area.

225.3 Office Support Space

225.31 Filing Space

Nonessential or infrequently accessed files should be archived or disposed of as prescribed by retention policy. Space for the remaining files needed in the work area should be determined by allowing approximately 2 Sq Ft per employee. For large file Storage and Retrieval Systems (S&RSs), allow 12 Sq Ft for each 4-5 drawer lateral file cabinet.

225.32 Office Supplies

Allow 150 Sq Ft for an office supply area for the first 50 administrative employees. Allow another 50 Sq Ft for each additional increment of 50 employees, up to 250 Sq Ft maximum.

225.33 Conference Area

Do not plan designated conference rooms for any individual. Determine the total conference area requirement using the following formula:

$$\begin{aligned} \text{No. of Administrative Employees in Office Area} \times 55\% &= \text{Total No. of Seats} \\ \text{Total No. of Seats} \times 25 \text{ Sq Ft per Seat} &= \text{Total Conference Area} \end{aligned}$$

The total conference area requirement may be satisfied with several satellite conference rooms or one large conference area that can be subdivided. Placing a conference area in close proximity to a District Manager office or Plant Manager office should also be considered wherever possible.

225.34 Reference Room

Provide 150 Sq Ft for access to manuals, directives, publications, etc., for the first 50 administrative employees. Provide an additional 50 Sq Ft for each additional increment of 50 employees, up to 250 Sq Ft maximum.

225.35 Mail and Copy Room

Provide 200 Sq Ft for a mail room and photocopy center for the first 50 administrative employees. Provide an additional 50 Sq Ft for each additional increment of 50 employees, up to 300 Sq Ft maximum.

225.36 Break and Lunch Area

If an administrative area is located within a plant, provide 100 Sq Ft for a break room. If administrative space is not located at the plant, such as a district office, provide a lunchroom based on the following: multiply 25 percent of administrative employees at peak hours by 15 Sq Ft per person. Add 15 Sq Ft for each vending machine required. This is the total area to be provided for a lunch area.

225.37 Main Distribution Frame and Local Area Network Room

Provide a minimum of 200 Sq Ft for a local area network (LAN) for the first 50 employees. Add an additional 50 Sq Ft when the number of employees exceeds 50, for a maximum of 250 Sq Ft. Provide a Main Cross Connect (MC) room of 250 Sq Ft for structural wiring. Provide an additional 40 Sq Ft per floor for an immediate distribution frame. The MC and LAN room may be combined Consolidated Computer Room (CCR). This will serve all administrative areas, excluding the Inspection Service, if applicable, which requires a separate LAN room.

225.38 Employee Assistance and Training**225.381 Employee Assistance Program**

The table in Exhibit 225.381 shows the Sq Ft requirements for an Employee Assistance Program (EAP).

EXHIBIT 225.381
SQUARE FOOTAGE REQUIRED FOR EAP OFFICE

Employees Served	Counselors	Required (Sq Ft)
300 to 1,500	1	390
1,501 to 5,000	2	600
5,001 and more	3	750

225.382 Postal Educational Development Center

Provide space for a Postal Educational Development Center (PEDC) as shown in Exhibit 225.382 when 2,000 or more employees are served. When a PEDC is not required or authorized, provide a study room of 200 Sq Ft, a classroom of 200 Sq Ft, a scheme examination room of 120 Sq Ft, a storage area of 120 Sq Ft, and a training console area calculated as detailed in Exhibit 225.382.

EXHIBIT 225.382
SQUARE FOOTAGE REQUIRED FOR PEDC

Type of Area	Required (Sq Ft)
Manager (if authorized)	120
Secretary (if authorized)	75
Reception area	100
Classroom	440
Library or self-study	420
Storage	150
Scheme examination	120
Training consoles	35 per console

225.4 Credit Union

Provide credit union space only if this function is to be located at the facility. Allow a minimum of 150 Sq Ft, plus 50 Sq Ft for each credit union employee on duty. Provide 90 Sq Ft for an Automatic Teller Machine (ATM) if one is authorized by the credit union.

225.5 Inspection Service Office Space Standards**225.51 Office Space**

This section sets forth the maximum space allowed for Inspection Service offices and gives guidance on obtaining the space requirements for the Office of Inspector General (OIG). The actual requirements will vary from location to location. The chief inspector approves all requests for Inspection Service office space based on need and the number of personnel assigned to an office and its operations. When approved, the following space criteria will apply. 180 Sq Ft for a one-person non-domicile office is automatically provided, which includes office, restroom, and covert entrance to the office. In addition, provide 200 Sq Ft for a criminal investigative office (CIO) located at finish floor level. Determine private office space (shown in Sq Ft) from Exhibit 225.51.

EXHIBIT 225.51
INSPECTION SERVICE OFFICE SPACE STANDARDS

Position	Office Space (Sq Ft)	Secretary and/or Reception Area (Sq Ft)	Total Required (Sq Ft)
Inspector in charge	180	225	405
Inspection Service Operations Support Group (ISOSG) manager	160	225	385
Assistant inspector in charge	160	-	160
Team leader	120	-	120
Postal inspector	120	-	120
Administrative specialist	75	-	75
Operations coordinator	75	-	75
Shared workstations	45	-	45

NOTE: Provide nonprivate space for secretarial and clerical positions in accordance with the standards in Section 225.23, *General Office Space*.

225.52 Filing Space

See Section 225.31 for filing space.

225.53 Customer Reception Area

Provide up to 150 Sq Ft for a secure waiting area.

225.6 Other Inspection Service Space

225.61 Inspection Systems

225.611 Information Systems and Wiring

See Section 225.37 for MC and LAN.

225.612 Computer Personnel

If applicable, provide 200 Sq Ft for a computer maintenance area and stockroom plus 55 Sq Ft for each Computer Systems Analyst Programmer (CSAP) and Computer Programmer Analyst Specialist (CPAS) requiring office space. For each additional CSAP and CPAS, provide 150 Sq Ft plus 55 Sq Ft for each individual requiring office space.

225.62 Operations

225.621 Criminal Information Processing Center

If applicable, for each terminal in the criminal information processing center provide 45 Sq Ft plus 1 Sq Ft for each linear foot of storage. This is to be a secure area.

225.622 Criminal Processing Area and Holding Area

If applicable, provide 120 Sq Ft for the first five Inspection Service teams for criminal processing, plus 60 Sq Ft for a holding area. Provide another 120 Sq Ft for criminal processing for each additional five teams or increments thereof, plus 60 Sq Ft for a holding area.

225.623 Evidence Room

Provide 1 Sq Ft of storage for each linear foot of evidence, plus 120 Sq Ft of space for reviewing the evidence. Evidence must be kept in a secure area and separate from forfeiture materials.

225.624 Forfeiture Room

If applicable, provide 1 Sq Ft of storage for each existing linear foot of materials plus 120 Sq Ft for reviewing the material. Forfeiture material must be kept in a secured area.

225.625 Interview and Polygraph Room

For the first 10 inspectors, provide 120 Sq Ft for an interview and polygraph room. Add an additional 120 Sq Ft for each additional 10 inspectors or increment thereof.

225.63 Conference Rooms

Provide space for conference rooms based on the standard in Section 225.33. Inspection Service staff should be counted separately from other administrative staff.

225.64 Break Room and Lunchroom

Provide space for a break room by multiplying 25 percent of administrative employees at peak by 15 Sq Ft per person. Inspection Service staff should be counted separately from other administrative staff. Add 15 Sq Ft for each vending machine required. Add space for a counter and sink if vending machines are not used.

225.65 Administrative**225.651 Reference and Library Room**

Provide space for a reference room or library as discussed in Section 225.34.

225.652 Office Supplies

Provide space for office supplies as discussed in Section 225.32.

225.653 Mail and Copy Room

Provide space for a mail room and photocopy center as discussed in Section 225.35.

225.654 Shredder Room

If applicable, provide 120 Sq Ft for a shredder room.

225.655 Test Preparation Room

If applicable, provide 150 Sq Ft for a test preparation room for each domicile office that has an internal crimes team.

225.656 Security Engineering Technician Maintenance and Stockroom

If applicable, provide 300 Sq Ft for the first Security Engineering Technician (SET) maintenance area and stockroom. Provide 150 Sq Ft for each additional SET area and stockroom. Add an additional 55 Sq Ft per individual for office space.

225.657 Video Taping Room

Provide 120 Sq Ft for a video taping room for the first 50 inspectors. Provide an additional 50 Sq Ft for each increment of 50 inspectors.

225.658 Physical Fitness Room

If applicable, provide 400 Sq Ft for a physical fitness room for the first 50 inspectors. Provide an additional 100 Sq Ft for each increment of 50 inspectors.

225.659 Shower Room and Lockers

Allocation of shower room is to be determined on a case-by-case basis. Provide 4 Sq Ft for each locker required.

225.7 Threat Management Equipment and Ammunition Storage

Provide space for storage of weapons and threat management equipment based on the equipment currently being stored. Provide 100 Sq Ft for a qualified armorer. Provide 150 Sq Ft in each domicile where large quantities of qualification ammunition are stored. Ammunition and weapons are not to be stored in the same area.

225.8 Security Force Facilities**225.81 Control Center**

Provide 500 Sq Ft for the control center for the first 50 inspectors. Provide an additional 250 Sq Ft for each additional increment of 50 inspectors, up to a maximum of 1,000 Sq Ft when inspectors exceed 100.

225.82 Criminal Processing and Holding Areas

Provide 120 Sq Ft for a criminal processing area, plus 60 Sq Ft for a holding room.

225.83 Filing Space

Provide filing space as discussed in Section 225.31.

225.84 Break Room and Lunchroom

Provide space for a break room and lunchroom as discussed in Section 225.36.

225.85 Roll Call Area

Provide 10 Sq Ft for each postal police officer on duty during peak hours for a roll call area.

225.86 Mail and Copy Room

Provide space for a mail room and photocopy center as discussed in Section 225.35.

225.87 Weapons Storage and Loading or Unloading Area

Provide 150 Sq Ft for weapons storage and a loading or unloading area.

225.88 Shower Room and Lockers

See Section 225.659 for shower room and lockers.

225.9 Computations**225.91 Contingency Space**

Page 5...x is used to total all previous page 5 computations. An additional 5 percent of this total is automatically calculated for contingency office space. The minimum contingency space is 200 Sq Ft.

225.92 Net-to-Gross Adjustments

For administrative space in leased buildings, add 25 percent to the total net area to adjust for circulation, aisles, interior partitions, and access within the office area. For new construction, use a 40 percent net-to-gross factor on page 2 of Form 929.

225.93 Office of Inspector General

Operational space requirements for this function have been developed separately and are located in the Inspector General Manual, *Space and Facility Requirements*. Contact the real estate and facilities management officer of the OIG to obtain the latest version if required.

226 Page 6: Public Service Areas**226.1 Assessing the Need for Retail Window Services**

It is critical for retail window services to be in an easily accessible site for customers, conveniently located where customers shop. Retail location needs are often not compatible with Processing and Distribution (P&D) location requirements. Retail window services should neither be routinely planned

nor automatically included in new P&D facilities, unless a retail study indicates a need and justification. The retail study would be provided by the district retail office. If there is a retail need, Contract Postal Units (CPUs) and other alternatives should be considered before planning a classified retail unit. Placing retail units in AMCs and AMFs must be considered on a case-by-case basis. If an AMC or an AMF is located near the main terminal or on a main access thoroughfare, then a full window service retail unit may be justified.

226.2 Section A: Retail Module

226.21 Determining the Retail Module

226.211 General

For new facilities, use a Retail Requirements Worksheet (RRW) to determine the workload matrix. (The RRW must be conducted within one year of the Decision Analysis Report [DAR].) For a replacement facility or major renovation, notify the District that a current RRW is needed to determine the present number of peak-hour transactions and workload. For new facilities, when the existing facility is being retained, submit an RRW for the existing facility, projecting impacts of the new facility. The number of transactions to be diverted to the new facility from the existing facility must be projected from the RRW and other available information. Entries on the RRW and the FPC must be consistent with this handbook unless a deviation is approved. The number of required full-service retail counters is determined by the RRW and the approved RRW must be submitted as backup with the Form 929.

226.212 Projecting the 10-Year Workload

With the district manager of Retail, project the workload for 10 years after based on the population growth rate. The population growth rate can be based on data provided by outside sources, such as a research firm, or local growth information. Use local growth projections, when justified, for new high growth rate areas when local growth percentages exceed that of research information, which may show growth of past years. Enter this information on Form 929, page 6, Section A.

226.22 Type of Merchandising

226.221 General

All new or renovated retail areas will follow retail standard designs.

226.222 Deviations

Any deviation must be approved by the Manager, HQ Retail Planning, Policies and Programs. District managers must request deviations and send them to Headquarters for approval, and provide a copy to the area manager of Marketing, as shown in Exhibit 226.222.

EXHIBIT 226.222
TYPE OF DEVIATION AND APPROPRIATE MANAGERS FOR APPROVAL

Type of Deviation	Manager at Headquarters
Deviation from standard building design criteria	Manager, Design and Construction 475 L'Enfant Plaza SW, #6670 Washington DC 20260-1862
Deviation for number of counters	Manager of Retail Operations Marketing 475 L'Enfant Plaza SW, Suite 4347eb Washington DC 20260-2442
Deviation to space standards	Manager, Facilities Program Management 475 L'Enfant Plaza SW, #6631 Washington DC 20260-1862

226.23 Module Size Calculation

When the type of merchandising method and the retail module have been approved, enter the square footage required for the module on page 6 of Form 929, Section F under "Total Retail SF." (Total square footage is entered rather than the length required.)

226.3 Section B: Recommended Vending Description

The only automated vending equipment approved for retail units is the APC®. Determination of need comes from the approved RRW. Space will be provided for this unit if required.

226.4 Section C: Post Office Boxes**226.41 Present**

List the number of existing PO boxes (by size) installed and rented in the present facility.

226.42 Projected

Use the approved RRW and enter this information into the Form 929.

226.43 Calculations

Complete Section C as follows:

- a. Enter the number of boxes for 10 years from the RRW.
- b. Calculate the number of modules by dividing the number of boxes by the indicated number of boxes per module.
- c. Determine the total number of sections required by dividing the number of modules by 5.
Definition: A PO box module is 2-Ft wide and may contain the following boxes based on local needs: 12 number one boxes, 8 number two boxes, 4 number three boxes, 2 number four boxes, or 1 number five box. A section contains five modules stacked vertically and is 2-Ft wide.
- d. From the total number of sections required, subtract the number of sections provided by the retail module to determine the net total. For example, the analyst determines that the facility requires 51 sections. Since the analyst determined in Section A that a Retail 2 workstation will be necessary, the analyst checks Exhibit 226.43 for Retail 2 and determines that it provides 10 sections. Therefore, the net total sections would be 41, which is the difference between the total sections needed (51) and those provided by the retail module (10). The additional 41 sections are recorded at the bottom of Section C on Form 929.
- e. Once the additional sections are determined, multiply by 2 to determine the linear feet required. Compute the linear feet required for the 10-year number of PO boxes.

EXHIBIT 226.43
MODULE DATA

Module Description	Net Area (Sq Ft)	Comments
Limited Retail 1 Module	2,650	3 Counters 4 PO Box Sections, 1 Postal Scale
Limited Retail 2 Module	3,260	4 Counters 10 PO Box Sections, 1 Postal Scale
Limited Retail 3 Module	3,460	5 Counters 4 PO Box Sections, 1 Postal Scale
Typical Box Lobby (with "saw tooth" alcove)	400	12 PO Box Sections
Typical Box Lobby (with "rectangular" alcove)	800	25 PO Box Sections

226.5 Section D: Parcel Lockers

The calculation of total parcel locker requirements is described in this paragraph. Divide the total linear feet of PO boxes for 10 years by 20 and multiply by 2-Ft. Round to the next lower even number. This provides sufficient space to use standard PO boxes (size 4 or 5) as parcel lockers. If more parcel lockers are needed, use a multiplier of 3 or 4 and explain why on page 16. The use of other lockers can be arranged during the design phase of the project. Combine the number of box sections and parcel locker sections required to determine the Box Lobby Extension (BLE) module needed. Identify the module in the left-hand column.

226.6 Section E: Space Planning Factor

Retail Module 1, 2, or 3 is automatically selected in Section A, the net Square Footage (SF) for this module is automatically entered under SF 10-yr. There is no need to record the total length of equipment and multiply by the space planning factor. From Sections C and D, however, enter the total BLE and multiply by the space planning factor of 22 to determine the square footage required.

226.7 Section F: Lobby Area Totals**226.71 Miscellaneous Functions**

Provide operation space as required for identified miscellaneous needs (window superintendent's office, food stamps, passport, window service technician, philatelic, and photocopy machines). Coordinate with local officials to obtain this information and explain it on page 16. Now-in-use data for present operations should be compiled during the onsite visit.

226.72 Public Service Area

The Randolph Sheppard Act, as amended in 1974, requires that space be provided for a public service stand to be operated by the visually impaired in the following postal facilities:

- a. Buildings that serve the public and have 15,000 or more Sq Ft of usable interior space
- b. Buildings where 100 or more employees work during Tour II (excluding carriers)

Provide 250 Sq Ft where applicable, located as agreed upon by the Postal Service™ and the State Licensing Agency.

227 Page 7: Employee Facilities

Information on the number of employees is used to calculate space required for locker area and lunchroom. Space required for a multipurpose room and vending storage is calculated based on the workroom size.

228 Page 8: Support Areas (General)**228.1 Criteria**

Enter the present space requirements for the workroom's general support areas. The new space requirements for 10 years for these areas (which are available the day of move-in) are automatically calculated in accordance with Exhibit 228.1. All business rules that are developed will be applied to these space requirements and, when necessary, the automated 929 will adjust for space optimization.

EXHIBIT 228.1
SUPPORT AREA SPACE REQUIREMENTS CALCULATED ON WORKROOM MODULE SIZE

Workroom Size (Sq Ft)	Archived Paperwork Room (Sq Ft)	General Supplies (Sq Ft)	MPE Storage (Sq Ft)	Platform Supv. (Sq Ft)	MDO (Sq Ft)	SDO (Sq Ft)	TACS (Sq Ft)	Computer Room (Sq Ft)	Supv. Break Area (Sq Ft)
60,000	240	1,800	3,000	240	395	265	700	1,000	265
75,000	300	2,250	3,750	240	395	265	700	1,250	265
87,500	350	2,625	4,375	240	395	265	700	1,500	265
100,000	400	3,000	5,000	240	395	265	700	1,500	265
112,500	450	3,375	5,625	240	515	375	800	1,500	375
135,000	540	4,050	6,750	240	515	375	800	2,000	375
150,000	600	4,500	7,500	420	635	375	900	2,500	375
175,000	700	5,250	8,750	420	635	375	900	2,500	375
210,000	840	6,300	10,500	420	635	495	900	2,500	495
240,000	960	7,200	12,000	420	635	495	1,000	2,500	495
260,000	1,040	7,000	13,000	420	635	495	1,000	2,500	495
292,500	1,170	8,775	14,625	420	635	495	1,000	2,500	495
325,000	1,280	9,750	16,250	420	635	495	1,000	2,500	495
350,000	1,400	10,500	17,500	420	635	495	1,100	2,500	495
375,000	1,500	11,250	18,750	660	635	605	1,100	3,000	605
400,000	1,600	12,000	20,000	660	635	605	1,200	3,000	605

228.2 Section A: Storage

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following storage areas are automatically calculated:

- a. Archived paperwork
- b. General supplies (noncustodial)
- c. Mail processing equipment
- d. Other

228.3 Section B: Miscellaneous**228.31 Specific Miscellaneous Spaces**

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following miscellaneous areas are automatically calculated:

- a. Platform supervisor and vehicle dispatch (to be elevated on the platform)
- b. Manager of Distribution Operations (MDO)
- c. Supervisor of Distribution Operations (SDO)
- d. Postal Time and Attendance Control System (TACS) data collection site
- e. Computer room (includes space for process control systems (Tray Management System [TMS] system controls), Universal Sorter, National Directory Support System (NDSS), Air Contract Data Collection System (ACDCS), Remote Barcoding System (RBCS), and structural wiring.
- f. Supervisor break and locker area

228.32 Other Miscellaneous Spaces

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following miscellaneous areas are automatically calculated:

- a. If a medical unit is required, manually calculate and enter the necessary information
- b. Label room: 500 Sq Ft are provided
- c. The Self Service Postal Center (SSPC) technician is no longer part of future operational space planning
- d. Contract drivers: 160 Sq Ft (includes 60 Sq Ft for a restroom) are provided
- e. Telephone switching equipment: space included in computer room

228.4 Section C: Business Mail Entry Unit

Space requirements for a BMEU will be determined using the computation model contained in the *Business Mail Entry Unit Prototype Design Manual*, Appendix A (BMEU Estimating Procedure). The analyst must enter the BMEU module that meets or exceeds the computation model results, and the workroom square footage requirements will be automatically calculated in this section of Form 929 (see Exhibit 228.4). The analyst should verify computed square footage with the Area office before determining the required BMEU module. The analyst must consider the goals and objectives of the most current transformation plan.

EXHIBIT 228.4
BMEU WORKROOM SPACE REQUIREMENTS

BMEU Sq Ft Required	BMEU Module	Workroom Sq Ft Required
2,000	1	500
3,000	2	1,000
4,000	3	1,000
5,000	4	2,000
6,000	5	2,000
7,000	6	3,000
8,000	7	3,000

228.5 Section D: Computerized Forwarding System

The analyst must enter the Computerized Forwarding System (CFS) module number, and the workroom square footage will be automatically calculated in this section of Form 929 (see Exhibit 228.5). Module layouts are listed in Workstation Units (WSUs) 090101 through 090105. WSU details can be obtained from Section 3 and Exhibit E. The analyst should consult with the responsible Headquarters unit before determining the required CFS module. The analyst must consider the effect of Postal Automated Redirection System (PARS) on these requirements.

EXHIBIT 228.5
CFS WORKROOM SPACE REQUIREMENTS

Sq Ft Required	CFS Module	CFS Type	Workroom Sq Ft Required
3,000	1	Small	50
4,500	2	Medium	100
6,500	3	Medium-Large	200
8,925	4	Large	300
10,000	5	Jumbo	300

228.6 Section E: Stamp Distribution Office

The analyst must enter the selected Stamp Distribution Office (SDO) module. The square footage for the office and the space for the vault will be automatically calculated in this section of Form 929 (see Exhibit 228.6). The analyst should consult with the responsible Headquarters unit before determining the required SDO module.

EXHIBIT 228.6
SDO SPACE REQUIREMENTS

SDO Module	Sq Ft Required
1	1,000
2	1,600
3	2,500
4	3,000
5	4,000
6	5,000

229 Page 9: Maintenance Support**229.1 Section A: Offices**

The total maintenance office space is automatically determined by the maintenance area shops and storage areas supporting the facility.

229.2 Section B: Shops and Storage**229.21 Procedure**

The square footage for the shops and storage are based on the workroom module number shown on the bottom right of page 14. Form 929 automatically calculates the required space after the workroom size has been determined.

229.22 Criteria

Exhibits 229.22A and 229.22B indicate the square footage allocated for shop and storage areas provided for each workroom module number, which is determined when all workroom space requirements have been completed. All business rules that are developed will be applied to these space requirements and, when necessary, the automated 929 will adjust for space optimization.

EXHIBIT 229.22A
SHOP AND STORAGE SPACE REQUIREMENTS BASED ON WORKROOM MODULE NUMBERS 1–8

Workroom Module	1	2	3	4	5	6	7	8
Workroom Size (Sq Ft)	60,000	75,000	87,500	100,000	112,500	135,000	150,000	175,000
Shop and Storage Areas	Square Footage Allocated Based on Workroom Size							
Stockroom	2,100	2,250	2,400	2,500	2,650	2,850	3,000	3,250
Custodial storage	420	470	530	580	630	720	780	880
Custodial closets	250	300	350	400	450	550	600	700
Bldg. and grounds storage	560	640	720	800	880	1,020	1,100	1,260
General shop	1,020	1,120	1,220	1,300	1,380	1,540	1,660	1,820
Electrical shop	-	-	-	400	420	440	460	480
Carpenter shop	-	-	-	-	-	-	-	380
Carpenter shop storage	-	-	-	-	-	-	-	380
Paint shop	-	-	-	-	-	-	-	480
Paint shop storage	-	-	-	-	-	-	-	140
Training room and library	250	300	350	400	450	550	600	700
Flammable storage	250	300	350	400	450	550	600	700
Machine shop	—	—	—	—	—	800	860	920
Area maintenance office shop	350	350	350	350	350	400	400	400
Electronics room	250	300	350	400	450	550	600	700

EXHIBIT 229.22B
SHOP AND STORAGE SPACE REQUIREMENTS BASED ON WORKROOM MODULE NUMBERS 9–16

Workroom Module	9	10	11	12	13	14	15	16
Workroom Size (Sq Ft)	210,000	240,000	260,000	292,500	325,000	350,000	375,000	400,000
Shop and Storage Areas	Square Footage Allocated Based on Workroom Size							
Stockroom	3,600	3,900	4,100	4,450	4,700	5,000	5,250	5,500
Custodial storage	1,020	1,140	1,240	1,350	1,450	1,580	1,680	1,780
Custodial closets	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Bldg. and grounds storage	1,460	1,640	1,800	1,960	2,140	2,300	2,460	2,600
General shop	2,080	2,280	2,460	2,640	2,850	3,060	3,220	3,400
Electrical shop	520	540	570	600	630	660	680	700
Carpenter shop	420	440	470	500	530	560	580	600
Carpenter shop storage	420	440	470	500	530	560	580	600
Paint shop	520	540	570	600	630	660	680	700
Paint shop storage	160	180	180	200	200	220	240	260
Training room and library	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Flammable storage	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Machine shop	1,040	1,120	1,200	1,280	1,370	1,460	1,520	1,600
Area maintenance office shop	500	500	500	500	500	500	500	500
Electronics room	850	950	1,050	1,150	1,300	1,400	1,500	1,600

23 Workroom Areas

231 Pages 10 Through 14: General Guidelines

231.1 Present Space

Indicate the estimated subtotal for each operation. If the space is used for dual operations, show the figure only in one place.

231.2 Ten-Year Space Requirements

Determine major mechanization and automation equipment required for each Management Operating Data (MOD) operation from the site META model. Select the appropriate WSUs and enter the quantity and Sq Ft for each. Add staging space in accordance with the criteria in Section 232. (Do not itemize rolling equipment.) When calculating equipment requirements, the analyst must consider the Corporate Automation Plan (CAP).

232 Pages 10–14: Criteria

232.1 Cull, Face, and Cancel Equipment

Use the results of the current mail flow simulation model to determine equipment requirements for the cull, face, and cancel operation. If the model is unavailable, follow the guidelines discussed in the following seven sections. Six modules (if applicable) comprise the cull, face, and cancel operation:

- Letter canceling (Section 232.11)
- Meter mail preparation (Section 232.12)
- Flats canceling (Section 232.13)

- d. Thicks and Small Parcels and Rolls (SPR) canceling (Section 232.14)
- e. Advanced Facer Canceler System (AFCS) thicks reject canceling (Section 232.15)
- g. Staging space (Section 232.17)

232.11 Letter Canceling

The following procedure describes how to select WSUs for letter canceling equipment.

- a. Determine the average day, peak hour, letter volume processing requirement.
- b. Provide enough canceling equipment to provide an aggregate capacity exceeding the average day peak-hour volume processing requirement by 25 percent. Use planning throughputs to determine the number of units. Match the number of required facer-cancelers to the number of AFCSs indicated in WSUs 010201 through 010208. Avoid duplicating the Dual-Pass Rough Cull (DPRC) portion of the second WSU.
NOTE: WSUs 010201 through 010208 are space planning guidelines. Configuration and layout will be developed on a site-specific basis.
- c. Stations and small facilities with canceling operations can select from WSUs 010101 through 010106.
- f. Discuss the equipment selected with area in-plant support and local management as appropriate.

232.12 Meter Mail Preparation

If the WSU selected in Section 232.11 does not provide sufficient space for meter mail preparation, add WSU 010401, 010402, or 010403 as appropriate.

232.13 Flats Canceling

If the WSU selected in Section 232.11 does not provide sufficient space for flats canceling, add WSU 010701 or 010702 as appropriate.

232.14 Thicks and SPR Canceling

If the WSU selected in Section 232.11 does not provide sufficient space for thicks and SPR hand stamp, add WSU 010601 or 010602 as appropriate.

232.15 AFCS Thicks Reject Canceling

If the WSU selected in Section 232.11 does not provide sufficient space for handling AFCS thicks and flat rejects, add WSU 010602 as appropriate.

232.16 Staging Space

Provide space for staging based on 20 percent of WSU totals for the cull, face, and cancel operation requirements.

232.2 Machine Distribution

232.21 Machinable Letters

The number of Delivery Barcode Sorters (DBCSs) planned for a facility must be consistent with the CAP as well as the latest national development and deployment plans. Therefore, the area manager of In-Plant Support is responsible for determining equipment requirements for facility projects using the CAP and the current mail flow simulation model. The FPC should be reviewed to determine additional secondaries that are to be worked at the new facility. Determine the space required for machinable letter equipment using WSU 020201 (Letter Mail Labeling Machine[LMLM]), WSUs 030101 through 030708 (DBCS), and WSUs 030709 (DBCS/Optical Character Reader [OCR]). Add space for staging based on 15 percent of the WSU total. This total includes space for DBCS and associated equipment staging.

232.22 Machinable Flats

Consider the existing number of Flat Sorting Machines (FSM 1000), Automated Flat Sorting Machines (AFSM100), and Flat Sequencing Systems (FSS) required to process the machinable flat volumes. Consult with the area manager of In-Plant Support for the projected AFSM100, FSM 1000, and FSS machines needed. Use WSUs 040301, 040201, 040501 respectively to develop space requirements. Add space for staging based on 15 percent of the WSU total.

232.3 Manual Cases**232.31 Equipment Requirements**

Determine the number of manual cases required for each operation (by MOD number) using the amount of now-in-use equipment as a base. All equipment requirements must reflect the 95/5 percent corporate automation goals. The net effect will be a reduction in the number of manual cases. As a reference, use 1,300 pieces-per-hour for letter cases and 1,000 pieces-per-hour for flat cases in calculating the number of manual cases needed.

232.32 Space Requirements

Determine the space required for each operation based on 65 Sq Ft per letter case and 150 Sq Ft per flat case. (For facility space planning, it is not necessary to forecast the exact type and size of the case to be used.) Add staging space in each operation based on 15 percent of the space required for cases.

232.4 Opening and Dispatch Units

Provide space for a *minimum* of four centralized opening and dispatch units at 1,000 Sq Ft each for outgoing and incoming letters and outgoing and incoming flats. The actual number of opening units needed must be determined. Consider tray opening and banding operations as additional units. If the centralized unit is associated primarily with a particular operation (that is, machinable letters and the like), enter the appropriate section on page 10 or 11. Otherwise, use the "Other" section on page 13 of Form 929. Section 3 includes workstation units for robotics and automated scan-where-you-band systems. Consult with the manager of Automation Equipment, Technology Acquisition Management, HQ Engineering, for equipment requirements and deployment plans.

232.5 Pages 11, 12, and 13: Miscellaneous Mail Processing Areas

Workroom spaces for Express Mail®, Priority Mail®, Parcel Post®, and other operations are primarily a function of the number of separations required rather than volume. In establishing workroom space for Priority Mail®, the Logistics Distribution Center (L&DC) Network must be considered. Forecast requirements based on existing space used for these operations are adjusted for anticipated growth in each category. Allow 20 percent for staging. Use WSUs in Section 3, *Workstation Units for Mail Processing*, to project specific equipment requirements.

232.6 Page 12: Carriers**232.61 Ten or Fifteen-Year Projection**

Carrier 10- or 15-year projections should be developed using an adjusted baseline total. To determine the new baseline for carrier routes, the analyst must reduce the present route totals using the delivery point distribution scenario, where applicable. To establish the 10- or 15-year route projection, the analyst would apply the population or mail volume growth factor to the adjusted baseline figure. In some situations, the growth factors will need to be adjusted to avoid overestimating or underestimating route requirements because of impending route adjustments. The facility in-plant support operations specialist and delivery analyst should provide the information to complete Form 929, Exhibits 1 and 2. The space requirements will be automatically calculated based on the number of routes entered onto Form 929.

NOTE: Routes will not grow in direct proportion to population growth.

232.62 Carrier Routes

Use the methods described in Section 42, *Basic Formula*, to determine carrier route adjustments.

232.7 Page 12: Bulk Sorting Equipment**232.71 Multislides**

For a facility that processes 2,500 to 8,000 sacks per day, determine the present space requirements based on the current method of handling sacks, parcels, and nonmachinable outsides (NMOs). Base requirements for space on the number of separations, volume, and operating plan; consult with local officials to determine future needs. If multislides are selected, they require 5,000 Sq Ft per slide, and there are 10 separations per slide. If multislides are not selected, reference Section 3 and select the type of equipment intended for this operation from WSU series 01 (Mail Preparation and Cancellation), 02 (Letter Distribution), or 05 (Distribution and Sack Sorters/Slides). For facilities that process less than 2,500 sacks per day, allocate space adjacent to the platform for a manual sack breakdown. Use blank lines on page 12 of Form 929 to enter the type of equipment and square foot requirements.

232.72 Universal Sorter

For a facility that processes more than 8,000 pieces per day, provide a universal sorting system ranging from 5,000 Sq Ft to 20,000 Sq Ft, with a default of 20,000 Sq Ft. If space requirements exceed 20,000 Sq Ft, a dispatch analysis is required. The analysis is based on the number of separations, volume, and operating plan. Consult with local officials to determine future needs. Reference Section 3 and select the equipment equal to the number of separations required from WSU series 01 (Mail Preparation and Cancellation), 02 (Letter Distribution), or 05 (Distribution and Sack Sorters/Slides). This will provide floor space for the Universal Sorter. Contact Material Handling, HQ, Engineering for actual requirements and design of the Universal Sorter. The sorter, including runouts, sawtooths, etc., will be designed when the layout is developed based on the number of separations and the amount of containerization required.

232.73 Automated Package Processing System

If the facility being surveyed is scheduled to receive a Small Parcel and Bundle Sorter (SPBS) or an Automated Package Processing System (APPS), provide the space required for WSUs 050101, 050110, and 050113 (or 050116 and 050125 if a mechanized feed system is included) for SPBS and WSUs 050201 through 050211 for APPS. Consult with the area manager of In-Plant Support or HQ Network Operations for the established deployment schedule.

232.8 Other Workroom Areas**232.81 Miscellaneous Areas**

The detailed itemizing of miscellaneous areas on page 14 should be used to identify specialized areas more than 200 Sq Ft. Otherwise, for space planning, the workroom adjustment factor includes sufficient space for small, miscellaneous items under 200 Sq Ft in size.

232.82 Carrier Vestibules

Provide 400 Sq Ft for a carrier vestibule when 15 or more carrier routes are projected for 10 years (WSU 520009). Provide two vestibules for 41 or more carrier routes.

232.83 Satellite Vending and Break Areas

For each 20,000 Sq Ft of workroom, one area of 150 Sq Ft for a vending area to serve also as a break area for workroom employees is automatically calculated on page 14 of Form 929. Combine two or three vending and break areas to provide a 600 or 900 Sq Ft area for locations extremely distant from the cafeteria.

232.9 Page 14: Workroom Recapitulation

Bring totals forward from pages 10, 11, 12, and 13. Calculate TACS and empty equipment spaces using factors indicated on the form. Compute space for aisles and miscellaneous items using the adjustment factors in Exhibit 232.9.

EXHIBIT 232.9
ADJUSTMENT FACTORS FOR TACS AND EMPTY EQUIPMENT SPACES

Subtotal	Adjustment Percent
Up to 130,000 Sq Ft	0.24
130,000 to 230,000 Sq Ft	0.27
Over 230,000 Sq Ft	0.30

233 Page 14: Workroom Module Selection

Form 929 will automatically select and enter the workroom module onto page 14 that is greater than or equal to the estimated space required. For workrooms over 400,000 Sq Ft, contact the manager of Facilities Planning and Approval at Headquarters. The workroom module selections are shown in Exhibit 233.

EXHIBIT 233
REVIEW OF WORKROOM SPACES PROVIDED

Workroom Minimum Space Required (Sq Ft)	Workroom Maximum Space Required (Sq Ft)	Workroom Module Selected	Workroom Space Provided (Sq Ft)
<60,000	60,000	1	60,000
60,001	75,000	2	75,000
75,001	87,500	3	87,500
87,501	100,000	4	100,000
100,001	112,500	5	112,500
112,501	135,000	6	135,000
135,001	150,000	7	150,000
150,001	175,000	8	175,000
175,001	210,000	9	210,000
210,001	240,000	10	240,000
240,001	260,000	11	260,000
260,001	292,500	12	292,500
292,501	325,000	13	325,000
325,001	350,000	14	350,000
350,001	375,000	15	375,000
375,001	400,000	16	400,000

24 Page 15: Platform (Dock) Activity

241 Detailed Procedures

The standard platform (dock) depth is 50-Ft. The platform (dock) requirements are based on the workroom modules. The number of 30-inch and 27-inch docks must be entered by the analyst. The trash recycling and compactor docks are already included in the program formulas. When more than these two dock bays are required, documentation and justification are to be provided in writing by the requesting office. The remaining linear footage will be converted to 48-inch docks. Local and area transportation management should verify the mixture of 48-inch, 30-inch, and 27-inch docks. Form 929 automatically calculates the total dock space requirements as shown in Exhibit 241.

EXHIBIT 241
REVIEW OF DOCK LENGTHS ASSIGNED ACCORDING TO WORKROOM MODULE

Workroom Module (Sq Ft)	Length of Dock (Linear Ft)	Workroom Module (Sq Ft)	Length of Dock (Linear Ft)
60,000	300	210,000	600
75,000	300	240,000	600
87,500	350	260,000	650
100,000	400	292,500	650
112,500	450	325,000	650
135,000	450	350,000	700
150,000	500	375,000	750
175,000	500	400,000	800

242 Leveling Devices

To facilitate the trend toward containerization, the standard functional design specifications for all mail processing facilities will provide an electro-hydraulic flip ramp (face mounted) at each 30-inch and 27-inch dock space and an electro-hydraulic dock leveler (pit mounted 6-Ft x 10-Ft) at each 48-inch dock space.

243 Additional Dock Requirements

If the length of the dock is deemed insufficient based on the selected workroom module (see Section 241), additional dock space can be added to the project with the proper justification. The standard method for adding dock doors is to wrap dock modules around to a second side of the building. When this method is selected, two bays at the corner of the building will be for dock transfers. The two bays are located on the long side of the facility. One set of bays, between the workroom wall and the dock, is to be used as support. Another alternative is to use finger docks. Either arrangement requires written justification. The supporting data must be based on actual vehicle arrival information. An arrival profile must be developed that clearly shows the peak-hour dock requirements. The inbound and outbound schedules within the transportation information management evaluation system (TIMES) database can be used to support this analysis. This arrival profile, in conjunction with the facility's dedicated dock requirements (i.e., trash, recyclable, BMEU, etc.), should be the basis of justification. Current volume growth projections, as well as the overall growth of destination entry drop shipments entered at the facility directly from its customers, should be considered. The analysis, along with a cover letter signed by the vice president of Area Operations, must be submitted to the manager of Facilities Planning and Approval at Headquarters.

244 Section C: Miscellaneous Vehicle and Platform Requirements

244.1 Covered Carrier Loading Area

If enclosed or covered parking is not provided (see Section 223.2, *Enclosed USPS Parking*), provide a covered carrier loading area convenient to the carrier vestibule. Determine the space required by multiplying one-half of the carriers, including rural routes, by 200 Sq Ft. (This established number of Sq Ft provides space for a vehicle plus 10-Ft behind the vehicle for loading.)

244.2 Alternative Finger Dock Modules

The modules shown in Exhibit 244.2 are for additional finger dock positions.

EXHIBIT 244.2
REQUIRED SPACE FOR ADDITIONAL FINGER DOCK POSITIONS

Finger Dock Module	Number of Docks	Required Space (Sq Ft)
1	10	5,700
2	20	11,400
3	30	17,100

244.3 Scales

Indicate if a surface-mounted scale is required on the platform and/or maneuvering area. The type of scale, location, etc., will be determined during the development of the functional design specifications.

244.4 Built-In Scales for Drive-Through Trailers

Indicate if a built-in scale is required on the platform and/or maneuvering area. The type of scale, location, etc., will be determined during the development of the functional design specifications.

25 Page 16: Explanatory Notes

Use this page to provide clarification of any entries on other pages.

26 Distribution and Delivery

261 Exhibit 1: Proposed Facility

261.1 General

Exhibit 1 is to be completed by area Operations Program Support. The information must conform to Delivery Point Sequence (DPS) projections, if applicable. Carrier requirements will be generated in the same manner as described in Section 12, *Facility Planning Concept and Space Requirements*.

261.2 Section A: Carriers in Facility

Show the number of routes (by ZIP Code area) to be housed in the proposed facility.

261.3 Section B: Distribution to Carriers

Show the number of routes (by ZIP Code area) housed elsewhere that require secondary distribution at the proposed facility. Use total routes (ZIP Code areas) from sections A and B to complete the space for secondary carrier routes in the workroom (Form 929, page 12).

262 Exhibit 2: Other Delivery Services

Exhibit 2 is optional and is used to provide supplemental data about other delivery services. Show the number of carrier routes for all other station, branch, and associate office delivery units. Carrier requirements will be generated in the same manner as described in Section 12, *Facility Planning Concept and Space Requirements*.

27 Appendix B

Appendix B contains a hard copy of Form 929. Contact Facilities Planning and Approval at Headquarters for the most recent version of Form 929.

28 Appendix C

Appendix C contains the USPS zone map.

29 Appendix D

Appendix D describes the requirements for a Remote Encoding Center (REC), which was published as Section 6 in the previous version of this handbook.

3 Workstation Units for Mail Processing

31 General

Section 3 provides space requirement drawings of Workstation Unit (WSU) layouts for visual reference. These WSUs are provided for mail processing operations, including:

- Mail preparation
- Distribution of letter and flat mail
- Distribution of irregular parcels and pieces (IPPs)
- Processing special category mail
- Distribution of Parcel Post®
- Bulk sorting and materials handling operations
- Computerized Forwarding System (CFS) operations
- Office and clerical operations

Section 33 instructs the analyst to use these WSUs in the assembly of the work space requirements for a mail processing facility. All WSUs are designed with current postal equipment. WSUs may have to be adjusted for future obsolete equipment. Exhibit 31 lists equipment that is referenced by the Postal Service identification number (PSIN) within certain WSUs.

EXHIBIT 31
EQUIPMENT REFERENCED IN WSUs BY PSIN

PSIN	Description
3B	Dumping and Facing Table
8B	Canceling Machine Table
11	Dumping and Stamping Case and Table
30	Pouch Rack
31A	Pouch Rack (No Bottom)
31B	Pouch Rack
32	Parcel Post® Sack Rack
53	Adjustable Platform Stool
61A,B	Sack Racks
77	Swinging Letter Case Wing
78	Swinging Letter Case Wing (Closed Back)
79	Letter Case and Table
80	Letter Case and Table (Closed Back)
109B	Flat Case and Table
124C	Carrier Case and Table
136B	Flat Case
144C	Carrier Case and Table Wing
0857	Automatic Indicating Scale
1033	Small Canvas Hamper

1046	Large Canvas Hamper
1070	Nutting Truck
1075	Utility Cart (U–Cart)
1226C	Tray Cart
1226F	Tray Cart (Delivery Barcode Sorter [DBCS])
1922A	Model 89 Conveyor 17'
1922B	Model 89 Conveyor 25'
1938	Gravity Roller Conveyor
3601	Canceling Machine, Medium Volume
3602	Canceling Machine, Large Volume
3909	General–Purpose Mail Container (GPMC)
3910	Bulk Mail Container (BMC), Over–the–Road (OTR) Container
3919	Wood Pallet, 40' x 48'
3919A	Particle Board Pallet, 40' x 48'
3919B	Plastic Pallet, 40' x 48'
3921	Eastern Region Mail Container (ERMC)

32 Mail Preparation

Exhibit 32A lists the WSUs, and square feet (Sq Ft) required, currently used for mail preparation. Exhibits 32B through 32AG illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 32A
WSUs USED FOR MAIL PREPARATION

WSU #	Sq Ft Required	Item Numbers and/or Description
010101	87	36–Separation Canceling Workstation Without Cancel Machine
010103	101	36–Separation Canceling Workstation With Cancel Machine
010104	142	49–Separation Canceling Workstation With Cancel Machine
010105	231	77–Separation Canceling Workstation With Cancel Machine
010102	68	Canceling Workstation With #3B Table Without Cancel Machine
010106	110	Canceling Workstation With #3B Table With Cancel Machine
010107	11	NEC N-6F Canceling Machine
010201	2,294	AFCS With Culling Belt
010202	7,300	Two AFCSs With Standard Cull/Feed System
010203	8,262	Three AFCSs With Standard Cull/Feed System
010204	9,126	Four AFCSs With Standard Cull/Feed System
010205	10,876	Five AFCSs With Standard Cull/Feed System
010206	11,740	Six AFCSs With Standard Cull/Feed System
010207	11,836	Seven AFCSs With Standard Cull/Feed System
010208	12,700	Eight AFCSs With Standard Cull/Feed System
010209	12	Biodetection System (BDS)
010210	N/A	AFCS With BDS
010211	N/A	Ventilation Filtration System on AFCS
010301	981	AFCS 200
010302	N/A	AFCS 200 With BDS
010303	N/A	Ventilation Filtration System With BDS
010401	700	Tandem Meter Mail Set-Up
010402	648	Five–Position Meter Mail Set-Up
010403	495	Three–Position Meter Mail Set-Up
010501	260	Storage and Cutting
010502	970	Pouch Opening With 63 Separations
010503	444	Pouch Opening With 48 Separations
010504	1,000	Sack Opening, Paper, and Small Parcels and Rolls (SPRs)—Primary Cutting and Set-Up (58 Separations)
010601	950	SPR and Thicks Canceling (17' Belt)
010602	1,175	SPR and Thicks Canceling (25' Belt)
010701	950	Model 15 Flats Canceler/Stacker (17' Belt)
010702	1,175	Model 15 Flats Canceler/Stacker (25' Belt)

EXHIBIT 32B

010101, 36-SEPARATION CANCELING WORKSTATION WITHOUT CANCEL MACHINE

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 87 Sq Ft

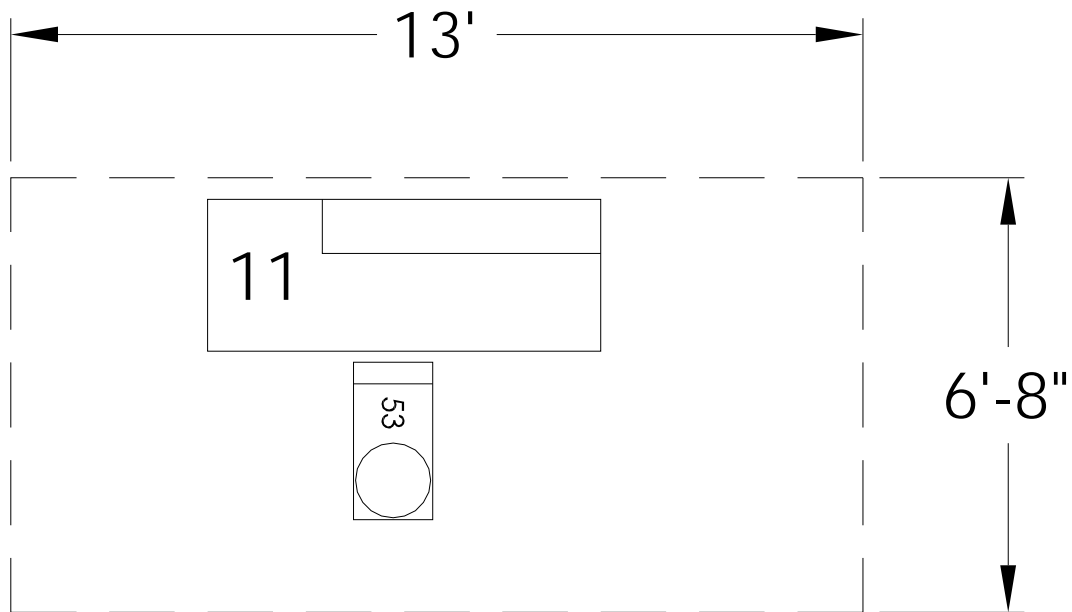


EXHIBIT 32C

010103, 36-SEPARATION CANCELING WORKSTATION WITH CANCEL MACHINE

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 101 Sq Ft

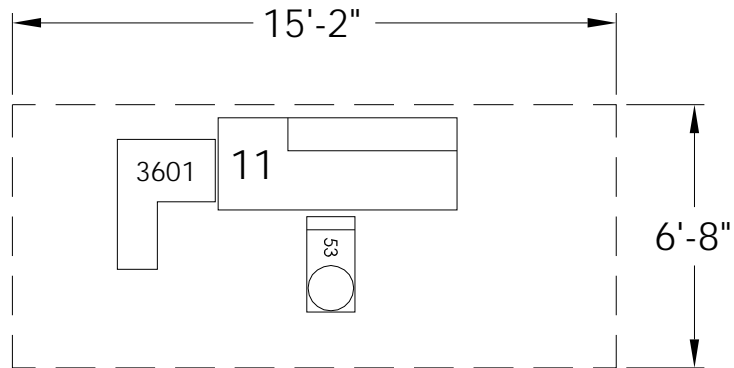


EXHIBIT 32D

010104, 49-SEPARATION CANCELING WORKSTATION WITH CANCEL MACHINE

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 142 Sq Ft

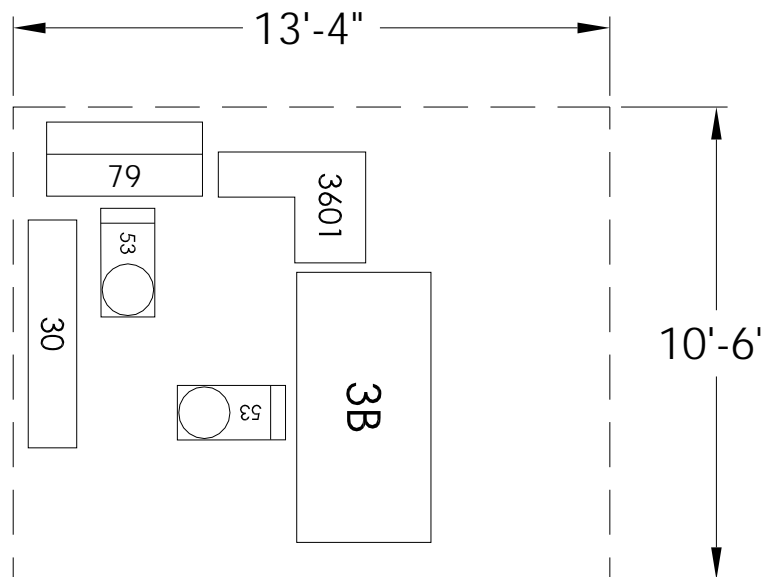


EXHIBIT 32E
010105, 77-SEPARATION CANCELING WORKSTATION WITH CANCEL MACHINE

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 231 Sq Ft

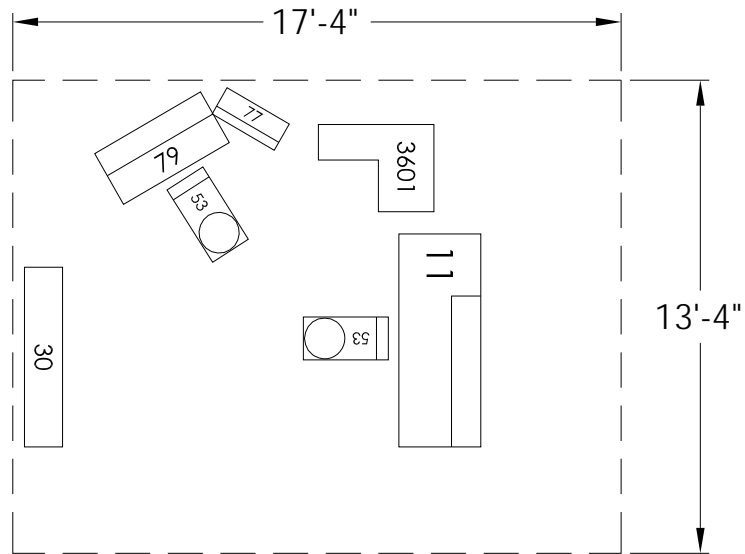


EXHIBIT 32F
010102, CANCELING WORKSTATION WITH #3B TABLE WITHOUT CANCEL MACHINE

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 68 Sq Ft

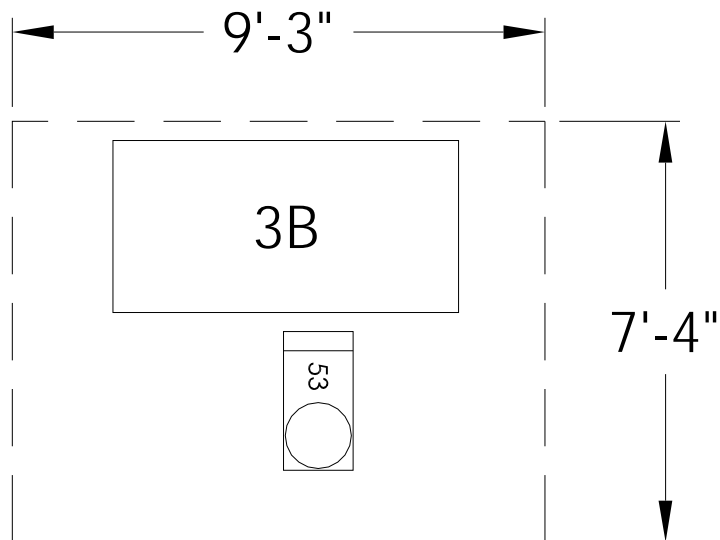


EXHIBIT 32G
010106, CANCELING WORKSTATION WITH #3B TABLE WITH CANCEL MACHINE

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 110 Sq Ft

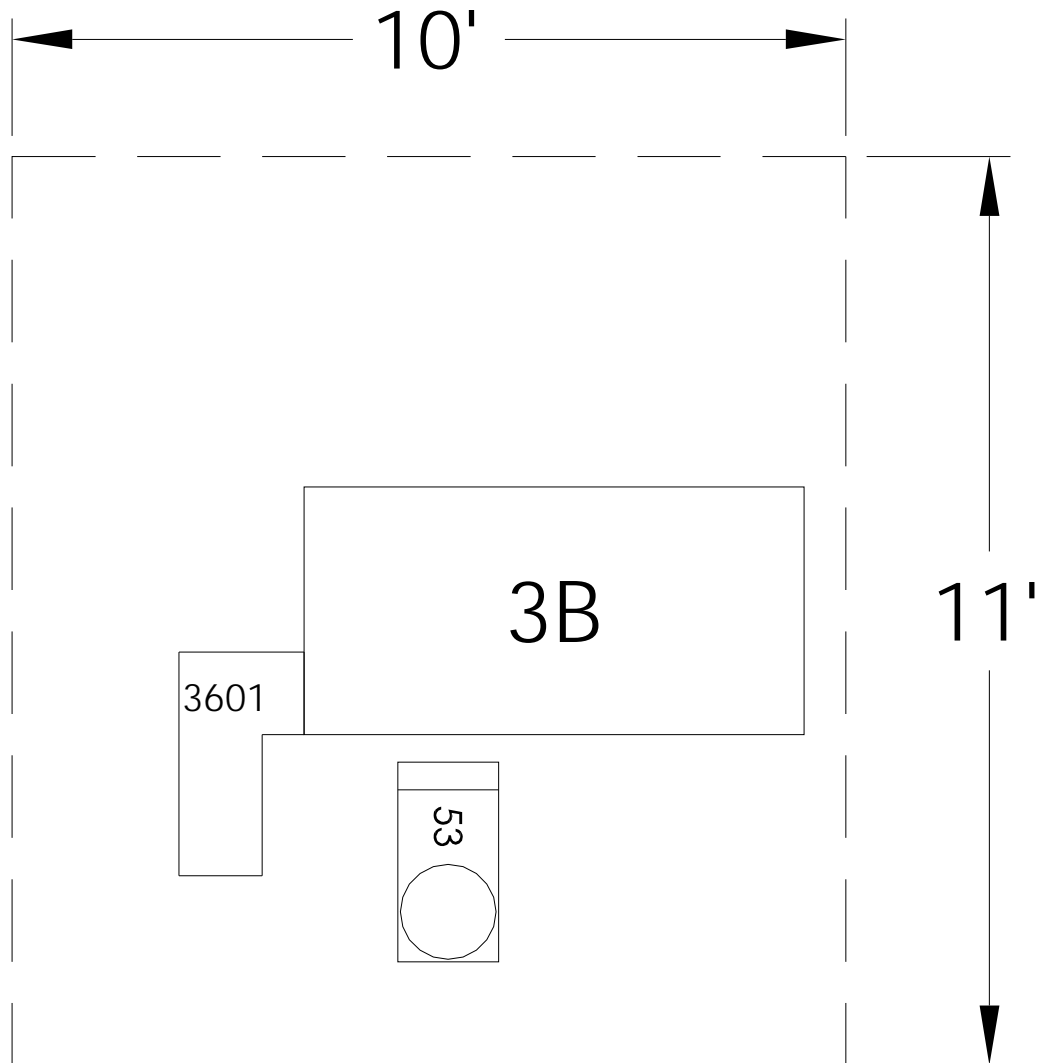


EXHIBIT 32H
010107, NEC N-6F, CANCELING MACHINE

Date: July 2009

Mail Preparation

Scale: No Scale

Area: 11 Sq Ft

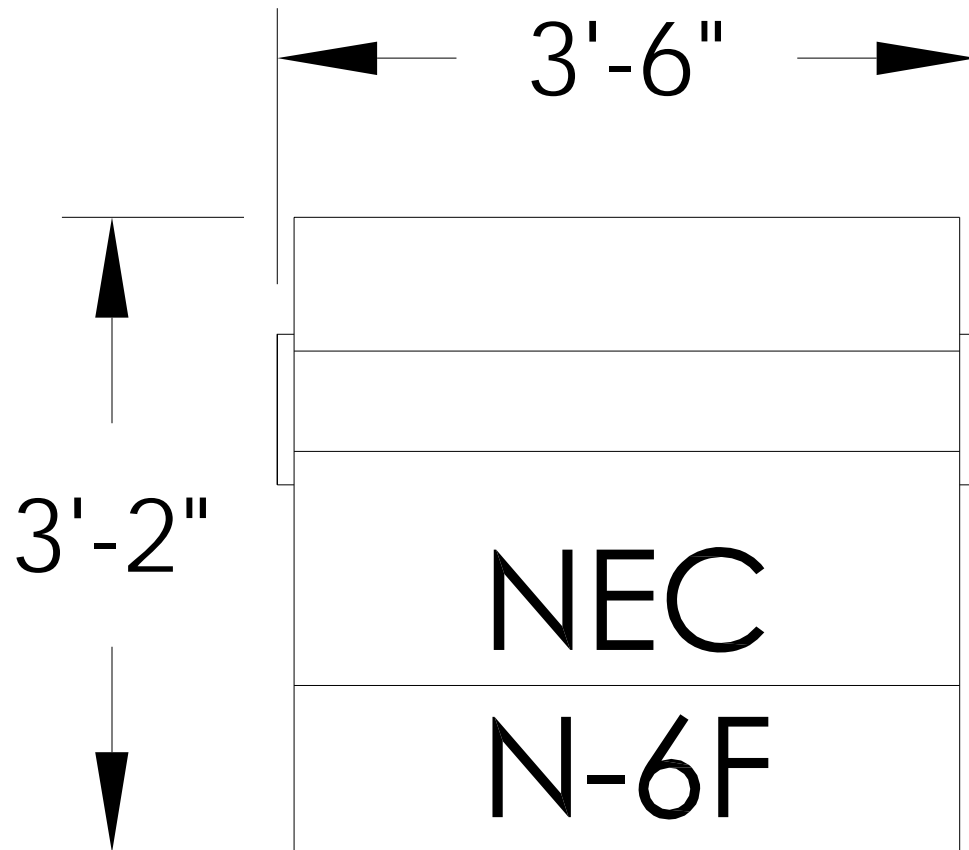


EXHIBIT 32I
010201, ADVANCED FACER CANCELER SYSTEM (AFCS) WITH CULLING BELT

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 2,294 Sq Ft

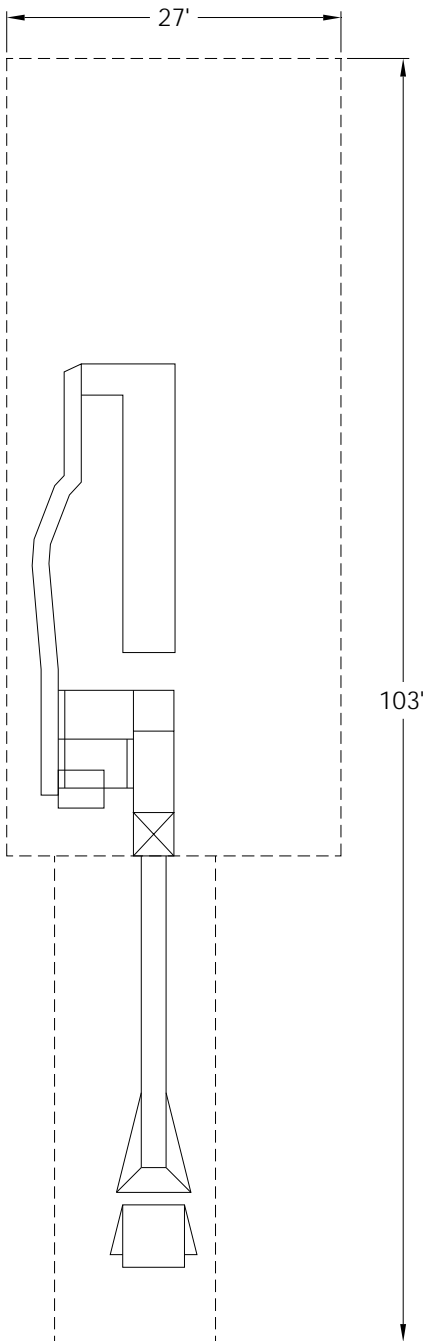


EXHIBIT 32J
010202, TWO AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 7,300 Sq Ft

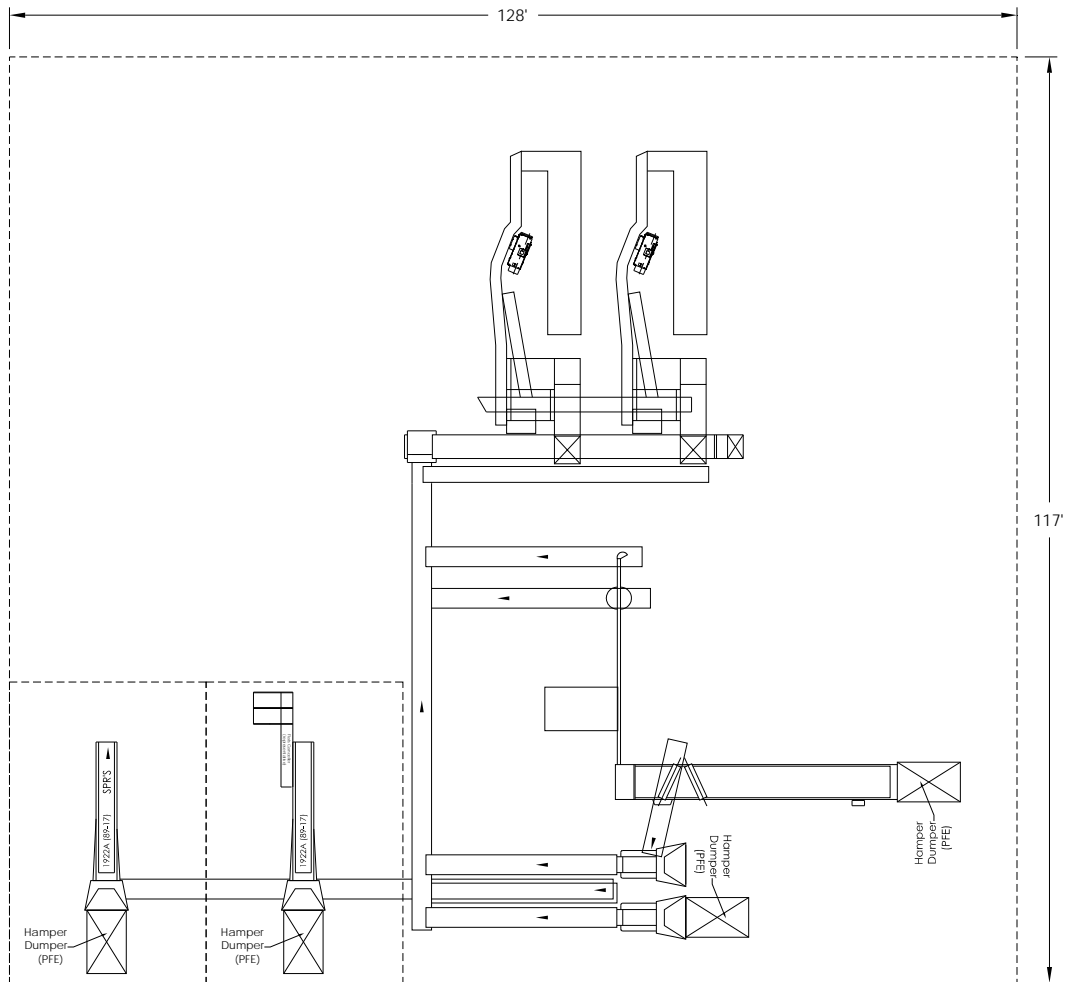


EXHIBIT 32K
010203, THREE AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 8,262 Sq Ft

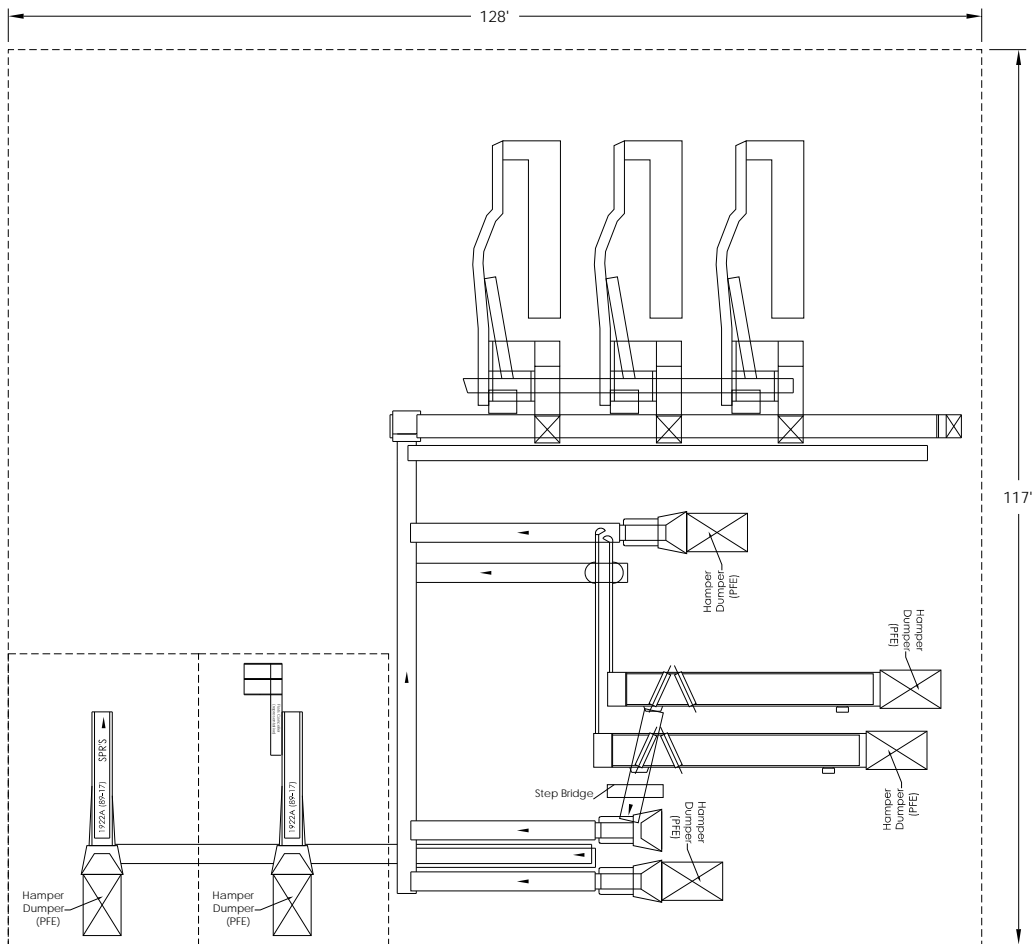


EXHIBIT 32L
010204, FOUR AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 9,126 Sq Ft

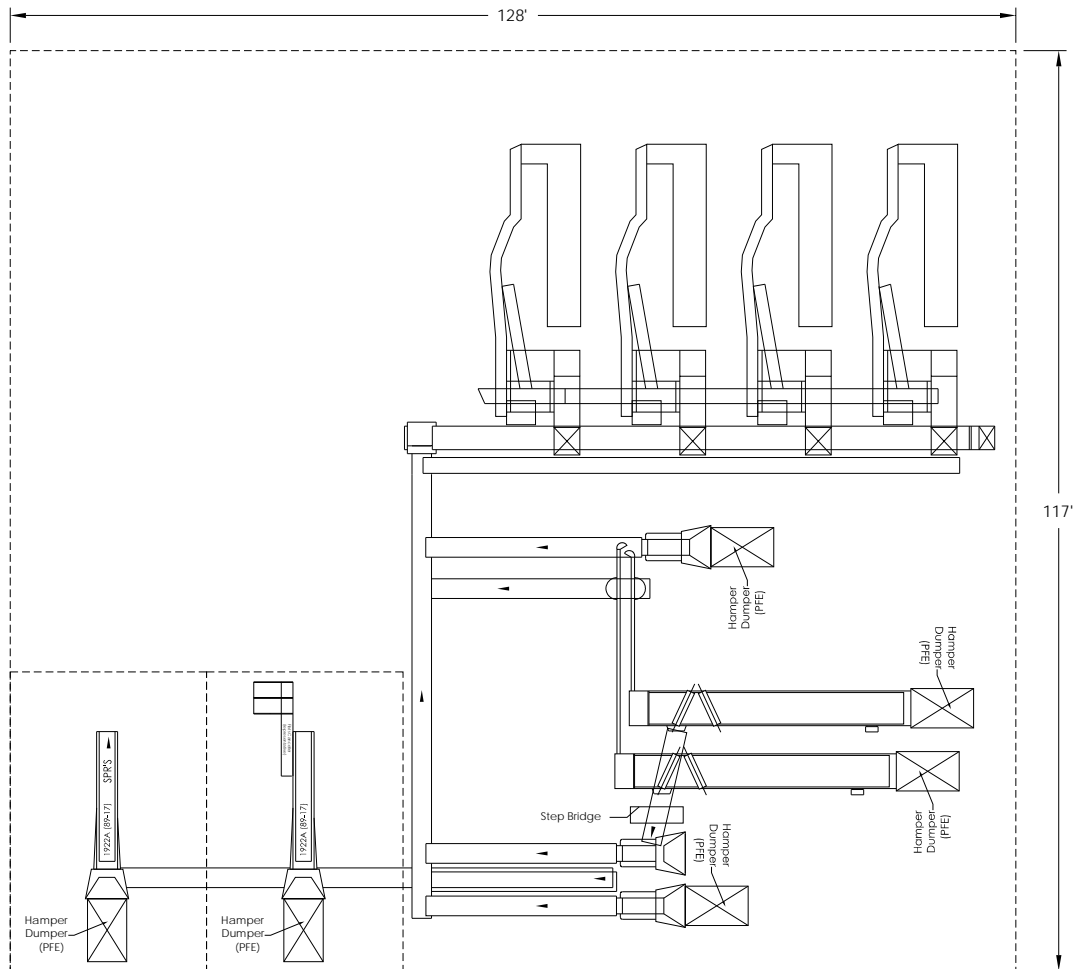


EXHIBIT 32M
010205, FIVE AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 10,876 Sq Ft

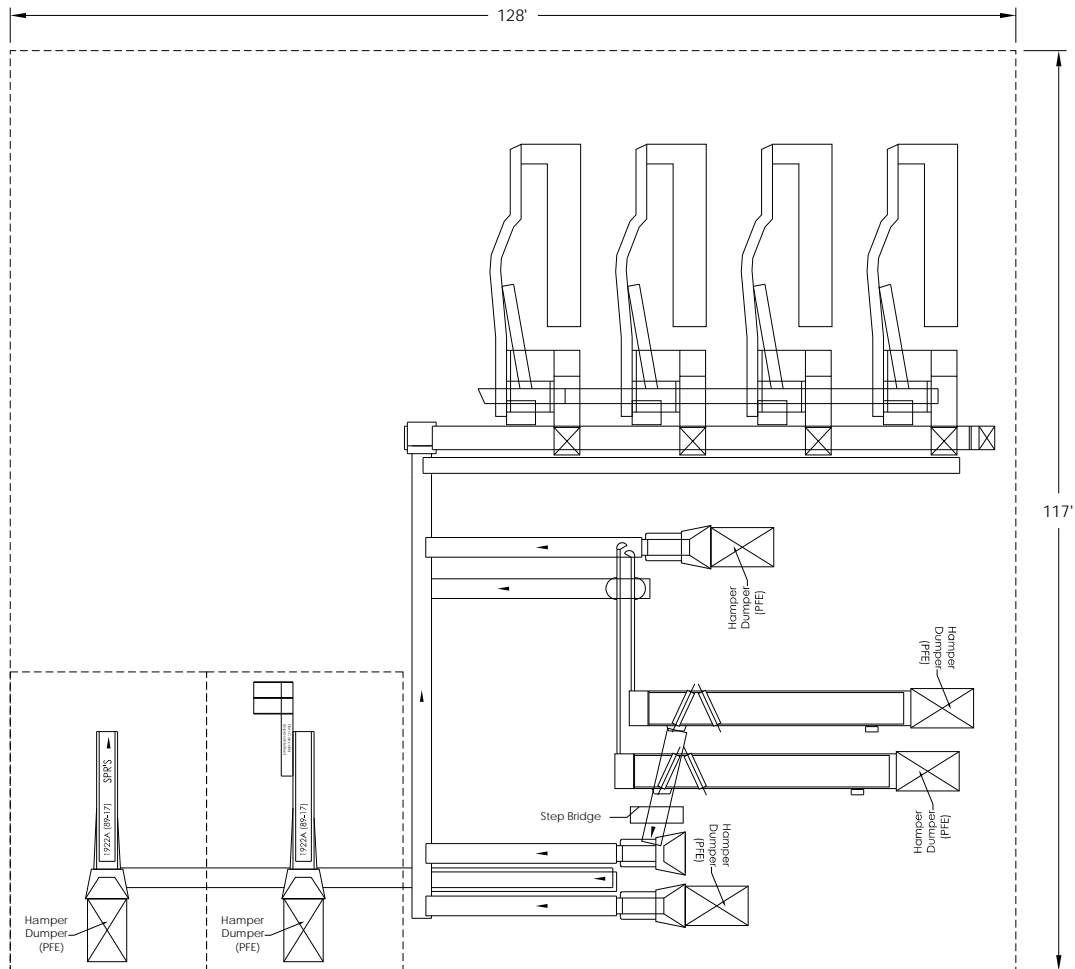


EXHIBIT 32N
010206, SIX AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 11,740 Sq Ft

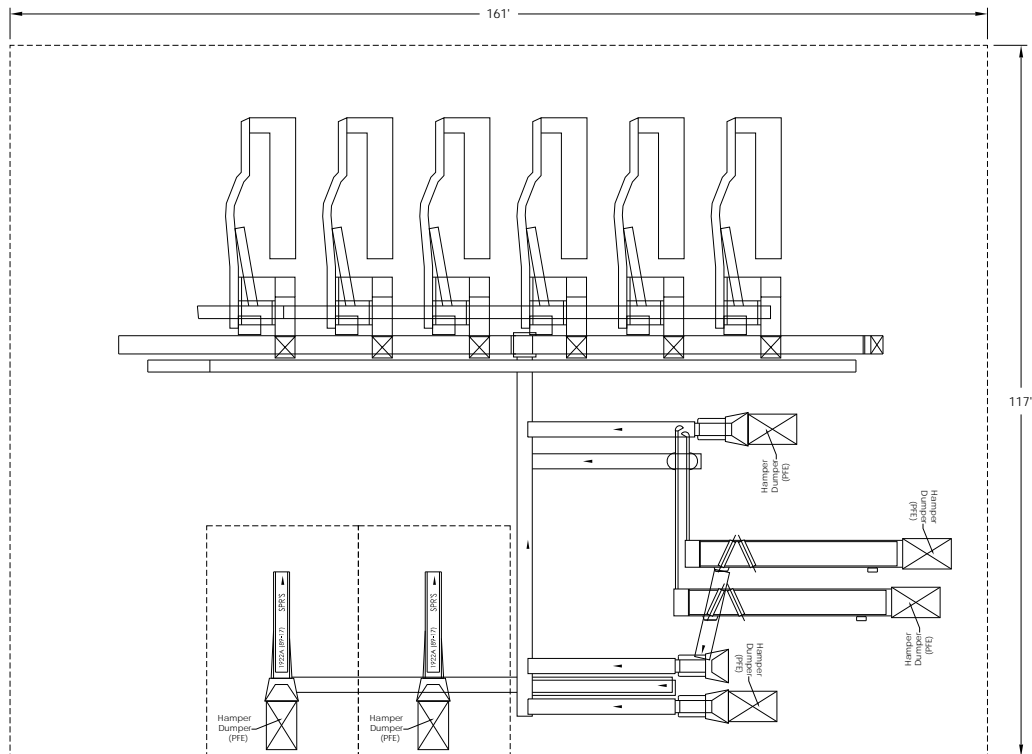


EXHIBIT 320
010207, SEVEN AFCSs WITH STANDARD CULL/FEED SYSTEM

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 11,836 Sq Ft

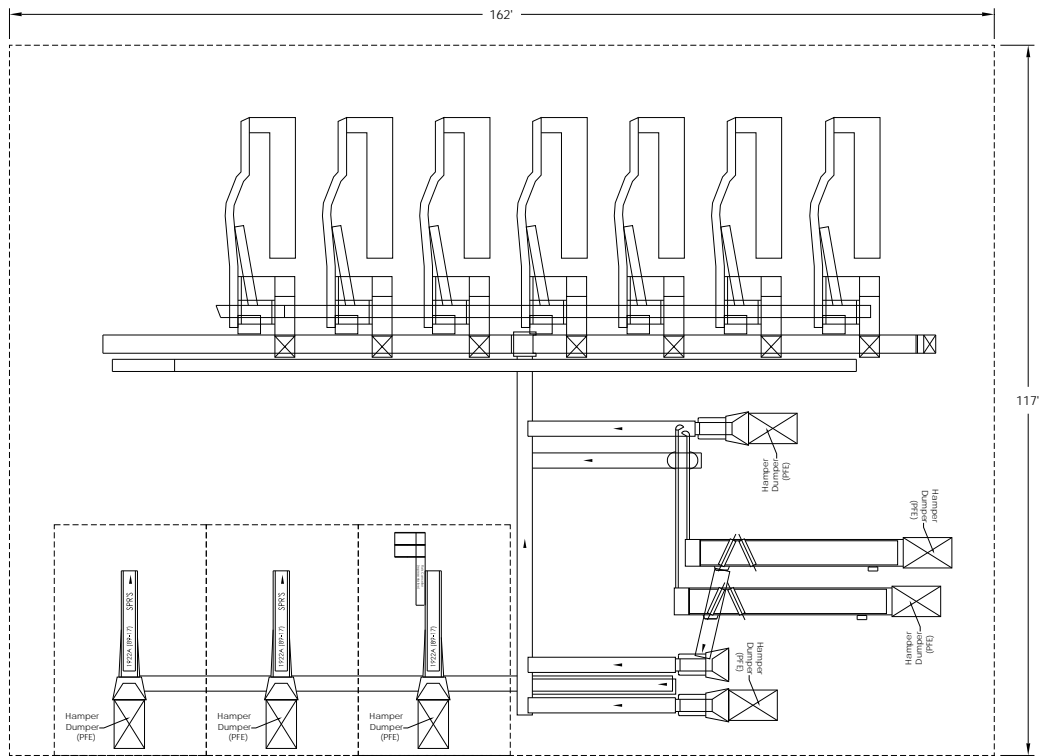


EXHIBIT 32P
010208, EIGHT AFCSs WITH STANDARD CULL/FEEB SYSTEM

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 12,700 Sq Ft

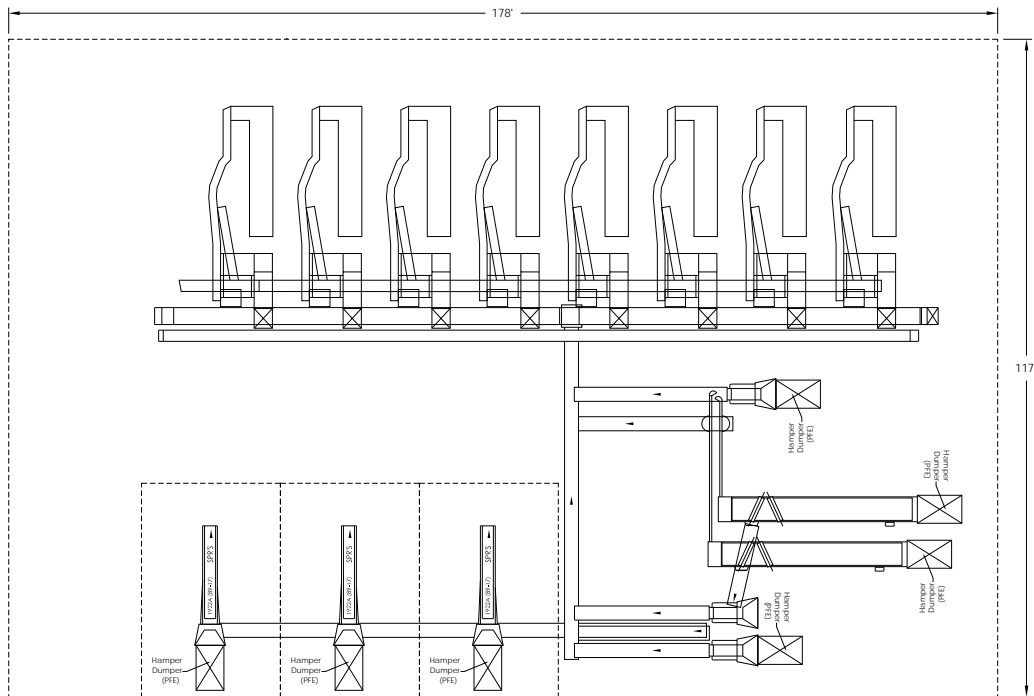


EXHIBIT 32Q
010209, BIODETECTION SYSTEM (BDS)

Date: July 2009

Mail Preparation

Scale: No Scale

Area: 12 Sq Ft

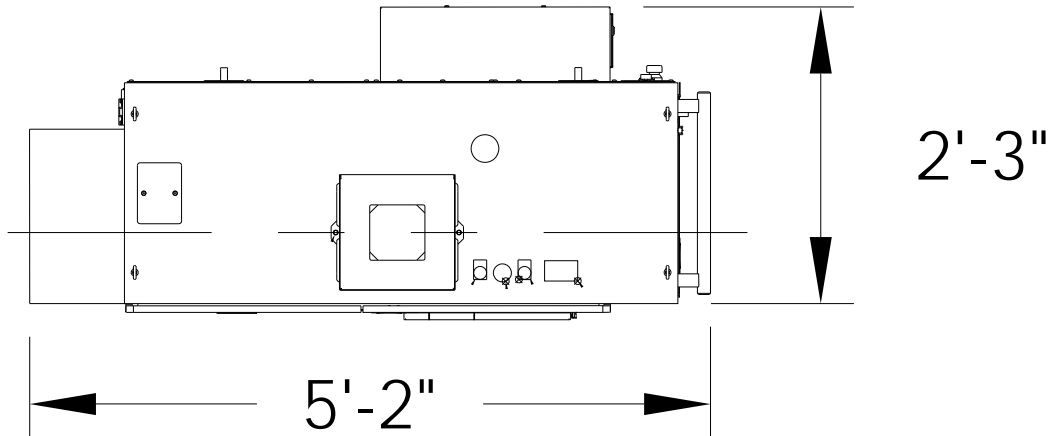


EXHIBIT 32R
010210, AFCS BDS

Date: July 2009
Mail Preparation
Scale: No Scale
Area: N/A

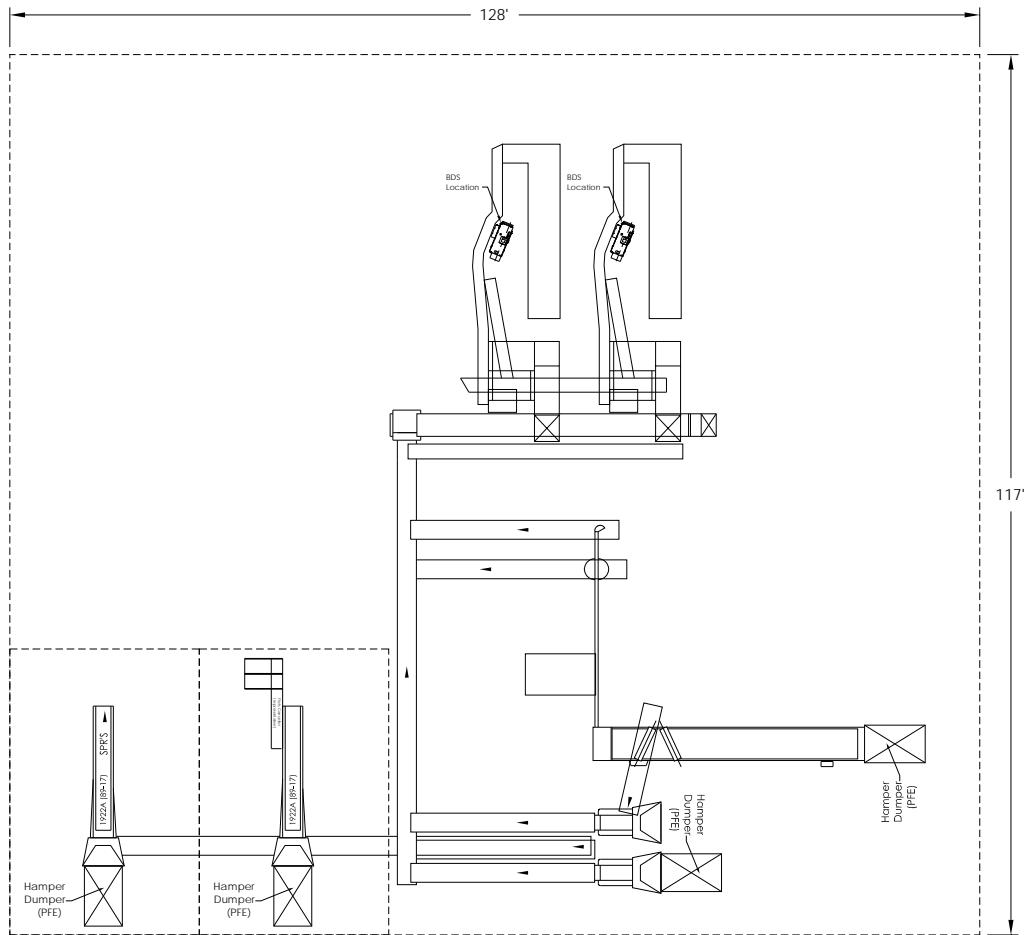


EXHIBIT 32S
010211, VENTILATION FILTRATION SYSTEM ON AFCS

Date: July 2009

Mail Preparation

Scale: No Scale

Area: N/A

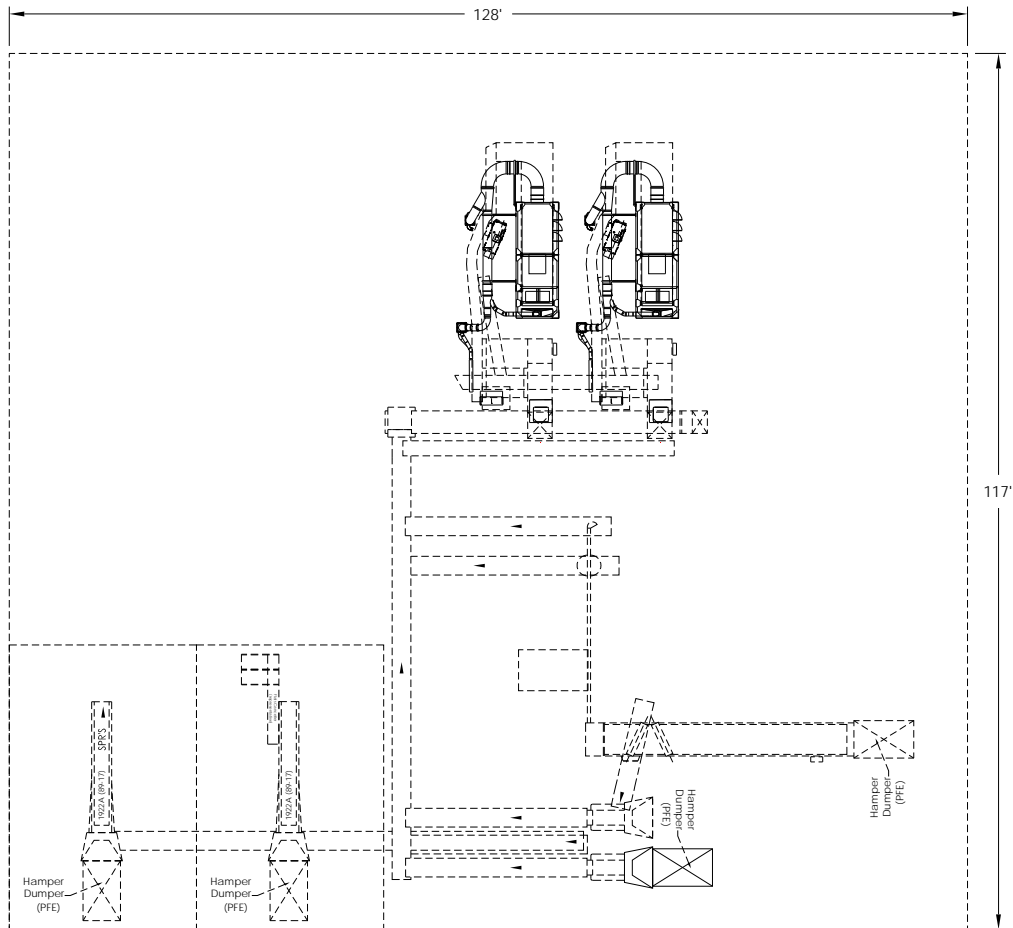


EXHIBIT 32T
010301, AFCS 200

Date: July 2009

Mail Preparation

Scale: No Scale

Area: 981 Sq Ft

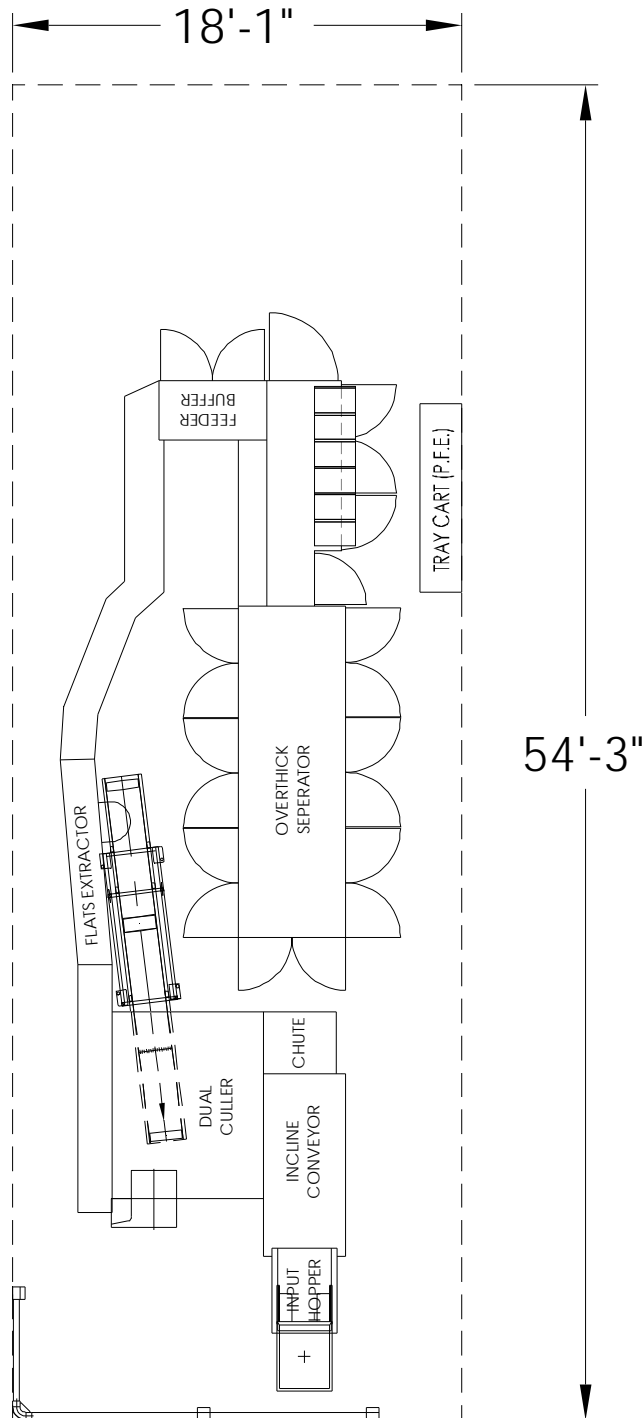


EXHIBIT 32U
010302, AFCS 200 WITH BDS

Date: July 2009
Mail Preparation
Scale: No Scale
Area: N/A

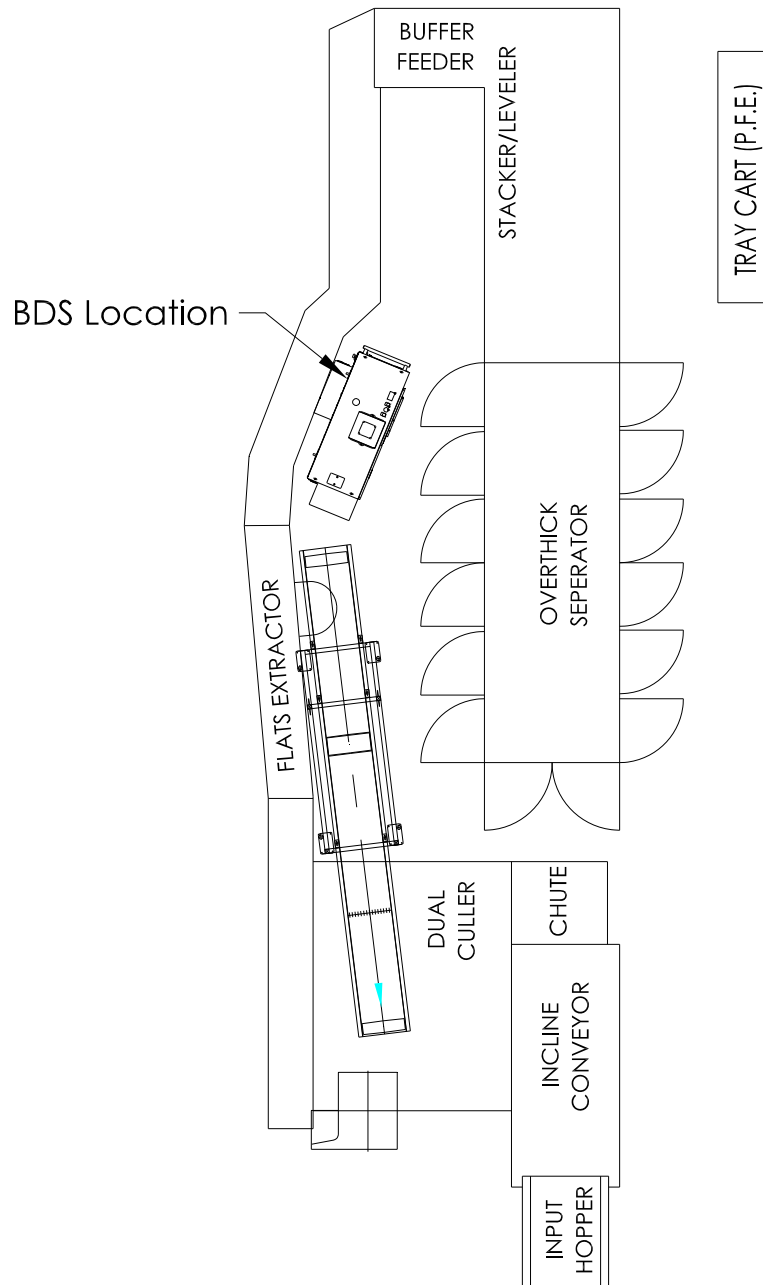


EXHIBIT 32V
010303, VENTILATION FILTRATION SYSTEM WITH BDS

Date: July 2009
Mail Preparation
Scale: No Scale
Area: N/A

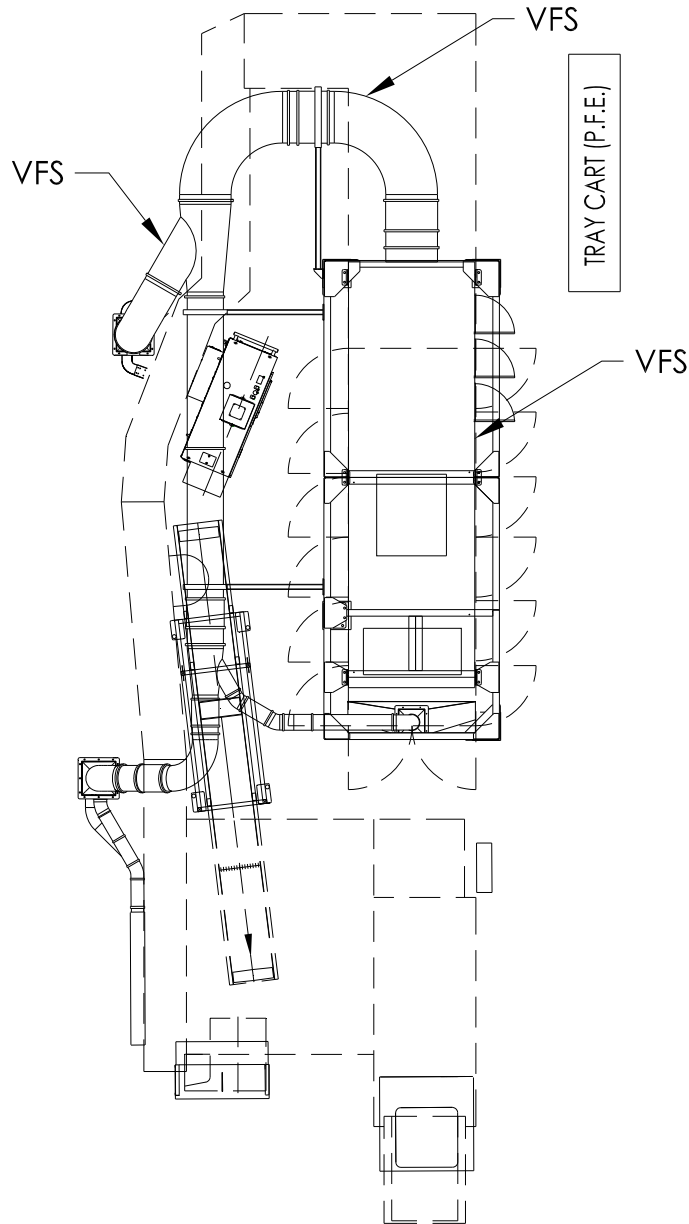


EXHIBIT 32W
010401, TANDEM METER MAIL SETUP

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 700 Sq Ft

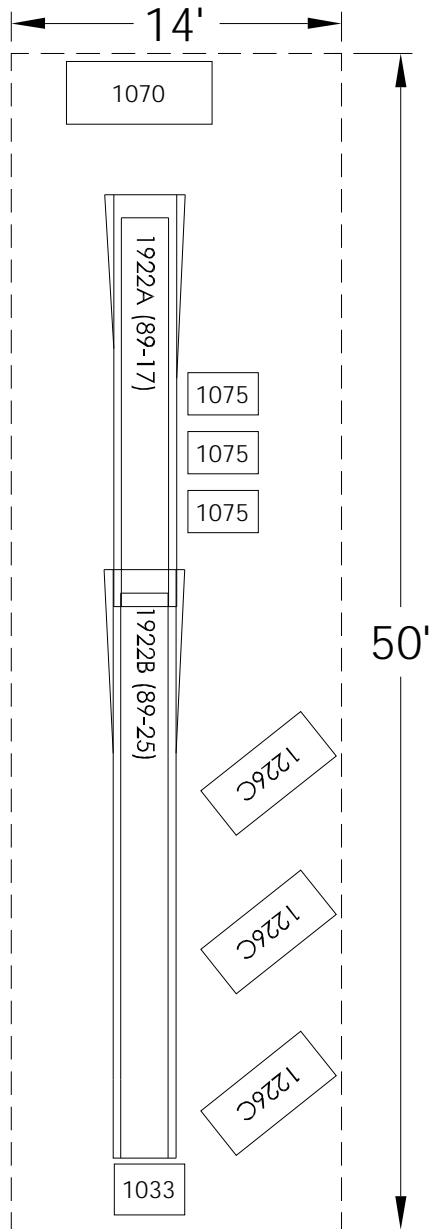


EXHIBIT 32X
010402, FIVE-POSITION METER MAIL SETUP

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 648 Sq Ft

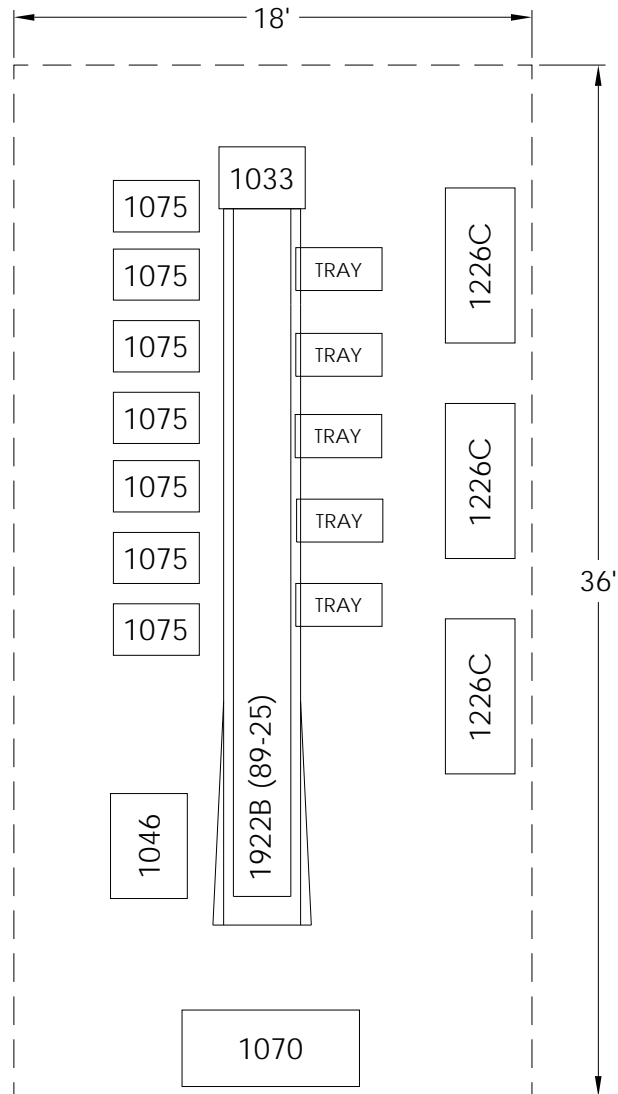


EXHIBIT 32Y
010403, THREE-POSITION METER MAIL SETUP

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 495 Sq Ft

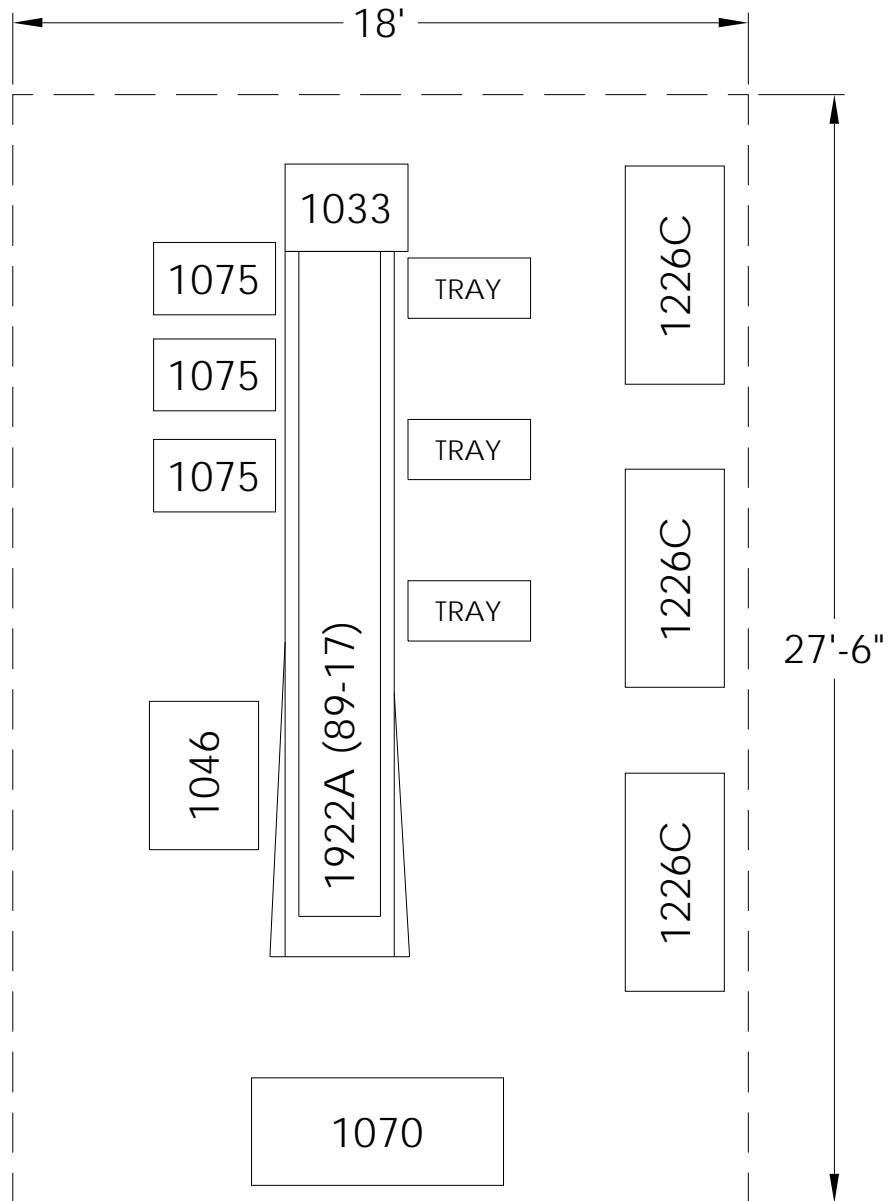


EXHIBIT 32Z
010501, STORAGE AND CUTTING

Date: Sept. 1997
Mail Preparation
Scale: No Scale
Area: 260 Sq Ft

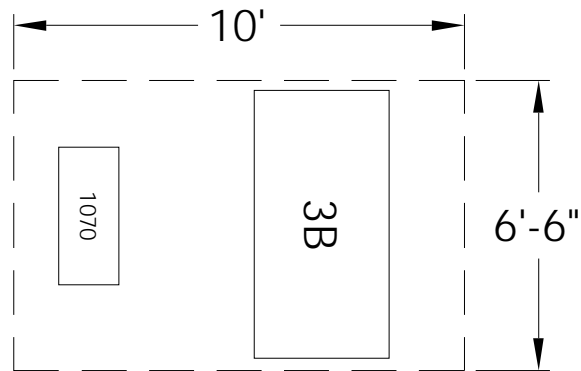


EXHIBIT 32AA
010502, POUCH OPENING WITH 63 SEPARATIONS

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 970 Sq Ft

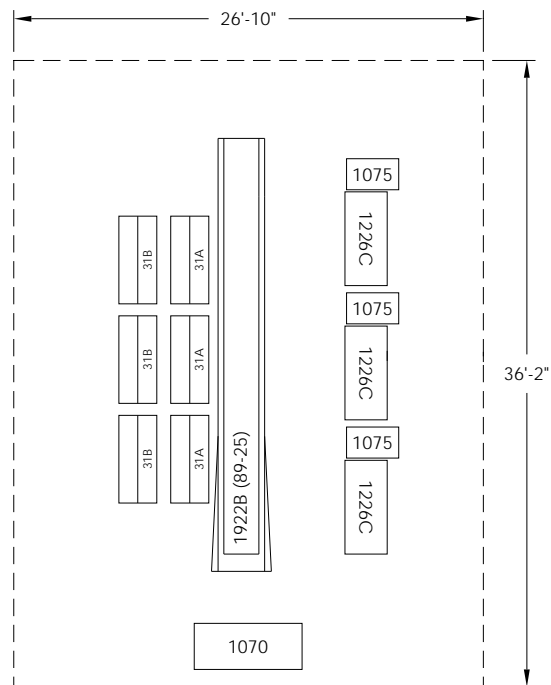


EXHIBIT 32AB
010503, POUCH OPENING WITH 48 SEPARATIONS

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 444 Sq Ft

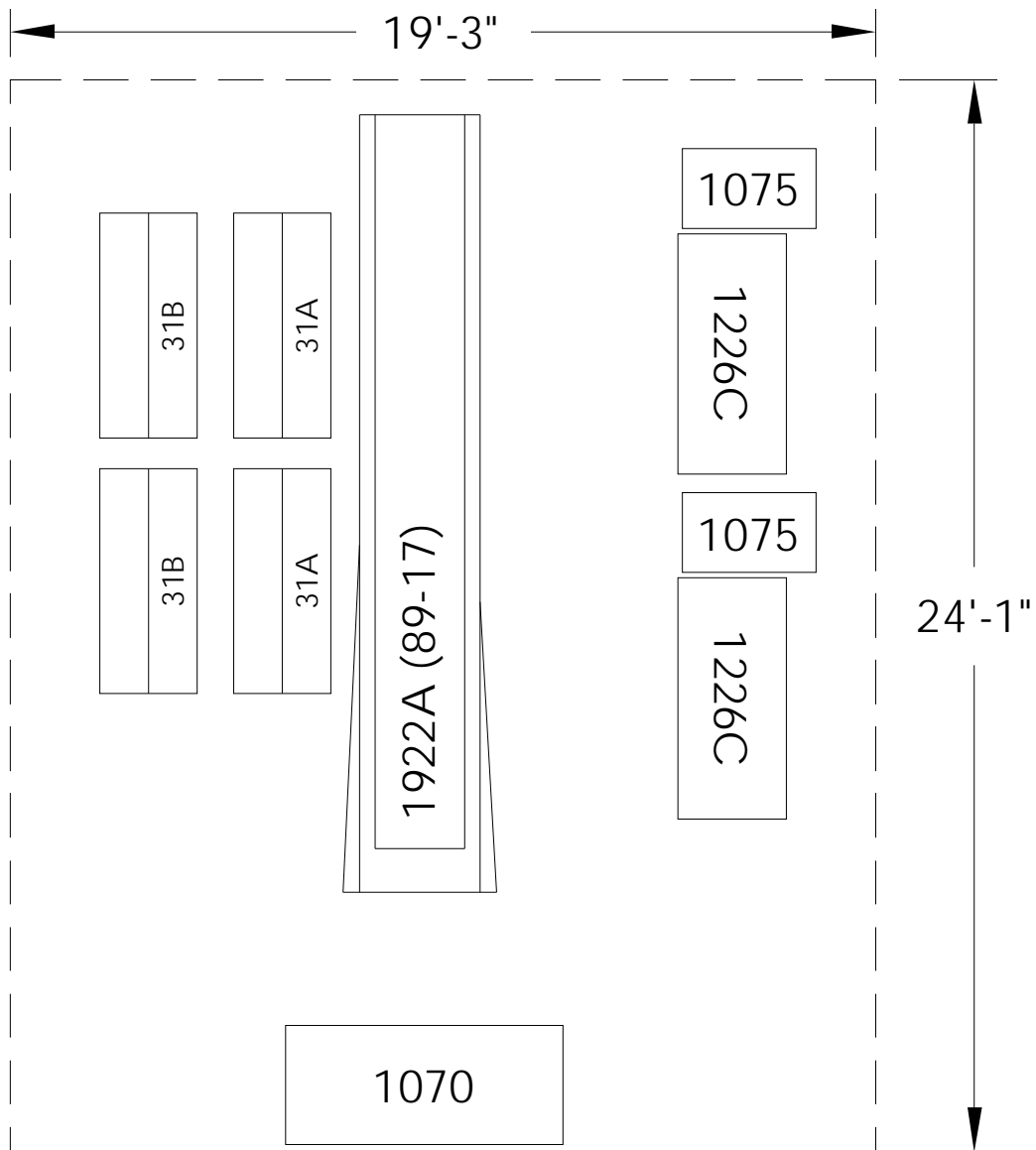


EXHIBIT 32AC

010504, SACK OPENING, PAPER, AND SPRs—PRIMARY CUTTING AND SET-UP (58 SEPARATIONS)

Date: Dec. 1994

Mail Preparation

Scale: No Scale

Area: 1,000 Sq Ft

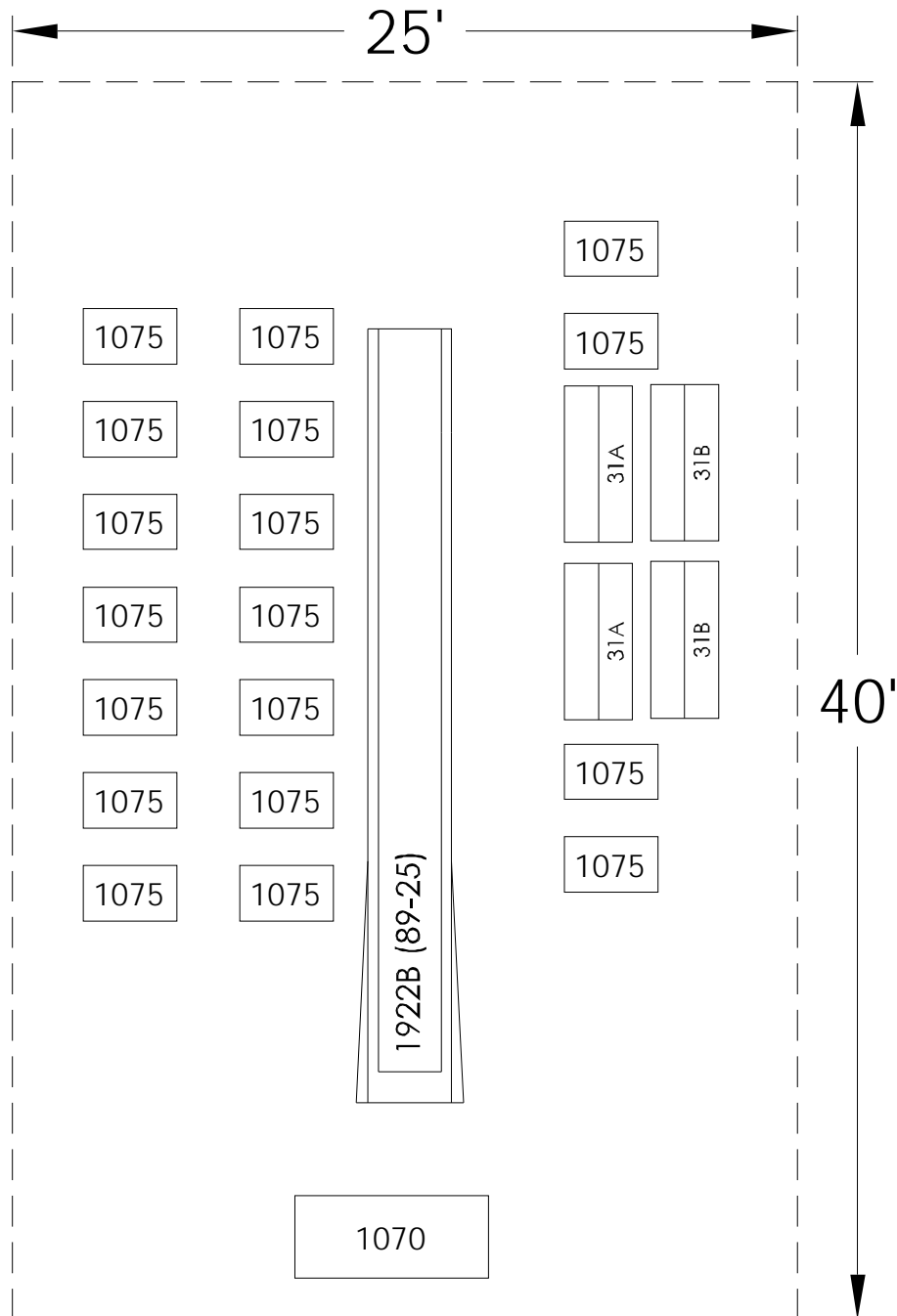


EXHIBIT 32AD
010601, SPR AND THICKS CANCELING (17-FT BELT)

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 950 Sq Ft

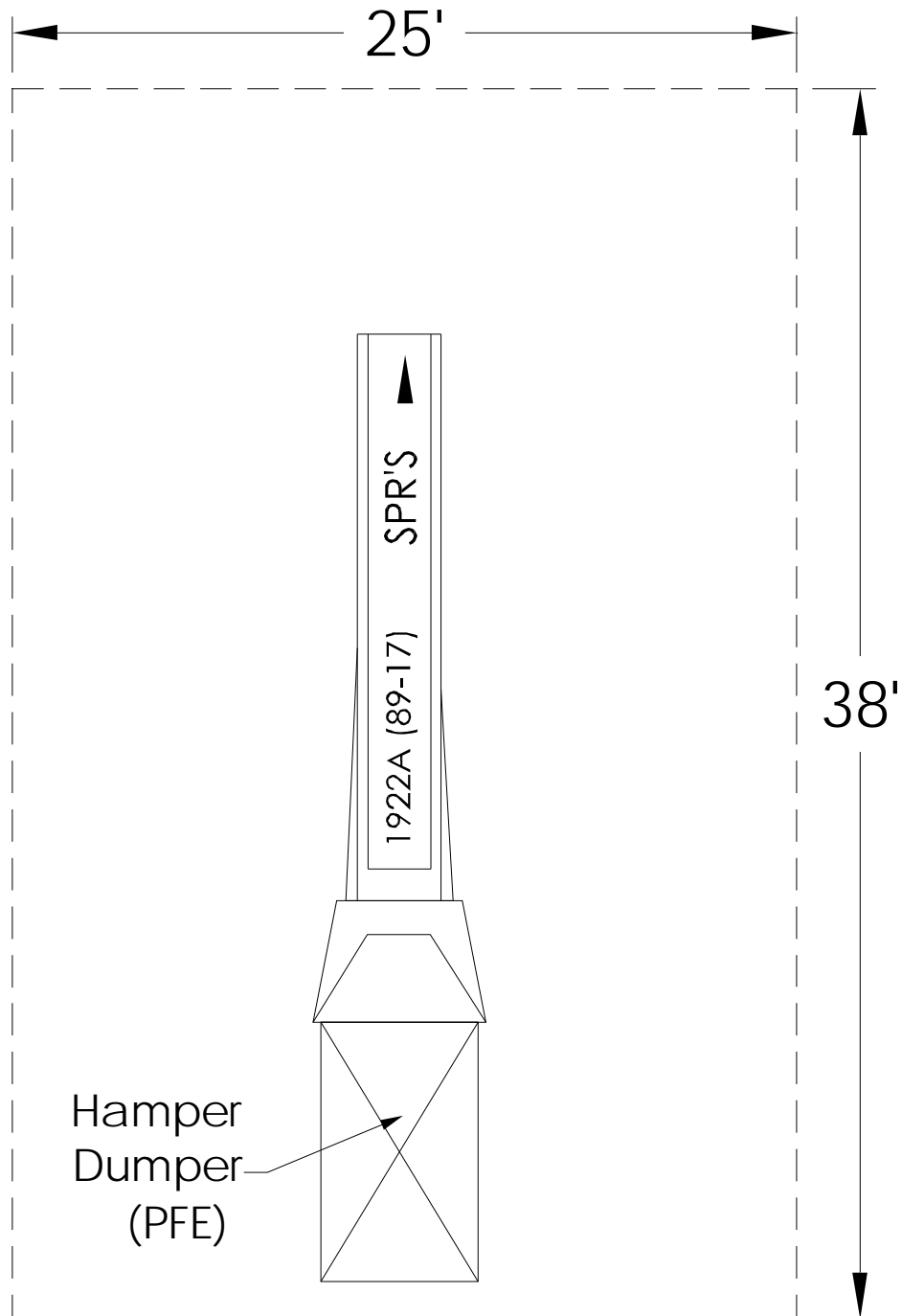


EXHIBIT 32AE
010602, SPR AND THICKS CANCELING (25-FT BELT)

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 1,175 Sq Ft

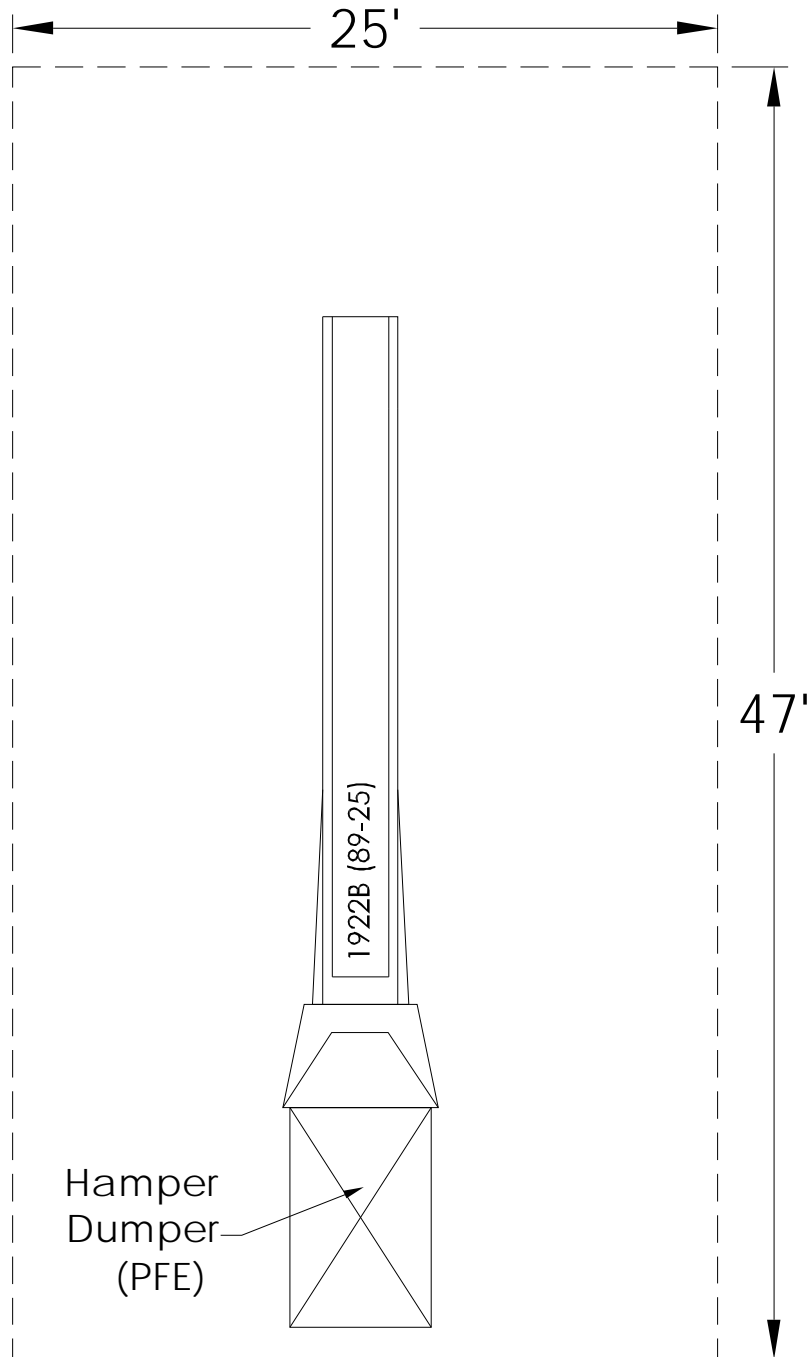


EXHIBIT 32AF
010701, MODEL 15 FLATS CANCELER/STACKER (17-FT BELT)

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 950 Sq Ft

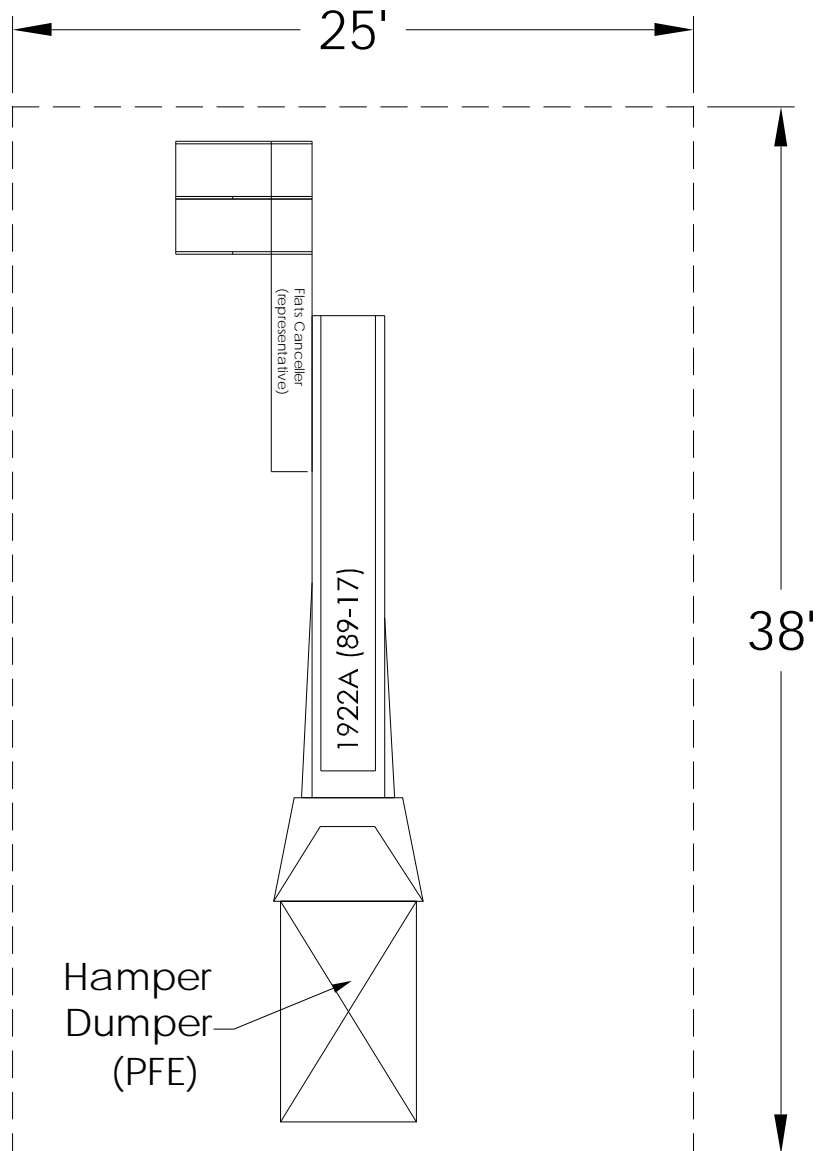
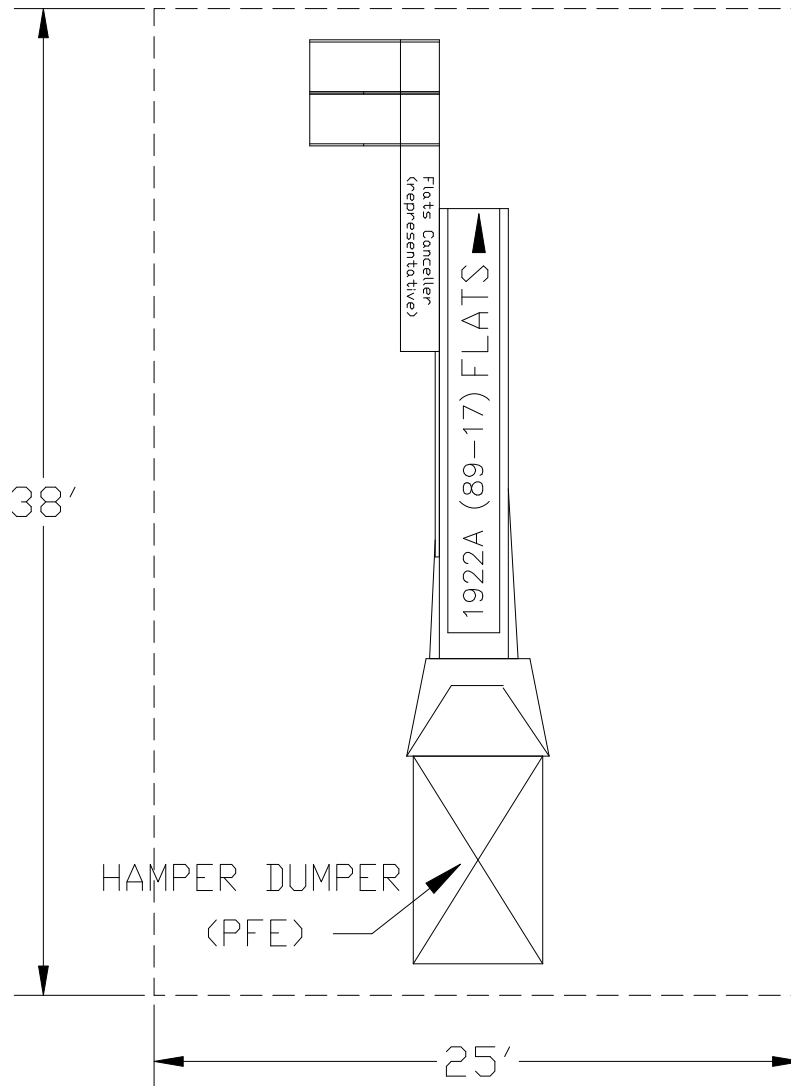


EXHIBIT 32AG
010702, MODEL 15 FLATS CANCELER/STACKER (25-FT BELT)

Date: Dec. 1994
Mail Preparation
Scale: No Scale
Area: 1,175 Sq Ft



33 Distribution of Letter and Flat Mail

331 Letter Mail

The footprint shown in the WSUs of this series provides for movement of mail and personnel within the work center, exclusive of dedicated aisles, and an allowance for column interference and unusable space. Exhibit 331A lists the WSUs currently used for distributing letter mail. Exhibits 331B through 331I illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 331A
WSUs USED FOR DISTRIBUTION OF LETTER MAIL

WSU #	Sq Ft Required	Description
020101	65	Letter Distribution Workstation—Open Back (77 Separations)
020102	36	Letter Distribution Workstation—Closed Back (77 Separations)
020201	364	Letter Mail Labeling Machine—400 (LMLM-400)
090202	453	IPSS Small for MPE Only
090203	864	IPSS Large for MPE Only
020401	1,080	Close and Band Sleaving, Weighing, and Strapping Area: Nonmechanized System
020402	870	Close and Band Sleaving, Weighing, and Strapping Area: Mechanized System
020301	364	Low Cost Remote Encoding Machine

EXHIBIT 331B

020101, LETTER DISTRIBUTION WORKSTATION—OPEN BACK (77 SEPARATIONS)

Date: Dec. 1994

Distribution Letter Mail

Scale: No Scale

Area: 65 Sq Ft

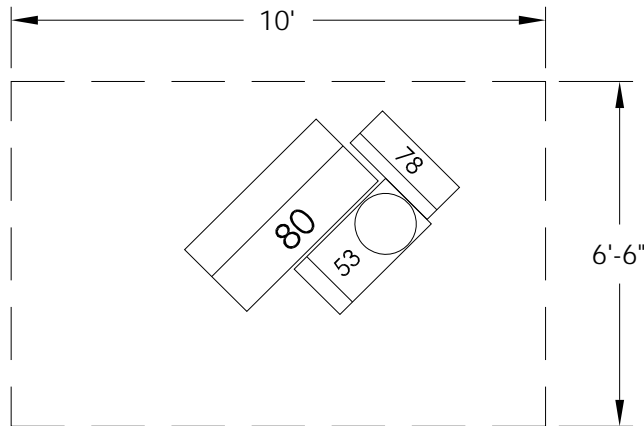


EXHIBIT 331C

020102, LETTER DISTRIBUTION WORKSTATION—CLOSED BACK (77 SEPARATIONS)

Date: Dec. 1994

Distribution Letter Mail

Scale: No Scale

Area: 36 Sq Ft

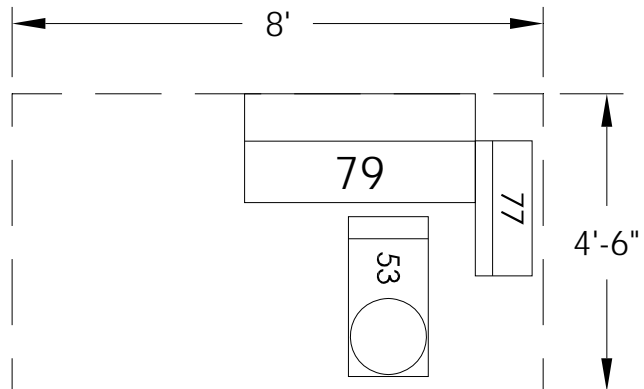


EXHIBIT 331D
020201, LETTER MAIL LABELING MACHINE—400 (LMLM-400)

Date: Dec. 1994

Distribution Letter Mail

Scale: No Scale

Area: 364 Sq Ft

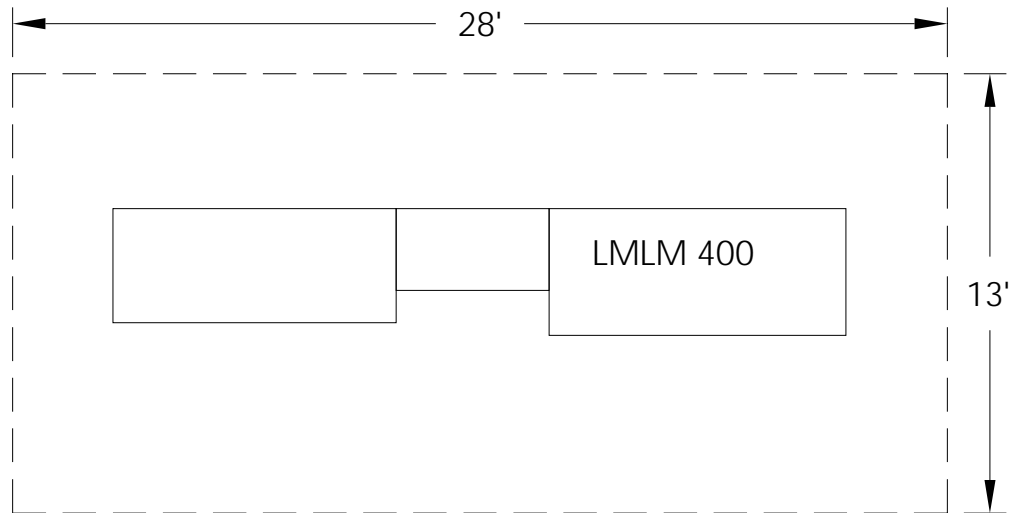
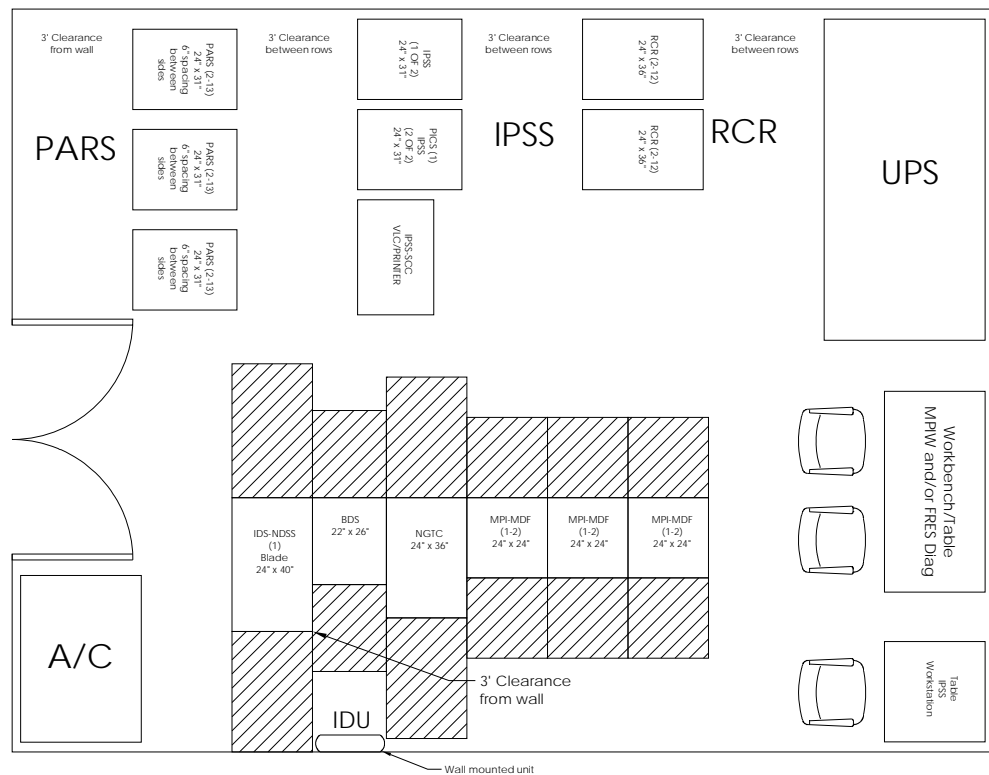


EXHIBIT 331E
090202, IPSS SMALL FOR MPE ONLY

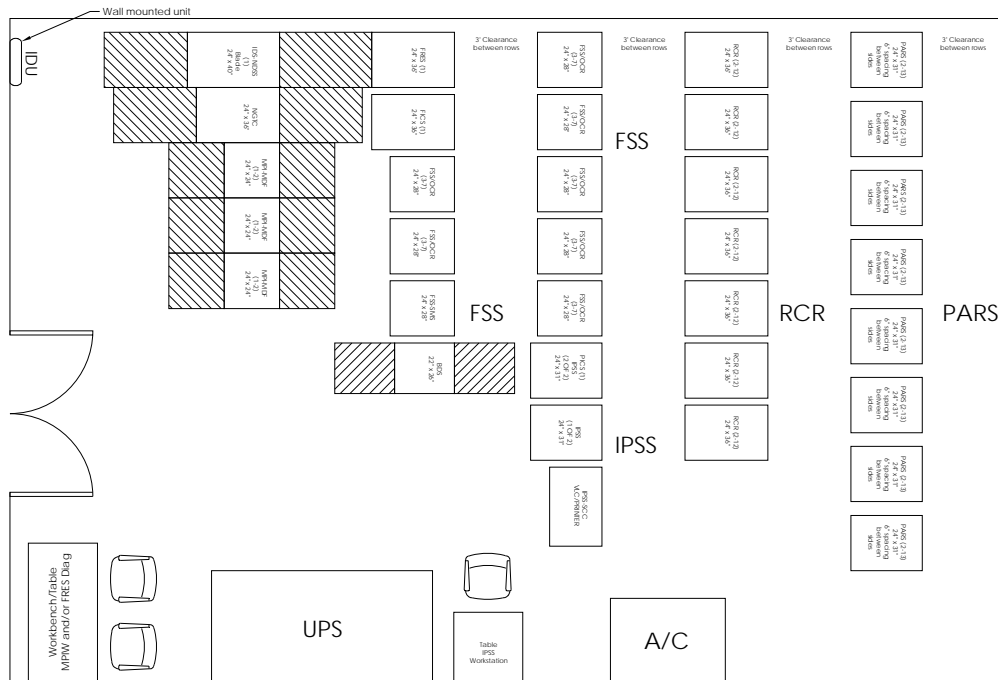
Date: July 2009
Distribution Letter Mail
Scale: No Scale
Area: 453 Sq Ft



NOTE: Building standards and specifications will come directly from the AS-503 Standard Design Criteria Handbook.

EXHIBIT 331F
090203, IPSS LARGE FOR MPE ONLY

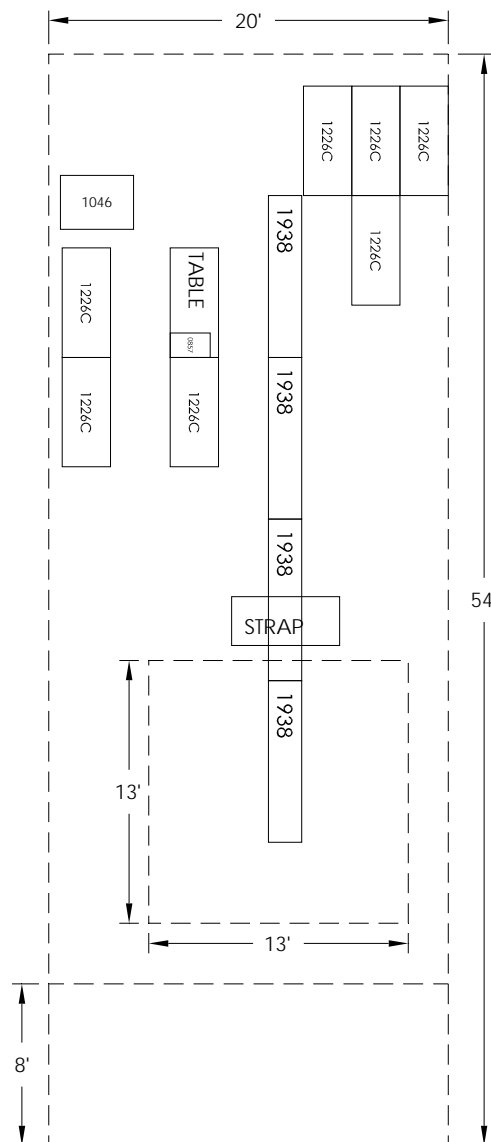
Date: July 2009
Distribution Letter Mail
Scale: No Scale
Area: 864 Sq Ft



NOTE: Building standards and specifications will come directly from the AS-503 Standard Design Criteria Handbook.

EXHIBIT 331G
020401, CLOSE AND BANDING SLEEVING, WEIGHING, AND STRAPPING AREA: NONMECHANIZED
SYSTEM

Date: Dec. 1994
Distribution Letter Mail
Scale: No Scale
Area: 1,080 Sq Ft



NOTE:

- A. 20-Ft 0-inch conveyor ahead of strapping operation for surge capacity (facilities with insufficient floor space may use a shorter conveyor).
- B. Distribution to dispatch container.
- C. Dispatch equipment staging area.

EXHIBIT 331H

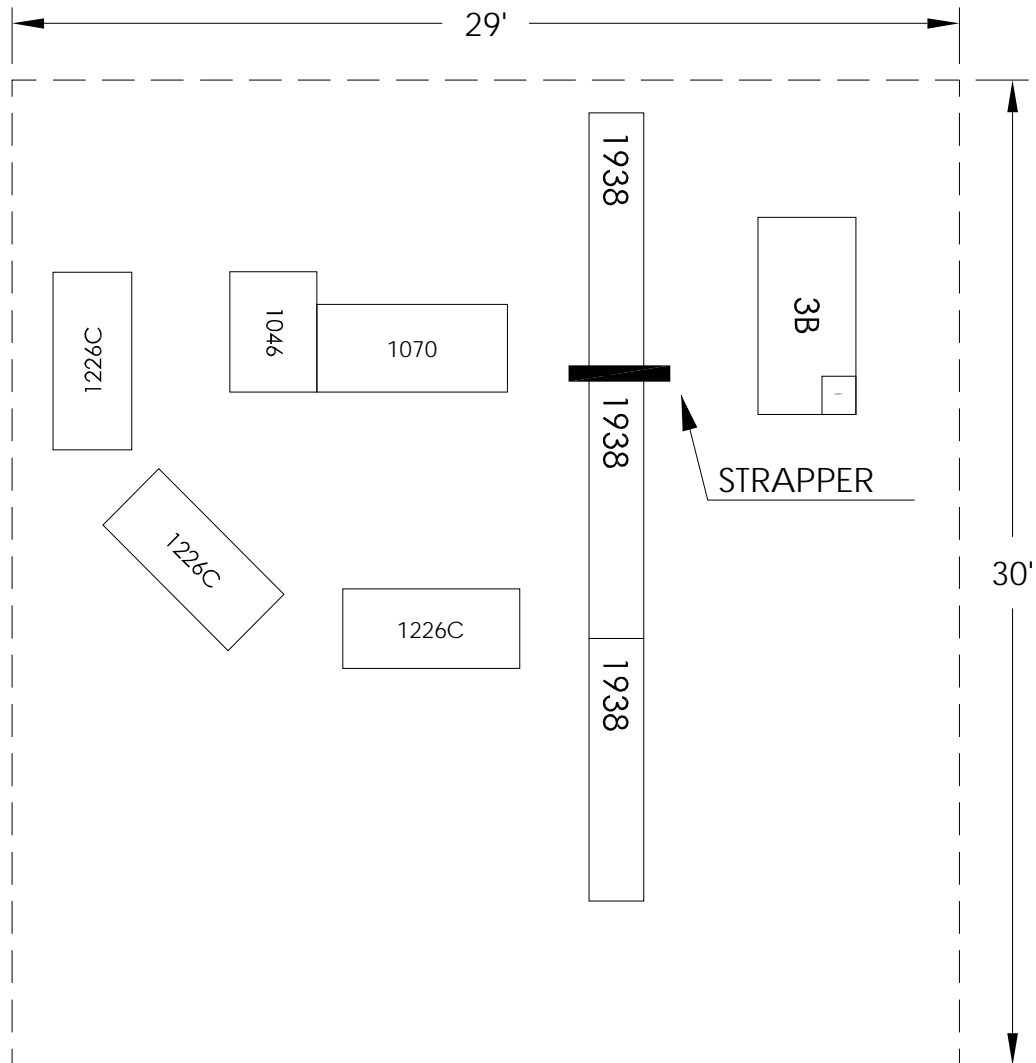
020402, CLOSE AND BAND SLEEVING, WEIGHING, AND STRAPPING AREA—MECHANIZED SYSTEM

Date: Dec. 1994

Distribution Letter Mail

Scale: No Scale

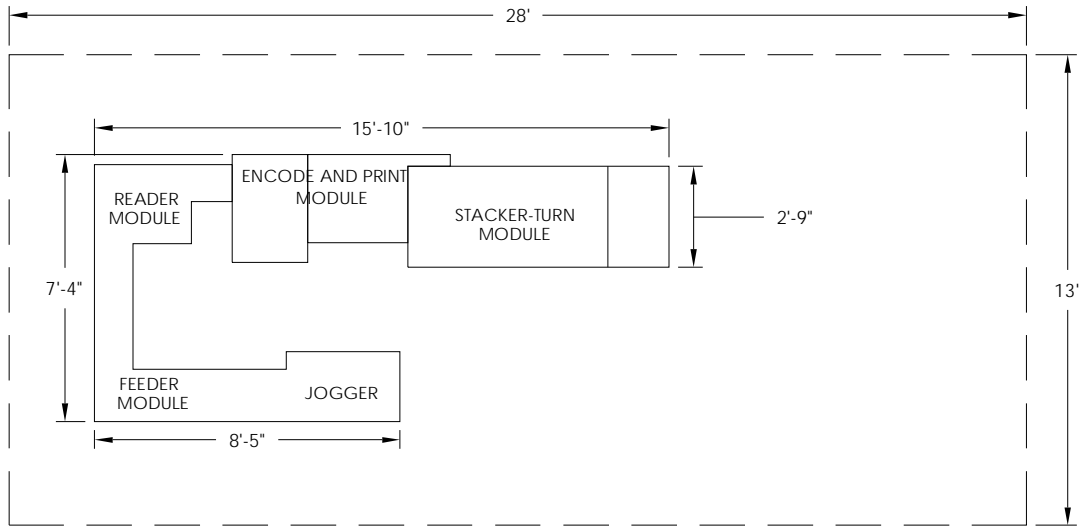
Area: 870 Sq Ft



NOTE: An additional sleeving and weighing operation, duplicating items, may be added here if volumes warrant.

EXHIBIT 331I
020301, LOW COST REMOTE ENCODING MACHINE

Date: Sept. 2009
LCREM
Scale: No Scale
Area: 364 Sq Ft



332 Delivery Barcode Sorters**332.1 Electro–Com Automation Double–Sided DBCSs**

The footprint for each of these DBCSs makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts at the head of the DBCS

Exhibit 332.1A lists the WSUs currently used for the Electro–Com Automation (ECA) double–sided DBCSs and the associated number of 1226F Tray Carts required. Exhibit 332.1B lists the space requirements for each of these WSUs. Exhibits 332.1C through 332.1K illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.1A
WSUs AND TRAY CARTS NEEDED FOR ECA DOUBLE–SIDED DBCSs

WSU #	Equipment Name	1226F Tray Carts Required FRONT	1226F Tray Carts Required BACK	1226F Tray Carts Required TOTAL
030101	ECA 102D	4	8	12
030102	ECA 126D	6	10	16
030103	ECA 150D	8	12	20
030104	ECA 174D	8	12	20
030105	ECA 198D	10	14	24
030106	ECA 222D	12	16	28
030107	ECA 246D	12	16	28
030108	ECA 270D	14	18	32
030109	ECA 294D	16	20	36

EXHIBIT 332.1B
WSU SPACE REQUIREMENTS FOR ECA DOUBLE–SIDED DBCSs

WSU #	Equipment Name	Min. Space Required BEHIND DBCS (Ft)	Min. Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030101	ECA 102D	9	7	45	25	1,125
030102	ECA 126D	9	7	52	25	1,300
030103	ECA 150D	9	7	58	25	1,450
030104	ECA 174D	9	7	63	25	1,575
030105	ECA 198D	9	7	69	25	1,725
030106	ECA 222D	9	7	76	25	1,900
030107	ECA 246D	9	7	81	25	2,025
030108	ECA 270D	9	7	87	25	2,175
030109	ECA 294D	9	7	84	25	2,350

EXHIBIT 332.1C
030101, ECA 102 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,125 Sq Ft

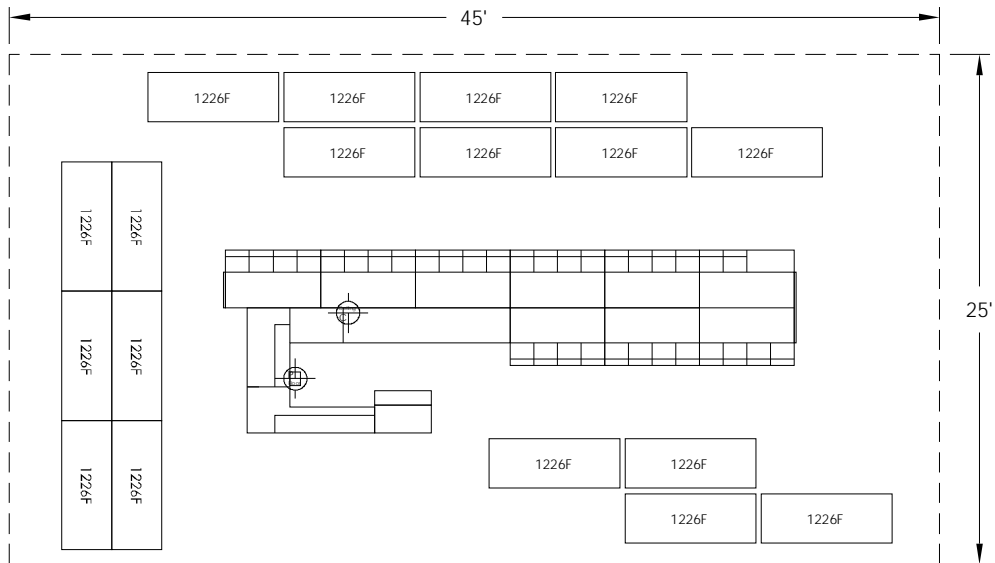


EXHIBIT 332.1D
030102, ECA 126 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,300 Sq Ft

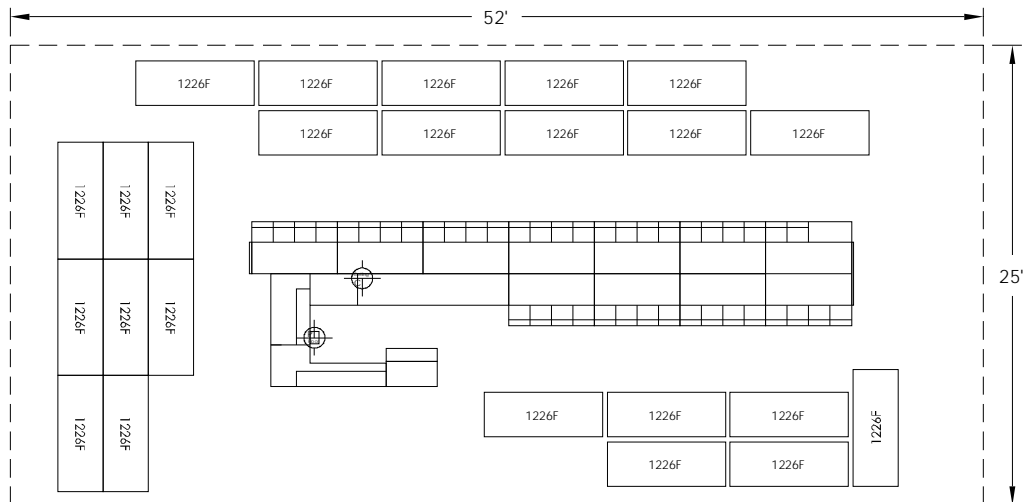


EXHIBIT 332.1E
030103, ECA 150 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,450 Sq Ft

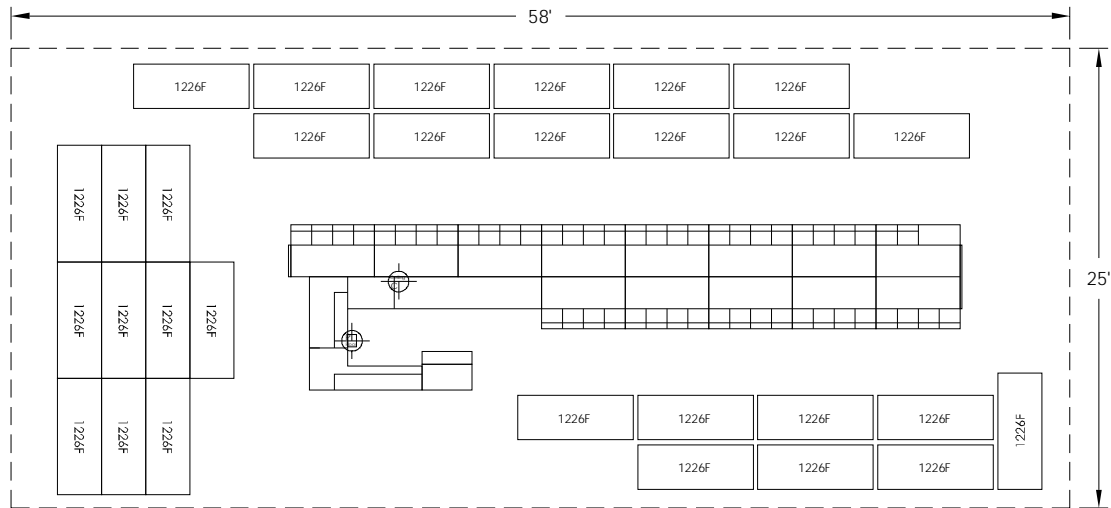


EXHIBIT 332.1F
030104, ECA 174 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,575 Sq Ft

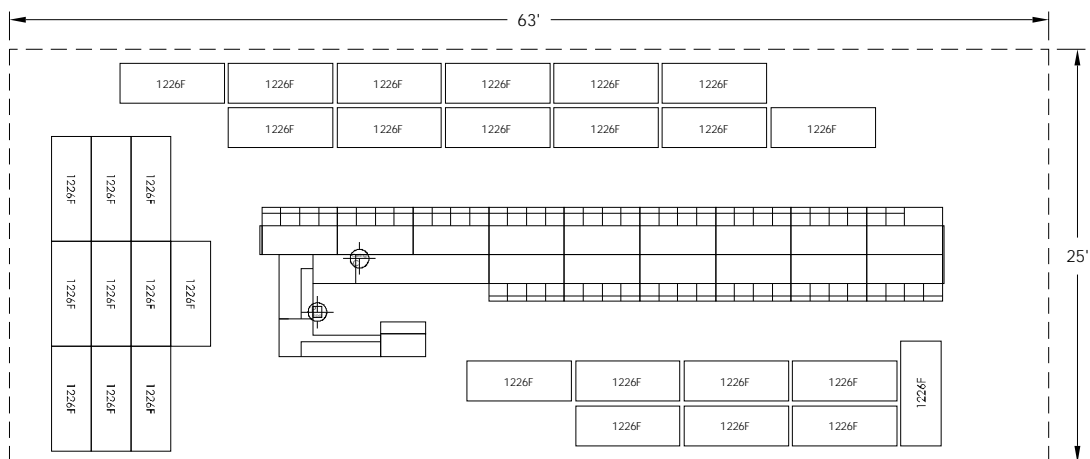


EXHIBIT 332.1G
030105, ECA 198 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,725 Sq Ft

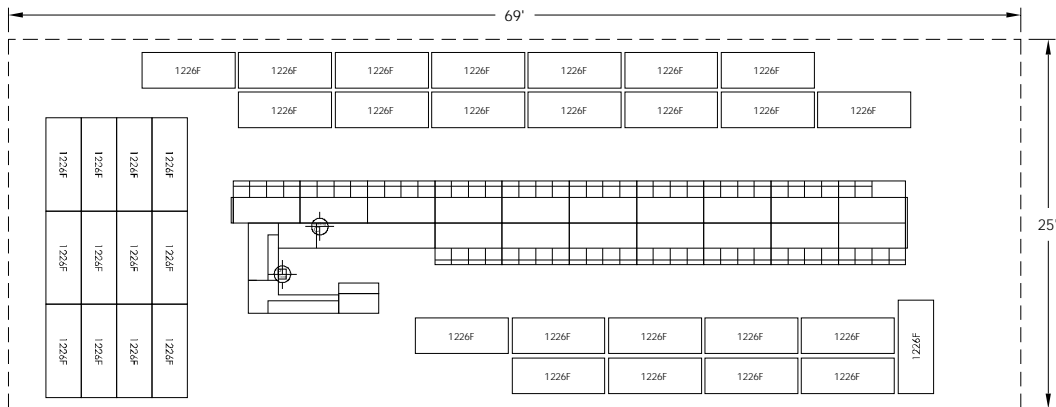


EXHIBIT 332.1H
030106, ECA 222 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,900 Sq Ft

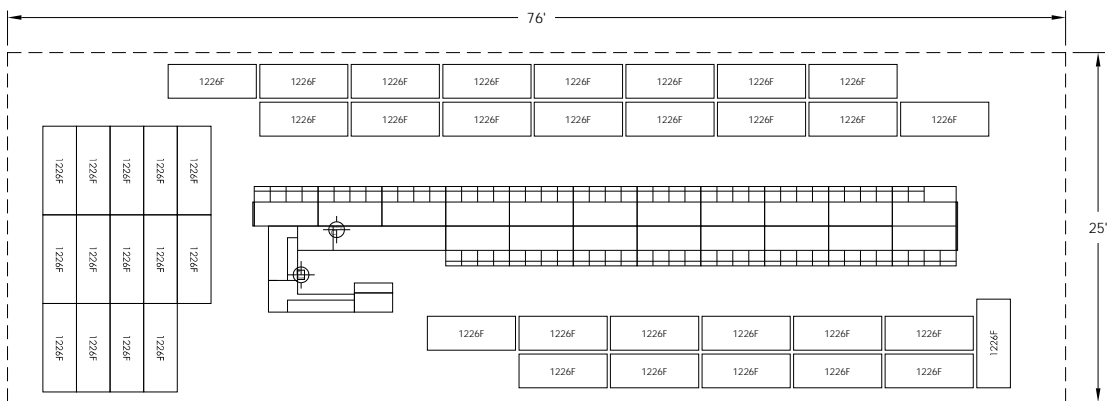


EXHIBIT 332.1I
030107, ECA 246 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 2,025 Sq Ft

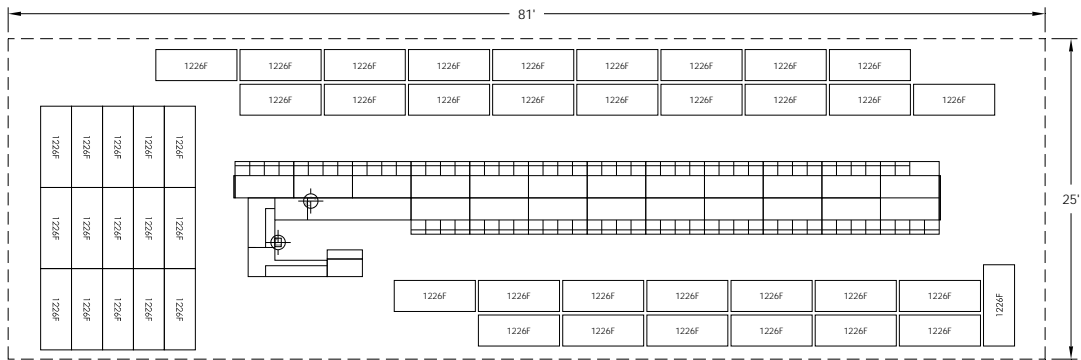


EXHIBIT 332.1J
030108, ECA 270 DOUBLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 2,175 Sq Ft

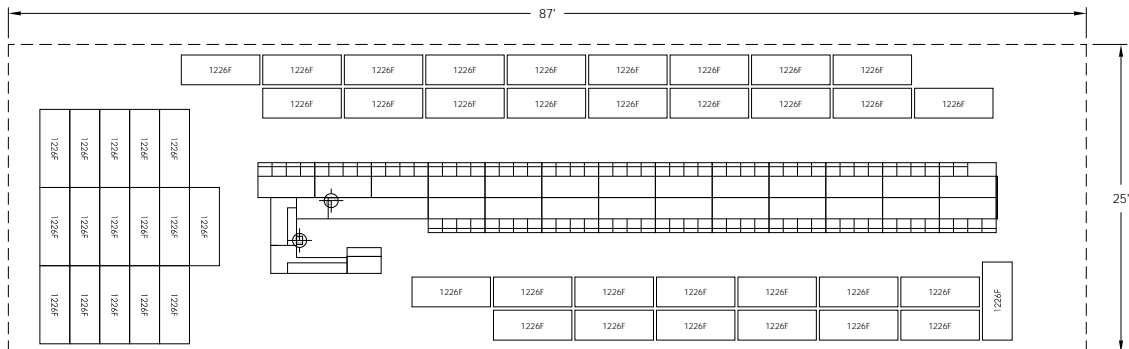
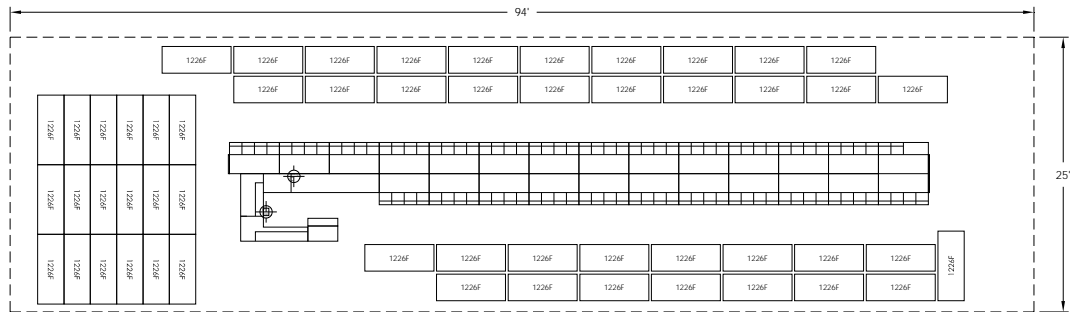


EXHIBIT 332.1K
030109, ECA 294 DOUBLE-SIDED DBCS

Date: Dec. 1994
 Distribution Delivery Barcode Sorter
 Scale: No Scale
 Area: 2,350 Sq Ft



332.2 ECA Phase II Single-Sided DBCS Machines

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the DBCS

Exhibit 332.2A lists the WSUs currently used for the ECA Phase II single-sided DBCS machines and the associated number of 1226F Tray Carts required for each. Exhibit 332.2B lists the space requirements for each of these WSUs. Exhibits 332.2C through 332.2K illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.2A
TRAY CARTS NEEDED FOR ECA PHASE II SINGLE-SIDED DBCSs

WSU #	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030201	10	5	15
030202	12	6	18
030203	12	6	18
030204	14	7	21
030205	16	8	24
030206	16	8	24
030207	18	9	27
030208	20	10	30
030209	20	10	30

EXHIBIT 332.2B
WSU SPACE REQUIREMENTS FOR ECA PHASE II SINGLE-SIDED DBCSs

WSU #	Minimum Space Required BEHIND DBCS (Ft)	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030201	4.5	10	60	18	1,080
030202	4.5	10	65	18	1,170
030203	4.5	10	69	18	1,242
030204	4.5	10	74	18	1,332
030205	4.5	10	78	18	1,404
030206	4.5	10	83	18	1,494
030207	4.5	10	87	18	1,566
030208	4.5	10	92	18	1,656
030209	4.5	10	96	18	1,728

EXHIBIT 332.2C
030201, ECA 111-15 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,080 Sq Ft

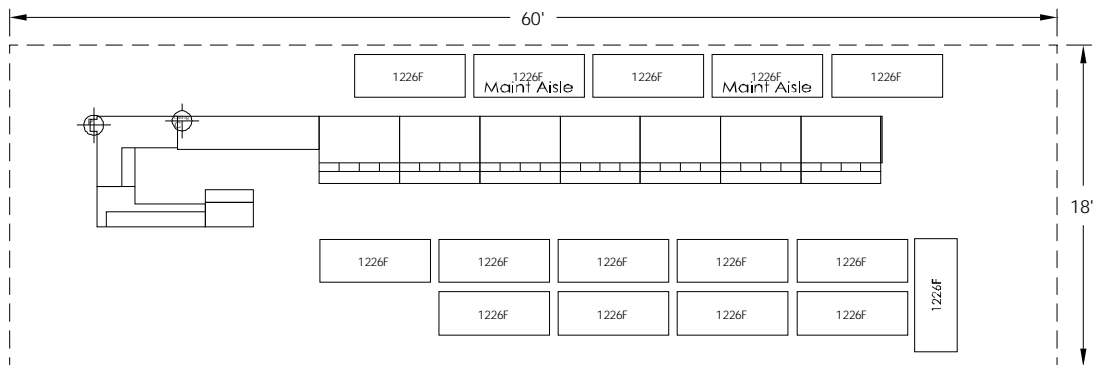


EXHIBIT 332.2D
030202, ECA 126-14 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,170 Sq Ft

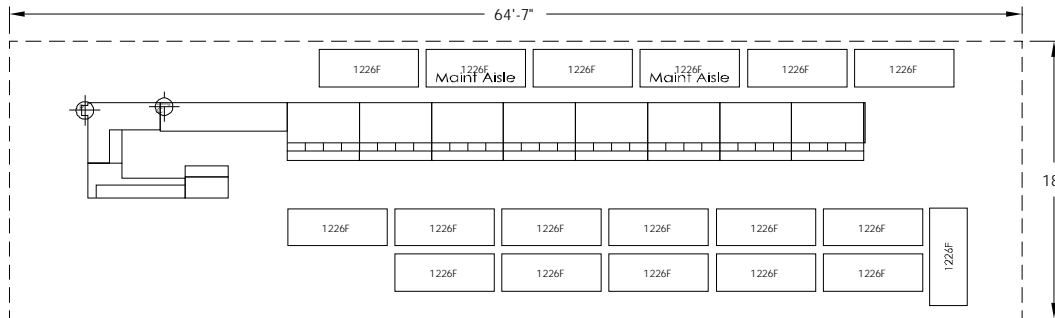


EXHIBIT 332.2E
030203, ECA 142-13 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,242 Sq Ft

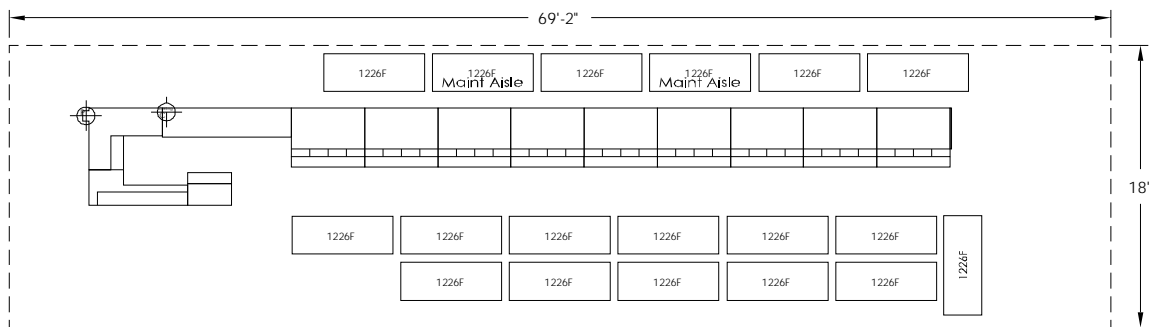


EXHIBIT 332.2F
030204, ECA 158-12 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,332 Sq Ft

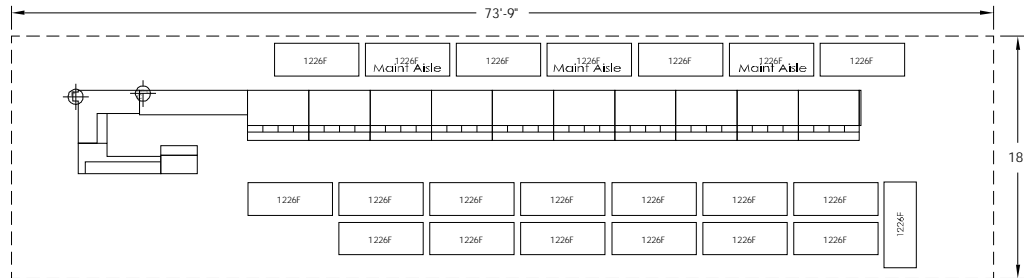


EXHIBIT 332.2G
030205, ECA 174-11 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,404 Sq Ft

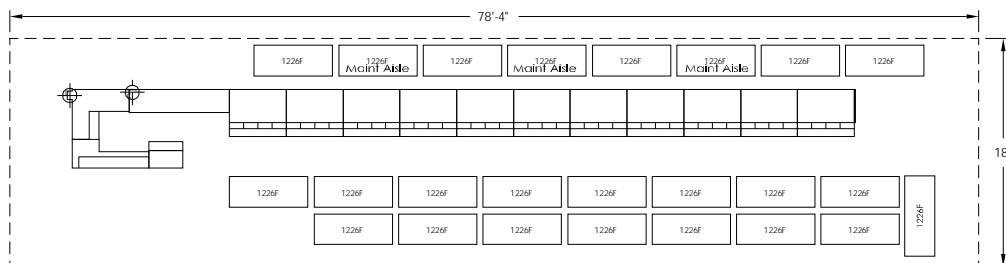


EXHIBIT 332.2H
030206, ECA 190-10 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,494 Sq Ft

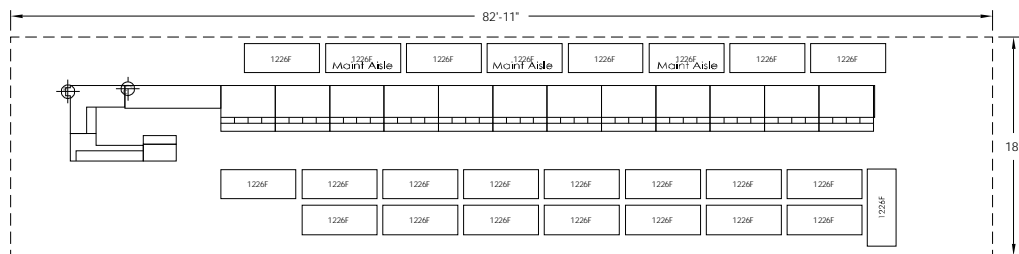


EXHIBIT 332.2I
030207, ECA 206-9 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,566 Sq Ft

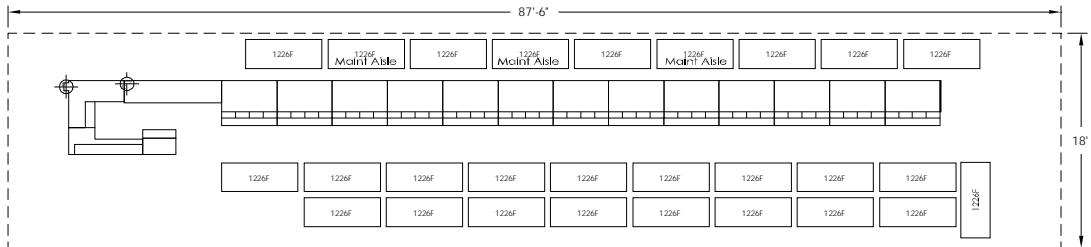


EXHIBIT 332.2J
030208, ECA 222-8 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,656 Sq Ft

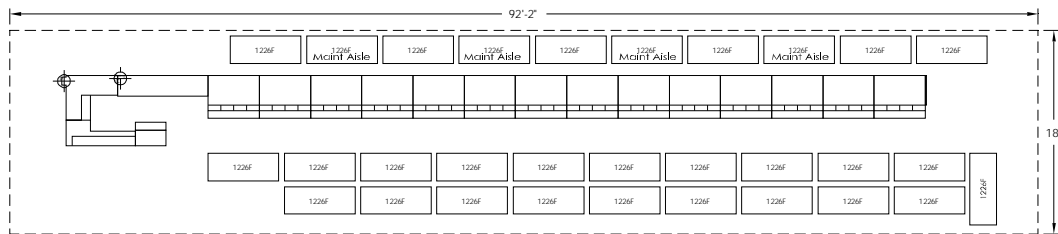
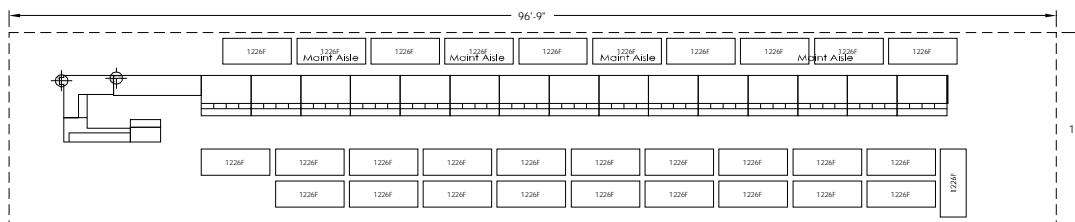


EXHIBIT 332.2K
030209, ECA 238-7 BINS PHASE II SINGLE-SIDED DBCS

Date: Dec. 1994
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,728 Sq Ft



332.3 ECA Phase IV Single-Sided DBCS/Optical Character Reader (OCR)

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the DBCS/OCR

Exhibit 332.3A lists the WSUs currently used for the ECA Phase IV Single-Sided DBCS/OCRs and the associated number of 1226F Tray Carts required for each. Exhibit 332.3B lists the space requirements for each of these WSUs. Exhibits 332.3C through 332.3K illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.3A
WSUs AND TRAY CARTS NEEDED FOR ECA PHASE IV SINGLE-SIDED DBCS/OCR

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030701	DBCS ECA 111 W/DIOSS	10	5	15
030702	DBCS ECA 126 W/DIOSS	12	6	18
030703	DBCS ECA 142 W/DIOSS	12	6	18
030704	DBCS ECA 158 W/DIOSS	14	7	21
030705	DBCS ECA 174 W/DIOSS	16	8	24
030706	DBCS ECA 190 W/DIOSS	16	8	24
030707	DBCS ECA 206 W/DIOSS	18	9	27
030708	DBCS ECA 222 W/DIOSS	20	10	30
030709	DBCS ECA 238 W/DIOSS	20	10	30

EXHIBIT 332.3B
WSU SPACE REQUIREMENTS FOR ECA PHASE IV SINGLE-SIDED DBCS/OCR

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030701	DBCS ECA 111 W/DIOSS	4.5	10	65	18	1,167
030702	DBCS ECA 126 W/DIOSS	4.5	10	70	18	1,250
030703	DBCS ECA 142 W/DIOSS	4.5	10	74	18	1,333
030704	DBCS ECA 158 W/DIOSS	4.5	10	79	18	1,415
030705	DBCS ECA 174 W/DIOSS	4.5	10	83	18	1,498
030706	DBCS ECA 190 W/DIOSS	4.5	10	88	18	1,581
030707	DBCS ECA 206 W/DIOSS	4.5	10	93	18	1,664
030708	DBCS ECA 222 W/DIOSS	4.5	10	97	18	1,746
030709	DBCS ECA 238 W/DIOSS	4.5	10	102	18	1,829

EXHIBIT 332.3C
030701, DBCS 12A-ECA 111-WITH DIOSS

Date: May 1997

Distribution Delivery Barcode Sorter With DIOSS

Scale: No Scale

Area: 1,167 Sq Ft

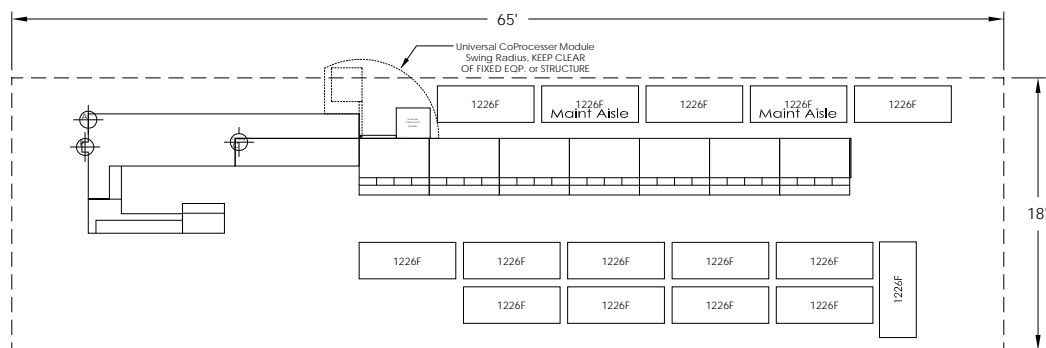


EXHIBIT 332.3D
030702, DBCS 12B-ECA 126 WITH DIOSS

Date: May 1997
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,250 Sq Ft

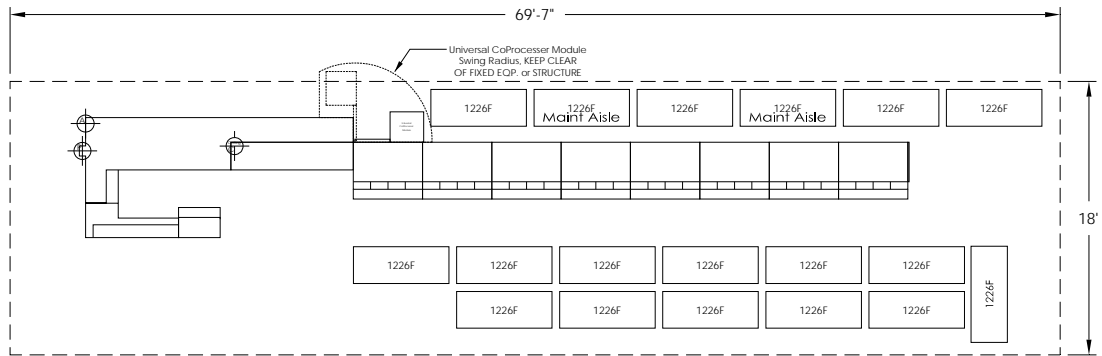


EXHIBIT 332.3E
030703, DBCS 12C-ECA 142-WITH DIOSS

Date: May 1997
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,333 Sq Ft

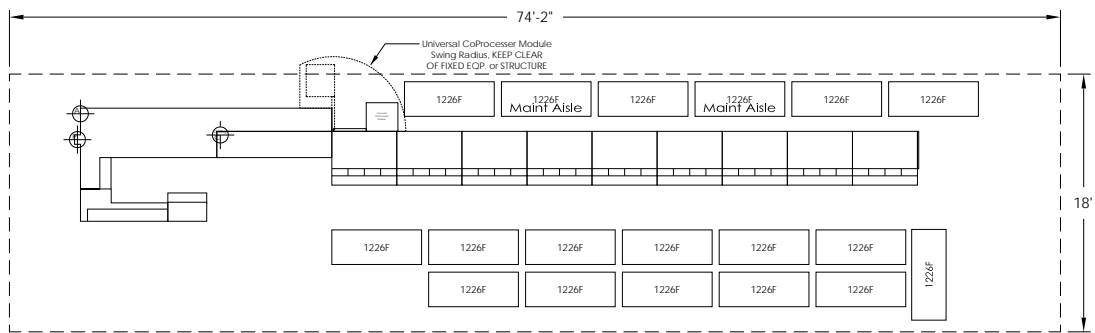


EXHIBIT 332.3F
030704, DBCS 12D-ECA 158-WITH DIOSS

Date: Jan. 1998
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,415 Sq Ft

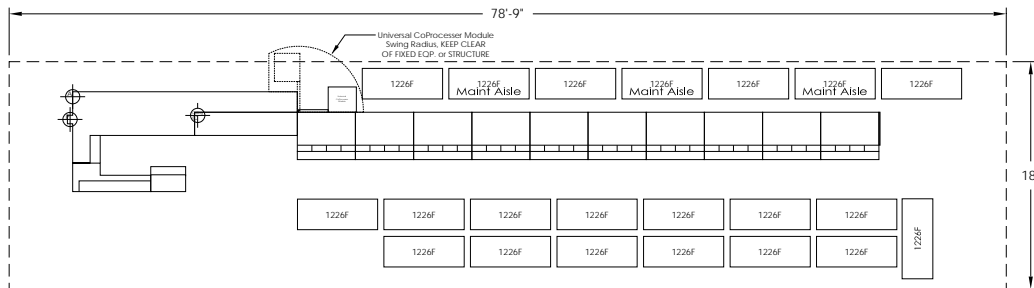


EXHIBIT 332.3G
030705, DBCS 12E-ECA 174-WITH DIOSS

Date: July 2009
DBCS ECA With DIOSS
Scale: No Scale
Area: 1,498 Sq Ft

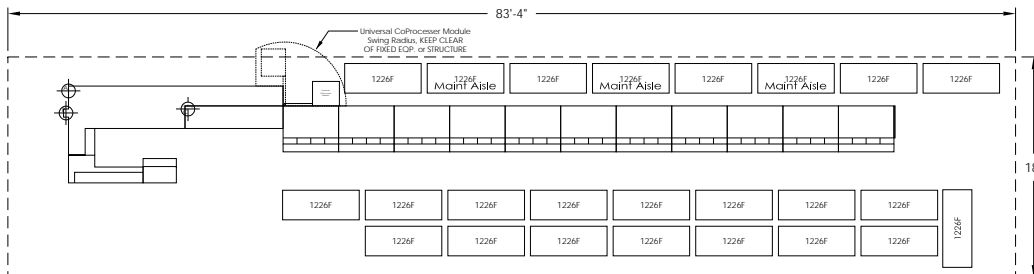


EXHIBIT 332.3H
030706, DBCS 12F-ECA 190-WITH DIOSS

Date: July 2009
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,581 Sq Ft

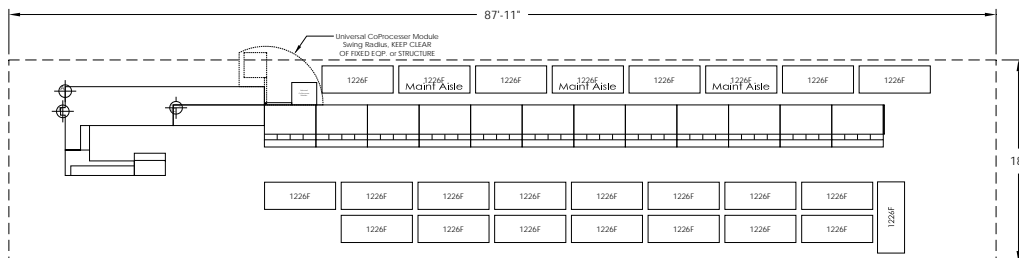


EXHIBIT 332.3I
030707, DBCS 12G-ECA 206-WITH DIOSS

Date: July 2009
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,664 Sq Ft

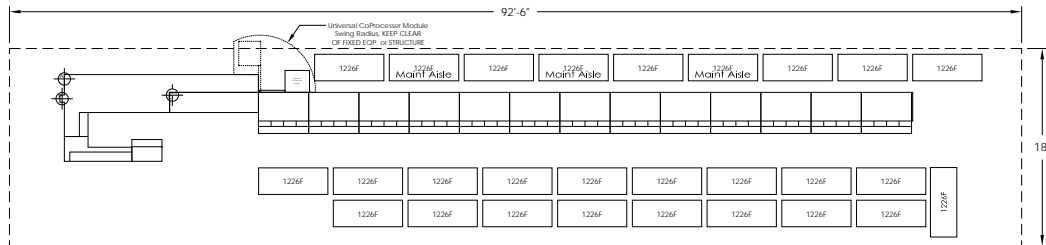


EXHIBIT 332.3J
030708, DBCS 12H-ECA 222-WITH DIOSS

Date: July 2009
Distribution Delivery Barcode Sorter With DIOSS
Scale: No Scale
Area: 1,746 Sq Ft

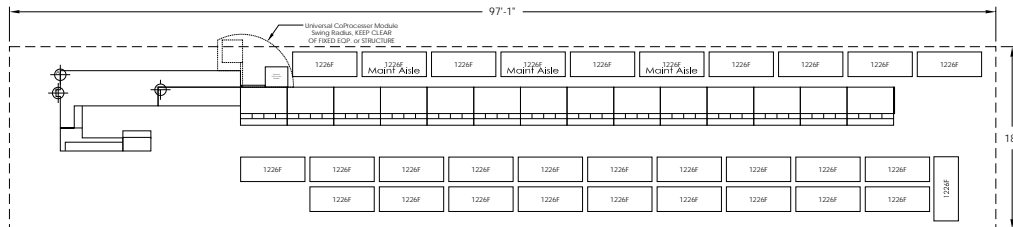
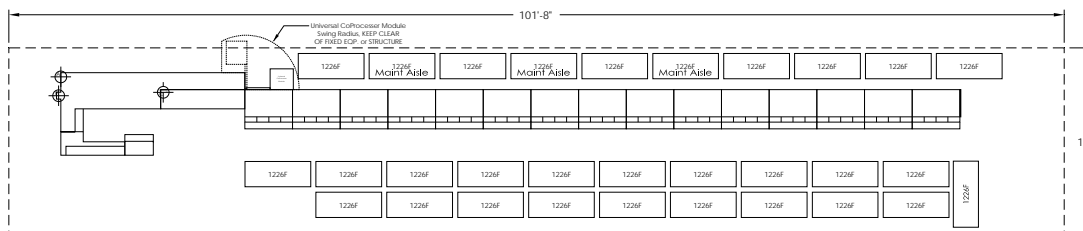


EXHIBIT 332.3K
030709, DBCS 12I-ECA 238-WITH DIOSS

Date: July 2009
DBCS ECA 238 With DIOSS
Scale: No Scale
Area: 1,829 Sq Ft



332.4 DBCS With DIOSS OCR Replacement Kit

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.4A lists the WSUs currently used for the DBCS With DIOSS OCR Replacement Kit and the associated number of 1226F Tray Carts required for each. Exhibit 332.4B lists the space requirements for each of these WSUs. Exhibits 332.4C through 332.4E illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.4A

WSUs AND TRAY CARTS NEEDED FOR DBCS WITH DIOSS OCR REPLACEMENT KIT

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030601	Delivery Bar Code Sorter, 190 with 9' DIOSS OCR replacement kit	16	8	24
030602	Delivery Bar Code Sorter, 206 with 9' DIOSS OCR replacement kit	18	9	27
030603	Delivery Bar Code Sorter, 222 with 9' DIOSS OCR replacement kit	20	9	29

EXHIBIT 332.4B

WSU SPACE REQUIREMENTS FOR DBCS WITH DIOSS OCR REPLACEMENT KIT

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030601	Delivery Bar Code Sorter, 190 with 9' DIOSS OCR replacement kit	4.5	10	87	18	1,565
030602	Delivery Bar Code Sorter, 206 with 9' DIOSS OCR replacement kit	4.5	10	97	18	1,738
030603	Delivery Bar Code Sorter, 222 with 9' DIOSS OCR replacement kit	4.5	10	101	18	1,821

EXHIBIT 332.4C
030601, DBCS 190 WITH 9-FT DIOSS OCR REPLACEMENT KIT

Date: July 2009
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,565 Sq Ft

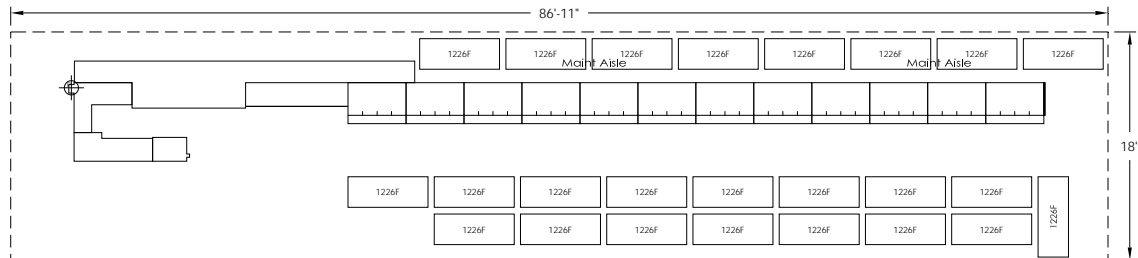


EXHIBIT 332.4D
030602, DBCS 206 WITH 9-FT DIOSS OCR REPLACEMENT KIT

Date: July 2009
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,738 Sq Ft

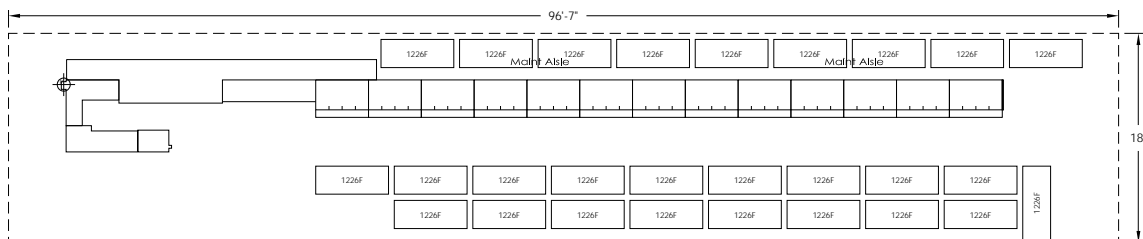
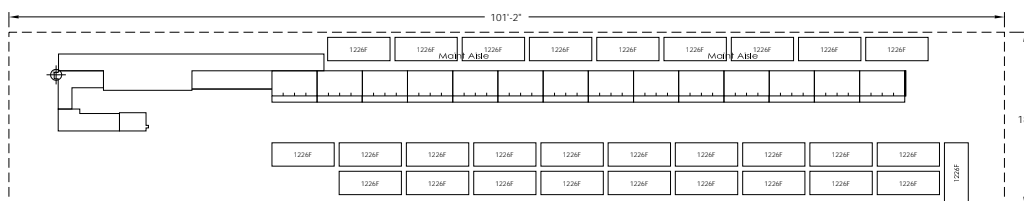


EXHIBIT 332.4E
030603, DBCS 222 WITH 9-FT DIOSS OCR REPLACEMENT KIT

Date: July 2009
Distribution Delivery Barcode Sorter
Scale: No Scale
Area: 1,821 Sq Ft



332.5 DBCS With CIOSS

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.5A lists the WSUs currently used for the DBCS with CIOSS and the associated number of 1226F Tray Carts required for each. Exhibit 332.5B lists the space requirements for each of these WSUs. Exhibits 332.5C through 332.5J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.5A
TRAY CARTS NEEDED FOR DIOSS WITH CIOSS

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030801	Delivery Bar Code Sorter, 158 W/ Combined Input Output Subsystem	14	7	21
030802	Delivery Bar Code Sorter, 174 W/ Combined Input Output Subsystem	16	8	24
030803	Delivery Bar Code Sorter, 190 W/ Combined Input Output Subsystem	18	9	27
030804	Delivery Bar Code Sorter, 206 W/ Combined Input Output Subsystem	18	9	27
030805	Delivery Bar Code Sorter, 222 W/ Combined Input Output Subsystem	18	10	28
030806	Delivery Bar Code Sorter, 238 W/ Combined Input Output Subsystem	21	10	31
030807	Delivery Bar Code Sorter, 254 W/ Combined Input Output Subsystem	23	10	33
030808	Delivery Bar Code Sorter, 270 W/ Combined Input Output Subsystem	23	11	34

EXHIBIT 332.5B
WSU SPACE REQUIREMENTS FOR DIOSS WITH CIOSS

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030801	Delivery Bar Code Sorter, 158 W/ Combined Input Output Subsystem	4.5	10	99	18	1,784
030802	Delivery Bar Code Sorter, 174 W/ Combined Input Output Subsystem	4.5	10	104	18	1,867
030803	Delivery Bar Code Sorter, 190 W/ Combined Input Output Subsystem	4.5	10	111	18	1,990
030804	Delivery Bar Code Sorter, 206 W/ Combined Input Output Subsystem	4.5	10	113	18	2,033
030805	Delivery Bar Code Sorter, 222 W/ Combined Input Output Subsystem	4.5	10	118	18	2,117
030806	Delivery Bar Code Sorter, 238 W/ Combined Input Output Subsystem	4.5	10	122	18	2,200
030807	Delivery Bar Code Sorter, 254 W/ Combined Input Output Subsystem	4.5	10	127	18	2,284
030808	Delivery Bar Code Sorter, 270 W/ Combined Input Output Subsystem	4.5	10	132	18	2,367

EXHIBIT 332.5C
030801, DBCS 158 WITH CIOSS

Date: July 2009
 DBCS 158 with CIOSS
 Scale: No Scale
 Area: 1,784 Sq Ft

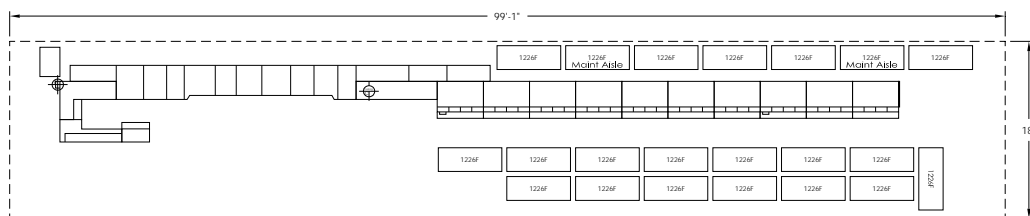


EXHIBIT 332.5D
030802, DBCS 174 WITH CIOSS

Date: July 2009
DBCS 174 with CIOSS
Scale: No Scale
Area: 1,867 Sq Ft

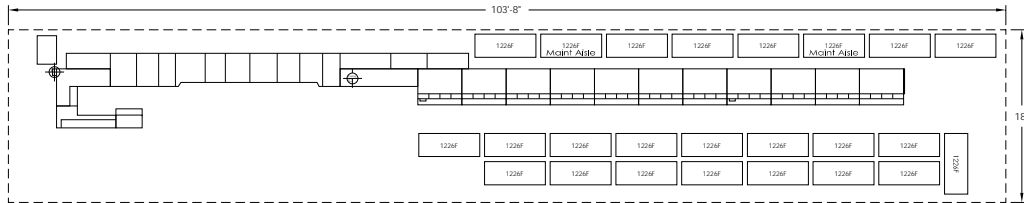


EXHIBIT 332.5E
030803, DBCS 190 WITH CIOSS

Date: July 2009
DBCS 190 with CIOSS
Scale: No Scale
Area: 1,990 Sq Ft

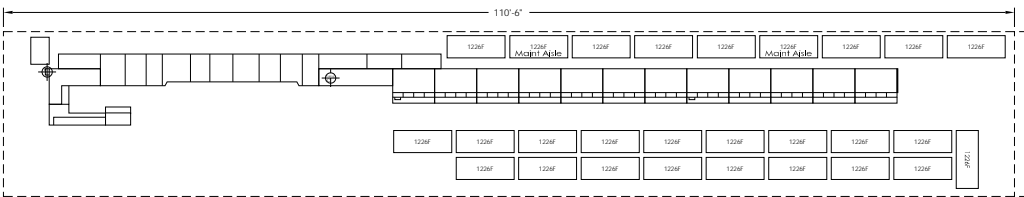


EXHIBIT 332.5F
030804, DBCS 206 WITH CIOSS

Date: July 2009
DBCS 206 with CIOSS
Scale: No Scale
Area: 2,033 Sq Ft

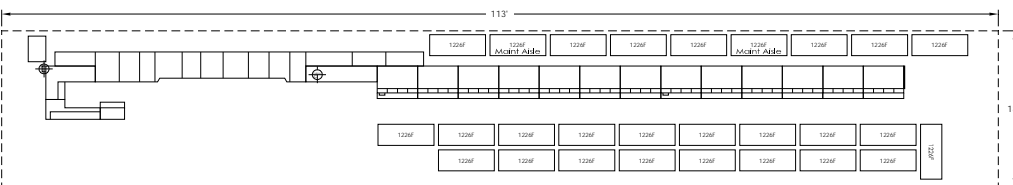


EXHIBIT 332.5G
030805, DBCS 222 WITH CIOSS

Date: July 2009
DBCS 222 With CIOSS
Scale: No Scale
Area: 2,117 Sq Ft

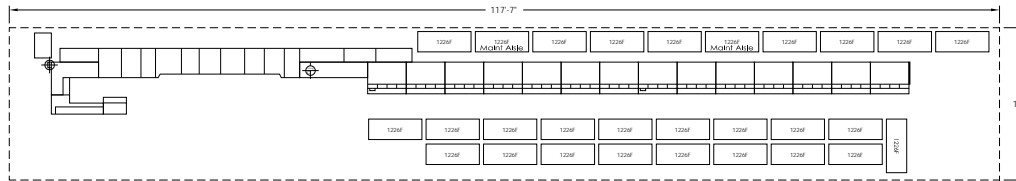


EXHIBIT 332.5H
030806, DBCS 238 WITH CIOSS

Date: July 2009
DBCS 238 with CIOSS
Scale: No Scale
Area: 2,200 Sq Ft

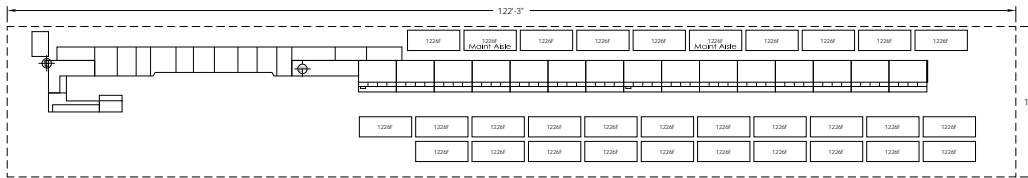


EXHIBIT 332.5I
030807, DBCS 254 WITH CIOSS

Date: July 2009
DBCS 254 with CIOSS
Scale: No Scale
Area: 2,284 Sq Ft

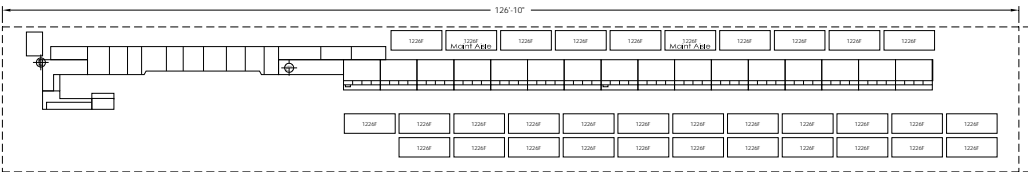
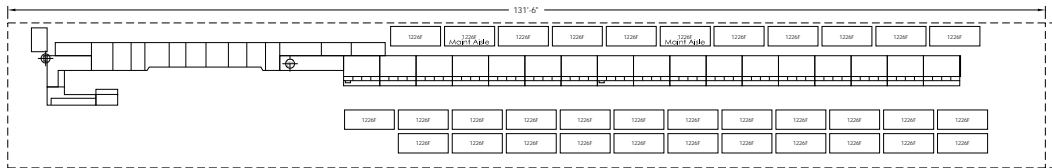


EXHIBIT 332.5J
030808, DBCS 270 WITH CIOSS

Date: July 2009
 DBCS 270 with CIOSS
 Scale: No Scale
 Area: 2,367 Sq Ft



332.6 DBCS With DIOSS-Extended Capacity (EC)

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.6A lists the WSUs currently used for the DBCS with DIOSS-EC and the associated number of 1226F Tray Carts required for each. Exhibit 332.6B lists the space requirements for each of these WSUs. Exhibits 332.6C through 332.6J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.6A
TRAY CARTS NEEDED FOR DBCS WITH DIOSS-EC

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030710	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 158	13	6	19
030711	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 174	14	7	21
030712	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 190	16	8	24
030713	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 206	18	9	27
030714	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 222	19	9	28

030715	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 238	20	10	30
030716	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 254	21	10	31
030717	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 270	23	11	34

EXHIBIT 332.6B
SPACE REQUIREMENTS FOR ECA PHASE IV SINGLE-SIDED DBCS/OCRS

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030710	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 158	4.5	10	87	18	1,561
030711	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 174	4.5	10	91	18	1,645
030712	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 190	4.5	10	96	18	1,727
030713	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 206	4.5	10	101	18	1,810
030714	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 222	4.5	10	105	18	1,893
030715	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 238	4.5	10	110	18	1,976
030716	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 254	4.5	10	114	18	2,058
030717	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, EC, w/ T-Module, 270	4.5	10	119	18	2,141

EXHIBIT 332.6C
030710, DBCS 158 WITH DIOSS EC

Date: July 2009
DBCS 158 With DIOSS EC
Scale: No Scale
Area: 1,561 Sq Ft

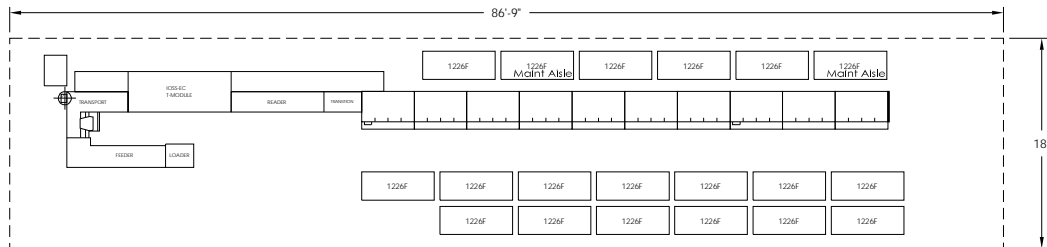


EXHIBIT 332.6D
030711, DBCS 174 WITH DIOSS EC

Date: July 2009
DBCS 174 With DIOSS EC
Scale: No Scale
Area: 1,645 Sq Ft

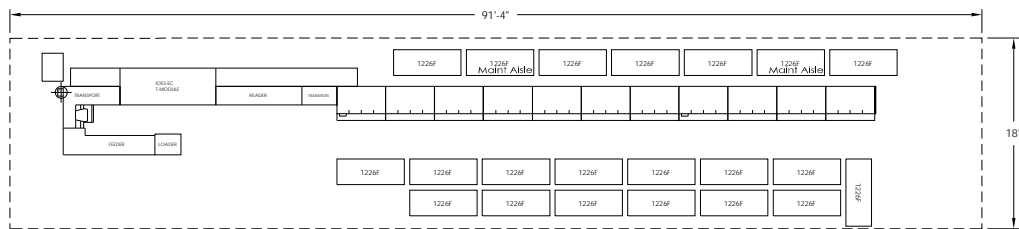


EXHIBIT 332.6E
030712, DBCS 190 WITH DIOSS EC

Date: July 2009
DBCS 190 With DIOSS EC
Scale: No Scale
Area: 1,727 Sq Ft

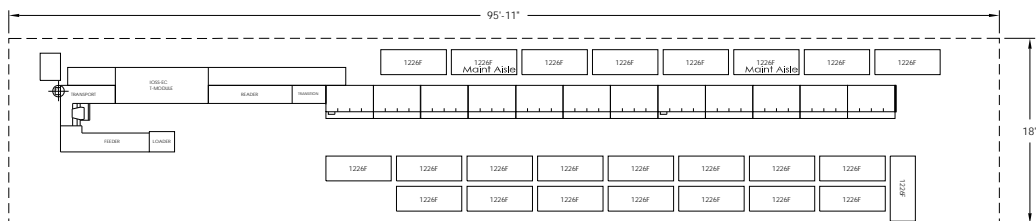


EXHIBIT 332.6F
030713, DBCS 206 WITH DIOSS EC

Date: July 2009
DBCS 206 With DIOSS EC
Scale: No Scale
Area: 1,810 Sq Ft

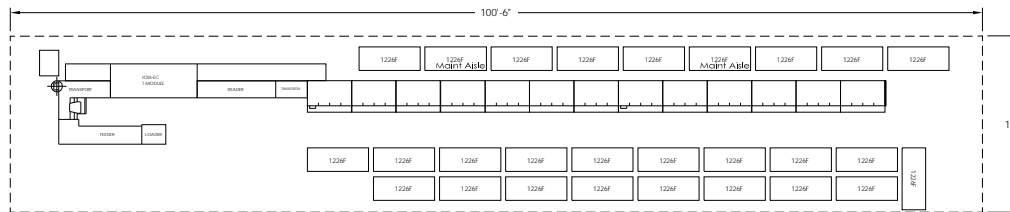


EXHIBIT 332.6G
030714, DBCS 222 WITH DIOSS EC

Date: July 2009
DBCS 222 With DIOSS EC
Scale: No Scale
Area: 1,893 Sq Ft

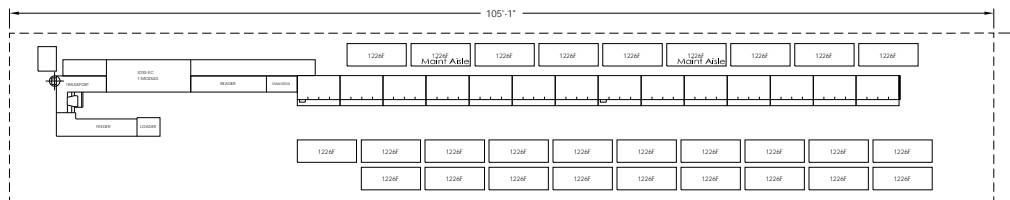


EXHIBIT 332.6H
030715, DBCS 238 WITH DIOSS EC

Date: July 2009
DBCS 238 With DIOSS EC
Scale: No Scale
Area: 1,976 Sq Ft

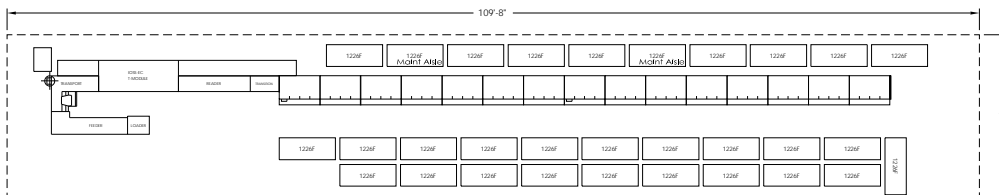


EXHIBIT 332.6I
030716, DBCS 254 WITH DIOSS EC

Date: July 2009
DBCS 254 With DIOSS EC
Scale: No Scale
Area: 2,058 Sq Ft

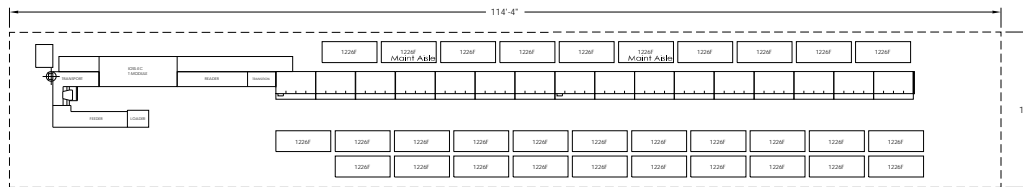
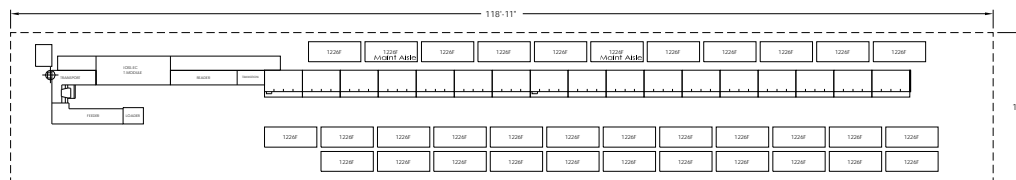


EXHIBIT 332.6J
030717, DBCS 270 WITH DIOSS EC

Date: July 2009
DBCS 270 With DIOSS EC
Scale: No Scale
Area: 2,141 Sq Ft



332.7 DBCS With DIOSS-EC

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.7A lists the WSUs currently used for the DBCS with DIOSS-EC and the associated number of 1226F Tray Carts required for each. Exhibit 332.7B lists the space requirements for each of these WSUs. Exhibits 332.7C through 332.7J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.7A
TRAY CARTS NEEDED FOR DBCS WITH DIOSS-EC

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030718	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 158	13	7	20
030719	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 174	15	7	22
030720	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 190	12	8	20
030721	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 206	18	9	27
030722	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 222	18	9	27
030723	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 238	19	9	28
030724	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 254	21	10	31
030725	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 270	23	11	34

EXHIBIT 332.7B
SPACE REQUIREMENTS FOR ECA PHASE IV SINGLE-SIDED DBCS/OCRS

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030718	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 158	4.5	10	93	18	1,668
030719	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 174	4.5	10	97	18	1,750
030720	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 190	4.5	10	102	18	1,833

030721	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 206	4.5	10	106	18	1,915
030722	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 222	4.5	10	111	18	1,998
030723	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 238	4.5	10	116	18	2,080
030724	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 254	4.5	10	120	18	2,163
030725	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, D, 270	4.5	10	125	18	2,246

EXHIBIT 332.7C
030718, DBCS DIOSS-D 158

Date: July 2009
DBCS DIOSS-D 158
Scale: No Scale
Area: 1,668 Sq Ft

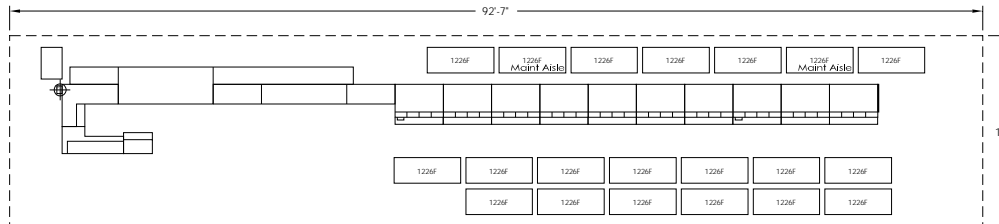


EXHIBIT 332.7D
030719, DBCS DIOSS-D 174

Date: July 2009
DBCS DIOSS-D 174
Scale: No Scale
Area: 1,750 Sq Ft

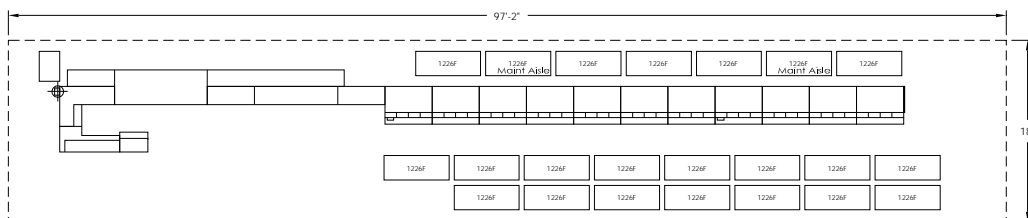


EXHIBIT 332.7E
030720, DBCS DIOSS-D 190

Date: July 2009
DBCS DIOSS-D 190
Scale: No Scale
Area: 1,833 Sq Ft

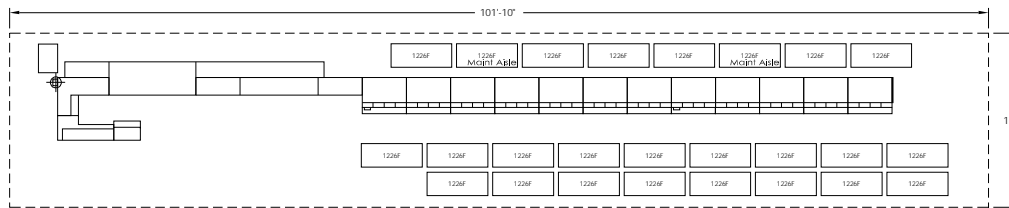


EXHIBIT 332.7F
030721, DBCS DIOSS-D 206

Date: July 2009
DBCS DIOSS-D 206
Scale: No Scale
Area: 1,915 Sq Ft

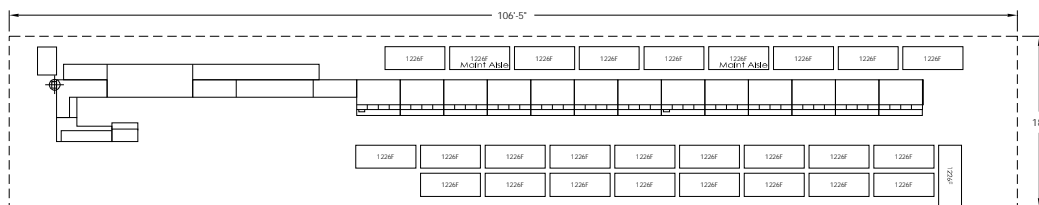


EXHIBIT 332.7G
030722, DBCS DIOSS-D 222

Date: July 2009
DBCS DIOSS-D 222
Scale: No Scale
Area: 1,998 Sq Ft

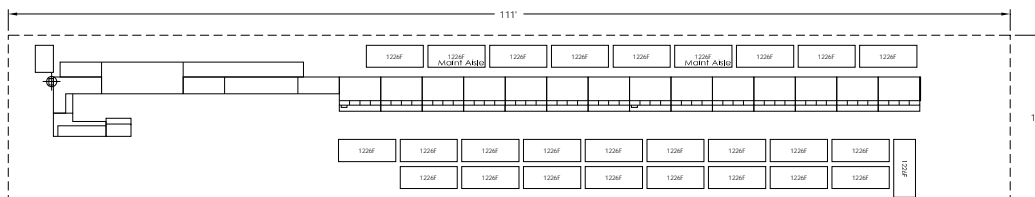


EXHIBIT 332.7H
030723, DBCS DIOSS-D 238

Date: July 2009
DBCS DIOSS-D 238
Scale: No Scale
Area: 2,080 Sq Ft

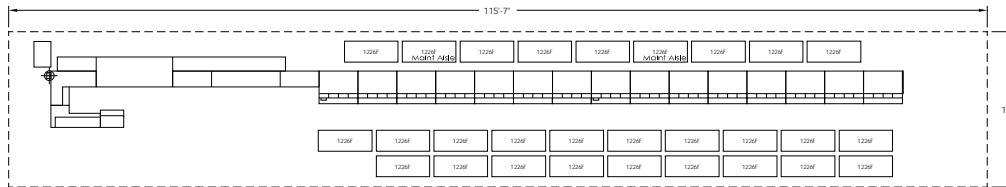


EXHIBIT 332.7I
030724, DBCS DIOSS-D 254

Date: July 2009
DBCS DIOSS-D 254
Scale: No Scale
Area: 2,163 Sq Ft

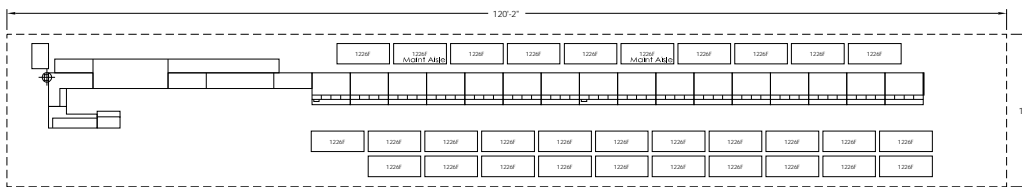
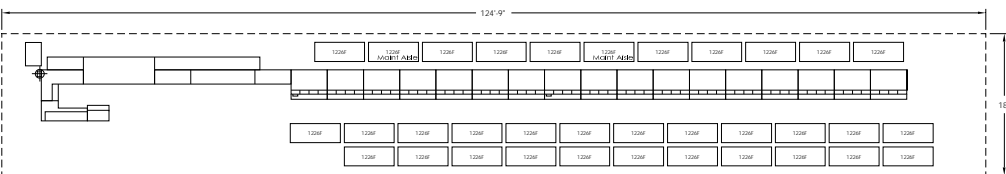


EXHIBIT 332.7J
030725, DBCS-DIOSS-D-270

Date: July 2009
DBCS DIOSS-D 270
Scale: No Scale
Area: 2,246 Sq Ft



332.8 DBCS DIOSS-E

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.8A lists the WSUs currently used for the DBCS DIOSS-E and the associated number of 1226F Tray Carts required for each. Exhibit 332.8B lists the space requirements for each of these WSUs. Exhibits 332.8C through 332.8J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.8A
WSUs AND TRAY CARTS NEEDED FOR DBCS DIOSS-E

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030726	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 158	13	6	19
030727	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 174	15	7	22
030728	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 190	17	8	25
030729	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 206	18	8	26
030730	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 222	18	8	26
030731	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 238	19	9	28
030732	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 254	21	10	31
030733	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 270	23	11	34

EXHIBIT 332.8B
WSU SPACE REQUIREMENTS FOR DBCS DIOSS-E

WSU #	Equipment Name	Min. Space Required BEHIND DBCS	Min. Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Req
030726	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 158	4.5	10	84	18	1,508
030727	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 174	4.5	10	88	18	1,590
030728	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 190	4.5	10	93	18	1,673
030729	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 206	4.5	10	98	18	1,756
030730	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 222	4.5	10	102	18	1,838
030731	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 238	4.5	10	107	18	1,921
030732	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 254	4.5	10	111	18	2,004
030733	Delivery Bar Code Sorter, Delivery Bar Code Sorter Input/ Output Subsystem, E, 270	4.5	10	116	18	2,086

EXHIBIT 332.8C
030726, DBCS DIOSS-E 158

Date: July 2009
DBCS DIOSS-E 158
Scale: No Scale
Area: 1,508 Sq Ft

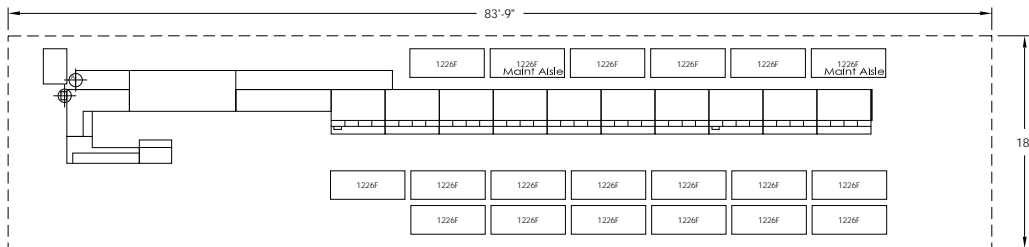


EXHIBIT 332.8D
030727, DBCS DIOSS-E 174

Date: July 2009
DBCS DIOSS-E 174
Scale: No Scale
Area: 1,590 Sq Ft

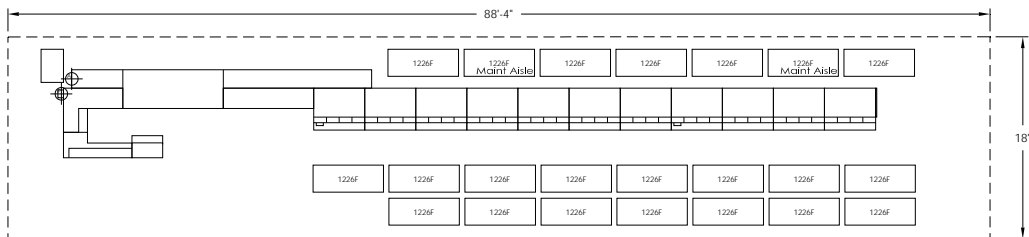


EXHIBIT 332.8E
030728, DBCS DIOSS-E 190

Date: July 2009
DBCS DIOSS-E 190
Scale: No Scale
Area: 1,673 Sq Ft

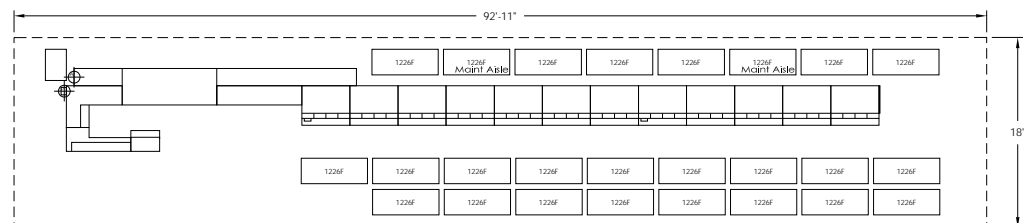


EXHIBIT 332.8F
030729, DBCS DIOSS-E 206

Date: July 2009
DBCS DIOSS-E 206
Scale: No Scale
Area: 1,756 Sq Ft

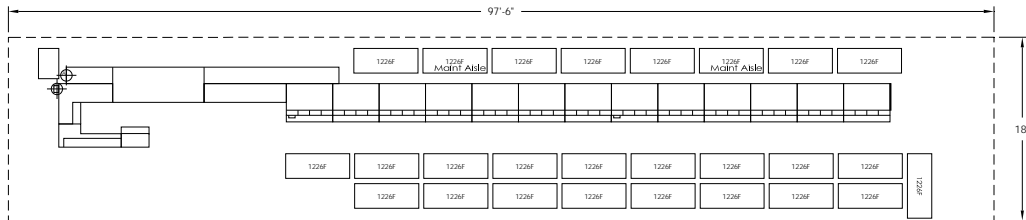


EXHIBIT 332.8G
030730, DBCS DIOSS-E 222

Date: July 2009
DBCS DIOSS-E 222
Scale: No Scale
Area: 1,838 Sq Ft

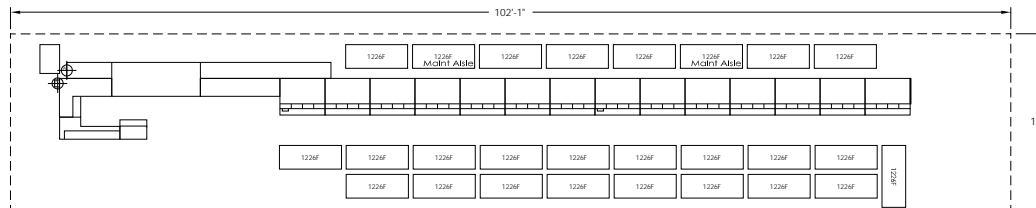


EXHIBIT 332.8H
030731, DBCS DIOSS-E 238

Date: July 2009
DBCS DIOSS-E 238
Scale: No Scale
Area: 1,921 Sq Ft

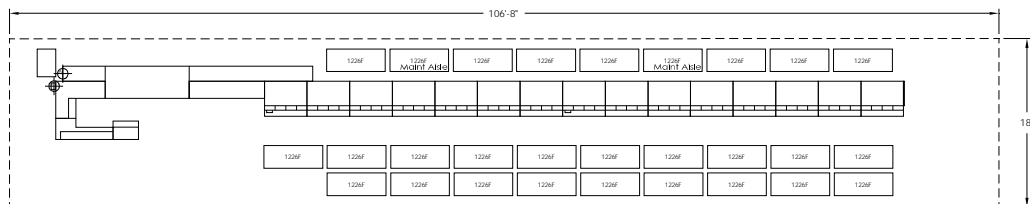


EXHIBIT 332.8I
030732, DBCS DIOSS-E 254

Date: July 2009
DBCS DIOSS-E 254
Scale: No Scale
Area: 2,004 Sq Ft

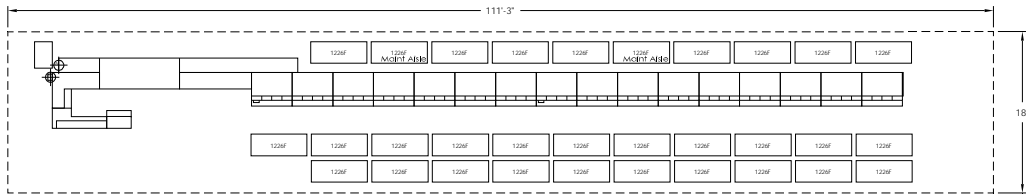
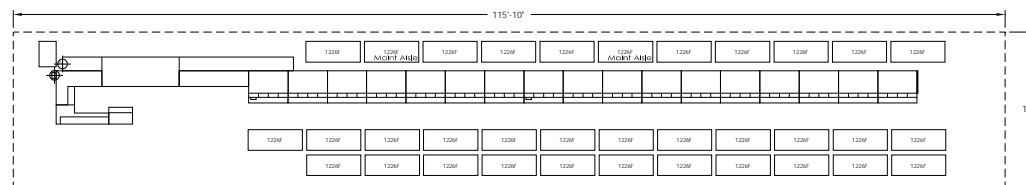


EXHIBIT 332.8J
030733, DBCS DIOSS-E 270

Date: July 2009
DBCS DIOSS-E 270
Scale: No Scale
Area: 2,086 Sq Ft



332.9 DBCS With Output Subsystem (OSS)

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.9A lists the WSUs currently used for the DBCS With OSS and the associated number of 1226F Tray Carts required for each. Exhibit 332.9B lists the space requirements for each of these WSUs. Exhibits 332.9C through 332.9K illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.9A
WSUs AND TRAY CARTS NEEDED FOR DBCS WITH OSS

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030301	DBCS ECA 111 w/OSS	10	5	15
030302	DBCS ECA 126 w/OSS	12	6	18
030303	DBCS ECA 142 w/OSS	12	6	18
030304	DBCS ECA 158 w/OSS	14	7	21
030305	DBCS ECA 174 w/OSS	16	8	24
030306	DBCS ECA 190 w/OSS	16	8	24
030307	DBCS ECA 206 w/OSS	18	9	27
030308	DBCS ECA 222 w/OSS	20	10	30
030309	DBCS ECA 238 w/OSS	20	10	30

EXHIBIT 332.9B
WSU SPACE REQUIREMENTS FOR DBCS WITH OSS

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030301	DBCS ECA 111 w/OSS	4.5	10	63	18	1,122
030302	DBCS ECA 126 w/OSS	4.5	10	67	18	1,205
030303	DBCS ECA 142 w/OSS	4.5	10	72	18	1,288
030304	DBCS ECA 158 w/OSS	4.5	10	76	18	1,370
030305	DBCS ECA 174 w/OSS	4.5	10	81	18	1,453
030306	DBCS ECA 190 w/OSS	4.5	10	86	18	1,536
030307	DBCS ECA 206 w/OSS	4.5	10	90	18	1,619
030308	DBCS ECA 222 w/OSS	4.5	10	95	18	1,701
030309	DBCS ECA 238 w/OSS	4.5	10	99	18	1,787

EXHIBIT 332.9C
030301, DBCS WITH OSS 111

Date: July 2009
 DBCS With OSS 111
 Scale: No Scale
 Area: 1,122 Sq Ft

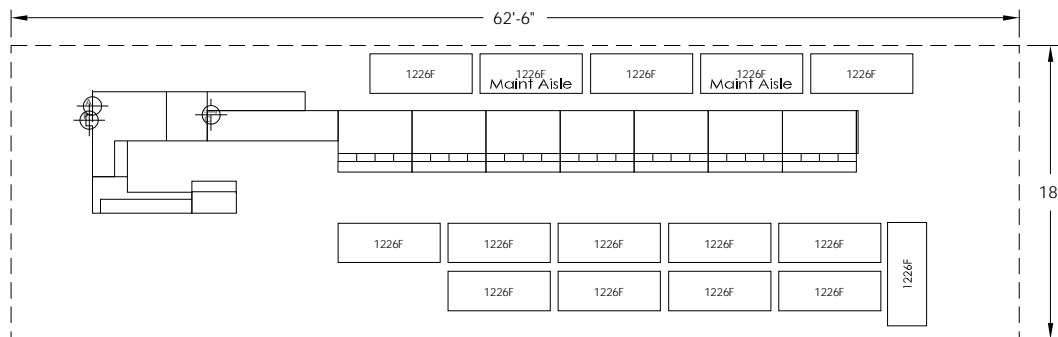


EXHIBIT 332.9D
030302, DBCS WITH OSS 126

Date: July 2009
DBCS With OSS 126
Scale: No Scale
Area: 1,205 Sq Ft

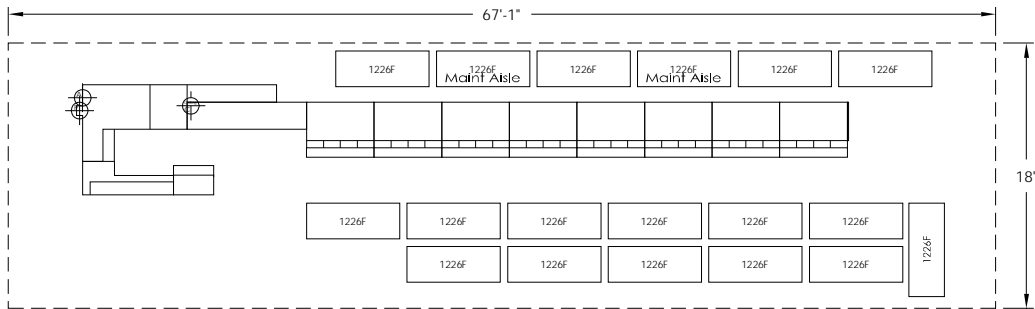


EXHIBIT 332.9E
030303, DBCS WITH OSS 142

Date: July 2009
DBCS With OSS 142
Scale: No Scale
Area: 1,288 Sq Ft

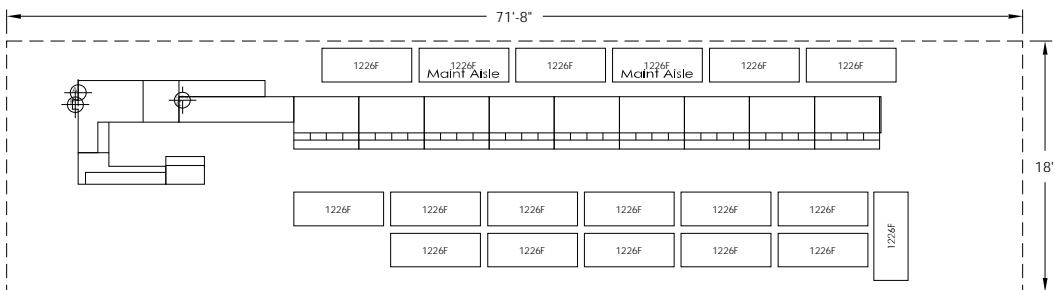


EXHIBIT 332.9F
030304, DBCS WITH OSS 158

Date: July 2009
DBCS With OSS 158
Scale: No Scale
Area: 1,370 Sq Ft

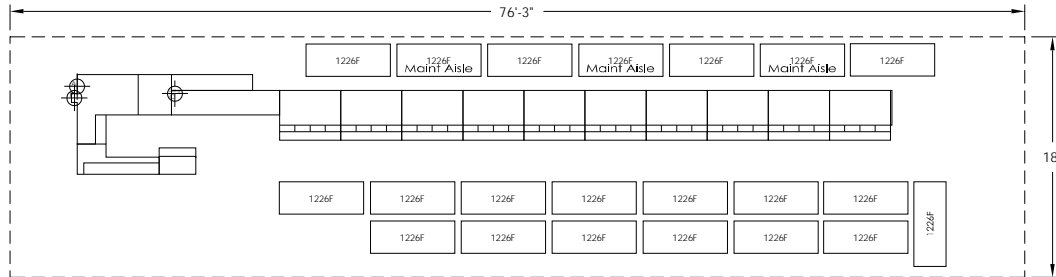


EXHIBIT 332.9G
030305, DBCS WITH OSS 174

Date: July 2009
DBCS With OSS 174
Scale: No Scale
Area: 1,453 Sq Ft

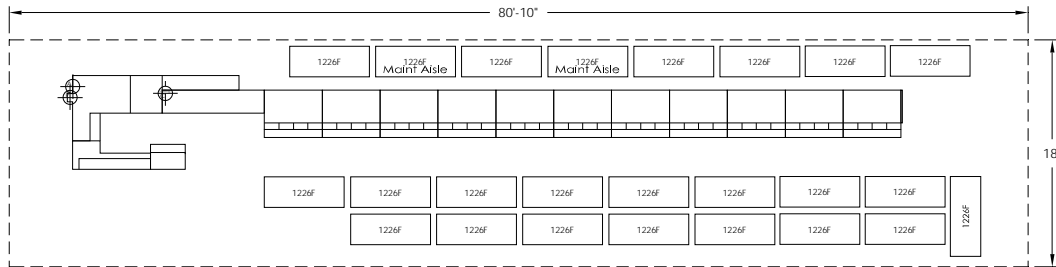


EXHIBIT 332.9H
030306, DBCS WITH OSS 190

Date: July 2009
DBCS With OSS 190
Scale: No Scale
Area: 1,536 Sq Ft

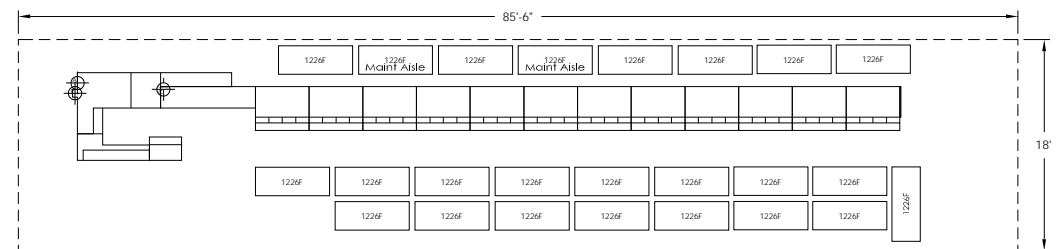


EXHIBIT 332.9I
030307, DBCS WITH OSS 206

Date: July 2009
DBCS With OSS 206
Scale: No Scale
Area: 1,619 Sq Ft

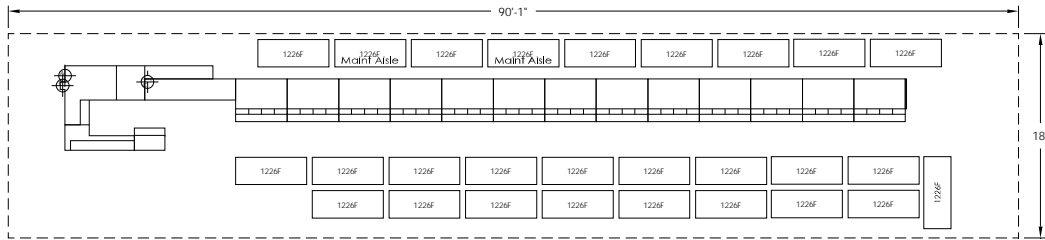


EXHIBIT 332.9J
030308, DBCS WITH OSS 222

Date: July 2009
DBCS With OSS 222
Scale: No Scale
Area: 1,701 Sq Ft

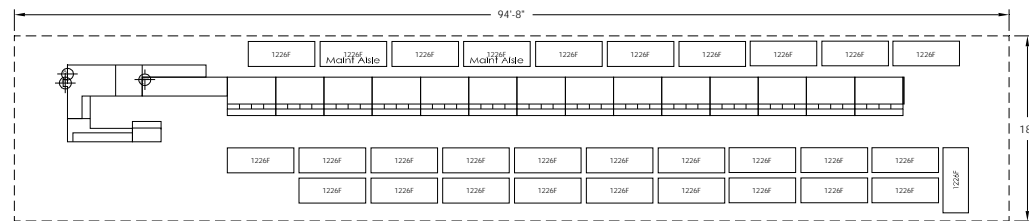
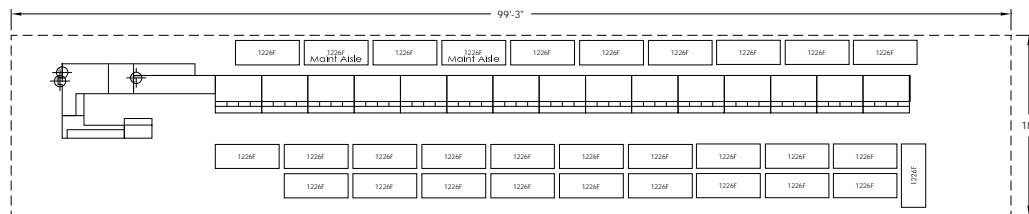


EXHIBIT 332.9K
030309, DBCS WITH OSS 238

Date: July 2009
DBCS With OSS 238
Scale: No Scale
Area: 1,787 Sq Ft



332.10 DBCS With Extended Capacity (EC)

The footprint for each of these DBCSs makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.10A lists the WSUs currently used for the DBCS With EC and the associated number of 1226F Tray Carts required for each. Exhibit 332.10B lists the space requirements for each of these WSUs. Exhibits 332.10C through 332.10K illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.10A
WSUs AND TRAY CARTS NEEDED FOR DBCS WITH EC

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030401	DBCS-EC ECA 111	10	5	15
030402	DBCS-EC ECA 126	12	6	18
030403	DBCS-EC ECA 142	12	6	18
030404	DBCS-EC ECA 158	14	7	21
030405	DBCS-EC ECA 174	16	8	24
030406	DBCS-EC ECA 190	16	8	24
030407	DBCS-EC ECA 206	18	9	27
030408	DBCS-EC ECA 222	20	10	30
030409	DBCS-EC ECA 238	20	10	30

EXHIBIT 332.10B
WSU SPACE REQUIREMENTS FOR DBCS WITH EC

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030401	DBCS-EC ECA 111	4.5	10	63	18	1,122
030402	DBCS-EC ECA 126	4.5	10	67	18	1,205
030403	DBCS-EC ECA 142	4.5	10	72	18	1,288
030404	DBCS-EC ECA 158	4.5	10	76	18	1,370
030405	DBCS-EC ECA 174	4.5	10	81	18	1,453
030406	DBCS-EC ECA 190	4.5	10	86	18	1,536
030407	DBCS-EC ECA 206	4.5	10	90	18	1,619
030408	DBCS-EC ECA 222	4.5	10	99	18	1,701
030409	DBCS-EC ECA 238	4.5	10	99	18	1,787

EXHIBIT 332.10C
030401, DBCS WITH EC 111

Date: July 2009
DBCS With EC 111
Scale: No Scale
Area: 1,122 Sq Ft

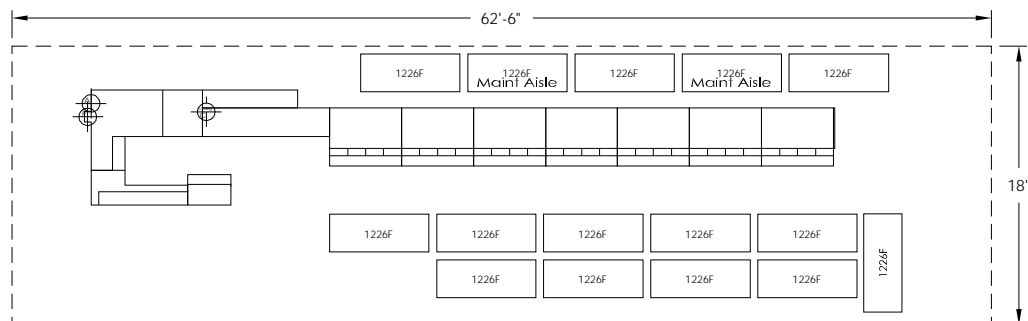


EXHIBIT 332.10D
030402, DBCS WITH EC 126

Date: July 2009
DBCS With EC 126
Scale: No Scale
Area: 1,205 Sq Ft

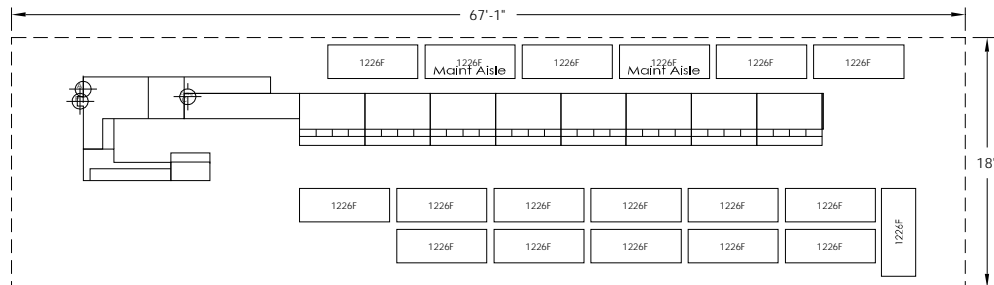


EXHIBIT 332.10E
030403, DBCS WITH EC 142

Date: July 2009
DBCS With EC 142
Scale: No Scale
Area: 1,288 Sq Ft

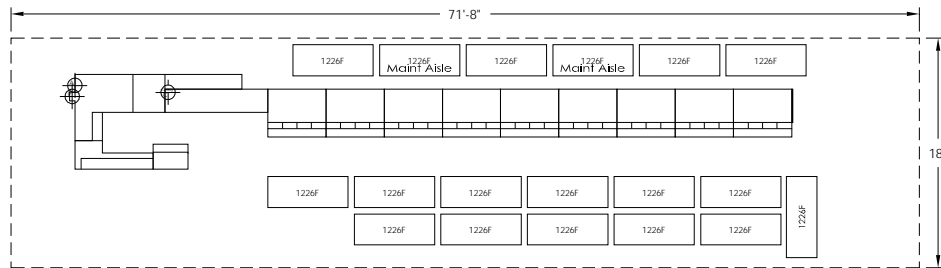


EXHIBIT 332.10F
030404, DBCS WITH EC 158

Date: July 2009
DBCS With EC 158
Scale: No Scale
Area: 1,370 Sq Ft

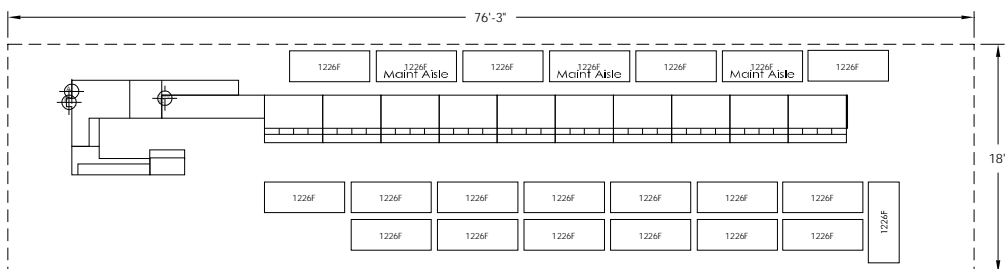


EXHIBIT 332.10G
030405, DBCS WITH EC 174

Date: July 2009
DBCS With EC 174
Scale: No Scale
Area: 1,453 Sq Ft

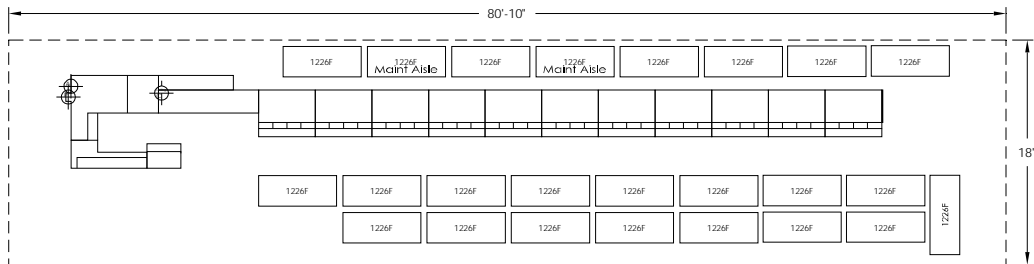


EXHIBIT 332.10H
030406, DBCS WITH EC 190

Date: July 2009
DBCS With EC 190
Scale: No Scale
Area: 1,536 Sq Ft

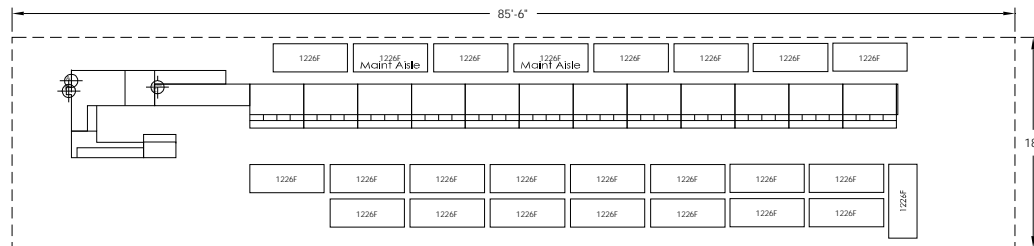


EXHIBIT 332.10I
030407, DBCS WITH EC 206

Date: July 2009
DBCS With EC 206
Scale: No Scale
Area: 1,619 Sq Ft

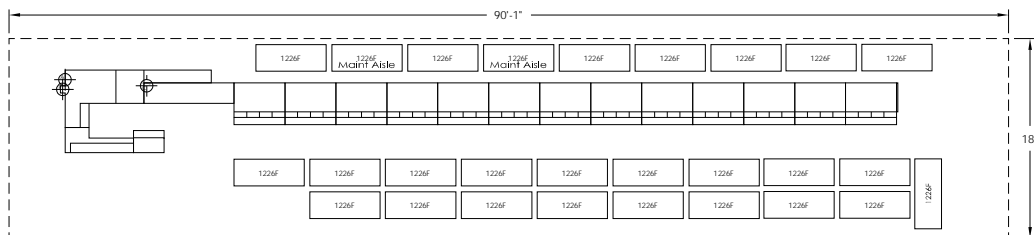


EXHIBIT 332.10J
030408, DBCS WITH EC 222

Date: July 2009
DBCS With EC 222
Scale: No Scale
Area: 1,701 Sq Ft

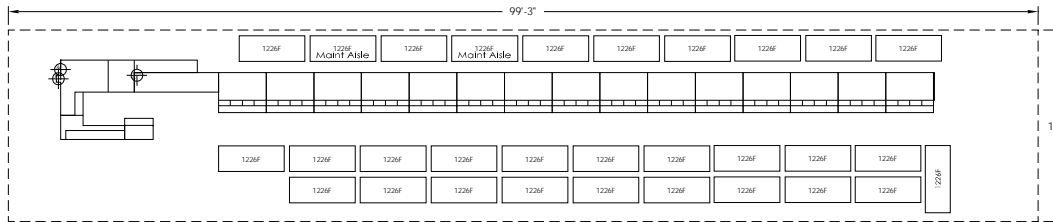
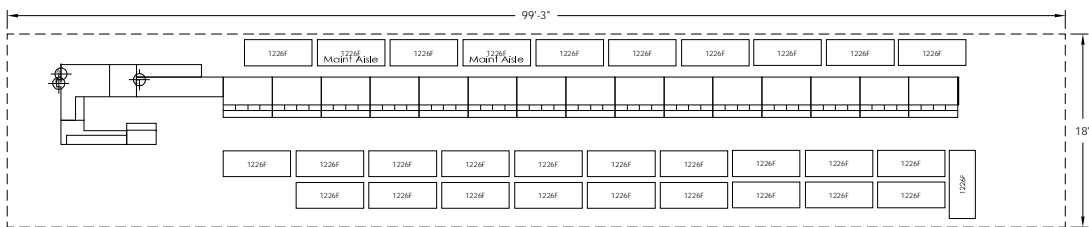


EXHIBIT 332.10K
030409, DBCS WITH EC 238

Date: July 2009
DBCS With EC 238
Scale: No Scale
Area: 1,787 Sq Ft



332.11 DBCS6

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.11A lists the WSUs currently used for the DBCS6 and the associated number of 1226F Tray Carts required for each. Exhibit 332.11B lists the space requirements for each of these WSUs. Exhibits 332.11C through 332.11J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.11A
WSUs AND TRAY CARTS NEEDED FOR DBCS6

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030501	Delivery Bar Code Sorter 6, 158	13	7	20
030502	Delivery Bar Code Sorter 6, 174	15	7	22
030503	Delivery Bar Code Sorter 6, 190	16	8	24
030504	Delivery Bar Code Sorter 6, 206	18	9	27
030505	Delivery Bar Code Sorter 6, 222	19	9	28
030506	Delivery Bar Code Sorter 6, 238	19	10	29
030507	Delivery Bar Code Sorter 6, 254	21	10	31
030508	Delivery Bar Code Sorter 6, 270	23	11	34

EXHIBIT 332.11B
WSU SPACE REQUIREMENTS FOR DBCS6

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030501	Delivery Bar Code Sorter 6, 158	4.5	10	84	18	1,512
030502	Delivery Bar Code Sorter 6, 174	4.5	10	84	18	1,512
030503	Delivery Bar Code Sorter 6, 190	4.5	10	93	18	1,671
030504	Delivery Bar Code Sorter 6, 206	4.5	10	97	18	1,754
030505	Delivery Bar Code Sorter 6, 222	4.5	10	97	18	1,754
030506	Delivery Bar Code Sorter 6, 238	4.5	10	107	18	1,919
030507	Delivery Bar Code Sorter 6, 254	4.5	10	111	18	2,002
030508	Delivery Bar Code Sorter 6, 270	4.5	10	116	18	2,085

EXHIBIT 332.11C
030501, DBCS6 158

Date: July 2009
DBCS6 158
Scale: No Scale
Area: 1,512 Sq Ft

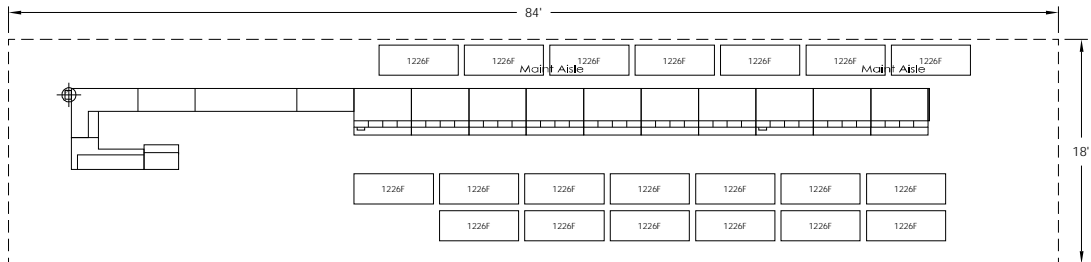


EXHIBIT 332.11D
030502, DBCS6 174

Date: July 2009
DBCS6 174
Scale: No Scale
Area: 1,512 Sq Ft

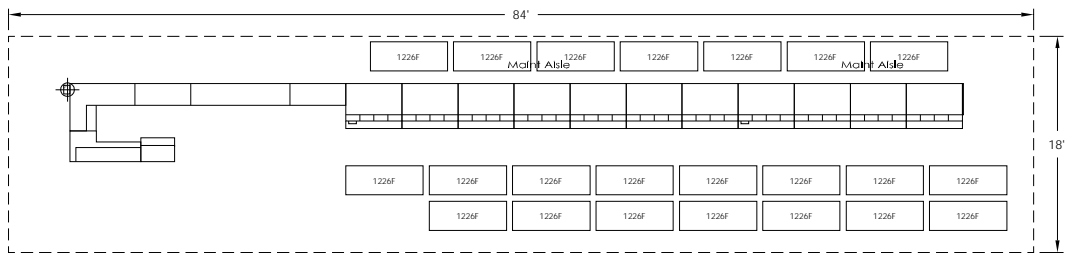


EXHIBIT 332.11E
030503, DBCS6 190

Date: July 2009
DBCS6 190
Scale: No Scale
Area: 1,671 Sq Ft

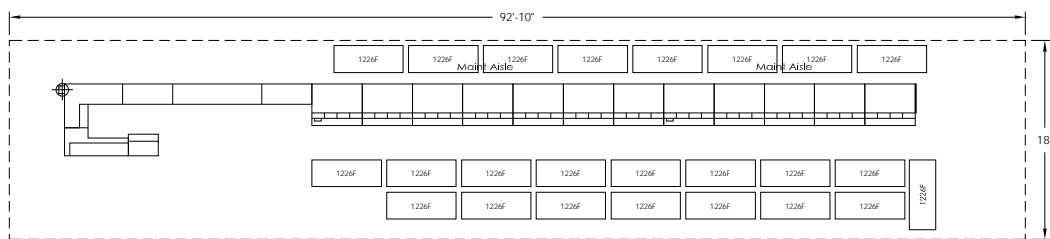


EXHIBIT 332.11F
030504, DBCS6 206

Date: July 2009
DBCS6 206
Scale: No Scale
Area: 1,754 Sq Ft

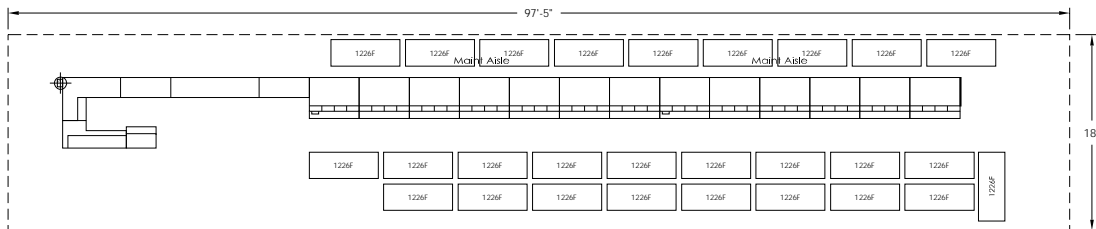


EXHIBIT 332.11G
030505, DBCS6 222

Date: July 2009
DBCS6 222
Scale: No Scale
Area: 1,754 Sq Ft

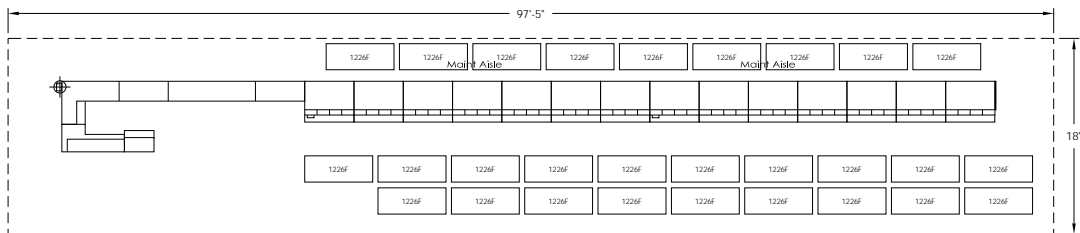


EXHIBIT 332.11H
030506, DBCS6 238

Date: July 2009
DBCS6 238
Scale: No Scale
Area: 1,919 Sq Ft

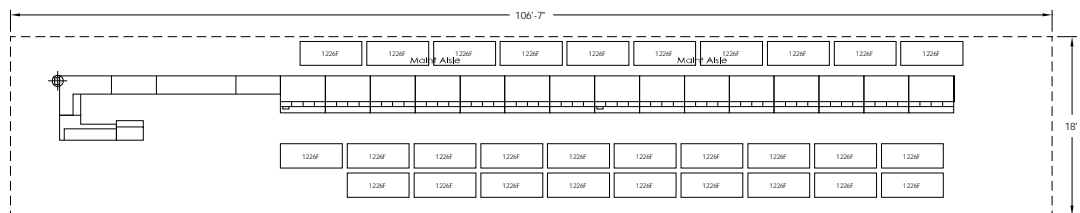


EXHIBIT 332.11I
030507, DBCS6 254

Date: July 2009
DBCS6 254
Scale: No Scale
Area: 2,002 Sq Ft

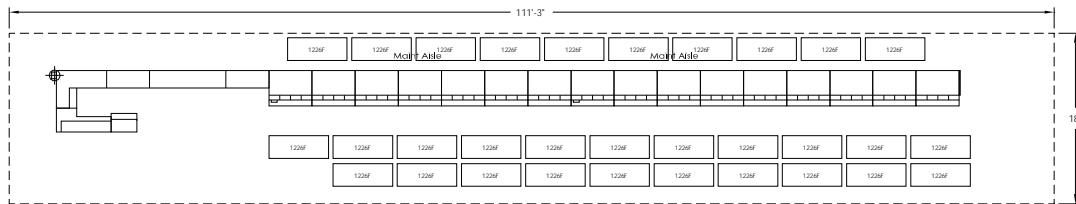
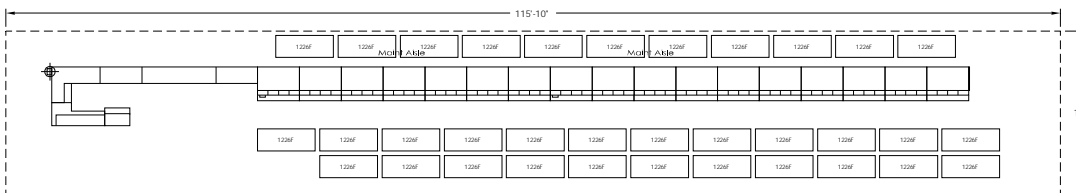


EXHIBIT 332.11J
030508, DBCS6 270

Date: July 2009
DBCS6 270
Scale: No Scale
Area: 2,085 Sq Ft



332.12 DCS6-MPP

The footprint for each of these DBCS machines makes the following assumptions:

- A. Staging and dispatch of mail manually into GPMCs
- B. No staging space allocated for GPMCs
- C. Minimal maintenance access (3-Ft from any panel that opens outward)
- D. Safety taken into account with minimal space design
- E. No obstructions within workspace (including columns)
- F. Staging of empty 1226F Tray Carts behind the machine

Exhibit 332.12A lists the WSUs currently used for the DBCS6-MPP and the associated number of 1226F Tray Carts required for each. Exhibit 332.12B lists the space requirements for each of these WSUs. Exhibits 332.12C through 332.12J illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 332.12A
WSUs AND TRAY CARTS NEEDED FOR DBCS6–MPP

WSU #	Equipment Name	1226F Tray Carts Required FRONT	Stored Empty 1226F Tray Carts BACK	1226F Tray Carts Required TOTAL
030509	Delivery Bar Code Sorter 6, MPP, 158	13	7	20
030510	Delivery Bar Code Sorter 6, MPP, 174	15	7	22
030511	Delivery Bar Code Sorter 6, MPP, 190	16	8	24
030512	Delivery Bar Code Sorter 6, MPP, 206	18	9	27
030513	Delivery Bar Code Sorter 6, MPP, 222	19	9	28
030514	Delivery Bar Code Sorter 6, MPP, 238	21	10	31
030515	Delivery Bar Code Sorter 6, MPP, 254	21	10	31
030516	Delivery Bar Code Sorter 6, MPP, 270	23	11	34

EXHIBIT 332.12B
WSU SPACE REQUIREMENTS FOR DBCS6–MPP

WSU #	Equipment Name	Minimum Space Required BEHIND DBCS	Minimum Space Required at END of DBCS (Ft)	Min. Length (Ft)	Min. Width (Ft)	Sq Ft Required
030509	Delivery Bar Code Sorter 6, MPP, 158	4.5	10	93	18	1,668
030510	Delivery Bar Code Sorter 6, MPP, 174	4.5	10	97	18	1,750
030511	Delivery Bar Code Sorter 6, MPP, 190	4.5	10	102	18	1,833
030512	Delivery Bar Code Sorter 6, MPP, 206	4.5	10	106	18	1,916
030513	Delivery Bar Code Sorter 6, MPP, 222	4.5	10	111	18	1,999
030514	Delivery Bar Code Sorter 6, MPP, 238	4.5	10	116	18	2,081
030515	Delivery Bar Code Sorter 6, MPP, 254	4.5	10	120	18	2,164
030516	Delivery Bar Code Sorter 6, MPP, 270	4.5	10	125	18	2,247

EXHIBIT 332.12C
030509, DBCS6-MPP 158

Date: July 2009
DBCS6-MPP 158
Scale: No Scale
Area: 1,668 Sq Ft

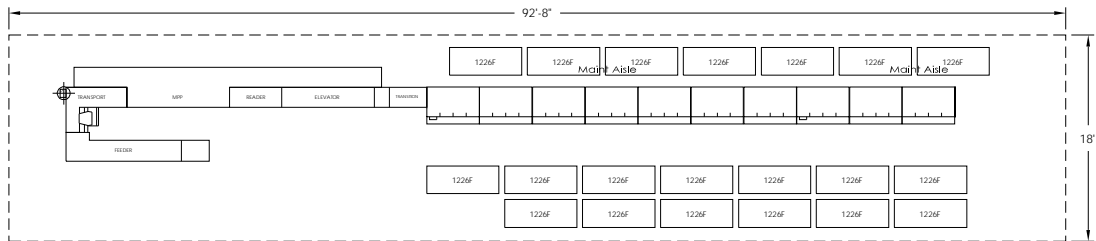


EXHIBIT 332.12D
030510, DBCS6-MPP 174

Date: July 2009
DBCS6-MPP 174
Scale: No Scale
Area: 1,750 Sq Ft

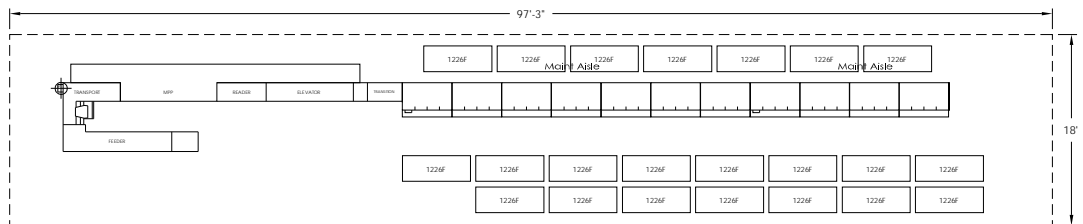


EXHIBIT 332.12E
030511, DBCS6-MPP 190

Date: July 2009
DBCS6-MPP 190
Scale: No Scale
Area: 1,833 Sq Ft

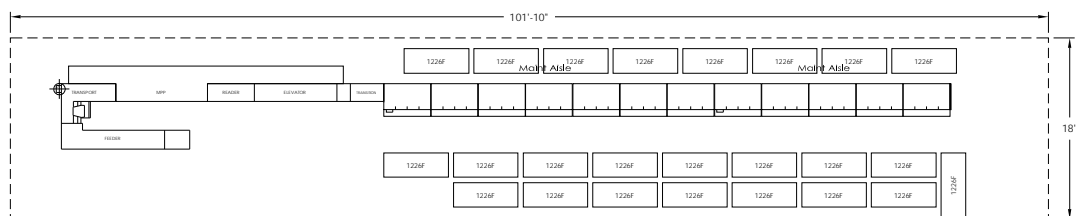


EXHIBIT 332.12F
030512, DBCS6-MPP 206

Date: July 2009
DBCS6-MPP 206
Scale: No Scale
Area: 1,916 Sq Ft

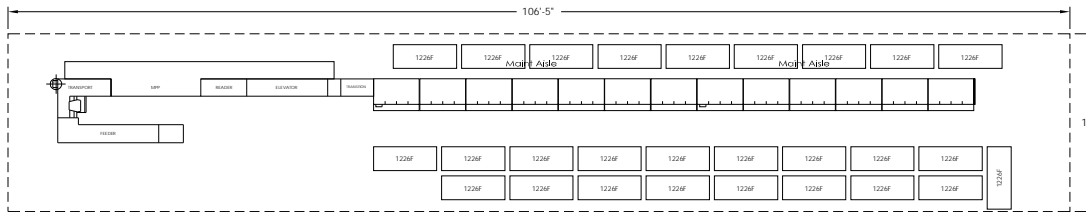


EXHIBIT 332.12G
030513, DBCS6-MPP 222

Date: July 2009
DBCS6-MPP 222
Scale: No Scale
Area: 1,999 Sq Ft

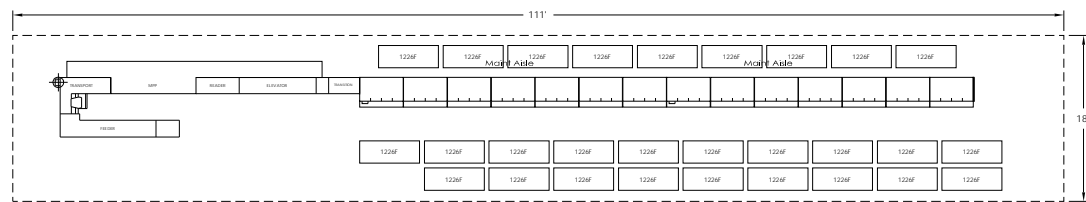


EXHIBIT 332.12H
030514, DBCS6-MPP 238

Date: July 2009
DBCS6-MPP 238
Scale: No Scale
Area: 2,081 Sq Ft

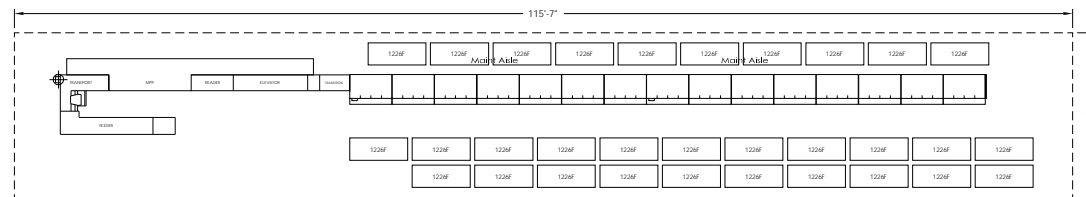


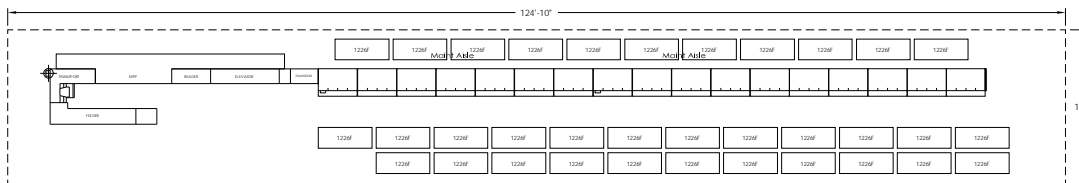
EXHIBIT 332.12I
030515, DBCS6-MPP 254

Date: July 2009
DBCS6-MPP 254
Scale: No Scale
Area: 2,164 Sq Ft



EXHIBIT 332.12J
030516, DBCS6-MPP 270

Date: July 2009
DBCS6-MPP 270
Scale: No Scale
Area: 2,247 Sq Ft



333 Pouching and Sacking

Exhibit 333A lists the WSUs currently used for pouching and sacking. Exhibits 333B through 333L illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 333A
WSUs USED FOR POUCHING AND SACKING

WSU #	Sq Ft Required	Arrangement	Item Numbers and Description
020501	18	Single rack	61A, Loose Pack Rack—2 Separations
020502	32	Single rack	61B, Loose Pack Rack—4 Separations
020503	35	Single rack	30, 2 Pouch Racks—5 Separations Each
020504	46	Single rack	31A or 31B, 2 Pouch Racks—10 Separations Each
020505	187	Double depth	2-31A, 2-31B, 8B, 4 Pouch Racks—10 Separations Each With Canceling Table
020506	412	U-shape	3-31A, 3-31B, 8B, 6 Pouch Racks—10 Separations Each With Canceling Table
020507	412	2 rows deep	4-31A, 4-31B, 8B, 8 Pouch Racks—10 Separations Each With Canceling Table
020508	530	Double depth	5-31A, 5-31B, 8B, 10 Pouch Racks—10 Separations Each With Canceling Table
020509	530	Double depth	6-31A, 6-31B, 8B, 12 Pouch Racks—10 Separations Each With Canceling Table
020510	711	Double depth, with 17-Ft conveyor	5-31A, 5-31B, 3-1070, 1922A Conveyor, 10 Pouch Racks —10 Separations Each With 17-Ft 1922A Conveyor and 3 Nutting Trucks
020511	878	Double depth, with 25-Ft conveyor	7-31A, 7-31B, 3-1070, 1922 Conveyor, 14 Pouch Racks—10 Separations Each With 25-Ft 1922B Conveyor and 3 Nutting Trucks

EXHIBIT 333B
020501, LOOSE PACK RACK—2 SEPARATIONS

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 18 Sq Ft

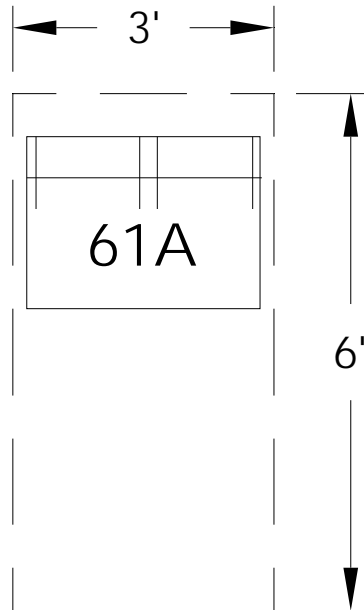


EXHIBIT 333C
020502, LOOSE PACK RACK—4 SEPARATIONS

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 32 Sq Ft

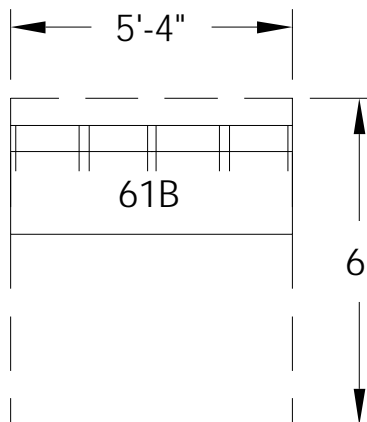


EXHIBIT 333D
020503, 2 POUCH RACKS—5 SEPARATIONS EACH

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 35 Sq Ft

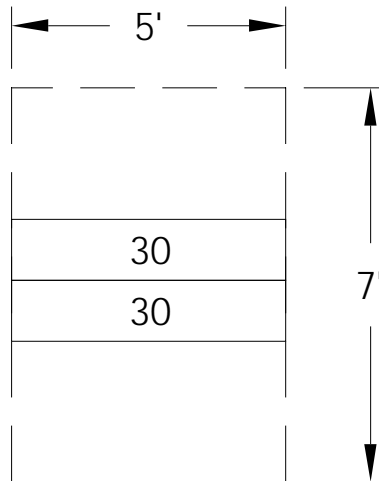


EXHIBIT 333E
020504, 2 POUCH RACKS—10 SEPARATIONS EACH

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 46 Sq Ft

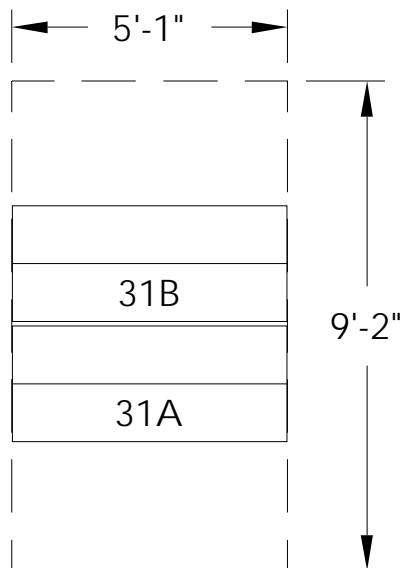


EXHIBIT 333F
020505, 4 POUCH RACKS—10 SEPARATIONS EACH, WITH CANCELING TABLE

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 187 Sq Ft

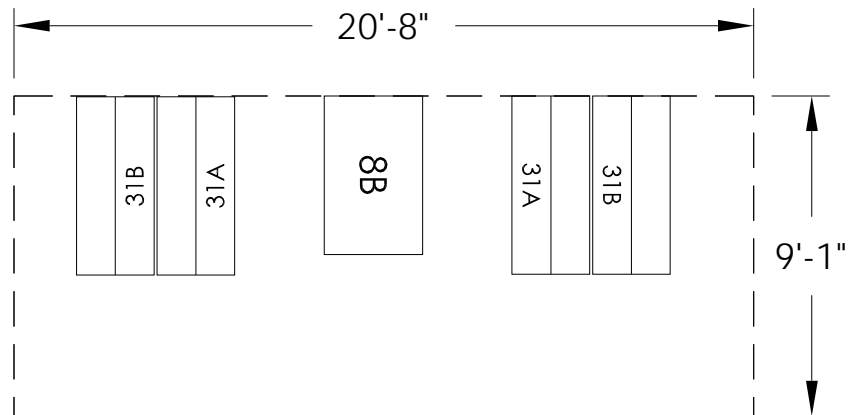


EXHIBIT 333G
020506, 6 POUCH RACKS—10 SEPARATIONS EACH, WITH CANCELING TABLE

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 412 Sq Ft

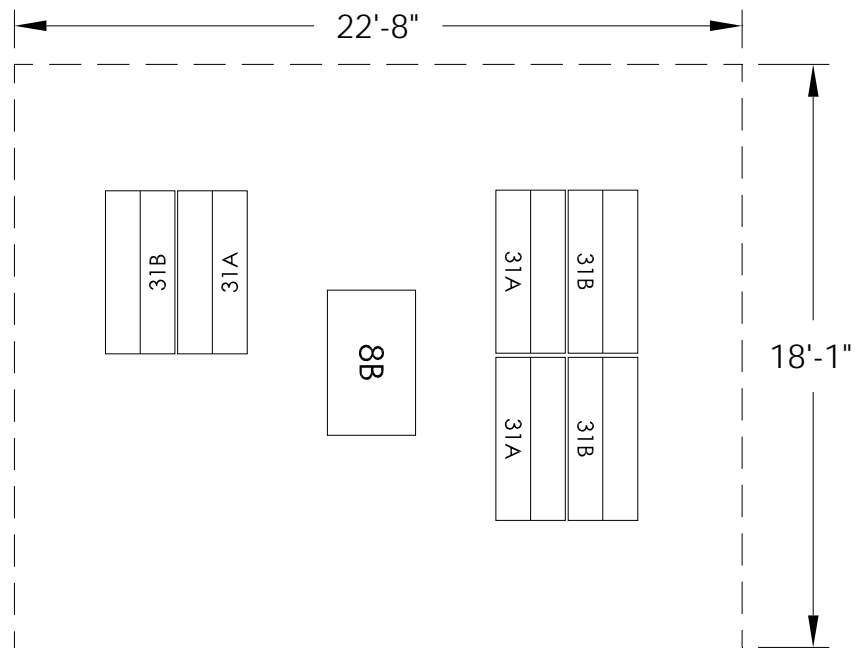


EXHIBIT 333H
020507, 8 POUCH RACKS—10 SEPARATIONS EACH, WITH CANCELING TABLE

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 412 Sq Ft

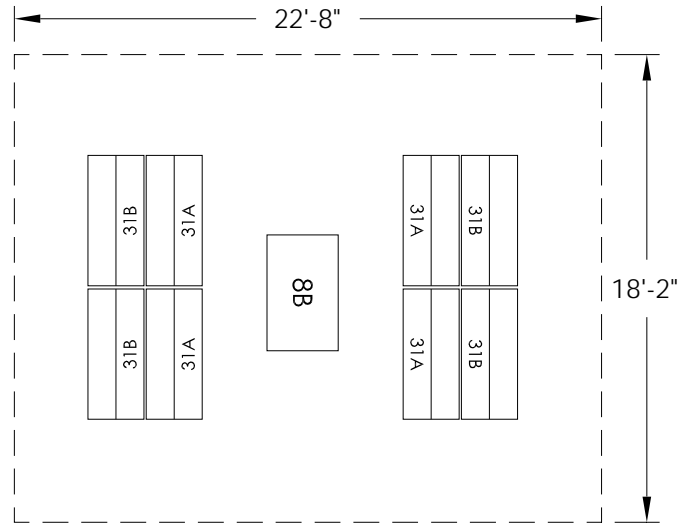


EXHIBIT 333I
020508, 10 POUCH RACKS—10 SEPARATIONS EACH, WITH CANCELING TABLE

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 530 Sq Ft

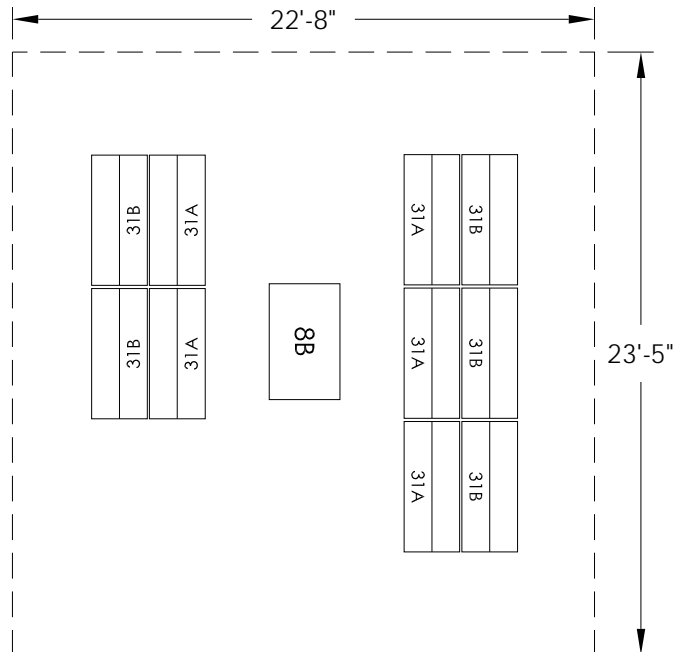


EXHIBIT 333J
020509, 12 POUCH RACKS—10 SEPARATIONS EACH, WITH CANCELING TABLE

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 530 Sq Ft

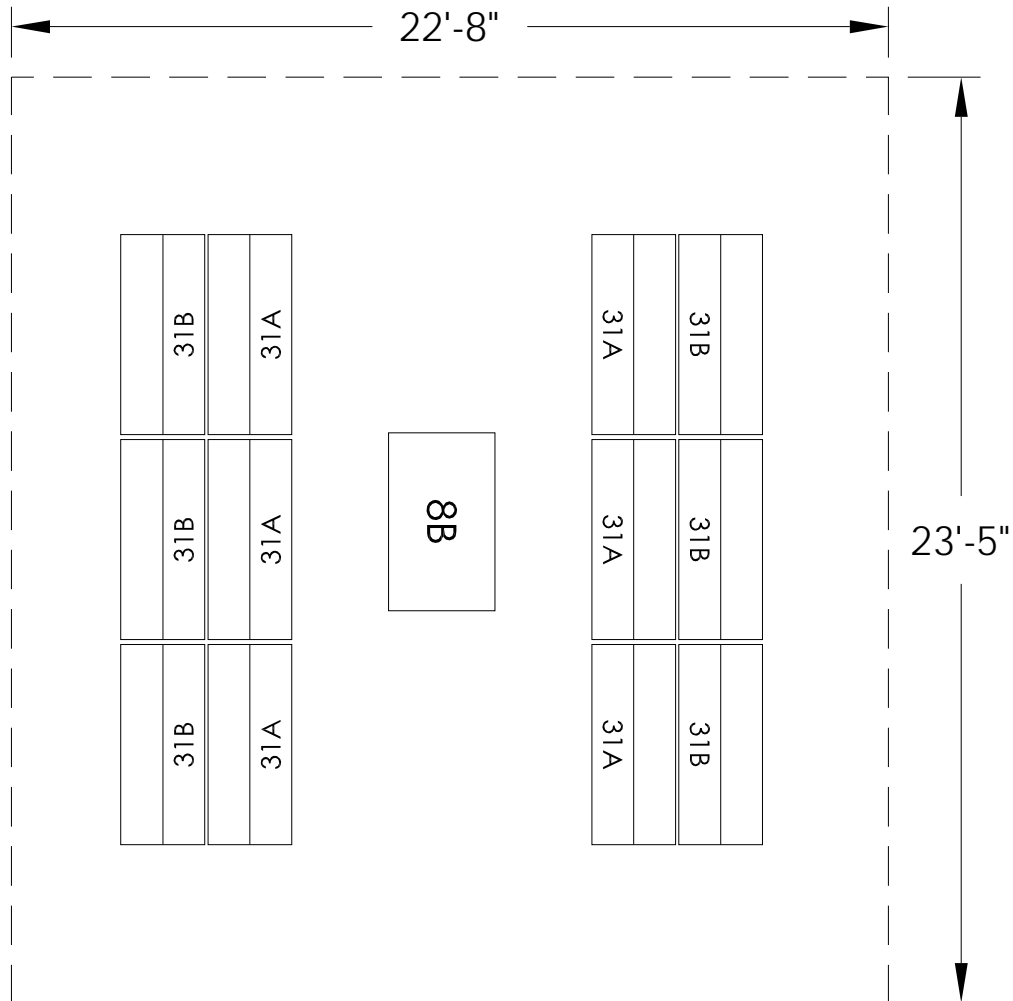


EXHIBIT 333K
020510, 10 POUCH RACKS—10 SEPARATIONS EACH, WITH 17-FT 1922A CONVEYOR AND
3 NUTTING TRUCKS

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 711 Sq Ft

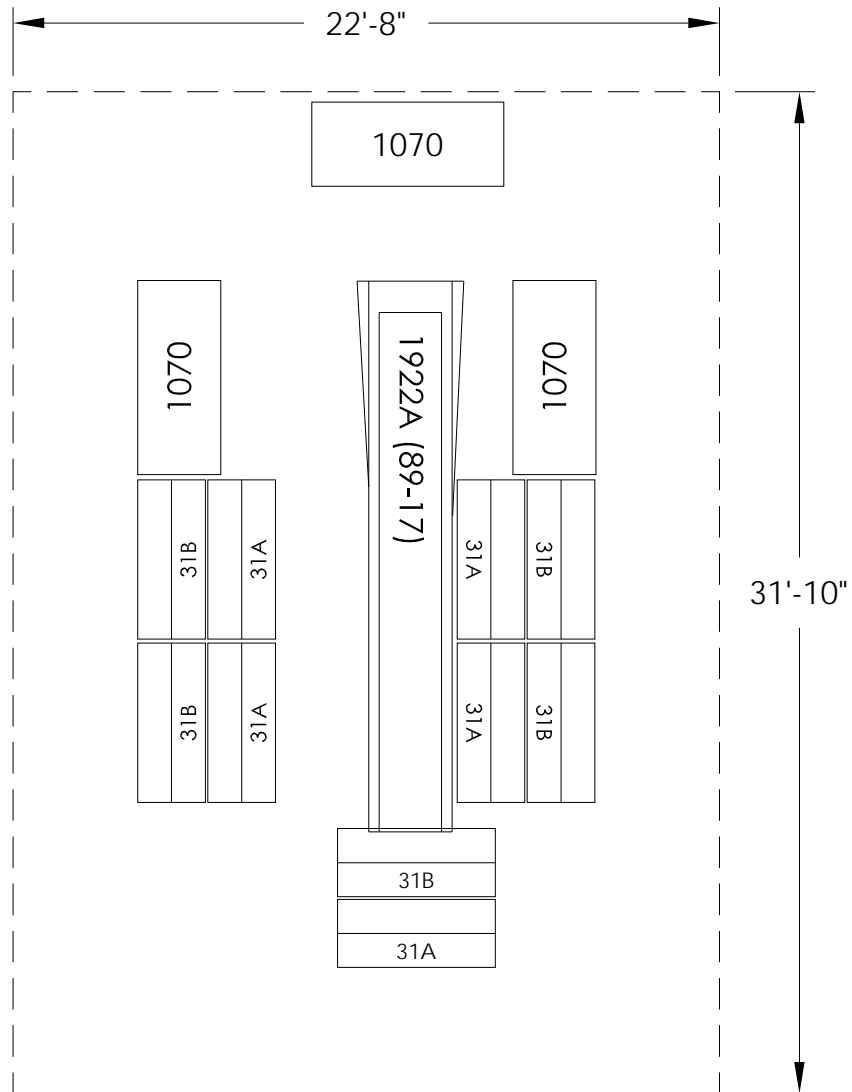
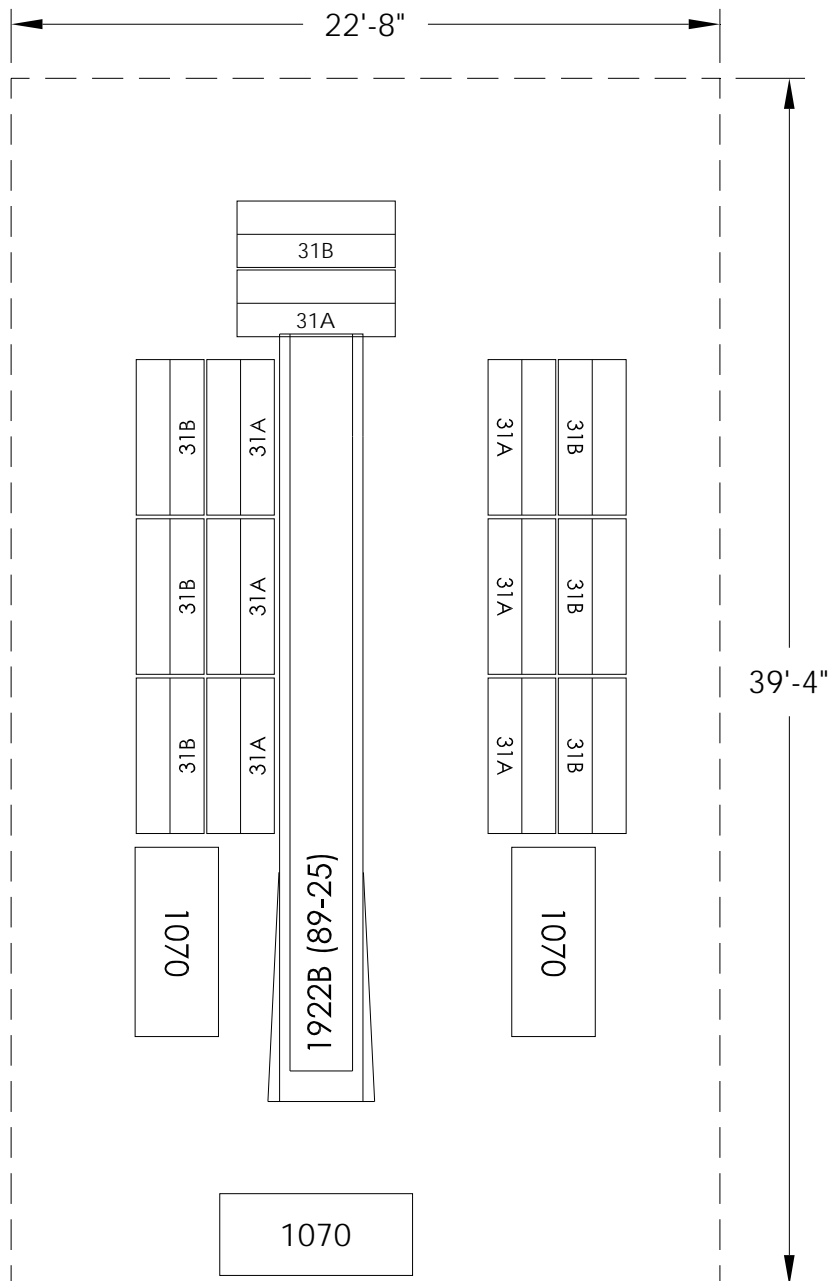


EXHIBIT 333L
020511, 14 POUCH RACKS—10 SEPARATIONS EACH, WITH 25-FT 1922B CONVEYOR AND
3 NUTTING TRUCKS

Date: Dec. 1994
Pouching, Sacking
Scale: No Scale
Area: 878 Sq Ft



334 Flat Mail—Manual Cases and Mechanized Sorting Machines

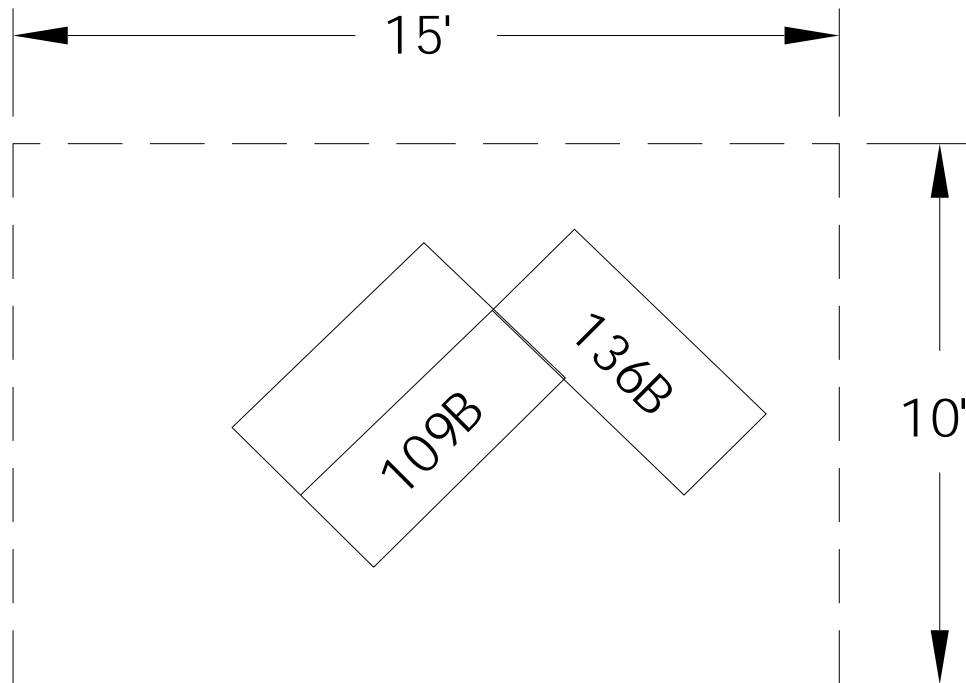
The footprints of these WSUs provide for movement of mail and personnel within the work center, exclusive of dedicated aisles, and an allowance for column interference and other unusable space. Exhibit 334A lists the WSUs currently used for flat mail—manual cases and mechanical sorting machines. Exhibits 334B through 334X illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 334A
WSUs USED FOR FLAT MAIL—MANUAL CASES AND MECHANIZED SORTING MACHINES

WSU #	Sq Ft Required	Separations	Description
040103	150	60	Flat Workstation—Open Back
040101	40	24-30	Flat Workstation—Open Back
040102	56	36-42	Flat Workstation—Open Back
040104	40	18	Flat Distribution Set-Up
040105	80	19-36	Flat Distribution Set-Up
040106	110	37-54	Flat Distribution Set-Up
040107	130	55-72	Flat Distribution Set-Up
040201	3,093	100	Flat Sorting Machine (FSM 1000)
040202	3,096	100	UFSM1000 OCR/AFF
040203	3,178	100	UFSM1000 OCR/AFF
040301	4,992	120	Flat Sorting Machine (AFSM-100) Single Machine or End of Stack
040302	4,212	120	Flat Sorting Machine (AFSM-100) Stacked/Nested Machines
040303	5,304.1	120	Flat Sorting Machine (AFSM-100) w/ ATHS-Swimmer Single Machine
040304	5,772	120	Flat Sorting Machine (AFSM-100) w/ ATHS-Eagle Single Machine
040305	6,493	120	FSM10a-AFSM100-W-AI-ATHS-Swimmer Single Machine -- Configuration 5060A
040306	6,493	120	FSM10a-AFSM100-W-AI-ATHS-Eagle Single Machine -- Configuration 5060A
040307	7,551	120	FSM10a-AFSM100-W-AI-ATHS-Swimmer Single Machine -- Configuration 5060B
040308	5,961	120	FSM10a-AFSM100-W-AI-ATHS-Swimmer Single Machine -- Configuration 5060C
040309	5,961	120	FSM10a-AFSM100-W-AI-ATHS-Eagle Single Machine -- Configuration 5060C
040310	7,692	120	FSM10a-AFSM100-W-AI-ATHS-Swimmer Single Machine -- Configuration 5060D
040311	7,692	120	FSM10a-AFSM100-W-AI-ATHS-Eagle Single Machine -- Configuration 5060D
040501	16,086	NA	FSS
040401	2,227	NA	SAMP Bundle Processing

EXHIBIT 334B
040103, FLAT WORKSTATION—OPEN BACK: 60 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 150 Sq Ft



NOTE:

The planning area of 150 Sq Ft allows for:

- A. A maximum of 21-Ft, 4-inch back-to-back of cases.
- B. A maximum of 12-Ft, 5-inch from the back of case (toward distribution side) to a dedicated aisle, wall, or adjacent work area.
- C. A 3-Ft, 6-inch aisle at the end of the rows of cases when not at a dedicated aisle.
- D. 3-Ft, 0-inch at the back and end of the cases for the sweeping of mail.

EXHIBIT 334C
040101, FLAT WORKSTATION—OPEN BACK: 24 TO 30 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 40 Sq Ft

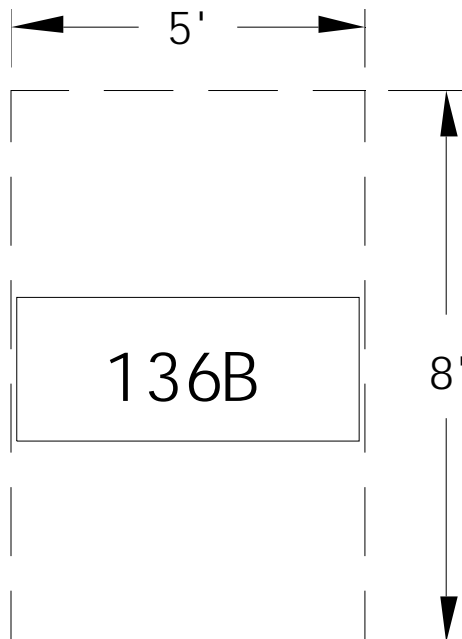


EXHIBIT 334D
040102, FLAT WORKSTATION—OPEN BACK: 36 TO 42 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 56 Sq Ft

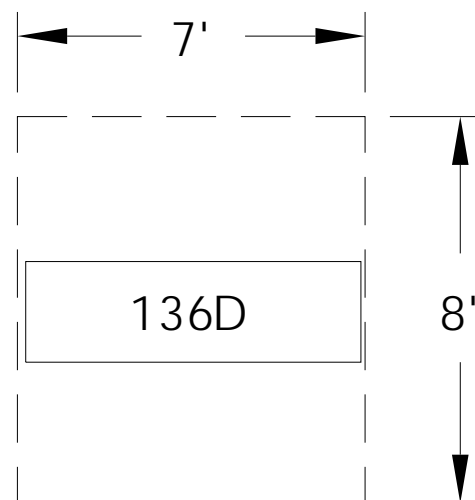
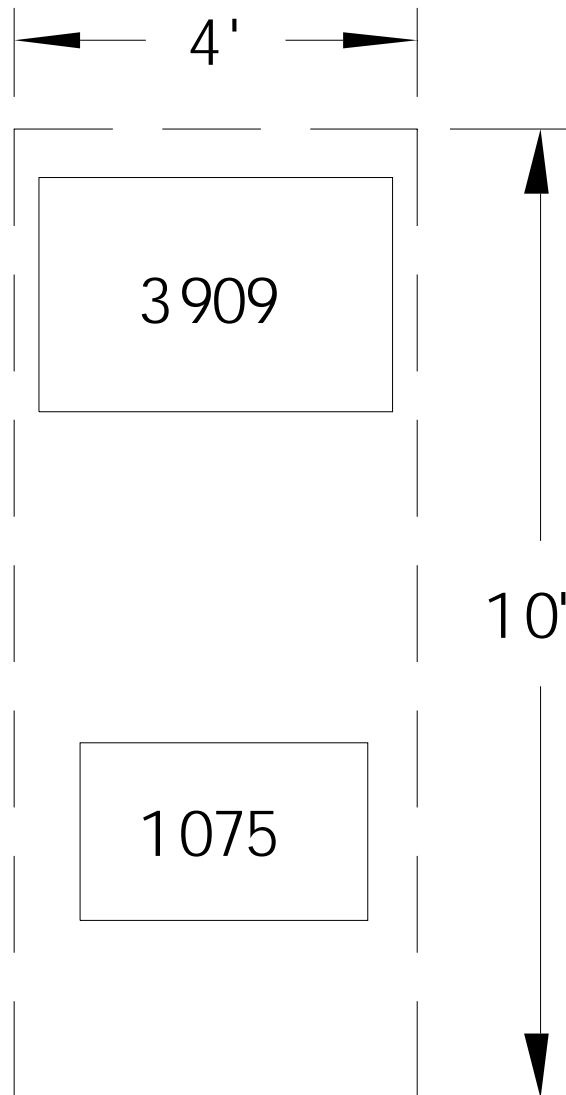


EXHIBIT 334E
040104, FLAT DISTRIBUTION SETUP: 18 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 40 Sq Ft

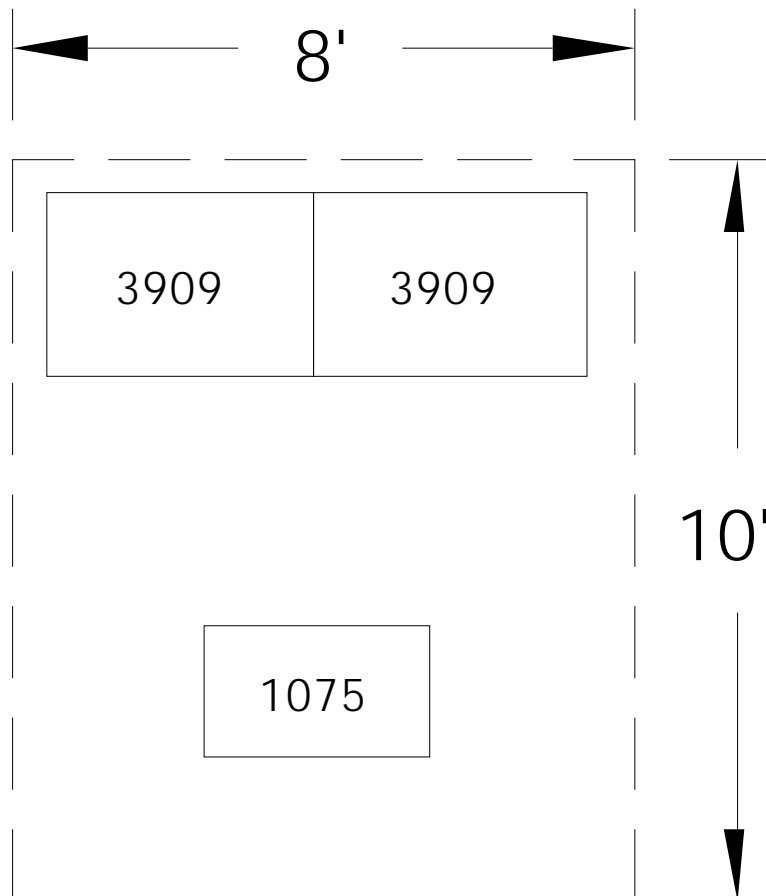


NOTE: Flats distribution:

- 18 separations per container
- 8 shells per container
- 24 trays per container-shipping capacity

EXHIBIT 334F
040105, FLAT DISTRIBUTION SET-UP: 19 TO 36 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 80 Sq Ft

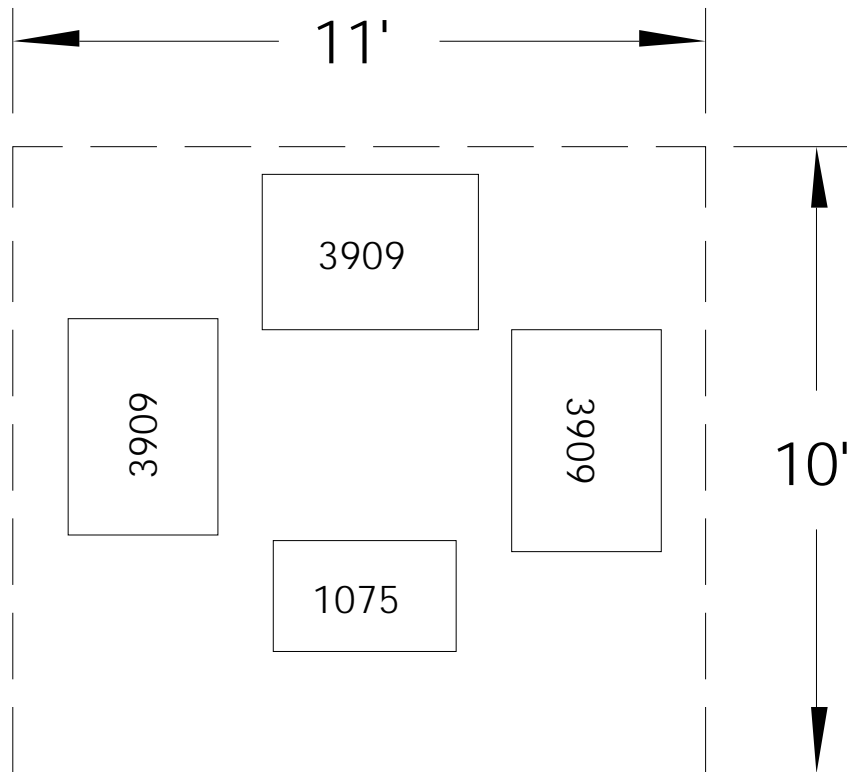


NOTE: Flats distribution:

- 18 separations per container
- 8 shells per container
- 24 trays per container-shipping capacity

EXHIBIT 334G
040106, FLAT DISTRIBUTION SET-UP: 37 TO 54 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 110 Sq Ft

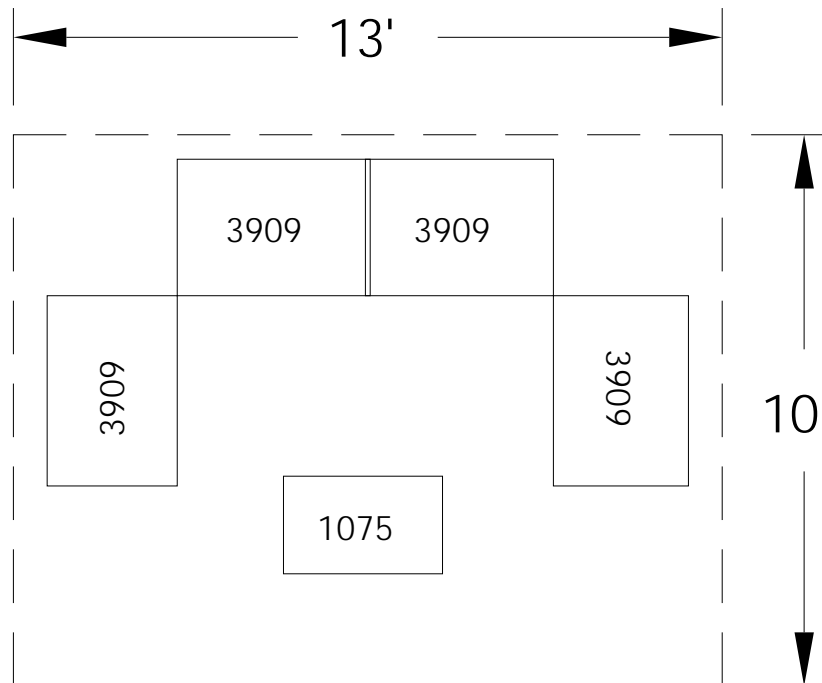


NOTE: Flats distribution:

- 18 separations per container
- 8 shells per container
- 24 trays per container-shipping capacity

EXHIBIT 334H
040107, FLAT DISTRIBUTION SET-UP: 55 TO 72 SEPARATIONS

Date: Dec. 1994
Distribution Flat Mail
Scale: No Scale
Area: 130 Sq Ft



NOTE: Flats distribution:

- 18 separations per container
- 8 shells per container
- 24 trays per container-shipping capacity

EXHIBIT 334I
040201, FLAT SORTING MACHINE (FSM 1000)

Date: May 1997
Distribution Flat Mail
Scale: No Scale
Area: 3,093 Sq Ft

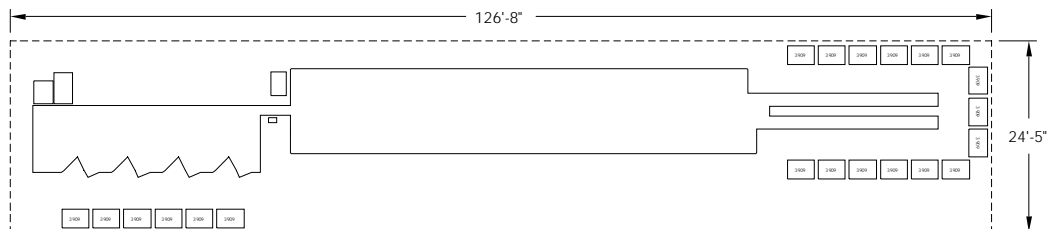


EXHIBIT 334J
040202, UFSM 1000A

Date: July 2009
Distribution Flat Mail
Scale: No Scale
Area: 3,096 Sq Ft

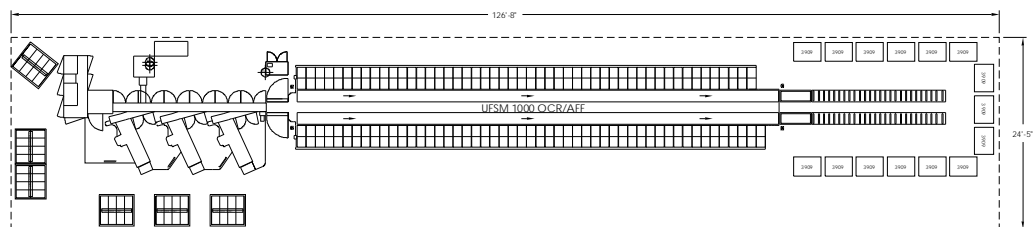


EXHIBIT 334K
040203, UFSM 1000

Date: July 2009
UFSM 1000
Scale: No Scale
Area: 3,178 Sq Ft

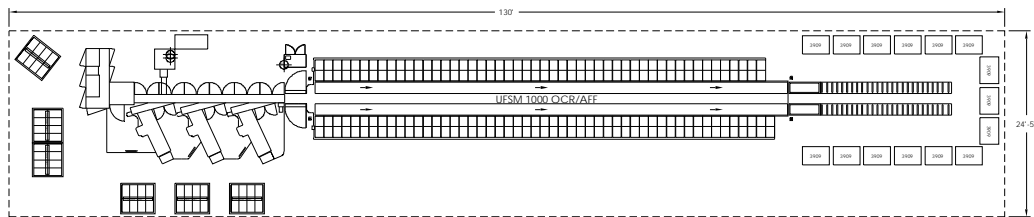


EXHIBIT 334L
040301, AFSM100 SINGLE MACHINE

Date: July 2009
AFSM100 Single Machine
Scale: No Scale
Area: 4,992 Sq Ft

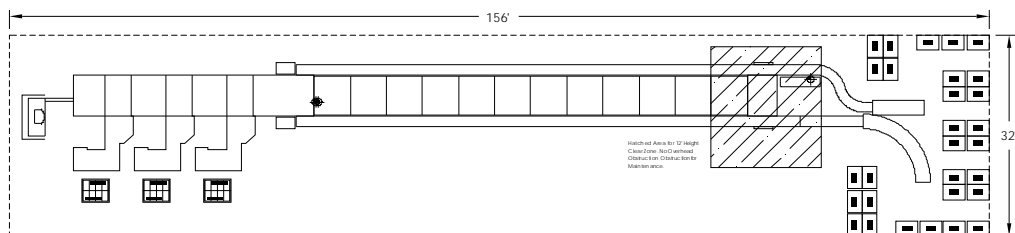


EXHIBIT 334M
040302, AFSM100 NESTED MACHINE

Date: July 2009
AFSM100 Nested Machine
Scale: No Scale
Area: 4,212 Sq Ft

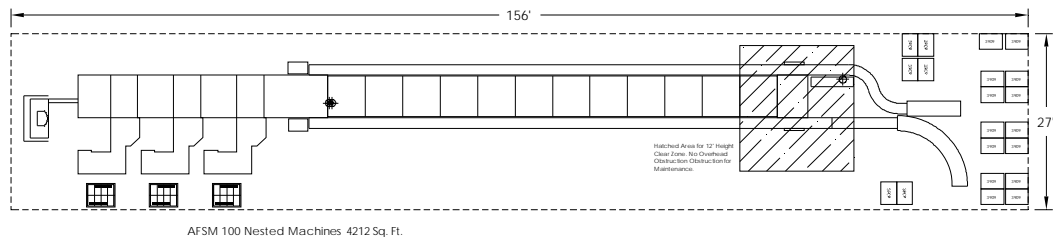


EXHIBIT 334N
040303, AFSM100 WITH ATHS - SWIMMER

Date: July 2009
AFSM100 With ATHS-Swimmer
Scale: No Scale
Area: 5,304.1 Sq Ft

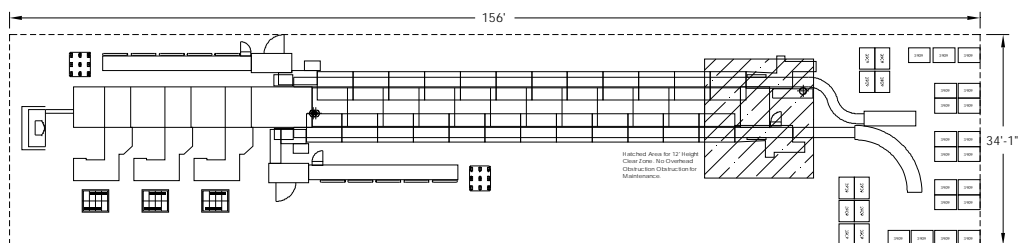


EXHIBIT 334O
040304, AFSM100 WITH ATHS - EAGLE

Date: July 2009
AFSM100 With ATHS-Eagle
Scale: No Scale
Area: 5,772 Sq Ft

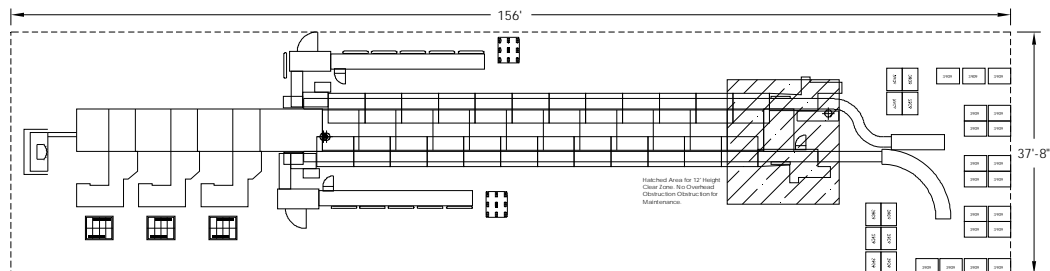


EXHIBIT 334P
040305, AFSM100 WITH AI/ATHS-SWIMMER SINGLE MACHINE-MODEL 5060A

Date: July 2009
AFSM100 With AI/ATHS-Swimmer Single Machine-Model 5060A
Scale: No Scale
Area: 6,493 Sq Ft

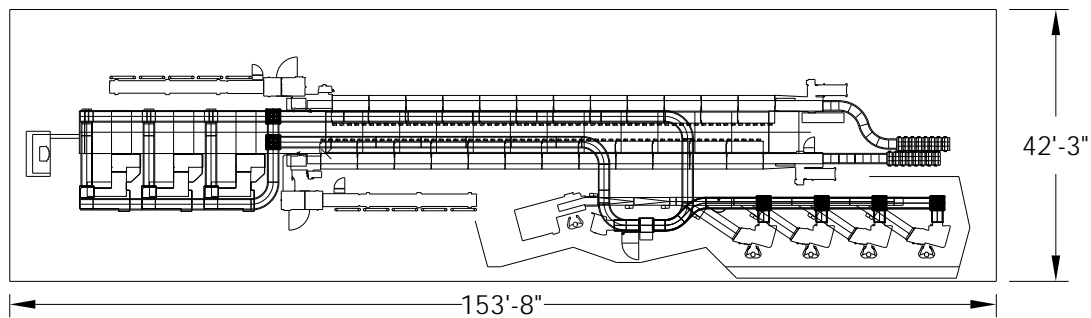


EXHIBIT 334Q
040306, AFSM100 WITH AI/ATHS-EAGLE SINGLE MACHINE-MODEL 5060A

Date: July 2009
AFSM100 With AI/ATHS-Eagle Single Machine-Model 5060A
Scale: No Scale
Area: 6,493 Sq Ft

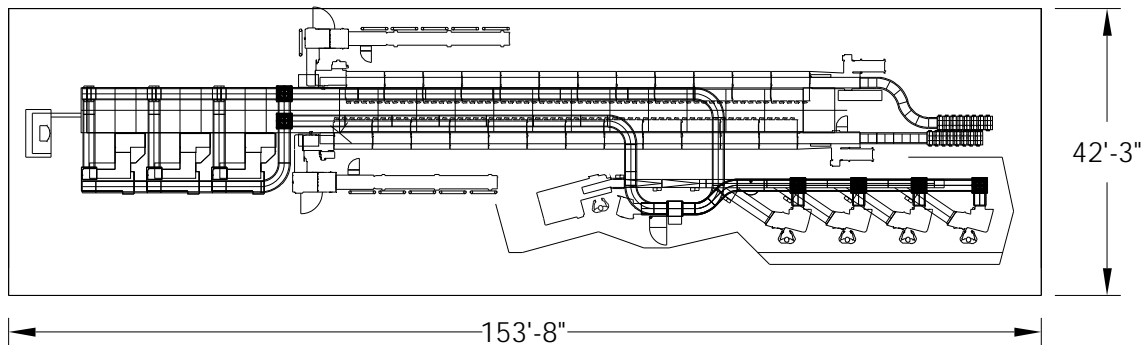


EXHIBIT 334R
040307, AFSM100 WITH AI/ATHS-SWIMMER SINGLE MACHINE-MODEL 5060B

Date: July 2009
AFSM100 With AI/ATHS-Swimmer Single Machine-Model 5060B
Scale: No Scale
Area: 7,551 Sq Ft

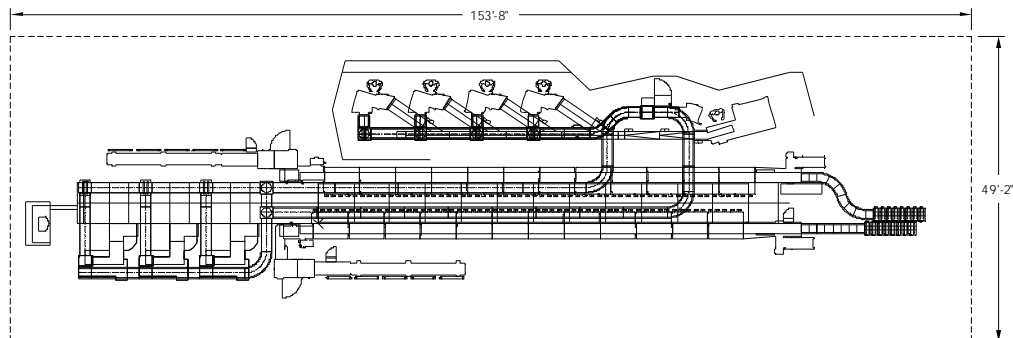


EXHIBIT 334S
040308, AFSM100 WITH AI/ATHS–SWIMMER SINGLE MACHINE–MODEL 5060C

Date: July 2009

AFSM100 With AI/ATHS–Swimmer Single Machine–Model 5060C

Scale: No Scale

Area: 5,961 Sq Ft

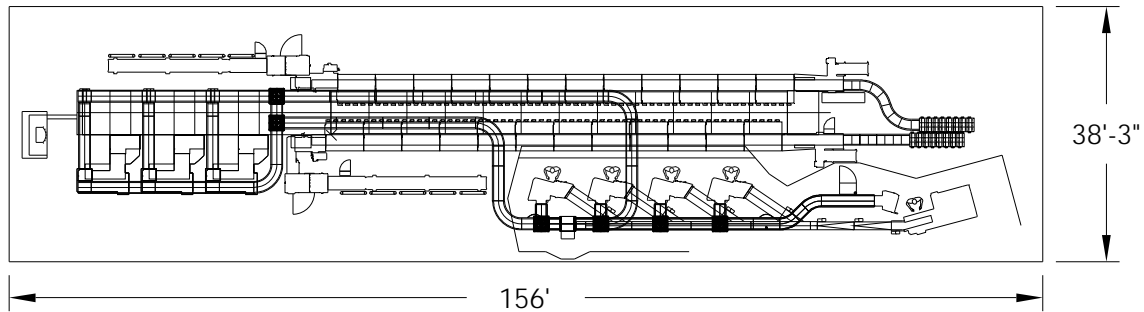


EXHIBIT 334T
040309, AFSM100 WITH AI/ATHS–EAGLE SINGLE MACHINE–MODEL 5060C

Date: July 2009

AFSM100 With AI/ATHS–Eagle Single Machine–Model 5060C

Scale: No Scale

Area: 5,961 Sq Ft

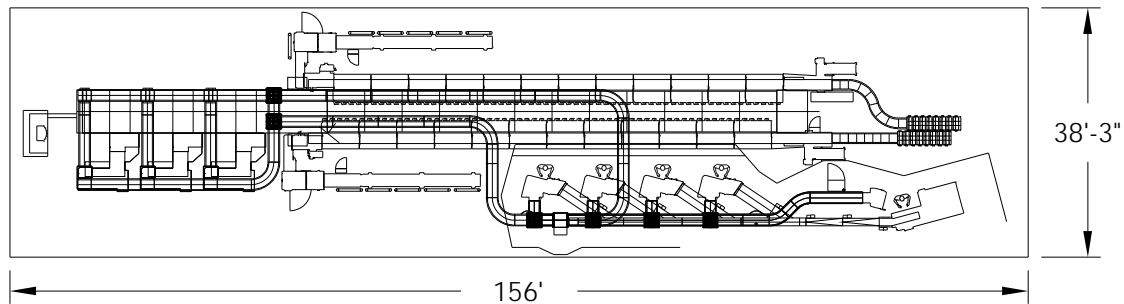


EXHIBIT 334U
040310, AFSM100 WITH AI/ATHS–SWIMMER SINGLE MACHINE–MODEL 5060D

Date: July 2009

AFSM100 With AI/ATHS–Swimmer Single Machine–Model 5060D

Scale: No Scale

Area: 7,692 Sq Ft

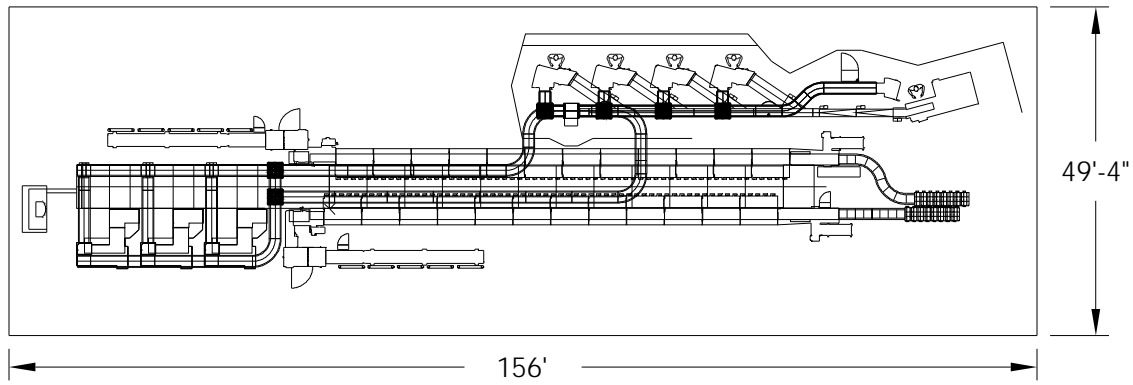


EXHIBIT 334V
040311, AFSM100 WITH AI/ATHS–EAGLE SINGLE MACHINE–MODEL 5060D

Date: July 2009

AFSM100 With AI/ATHS–Eagle Single Machine–Model 5060D

Scale: No Scale

Area: 7,692 Sq Ft

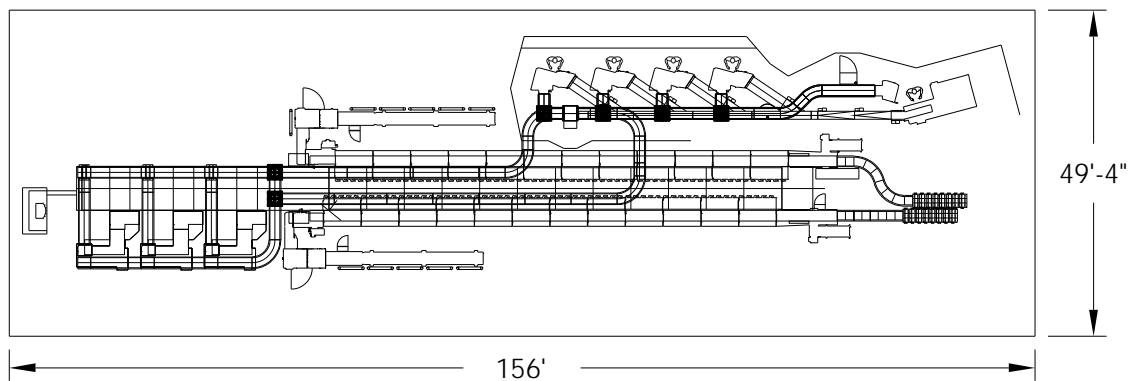


EXHIBIT 334W
040501, FLATS SEQUENCING SYSTEM (FSS)

Date: July 2009
Flats Sequencing System (FSS)
Scale: No Scale
Area: 16,086 Sq Ft

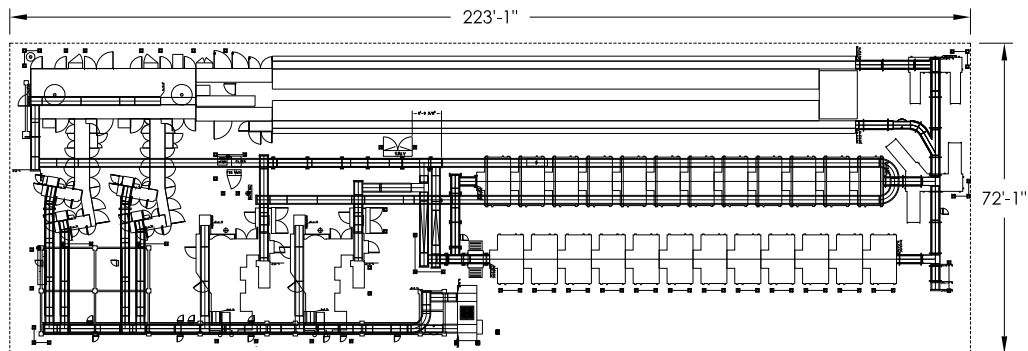
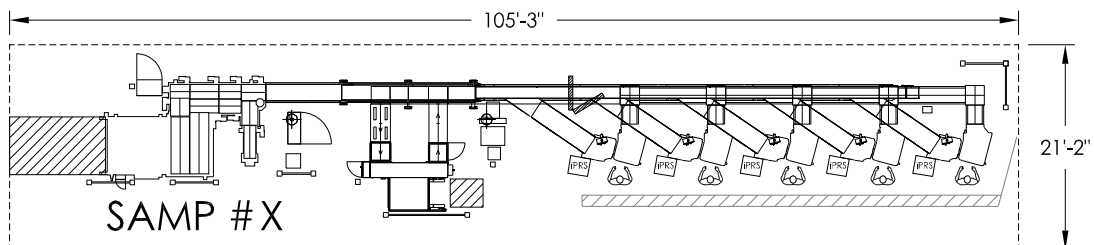


EXHIBIT 334X
040401, STAND ALONE MAIL PREP (SAMP)

Date: July 2009
Stand Alone Mail Prep (SAMP)
Scale: No Scale
Area: 2,227 Sq Ft



34 Distribution of IPPs

Exhibit 34A lists the WSUs currently used for mechanized distribution of IPPs. Manual distribution of all classes of small parcels and rolls, circular letters, flat bundles, and ordinary paper bundles is usually done using standard pouching and sacking equipment. Exhibits 34B through 34AQ illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 34A
WSUs USED FOR MECHANIZED DISTRIBUTION OF IPPS

WSU #	PostalCAD Drawing Name/Description	Sq Ft Required
050101	SPBS01A-Straight Line-4 Consoles-100 Bins	10,176
050102	SPBS01B-Straight Line-5 Consoles-100 Bins	10,666
050103	SPBS01C-Straight Line-6 Consoles-100 Bins	11,154
050104	SPBS01D-Straight Line-4 Consoles-116 Bins	11,154
050105	SPBS01E-Straight Line-5 Consoles-116 Bins	11,643
050106	SPBS01F-Straight Line-6 Consoles-116 Bins	12,132
050107	SPBS01G-Straight Line-4 Consoles-132 Bins	12,132
050108	SPBS01H-Straight Line-5 Consoles-132 Bins	12,621
050109	SPBS01I-Straight Line-6 Consoles-132 Bins	13,109
050110	SPBS02A-U Shape-4 Consoles-100 Bins	8,316
050111	SPBS02B-U Shape-5 Consoles-100 Bins	8,844
050112	SPBS02C-U Shape-6 Consoles-100 Bins	9,332
050113	SPBS03A-L Shape-4 Consoles-100 Bins	9,306
050114	SPBS03B-L Shape-5 Consoles-100 Bins	9,834
050115	SPBS03C-L Shape-6 Consoles-100 Bins	10,362
050116	SPBS11A-Straight Line-4 Consoles-100 Bins-Siemens Feed System	10,176
050117	SPBS11B-Straight Line-5 Consoles-100 Bins-Siemens Feed System	10,666
050118	SPBS11C-Straight Line-6 Consoles-100 Bins-Siemens Feed System	11,154
050119	SPBS11D-Straight Line-4 Consoles-116 Bins-Siemens Feed System	11,154
050120	SPBS11E-Straight Line-5 Consoles-116 Bins-Siemens Feed System	11,643
050121	SPBS11F-Straight Line-6 Consoles-116 Bins-Siemens Feed System	12,132
050122	SPBS11G-Straight Line-4 Consoles-132 Bins-Siemens Feed System	12,132
050123	SPBS11H-Straight Line-5 Consoles-132 Bins-Siemens Feed System	12,621
050124	SPBS11I-Straight Line-6 Consoles-132 Bins-Siemens Feed System	13,109
050125	SPBS21A-Straight Line-4 Consoles-100 Bins-Lockheed Feed System*	10,176
050126	SPBS21B-Straight Line-5 Consoles-100 Bins-Lockheed Feed System*	10,666
050127	SPBS21E-Straight Line-5 Consoles-116 Bins-Lockheed Feed System*	11,643
050128	SPBS21F-Straight Line-6 Consoles-116 Bins-Lockheed Feed System	12,132
050129	SPBS21G-Straight Line-4 Consoles-132 Bins-Lockheed Feed System	12,132
050130	SPBS21H-Straight Line-5 Consoles-132 Bins-Lockheed Feed System	12,621
050131	SPBS21I-Straight Line-6 Consoles-132 Bins-Lockheed Feed System	13,109
050201	APPS01-Open Loop-100 Dual.dwg	32,364 w/o Aisles
050202	APPS02-Open Loop-150 Dual.dwg	37,475 w/o Aisles

050203	APPS03-Open Loop-200 Dual.dwg	42,199 w/o Aisles
050204	APPS04-Open Loop-100 Single.dwg	21,145 w/o Aisles
050205	APPS05-Open Loop-150 Single.dwg	24,843 w/o Aisles
050206	APPS06-Closed Loop-100 Dual.dwg	27,574 w/o Aisles
050207	APPS07-Closed Loop-150 Dual.dwg	34,232 w/o Aisles
050208	APPS08-90 Degree-Closed Loop-200 Dual.dwg	31,888 w/o Aisles
050209	APPS08-Closed Loop-200 Dual.dwg	40,899 w/o Aisles
050210	APPS09-Closed Loop-100 Single.dwg	18,417 w/o Aisles
0050211	APPS10-Closed Loop-150 Single.dwg	23,372 w/o Aisles

*A maneuvering area for forklift and pallet-jacks is required, which uses part of the 20 percent staging area as illustrated in the templates.

EXHIBIT 34B
050101, SPBS WITH 100 BINS, STRAIGHT LINE (WITHOUT FEED SYSTEM)—4 CONSOLES

Date: Dec. 1997
Distribution IPPS
Scale: No Scale
Area: 10,176 Sq Ft

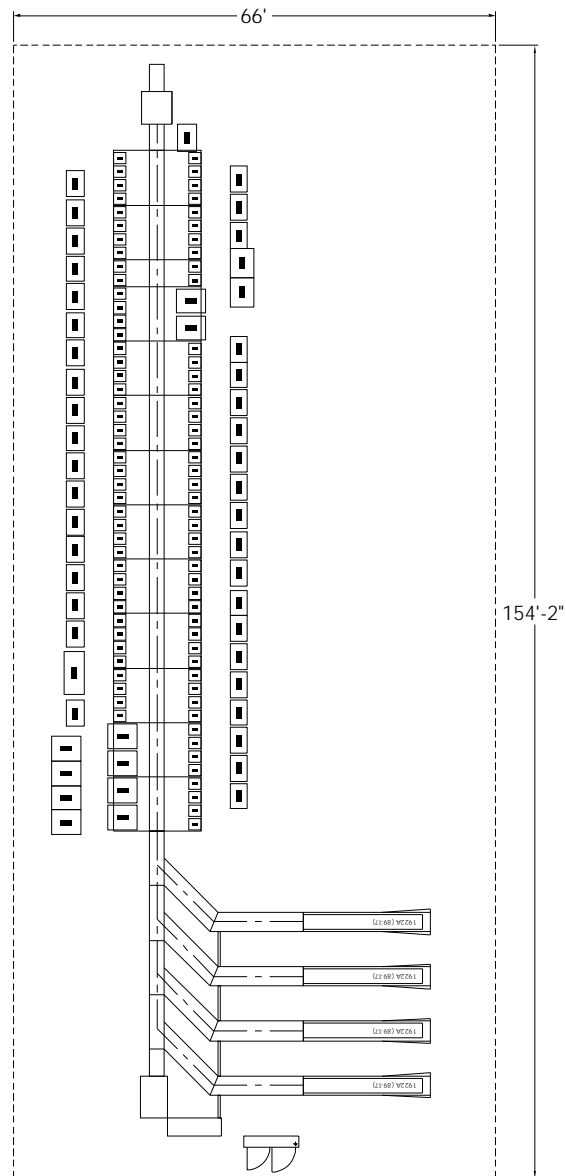


EXHIBIT 34C
050102, SPBS WITH 100 BINS, STRAIGHT LINE (WITHOUT FEED SYSTEM)—5 CONSOLES

Date: Dec. 1997
Distribution IPPS
Scale: No Scale
Area: 10,666 Sq Ft

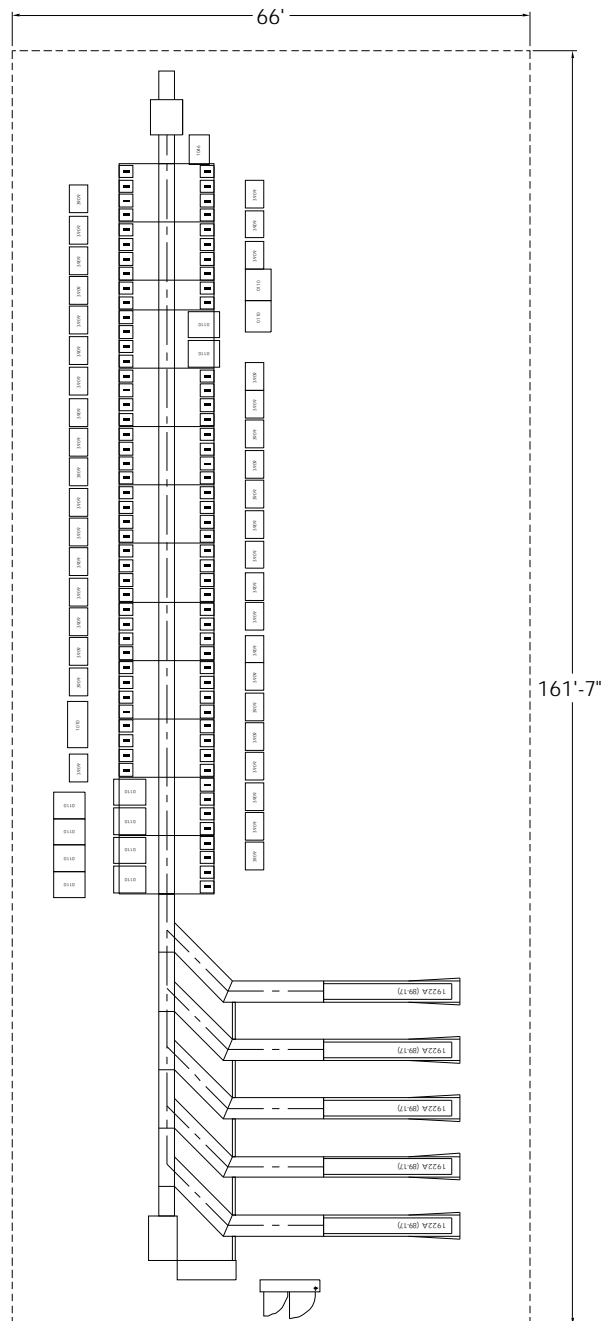


EXHIBIT 34D
050103, SPBS WITH 100 BINS, STRAIGHT LINE (WITHOUT FEED SYSTEM)—6 CONSOLES

Date: Dec. 1997
Distribution IPPS
Scale: No Scale
Area: 11,154 Sq Ft

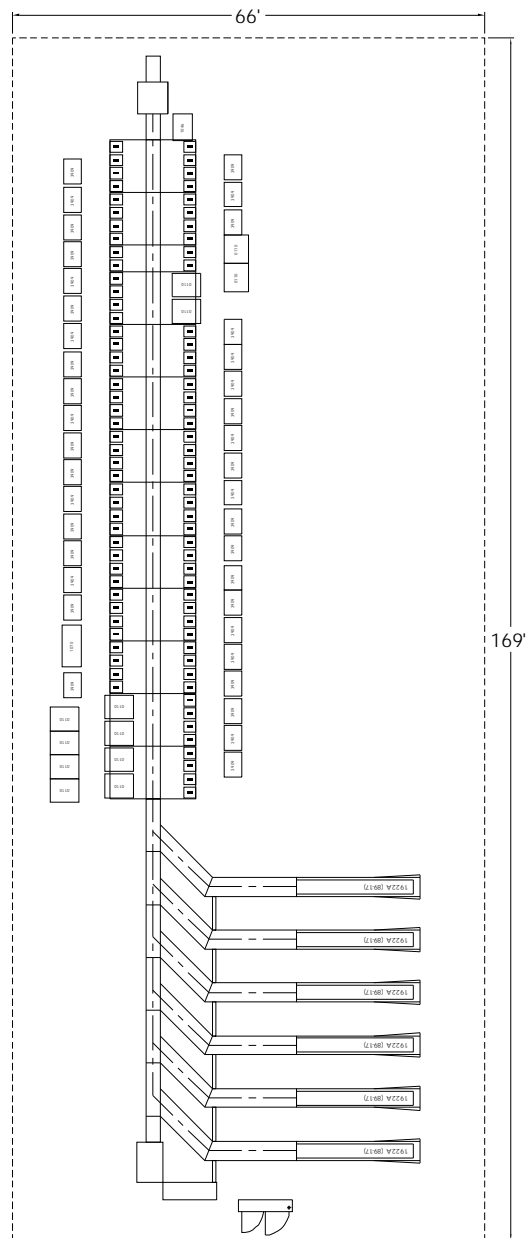


EXHIBIT 34E
050104, SPBS WITH 116 BINS, STRAIGHT LINE—5 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 11,154 Sq Ft

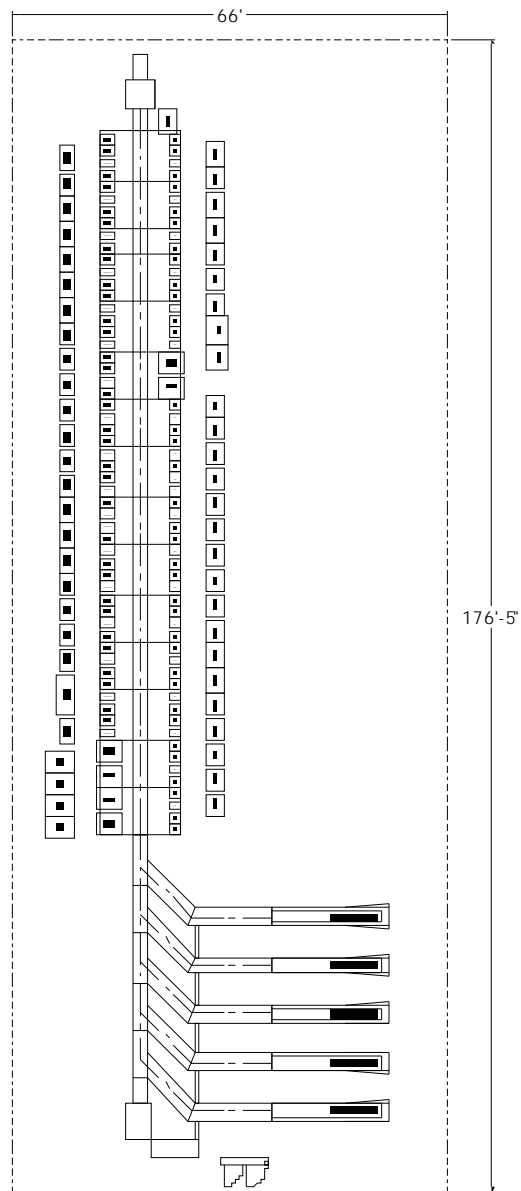


EXHIBIT 34F
050105, SPBS WITH 116 BINS, STRAIGHT LINE—5 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 11,643 Sq Ft

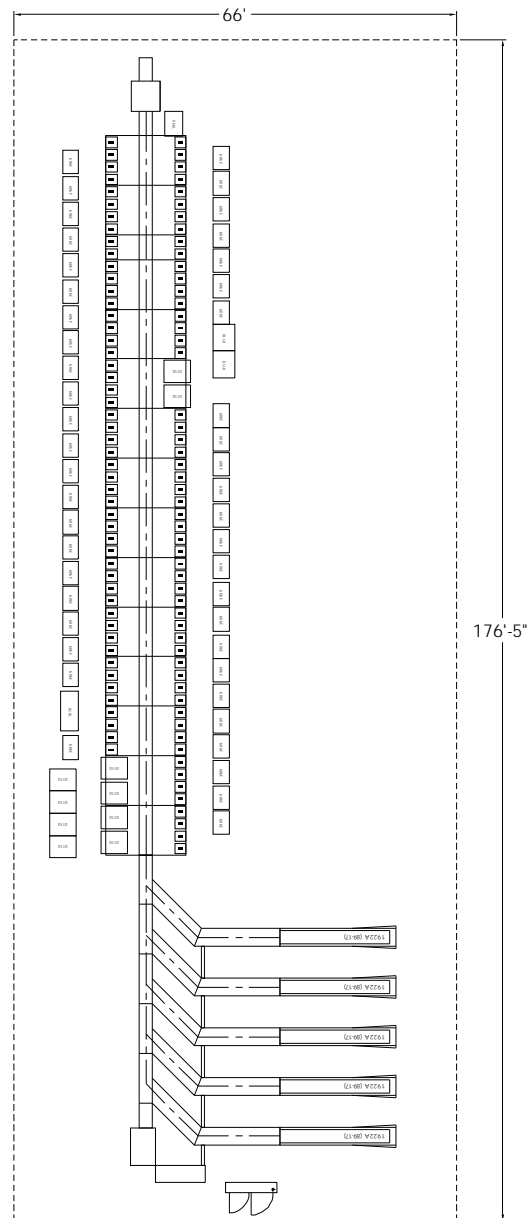


EXHIBIT 34G
050106, SPBS WITH 116 BINS, STRAIGHT LINE—4 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

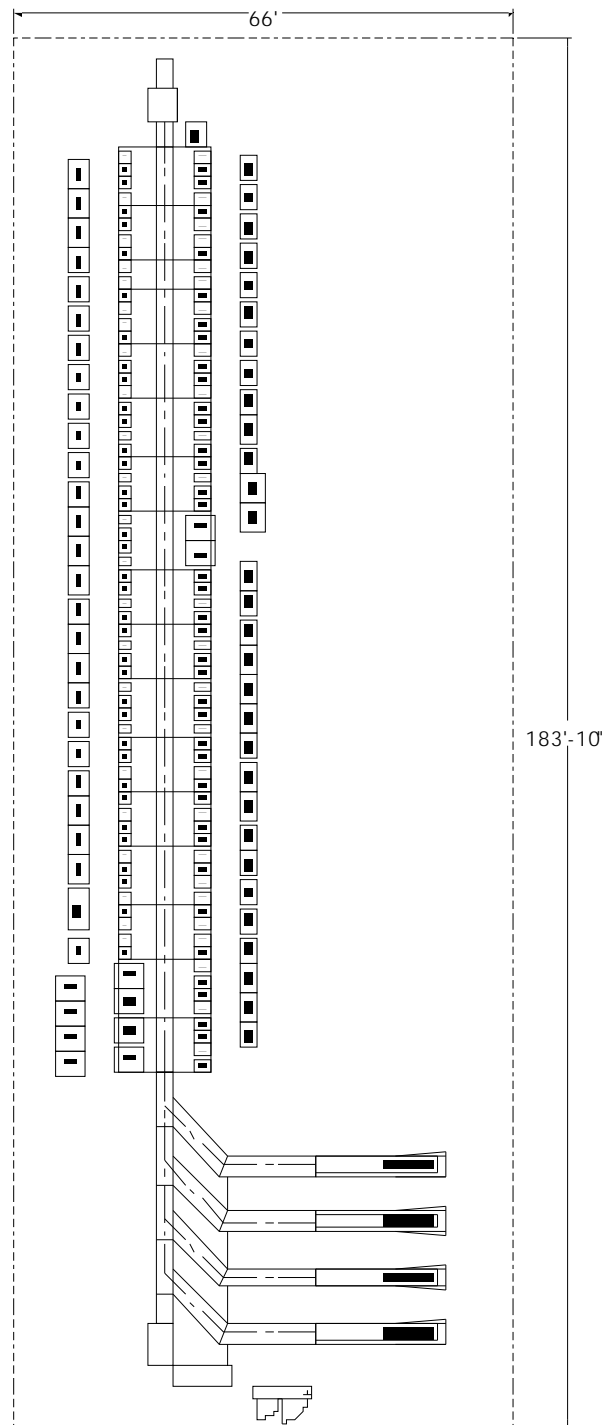


EXHIBIT 34H
050107, SPBS WITH 132 BINS, L-SHAPED—4 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

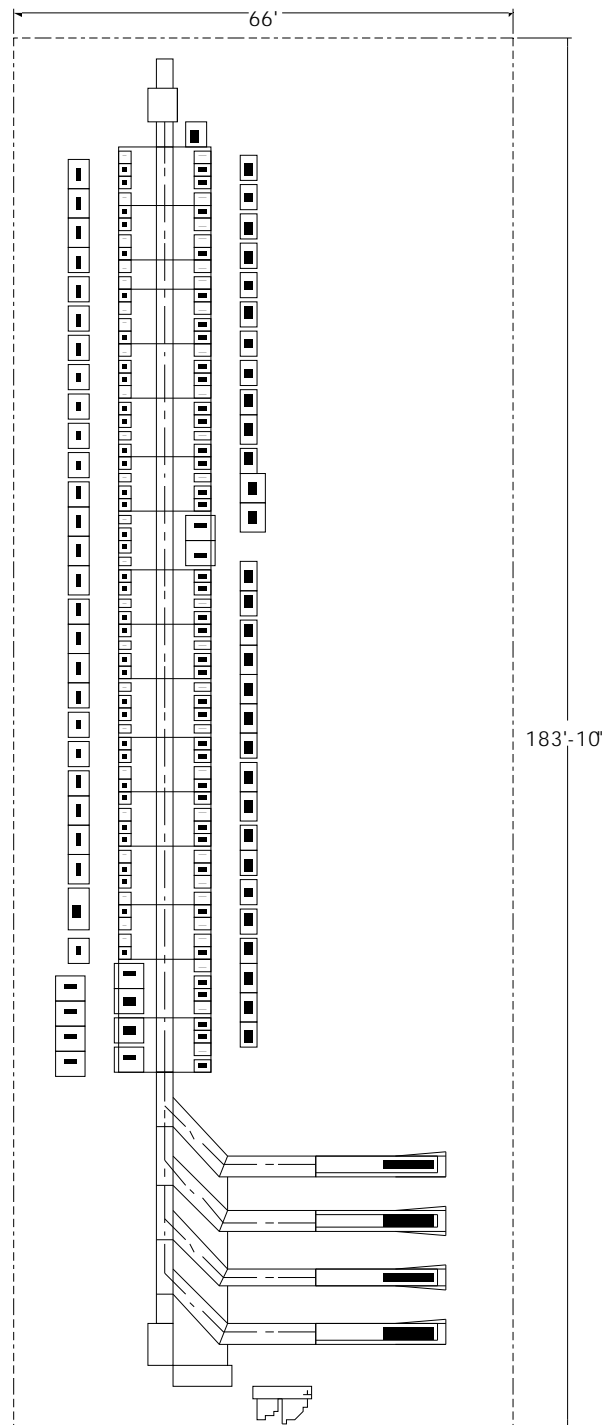


EXHIBIT 34I
050108, SPBS WITH 132 BINS, STRAIGHT LINE—5 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 12,621 Sq Ft

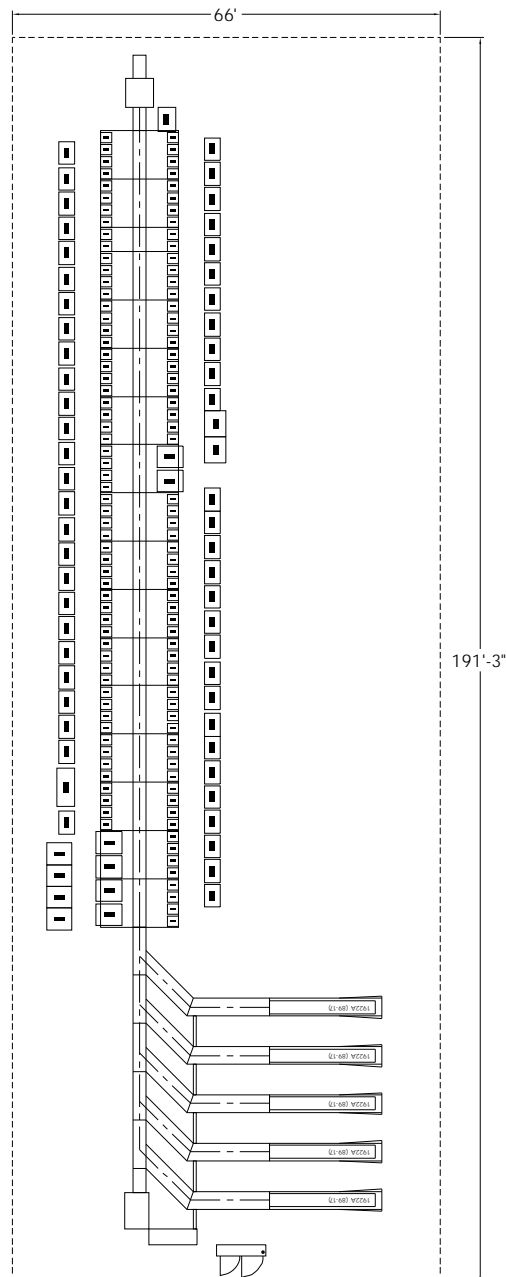


EXHIBIT 34J
050109, SPBS WITH 132 BINS, STRAIGHT LINE—6 CONSOLES

Date: Dec. 1994
Distribution IPPS
Scale: No Scale
Area: 13,109 Sq Ft

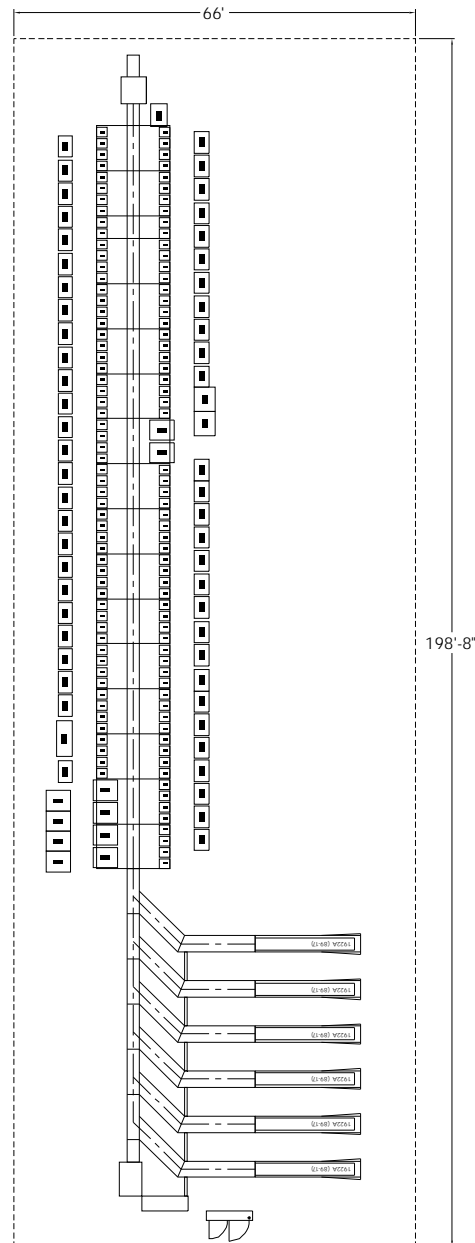


EXHIBIT 34K
050110, SPBS WITH 100 BINS, U-SHAPED—4 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 8,316 Sq Ft

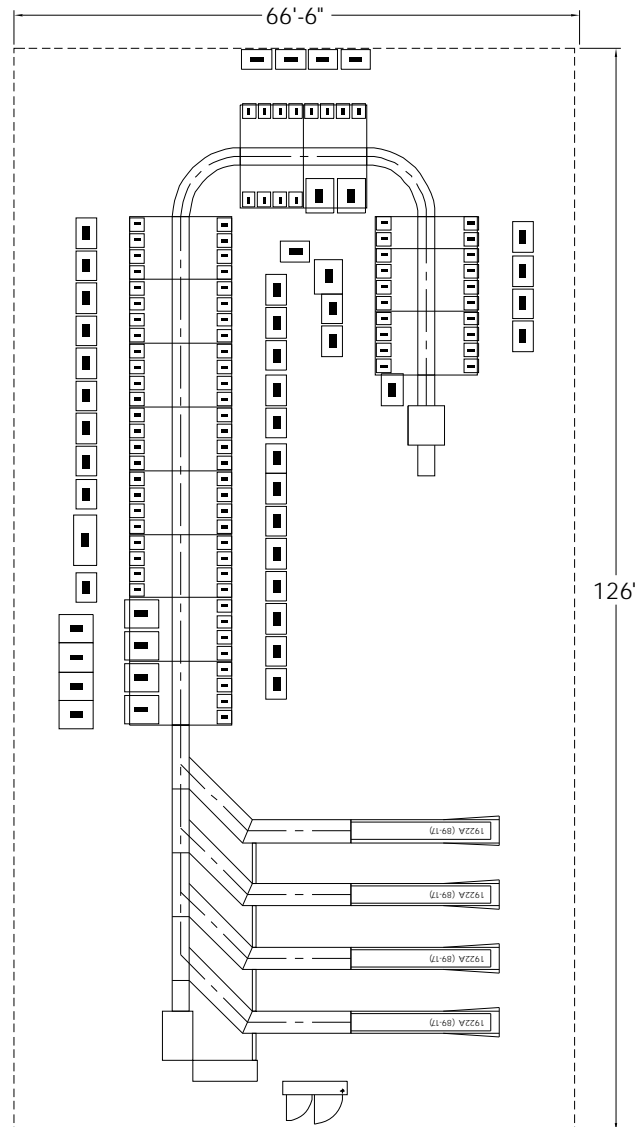


EXHIBIT 34L
050111, SPBS WITH 100 BINS, U-SHAPED—5 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 8,844 Sq Ft

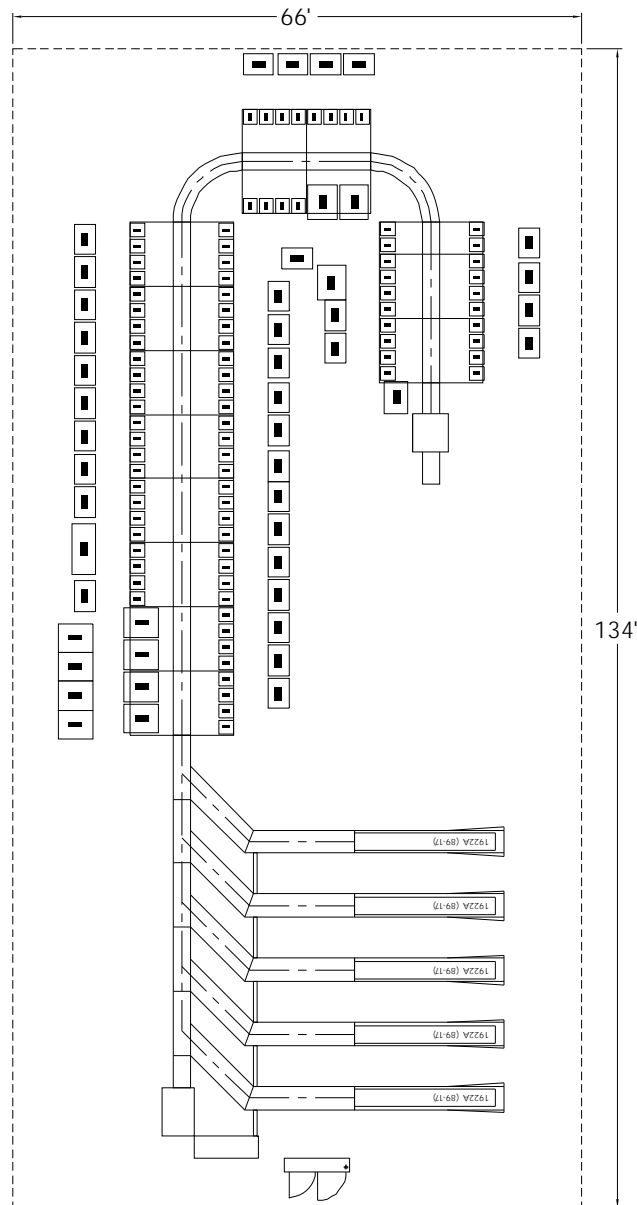


EXHIBIT 34M
050112, SPBS WITH 100 BINS, U-SHAPED—6 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 9,332 Sq Ft

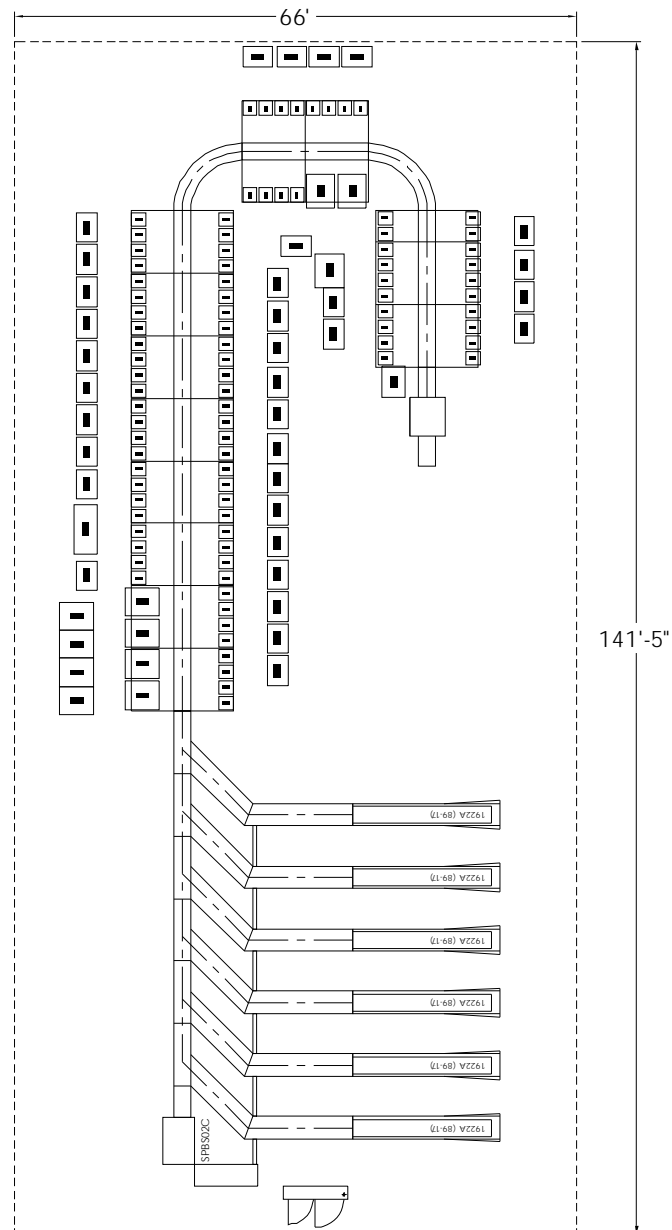


EXHIBIT 34N
050113, SPBS WITH 100 BINS, L-SHAPED—4 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 9,306 Sq Ft

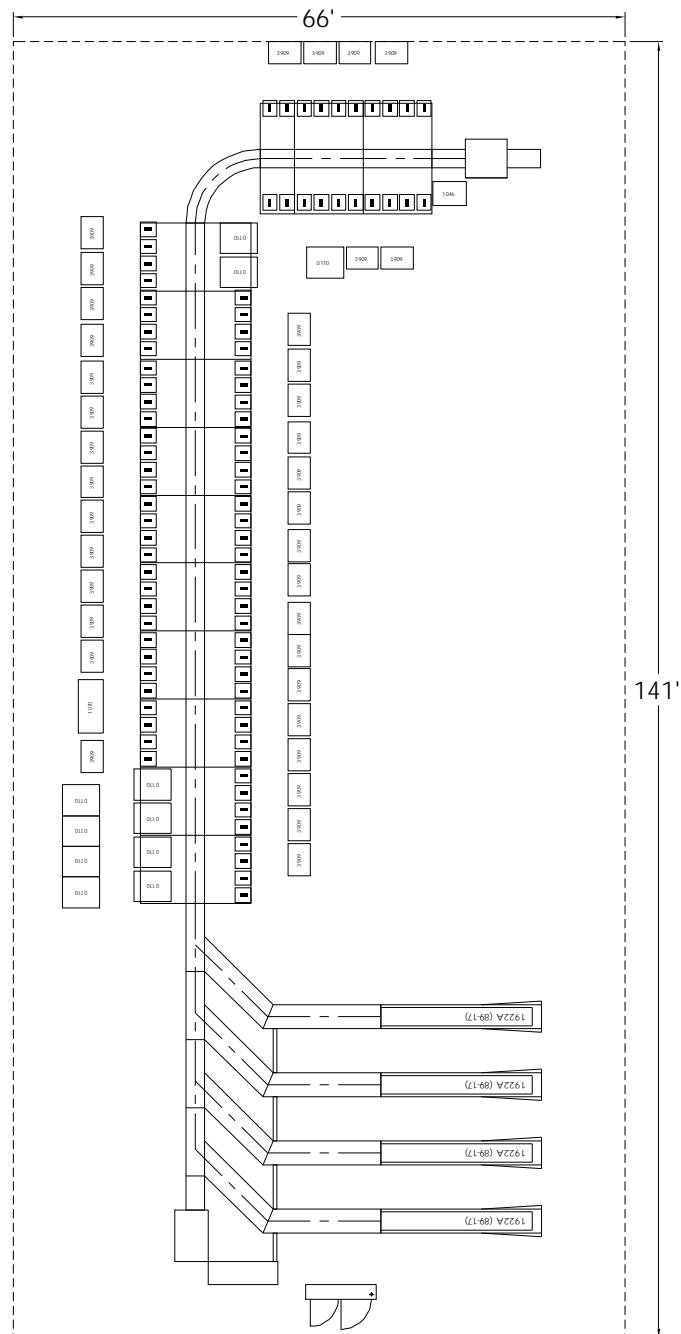


EXHIBIT 340
050114, SPBS WITH 100 BINS, L-SHAPED—5 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 9,834 Sq Ft

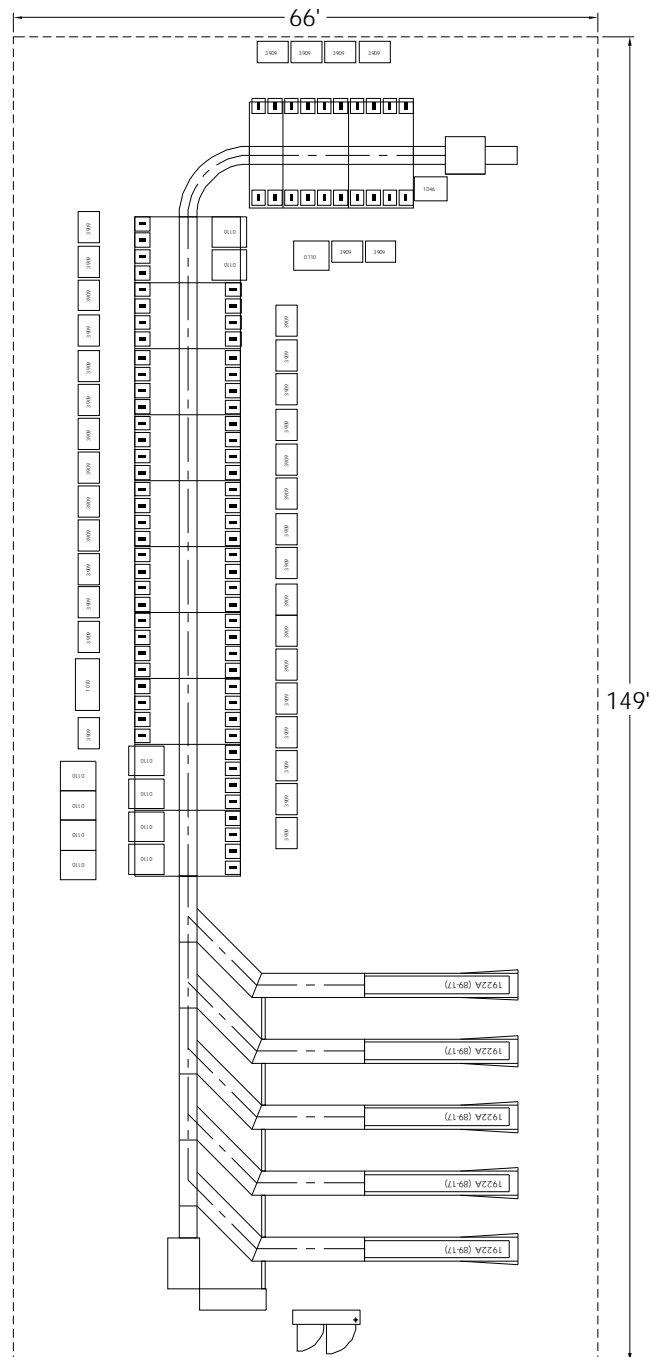


EXHIBIT 34P
050115, SPBS WITH 100 BINS—6 CONSOLES

Date: Jan. 1998
Distribution IPPS
Scale: No Scale
Area: 10,362 Sq Ft

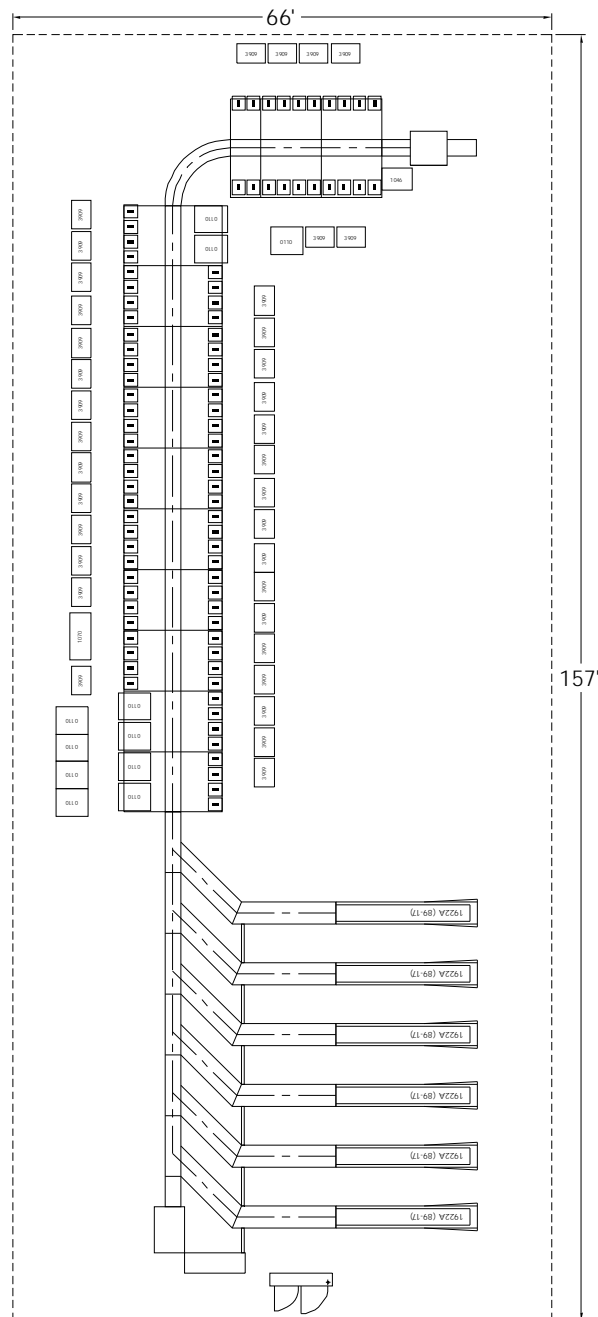


EXHIBIT 34Q

050116, SPBS W 100 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—4 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 10,176 Sq Ft

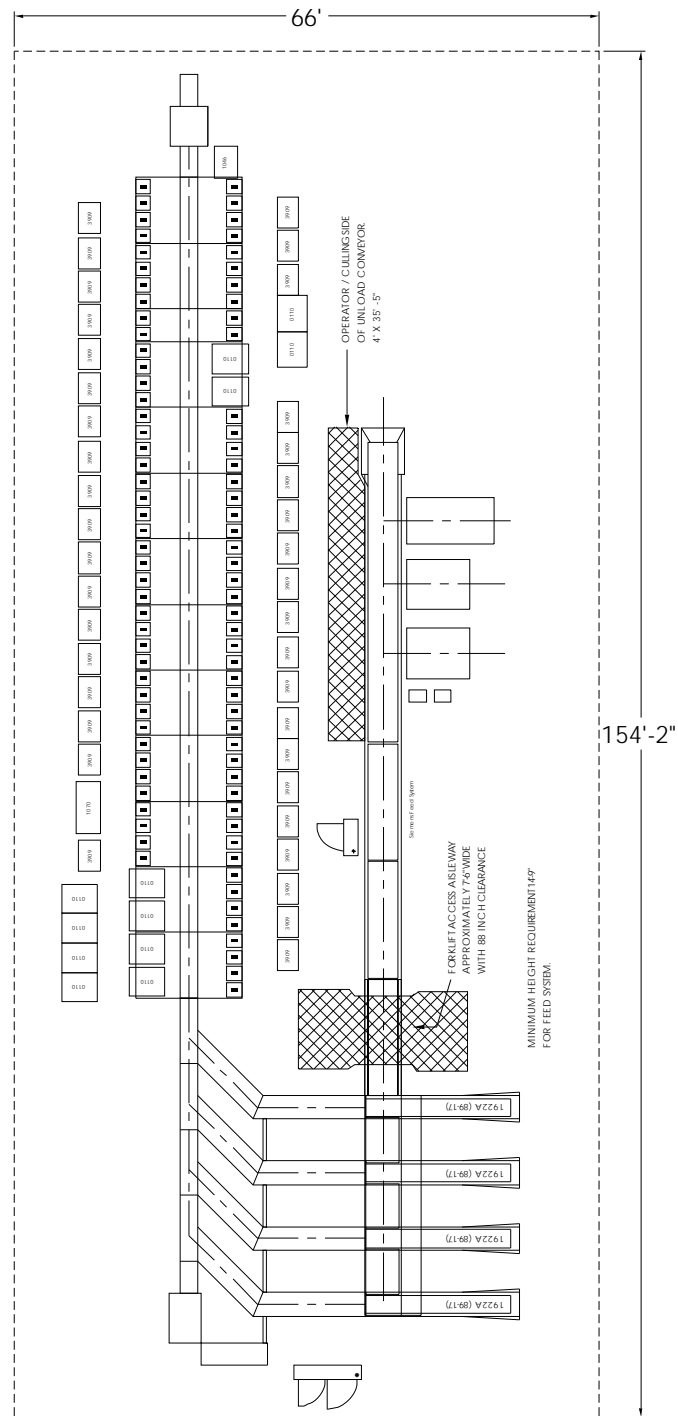


EXHIBIT 34R
050117, SPBS W 100 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—5 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 10,666 Sq Ft

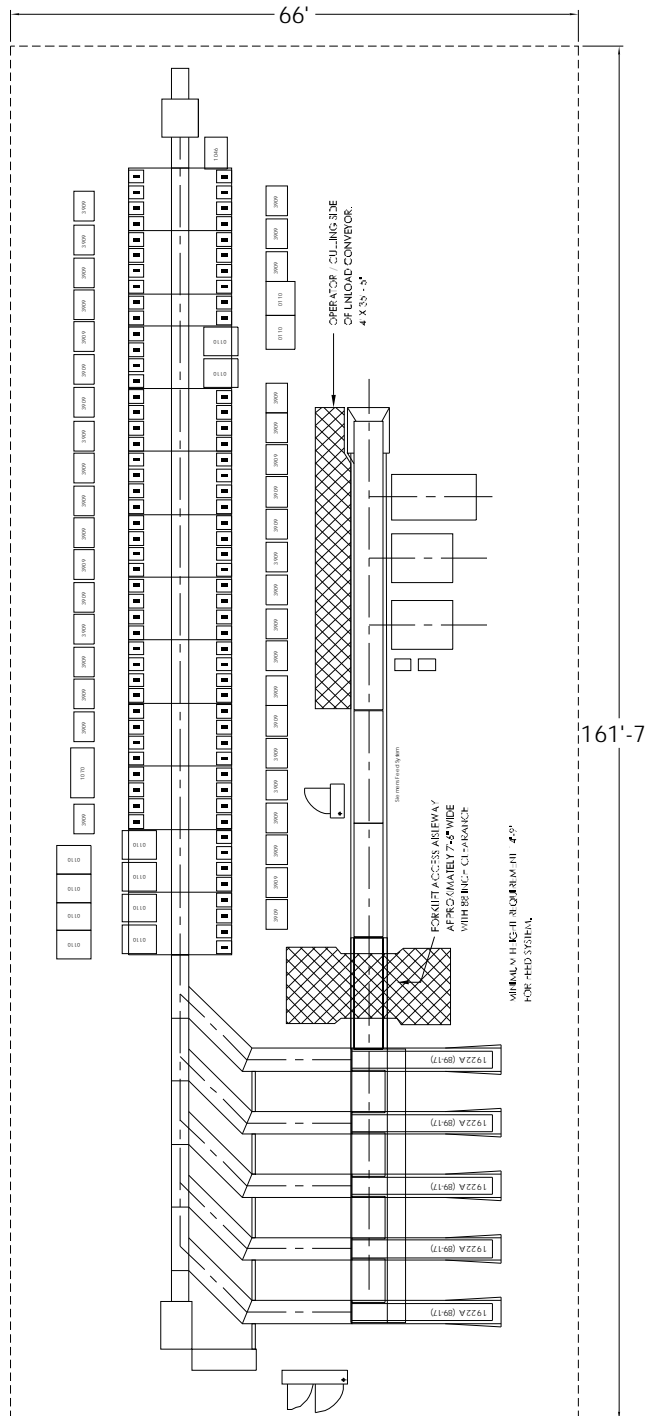


EXHIBIT 34S

050118, SPBS W 100 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—6 CONSOLES

Date: July 2009
 Distribution IPPS
 Scale: No Scale
 Area: 11,154 Sq Ft

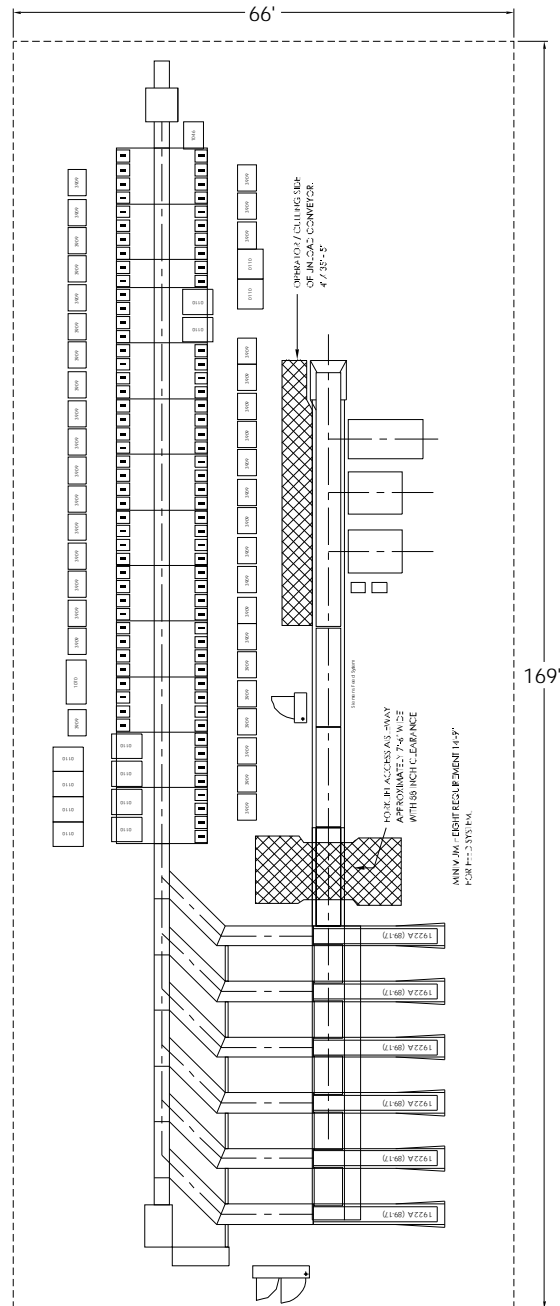


EXHIBIT 34T
050119, SPBS W 116 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—4 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 11,154 Sq Ft

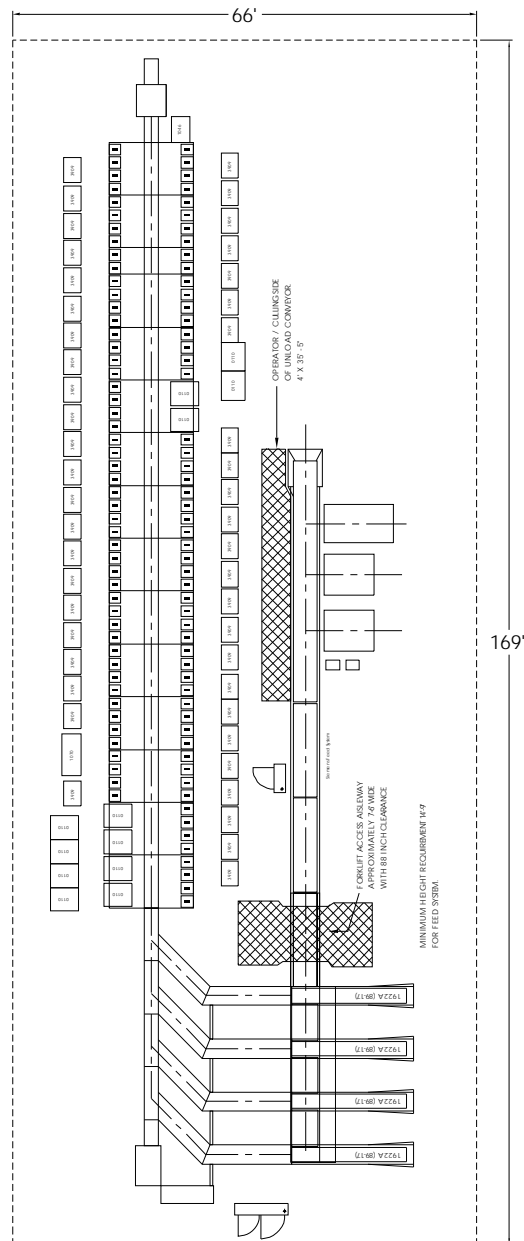


EXHIBIT 34U
050120, SPBS W 116 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—5 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 11,643 Sq Ft

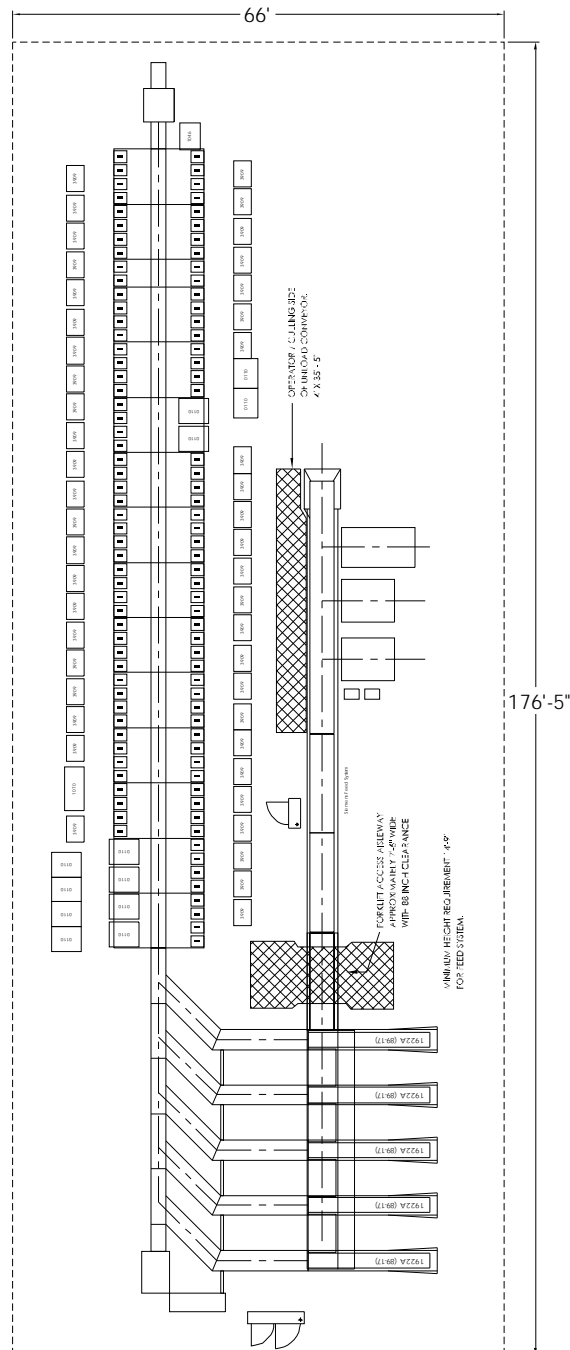


EXHIBIT 34V

050121, SPBS W 116 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—6 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

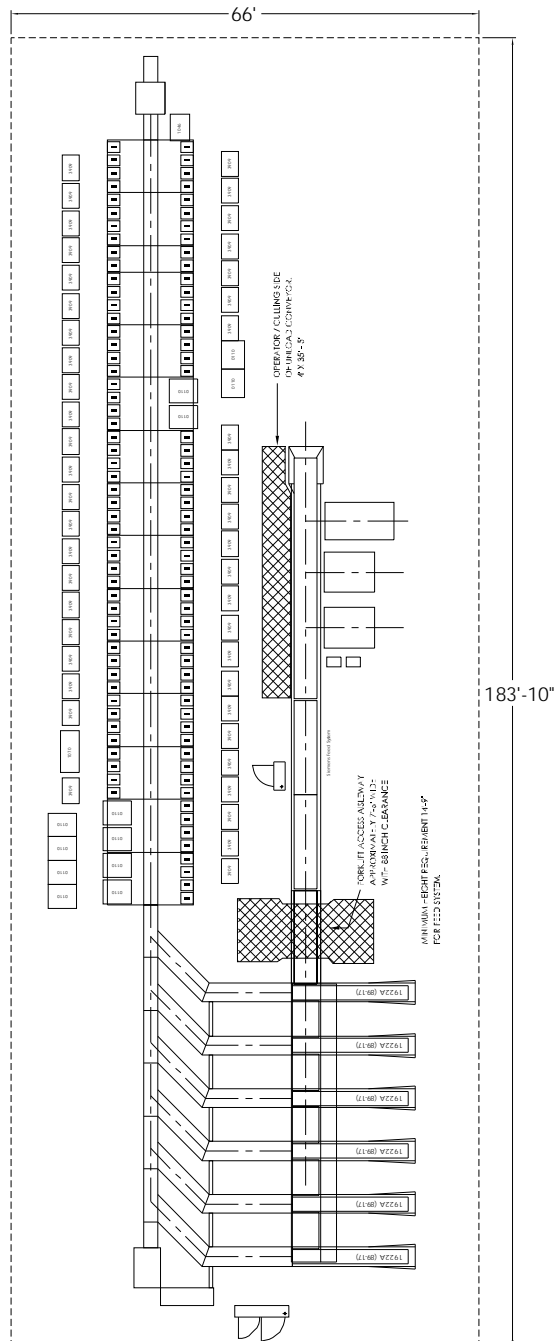


EXHIBIT 34W
050122, SPBS W 132 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—4 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

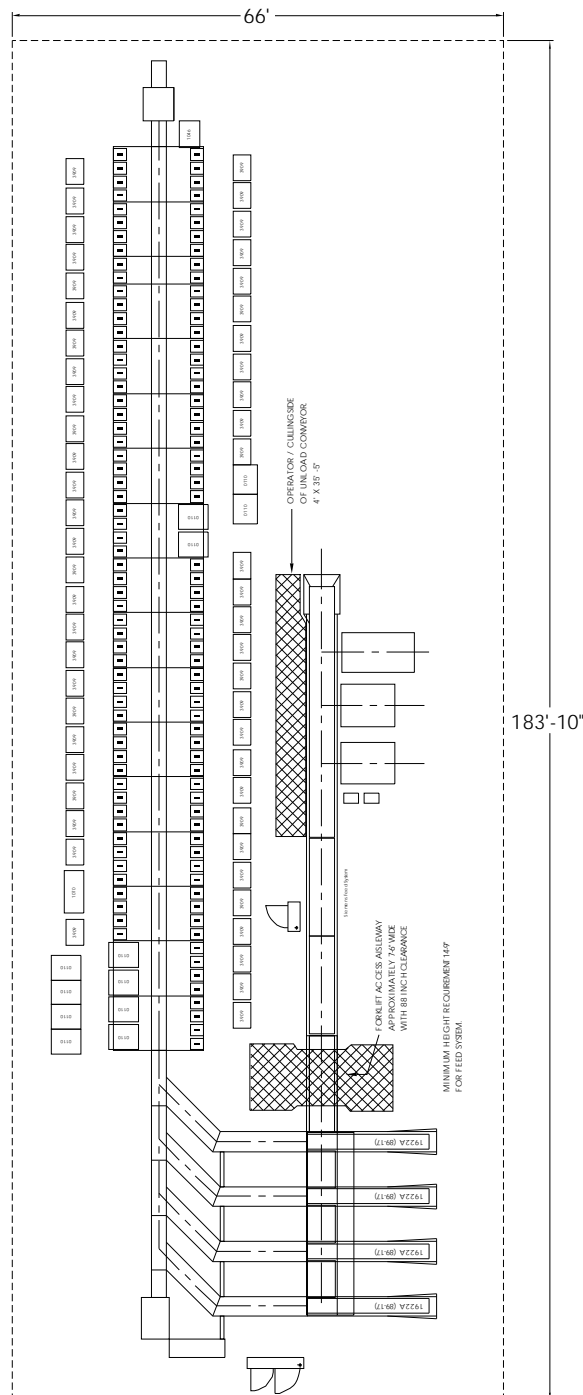


EXHIBIT 34X
050123, SPBS W 132 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—5 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,621 Sq Ft

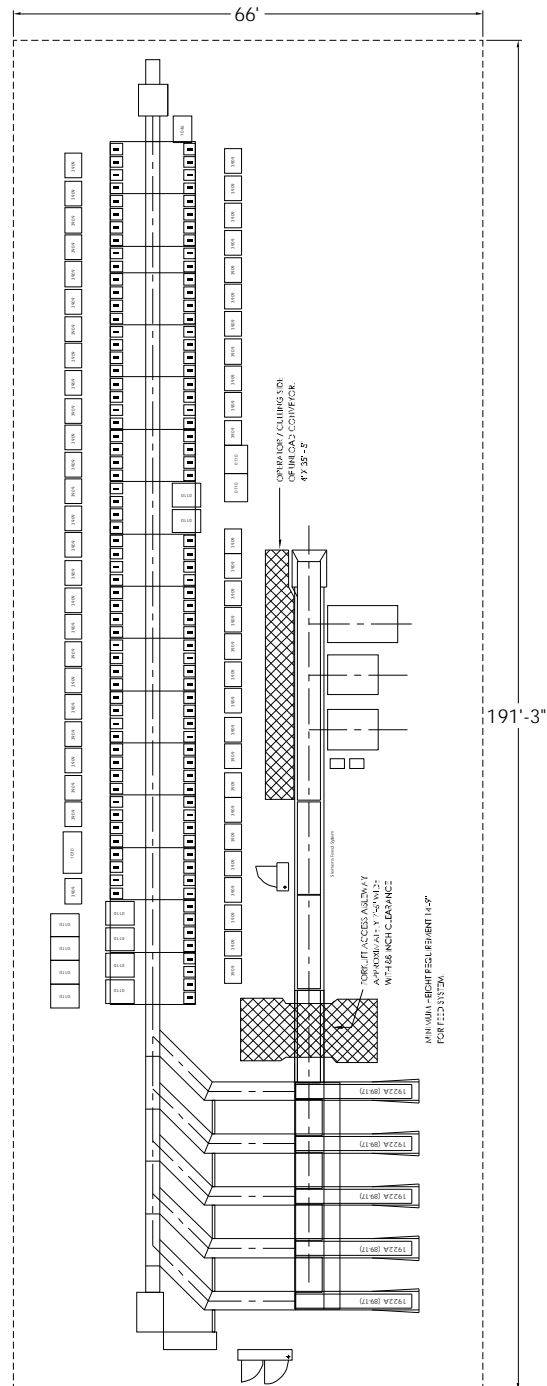


EXHIBIT 34Y

050124, SPBS W 132 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—6 CONSOLES

Date: July 2009
 Distribution IPPS
 Scale: No Scale
 Area: 13,109 Sq Ft

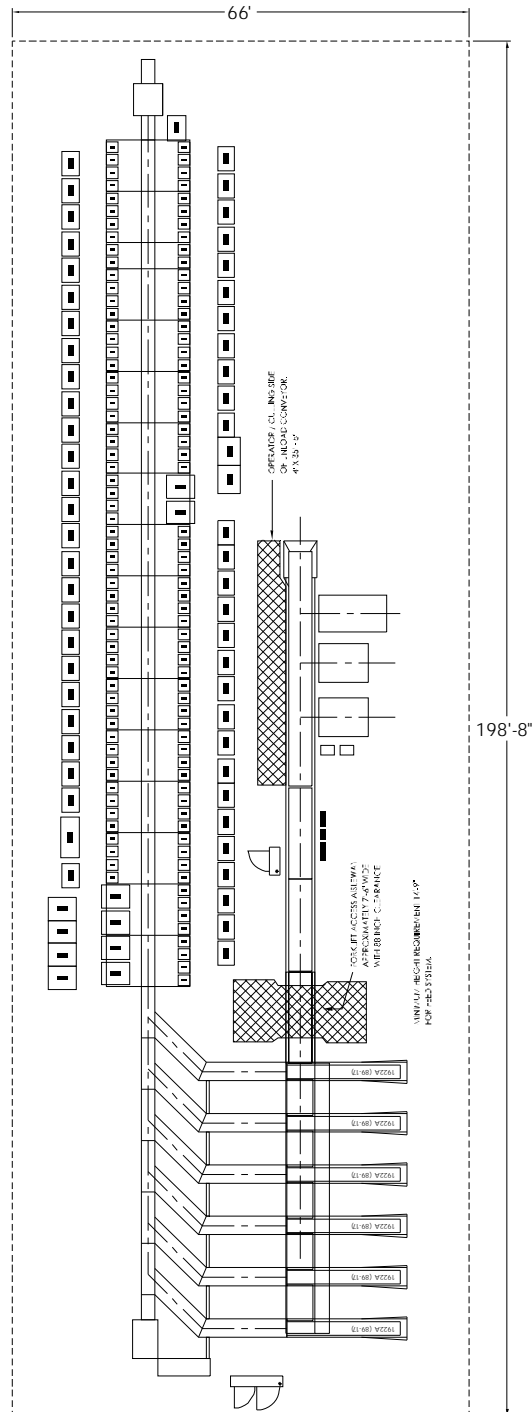


EXHIBIT 34Z

050125, SPBS W 100 BINS, STRAIGHT LINE (SIEMENS FEED SYSTEM)—4 CONSOLES

Date: July 2009
 Distribution IPPS
 Scale: No Scale
 Area: 10,176 Sq Ft

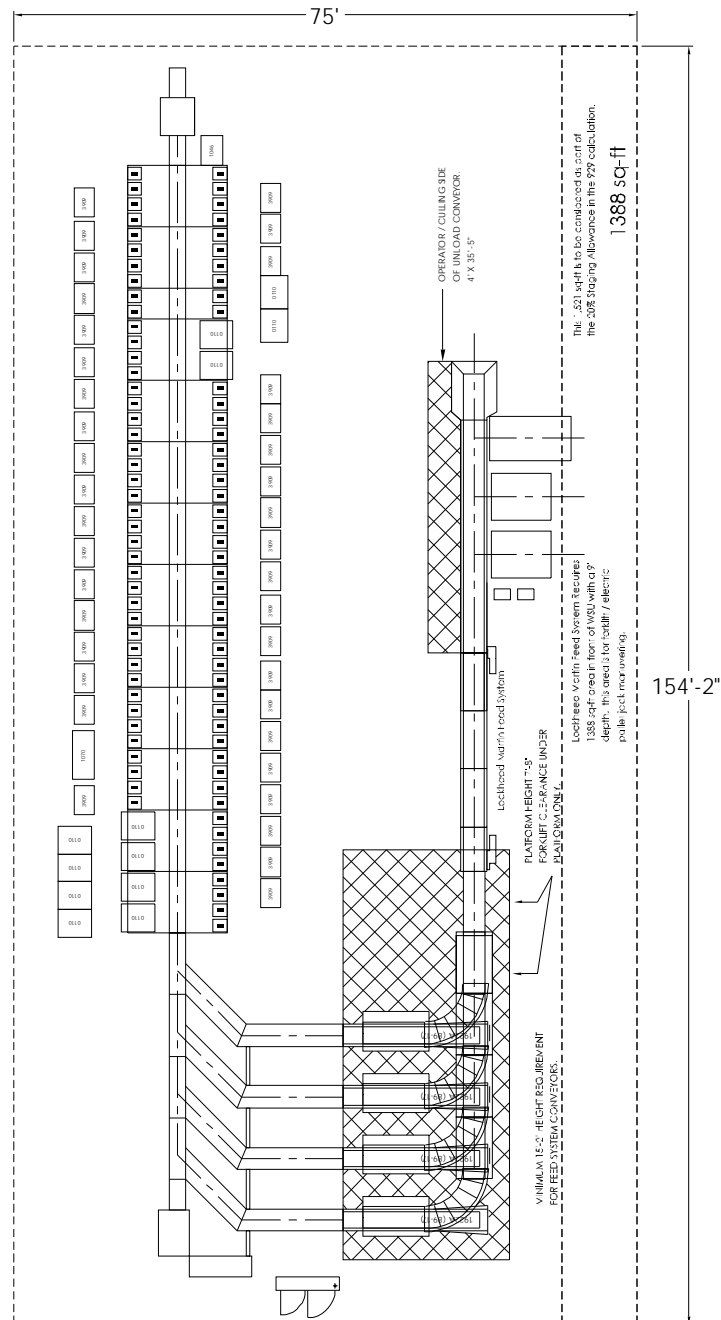


EXHIBIT 34AA

050126, SPBS W 100 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—5 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 10,666 Sq Ft

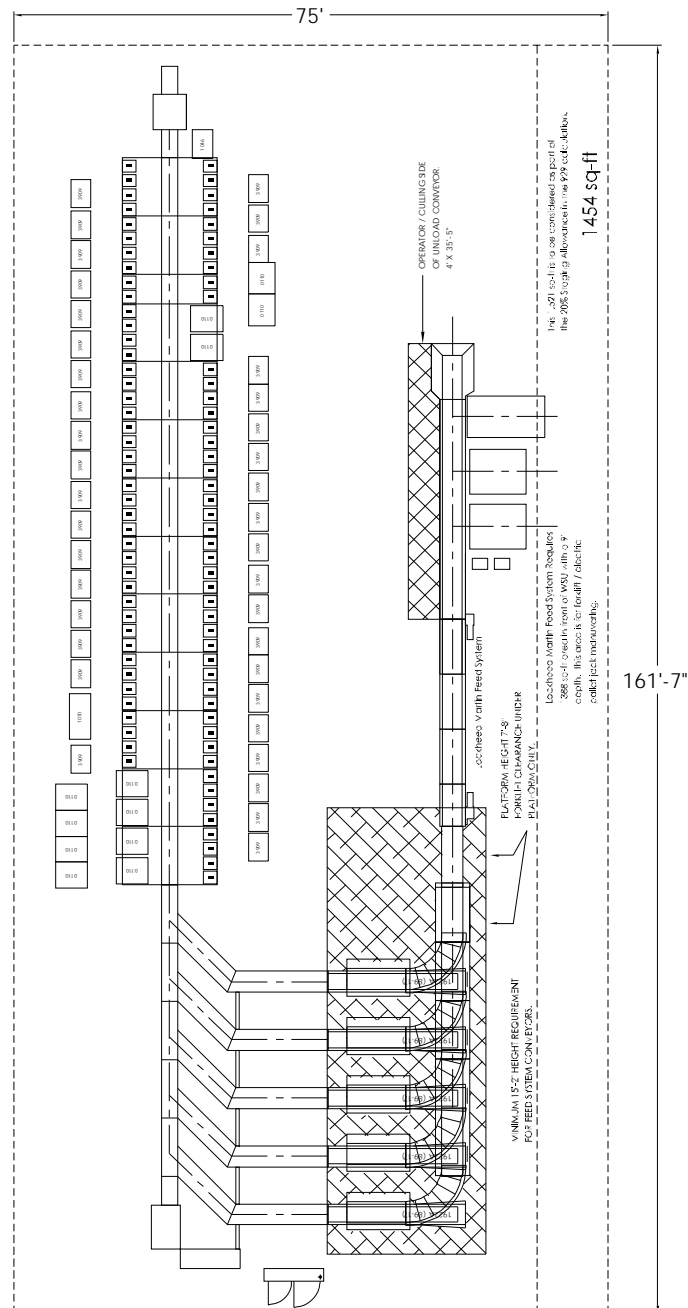


EXHIBIT 34AB

050127, SPBS W 116 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—5 CONSOLES

Date: July 2009
 Distribution IPPS
 Scale: No Scale
 Area: 11,643 Sq Ft

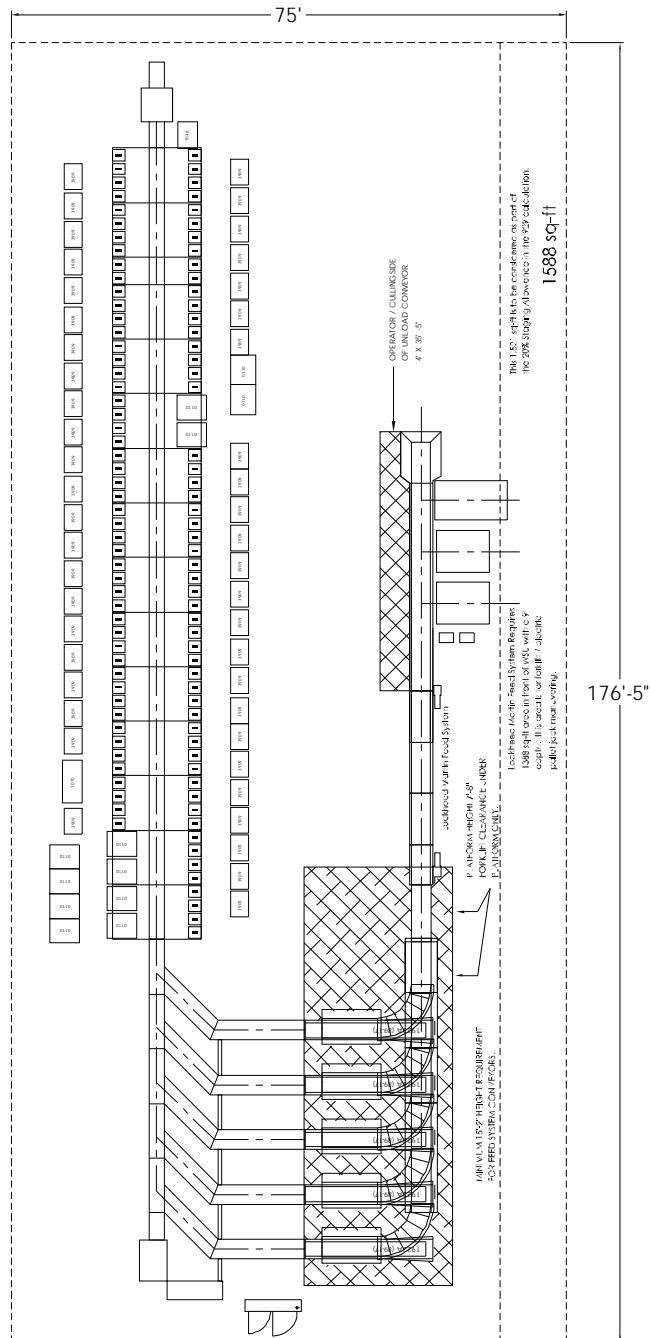


EXHIBIT 34AC

050128, SPBS W 116 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—6 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

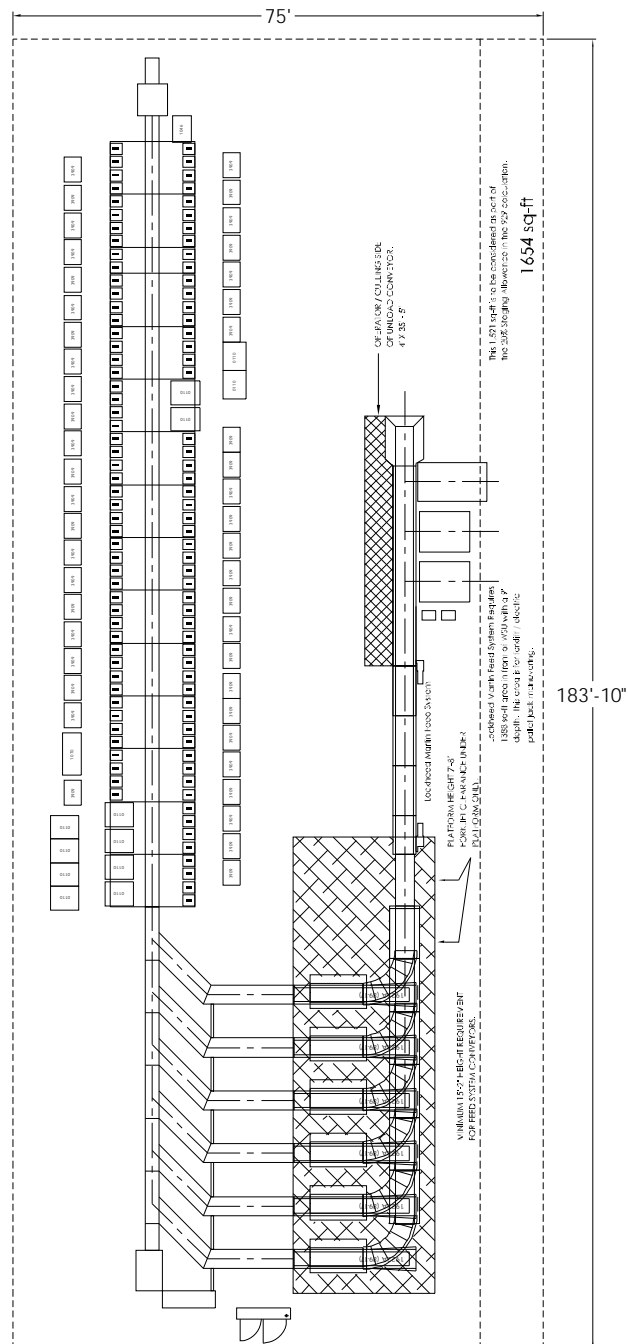


EXHIBIT 34AD

050129, SPBS W 132 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—4 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,132 Sq Ft

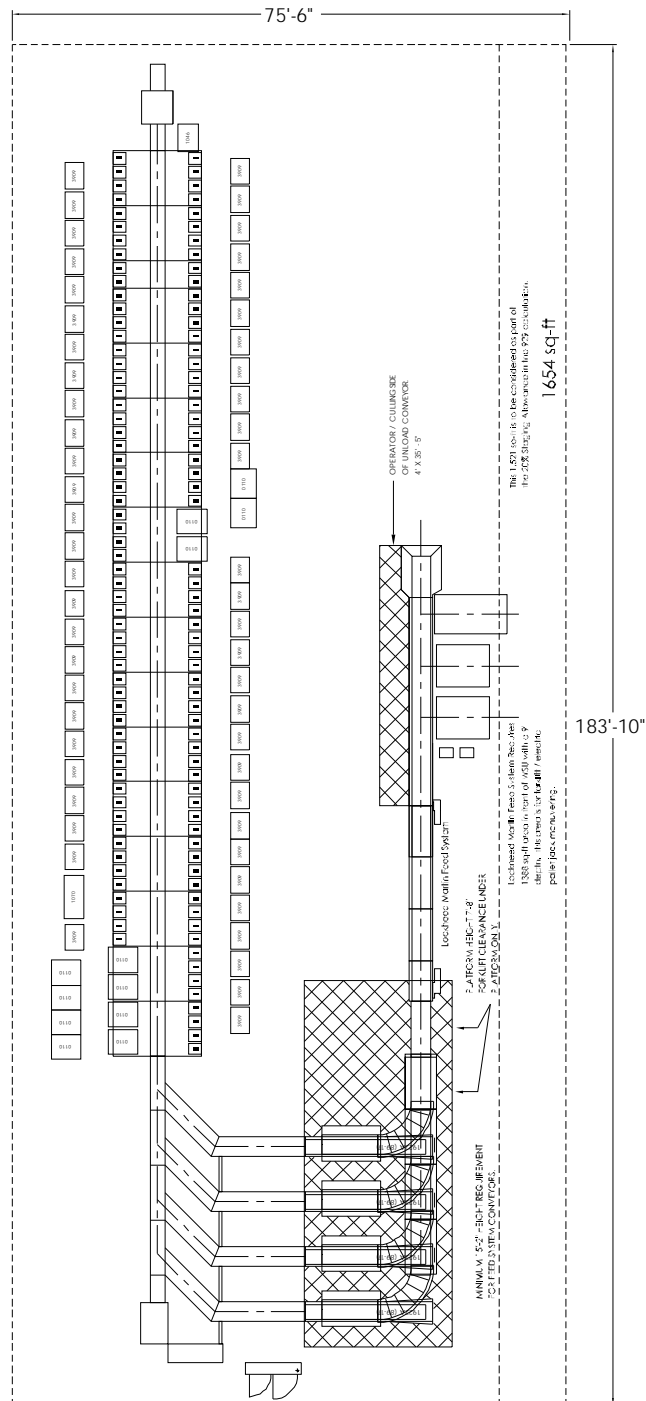


EXHIBIT 34AE

050130, SPBS W 132 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—5 CONSOLES

Date: July 2009
Distribution IPPS
Scale: No Scale
Area: 12,621 Sq Ft

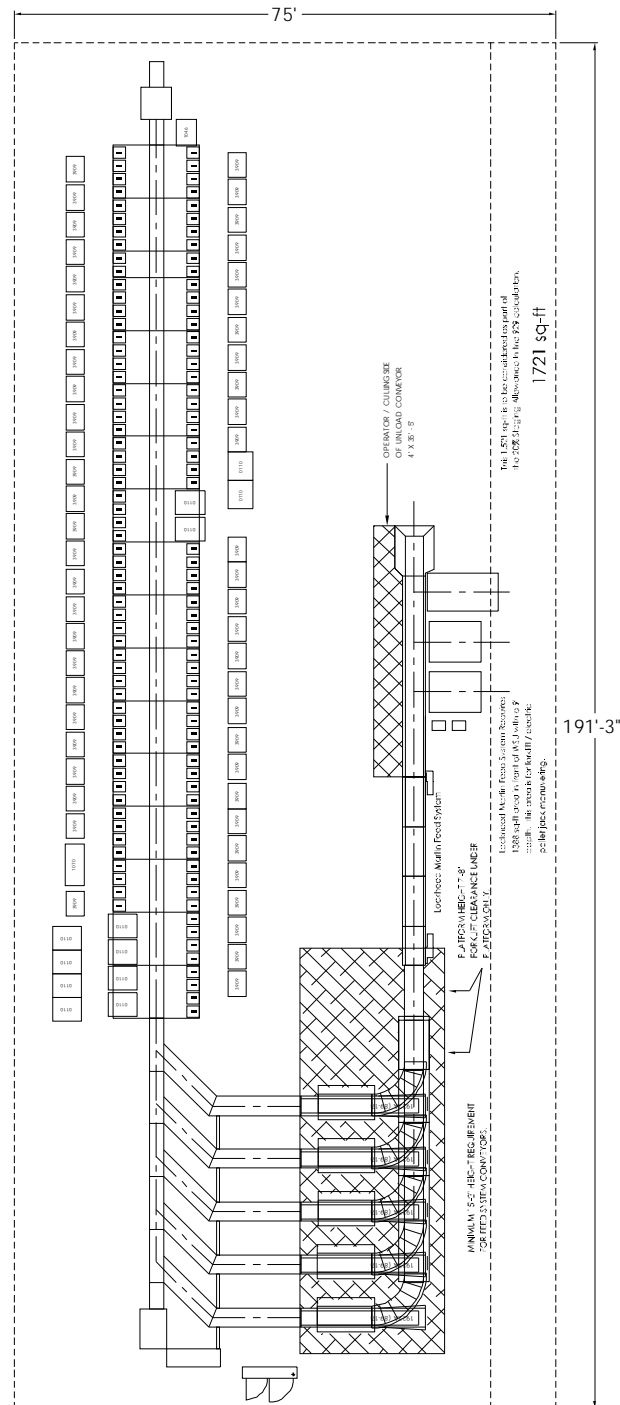


EXHIBIT 34AF

050131, SPBS W 132 BINS, STRAIGHT LINE (LOCKHEED FEED SYSTEM)—6 CONSOLES

Date: July 2009
 Distribution IPPS
 Scale: No Scale
 Area: 13,109 Sq Ft

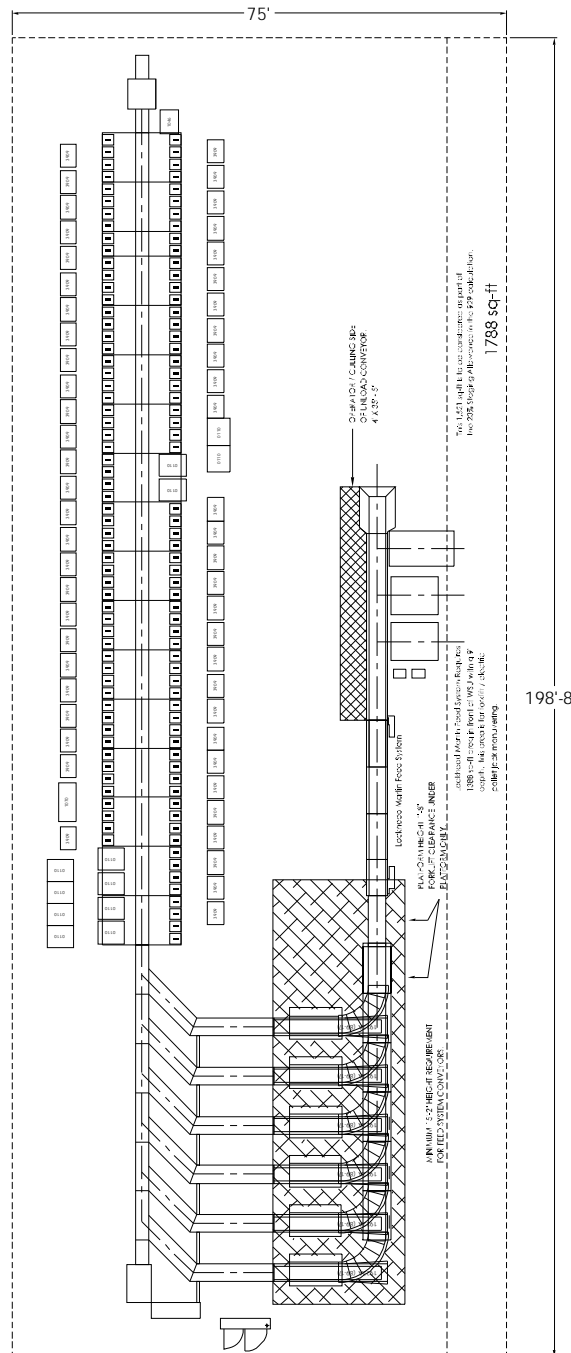


EXHIBIT 34AG
050201, APPS OPEN LOOP 100 DUAL WO AISLES

Date: July 2009

APPS Open Loop 100 Dual WO Aisles

Scale: No Scale

Area: 32,364 Sq Ft

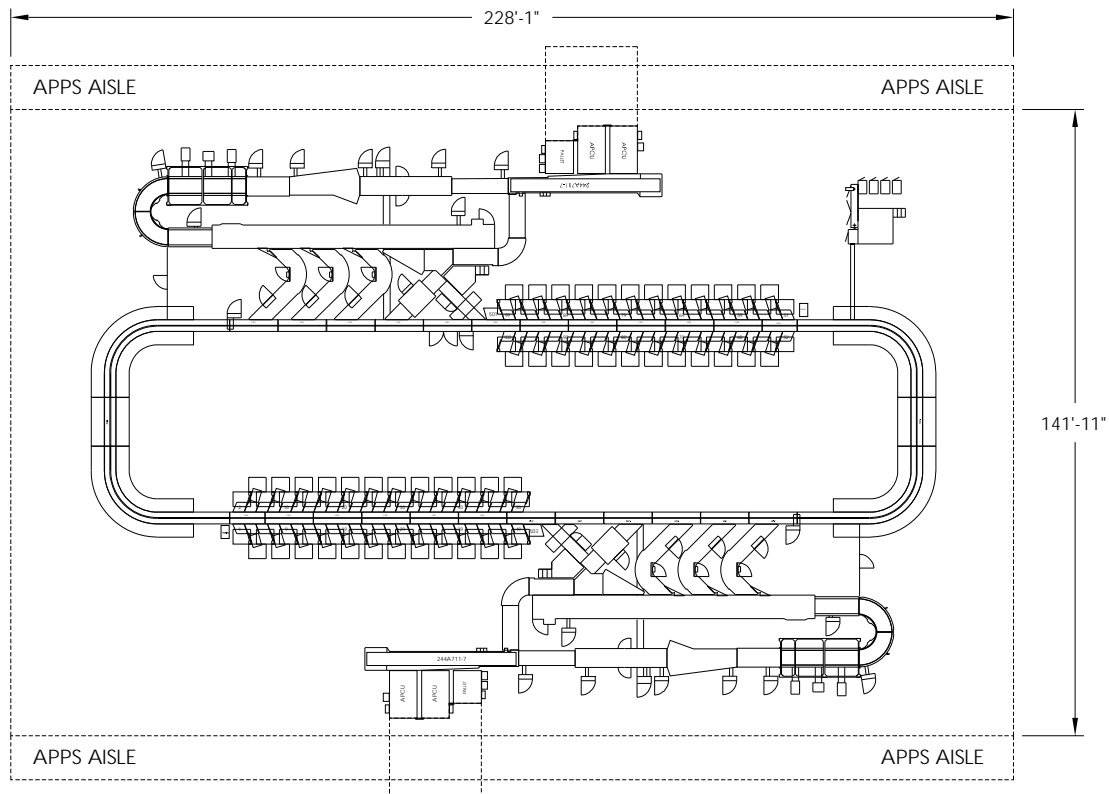


EXHIBIT 34AH
050202, APPS OPEN-LOOP 150 DUAL WITHOUT AISLES

Date: July 2009

APPS Open-Loop 150 Dual Without Aisles

Scale: No Scale

Area: 37,475 Sq Ft

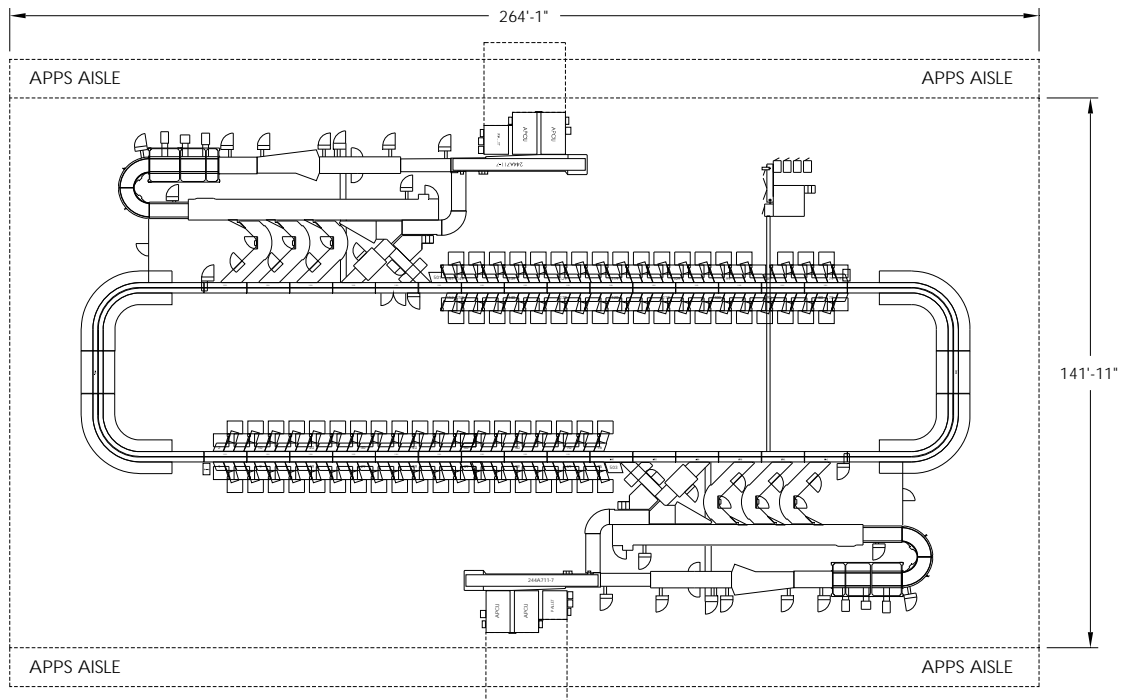


EXHIBIT 34AI
050203, APPS OPEN-LOOP 200 DUAL WITHOUT AISLES

Date: July 2009

APPS Open-Loop 200 Dual Without Aisles

Scale: No Scale

Area: 42,199 Sq Ft

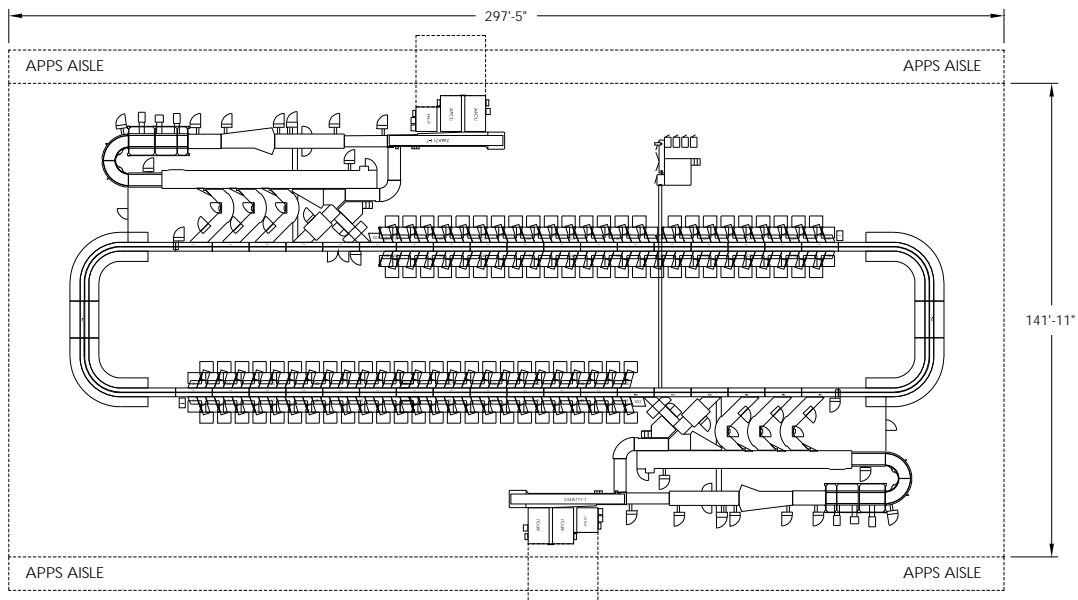


EXHIBIT 34AJ
050204, APPS OPEN LOOP 100 SINGLE WITHOUT AISLES

Date: July 2009

APPS Open Loop 100 Single Without Aisles

Scale: No Scale

Area: 21,145 Sq Ft

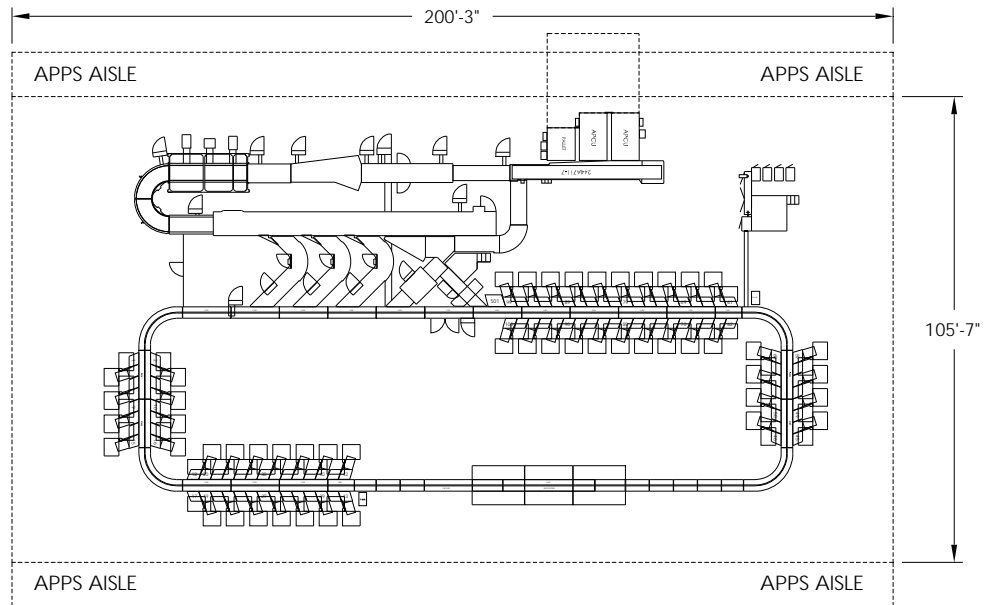


EXHIBIT 34AK
050205, APPS OPEN-LOOP 150 SINGLE WITHOUT AISLES

Date: July 2009
APPS Open-Loop 150 Single Without Aisles
Scale: No Scale
Area: 24,843 Sq Ft

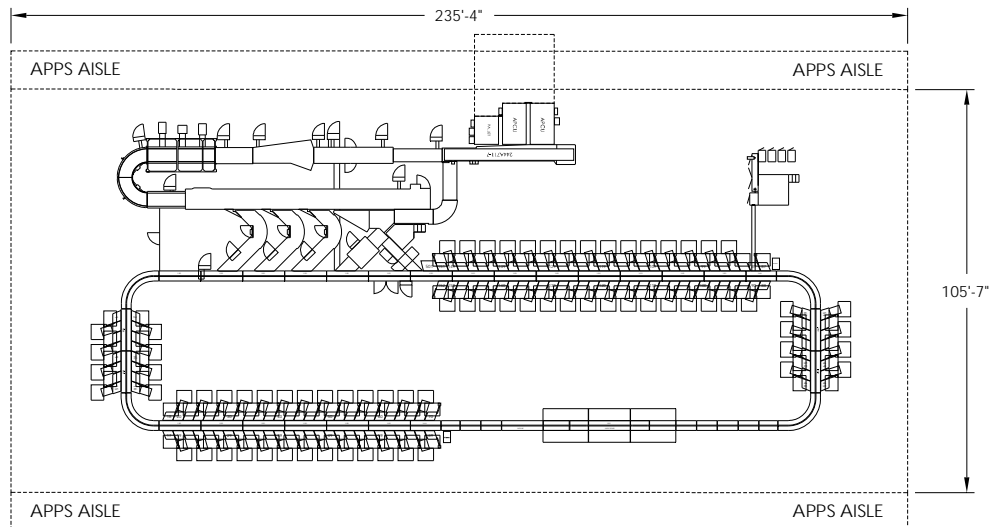


EXHIBIT 34AL
050206, APPS CLOSED-LOOP 100 DUAL WITHOUT AISLES

Date: July 2009
APPS Closed-Loop 100 Dual Without Aisles
Scale: No Scale
Area: 27,574 Sq Ft

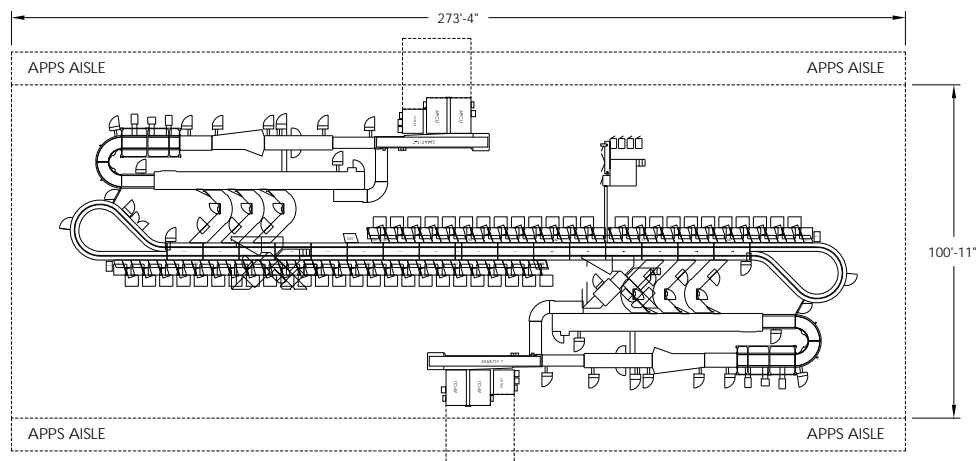


EXHIBIT 34AM
050207, APPS CLOSED LOOP 150 DUAL WITHOUT AISLES

Date: July 2009

APPS Closed Loop 150 Dual Without Aisles

Scale: No Scale

Area: 34,232 Sq Ft

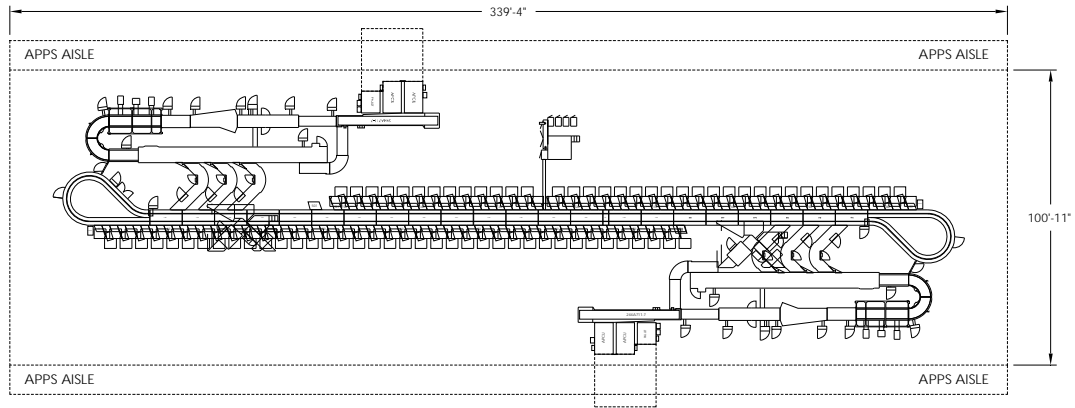


EXHIBIT 34AN
050208, APPS 90° CLOSED LOOP—200 DUAL WITHOUT AISLES

Date: July 2009

APPS 90° Closed-Loop 200 Dual Without Aisles

Scale: No Scale

Area: 31,888 Sq Ft

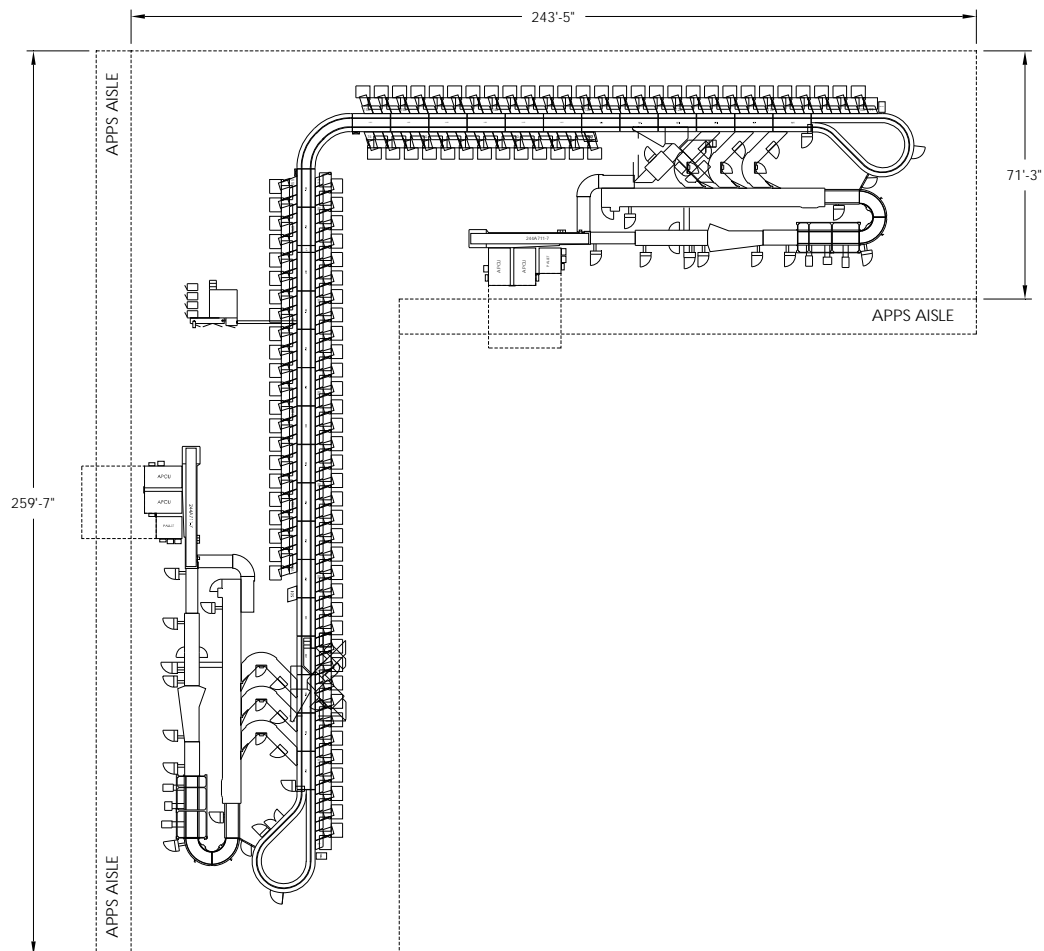


EXHIBIT 34AO
050209, APPS CLOSED LOOP—200 DUAL WITHOUT AISLES

Date: July 2009
APPS Closed Loop—200 Dual Without Aisles
Scale: No Scale
Area: 40,899 Sq Ft

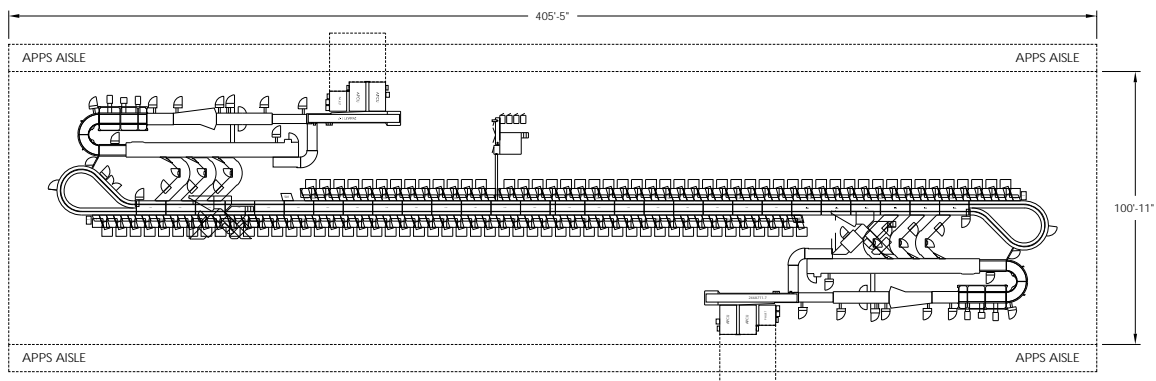


EXHIBIT 34AP
050210, APPS CLOSED LOOP—100 SINGLE WITHOUT AISLES

Date: July 2009
APPS Closed Loop—100 Single Without Aisles
Scale: No Scale
Area: 18,417 Sq Ft

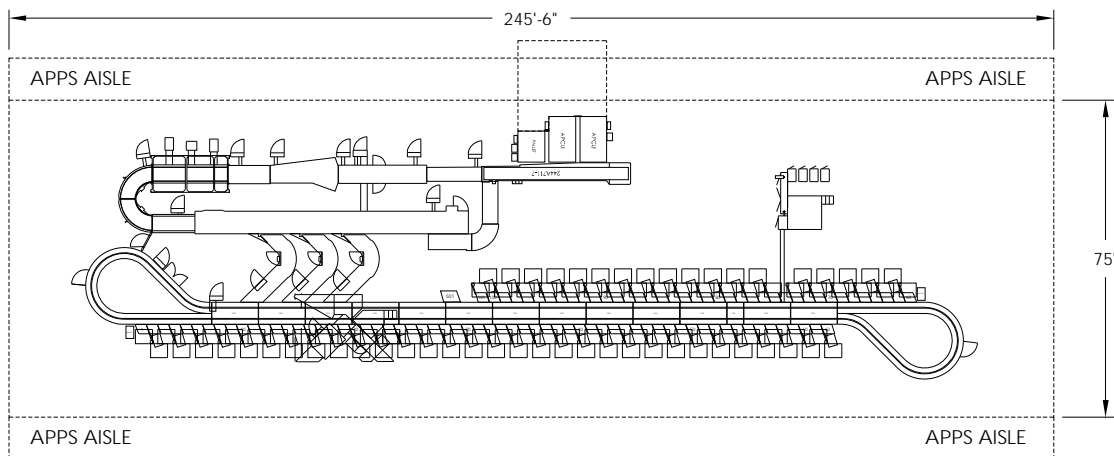
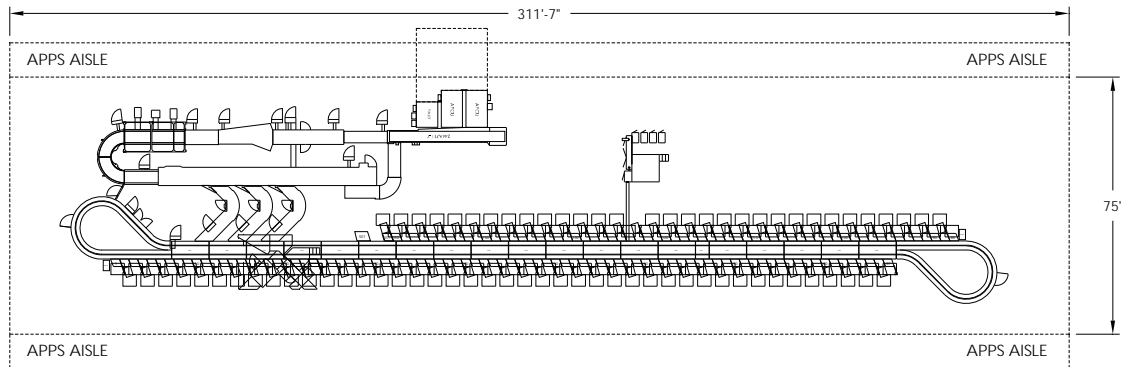


EXHIBIT 34AQ
050211, APPS CLOSED-LOOP 150 SINGLE

Date: July 2009
APPS Closed-Loop 150 Single
Scale: No Scale
Area: 23,372 Sq Ft



35 Processing Special Category Mail

Use the standards set forth in Section 36, *Distribution of Parcel Post®*, for special delivery parcels, *Air Mail®* parcels, *Priority Mail®*, and special handling parcels.

36 Distribution of Parcel Post®

Exhibit 36A lists the WSUs currently used for Parcel Post® distribution. Exhibits 36B through 36S illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 36A
WSUs USED FOR PARCEL POST® DISTRIBUTION

WSU #	PostalCAD Drawing Name	Sq Ft Required	Separations	Description
050301	Sack Sort 01a	255	5	Sort to 1033 Hampers
050302	Sack Sort 01b	470	10	Sort to 1033 Hampers
050303	Sack Sort 04a	1,122	16-40	Sort to 1033 Hampers From Hampers, Gurneys, and Sacks
050304	Sack Sort 04b	1,296	52	Sort to 1033 Hampers From Hampers, Gurneys, and Sacks
050305	Sack Sort 04c	1,494	60	Sort to 1033 Hampers From Hampers, Gurneys, and Sacks
050306	Sack Sort 04d	1,874	74	Sort to 1033 Hampers From Hampers, Gurneys, and Sacks
050307	Sack Sort 04e	2,123	90	Sort to 1033 Hampers From Hampers, Gurneys, and Sacks
050308	Sack Sort 09a	587	5-10	Sort to 1046 Hampers
050309	Sack Sort 09b	684	11-19	Sort to 1046 Hampers
030310	Sack Sort 011	1,356	20-40	Sort to 1046 Hampers From Hampers, Gurneys, and Sacks
050311	Sack Sort 19a	222	5-10	Sort to Sacks
050312	Sack Sort 19b	440	15-20	Sort to Sacks
050313	Sack Sort 19c	440	25-30	Sort to Sacks
050314	Sack Sort 19d	515	40-50	Sort to Sacks
050315	Sack Sort 19e	684	60-70	Sort to Sacks
050316	Sack Sort 19f	794	90	Sort to Sacks
050317	Sack Sort 20a	724	30-50	Sort to Sacks From Hampers, Gurneys, or Sacks
050318	Sack Sort 20b	932	60-90	Sort to Sacks From Hampers, Gurneys, or Sacks

EXHIBIT 36B
050301, SORT TO 1033 HAMPERS (5 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 255 Sq Ft

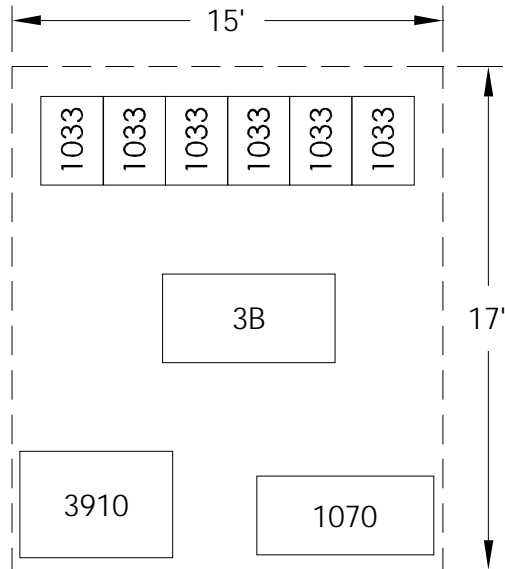


EXHIBIT 36C
050302, SORT TO 1033 HAMPERS (10 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 470 Sq Ft

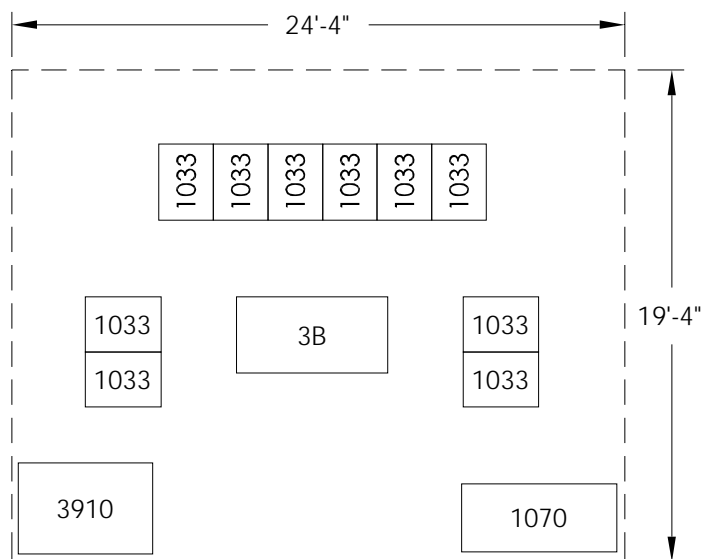


EXHIBIT 36D

050303, SORT TO 1033 HAMPERS FROM HAMPERS, GURNEYS, AND SACKS (16-40 SEPARATIONS)

Date: Dec. 1994

Distribution Parcel Post

Scale: No Scale

Area: 1,122 Sq Ft

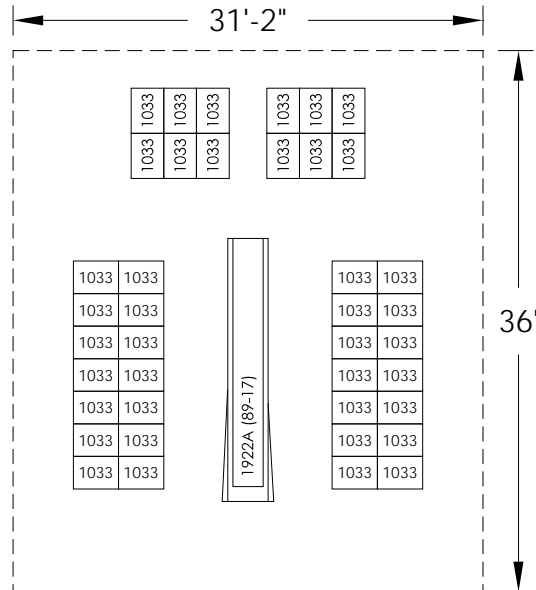


EXHIBIT 36E

050304, SORT TO 1033 HAMPERS FROM HAMPERS, GURNEYS, AND SACKS (52 SEPARATIONS)

Date: Dec. 1994

Distribution Parcel Post

Scale: No Scale

Area: 1,296 Sq Ft

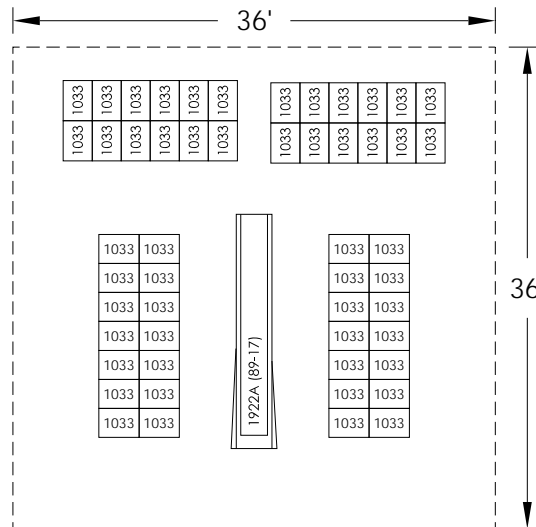


EXHIBIT 36F

050305, SORT TO 1033 HAMPERS FROM HAMPERS, GURNEYS, AND SACKS (60 SEPARATIONS)

Date: Dec. 1994
 Distribution Parcel Post
 Scale: No Scale
 Area: 1,494 Sq Ft

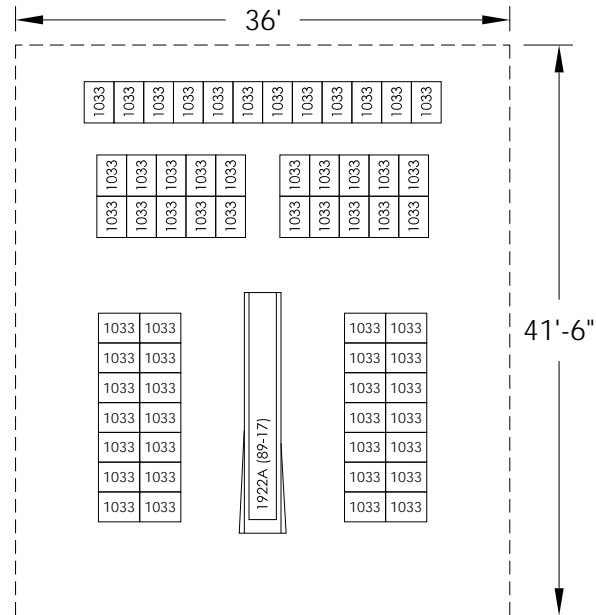


EXHIBIT 36G

050306, SORT TO 1033 HAMPERS FROM HAMPERS, GURNEYS, AND SACKS (74 SEPARATIONS)

Date: Dec. 1994
 Distribution Parcel Post
 Scale: No Scale
 Area: 1,874 Sq Ft

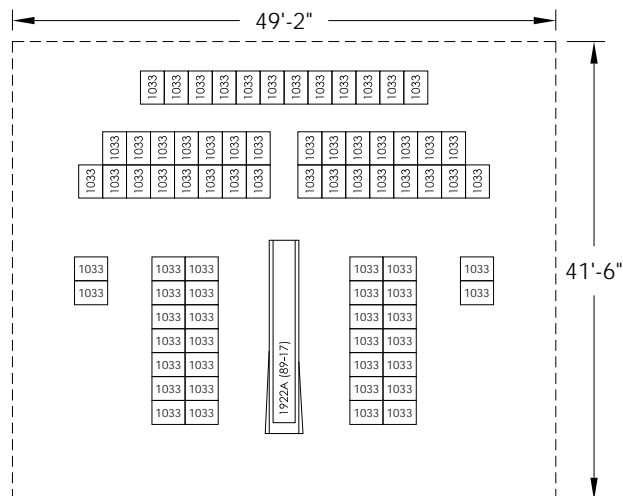


EXHIBIT 36H

050307, SORT TO 1033 HAMPER FROM HAMPER, GURNEYS, AND SACKS (90 SEPARATIONS)

Date: Dec. 1994
 Distribution Parcel Post
 Scale: No Scale
 Area: 2,123 Sq Ft

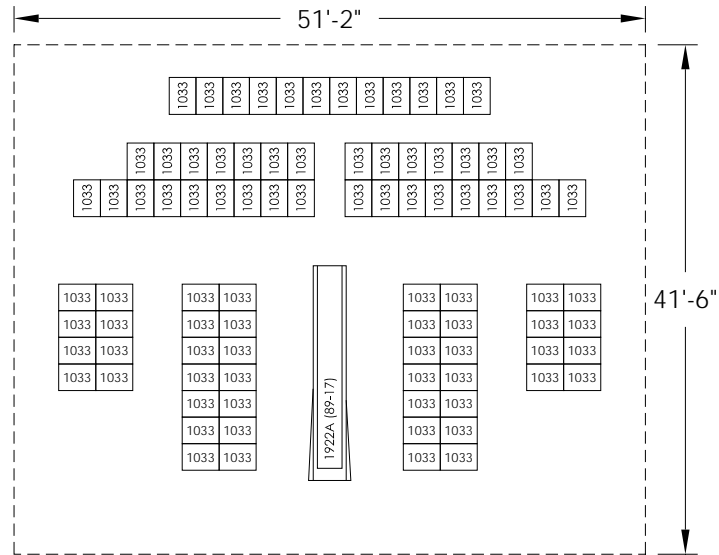


EXHIBIT 36I

050308, SORT TO 1046 HAMPER (5-10 SEPARATIONS)

Date: Dec. 1994
 Distribution Parcel Post
 Scale: No Scale
 Area: 587 Sq Ft

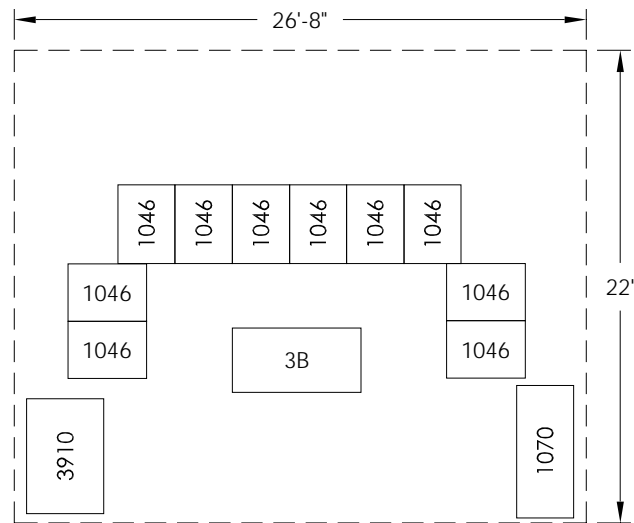


EXHIBIT 36J
050309, SORT TO 1046 HAMPERS (11-19 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 684 Sq Ft

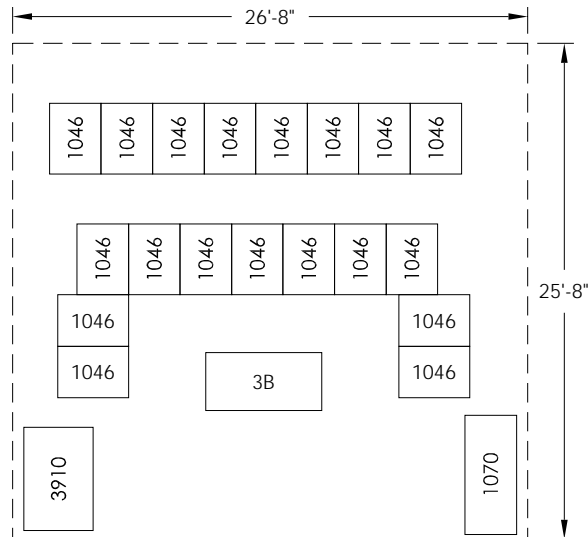


EXHIBIT 36K
050310, SORT TO 1046 HAMPERS FROM HAMPERS, GURNEYS, AND SACKS (20-40 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 1,356 Sq Ft

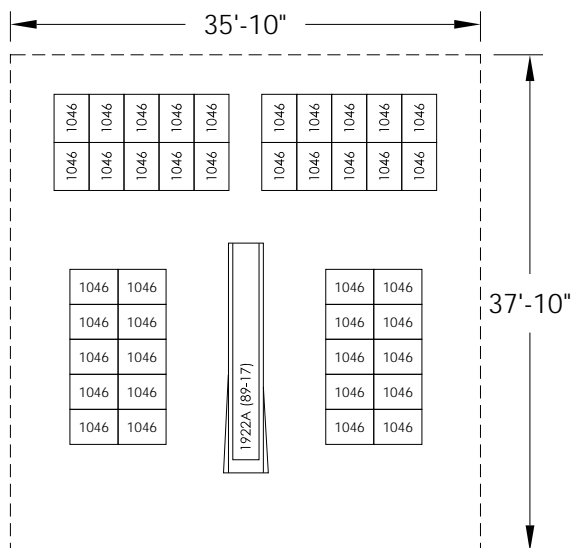


EXHIBIT 36L
050311, SORT TO SACKS (5-10 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 222 Sq Ft

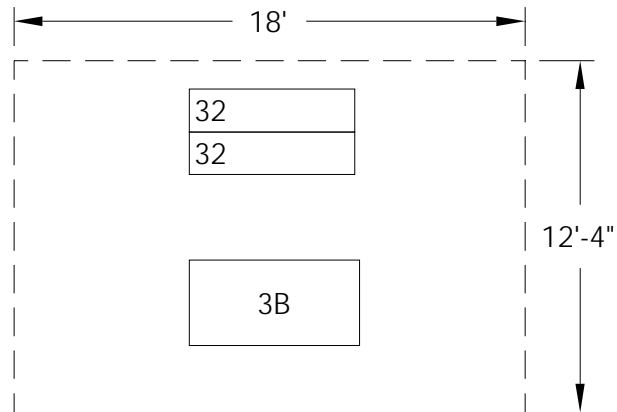


EXHIBIT 36M
050312, SORT TO SACKS (15-20 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 440 Sq Ft

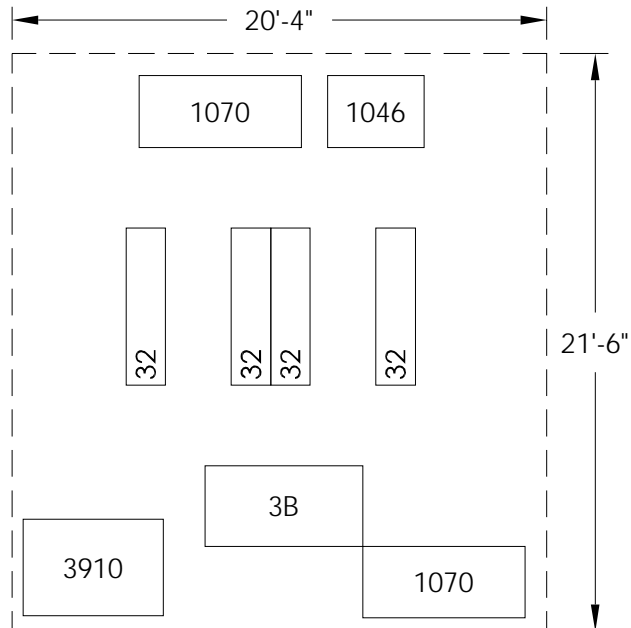


EXHIBIT 36N
050313, SORT TO SACKS (25-30 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 440 Sq Ft

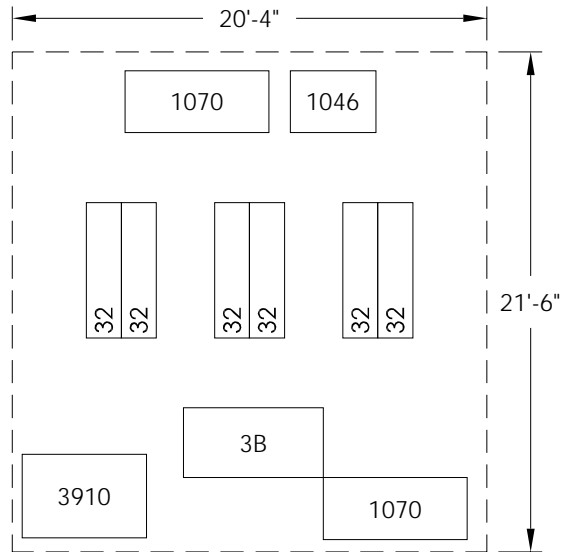


EXHIBIT 36O
050314, SORT TO SACKS (40-50 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 515 Sq Ft

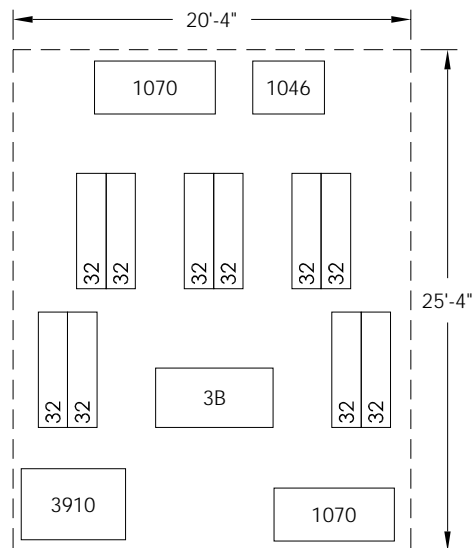


EXHIBIT 36P
050315, SORT TO SACKS (60-70 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 684 Sq Ft

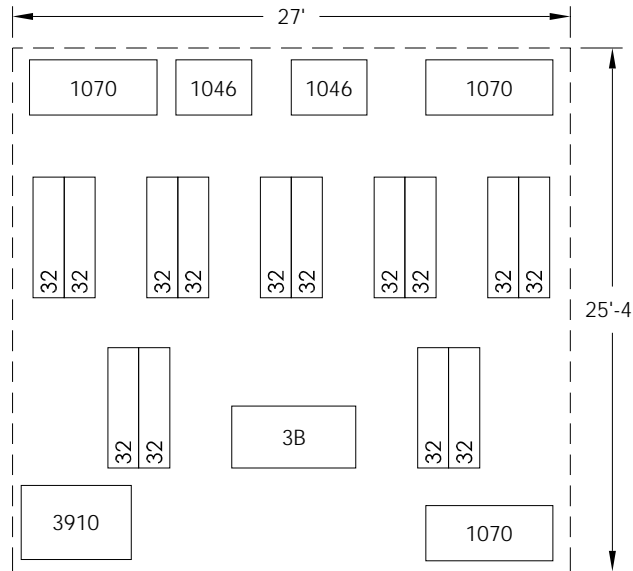


EXHIBIT 36Q
050316, SORT TO SACKS (90 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 794 Sq Ft

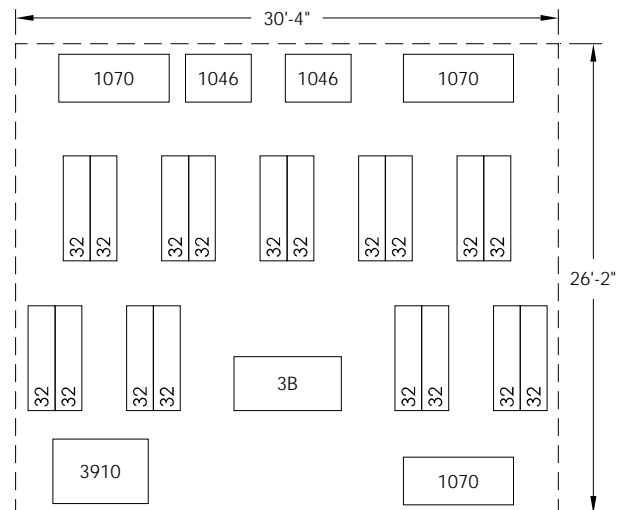


EXHIBIT 36R
050317, SORT TO SACKS FROM HAMPERS, GURNEYS, OR SACKS (30-50 SEPARATIONS)

Date: Dec. 1994
Distribution Parcel Post
Scale: No Scale
Area: 724 Sq Ft

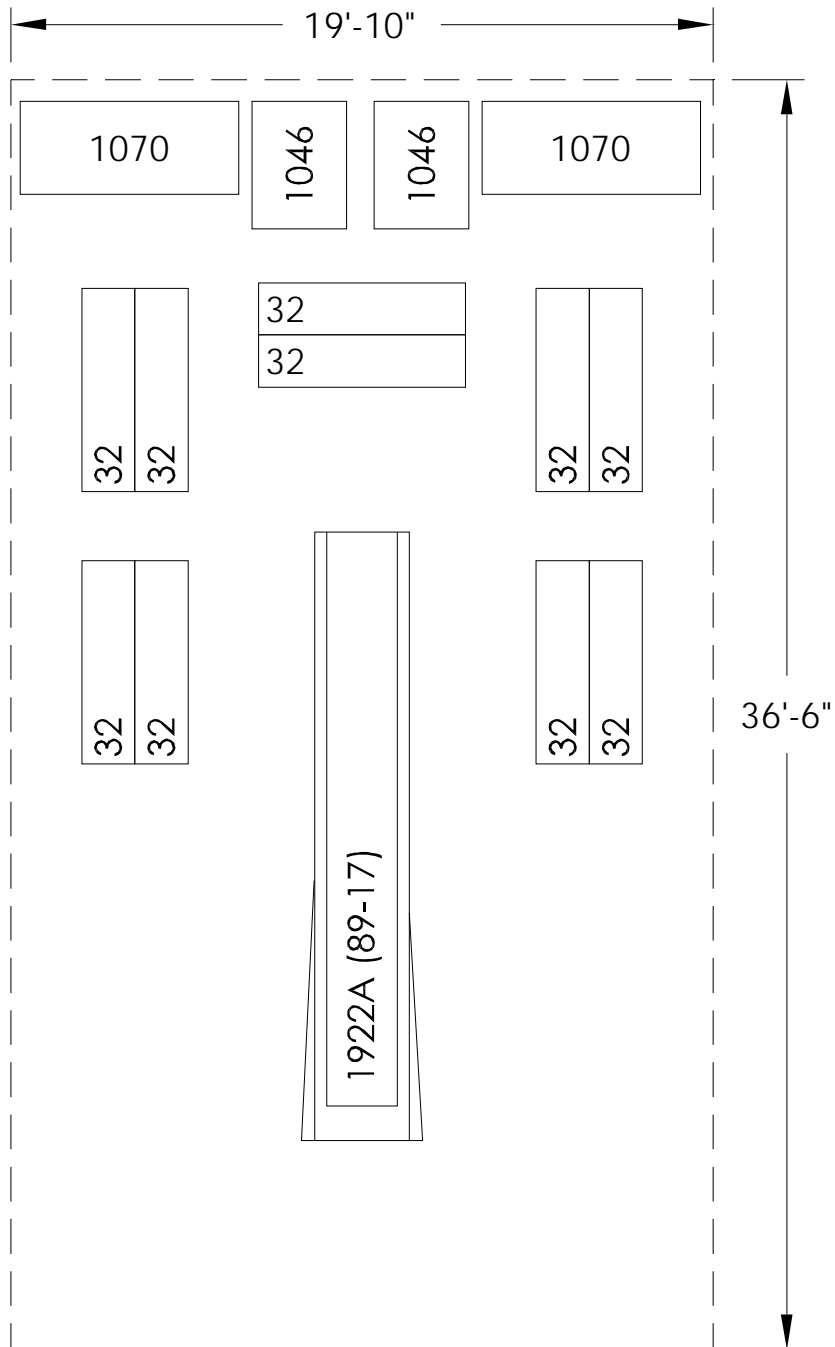


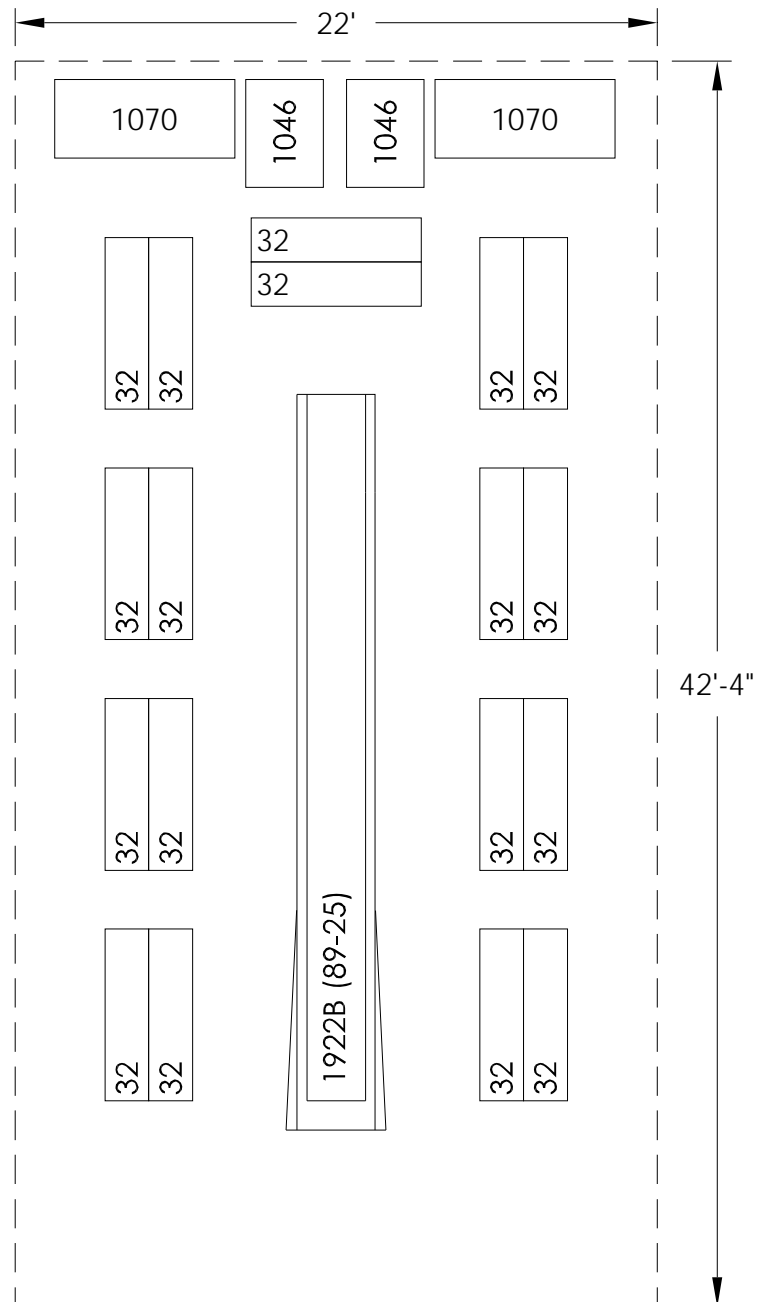
EXHIBIT 36S
050318, SORT TO SACKS FROM HAMPER, GURNEYS, OR SACKS (60-90 SEPARATIONS)

Date: Dec. 1994

Distribution Parcel Post

Scale: No Scale

Area: 932 Sq Ft



37 Bulk Sorting and Material Handling Operations

371 Bulk Sorting

Exhibit 371A lists the WSUs currently used for manual and mechanized bulk sorting. Exhibits 371B, 371C, and 371D illustrate the manual bulk sorting WSUs, and Exhibits 371E through 371L illustrate the different-sized WSUs for universal sorting systems.

EXHIBIT 371A
WSUs USED FOR MANUAL AND MECHANIZED BULK SORTING

WSU #	PostalCAD Drawing Name	Sq Ft Required	Description
050319	Sack Sort 701	1,610	Manual Sack Sort—Platform Trucks (15 Separations)
050320	Sack Sort 702	3,480	Manual Sort—Multislide (10 Separations)
050321	Sack Sort 704	1,645	Manual Sack Sort—Sawtooth (15 Separations)
050322	Sack Sort 705	5,000	Bulk Mail System
050323	Sack Sort 706	10,000	Bulk Mail System
050324	Sack Sort 707	15,000	Bulk Mail System
050325	Sack Sort 708	20,000	Bulk Mail System
050401	HSUS	17,638	High Speed Universal Sorter
050602	HSTS	4,622	High Speed Tray Sorter, Dual Sided, 12-Leg
050501	LCUS	9,666	Low Cost Universal Sorter
050701	LCTSd06	9,809	Low Cost Tray Sorter, Dual Sided, 6 Gravity Rollers, 10 ERMCS per Leg

NOTE: Transfer, dispatch, and holding area:

- A. Item 1070, platform truck, to be parked—30 Sq Ft each
- B. Item 1070, platform truck, for separation of mail—60 Sq Ft each

EXHIBIT 371B
050319, MANUAL SACK SORT—PLATFORM TRUCKS (15 SEPARATIONS)

Date: Dec. 1994
Distribution Sacks
Scale: No Scale
Area: 1,610 Sq Ft

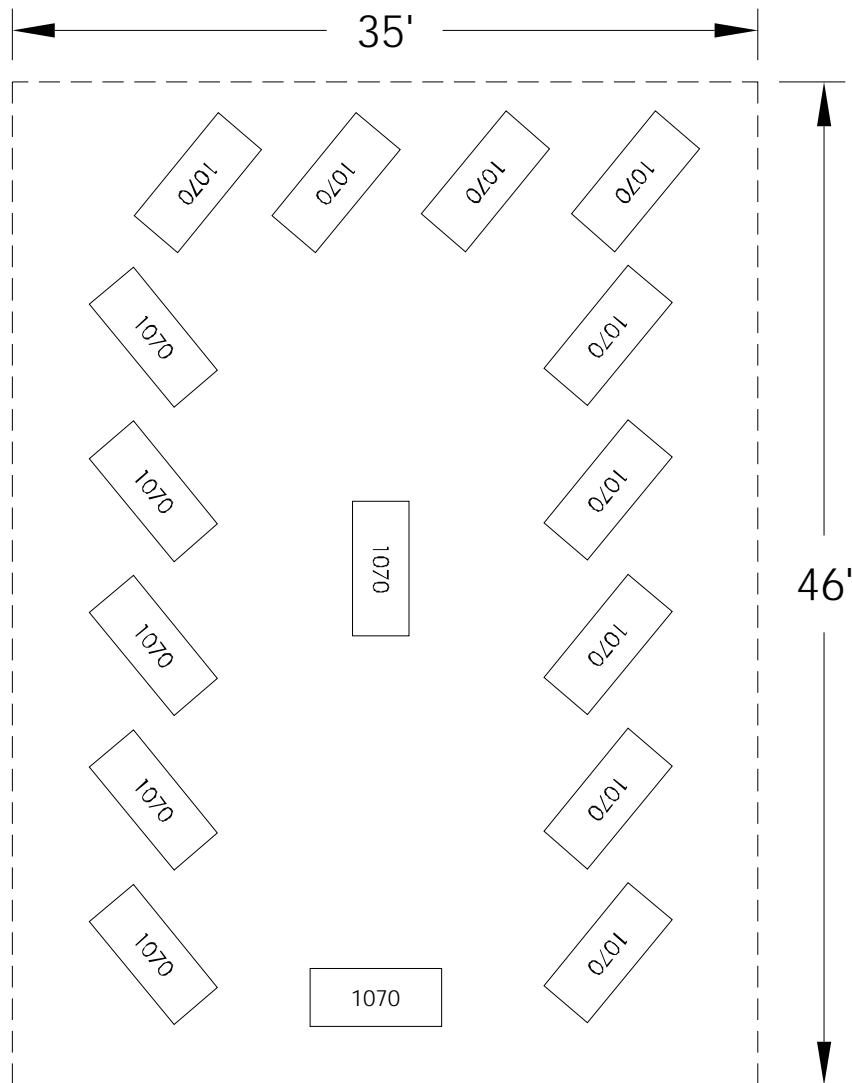


EXHIBIT 371C
050320, MANUAL SORT—MULTISLIDE (10 SEPARATIONS)

Date: Oct. 1998
Distribution Bulk
Scale: No Scale
Area: 3,480 Sq Ft

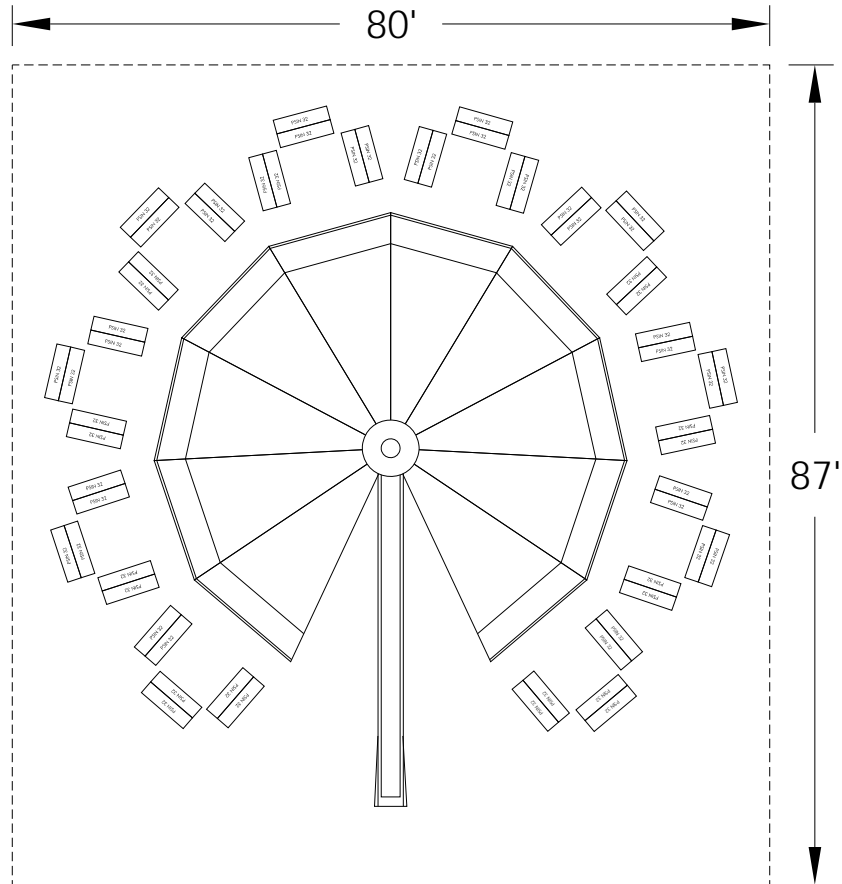


EXHIBIT 371D
050321, MANUAL SACK SORT—SAWTOOTH (15 SEPARATIONS)

Date: Dec. 1994
Distribution Sacks
Scale: No Scale
Area: 1,645 Sq Ft

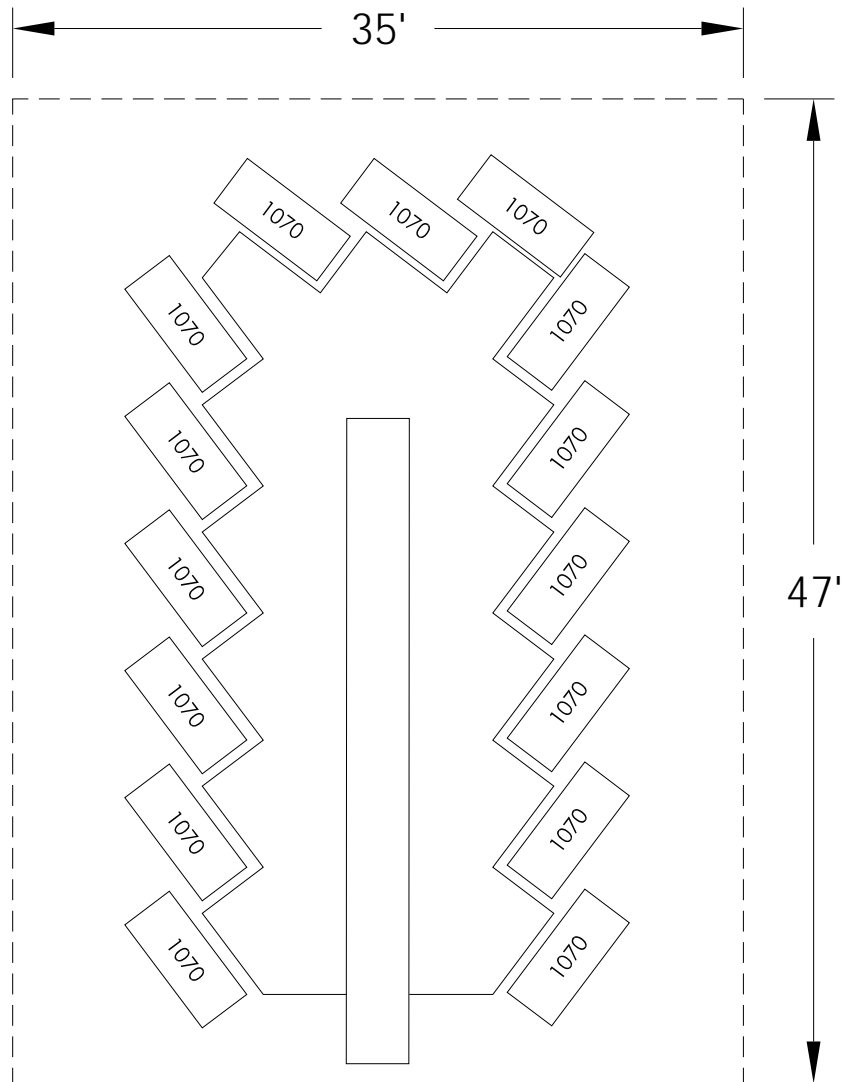


EXHIBIT 371E
050322, SACK SORT—BULK MAIL SYSTEM 5,000 SQ FT

Date: May 1997
Bulk Mail System
Scale: No Scale
Area: 5,000 Sq Ft

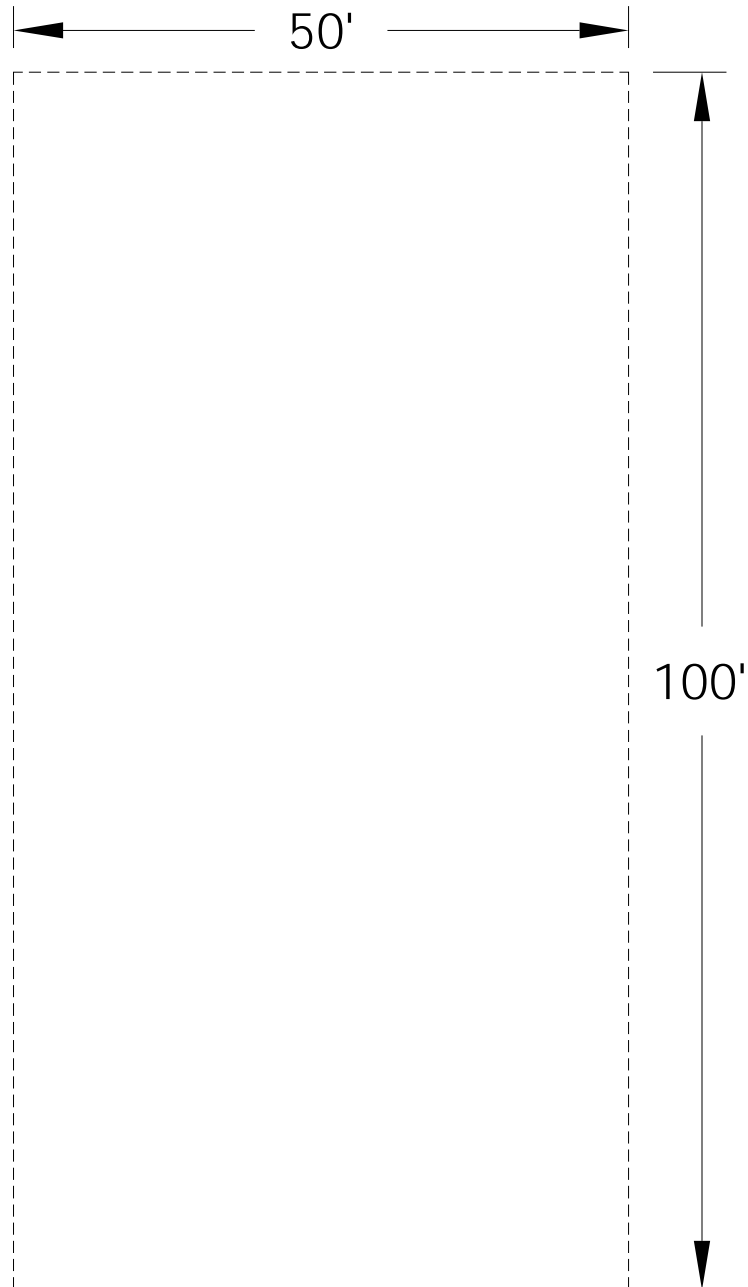


EXHIBIT 371F
050323, SACK SORT—BULK MAIL SYSTEM 10,000 SQ FT

Date: May 1997

Bulk Mail System

Scale: No Scale

Area: 10,000 Sq Ft

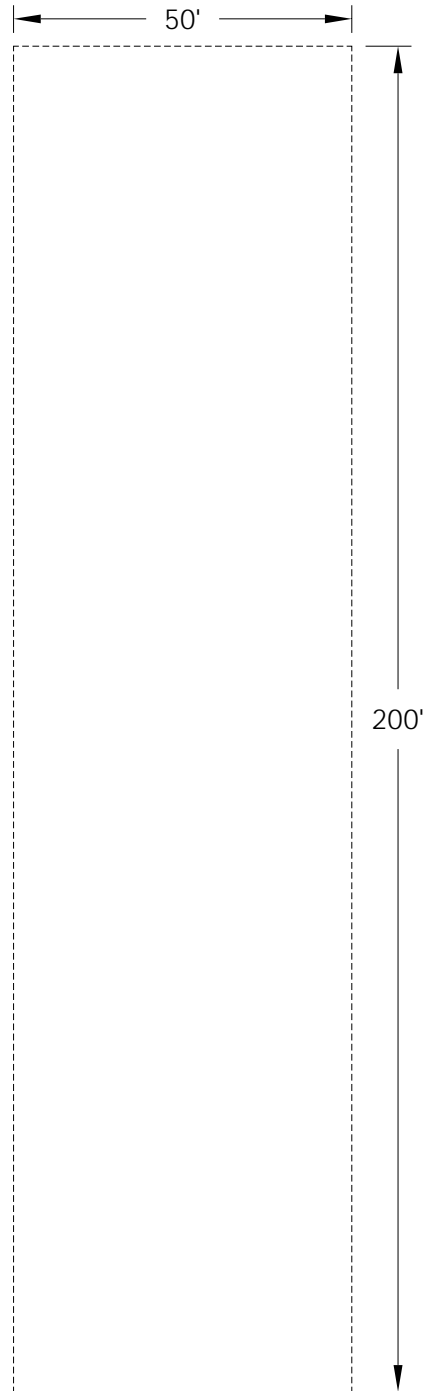


EXHIBIT 371G
050324, SACK SORT—BULK MAIL SYSTEM 15,000 SQ FT

Date: May 1997
Bulk Mail System
Scale: No Scale
Area: 15,000 Sq Ft



EXHIBIT 371H
050325, SACK SORT—BULK MAIL SYSTEM 20,000 SQ FT

Date: May 1997

Bulk Mail System

Scale: No Scale

Area: 20,000 Sq Ft

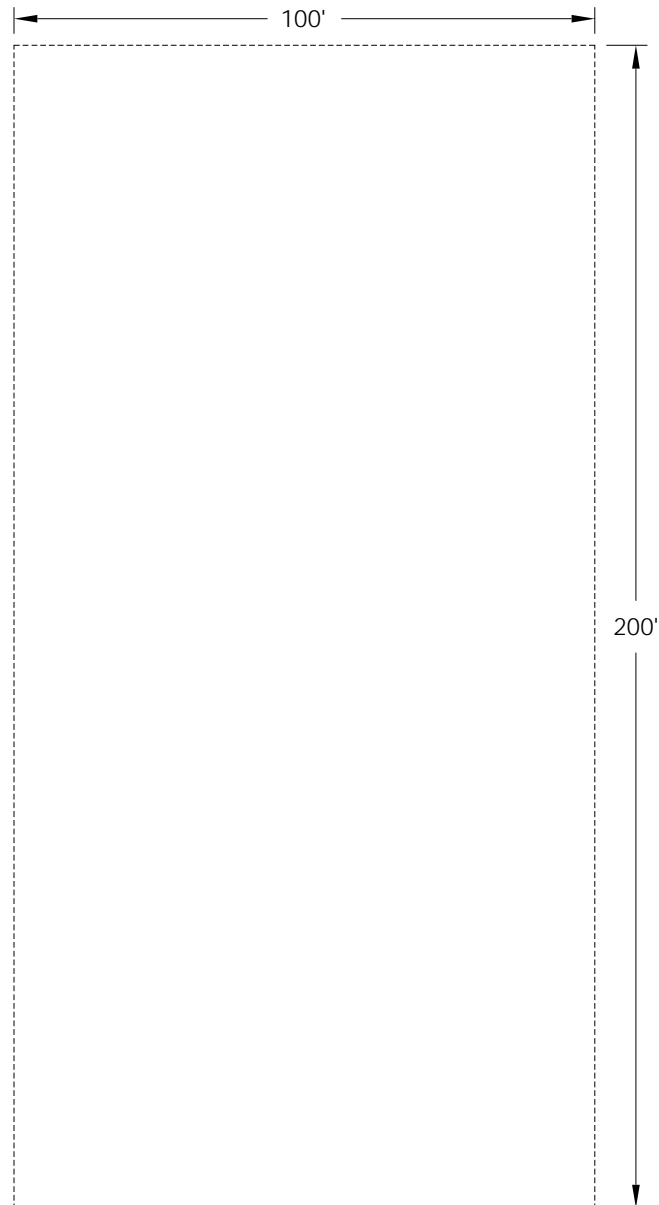


EXHIBIT 3711
050401, HIGH SPEED UNIVERSAL SORTER

Date: July 2009
Scale: No Scale
Area: 17,638 Sq Ft

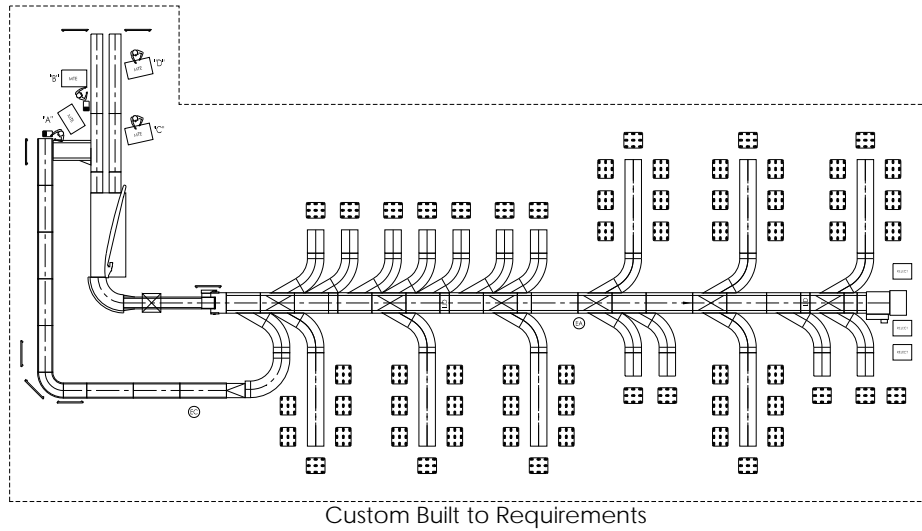


EXHIBIT 371J
050602, HIGH SPEED TRAY SORTER, DUAL SIDED, 12 LEG

Date: July 2009
Scale: No Scale
Area: 4,622 Sq Ft

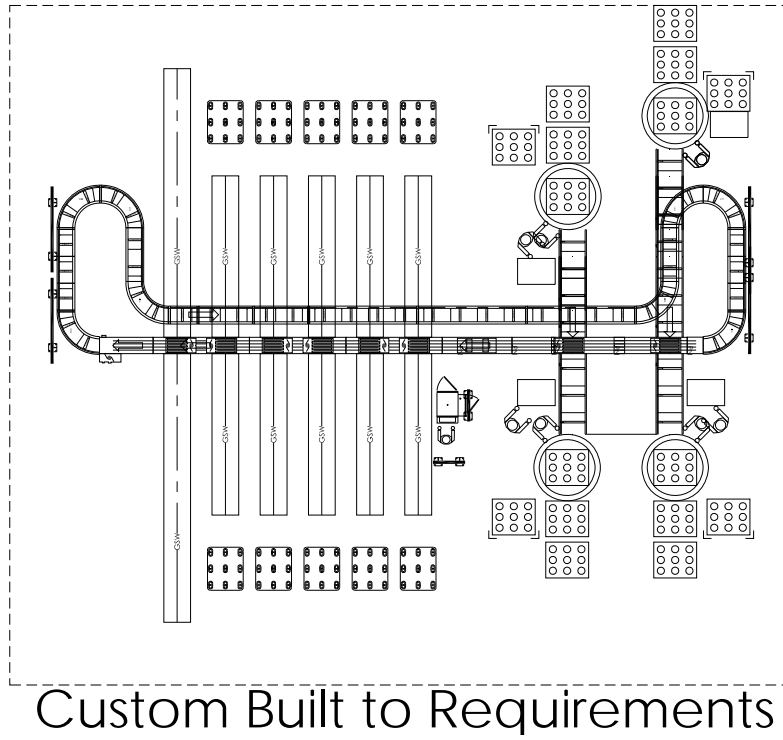


EXHIBIT 371K
050501, LOW COST UNIVERSAL SORTER

Date: July 2009
Scale: No Scale
Area: 9,666 Sq Ft

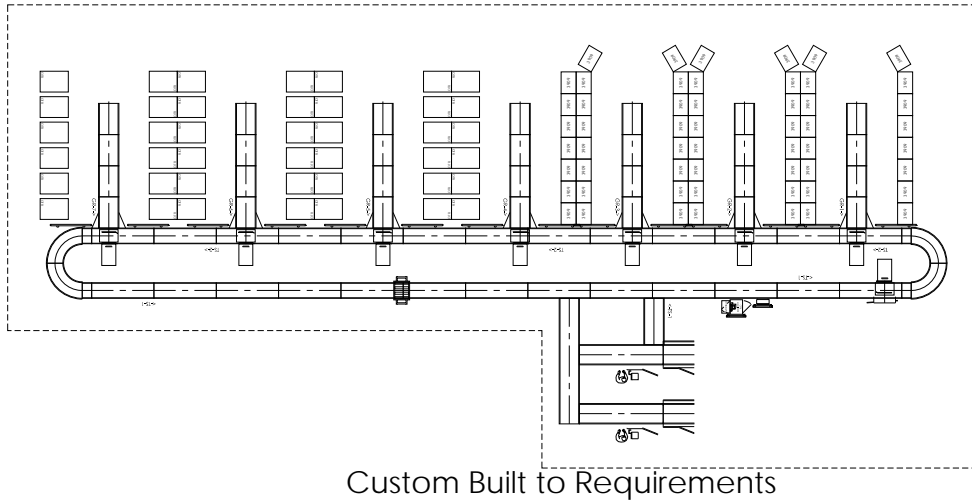


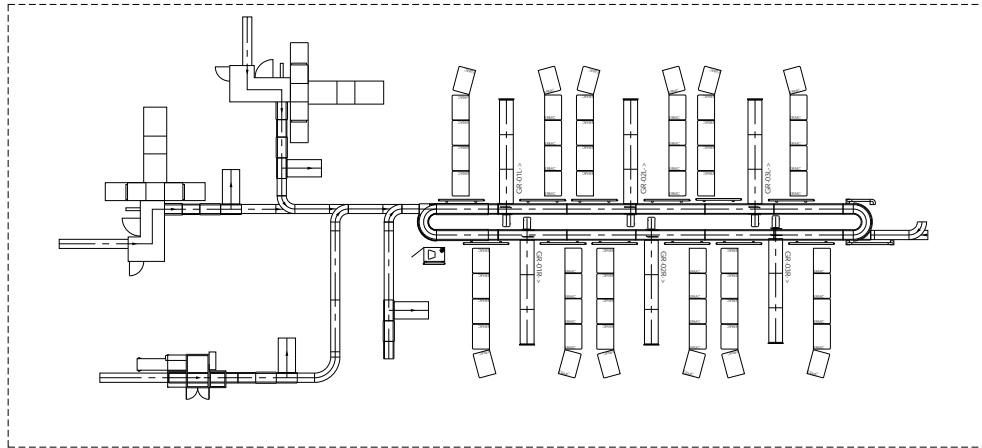
EXHIBIT 371L

050701, LOW COST TRAY SORTER, DUAL SIDED, 6 GRAVITY ROLLERS, 10 ERMCS PER LEG

Date: July 2009

Scale: No Scale

Area: 9,809 Sq Ft



Custom Built to Requirements

372 Robotics, Letters and Flats Sleevling and Banding, and Letters and Flats Scan-Where-You-Band (SWYB)

Exhibit 372A lists the WSUs currently used for robotics, sleevling and banding, and SWYB. Exhibits 372B and 372C illustrate the WSUs for visual reference in planning facility space requirements for robotics. Exhibits 372D and 372E illustrate the WSUs for sleevling and banding of letters and flats. Exhibits 372F and 372G illustrate the WSUs for letter and flat scan-where-you-band activities.

EXHIBIT 372A
WSUs USED FOR ROBOTICS, SLEEVING AND BANDING, AND SWYB

WSU #	PostalCAD Drawing Name and Description	Sq Ft Required
060101	Robots SWYB001 Flat Trays	2,500
060201	Robots SWYB011-Phase 1 ABB Gantry-W 24 Cells	2,675
060301	Robots SWYB021-AAA System-W Optional Manual Conveyors	333
060302	Robots SWYB21A-AAA System-Left Hand-WO Dispatch Conveyors	314
060303	Robots SWYB21B-AAA System-Right Hand-WO Dispatch Conveyors	314
060401	Robots SWYB24A-Semi Automatic-Scan Where You Band-Right Hand	549
060402	Robots SWYB24B-Semi Automatic-Scan Where You Band-Right Hand	747
060403	Robots SWYB24C-Semi Automatic-Scan Where You Band-Right Hand	873
060404	Robots SWYB24D-Semi Automatic-Scan Where You Band-Left Hand	549
060405	Robots SWYB24E-Semi Automatic-Scan Where You Band-Left Hand	747
060406	Robots SWYB24F-Semi Automatic-Scan Where You Band-Right Hand	873
060501	Robots SWYB25A-Automatic Bander-W 3Ft Input and Take Away Conveyor	50
060601	Robots SWYB31A-Automatic Tray Sleevling	418
060602	Robots SWYB31B-Automatic Tray Sleevling- W Manual Input Conveyor	517
060603	Robots SWYB31C-Automatic Tray Sleevling-W Tray Strapping	581
060604	Robots SWYB31D-Automatic Tray Sleevling-W Manual Input Conveyor and Tray Strapping	680
060701	Robots SWYB40A-Manual Container Dispatch Workcell	333
060702	Robots SWYB40B-Manual Container Dispatch Workcell	407
060703	Robots SWYB40C-Manual Container Dispatch Workcell	481
060704	Robots SWYB40D-Manual Container Dispatch Workcell	536
060705	Robots SWYB40E-Manual Container Dispatch Workcell	617
060706	Robots SWYB40F-Manual Container Dispatch Workcell	684
060707	Robots SWYB40G-Manual Container Dispatch Workcell	745
060708	Robots SWYB40H-Manual Container Dispatch Workcell	812
060709	Robots SWYB40I-Manual Container Dispatch Workcell	888
060710	Robots SWYB40J-Manual Container Dispatch Workcell	943
060711	Robots SWYB40K-Manual Container Dispatch Workcell	1,011
060712	Robots SWYB50A-Sack-Tray and Tub Manual Dispatch-W Workcell	483
060713	Robots SWYB50B-Sack-Tray and Tub Manual Dispatch-W Workcell	617
060714	Robots SWYB50C-Sack-Tray and Tub Manual Dispatch-W Workcell	751
060715	Robots SWYB50D-Sack-Tray and Tub Manual Dispatch-W Workcell	886
060716	Robots SWYB50E-Sack-Tray and Tub Manual Dispatch-W Workcell	1,020

060717	Robots SWYB50F-Sack-Tray and Tub Manual Dispatch-W Workcell	1,173
060718	Robots SWYB50G-Sack-Tray and Tub Manual Dispatch-W Workcell	1,288
060719	Robots SWYB50H-Sack-Tray and Tub Manual Dispatch-W Workcell	1,556
060801	Robots SWYB61A Flat Trays	2,929
060802	Robots SWYB61B Pedestal Robot System, Flat Trays	3,464
060803	Robots SWYB62A Flat Trays	3,109
060804	Robots SWYB62B Flat Trays	3,704
060502	Automatic Flat Tray Lidder	102
060503	ASD Bander	9
060304	IDR-Automated Airline Assignment-R	189
060305	IDR-Automated Airline Assignment-L	112
060202	Tray Depalletizer and Singulator (RH) Pallet Stacker LL	1,632
060203	Tray Depalletizer and Singulator (RH) Pallet Stacker RL	1,632
060204	AFTU – Left Automatic Flat Tray Unsleeper	34
060205	AFTU – Left With Volume Reduction Unit (VRU)	64
060206	AFTU – Right Automatic Flat Tray Unsleeper	34
060207	AFTU – Right With Volume Reduction Unit (VRU)	64

EXHIBIT 372B
060101, ROBOTS SWYB001.DWG

Date: Sept. 1997
Pedestal Robot Trays (Phase 1)
Scale: No Scale
Area: 2,500 Sq Ft

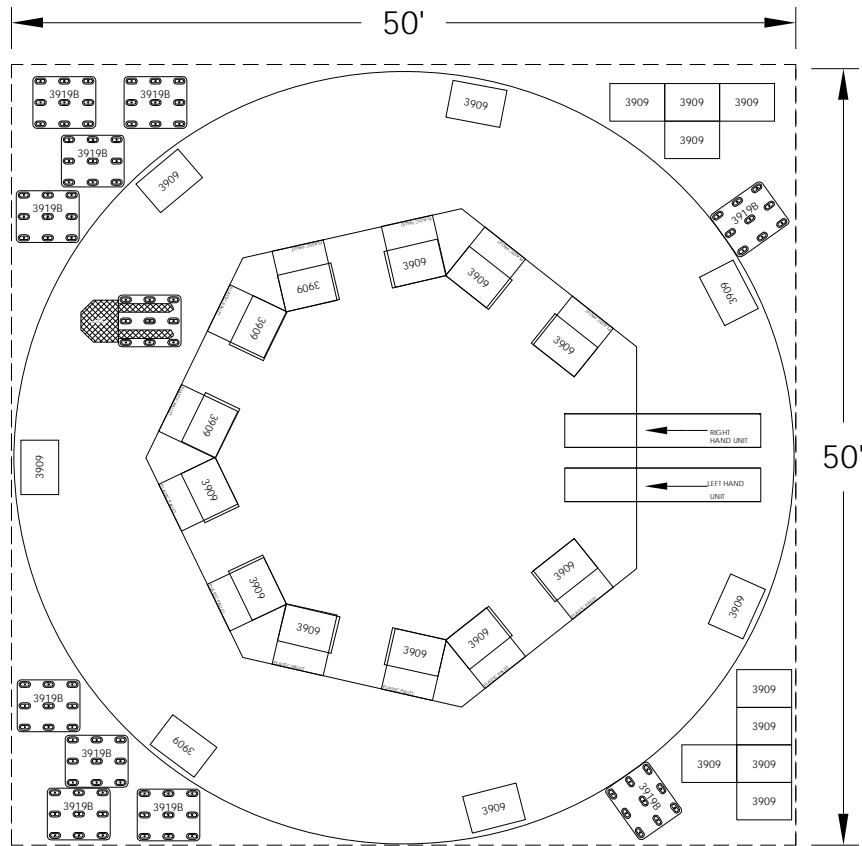


EXHIBIT 372C
060201, ROBOTS SWYB001-PHASE 1 ABB GANTRY W 24 CELLS.DWG

Date: Sept. 1997
Phase 1 ABB Gantry Robot With 24 Cells
Scale: No Scale
Area: 2,675 Sq Ft

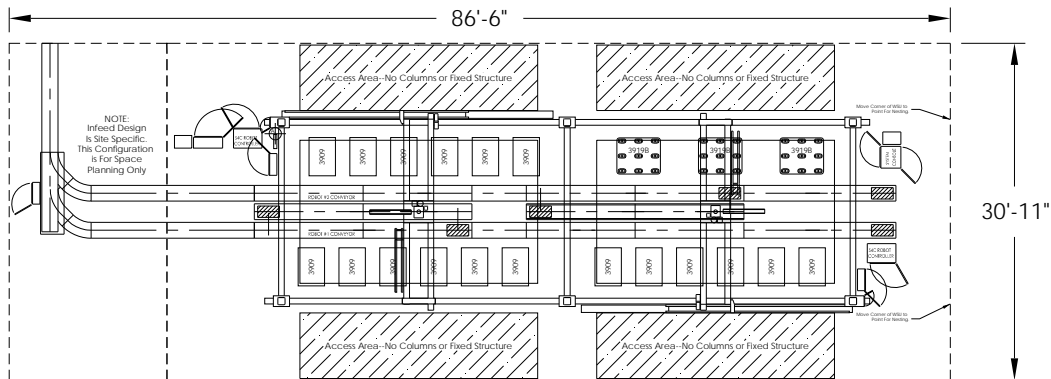


EXHIBIT 372D
060301, ROBOTS SWYB21A-AAA SYSTEM W OPTIONAL MANUAL CONVEYORS.DWG

Date: Sept. 1997
Dual Gantry Robot Trays
Scale: No Scale
Area: 333 Sq Ft

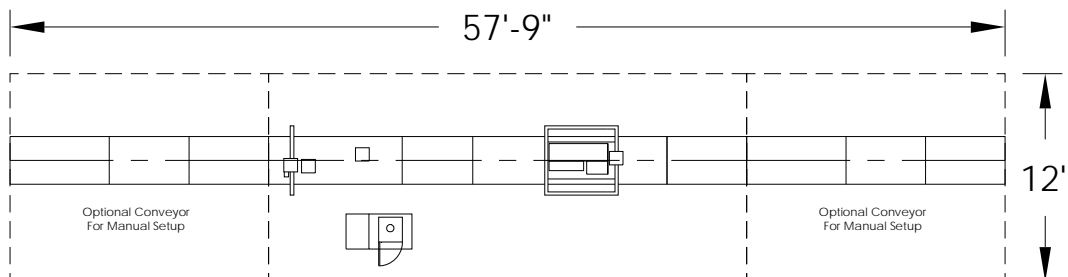


EXHIBIT 372E

060302, ROBOTS SWYB21A-AAA SYSTEM LEFT HAND WO DISPATCH CONVEYORS.DWG

Date: Sept. 1997
 Auto-Sleeve and Strap, Letter Trays
 Scale: No Scale
 Area: 314 Sq Ft

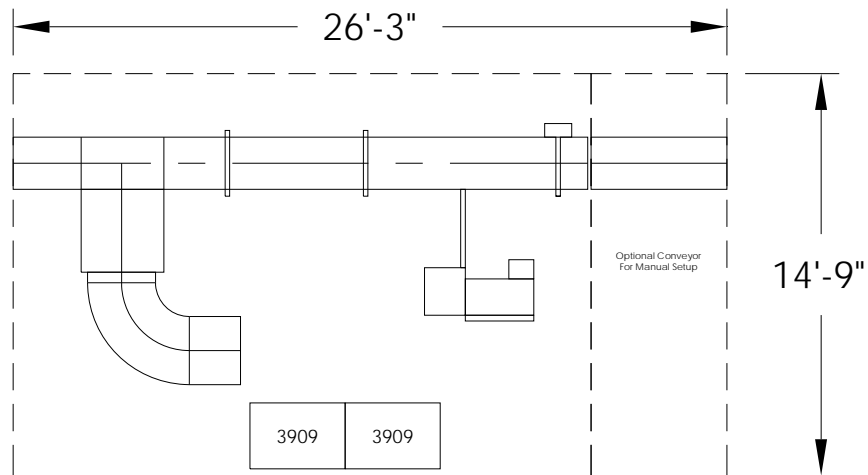


EXHIBIT 372F

060303, ROBOTS SWYB21B-AAA SYSTEM RIGHT HAND WO DISPATCH CONVEYORS.DWG

Date: Sept. 1997
 Sleeve and Strap, Flat Trays
 Scale: No Scale
 Area: 314 Sq Ft

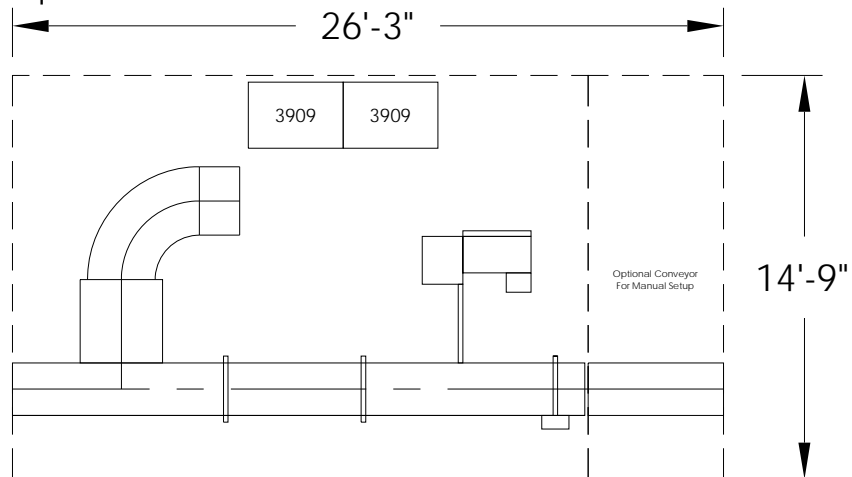


EXHIBIT 372G

060401, ROBOTS SWYB24A-SEMI AUTO SCAN WHERE YOU BAND RIGHT HAND.DWG

Date: Sept. 1997
Semi-Auto SWYB, Right-Hand, 3.5-Ft Disp.
Scale: No Scale
Area: 549 Sq Ft

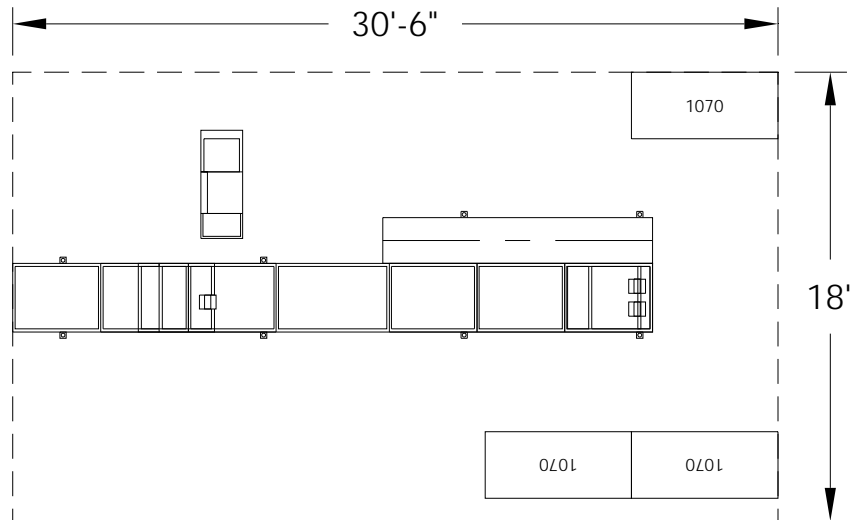


EXHIBIT 372H

060402, ROBOTS SWYB24B-SEMI AUTO SCAN WHERE YOU BAND RIGHT HAND.DWG

Date: Sept. 1997
Scan-Where-You-Band, Flat Trays
Scale: No Scale
Area: 747 Sq Ft

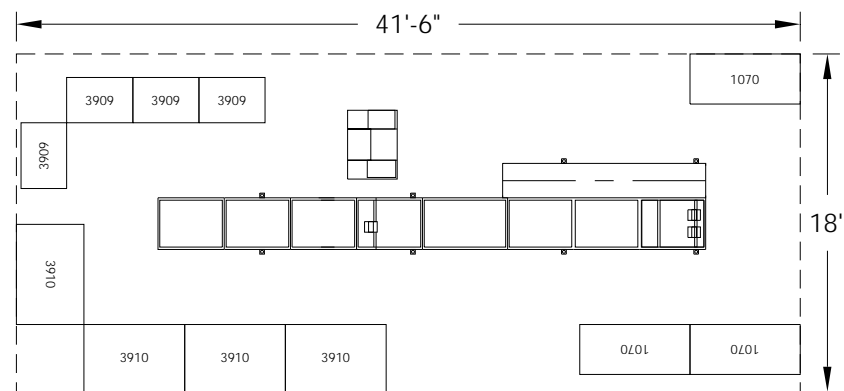


EXHIBIT 372I

060403, ROBOTS SWYB24C-SEMI AUTO SCAN WHERE YOU BAND RIGHT HAND.DWG

Date: Sept. 1997

Semi Auto SWYB, Right Hand, 14-Ft Disp. Conveyor

Scale: No Scale

Area: 873 Sq Ft

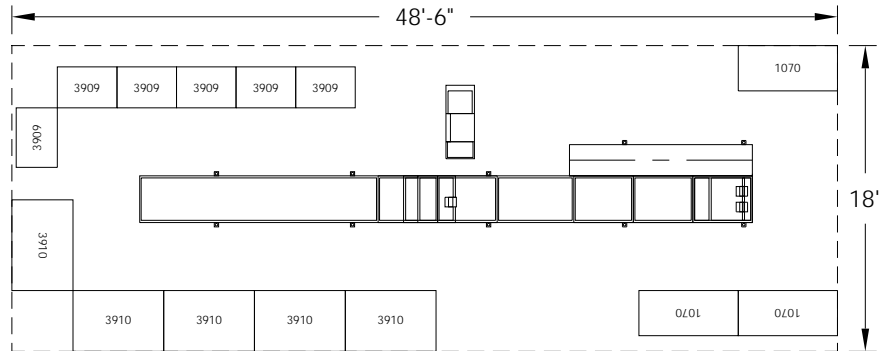


EXHIBIT 372J

060404, ROBOTS SWYB24D-SEMI AUTO SCAN WHERE YOU BAND LEFT HAND.DWG

Date: Sept. 1997

Semi Auto SWYB, Left Hand, 3.5-Ft Disp.

Scale: No Scale

Area: 549 Sq Ft

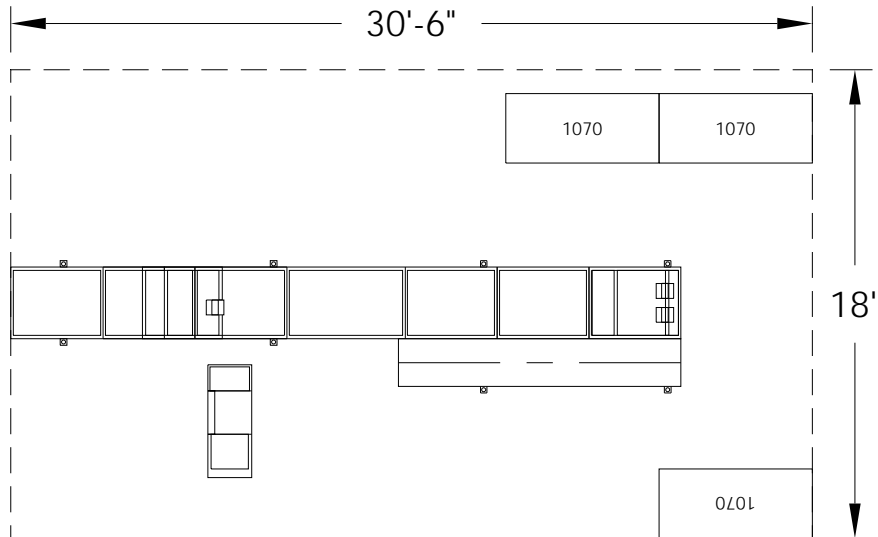


EXHIBIT 372K

060405, ROBOTS SWYB24E-SEMI AUTO SCAN WHERE YOU BAND LEFT HAND.DWG

Date: Sept. 1997

Semi Auto SWYB, Left Hand, 7-Ft Disp. Conveyor

Scale: No Scale

Area: 747 Sq Ft

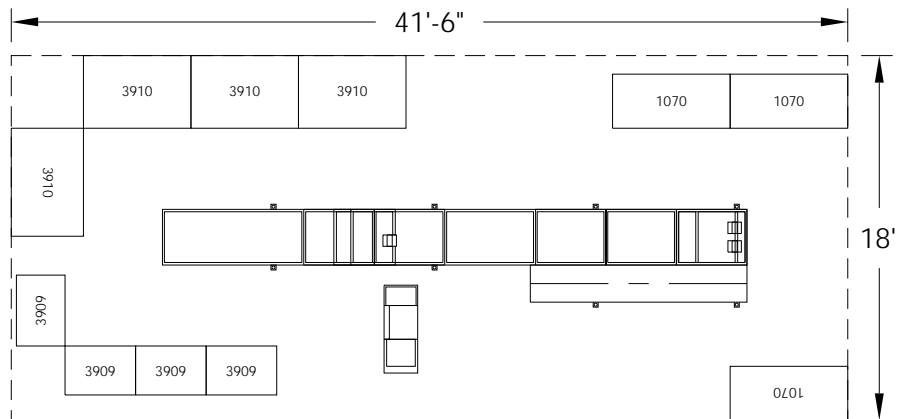


EXHIBIT 372L

060406, ROBOTS SWYB24F-SEMI AUTO SCAN WHERE YOU BAND RIGHT HAND.DWG

Date: Sept. 1997

Semi Auto SWYB Right Hand, 14-Ft Disp. Conveyor

Scale: No Scale

Area: 873 Sq Ft

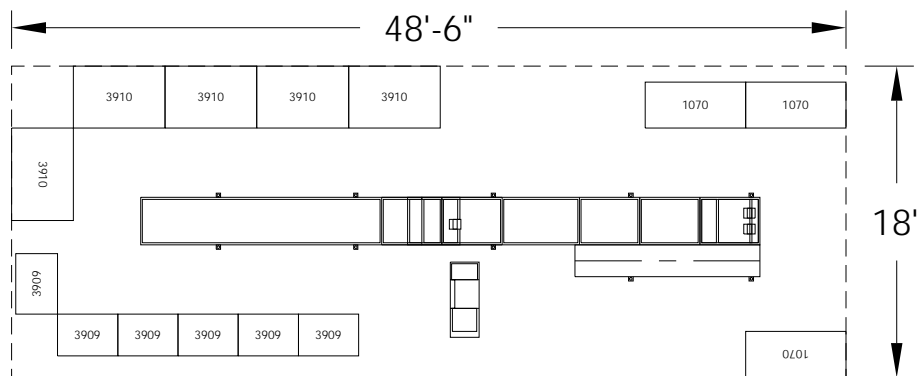


EXHIBIT 372M

060501, ROBOTS SWYB25A-AUTOMATIC BANDER W 3FT INPUT AND TAKE AWAY CONVEYOR.DWG

Date: Sept. 1997

Automatic Bander W 3-Ft Input and Take-Away Conveyor

Scale: No Scale

Area: 50 Sq Ft

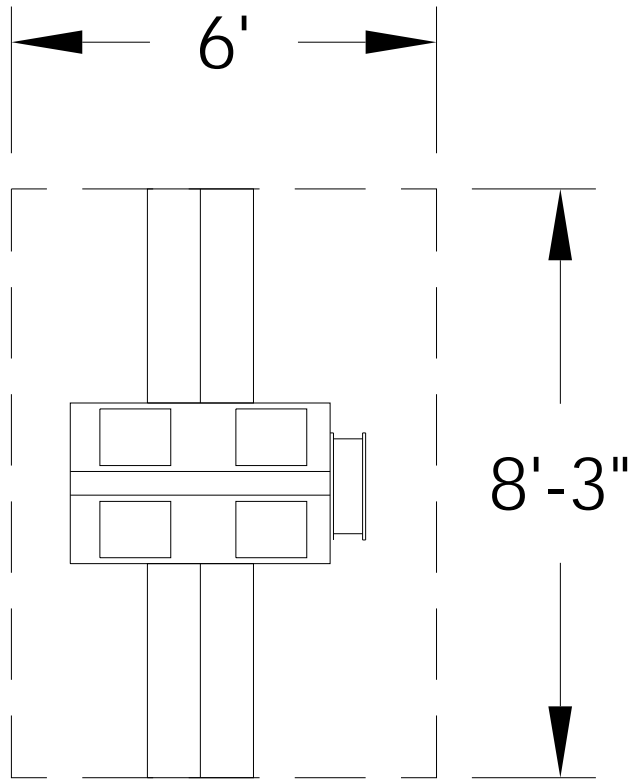


EXHIBIT 372N
060601, ROBOTS SWYB31A-AUTOMATIC TRAY SLEEVING.DWG

Date: Sept. 1997
Automatic Tray Sleeve
Scale: No Scale
Area: 418 Sq Ft

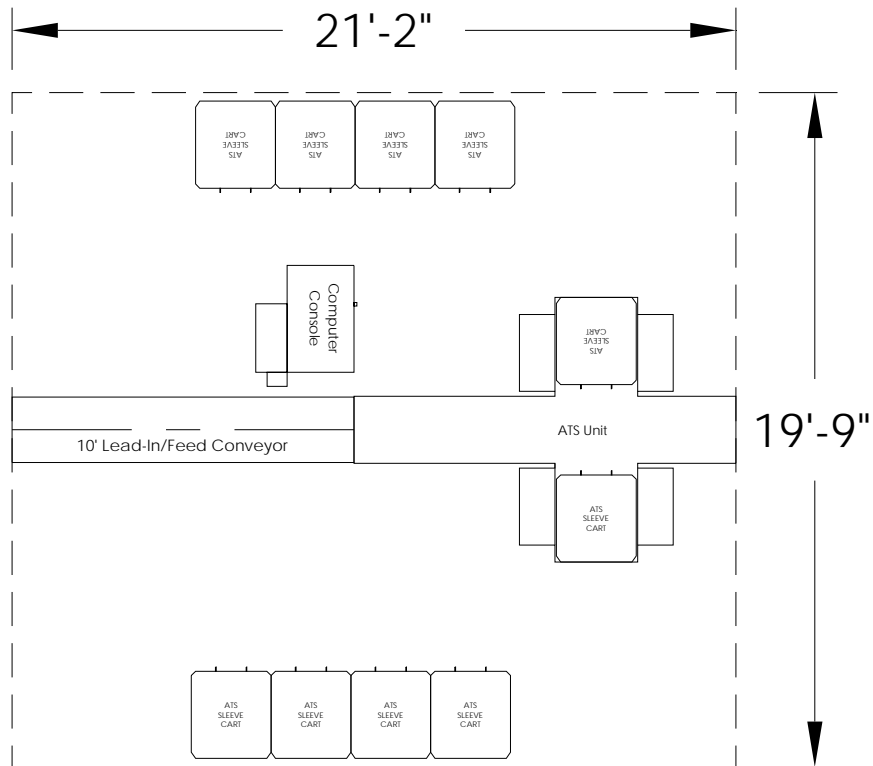


EXHIBIT 372O

060602, ROBOTS SWYB31B-AUTOMATIC TRAY SLEEVING W MANUAL INPUT CONVEYOR.DWG

Date: Sept. 1997

Automatic Tray Sleever with Manual Input Conveyor

Scale: No Scale

Area: 517 Sq Ft

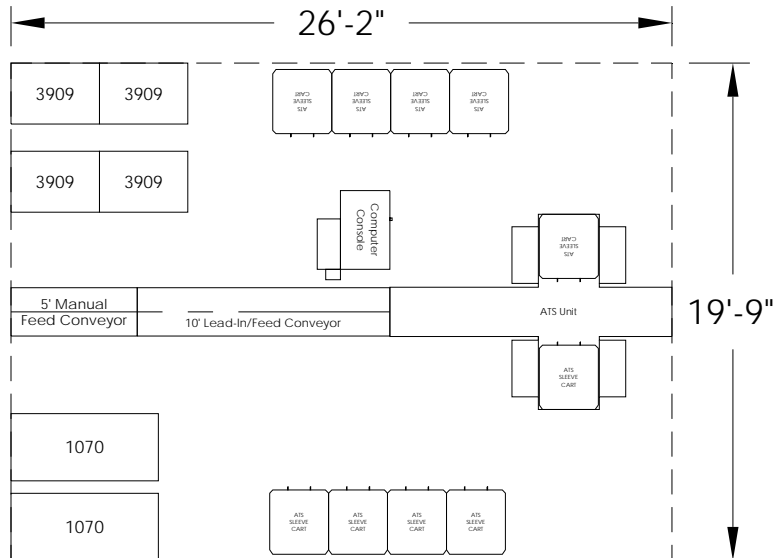


EXHIBIT 372P

060603, ROBOTS SWYB31C-AUTOMATIC TRAY SLEEVING W TRAY STRAPPING.DWG

Date: Sept. 1997

Automatic Tray Slewing

Scale: No Scale

Area: 581 Sq Ft

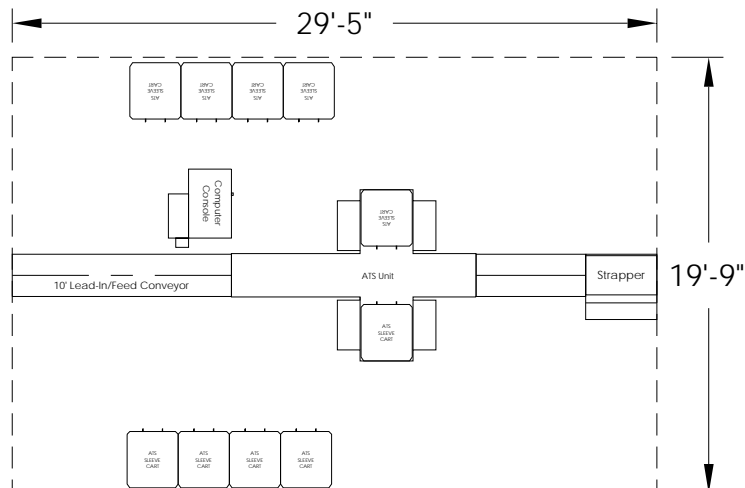


EXHIBIT 372Q
060604, ROBOTS SWYB31D-AUTOMATIC TRAY SLEEVING W MANUAL INPUT CONVEYOR AND TRAY STRAPPING.DWG

Date: Sept. 1997

Automatic Tray Sleeve With Manual Input Conveyor and Tray Strapping

Scale: No Scale

Area: 680 Sq Ft

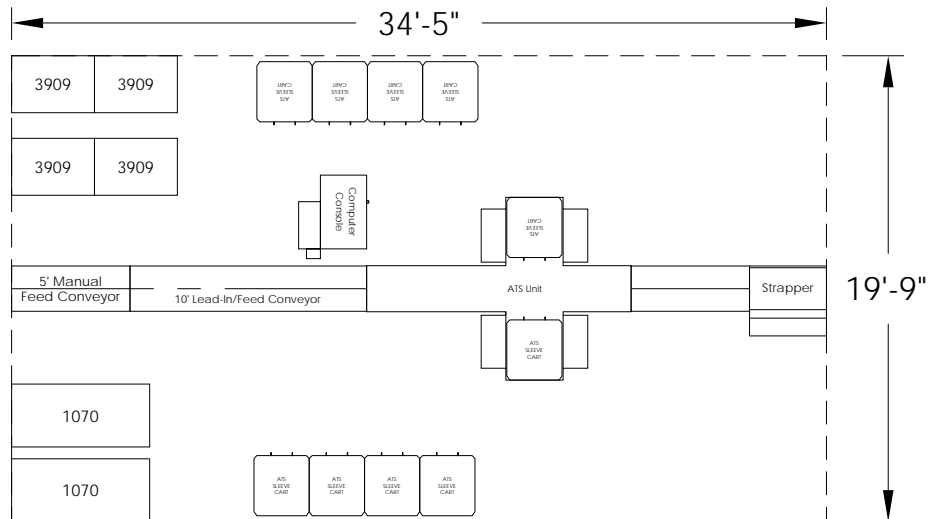


EXHIBIT 372R
060701, ROBOTS SWYB40A-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 333 Sq Ft

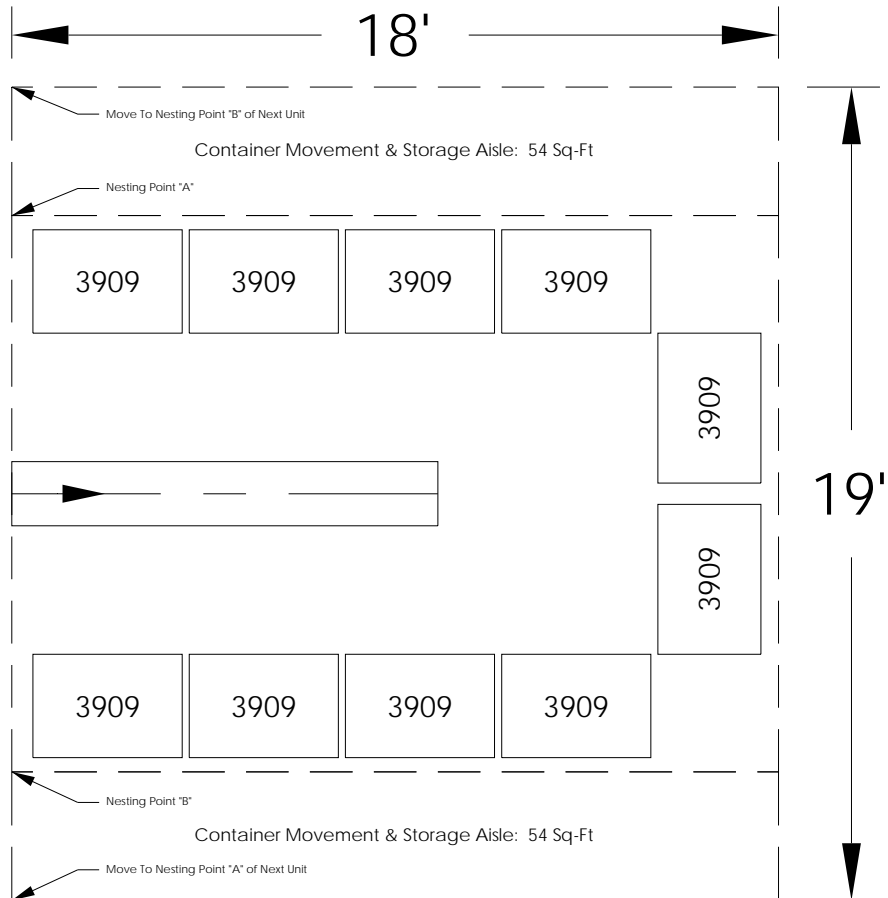


EXHIBIT 372S
060702, ROBOTS SWYB40B-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 407 Sq Ft

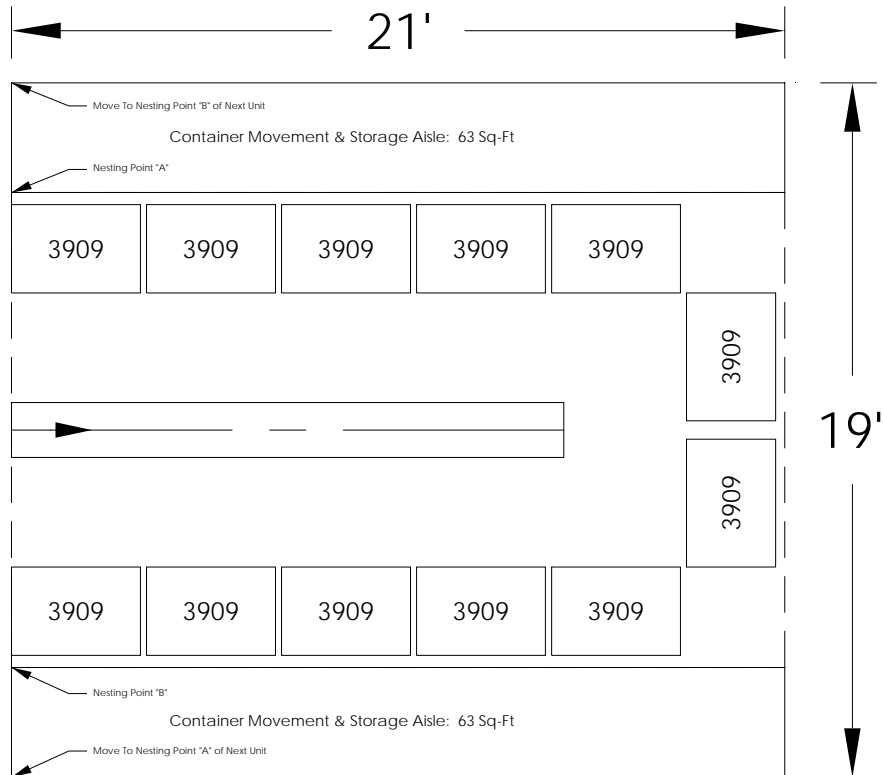


EXHIBIT 372T
060703, ROBOTS SWYB40C-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 481 Sq Ft

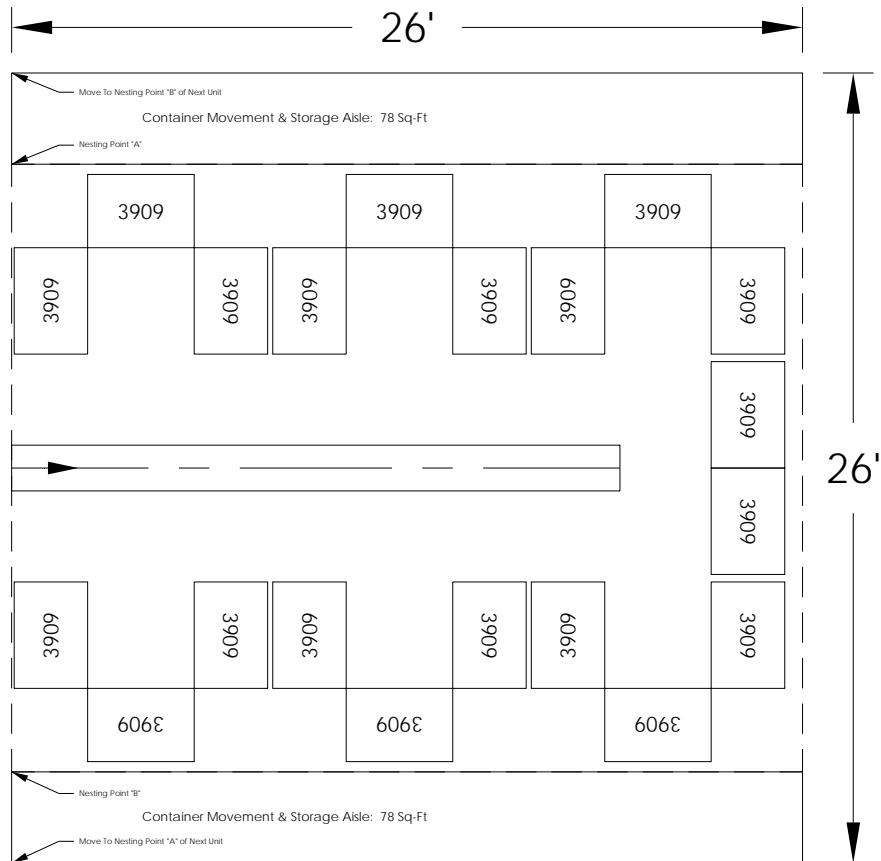


EXHIBIT 372U
060704, ROBOTS SWYB40D-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 536 Sq Ft

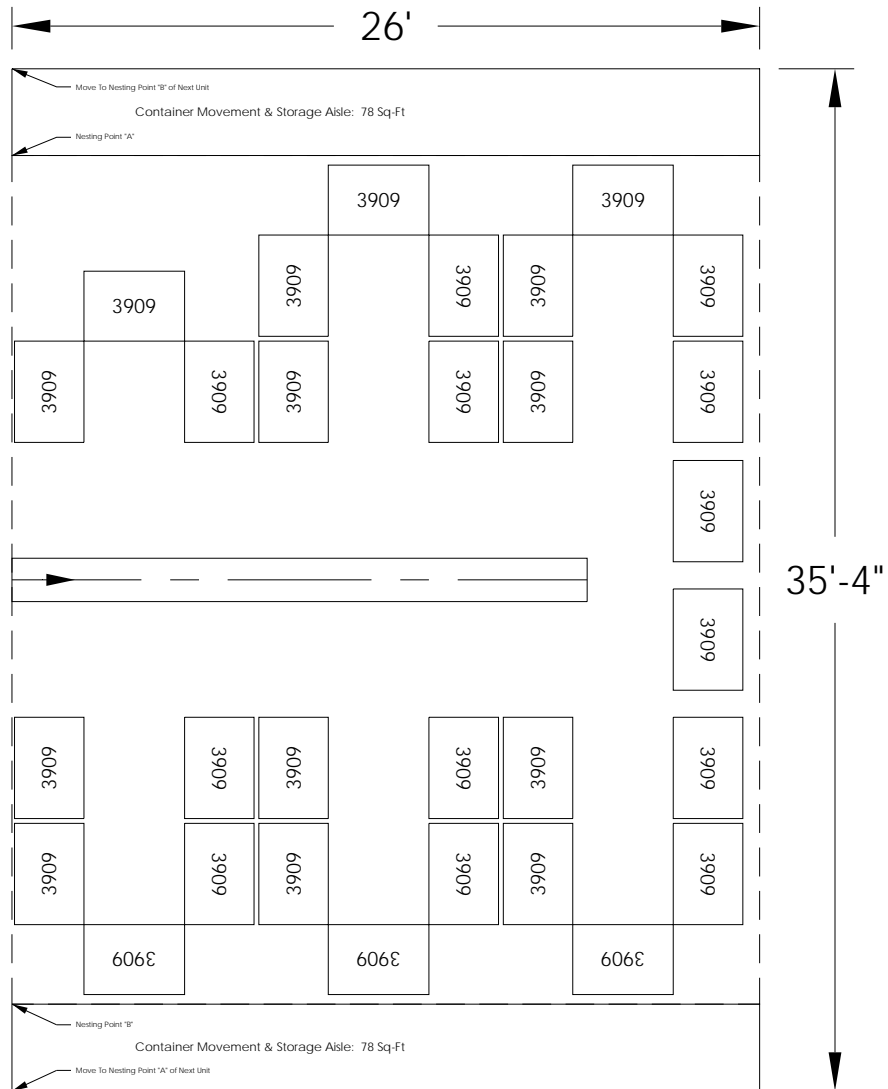


EXHIBIT 372V

060705, ROBOTS SWYB40E-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997

Manual Container Dispatch Workcell

Scale: No Scale

Area: 617 Sq Ft

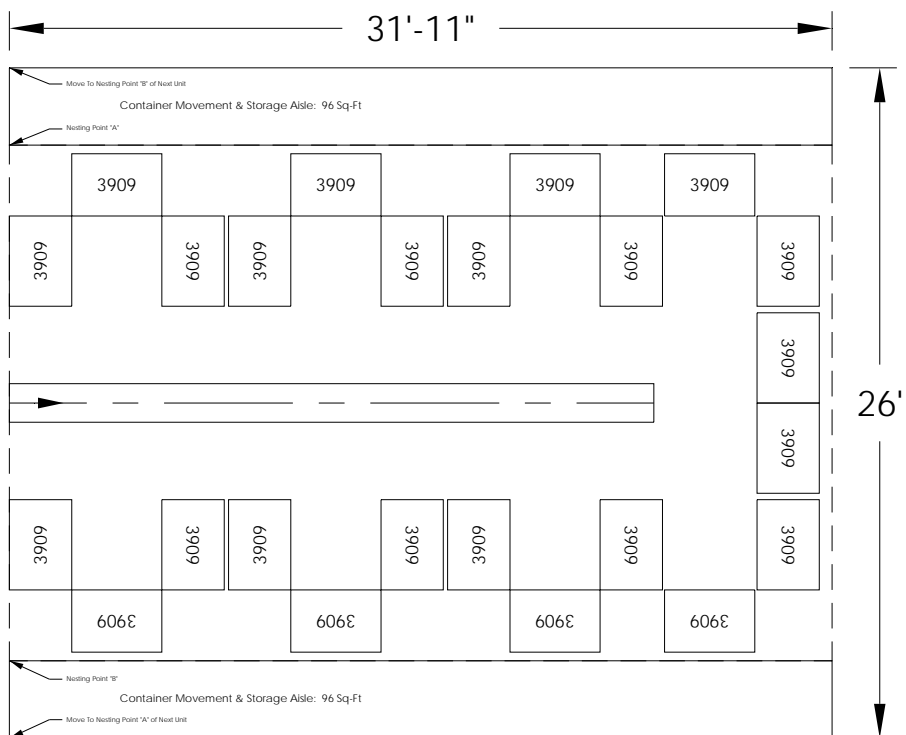


EXHIBIT 372W
060706, SWYB40F-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 684 Sq Ft

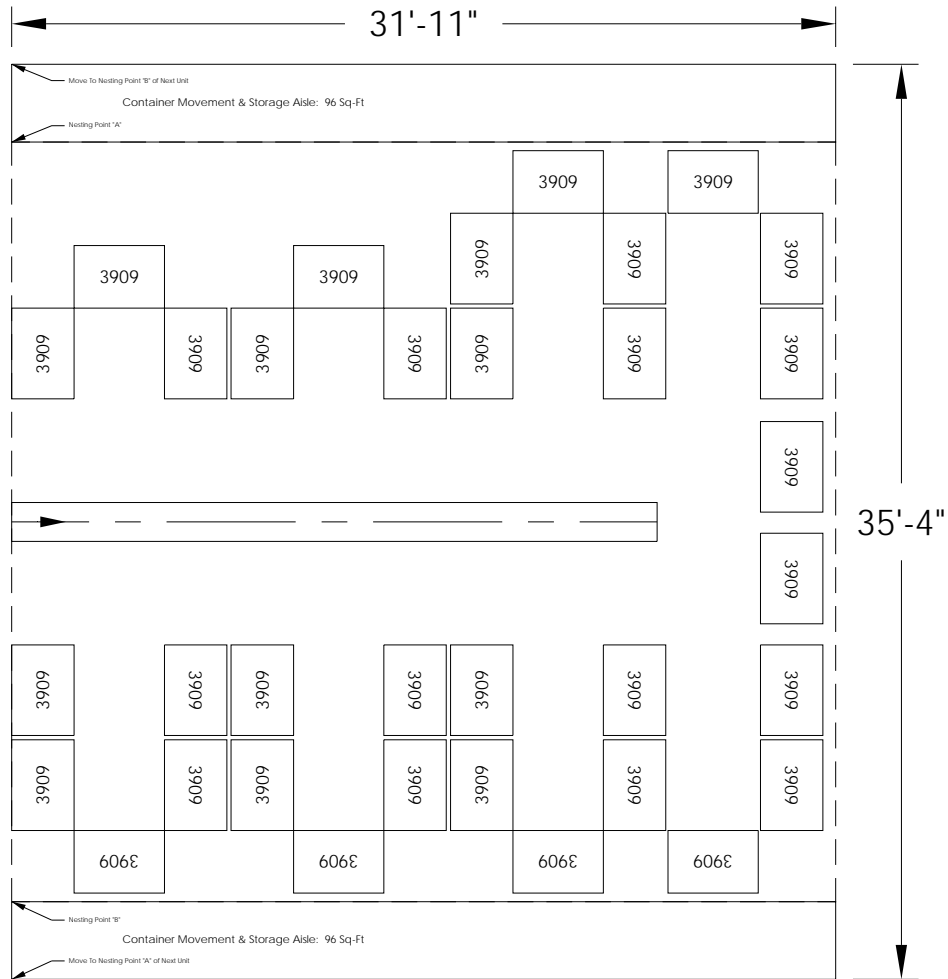


EXHIBIT 372X
060707, ROBOTS SWYB40G-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 745 Sq Ft

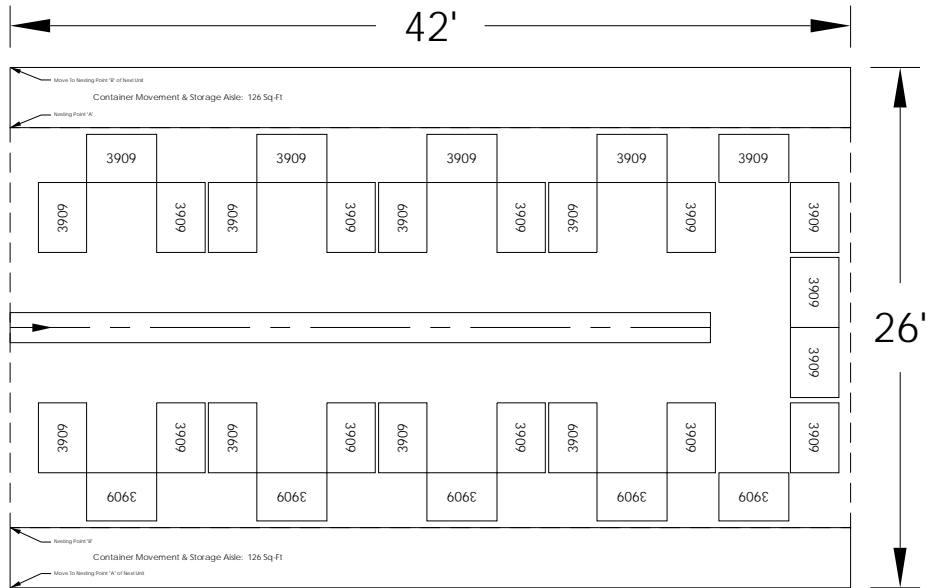


EXHIBIT 372Y

060708, ROBOTS SWYB40H-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997

Manual Container Dispatch Workcell

Scale: No Scale

Area: 812 Sq Ft

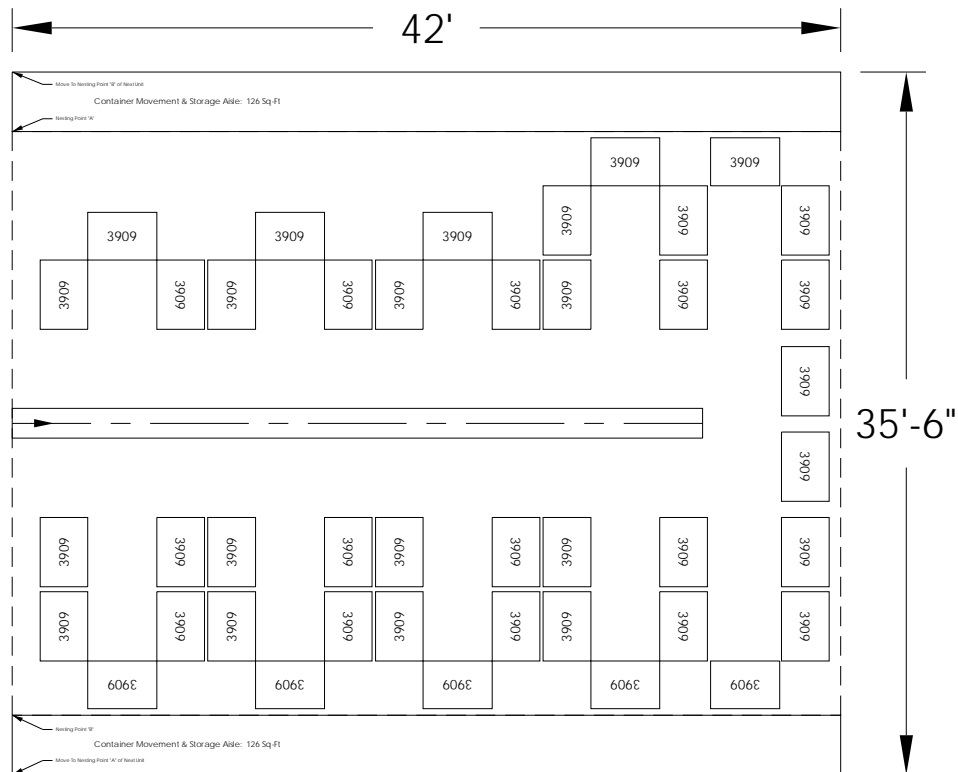


EXHIBIT 372Z
060709, ROBOTS SWYB40I-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 888 Sq Ft

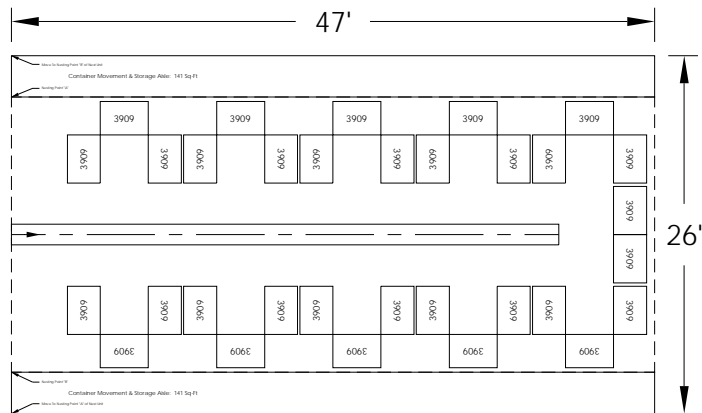


EXHIBIT 372AA
060710, ROBOTS SWYB40J-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 943 Sq Ft

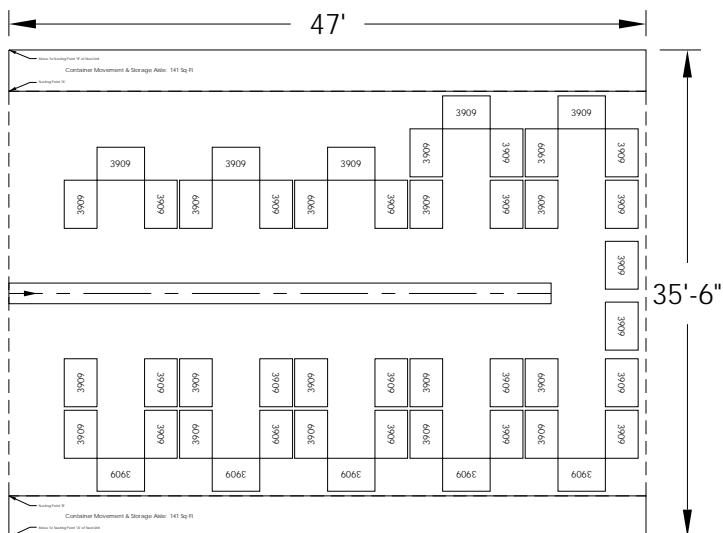


EXHIBIT 372AB
060711, ROBOTS SWYB40K-MANUAL CONTAINER DISPATCH WORKCELL.DWG

Date: Sept. 1997
Manual Container Dispatch Workcell
Scale: No Scale
Area: 1,011 Sq Ft

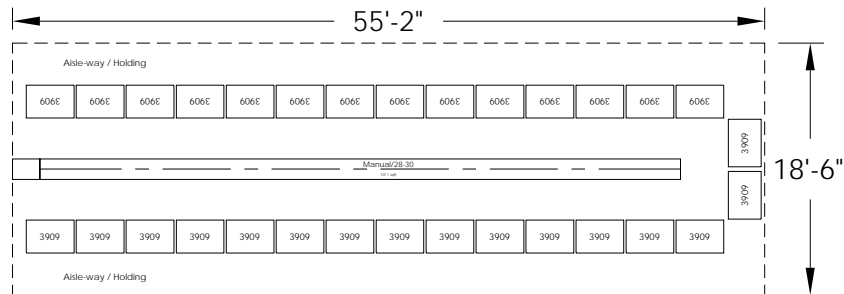


EXHIBIT 372AC
060712, ROBOTS SWYB50A-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997
Sack, Tray, Tub Manual Dispatch With Workcell
Scale: No Scale
Area: 483 Sq Ft

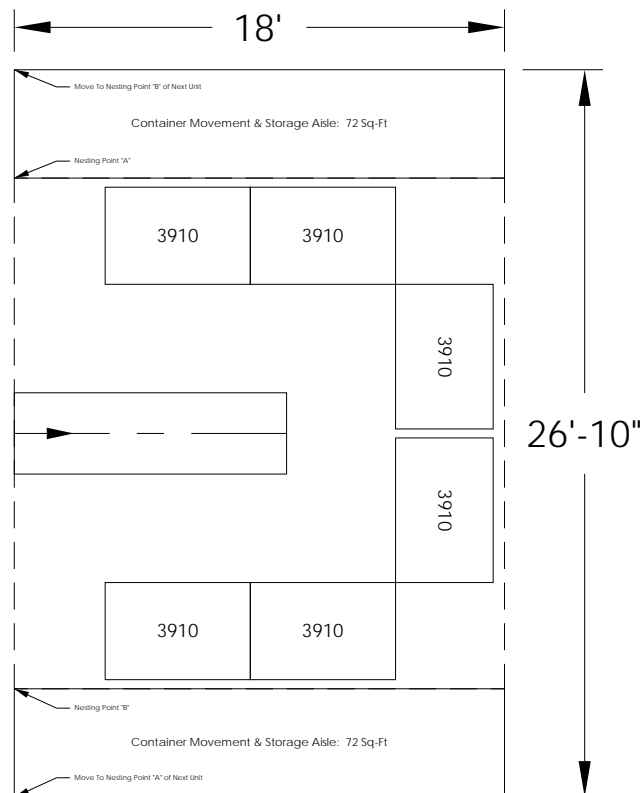


EXHIBIT 372AD

060713, ROBOTS SWYB50B-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 617 Sq Ft

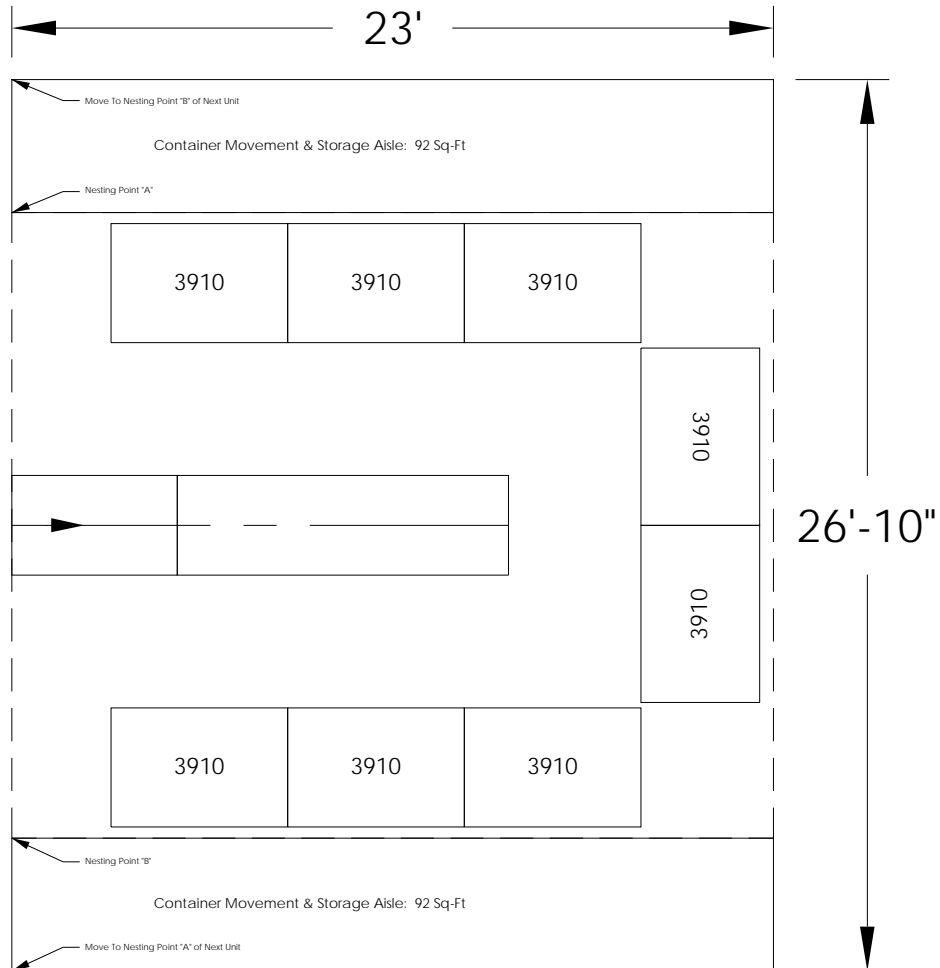


EXHIBIT 372AE

060714, ROBOTS SWYB50C-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 751 Sq Ft

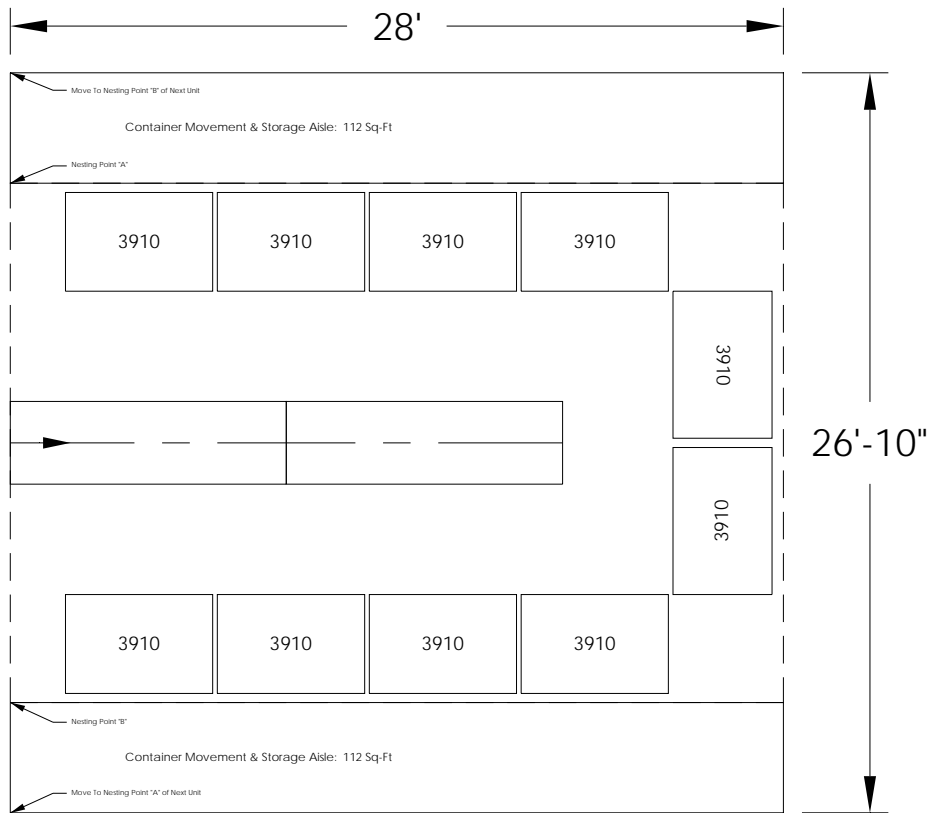


EXHIBIT 372AF

060715, ROBOTS SWYB50D-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 886 Sq Ft

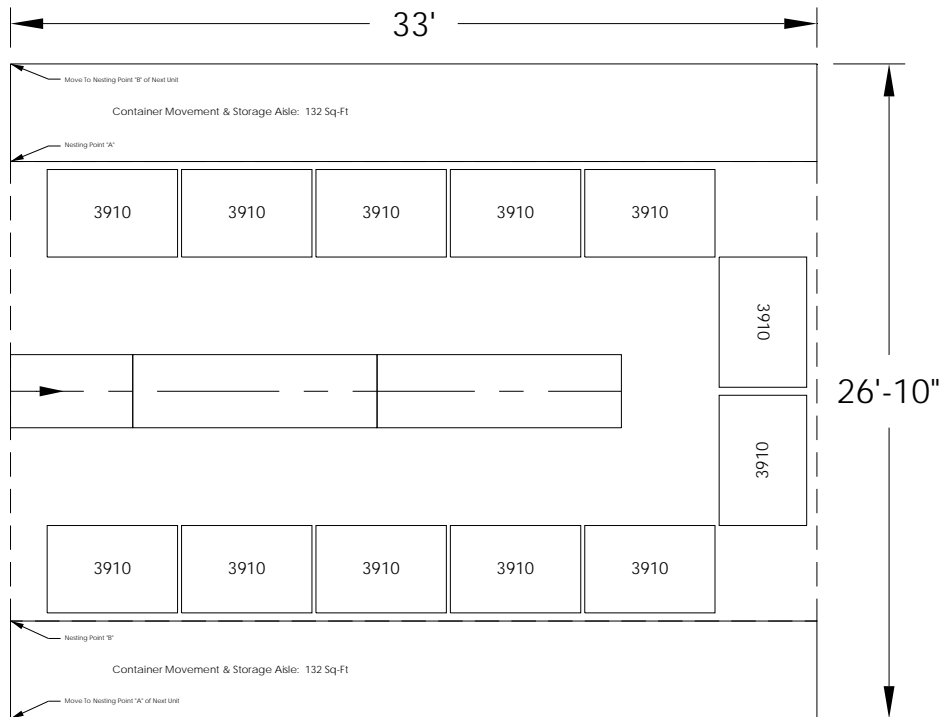


EXHIBIT 372AG

060716, ROBOTS SWYB50E-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 1,020 Sq Ft

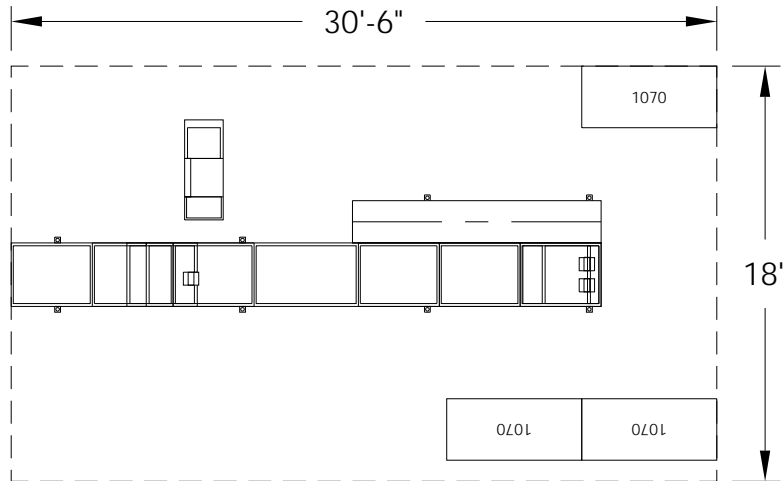


EXHIBIT 372AH

060717, ROBOTS SWYB50F-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 1,173 Sq Ft

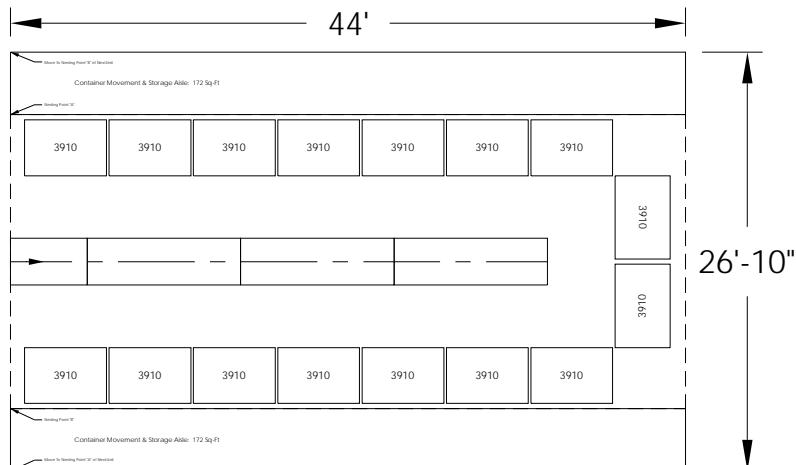


EXHIBIT 372AI

060718, ROBOTS SWYB50G-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 1,288 Sq Ft

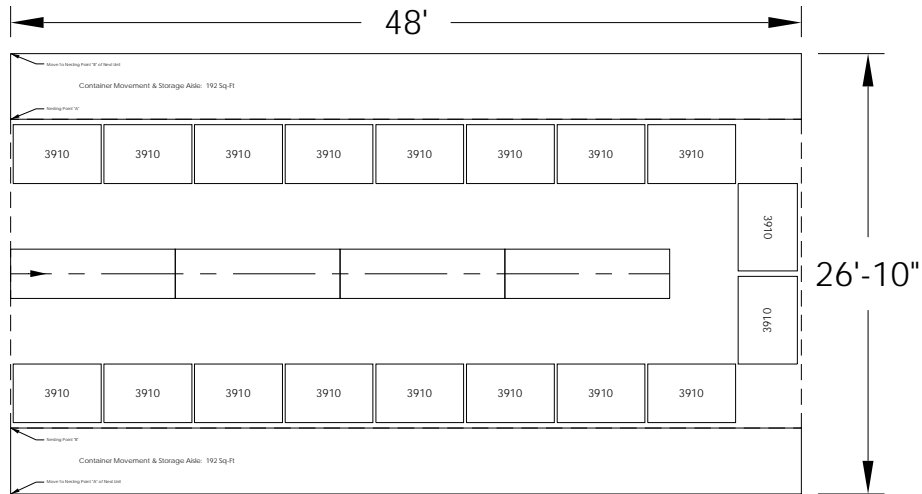


EXHIBIT 372AJ

060719, ROBOTS SWYB50H-SACK TRAY AND TUB MANUAL DISPATCH W WORKCELL.DWG

Date: Sept. 1997

Sack, Tray, Tub Manual Dispatch Workcell

Scale: No Scale

Area: 1,556 Sq Ft

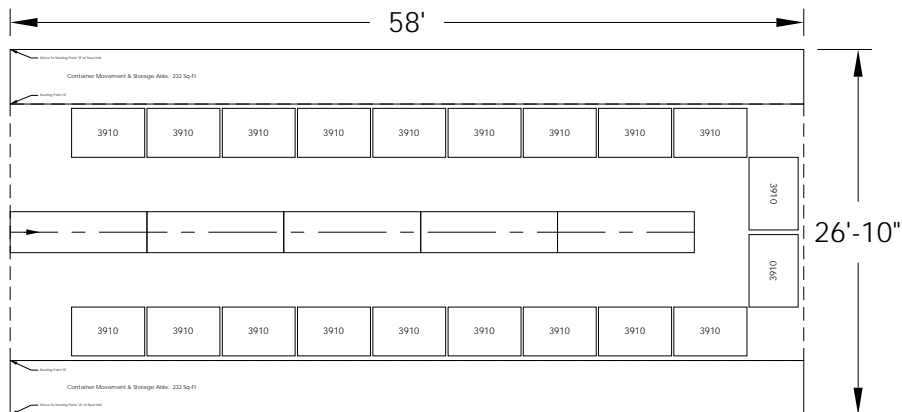


EXHIBIT 372AK
060801, ROBOTS SWYB61A.DWG

Date: Sept. 1997
Scan-Where-You-Band, Flat Trays
Scale: No Scale
Area: 2,929 Sq Ft

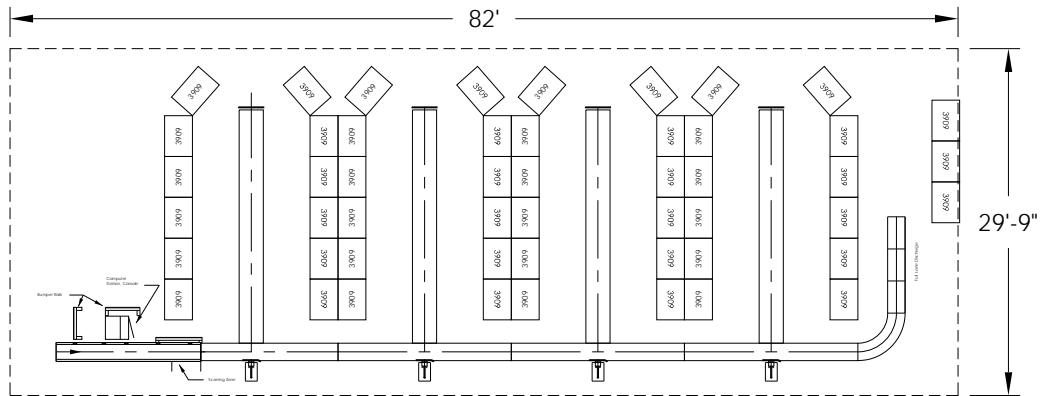


EXHIBIT 372AL
060802, ROBOTS SWYB61B.DWG

Date: Sept. 1997
Scan-Where-You-Band, Flat Trays
Scale: No Scale
Area: 3,464 Sq Ft

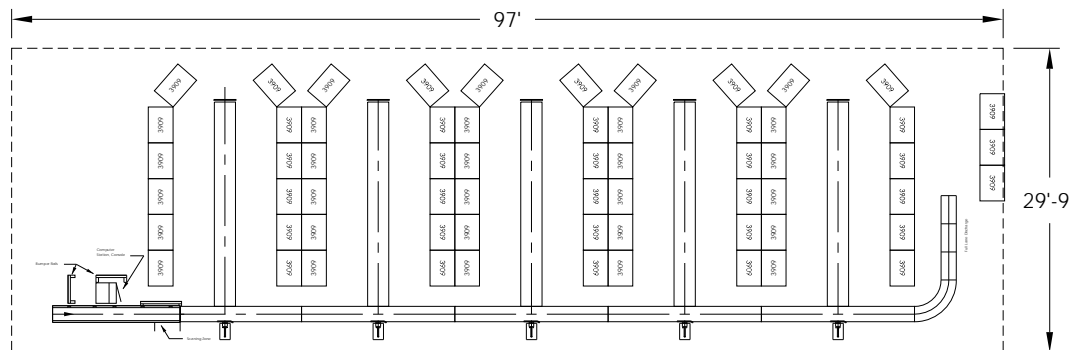


EXHIBIT 372AM
060803, ROBOTS SWYB62A.DWG

Date: Sept. 1997
Scan-Where-You-Band, Flat Trays
Scale: No Scale
Area: 3,109 Sq Ft

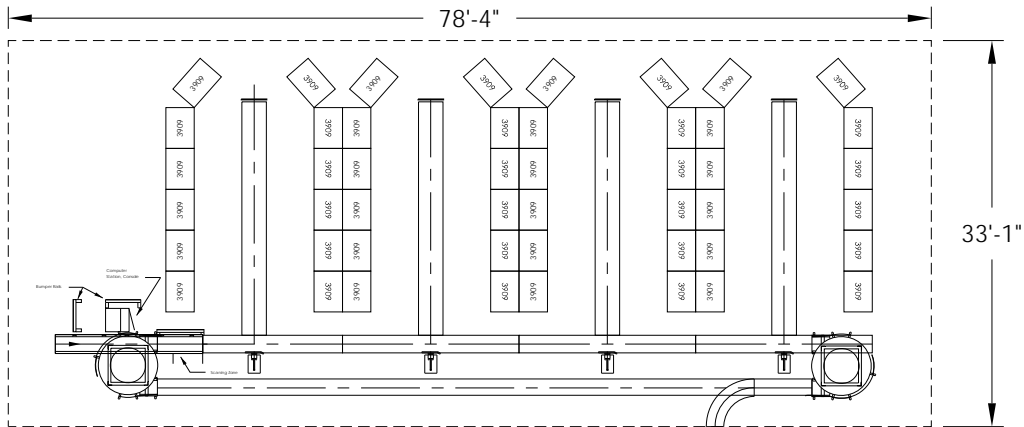


EXHIBIT 372AN
060804, ROBOTS SWYB62B.DWG

Date: Sept. 1997
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 3,704 Sq Ft

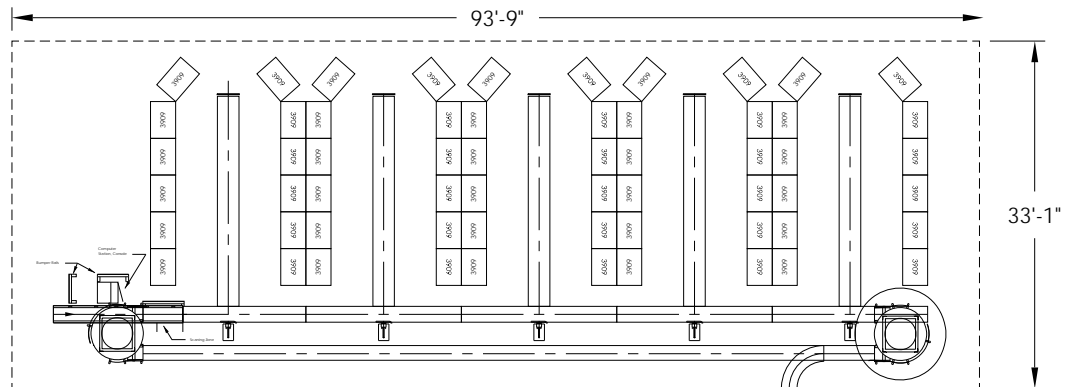


EXHIBIT 372AO
060502, AUTOMATIC FLAT TRAY LIDDER

Date: July 2009
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 102 Sq Ft

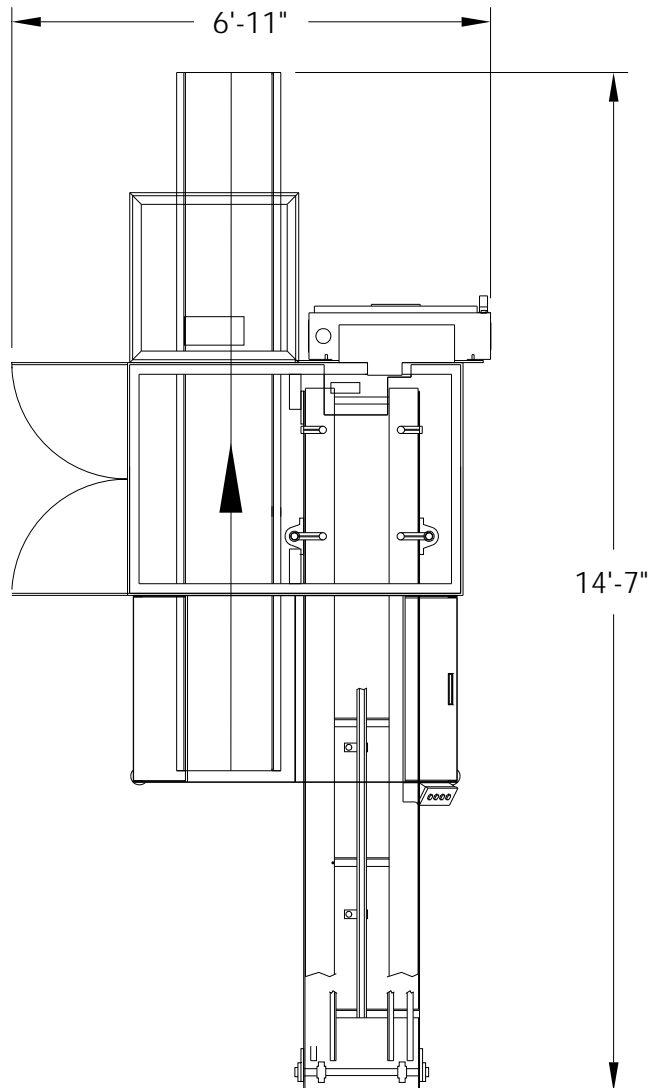


EXHIBIT 372AP
060503, ASD BANDER

Date: July 2009
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 9 Sq Ft

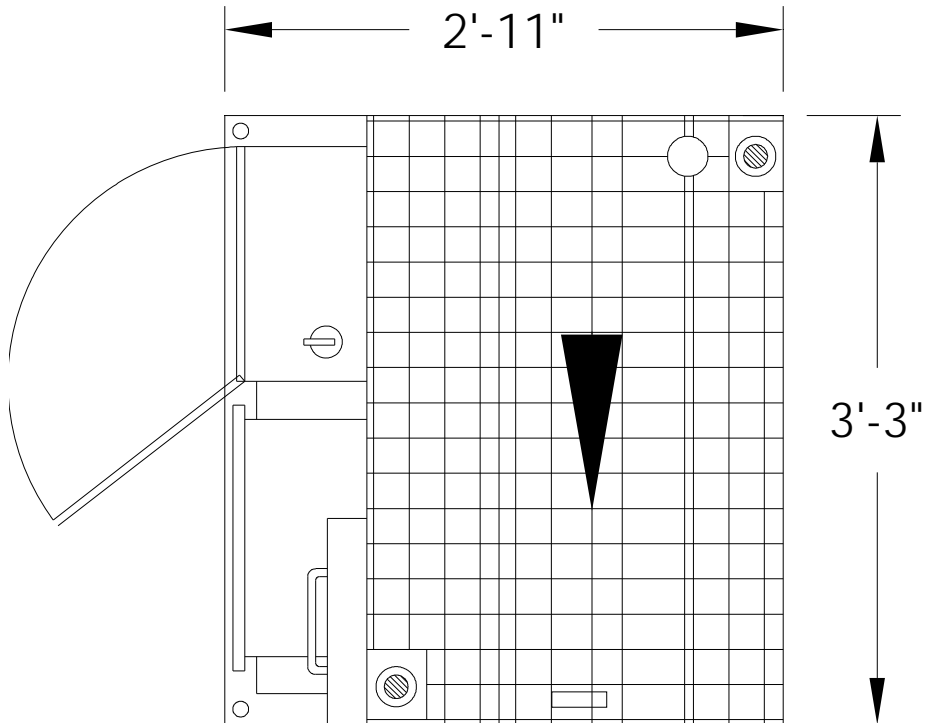


EXHIBIT 372AQ
060304, IDR-AUTOMATED AIRLINE ASSIGNMENT-R

Date: July 2009
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 189 Sq Ft

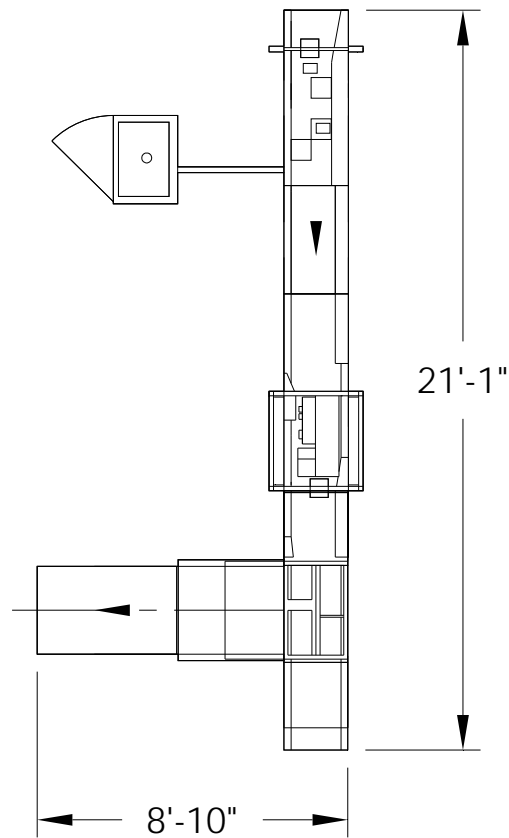


EXHIBIT 372AR
060305, IDR-AUTOMATED AIRLINE ASSIGNMENT-L

Date: July 2009
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 112 Sq Ft

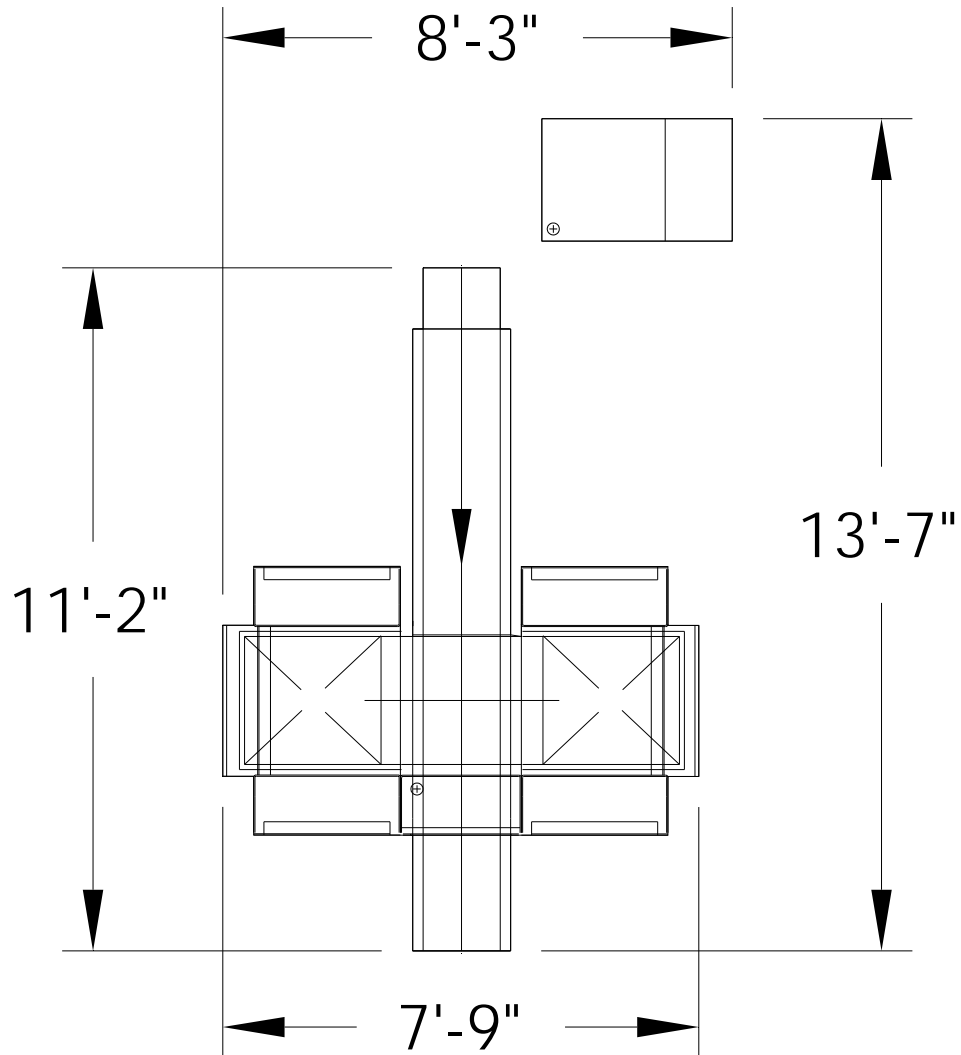


EXHIBIT 372AS
060202, TRAY DEPALLETIZER AND SINGULATOR (RH) PALLET STACKER LL

Date: July 2009
Scan-Where-You-Band Flat Trays
Scale: No Scale
Area: 1,632 Sq Ft

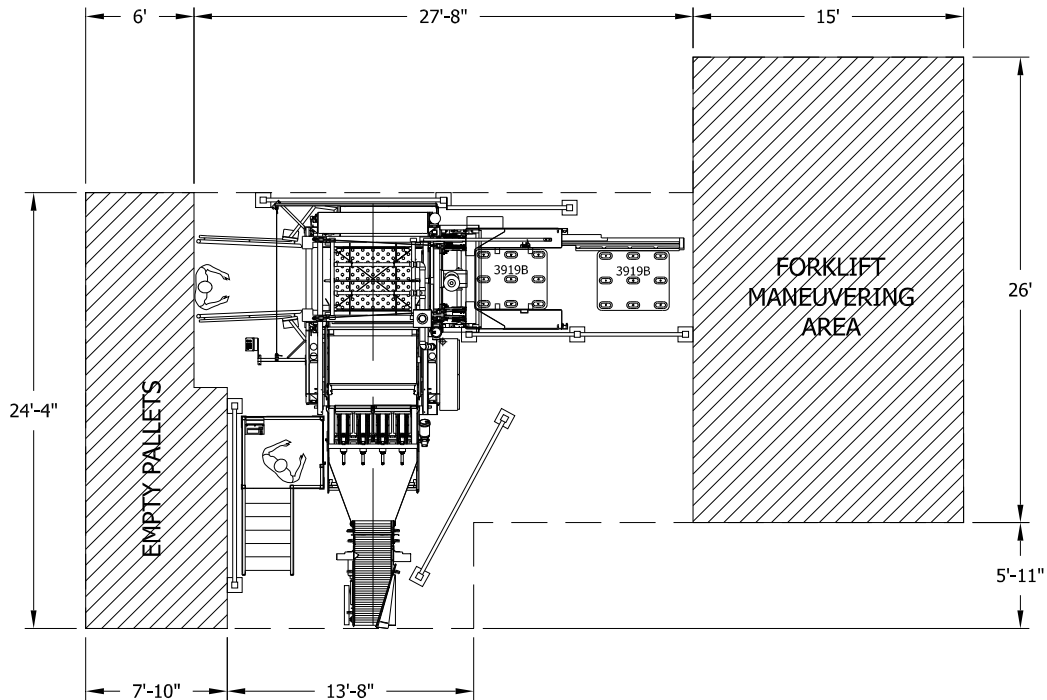


EXHIBIT 372AT
060203, TRAY DEPALLETIZER AND SINGULATOR (RH) PALLET STACKER RL

Date: July 2009

Scan-Where-You-Band Flat Trays

Scale: No Scale

Area: 1,632 Sq Ft

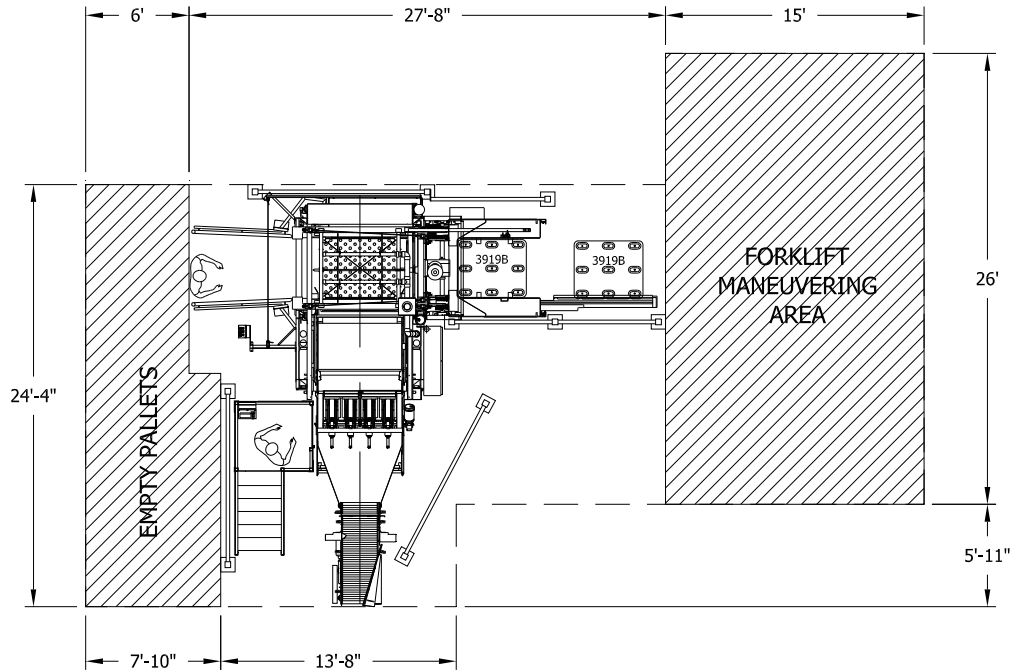


EXHIBIT 372AU
060204, AFTU – LEFT AUTOMATIC FLAT TRAY UNSLEEVE

Date: July 2009
Scale: No Scale
Area: 34 Sq Ft

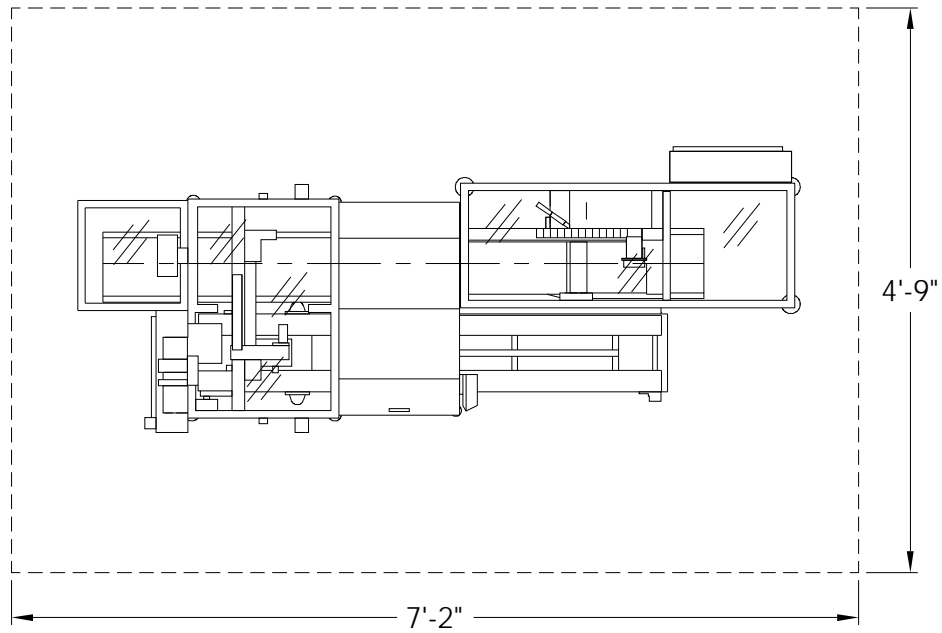


EXHIBIT 372AV
060205, AFTU – LEFT WITH VOLUME REDUCTION UNIT (VRU)

Date: July 2009
Scale: No Scale
Area: 64 Sq Ft

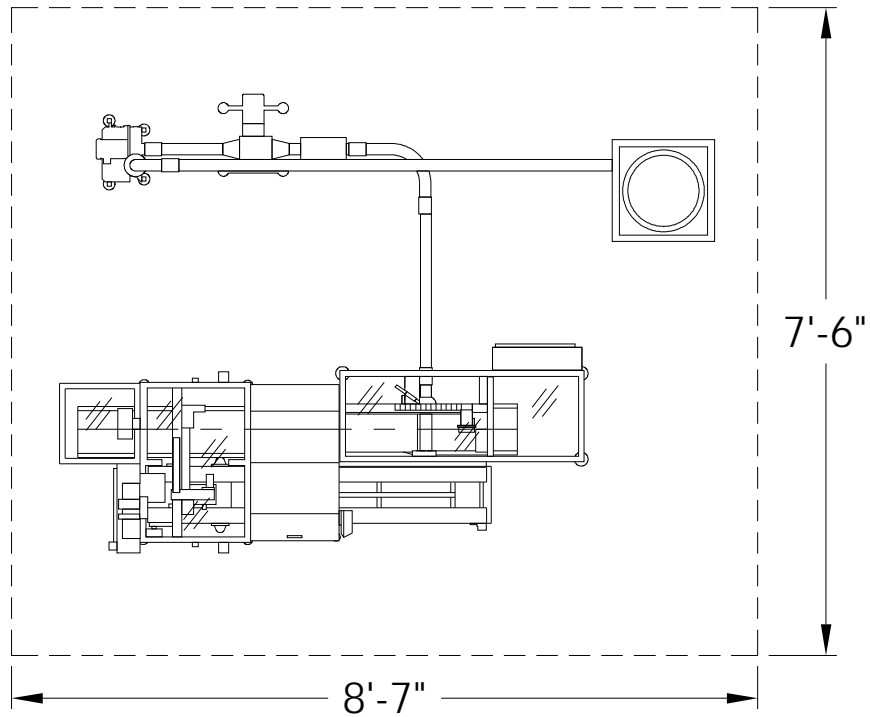


EXHIBIT 372AW
060206, AFTU – RIGHT AUTOMATIC FLAT TRAY UNSLEEVE

Date: July 2009
Scale: No Scale
Area: 34 Sq Ft

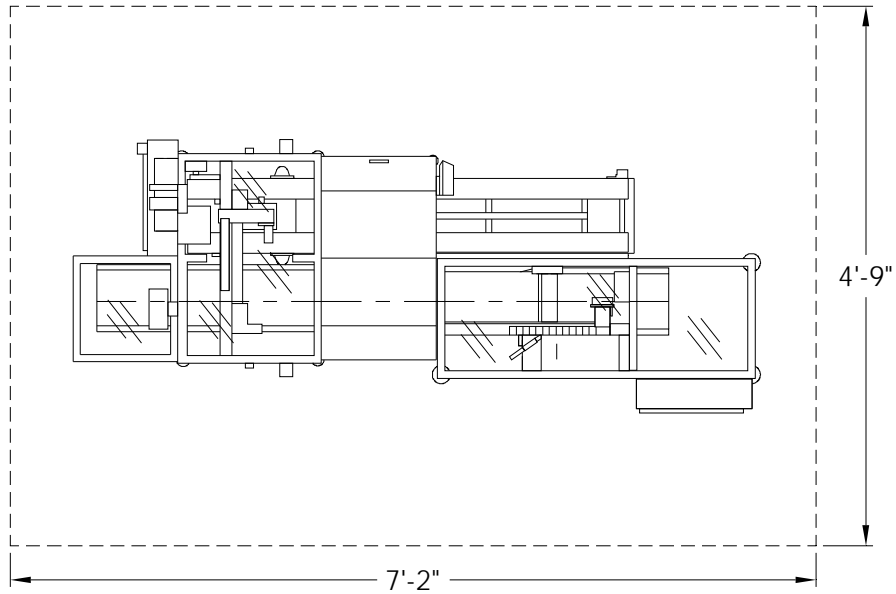
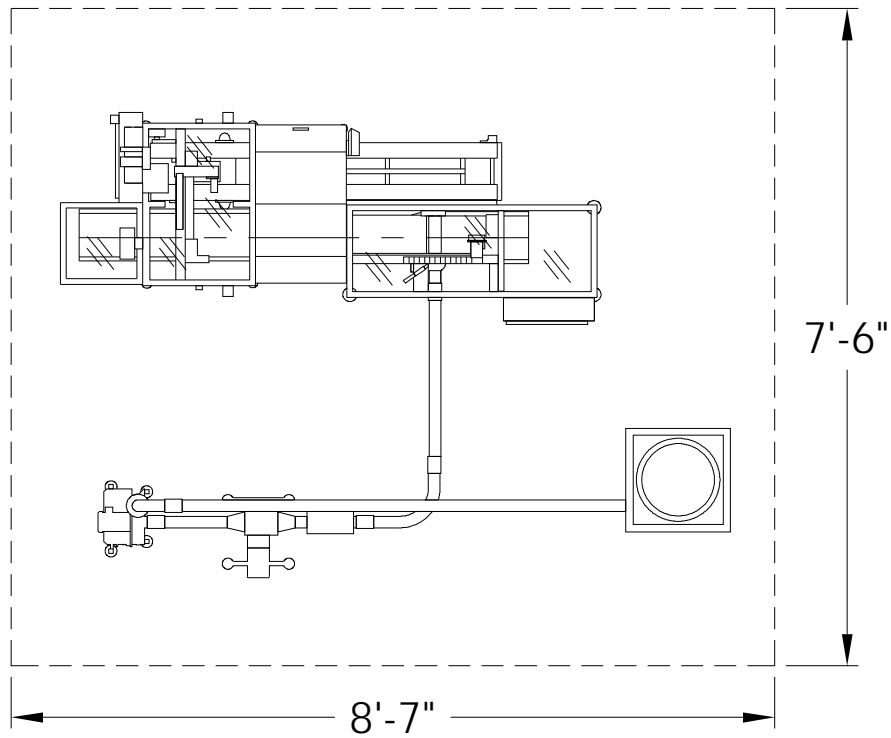


EXHIBIT 372AX
060207, AFTU – RIGHT WITH VOLUME REDUCTION UNIT (VRU)

Date: July 2009
Scale: No Scale
Area: 64 Sq Ft



373 Platform Material Handling Equipment

Exhibit 373 lists the material handling equipment used on the platform.

EXHIBIT 373
PLATFORM MATERIAL HANDLING EQUIPMENT

Item Number	Description
1033	Small Canvas Hamper
1046	Large Canvas Hamper
1070	Large Nutting Truck
1074	Small Nutting Truck

374 Platform Vestibule

The footprint of the platform vestibule provides for movement of mail and personnel between the platform and the workroom floor. Exhibit 374A lists the WSU for the platform vestibule. Exhibit 374B illustrates the platform vestibule for visual reference in planning facility space requirements. The vestibule is no longer included in the construction of new facilities or in the renovation of existing ones.

EXHIBIT 374A
WSUs USED FOR PLATFORM VESTIBULE

WSU #	PostalCAD Drawing Name	Sq Ft Required	Description
100101	Platform 001-Entrance and Exit	500	Mailing Platform Vestibule, Entrance and Exit
100102	Platform Vestibule Entrance and Exit, Left Door	350	Door on left side
100103	Platform Vestibule Entrance and Exit, Right Door	350	Door on right side

EXHIBIT 374B
100101, PLATFORM VESTIBULE ENTRANCE AND EXIT

Date: Dec. 1994
Platform Vestibule, Entrance and Exit
Scale: No Scale
Area: 500 Sq Ft

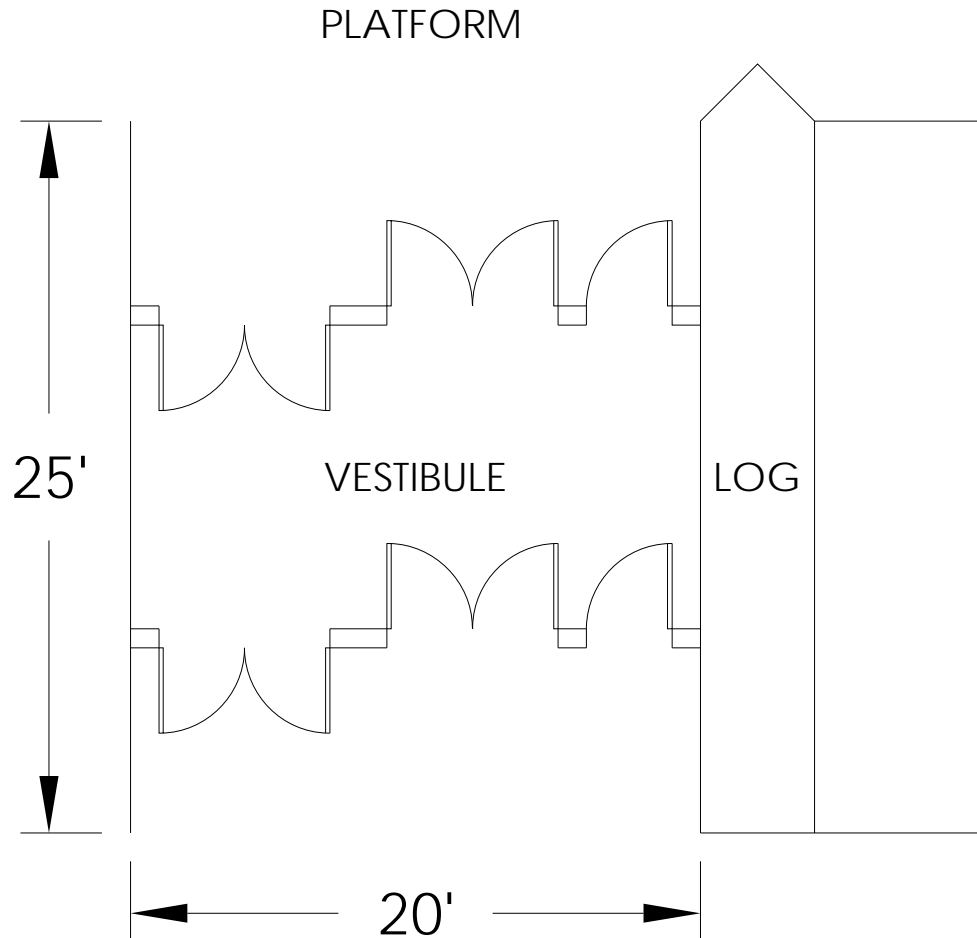


EXHIBIT 374C
100102, PLATFORM VESTIBULE ENTRANCE AND EXIT, LEFT DOOR

Date: Dec. 1994

Platform Vestibule, Entrance and Exit

Scale: No Scale

Area: 350 Sq Ft

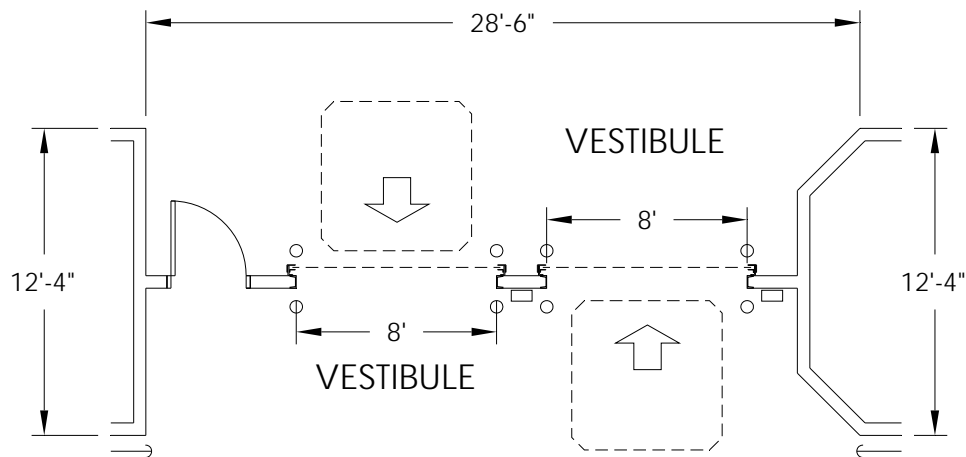


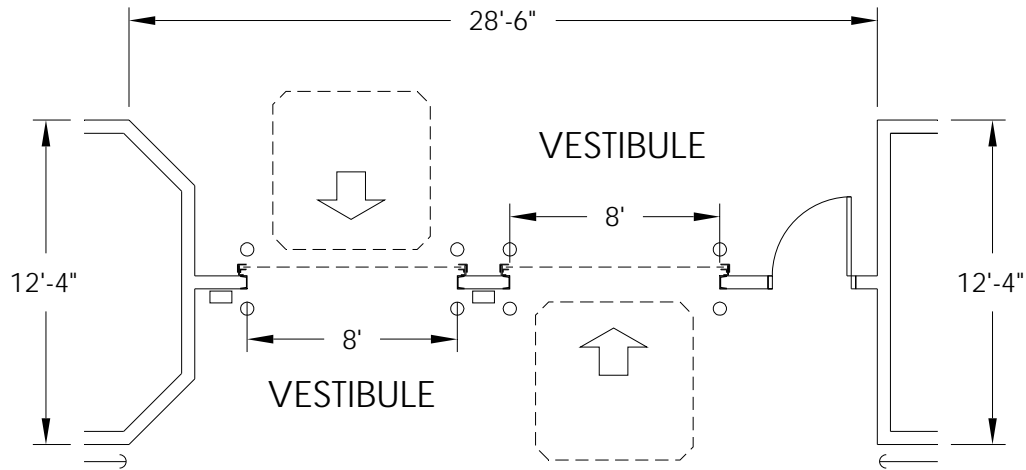
EXHIBIT 374D
100103, PLATFORM VESTIBULE ENTRANCE AND EXIT, RIGHT DOOR

Date: Dec. 1994

Platform Vestibule, Entrance and Exit

Scale: No Scale

Area: 350 Sq Ft



38 Computerized Forwarding System (CFS) Operations

381 CFS Space

The footprints of the CFS units provide for movement of mail and personnel within the work center, exclusive of dedicated aisles, and an allowance for column interference and other unusable space. Exhibit 381A lists the WSUs currently used for CFS units. Exhibits 381B through 381F illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 381A
WSUs USED FOR CFS UNITS

WSU #	PostalCAD Drawing Name	Size of CFS Unit	Number of Mechanized Terminals	Number of Nonmechanized Terminals	Dimensions	Sq Ft Required
090101	CFS 001	Small	2	2	60' x 50'	3,000
090102	CFS 002	Medium	4	4	75' x 60'	4,500
090103	CFS 003	Medium–Large	6	6	100' x 65'	6,500
090104	CFS 004	Large	7	7	105' x 85'	8,925
090105	CFS 005	Jumbo	9	11	115' x 87'	10,000

EXHIBIT 381B
090101, SMALL CFS UNIT

Date: Dec. 1994
CFS001, Small CFS
Scale: No Scale
Area: 3,000 Sq Ft

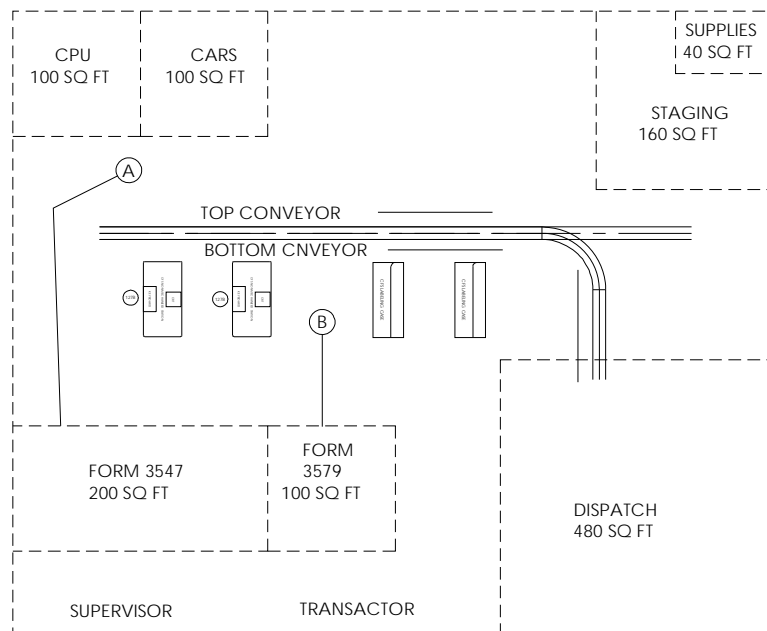


EXHIBIT 381C
090102, MEDIUM CFS UNIT

Date: Dec. 1994
CFS002, Medium CFS
Scale: No Scale
Area: 4,500 Sq Ft

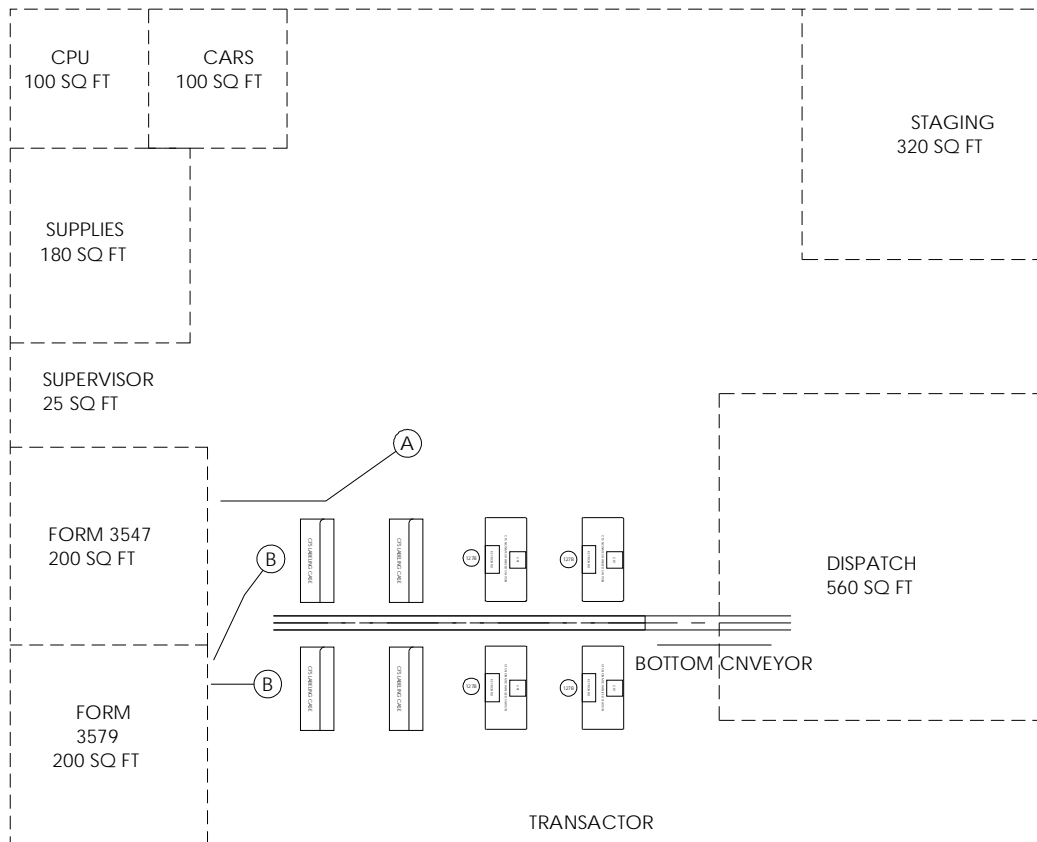


EXHIBIT 381D
090103, MEDIUM-LARGE CFS UNIT

Date: Dec. 1994
CFS003, Medium to Large CFS
Scale: No Scale
Area: 6,500 Sq Ft

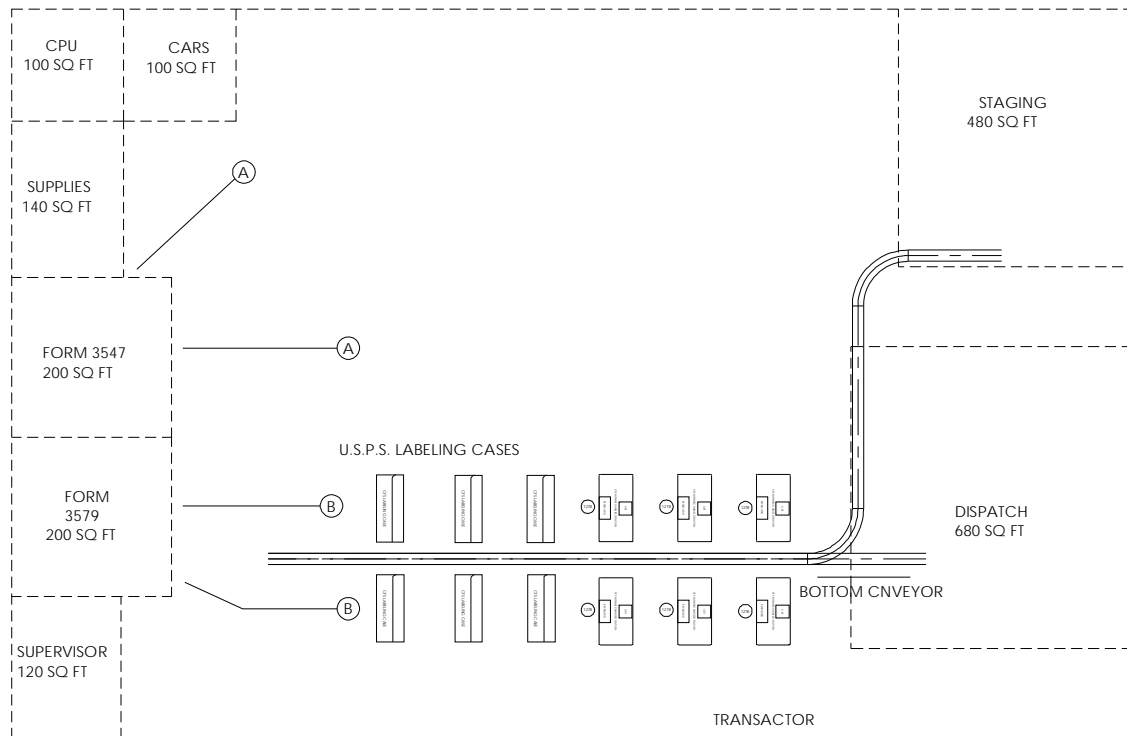


EXHIBIT 381E
090104, LARGE CFS UNIT

Date: Dec. 1994
CFS004, Large CFS
Scale: No Scale
Area: 8,925 Sq Ft

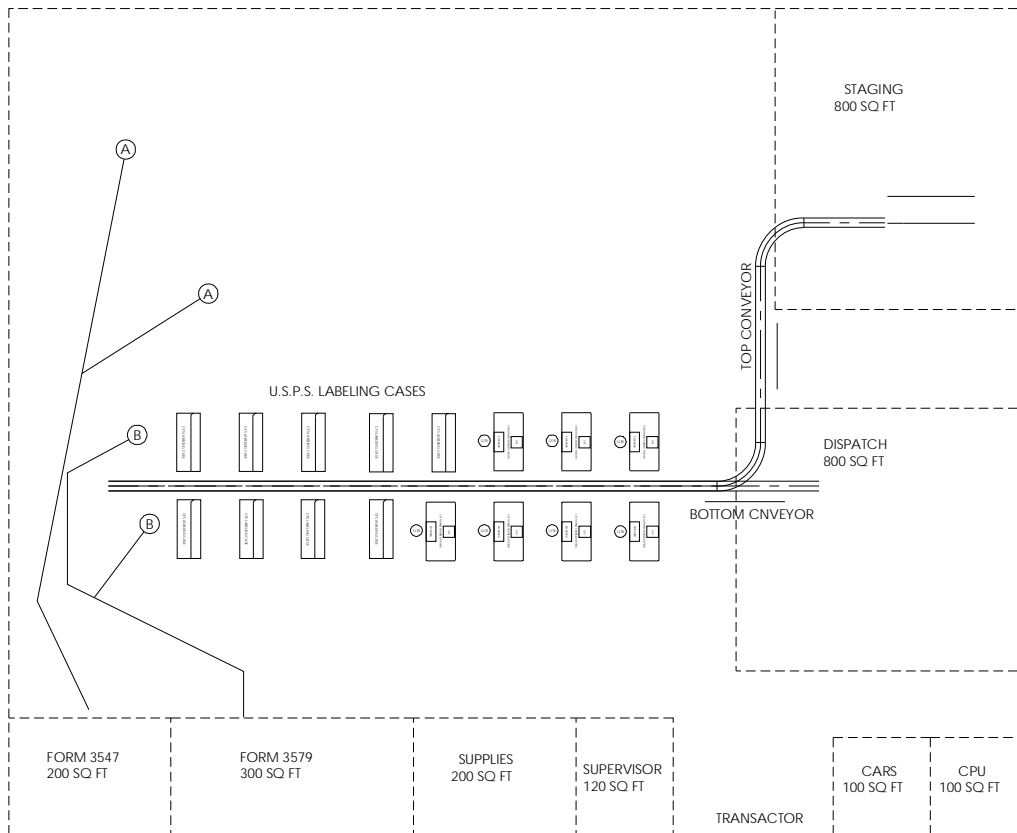
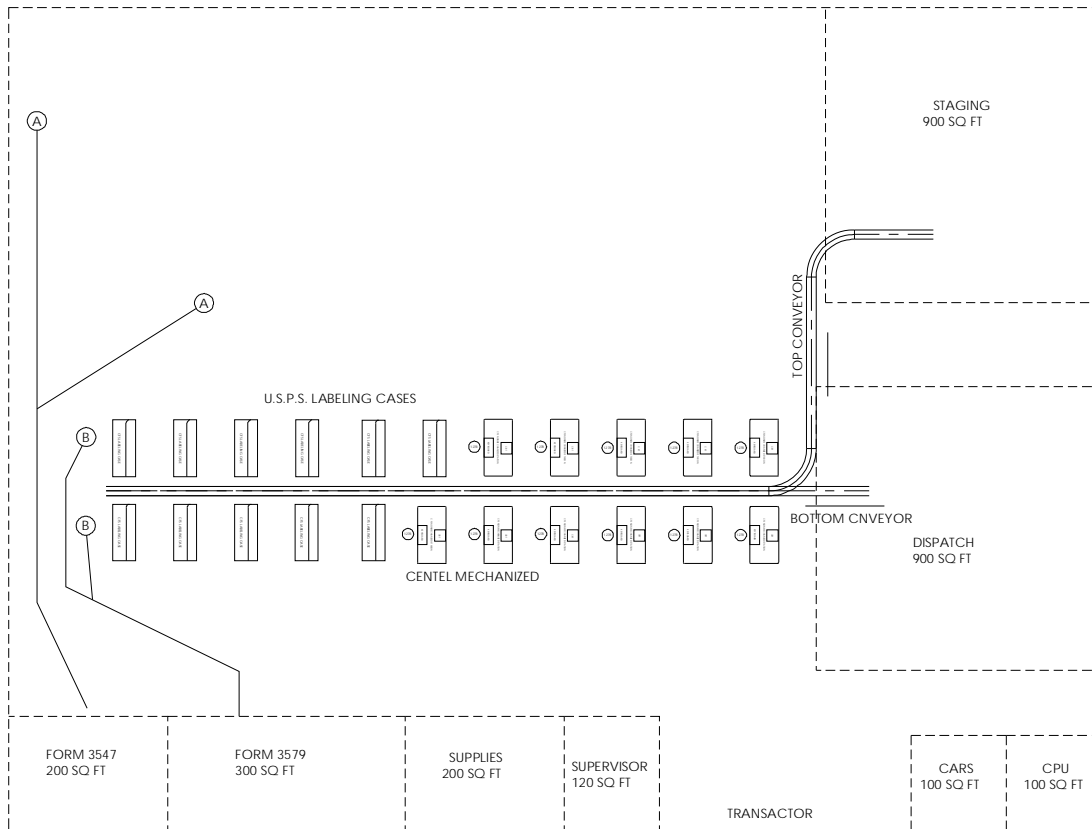


EXHIBIT 381F
090105, JUMBO CFS UNIT

Date: Dec. 1994
CFS005, Jumbo CFS
Scale: No Scale
Area: 10,000 Sq Ft



39 Office and Clerical Operations

391 Administrative Offices

Exhibit 391A lists the WSUs currently used for developing administrative office space. Exhibits 391B through 391F illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 391A
WSUs USED FOR ADMINISTRATIVE OFFICE SPACE REQUIREMENTS

WSU #	PostalCAD Drawing Name	Sq Ft Required	Position
080101	Office 001	270	Area Vice President
080102	Office 002	200	District Manager
080106	Office 003	160	PCES Manager
080108	Office 004	160	EAS Plant Manager
080112	Office 005	120	Supervisor

EXHIBIT 391B
080101, AREA VICE PRESIDENT

Date: Dec. 1994
Private Offices
Scale: No Scale
Area: 270 Sq Ft

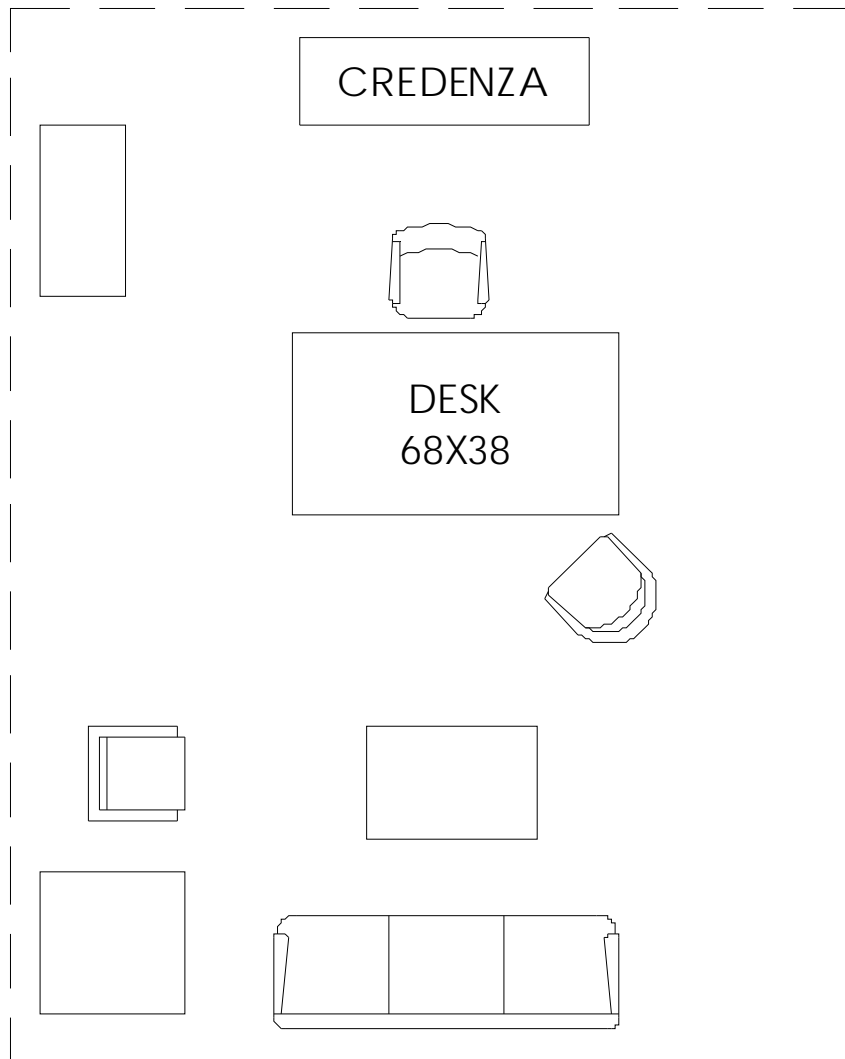


EXHIBIT 391C
080102, DISTRICT MANAGER

Date: Dec. 1994

Private Offices

Scale: No Scale

Area: 200 Sq Ft

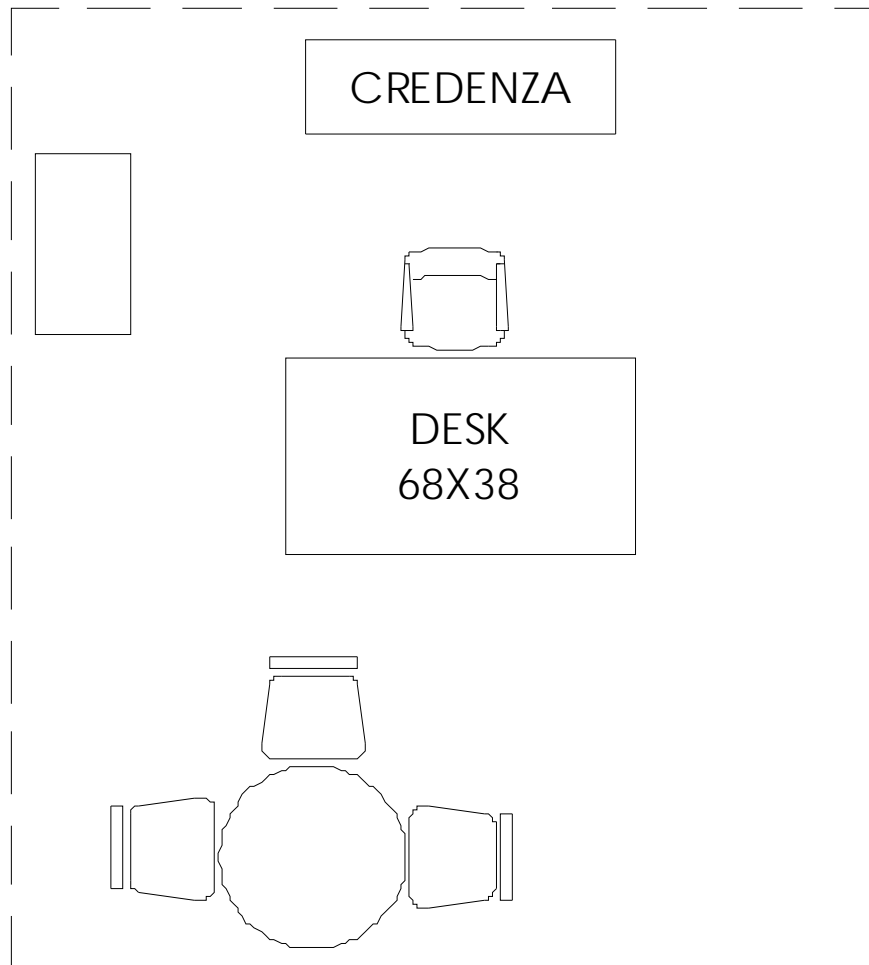


EXHIBIT 391D
080106, PCES OFFICE MANAGER

Date: Dec. 1994
Private Offices
Scale: No Scale
Area: 160 Sq Ft

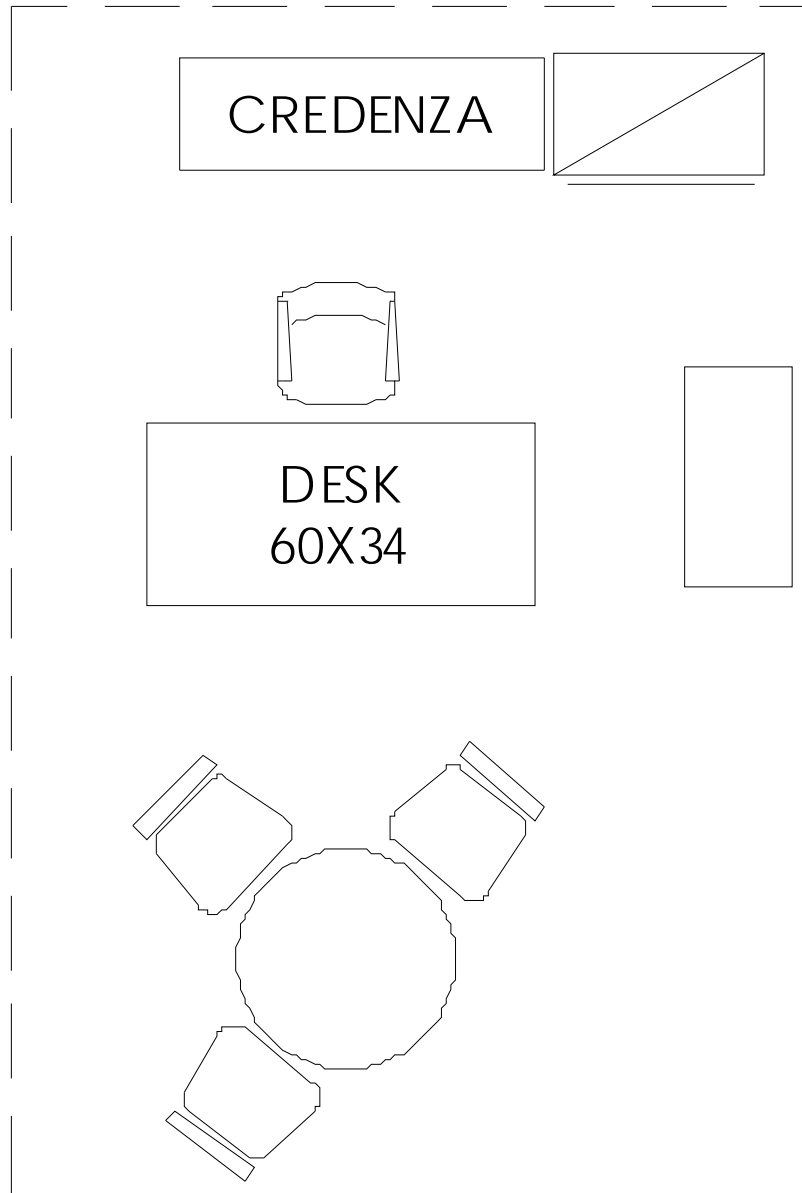


EXHIBIT 391E
080108, EAS MANAGER

Date: Dec. 1994

Private Offices

Scale: No Scale

Area: 160 Sq Ft

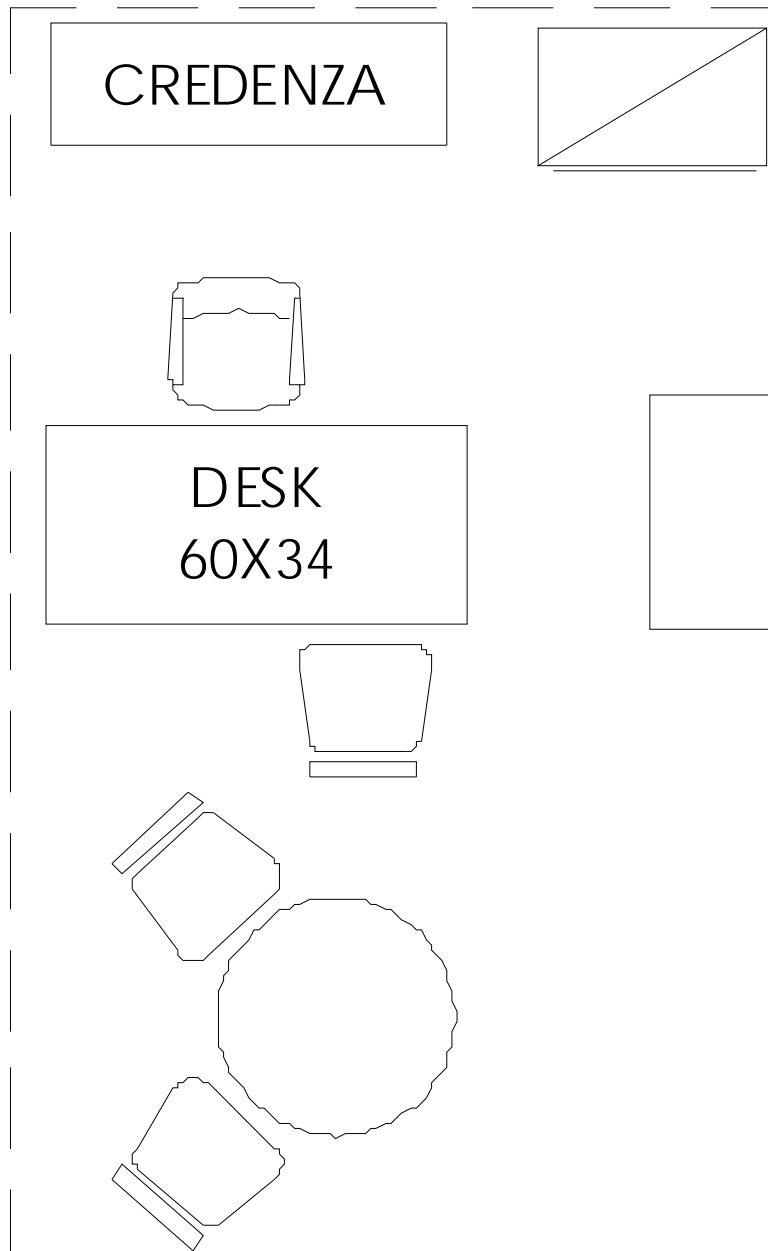
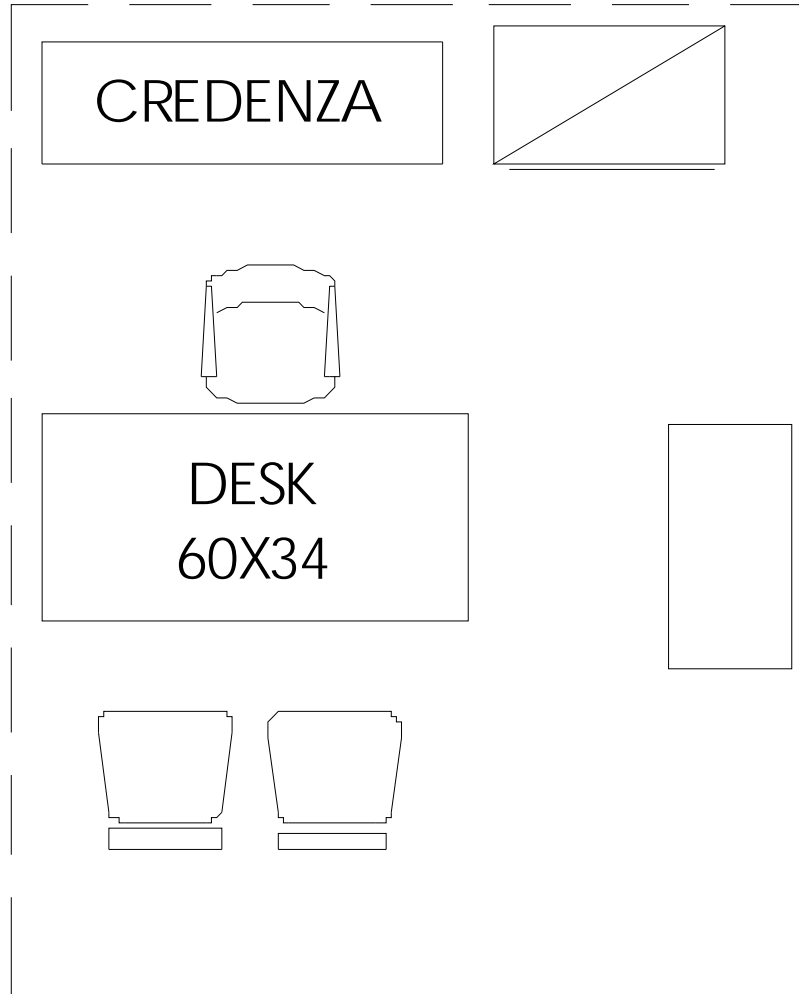


EXHIBIT 391F
080112, SUPERVISOR

Date: Dec. 1994
Private Offices
Scale: No Scale
Area: 120 Sq Ft



310 Appendix E

Appendix E contains the WSU numbering index and full list of all PostalCAD drawings.

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4 Delivery Unit Workroom Floor Planning: City, Rural, and Highway Contract Route Delivery

41 General

Section 4 contains the criteria and instructions for the allocation of appropriate workroom floor space to accommodate all City, Rural, and Highway Contract Route (HCR) casing equipment when planning for a new or upgraded facility. The basic formula to determine space requirements for delivery functions (see Section 42, *Basic Formula*) has been standardized. This standardized formula allows for modern-day casing and ancillary equipment normally used and found on the carrier workroom floor in a delivery unit environment, i.e., carrier casing equipment, throwback case, clerical letter and flat distribution cases for missorts, registry cage, carrier key cage, Parcel Post® distribution, aisle space, supervisor's standup desk or workstation, etc.

42 Basic Formula

The basic formulas used to plan for space requirements for a new or upgraded facility are either 95 Sq Ft or 123 Sq Ft for each city, rural, or HCR—regardless of the number of routes, and based on whether the routes are affected by FSS mail flows. If the routes are to be worked on FSS, then 95 Sq Ft will be used. For routes that will not receive FSS volume, then 123 Sq Ft will be used. This spacing allocation allows for all casing and support. This formula is to be applied only to city, rural, and HCR delivery workroom floor areas; for all other functions (retail, mail processing, administrative, and maintenance, etc.), refer to the appropriate headings in this handbook. Exhibit 42A lists the Workstation Units (WSUs) to be used for delivery unit space requirements. Exhibit 42B illustrates carrier-space planning for the 95 Sq Ft areas. Exhibit 42C illustrates carrier-space planning for 123 Sq Ft areas. Exhibit 42D illustrates the carrier loading vestibule layout.

Example 1: Space requirements for a new building to house a delivery unit that has 33 carrier routes and FSS is being used to Delivery Point Sequence (DPS) flat volumes; the total square footage required for placement of these routes would be calculated as follows:

$$33 \text{ routes} \times 95 \text{ Sq Ft} = 3,135 \text{ Sq Ft Total}$$

Therefore, a total of 3,135 Sq Ft must be planned for the delivery workroom floor area in a new or upgraded building with this number of routes.

This method also provides space for ancillary equipment related to the carrier operation (for example, throwback case, carrier key cage, registry cage, carrier supervisor desks, and Parcel Post® distribution area).

Example 2: Space requirements for a new building to house a delivery unit that has 33 carrier routes and FSS is not being used to DPS flat volumes; the total square footage required for placement of these routes would be calculated as follows:

$$33 \text{ routes} \times 123 \text{ Sq Ft} = 4,059 \text{ Sq Ft Total}$$

EXHIBIT 42A
WSUs USED FOR CARRIER UNIT SPACE REQUIREMENTS

WSU #	PostalCAD Drawing Name	Sq Ft Required	Description
070201	Carrier Space001-Planning for First 25 Routes	95	Carrier Space Planning for Each FSS Affected Carrier Route
070203	Carrier Space002-Planning for Additional Routes	123	Carrier Space Planning for Each Non-FSS Affected Carrier Route
070202	Carrier Space001-Vestibule	400	Carrier Loading Vestibule

EXHIBIT 42B
070201, CARRIER SPACE PLANNING: 95 SQ FT FOR EACH FSS AFFECTED CARRIER ROUTE

Date: May 2009
Carrier Space Planning Basic Formula
Scale: No Scale
Area: 95 Sq Ft

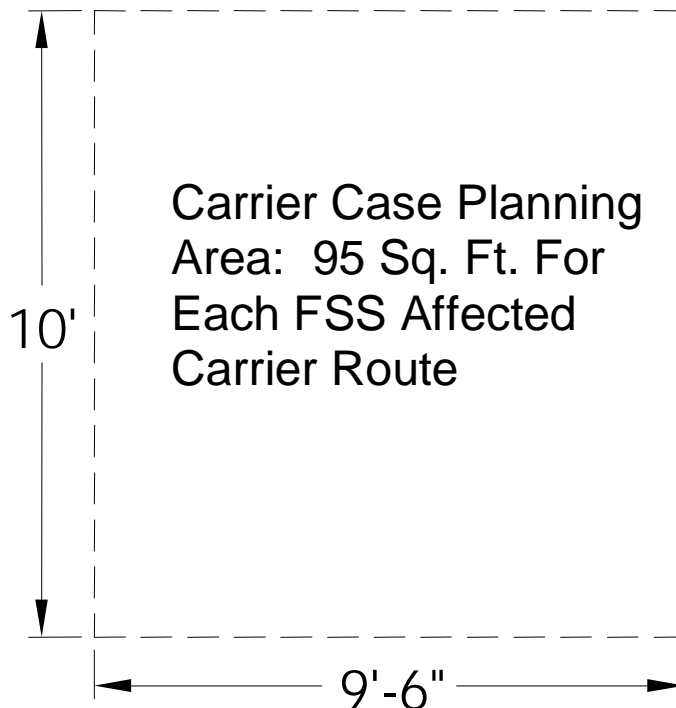


EXHIBIT 42C

070203, CARRIER SPACE PLANNING: 123 SQ FT FOR EACH NON-FSS AFFECTED CARRIER ROUTE

Date: May 2009

Carrier Space Planning Basic Formula

Scale: No Scale

Area: 123 Sq Ft

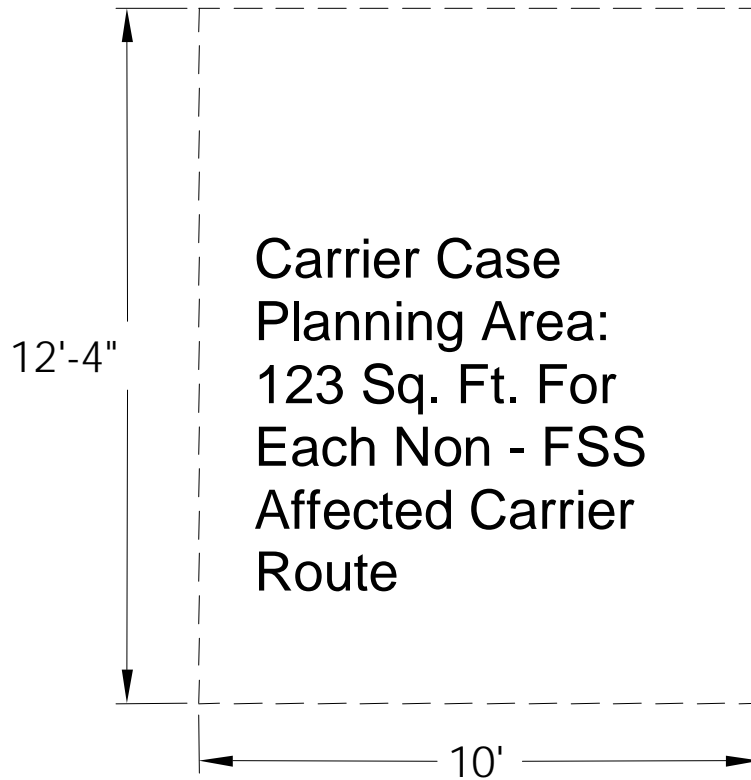
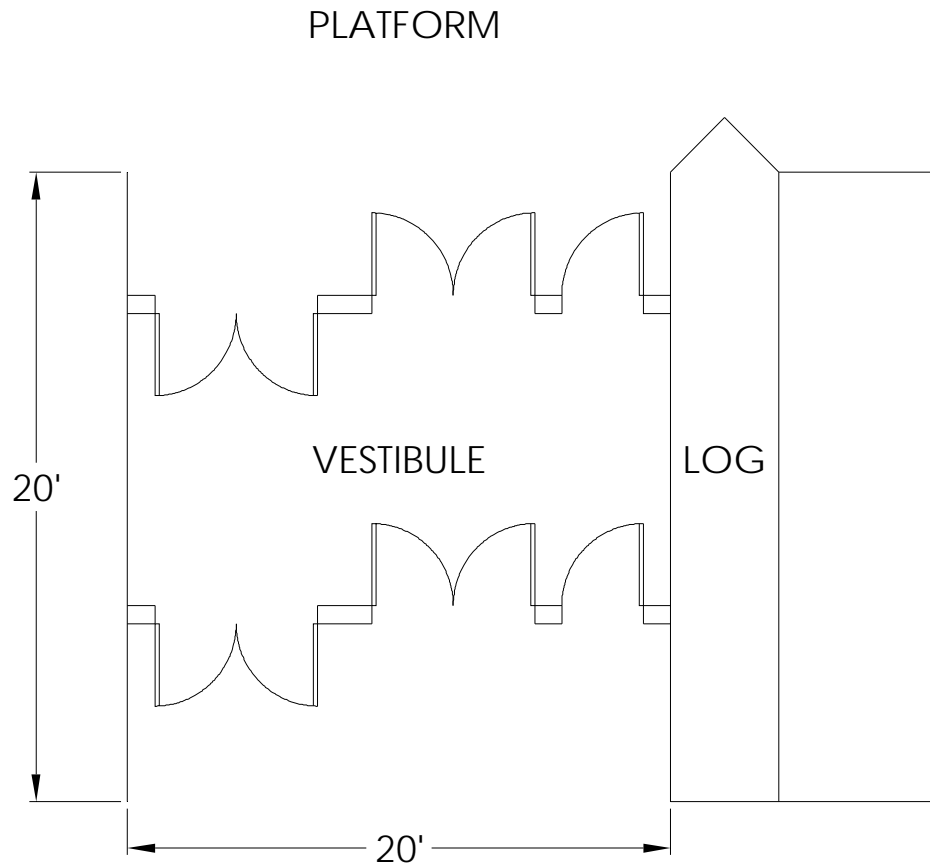


EXHIBIT 42D
070202, CARRIER LOADING VESTIBULE

Date: May 1997
Carrier Loading Vestibule
Scale: No Scale
Area: 400 Sq Ft



43 Carrier Case Configurations: City, Rural, and HCR

431 General

The recommended basic carrier case configurations for a vertical flats environment can be found in this section. To assist in planning for the placement, or arrangement, of equipment on the delivery workroom floor area of the new or upgraded facility, Section 432 lists the normally used equipment (inclusive of its square footage displacement).

432 Carrier Case Configurations for Vertical Flats

Local managers are afforded a reasonable degree of flexibility in determining their equipment configurations as long as:

Use of space is efficient

Equipment configuration variance is justified by volume or circumstances, and

Variances from the recommended equipment configuration are acceptable and approved by their district manager.

Examples of variances would be:

- a. Use of the discontinued rural carrier case in lieu of the 124–C/143–C/144–C combination, or

Use of a 134–A, B, C, or D (flat distribution case) in lieu of or in addition to recommended equipment, etc.

In instances where casing equipment different from that recommended above is to be used, local managers must be aware that reasonable equipment variations have been given consideration during the development of the formula allocating 123/95 Sq Ft of space per route. Therefore, adjustments to the basic formula are not necessary. Exhibit 432A lists the two WSUs that are the versions of carrier case configurations. Exhibits 432B and 432C illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT 432A
WSUs USED FOR CARRIER CASE CONFIGURATIONS

WSU #	PostalCAD Drawing Name	Sq Ft Required	Description
070101	Carrier Case001-Configurations for Vertical Flats-Option A	68	Carrier Case Configurations for Vertical Flats (Option A)
070102	Carrier Case002-Configurations for Vertical Flats-Option B	74	Carrier Case Configurations for Vertical Flats (Option B)

EXHIBIT 432B
070101, CARRIER CASE CONFIGURATIONS FOR VERTICAL FLATS
(OPTION A) (FOR LAYOUT PURPOSES ONLY)

Date: Dec. 1994
Carrier Case Configuration
Scale: No Scale
Area: 68 Sq Ft

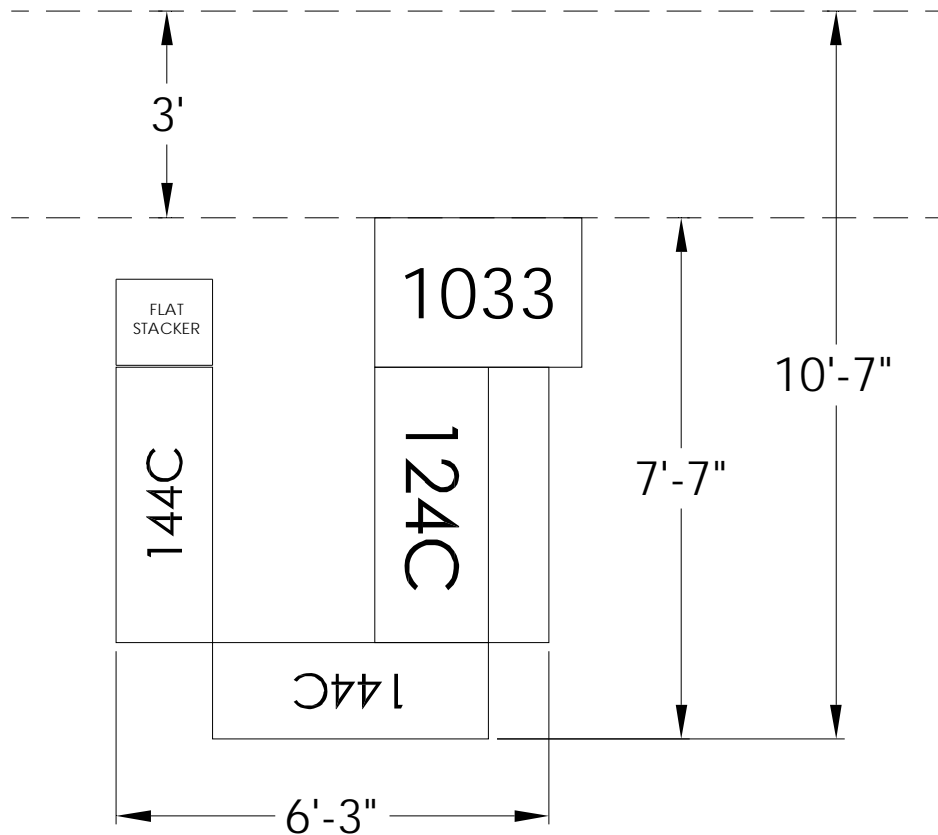
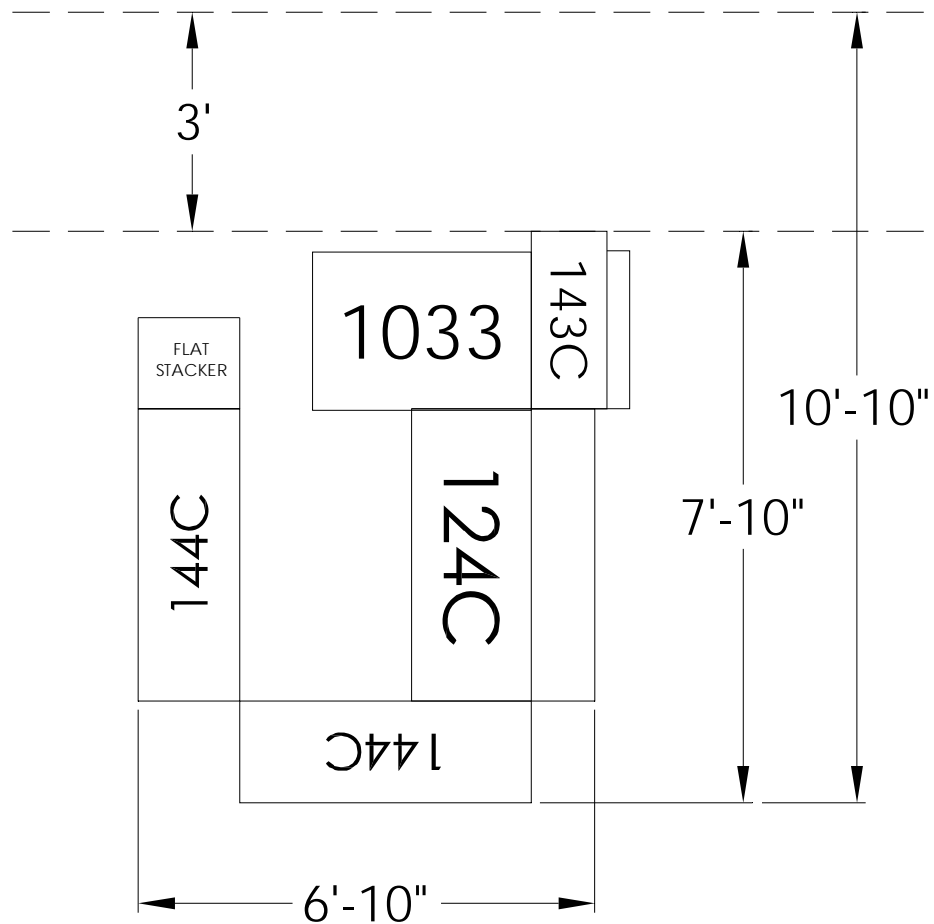


EXHIBIT 432C
070102, CARRIER CASE CONFIGURATIONS FOR VERTICAL FLATS
(OPTION B) (FOR LAYOUT PURPOSES ONLY)

Date: Dec. 1994
Carrier Case Configuration
Scale: No Scale
Area: 74 Sq Ft



433 Casing Equipment and Other Workroom Floor Equipment Square Footage Displacements

The square footage displacements for some of the various pieces of equipment normally found on the delivery workroom floor are listed in Exhibit 433; it should be noted that the figures provided do not include any working or aisle space. Due to the diverse casing equipment configurations found in different offices, it was concluded to be nearly impossible to determine an accurate working or aisle space measurement for the equipment individually when it may be placed at right angles to other pieces of equipment using the same working or aisle space. Local managers should pay close attention to this detail when formulating plans for a new or upgraded facility.

EXHIBIT 433
ITEM NUMBERS INCLUDED IN THE DELIVERY WORKROOM

Item Number	Description	Sq Ft Displacement
21-A	Flat Distribution Case w/Table, 28-Cell	8.67
21-B	Flat Distribution Case w/Table, 42-Cell	12.75
21-C	Flat Distribution Case w/Table, 56-Cell	16.84
21-L	Flat Distribution Case Wing, 28-Cell	3.86
38	Supervisor's Standup Desk	9.34
77/78	Letter Wing Case	1.73
79/80	Letter Case and Table	5.72
109-A*	Flat Distribution Case w/Table, 24-Cell	14.27
109-B	Flat Distribution Case w/Table, 30-Cell	17.65
109-C*	Flat Distribution Case w/Table, 36-Cell	21.03
109-D	Flat Distribution Case w/Table, 42-Cell	18.48
124-C	Carrier Case w/Table, Letters	10.084
129	Throwback Case	3.62
134-A*	Flat Distribution Case, 24-Cell	4.89
134-B*	Flat Distribution Case, 30-Cell	6.05
134-C*	Flat Distribution Case, 36-Cell	7.21
134-D*	Flat Distribution Case, 42-Cell	8.36
136-A*	Flat Distribution Case, 24-Cell	8.33
136-B	Flat Distribution Case, 30-Cell	10.31
136-C*	Flat Distribution Case, 36-Cell	12.28
136-D	Flat Distribution Case, 42-Cell	14.25
143-C	Carrier Case Wing, Swinging	2.550
144-C	Carrier Case Wing	5.590
1033	Canvas Basket (Hamper)	6.50
1046	Canvas Basket (Hamper)	9.78
1075	Basket-Type Utility Cart (U-Cart)	5.32
1226-C	Seven-Shelf Tray Cart	13.10
1226-D	Mail Tray Cart (A-Frame)	5.53
3908	Letter Tray Transporter	7.86
3909	General-Purpose Mail Container	8.46

*Obsolete equipment

44 Automation

441 Delivery Barcode Sorter Sites

For those locations that will be installing delivery barcode sorter (DBCS) equipment, they must consider appropriate space in the planning stages for a new or upgraded facility to ensure its safe and efficient operation. It will be necessary to determine the specific manufacturer and model number of the equipment to be installed before space can be planned accurately. After receiving and confirming the manufacturer's name and the model number of the equipment, refer to section 332 *Delivery Barcode Sorters*, for information on the footprint of the machine as well as the square footage required for supporting equipment.

442 Carrier Sequence Barcode Sorter Sites

For those locations that will be installing Carrier Sequence Barcode Sorter (CSBCS) equipment, they must consider appropriate space in the planning stages for a new or upgraded facility to ensure its safe and efficient operation. Because of the different models of this equipment, it will be necessary to determine the number of machines—and the number of stackers on each machine—before space can be planned accurately. After receiving and confirming this information, refer to Exhibit 442A and the drawings in Exhibits 442B through 442G for information on the footprint of the machine. The footprint of the WSUs provides for movement of mail and personnel within the work center, exclusive of dedicated aisles, and an allowance for column interference and other unusable space.

EXHIBIT 442A
WSUs USED FOR CSBCS MACHINES

WSU #	PostalCAD Drawing Name	No. of Stackers	No. of Machines	Length	Width	Sq Ft Required*
070301	VDT	13	1	24'6"	13'0"	318.5
070302	CSBCS002-13 Stacker	13	2	24'6"	23'0"	563.5
070303	CSBCS003-13 Stacker	13	3	24'6"	33'0"	808.5
070304	CSBCS004-17 Stacker	17	1	28'8"	13'0"	373
070305	CSBCS005-17 Stacker	17	2	28'8"	23'0"	660
070306	CSBCS006-17 Stacker	17	3	28'8"	33'0"	946

*Planners must note that the dimensions and square footage figures provided in Exhibit 442A include only placement of the CSBCS, a minimum of a 3-Ft maintenance space around the perimeter of the machine for access to panels, and space for locating minimal support equipment at one end of each machine. It does not include space for maintenance spare parts cabinets immediately adjacent to the machines, space for additional supporting equipment, or access aisle space for equipment movement. Refer to 442.1, *Maintenance Spare Parts Storage for CSBCS*, for maintenance spare parts storage and 442.2, *Bullpen Space for CSBCS*, for bullpen space.

NOTE: For layout purposes, allow for a 36-inch aisle as shown in WSUs 070301 through 070306.

EXHIBIT 442B
070301, ONE 13-STACKER CSBCS

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 318.5 Sq Ft

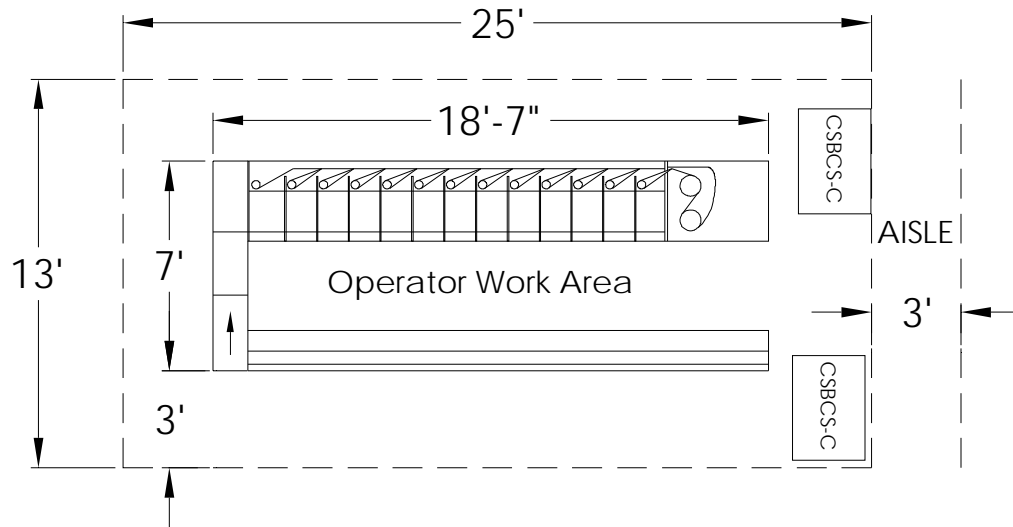


EXHIBIT 442C
070302, TWO 13-STACKER CSBCSs

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 563.5 Sq Ft

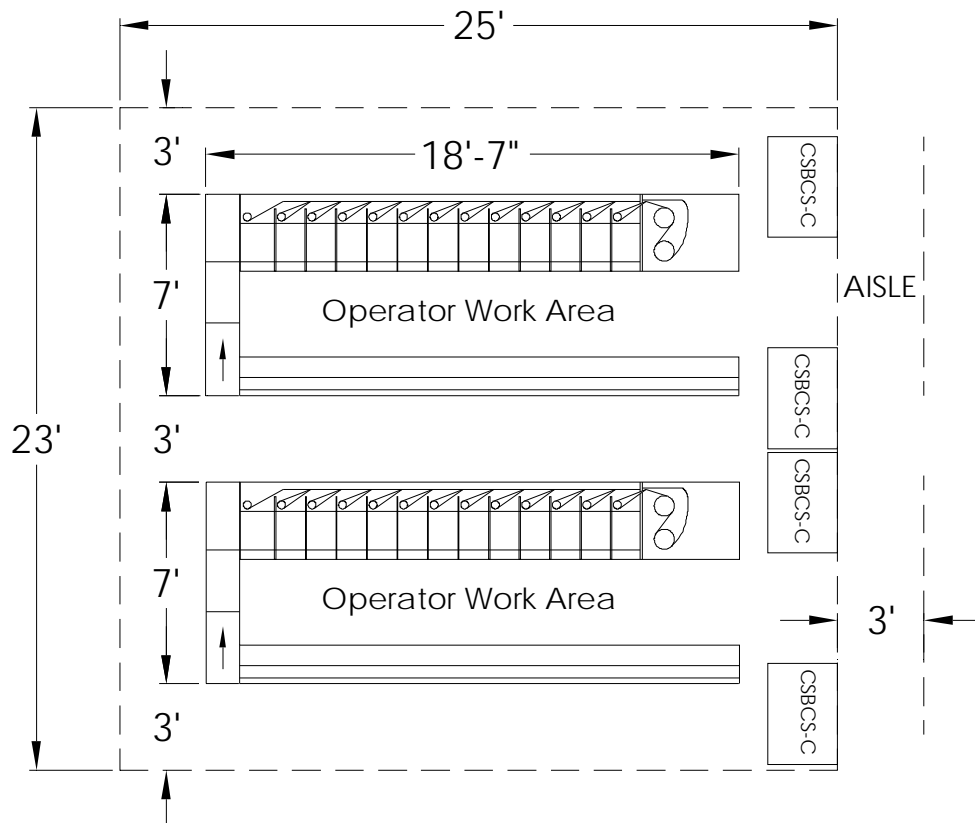


EXHIBIT 442D
070303, THREE 13-STACKER CSBCSs

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 808.5 Sq Ft

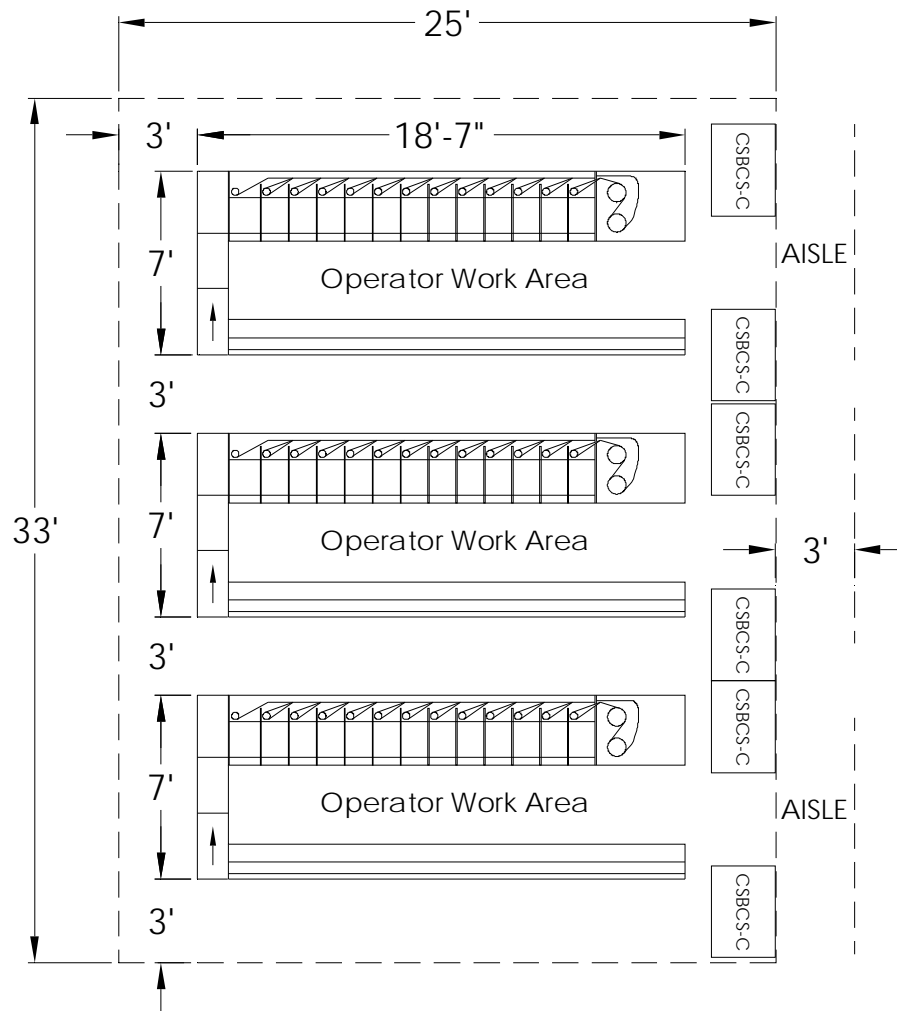


EXHIBIT 442E
070304, ONE 17-STACKER CSBCS

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 373 Sq Ft

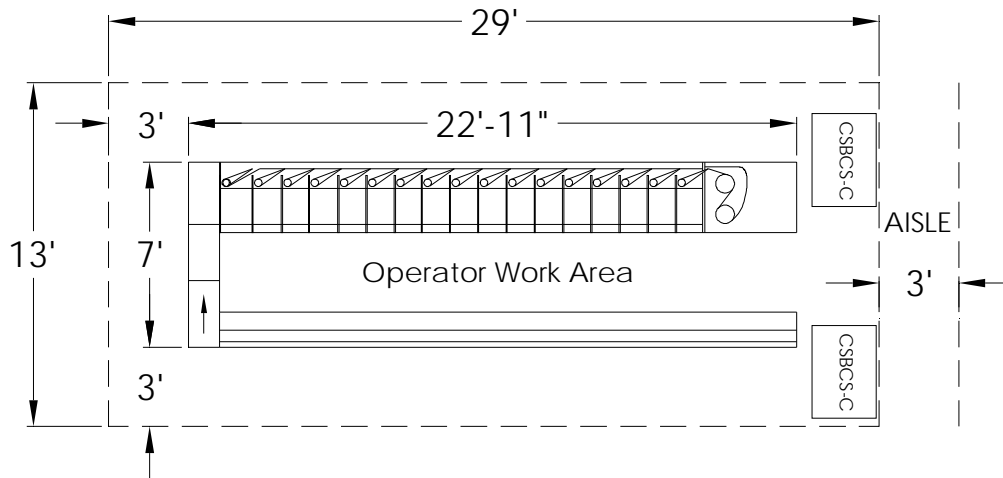


EXHIBIT 442F
070305, TWO 17-STACKER CSBCSS

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 660 Sq Ft

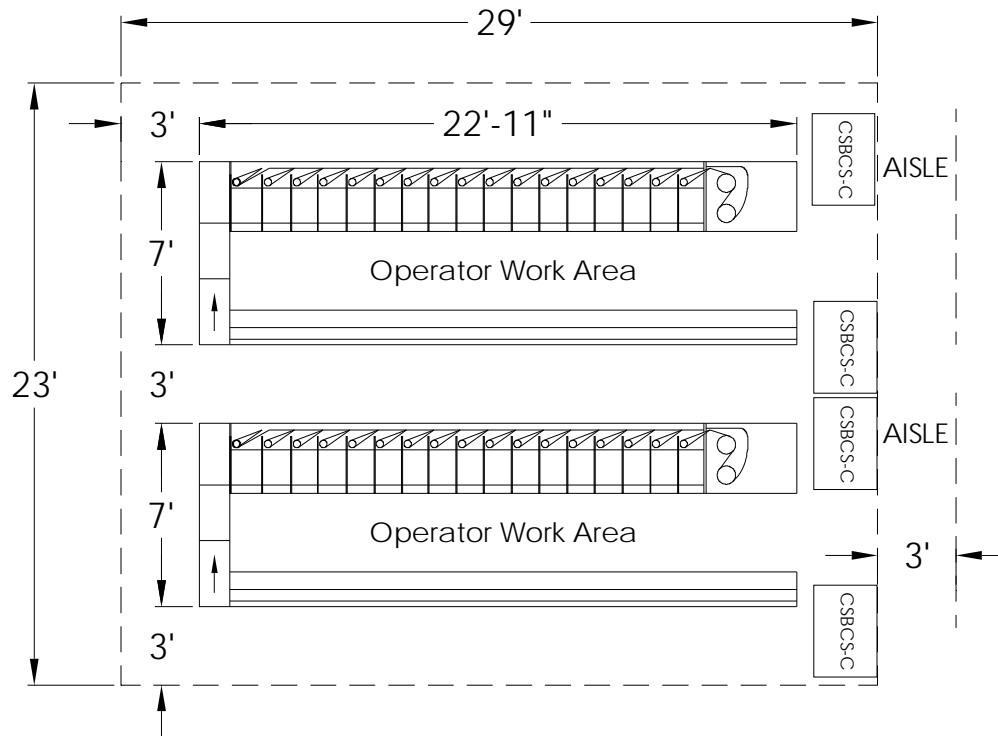
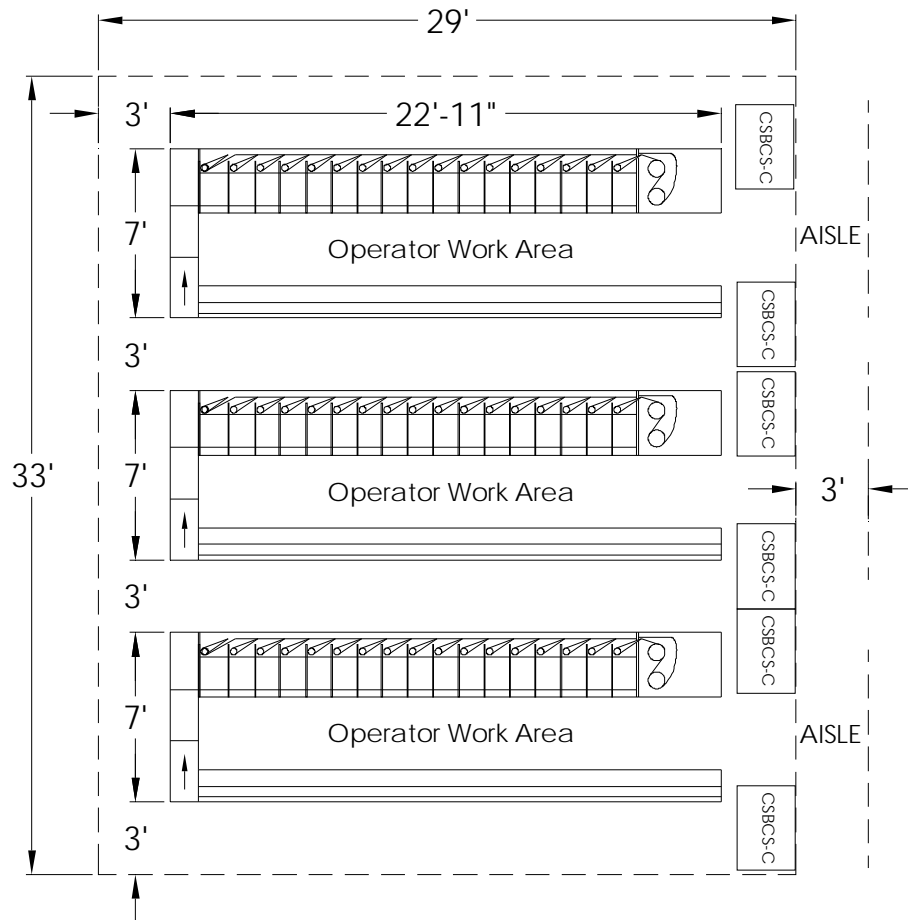


EXHIBIT 442G
070306, THREE 17-STACKER CSBCSS

Date: Dec. 1994
CSBCS Configuration
Scale: No Scale
Area: 946 Sq Ft



442.1 Maintenance Spare Parts Storage for CSBCS

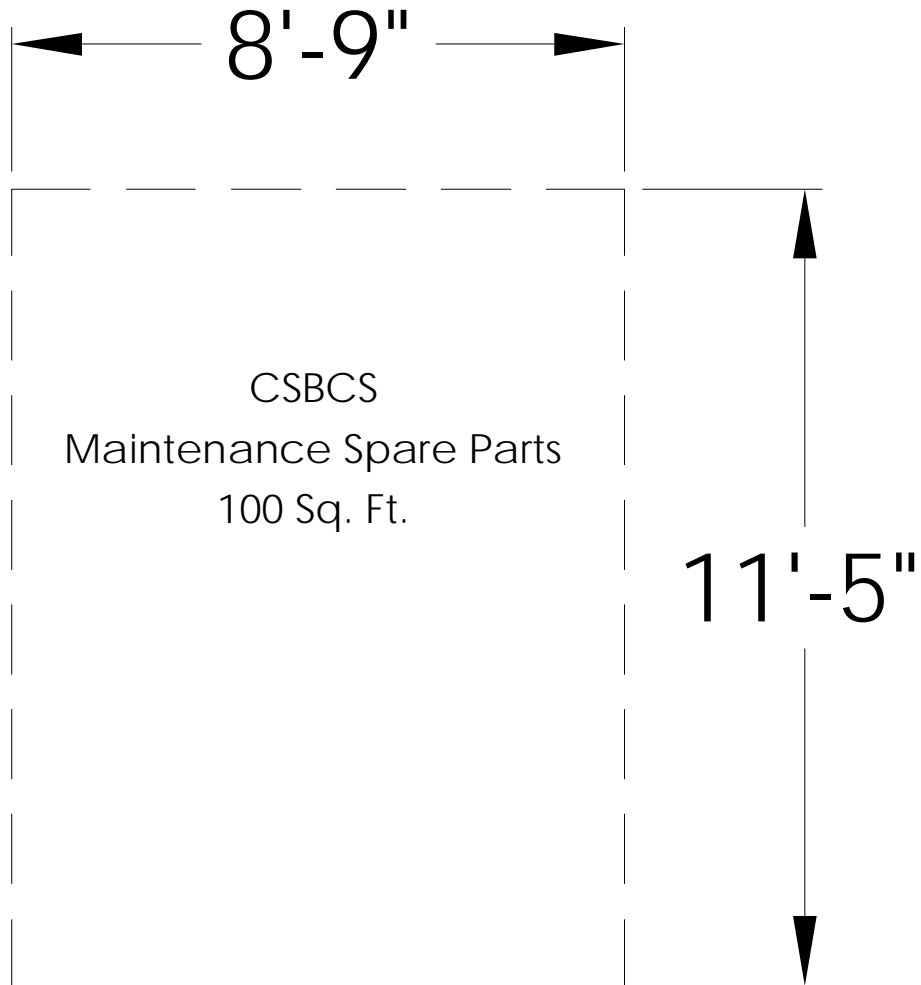
Regardless of the number of machines, 100 Sq Ft are required for spare parts. Under normal circumstances, it is recommended that this space be provided immediately adjacent to the equipment to expedite access to spare parts as needed. However, because of space configurations and/or as demand for additional workroom floor space in a growing operational environment increases, some locations may elect to identify available space off the workroom floor for storage of this material, perhaps in a side room. This is acceptable as long as the space is adequate and in close proximity to the CSBCS equipment. Exhibit 442.1A shows the WSU used in planning the maintenance spare parts storage for the CSBCS machines. Exhibit 442.1B illustrates the WSU for visual reference in planning facility space requirements.

EXHIBIT 442.1A
WSU USED FOR MAINTENANCE SPARE PARTS STORAGE FOR CSBCS

WSU #	PostalCAD Drawing Name	Sq Ft Required	Description
070307	CSBCS101-Maintenance-Spare Parts	100	Maintenance Spare Parts Storage for CSBCS

EXHIBIT 442.1B
070307, MAINTENANCE SPARE PARTS STORAGE FOR CSBCS

Date: Dec. 1994
CSBCS Maintenance Spare Parts Configuration
Scale: No Scale
Area: 100 Sq Ft



442.2 Bullpen Space for CSBCS

Exhibit 442.2A lists the WSUs used for bullpen spaces for CSBCSs. In reviewing Exhibits 442.2B through 442.2G, note that space is included for two Eastern Region Mail Containers (ERMCs) (or General-Purpose Mail Containers [GPMCs] or All-Purpose Containers [APCs]) at one end of each CSBCS. Additional bullpen space must be planned on the open end of each CSBCS. Authorization for any additional space is subject to approval by the district manager. The footprint for each bullpen space makes the following assumptions:

- a. 18 routes per CSBCS
- b. Two ERMCs for each CSBCS used for bullpen area
- c. No more than three trays per route, up to a total of 48 trays per CSBCS
- d. Working aisle can be shared with existing aisle space, if necessary

EXHIBIT 442.2A
WSUs USED FOR BULLPEN SPACE FOR CSBCS MACHINES

WSU #	PostalCAD Drawing Number	Number of CSBCSs	Working Aisles Req'd?	Length (Ft)	Width (Ft)	Sq Ft Required
070308	CSBCS102-Bullpen Space for 2 CSBCS	2	no	12	9	108
070309	CSBCS103-Bullpen Space for 3 CSBCS	3	yes	12	13	156
070310	CSBCS104-Bullpen Space for 4 CSBCS	4	yes	12	16.5	198
070311	CSBCS105-Bullpen Space for 5 CSBCS	5	yes	19	15	285
070312	CSBCS106-Bullpen Space for 6 CSBCS	6	no	19	15.5	294.5
070313	CSBCS107-Bullpen Space for 7 CSBCS	7	no	19	19	361

EXHIBIT 442.2B
070308, BULLPEN SPACE FOR TWO CSBCSs

Date: Dec. 1994
CSBCS Bullpen Configuration
Scale: No Scale
Area: 108 Sq Ft

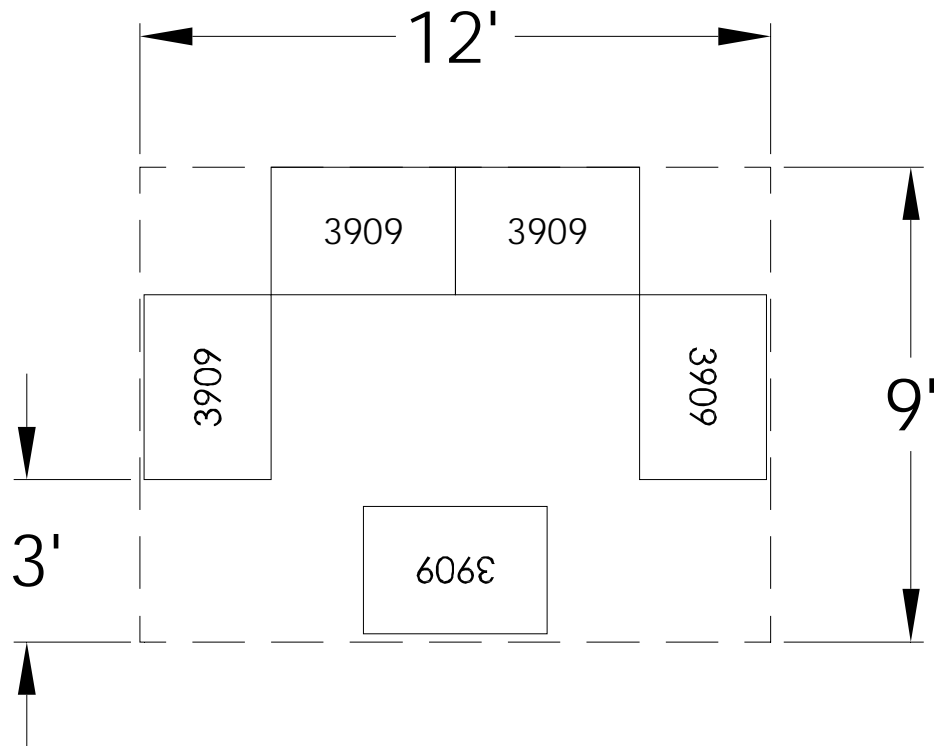


EXHIBIT 442.2C
070309, BULLPEN SPACE FOR THREE CSBCSS

Date: Dec. 1994

CSBCS Bullpen Configuration

Scale: No Scale

Area: 156 Sq Ft

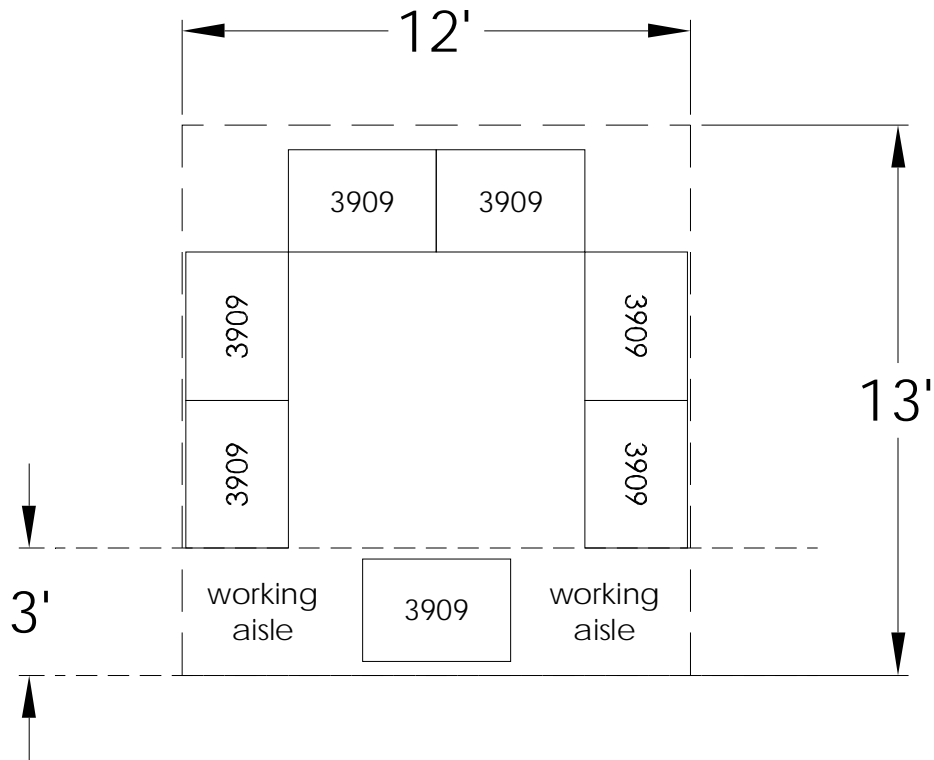


EXHIBIT 442.2D
070310, BULLPEN SPACE FOR FOUR CSBCSS

Date: Dec. 1994
CSBCS Bullpen Configuration
Scale: No Scale
Area: 198 Sq Ft

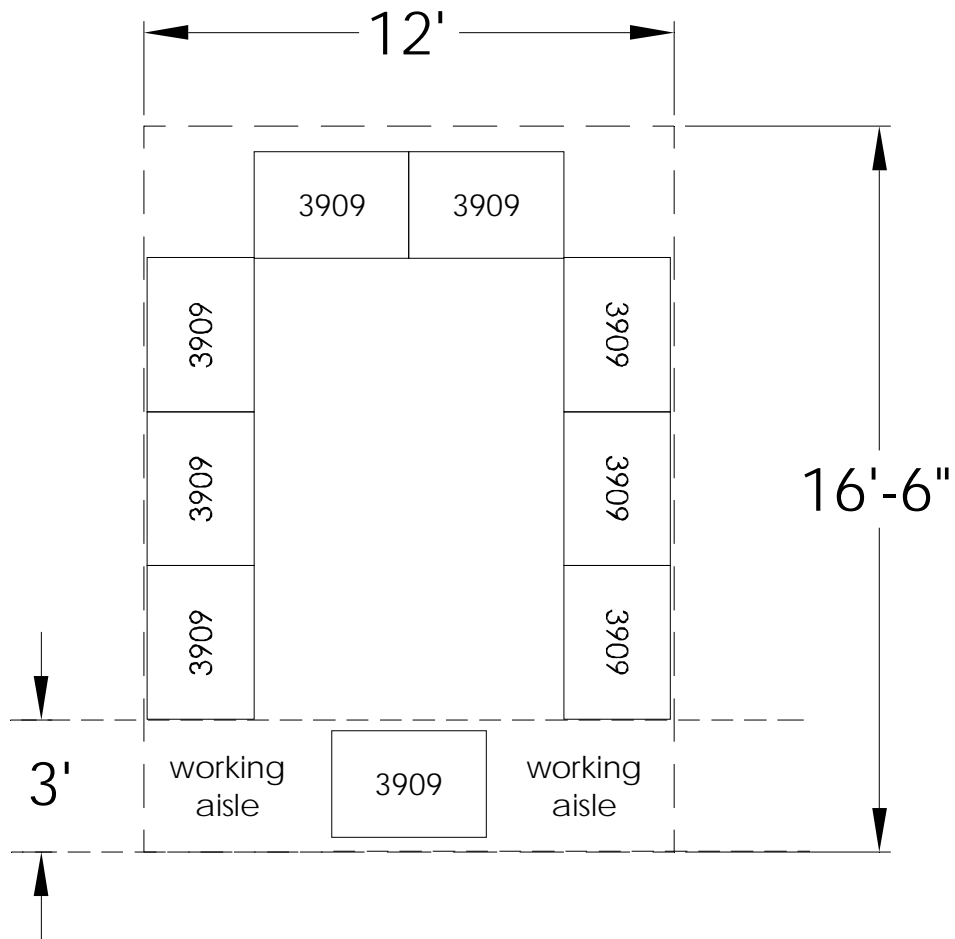


EXHIBIT 442.2E
070311, BULLPEN SPACE FOR FIVE CSBCSs

Date: Dec. 1994

CSBCS Bullpen Configuration

Scale: No Scale

Area: 285 Sq Ft

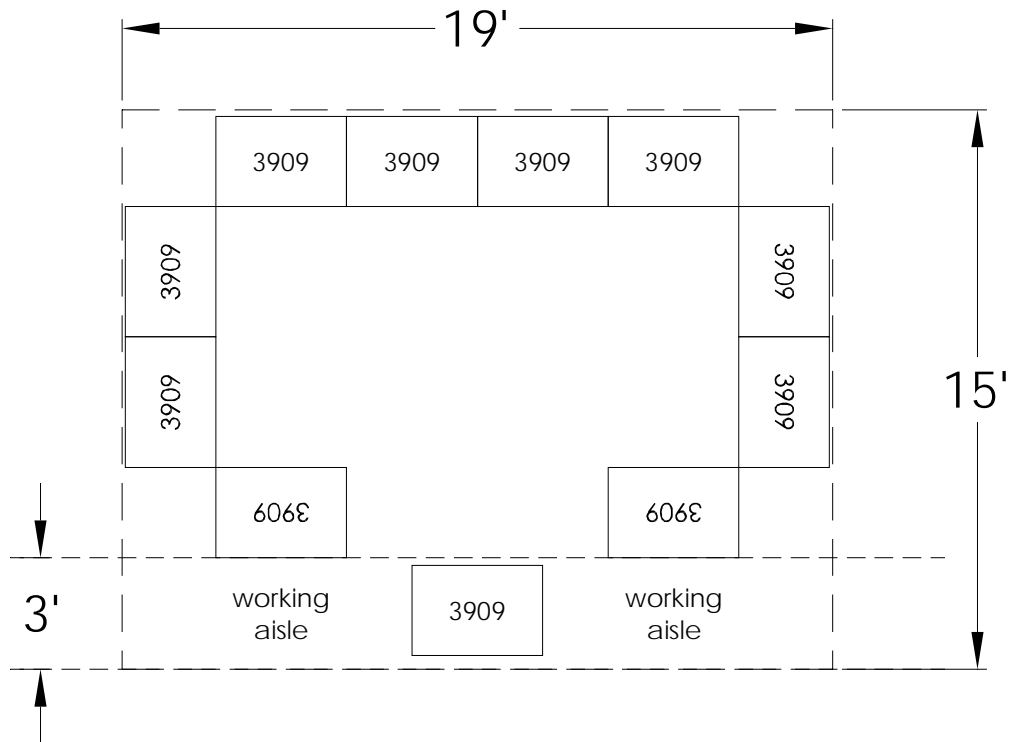


EXHIBIT 442.2F
070312, BULLPEN SPACE FOR SIX CSBCSs

Date: Dec. 1994
CSBCS Bullpen Configuration
Scale: No Scale
Area: 294.5 Sq Ft

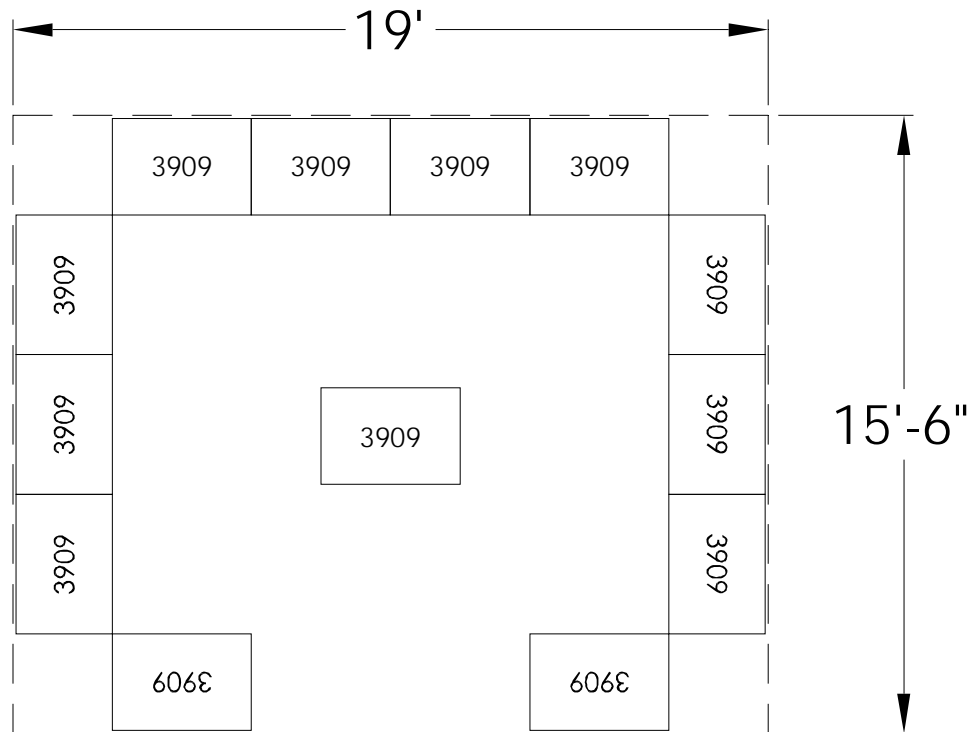
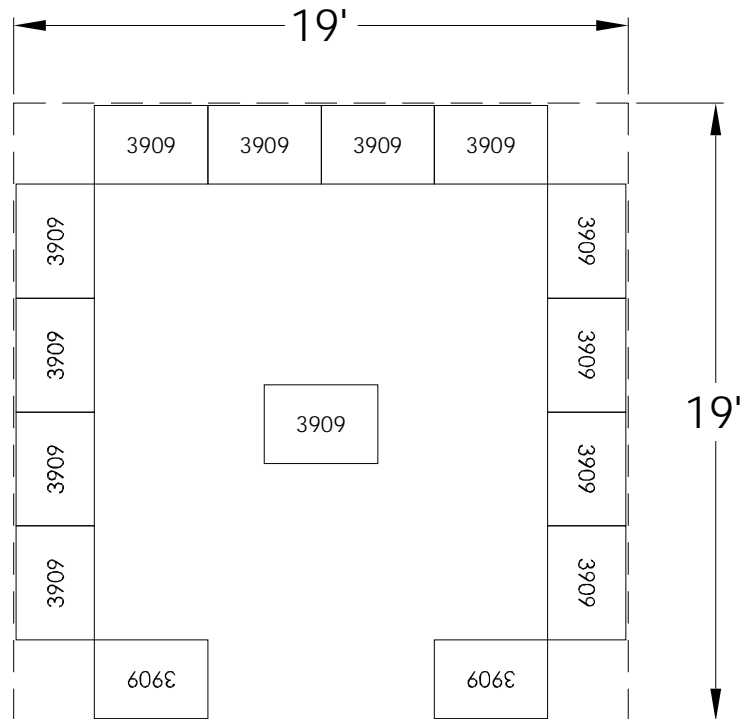


EXHIBIT 442.2G
070313, BULLPEN SPACE FOR SEVEN CSBCSs

Date: Dec. 1994
CSBCS Bullpen Configuration
Scale: No Scale
Area: 361 Sq Ft



442.3 Access Aisle Space for Equipment Movement

Because of the possibility that CSBCS equipment may be installed on a natural aisle or on an existing aisle used for other purposes, no aisle space consideration was included in the drawings. Aisle space is included as part of the workroom adjustment factor, Sections 232.9, *Page 14: Workroom Recapitulation* (for major size facilities). If powered industrial and/or hand vehicles will be used to transport equipment within the facility, allow for an aisle 3-Ft wider than the widest vehicle for one-way traffic, and 3-Ft wider than twice the widest vehicle for two-way traffic.

45 Approval of Equipment Configuration Variations

Local managers and planners are reminded that, although they are afforded a reasonable degree of flexibility in determining their casing equipment configurations, they must obtain approval from their district manager for all variations from the basic recommended configuration (see Section 43, *Carrier Case Configurations: City, Rural, and HCR*).

46 Analysis Results and Completion of Required Forms

The data developed as the result of instructions in this Section should now be transferred to the appropriate forms discussed in Sections 1, or 2 of this handbook, as required. To expedite space requests, follow the instructions as closely as possible and ensure that sufficiently appropriate documentation is attached to justify the request.

Appendix A: Facility Planning Concept Wizard Input Form



Facility Planning Concept Wizard Input Form

Small Standard Building Designs

SSBD 5 through SSBD 100

Answer ALL questions in yellow shaded cells:

Includes Retail?
Includes Delivery?
Projected FSS Impact?
Number of Counters?
Number of 11/16 year Routes?
CACI Household Growth Rate?

PO Boxes Installed Rented Wait List

2901			
2902			
2903			
2904			
2905			

Number of Firm Callers
Number of Self Service Units
Total Number of LLVs
Rural Routes w/POVs

	These inputs apply only to parking requirements.



FACILITY PLANNING CONCEPT

December 21, 2009

SSBD FPC Ver. 2.03; Release Date 10/21/2008

Page 1		
CITY, STATE, ZIP+4 0	POSTAL UNIT 0	DATE 12/21/2009

I. JUSTIFICATION: (check all applicable blocks)

A. Eviction ☐ Service ☐ Environmental ☐
 Safety ☐ Consolidation ☐ Other (specify below) ☐

B. Problem Definition:

II. DESCRIPTION OF PRESENT FACILITY:

--	--	--

1. Occupancy/Construction Date (mm/yy):
2. Lobby/Office Area:
3. Workroom Space:
4. Support:
5. Total Building:
6. Platform/Slab:
7. Total Site Area:
8. Annual Lease Rate:
9. Lease Expiration Date (mm/yy):
10. Renewal Options: (Number Of/Total Years):
11. Renewal Rate (next option):
12. Termination (Y/N & days notice):

III. FUNCTIONS IN NEW FACILITY:

1. Retail (check only one):
 RSUQ Attached: ☐ 1 Counter/No Changes: ☐ No Retail: ☐
2. Delivery: ☐
 5 Digit Zone:

					Total
2a. City Routes (Present):					
2b. Rural Routes (Present):					
2c. HCR/PP Routes (Present):					
TOTAL	0	0	0	0	0

☐ Check here to indicate a consolidation of routes from other offices and explain below.

Explain delivery unit consolidations here, if applicable.

2d. Is this facility projected to experience a future impact from FSS technology?
☐ Yes ☐ No

Page 2

CITY, STATE, ZIP+4 0	POSTAL UNIT 0	DATE 12/21/2009
--------------------------------	-------------------------	---------------------------

Carrier Route Projections (attach separate Delivery Analysis worksheets)

	Present	CACI*	Projected	Check only one:
Possible Deliveries	0	0.00%	0	10 year <input checked="" type="checkbox"/>
Possible Deliveries per Route	0		?	15 year <input type="checkbox"/>
Number of Routes	0		0	

* If multiple zones, attach separate CACI weighting worksheet.

Post Office Boxes

Size	Installed	Rented/WL	Move-In	% of Increase*	10 Year	Modules
1 (12/module)	0	0	0	1.50%	0	0
2 (8/module)	0	0	0	1.50%	0	0
3 (4/module)	0	0	0	1.50%	0	0
4 (2/module)	0	0	0	1.50%	0	0
5 (1/module)	0	0	0	1.50%	0	0
Total	0	0	0		0	0

* PO Box growth rate is limited to the greater of 1.5% or CACI (unless occupancy exceeds 80%).

Retail Components Required:

0	Full Service Counters
0	APC(s)
<input type="checkbox"/>	Passport Office Required*

*(> 24 daily transactions)

Box Sections Required	0
Parcel Locker Sections	0
Total Sections	0

IV. DISTRIBUTION CONCEPT

1. ☐ Distribution ☐ Carriers ☐ PO Box ☐ Other (describe) _____
2. Originating mail will be dispatched to the nearest plant for processing: _____

(Plant Name)
3. ☐ Check if this facility is scheduled to receive automation/mechanization equipment.

No. of Machines:	CSBCS	0	DBCS	0	DCBS Type:	
Sq. Ft. Impact:		0		0		

V. FACILITIES AFFECTED (after occupancy of the new facility, check all that apply)

- 1a. ☐ The existing leased building(s) will be returned to the lessor.
- 1b. ☐ The existing leased building(s) will be subleased.
2. ☐ The existing leased building(s) will be retained to serve as a: _____
- 3a. ☐ The existing USPS-owned building(s) will be disposed.
- 3b. ☐ The existing USPS-owned building(s) will be outleased.
4. ☐ Disposal sheet attached.

NOTE: Notification of a disposal must be sent to Facilities, Asset Management at HQ. Forward a copy of the FPC and identify the property for disposal.

VI. PREFERRED AREA BOUNDARIES

North by:	
South by:	
East by:	
West by:	

Page 3	
CITY, STATE, ZIP+4 0	POSTAL UNIT 0
DATE 12/21/2009	

VII. ALTERNATIVES (check all applicable blocks)

1. ☐ Can building(s) be expanded?
2. ☐ Is adjacent land available for expansion?
3. ☐ Are existing building(s) available for lease or purchase?
4. ☐ New Construction, Leased or Owned, based on SSBD Type:
5. ☐ Can present operations be consolidated with adjacent facility(ies)?
6. ☐ Other: _____

Plan		Square Feet
CUSTOM		gross
		net
		platform
		site

(If this box is checked, see notes regarding site size.)

VIII. SUPPLEMENTAL DATA

- 1a. ☐ Requirements for security fencing will be coordinated with the Inspection Service.
- 1b. ☐ Bullet resistant screenline is required.
2. ☐ Scissors lift is required.
3. ☐ If a public water supply is not available, a water well is required.
4. ☐ If public sewers are not available, a septic system is required.
5. ☐ Tractor/trailer will be used by Vehicle Services/HCR for delivery of mail.
6. ☐ Parking

	On Site	On-Street
	Regular	Regular
Customer	0	0
Employee	0	0
Postal	0	0

NOTE: On-street parking reduces on-site parking.

7. ☐ Overnight stamp stock exceeds \$250,000; Intrusion Detection System (IDS) is required (AS-503).
8. ☐ Full time employees exceed 20.
9. ☐ More than 5 security containers are necessary; a vault is required.
10. ☐ Enclosed platform.
11. ☐ Building and grounds storage.
12. ☐ Other (specify): _____

<p>PREPARED BY:</p> <p style="text-align: right;">_____ Date</p>	<p>REVIEWED BY:</p> <p style="text-align: right;">_____ Date</p>
<p>APPROVED BY:</p> <p style="text-align: right;">_____ District Manager Date</p>	<p style="text-align: right;">_____ Postmaster/Officer-In-Charge Date</p> <p style="text-align: right;">_____ Manager, Post Office Operations Date</p>

[illegible]

Additional Narrative		
CITY, STATE, ZIP+4	POSTAL UNIT	DATE
0	0	12/21/2009
<div style="border: 1px solid black; height: 600px; margin-top: 10px;"> <p>Type additional narrative here...</p> </div>		

Additional Present Facilities		
CITY, STATE, ZIP+4	POSTAL UNIT	DATE
0	0	12/21/2009
<p>DESCRIPTION OF PRESENT FACILITY:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>1. Occupancy/Construction Date (mm/yy):</p> <p>2. Lobby/Office Area:</p> <p>3. Workroom Space:</p> <p>4. Support:</p> <p>5. Total Building:</p> <p>6. Platform/Slab:</p> <p>7. Total Site Area:</p> <p>8. Annual Lease Rate:</p> <p>9. Lease Expiration Date (mm/yy):</p> <p>10. Renewal Options: (Number Of/Total Years):</p> <p>11. Renewal Rate (next option):</p> <p>12. Termination (Y/N & days notice):</p> </div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>1. Occupancy/Construction Date (mm/yy):</p> <p>2. Lobby/Office Area:</p> <p>3. Workroom Space:</p> <p>4. Support:</p> <p>5. Total Building:</p> <p>6. Platform/Slab:</p> <p>7. Total Site Area:</p> <p>8. Annual Lease Rate:</p> <p>9. Lease Expiration Date (mm/yy):</p> <p>10. Renewal Options: (Number Of/Total Years):</p> <p>11. Renewal Rate (next option):</p> <p>12. Termination (Y/N & days notice):</p> </div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>1. Occupancy/Construction Date (mm/yy):</p> <p>2. Lobby/Office Area:</p> <p>3. Workroom Space:</p> <p>4. Support:</p> <p>5. Total Building:</p> <p>6. Platform/Slab:</p> <p>7. Total Site Area:</p> <p>8. Annual Lease Rate:</p> <p>9. Lease Expiration Date (mm/yy):</p> <p>10. Renewal Options: (Number Of/Total Years):</p> <p>11. Renewal Rate (next option):</p> <p>12. Termination (Y/N & days notice):</p> </div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 30%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> </div>		

EXHIBIT 141A
NON-FSS SSBD PLANS

												Non-FSS SSBD Plans																			
												P.O. Box & Parcel Locker Sections																			
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
	0	N/A	5	5	7	7	7	9	9	9	9	9	9	9	15	15	15	15	15	15	20	20	20	20	20	20	20	20			
	1	5C	5	7	9	9	9	9	9	9	9	9	9	15	20	20	20	20	20	20	20	20	20	20	20	20	30	30			
	2	5C	9	9	9	9	9	9	9	15	20	20	20	20	20	20	20	30	30	30	30	30	30	30	30	30	40	40			
	3	7C	20	20	20	20	20	20	20	20	20	20	20	20	20	20	30	30	30	30	30	30	30	40	40	40	40	40			
	4	9C	20	20	20	20	20	20	20	20	20	20	20	20	20	20	30	30	30	30	30	30	40	40	40	40	40	40			
	5	9C	20	20	20	20	30	30	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40			
N	6	15C	20	20	20	30	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40			
O	7	20C	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50			
N	8	20C	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50			
-	9	20C	30	30	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50			
F	10	30C	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
S	11	30C	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
S	12	30C	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
	13	30C	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
R	14	30C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
O	15	30C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50			
U	16	40C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65			
T	17	40C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65			
E	18	40C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65			
S	19	50C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65			
	20	50C	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65			
	21	50C	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65			
	22	50C	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80			
	23	50C	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80			
	24	50C	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80	80	80			
	25	65C	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80	80	80	80	80	80			
	26	65C	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80	80	80	80	80	80	80	80	80			

EXHIBIT 141B
FSS SSBD PLANS

												FSS SSBD Plans																																	
												P.O. Box & Parcel Locker Sections																																	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26																	
	0	N/A	5	5	7	7	9	9	9	9	9	9	9	9	15	15	15	15	15	15	20	20	20	20	20	20	20	20																	
	1	5C	5	7	7	7	9	9	9	9	9	9	15	15	20	20	20	20	20	20	20	20	20	30	30	30	30	30																	
	2	5C	7	7	9	9	9	9	9	15	15	15	20	20	20	20	20	20	20	20	20	30	30	30	30	30	30	30																	
	3	7C	7	9	9	9	15	15	15	15	20	20	20	20	20	20	20	20	20	20	30	30	30	30	30	30	30	40																	
F	4	7C	9	15	15	15	20	20	20	20	20	20	20	20	20	20	20	30	30	30	30	30	40	40	40	40	40	40																	
S	5	9C	15	15	20	20	20	20	20	20	20	20	20	20	20	25	30	30	30	30	30	30	40	40	40	40	40	40																	
S	6	15C	20	20	20	20	20	20	20	20	20	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40																	
	7	15C	20	20	20	20	20	20	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40																	
R	8	20C	20	20	20	20	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40																	
O	9	20C	20	20	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40																	
U	10	20C	30	30	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50																	
T	11	20C	30	30	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50																	
E	12	25C	30	30	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50																	
S	13	25C	30	30	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50																	
	14	25C	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50																	
	15	25C	40	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50																	
	16	30C	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50																	
	17	40C	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50																	
	18	40C	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50																	
F	19	40C	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50																	
S	20	40C	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50																	
S	21	40C	40	40	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65																	
	22	40C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65																	
R	23	50C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65																	
O	24	50C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65																	
U	25	50C	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65																	
T	26	50C	50	50	50	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65																	
E	27	50C	50	50	50	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65																	
S	28	50C	50	50	50	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65																	
	29	50C	50	50	50	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80																	
	30	50C	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80																	
	31	65C	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80	80	80	80	80	80																	
	32	65C	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	80	80	80	80	80	80	80	80	80	80																	

EXHIBIT 142
PARKING REQUIREMENTS

USPS SSBD Matrix Minimums and Maximums

FSS and Non-FSS Facilities

SSBD FACILITIES								
FACILITY PLAN SIZE	GROSS BUILDING SIZE (Sq Ft)	SITE SIZE (Sq Ft)	# OF COUNTERS	MAX # OF PO BOX SECTIONS	# OF CARRIER ROUTES	CUSTOMER PARKING SPACES	EMPLOYEE PARKING SPACES	LLV / POSTAL PARKING SPACES
5	550	24,290	0-1	2	0-2	1-5	3-5	0-2
7	770	24,290	0-1	5	0-3	1-7	3-7	0-4
9	990	24,290	0-1	12	0-4	1-10	4-8	0-5
15	1,460	26,241	0-1*	18	0-7	1-12	4-9	0-6
20	1,985	28,035	0-2*	27	4-11	1-21	5-15	4-11
25	3,110	35,044	0-2*	27	11-15	1-10	10-19	5-15
30	3,605	35,044	0-3*	34	4-16	1-25	6-21	7-16
40	4,730 or 4,830	43,068	0-3*	45	4-22	1-41	7-30	0-22
50	5,830	51,433	0-3*	78	7-30	1-56	8-29	0-30
65	7,170 or 7,270	67,393	0-3*	88	13-40	1-59	8-49	0-40
80	8,750 or 8,850	74,883	0-3*	100	19-52	1-59	10-51	10-52
100	11,130 or 11,390	87,120	0-4*	100	24-65	1-59	30-81	15-65

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Appendix B: Form 929, Major Facility Planning Data

U. S. Postal Service Major Facility Planning Data						
1. Post Office Test 929		2. State and ZIP Code		3. Postal Unit Mail Processing		
4. Functions Included in Proposed Facility # <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Retail <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> OIG/ Inspection Service <input type="checkbox"/> Mail Processing <input type="checkbox"/> Expansion						
5. Population (000)						
When		CITY	COUNTY			
Present	2010					
Est. 3 Yrs. Hence	2013					
Est. 13 Yrs. Hence	2023					
6. Date of PS Form 929 Original: Rev. No. 3: Rev. No. 6 Rev. No. 1 Rev. No. 4: Rev. No. 7 Rev. No. 2 Rev. No. 5: Rev. No. 8						
7. Building Net Square Feet Requirements						
Space		Present		Move-In-Day		
Mail Facility Without Platform		9,100		155,840		
Other Facility Areas						
Platform		30,000		30,000		
Total Mail Facility		39,100		185,840		
Storage Building						
Vehicle Maintenance Facility						
Enclosed Parking						
Total Building Space		39,100		185,840		
8. Total Building Employee Complement:		Present		Move-In-Day		
Male:		120		164		
Female:		<u>100</u>		<u>136</u>		
Total		220		300		
9. Prepared By:						
Signature		Title		Date		
		Postal Operations Analyst		05/01/09		
Signature		Title		Date		
10. Reviewed by/Approved by:						
Signature		Mgr., Planning Policy & Programs		Date		
		Title				
Signature		P&D Plant Manager		Date		
		Title				
Signature		District Mgr., Customer Service		Date		
		Title				
Signature		Mgr., Op Support, Area Operations		Date		
		Title				
Signature		VP, Area Operations		Date		
		Title				
PS Form 929, May 2009 (Page 1)						

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing	
MAJOR FACILITY PROJECT SITE SIZE COMPUTATION SHEET					
Date: 05/01/09		Net to Gross Calculation		Prepared By: JDOE	
Line	Functional Area	Net Area	Adjustment Factor	Gross SF	
1	Offices	6,735	1.40	9,429	
2	Lobbies	1,000	1.40	1,400	
3	Lockers, Lunchrooms, and Restrooms	775	1.40	1,085	
4	General Support Areas	28,830	1.20	34,596	
5	Maintenance Support Areas	6,000	1.30	7,800	
6	Workroom Areas	112,500	1.01	113,625	
7	Subtotal - Main Interior Areas	155,840	xxxx	167,935	
8	Mech/Elec Areas (Line 7 + Line 10 Gross Area X .03)			5,938	
9	(This line intentionally blank)	xxxxxx	xxxx		
10	Platform Areas	30,000	1.00	30,000	
11	Air Mail® Concourse (AMCs/AMFs Only)		xxxx		
12	(This line intentionally blank)				
13	Storage Bldg. and/or (Enclosed Pkg.)		1.05		
14	Total Building Area	185,840	xxxx	203,873	
15	Total VMF Area (from PS Form 4551)		xxxx		
16	Total - Lines 14 & 15	185,840	xxxx	203,873	
17	VMF Parking and Maneuvering Area (from PS Form 4551)		xxxx		
18	Tractor Parking	Number of Vehicles			
19	Trailer Parking	"	"		
20	9/11-Ton Vehicle Parking	"	"		
21	2-1/2-Ton Vehicle Parking	"	"		
22	1-Ton Vehicle Parking	"	"		
23	Long-Life Vehicle/Cargo Vans Parking	"	"		
24	Official and Visitor Parking	"	"		
25	Employee Parking	"	"	11	2,970
26	Employee Handicapped Accessible Parking	"	"	1	390
27	Employee Motorcycle/Bicycle Parking	"	"		
28	IS/OIG	"	"	2	540
29	Customer Parking	"	"		
30	Customer Handicapped Accessible Parking	"	"		
31	BMEU Customer Parking	"	"	10	2,700
32	27" Dock Maneuvering Area	LF OF 27" Dock			
33	30" Dock Maneuvering Area	LF OF 30" Dock			
34	48" Dock Maneuvering Area	LF OF 48" Dock		600	90,000
35	Dock Turning Radius No. Of Places (Est. 150' X 30' X 4 Places = 18,000 SF)				18,000
36	Subtotal - Indicated Gross Area To & Including Line 35 (Excludes Line 12 Total)				318,473
37	Subtotal - Est. External break areas, Circulation, Landscaping, & Sidewalks. Excludes Setbacks, Ponding Easements, Etc. (Line 36 Gross Area X .25)				79,618
38	Subtotal - Carrier Loading Area (.50 X No. Of Carrier Vehicles X 250 SF/Veh.)				
39	Subtotal - Est. M-I-D Site Size (Sum Of Lines 36, 37, and 38)				398,091
40	Subtotal - Other Miscellaneous Requirements: # Fueling Islands <input type="text"/>				
41	Total - Estimated Gross M-I-D Site Size (Sum Of Lines 39 and 40)				398,091
42	Subtotal - Estimated Gross 20-Year Expansion (Line 41 Total X Growth) <input type="text"/> (10 -Yr. Growth Percentage)				
43	Estimated Detention Ponding * Required Acreage =	0.61 = Feet			
44	Estimated Useable 20-Year Site Size (Sum Of Lines 41, 42, and 43)				398,091
45	Useable Site Length: Square Root Of (1.5 X Line 44)	= Feet			773
46	Useable Site Width: Line 44 Divided By Line 45 Total Length	= Feet			515
47	Optimum Required Site Length: Line 45 + 40' Front + 10' Rear Yards	= Feet			823
48	Optimum Required Site Width: Line 46 + 20' + 20' Side Yards	= Feet			555
49	Total - Estimated Gross Area Required: Line 47 X Line 48	= Feet			456,765
50	Site Size To Be Developed:	= Acres			10.49
PLANNING DATA USED FOR CALCULATIONS:					
*1.5 (Inches of rain in a 2 hour period) Divided By 12 Inches X Acreage Of Line 36					
Divided By 1.5 (18 Inch Deep Pond) = 26,539 Acre Ft. or 0.61 Acres (Rounded)					

Post Office: Test 929	State and ZIP Code:	Postal Unit: Mail Processing	
Date: Original: Rev. No. 1	Rev. No. 2 Rev. No. 3: Rev. No. 4:	Rev. No. 5: Rev. No. 6 Rev. No. 7	
NET BUILDING SPACE RECAPITULATION			
Space Allocations	Net Square Feet		
	Present	10-Year 2023	NOTES
1. Office Section (From Page 5)	450	6,735	
2. Lobby Areas (From Page 6)	300	1,000	
3. Employee Facilities (From Page 7)	600	775	
4. General Support (From Page 8)	5,350	28,830	
5. Maintenance Support (From Page 9)	2,400	6,000	
6. Workroom (From Page 14)		112,500	
7. Total Mail Facility Without Platform	9,100	155,840	
8. Total Platform Area (From Section B, Page 15)	30,000	30,000	
9. Total Mail Facility Including Platform (Total of Lines 7 and 8)	39,100	185,840	
a. Other			
10. Enclosed USPS Parking	<input type="text" value="NO"/>		
11. Air Mail® Concourse	<input type="text" value="NO"/>		
Concourse Module Number	<input type="text"/>		
12. Storage Building	<input type="text" value="NO"/>		
13. Vehicle Maintenance Facility, Form 4551 (Interior Space)			
14. Total Net Building Space (Total of Lines 9, 10, 11, 12, and 13)	39,100	185,840	

PS Form 929, May 2009 (Page 3)

Post Office: Test 929	State and ZIP Code:		Postal Unit: Mail Processing		
Date:	Rev. No. 2		Rev. No. 5:		
Original:	Rev. No. 3:		Rev. No. 6		
Rev. No. 1	Rev. No. 4:		Rev. No. 7		
PARKING REQUIREMENTS					
Vehicles	Present		10-Year 2023		NOTES
	No.	Sq. Ft.	No.	Sq. Ft.	
1. Tractors 2. Trailers (20-30 Feet) 3. Trailers (30-40 Feet) 4. Trailers (Over 40 Feet) 5. Trucks - 7/9/11 Ton 6. (This line intentionally blank) 7. Trucks - 2 1/2 Ton 8. Trucks - 1 Ton 9. Trucks - (Longlife/Cargo) 10. Other Vehicles 11. Bicycle (Route Delivery)/Segway 12. Rural Route 13. Contract Box Delivery Route 14. Official - Staff Car 15. Official - Privately Owned 16. Visitor 17. Employee 18. Employee - (Accessable Handicapped) 19. Employee - (Bicycle - Motorcycle) 20. Customer 21. Customer - (Accessable Handicapped) 22a. BMEU Customer 22b. Firm Caller 23. IS/OIG (Non-Domicile) 24. IS/OIG			11 1 10 2	2,970 390 2,700 540	
VEHICLE MAINTENANCE FACILITY Form 4551 (Parking Spaces) 25. VMF - Based 26. VMF - Reserve 27. VMF - Semi-Trailer 28. VMF - Service Vehicles 29. VMF - Waiting Repair 30. VMF - Waiting Sale 31. VMF - Employees					
Total			24	6,600	

PS Form 929, May 2009 (Page 4)

Post Office:		State and ZIP Code:		Postal Unit:			1 / 2M
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices	L E V E L	No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Plant Manager	PCES		1			160	
Secretary/Reception Area			1			225	
Total Area			2			385	
Facilities Engineer			1		70		
Architect/Engineer			1		70		
Flat Files (Drawings)					100		
CAD					75		
Drafting Table					100		
General Office						415	
Total Area			2			415	
Mgr., Transportation/Networks			1			120	
Supv., Transportation Oper.			1			100	
Networks Specialist			2		140		
General Office						140	
Total Area			4			360	
Mgr., In-Plant Support			1			120	
General Clerks			2		110		
Industrial Engineer (Sr)			1		70		
Industrial Engineer (Fld)			1		70		
CAD Space					75		
Operations Support Spec.			8		560		
Oper. Quality Improvement			1		70		
Data Collection Technician			2		110		
Contract Technician			1		55		
General Office						1,120	
Total Area			17			1,240	
District Domicile General Office					500		
Safety Specialist			1		70		
General Office						570	
Total Area			1			570	
Subtotal (Post to page 5-P&DCB)			26			2,970	
PS Form 929, May 2009 (Page 5-P&DCA)							
The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."							

Post Office:		State and ZIP Code:		Postal Unit: 1 / 2M			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Credit Union Automatic Teller Machine			4	100 100		350 90	
Total Area			4	200		440	
Inspection Service (Non-Domicile)			1			180	
Filing Space						624	
Office Supplies						150	
Conference Area						500	
Reference Room						150	
Mail/Copy Room						200	
Break Area						100	
CCR Room (MC/LAN area)						490	
EAP			2			600	
<u>PEDC</u>							
Mgr., PEDC			1			120	
Secretary/Reception			1			155	
Classroom						200	
Library/Self Study						200	
Storage						120	
Scheme Examination						120	
Training Consoles #	8					360	
Subtotals From:							
Page 5-P&DCA			26			2,970	
Page 5-P&DCB			9	200		4,709	
Subtotal			35	200		7,679	
Contingency @ 5%						384	
Total (Post to page - 3)			35	200		8,063	
PS Form 929, May 2009 (Page 5-P&DCB)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office:		State and ZIP Code:		Postal Unit: P & D FACILITY			1 / 2M
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Plant Manager	EAS		1			160	
Secretary/Reception			1			175	
Total Area			2			335	
Data Collection Technician			2		110		
Operations Support Spec.			1		70		
Total Area			3			180	
Inspection Service (Non-Domicile)						180	
Total Area						180	
Filing Space						150	
Office Supplies						150	
Conference Area						150	
Reference Room						150	
Mail/Copy Room						200	
CCR Room (MC/LAN area)						490	
EAP						390	
Total Area						1,680	
District Domicile General Office						1,000	
Total Area						1,000	
Subtotal (Post to page 5-P&DFB)			5			3,375	
PS Form 929, May 2009 (Page 5-P&DFA)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office:		State and ZIP Code:		Postal Unit: P & D FACILITY 1 / 2M			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Credit Union Automatic Teller Machine			1			200 90	
Total Area			1			290	
Mgr., PEDC							
Secretary/Reception						150	
Classroom						150	
Library/Self Study						100	
Storage						120	
Scheme Examination						180	
Training Consoles #	4						
Subtotals From:							
Page 5-P&DFA			5			3,375	
Page 5-P&DFB			1			990	
Subtotal			6			4,365	
Contingency @ 5%						218	
Total (Post to page - 3)			6			4,583	
PS Form 929, May 2009 (Page 5-P&DFB)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office:		State and ZIP Code:		Postal Unit: DISTRICT IM			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
District Manager	PCES		1			180	
Secretary/Reception Area			1			225	
Total Area			2			405	
Mgr., P. O. Operations (B)	25		1			120	
Mgr., P. O. Operations (A)	24		4			480	
Secretary	11		1			75	
Total Area			6			675	
Mgr., Customer Service Support	24		1			120	
Retail Specialist	16		2		140		
Secretary	11		1		75		
General Office						215	
Total Area			4			335	
Mgr., Consumer Affairs & Claims	18		1			100	
Clerk/Steno	5		1		55		
Claims Inquiry Clerk	5		1		55		
Complaints & Inquiry Clerk	5		1		55		
General Office						165	
Total Area			4			265	
Mgr., Postal Business Center	20		1			120	
Clerk/Steno	5		1		55		
Customer Service Rep.	16		1		70		
Customer Service Rep.	13		4		280		
Expedited Mail Specialist	15		2		140		
Mailpiece Design Analyst	15		2		140		
Customer Consultation Area						200	
General Office						685	
Total Area			11			1,005	
Mgr., Address Mgmt. System	20		1			100	
General Clerk	5		5		275		
Address Mgmt. Spec.	6		6		420		
Mapping Area					150		
General Office						845	
Total Area			12			945	
Subtotal (Post to page 5-DISTD)			39			3,630	
PS Form 929, May 2009 (Page 5-DISTA)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office:		State and ZIP Code:		Postal Unit: DISTRICT IM			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Mgr., Operations Prog. Support	25		1			120	
Secretary/Reception	11		1		75		
Oper. Quality Improve. Spec.	17		1		70		
Sr. Operations Analyst	22		1		100		
General Clerk	5		1		55		
Customer Service Analyst	16		8		560		
General Office						860	
Total Area			13			980	
Mgr., Sales	22		1			120	
Account Representative	18		1		70		
Account Representative	15		8		560		
Clerk/Steno	5		1		55		
General Office						685	
Total Area			11			805	
Mgr., Finance	25		1			120	
Secretary/Reception	11		1		75		
Sr. Budget/Financial Anal.	21		1		70		
Budget Analyst	19		2		140		
Financial Systems Coord.	18		1		70		
Postal Systems Coord.	15		3		210		
Supv. Accounting Systems	21		1			120	
Financial Systems Coord.	18		1		70		
Accounting Technician	16		14		1050		
General Office						1,685	
Total Area			25			1,925	
Mgr., Information Systems	21		1			120	
Information Systems Spec.	17		1		70		
Information Systems Coord.	15		1		70		
Telecommunications Spec.	17		1		70		
General Office						210	
Total Area			4			330	
(Post to page 5-DISTD)			53			4,040	
PS Form 929, May 2009 (Page 5-DISTB)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office:		State and ZIP Code:		Postal Unit: DISTRICT IM			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Mgr. Human Resources	25		1			120	
Secretary/Reception	11		1		75		
EAP Coordinator	21		1			120	
Conference/Meeting Rooms (2)						240	
LABOR RELATIONS							
Sr. Labor Relations Spec.	21		1			120	
Labor Relations Spec.	19		7			840	
Human Resources Analyst	11		2		140		
Clerk/Steno	5		1		55		
EEO							
Sr. EEO Complaints Spec.	19		1			120	
EEO Counsel/Interview	17		5			600	
Human Resources Analyst	11		1		70		
PERSONNEL							
Sr. Personnel Services Spec.	21		1			120	
Human Resources Spec.	17		3		210		
Human Resources Spec.	15		3		210		
Human Resources Assoc.	11		11		770		
Clerk/Steno	5		1		55		
Clerk/Typist	5		4		210		
SAFETY/HEALTH							
Sr. Safety/Health Spec.	19		1		70		
Human Resources Spec.	15		5		350		
Clerk/Steno	5		1		55		
LEKTRIEVER - 300 SF if nec.							
INJURY COMPENSATION							
Sr. Injury Comp. Spec.	19		1			120	
Human Resources Spec.	17		2		140		
Human Resources Spec.	15		6		420		
Human Resources Assoc.	11		1		70		
TRAINING							
Sr. Training Spec.	19		1		70		
Human Resources Spec.	15		4		280		
Human Resources Assoc.	11		4		280		
Clerk/Steno	5		1		55		
General Office						3,585	
Total Area			71			5,985	
(Post to page 5-DISTD)			71			5,985	

PS Form 929, May 2009 (Page 5-DISTC) The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."

Post Office:		State and ZIP Code:		Postal Unit: DISTRICT IM			
Date:		Rev No. 2:		Rev No. 5:			
Original:		Rev No. 3:		Rev No. 6:			
Rev No. 1:		Rev No. 4:		Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices		No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Total Area							
Conference Room						2,250	
Lunchroom						540	
Reference Room						250	
Files						1,600	
Mail/Copy						300	
CCR Room (MC/LAN area)						540	
Supplies						250	
Administrative Health Unit (including files)						500	
Total from 5-DISTA			39			3,630	
Total from 5-DISTB			53			4,040	
Total from 5-DISTC			71			5,985	
Total from 5-DISTD (above)						6,230	
Subtotal			163			19,885	
Contingency @ 5%						994	
Total							
(Post to page - 3)			163			20,879	
PS Form 929, May 2009 (Page 5-DISTD)		The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office."					

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing			
Original:		Rev. No. 3:		Rev. No. 6			
Rev. No. 1		Rev. No. 4:		Rev. No. 7			
Rev. No. 2		Rev. No. 5:		Rev. No. 8			
PUBLIC SERVICE AREAS							
A. Retail Module <input type="checkbox"/> RSUQ Completed Date:							
Number Window Positions		Existing		Now in Use		10 - Year	NOTES
Required Retail Workstations							
Equivalent Workstations: Retail Workstations							
B. Recommended Vending Description							
Quantity							
	Automated Postal Center®						
C. Post Office Boxes							
Present			Projected				
Size	Number Installed	Rented	Unit No.	No. Boxes Per Module		Number 10 - Year	Modules Required
1			2901	12			
2			2902	8			
3			2903	4			
4			2904	2			
5			2905	1			
			TOTAL NUMBER OF MODULES				
Post Office Box Sections Provided							
Possible Additional Box Sections							
Standard Plan Building Box Lobby Extension (BLE) Sections Required:							
Total Length of Box Section BLE (feet) =							
D. Parcel Lockers							
Post Office Boxes Length:			Parcel Locker Length:				
(including Box Section BLE)			Total Length of BLE (feet) =				
E. Space Planning Factor							
Total Length of BLE X Space Planning Factor of 22 feet:						Total BLE SF	
						Retail Module SF	
						TOTAL RETAIL	
F. Lobby Area Totals							
Miscellaneous Functions		Present SF		10 - Year SF			
Public Service Area		1000		1,000			
Total Miscellaneous		1000		1000			
Total Retail SF							
Grand Total (Post to Page 3)		1,000		1,000			

PS Form 929, May 2009 (Page 6)

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing	
Date:		Rev. No. 2		Rev. No. 5:	
Original:		Rev. No. 3:		Rev. No. 6	
Rev. No. 1		Rev. No. 4:		Rev. No. 7	
EMPLOYEE FACILITIES					
A. Employee Information					
		Present		Move-In-Day 2023	NOTES
Employees Requiring Lockers	Male			20	
	Female			20	
	Letter Carriers			5	
Total				45	
Employees on Duty at Peak Occupancy	Male			4	
	Female			5	
	Total			9	
B. Lockers, Lunchrooms and Miscellaneous Employee Areas					
		Present		Move-In-Day	
Locker Area	Male Locker			80	
	Female Locker			80	
	Letter Carriers			20	
Employee Lunchroom Vending Units @ 15 SF each. Grill (if required)				45	
Multi-Purpose Room		600		400	
Vending Machine Supply Storage				150	
Satellite Vending on Workroom				(Reference Page 14)	
Other Employee Facilities Area(s) not listed above					
Public Service Area (if not included on Page 6)					
Total Sq. Ft. (Post to page 3)		600		775	
PS Form 929, May 2009 (Page 7)					

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing					
Date: Original: Rev. No. 1		Rev. No. 2 Rev. No. 3: Rev. No. 4:		Rev. No. 5: Rev. No. 6 Rev. No. 7					
SUPPORT AREAS (General)									
Areas				Present	10-Year	NOTES			
				Sq. Ft.	2023 Sq. Ft.				
(A)	Archived Paperwork Room General Supplies (Non-Custodial) Mail Processing Equipment Storage (non MTE) Other Storage Part A Subtotal			350	240				
S				5,000	1,800				
T					5,625				
O									
R									
A									
G									
E									
(B)	Medical Unit (if required) (This line intentionally left blank) Platform Supervisor/Vehicle Dispatch Manager, Distribution Operations (100 SF for interview & 55 SF for general clerk) Supervisor, Distribution Operations (100 SF for files) Label Room (This line intenally left blank) Area SSPC Clerk-Technician Contract Drivers (Incl. 2 Toilets - 30 Sq. Ft. Ea.) Consolidated Computer Room (NDSS, Tray Systems, RBCS, IDF, RPMS, TACS) Telephone Switching Equipment - included in Computer room above (This line intentionally left blank) Supervisors Break/Locker Area Part B Subtotal								
M					240				
I					515				
S					375				
C					500				
E									
L					160				
L					1,000				
A									
N					375				
E									
O									
S									
(C)	Business Mail Entry Unit (BMEU)								
B	BMEU Module <input type="text" value="7"/>				8,000				
M									
E									
U									
(D)	Computerized Forwarding System (CFS)								
C	CFS Module <input type="text" value="5"/>				10,000				
F									
S									
(E)	Stamp Distribution Office (SDO)								
S	SDO Module <input type="text"/>			Office					
D				Vault					
O									
(F)	Part E Subtotal								
Total (Parts A, B, C, D, & E) (Post to Page 3)				5,350	28,830				

PS Form 929, May 2009 (Page 8)

Date:		Rev. No. 2		Rev. No. 5:			
Original:		Rev. No. 3:		Rev. No. 6			
Rev. No. 1		Rev. No. 4:		Rev. No. 7			
MAINTENANCE SUPPORT							
Areas		Present		10-Year 2023			
		No. Empl.	Sq. Ft.	No. Empl.	Sq. Ft.		NOTES
(A)	Mgr., Maintenance						
O F F I C E S	Maintenance Engineering Specialist						
	Mgr., Maintenance Operations						
	Supv., Maintenance Operations						
	Mgr., Maintenance Operations Support						
	Supv., Maintenance Operations Support						
	Mgr., Field Maintenance Operations						
	General Office						
	General Office, Maintenance Control						
	Office Space Subtotal				1,000		
	Part A Subtotal				1,000		
(B)	Stockroom-Parts, Tools, Materials & Mechanical		2,000		2,000		
S H O P S / S T O R A G E	Custodial Storage				420		
	Custodial Closets		100		250		
	Buildings and Grounds Storage				560		
	General Shop		300		1,020		
	Electrical Shop						
	Carpenter Shop						
	Carpenter Shop Storage						
	Paint Shop						
	Paint Shop Storage (Flammable)						
	Training Room/Library				250		
	Storage-Flammable (Other)				250		
	Machine Shop (Large Facilities Only)				—		
	Area Maintenance Office Shop						
	(This line intentionally left blank)						
	(This line intentionally left blank)						
	(This line intentionally left blank)						
Electronics Room				250			
This line Intentionally left blank							
Other Maintenance Not Listed Above							
	Part B Subtotal		2,400		5,000		
Total, Parts A & B (Post to Page 3)							
			2,400		6,000		

PS Form 929, May 2009 (Page 9)

Post Office: Test 929			State and ZIP Code:			Postal Unit: Mail Processing			
Date: Original: Rev. No. 1			Rev. No. 2 Rev. No. 3: Rev. No. 4:			Rev. No. 5: Rev. No. 6 Rev. No. 7			
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								NOTES 1	
Workstation Units		MOD Number		Present Number Sq. Ft.		10-Year Number Sq. Ft.			WSU Description
Cull									NOT APPLICABLE
Face								NOT APPLICABLE	
Cancel	Staging @20%								
	Subtotal								
Mach								NOT APPLICABLE	
Dist								NOT APPLICABLE	
Letters	Staging @15%								
	Subtotal								
Mach								NOT APPLICABLE	
Dist	Staging @15%								
Flats	Subtotal								
Orig Pref								NOT APPLICABLE	
Manual Letters	Staging @15%								
	Subtotal								
Orig Pref								NOT APPLICABLE	
Manual Flats	Staging @15%								
	Subtotal								
Orig								NOT APPLICABLE	
Std.	Staging @15%								
Manual	Subtotal								
Orig								ON APPS	
Priority	Staging @20%								
	Subtotal								
Grand Total (Post to Pg. 14)									
Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise use Page 13.									
PS Form 929, May 2009 (Page 10)									

Post Office: Test 929				State and ZIP Code:		Postal Unit: Mail Processing			
Date: Original: Rev. No. 1				Rev. No. 2		Rev No. 5: Rev No. 6: Rev No. 7:			
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)									NOTES
Workstation Units		MOD Number		Present Number Sq. Ft.		10-Year Number Sq. Ft.		WSU Description	
Orig								NOT APPLICABLE	
Express	Staging @20%								
Mail	Subtotal								
Orig								ON APPS	
Parcel	Staging @20%								
	Subtotal								
Dest								NOT APPLICABLE	
Pref									
Manual									
	Staging @15%								
	Subtotal								
Dest								NOT APPLICABLE	
Std.									
Manual	Staging @15%								
	Subtotal								
Dest								ON APPS	
Priority	Staging @20%								
	Subtotal								
Dest								NOT APPLICABLE	
Express	Staging @20%								
Mail	Subtotal								
Grand Total (Post to Pg. 14)									
Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise, use Page 13.									
PS Form 929, May 2009 (Page 11)									

Post Office: Test 929			State and ZIP Code:			Postal Unit: Mail Processing		
Date: Original: Rev. No. 1			Rev. No. 2			Rev No. 5: Rev No. 6: Rev No. 7:		
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								NOTES
Workstation Units		MOD Number		Present Number Sq. Ft.		10-Year Number Sq. Ft.		
Dest Parcel	431012					12	12,960	ON APPS
	Staging @20%						2,592	
	Subtotal						15,552	
Carrier Section	Staging @ 15%							NOT APPLICABLE
	Subtotal							
Other								NOT APPLICABLE
	Subtotal							
APPS SPBS								Two induction / 200 Outputs/Low Per END
	Subtotal							
MISC.	HSTS					2	22,186	at 11,093 sf ea.w/o staging at 9,666 sf ea.w/o staging
	LCUS					1	9,666	
	Integrated Dispatch & Rec. HASP							
	THS (3rd party handling) Aviation Security							
	STC					2	20,000	
	Staging @20%						6,370	N1
	Subtotal						58,222	
Grand Total (Post to Pg. 14)							73,774	
Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise, use Page 13.								
PS Form 929, May 2009 (Page 12)								

Post Office: Test 929				State and ZIP Code:		Postal Unit: Mail Processing			
Date:				Rev. No. 2		Rev No. 5:			
Original:						Rev No. 6:			
Rev. No. 1						Rev No. 7:			
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)									NOTES
Workstation Units		MOD Number		Present Number Sq. Ft.		10-Year Number Sq. Ft.		WSU Description	
Pouch/ Stage								Pouch Racks residual parcels	N1
Staging @20% Subtotal									
Opening								OG primary Shape sort Dest Priority APPS Dest Priority APPS	
Staging @20% Subtotal									
Other								NOT APPLICABLE	
Subtotal									
Tray Opening/ Banding								Per Engineering	
Staging @20% Subtotal									
Grand Total (Post to Pg. 14)									

PS Form 929, May 2009 (Page 13)

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing	
Date: Original: Rev. No. 1		Rev. No. 2		Rev No. 5: Rev No. 6: Rev No. 7:	
OTHER WORKROOM AREAS					
Other Workroom Areas (List additional, as required)	Square Feet				NOTES
		Present	10-Year		
Reg. Disp. Security Cage			500		per AS-504 CAP AT 200 SF NOT APPLICABLE AT REDUCED MODULE AT REDUCED MODULE
Satellite Label / Placard Areas			120		
BMEU Cleared Mail Staging			3,000		
CFS Mail Staging	NONE		300		
Satellite Maint Shops (Cage)			225		
Battery Charging/Forklift Parking					
Nixie Section/Hazmat/Re-wrap	NONE		200		
Carrier Vestibules @ 460 SF/ea.			450		
Satellite Vending Areas					
Satellite Restrooms					
Total			4,795		
WORKROOM RECAPITULATION					
Total, Other Areas (From above)			4,795		
Total (From Page 10)					
Total (From Page 11)					
Total (From Page 12)			73,774		
Total (From Page 13)					
First Subtotal			78,569		
TACS (PSDS .005 of First Subtotal)			393		
Empty Equipment (.04 of First Subtotal)			3,143		
Second Subtotal			82,105		
Adjustment (Use table, USPS Pub. AS-504)			19,705		
Net Workroom Area			101,810		43,588
			112,500		
Standard Workroom Net Area (Post to Page 3)			112,500	75,000	Workroom Module Number 5

PS Form 929, May 2009 (Page 14)

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing				
Date:		Rev. No. 2		Rev. No. 5:				
Original:		Rev. No. 3:		Rev. No. 6				
Rev. No. 1		Rev. No. 4:		Rev. No. 7				
PLATFORM/DOCK ACTIVITY								
A. Vehicle Activity (Tailboard) Spaces Required at Peak								
Develop Peak Requirements Separately for Each Platform Height		Vehicles Needing 27 inch Dock		Vehicles Needing 30 inch Dock		Vehicles Needing 48 inch Dock		NOTES
Type of Service		Present	10-Year	Present	10-Year	Present	10-Year	
Star/Truck Route								
Inter-GMF								
BMC/ASF							23	
Parcel Post								
Relay								
Collection								
Inter-Station								
Airport Mail Center / THS								
Maintenance								
Inter-Facility Cross Dock / HASP							1	
Trash Recycling							1	
Trash Compactor								
Total							50	
B. Platform Size and Leveling Devices								
Measurements		Present		10-Year				
Heights Above Apron	27"	30"	48"	27"	30"	48"		
Length (Tailboard only)						600		
Total Length ¹			Ft.		600	Ft.		
Total Width			Ft.		50	Ft.		
Total Platform Area	30,000	Sq.Ft.		30,000	Sq.Ft.			
Platform Leveling Devices			27"	30"	48"			
A. Flip Ramp (Edge of Dock Leveler)								
B. Dock Leveler					36			
C. Scissors Lift								
C. Miscellaneous Vehicle and Platform Requirements								
1. Covered Carrier Loading				10-Year		Sq.Ft.		
2. Finger Dock		Module Number	1	Number of Docks		10	10-Year	5700
3. Wrap Around Dock		Module Number	1	Number of Docks		4	10-Year	2500
4.							10-Year	Sq.Ft.
5.							10-Year	Sq.Ft.
6. Built-In-Scales for Platform:		NO						
7. Built-In-Scales for Drive-Thru Trailers:		NO						
1 - Platform steps and ramp will be provided in the design of the building. 2 - Due to actual placement of ramps and stairs, number may vary. Cross dock bays excluded.								

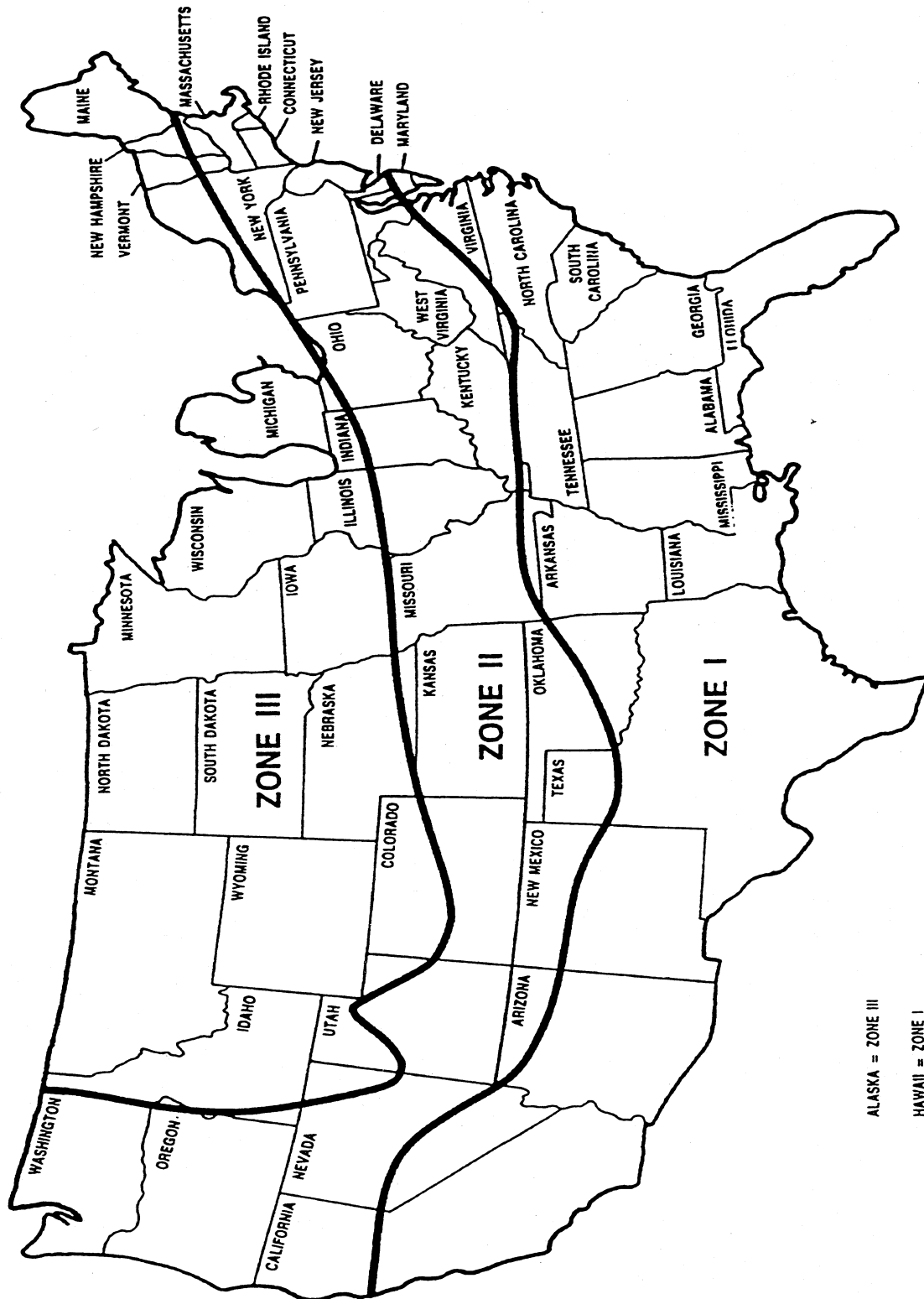
Post Office: Test 929		State and ZIP Code:	Postal Unit: Mail Processing
Date:		Rev. No. 2	Rev. No. 5:
Original:		Rev. No. 3:	Rev. No. 6
Rev. No. 1		Rev. No. 4:	Rev. No. 7
EXPLANATORY NOTES			
Page	Section and/or Item Number		
PS Form 929, May 2009 (Page 16)			

Post Office: <div style="text-align: center;">Test 929</div>	State and ZIP Code:	Postal Unit: <div style="text-align: center;">Mail Processing</div>																																			
Date: _____ Rev. No. 2 Original: _____ Rev. No. 1 _____																																					
DISTRIBUTION AND DELIVERY																																					
A. Carriers In Proposed Facility - Number of routes that will be housed in proposed facility. Show present location in "Name of Unit" column.																																					
5 Digit ZIP Code	Name of Unit	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">Present</th> <th colspan="4"></th> <th colspan="4" style="text-align: center;">10-Year</th> <th rowspan="2" style="width: 10%; text-align: center;">NOTES</th> </tr> <tr> <th style="width: 5%;">FT 1</th> <th style="width: 5%;">MT 2</th> <th style="width: 5%;">RU 3</th> <th style="width: 5%;">PP 4</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;">FT 1</th> <th style="width: 5%;">MT 2</th> <th style="width: 5%;">RU 3</th> <th style="width: 5%;">PP 4</th> </tr> <tr> <td style="height: 80px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Present								10-Year				NOTES	FT 1	MT 2	RU 3	PP 4			FT 1	MT 2	RU 3	PP 4												
Present								10-Year				NOTES																									
FT 1	MT 2	RU 3	PP 4			FT 1	MT 2	RU 3	PP 4																												
B. Carrier Distribution-Proposed Facility - Show routes housed elsewhere that will be given secondary distribution (down to carrier route) at the proposed facility. Do not include routes already listed in Section "A."																																					
5 Digit ZIP Code	Name of Unit	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">Present</th> <th colspan="4"></th> <th colspan="4" style="text-align: center;">10-Year</th> </tr> <tr> <th style="width: 5%;">FT 1</th> <th style="width: 5%;">MT 2</th> <th style="width: 5%;">RU 3</th> <th style="width: 5%;">PP 4</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;">FT 1</th> <th style="width: 5%;">MT 2</th> <th style="width: 5%;">RU 3</th> <th style="width: 5%;">PP 4</th> </tr> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Present								10-Year				FT 1	MT 2	RU 3	PP 4			FT 1	MT 2	RU 3	PP 4													
Present								10-Year																													
FT 1	MT 2	RU 3	PP 4			FT 1	MT 2	RU 3	PP 4																												
Subtotal-B Above		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>																																			
Subtotal-A Above		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>																																			
Total (Post to Exhibit 2)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>																																			
1-FT=Foot Routes, including bicycles routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Collection, Relay and Combination Routes.																																					
PS Form 929, May 2009 (Exhibit 1-A)																																					

Post Office: Test 929		State and ZIP Code:		Postal Unit: Mail Processing								
Date:		Rev. No. 2										
Original:												
Rev. No. 1												
DISTRIBUTION AND DELIVERY												
B. Carrier Distribution-Proposed Facility - Show routes housed elsewhere that will be given secondary distribution (down to carrier route) at the proposed facility. Do not include routes already listed in Section "A."												
5 Digit ZIP Code	Name of Unit	Present						10-Year				NOTES
		FT 1	MT 2	RU 3	PP 4			FT 1	MT 2	RU 3	PP 4	
Subtotal-From Exhibit 1-BX												
Subtotal-From Exhibit 1-A												
Total (Post to Exhibit 2)												
1-FT=Foot Routes, including bicycles routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Collection, Relay and Combination Routes.												
PS Form 929, May 2009 (Exhibit 1-BX)												

Post Office: <div style="text-align: center;">Test 929</div>	State and ZIP Code:	Postal Unit: <div style="text-align: center;">Mail Processing</div>									
Date: _____ Rev. No. 2 Original: _____ Rev. No. 1											
DISTRIBUTION AND DELIVERY											
C. Other Delivery Service -Show all routes in distribution area not already included in Sections "A" and "B."											
5 Digit ZIP Code	Name of Unit	Present		10-Year	NOTES						
		FT 1	MT 2	RU 3	PP 4		FT 1	MT 2	RU 3	PP 4	
Subtotal											
Page 10 (Total)											
Total											
1-FT=Foot Routes, including bicycles routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Collection, Relay and Combination Routes.											
PS Form 929, May 2009 (Exhibit 2)											

Appendix C: Zone Map



Appendix D: Remote Encoding Centers

General

This appendix provides space requirements drawings of Workstation Unit (WSU) layouts for postal Remote Encoding Centers (RECs). These WSUs are provided for Video Display Terminal (VDT) workroom, administrative office, Image Processing Unit (IPU) room, equipment maintenance space, other support space, and employee facilities. Many of the requirements used for this appendix are based on existing postal standards or handbooks.

Operational Function

RECs were established to process video images of partially resolved or script mail for the processing facilities they support. The actual mailpiece remains at the processing facility where each piece receives a unique identification (ID) tag so that the employees at the REC, working from a scanned video image of the mailpiece, can provide the extracted information to determine a barcode for the actual mailpiece. The REC employee keys in the extracted information, which is then matched against a database to acquire the finest required depth of ZIP Code. This information is sent across telecommunication lines to the processing facility. At the processing facility, the ZIP Code information is matched up with the actual mailpiece, which is then processed and sorted on the corresponding automation equipment.

Video Display Terminal Operation

The employees at the REC function as Data Conversion Operators (DCOs). DCOs key images at a VDT, which is similar to a personal computer (PC) workstation. The system can operate up to 20 hours a day. The Remote Barcode Sorting (RBCS) system is based on an originating network. Therefore, peak workload, which may use up to 100 percent of all VDTs, normally occurs during Tour 3 operations. Transitional employees work 70 percent of the workhours, and career employees work 30 percent of the workhours.

Equipment Configurations

Each remote encoding center is unique in the number of VDTs it contains and the number of processing facilities it supports. The number of IPU varies by REC. Some IPU support processing for only one facility. Other IPU may support processing for multiple facilities. The number of IPU required must be determined by contacting Headquarters (HQ) Network Operations or Engineering and the local site. The configuration of VDTs and IPU is unique for each REC.

VDT Workroom

The size of the VDT workroom is based on the expected peak number of VDT consoles required. Space is allocated at 26.5 square feet (Sq Ft) per console for VDT workstations, with an additional 10 percent for possible future console needs. Space is allocated at 30 Sq Ft for each supervisor station. The number of supervisor stations is estimated based on a ratio of 1 supervisor station for every 48 consoles. Exhibit D-1 describes the number of square feet required for the number of consoles.

EXHIBIT D-1
SQUARE FEET REQUIRED FOR NUMBER OF CONSOLES

# of Consoles	Sq Ft Reqd	Future Sq Ft Rqmts	# of Supv Stations	Sq Ft Reqd	Net Sq Ft Reqd	Addl Sq Ft (5%)*	Total Sq Ft Reqd
240	6360	636	5	150	7,146	358	7,504
348	9222	922	7	210	10,354	518	10,872
420	11130	1,113	9	270	12,513	626	13,139

NOTE: The workroom area has an adjustment factor of 5 percent to provide for dedicated aisles, columns, etc.

Exhibit D-2 lists the WSUs currently used for console video display terminal workstations, with and without the supervisor station. Exhibits D-3 and D-4 illustrate these WSUs for visual reference in planning facility space requirements.

EXHIBIT D-2
WSUs USED FOR CONSOLE VIDEO TERMINALS

WSU #	PostalCAD Drawing Name	# of Terminals	Includes Supv Station?	Sq Ft Reqd
090301	VDT001-6 Consoles-WO Supv	6	No	160
090302	VDT002-12 Consoles-W Supv	12	Yes	351

EXHIBIT D-3
090301, SIX CONSOLE VIDEO DISPLAY TERMINALS WITHOUT SUPERVISOR STATION

Date: Dec 1994
Remote Encoding Center—26.5 Sq Ft per console
Scale: No Scale
Area: 160 Sq Ft

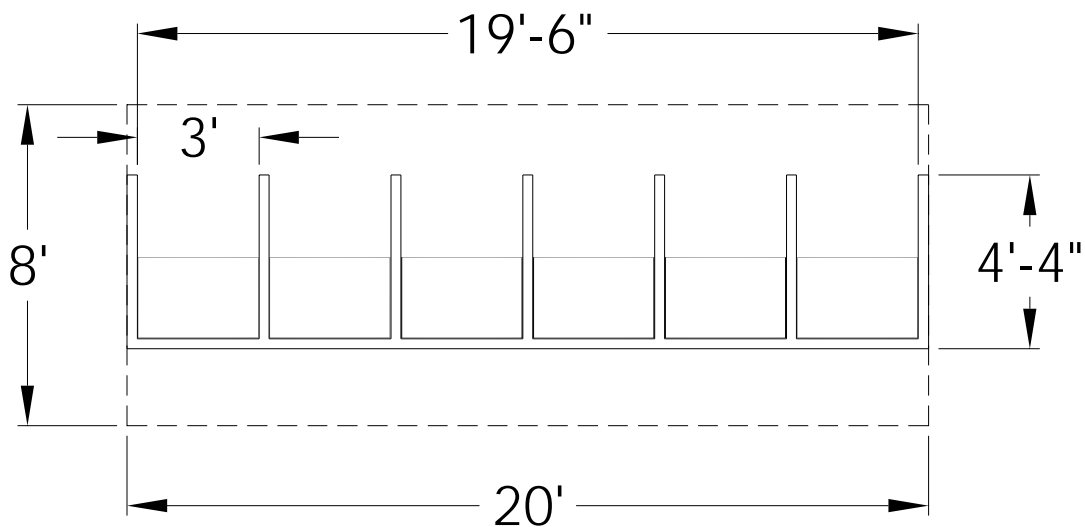


EXHIBIT D-4

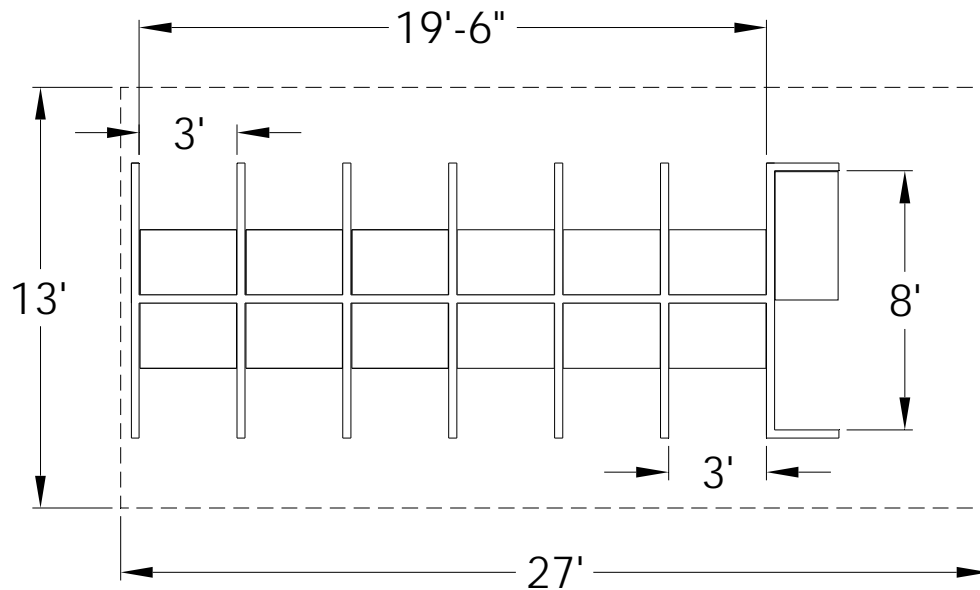
090302, TWELVE CONSOLE VIDEO DISPLAY TERMINALS WITH SUPERVISOR STATION

Date: Dec 1994

Remote Encoding Center—26.5 Sq Ft per console

Scale: No Scale

Area: 351 Sq Ft



Office Space Requirements

Administrative Area

The manager of the REC is required to provide private space for Human Resources personnel, Time and Attendance personnel, and conference and/or training room, etc. Conference and/or training room sizing is based on 24 employees at 25 Sq Ft per employee. Exhibit D-5 lists the square feet required for the different areas.

EXHIBIT D-5
ADMINISTRATIVE AREA SPACE REQUIREMENTS

Administrative Areas	Sq Ft Reqd	Circulation Space (30% of Total Reqd)	Gross Sq Ft Reqd
Manager, Remote Encoding Center	160		
Administrative Support and/or Reception Area	110		
Staff Office Area	280		
Human Resources	180		
Time and Attendance	120		
Conference and/or Training Room	600		
Photocopier Room	150		
Total Administrative Area	1,600	480	2,080

Support Areas

IPU and Associated Equipment Maintenance Rooms

An IPU room and the associated equipment maintenance room must be provided in accordance with the data in Exhibit D-6. Each IPU room size will include, besides the peripheral table, the computer table, the IPU, diagnostic and IPC cabinets, and a 1-Ft by 3-Ft local area network (LAN) storage cabinet for the REC's LAN system. Exhibits D-7 through D-13 illustrate these WSUs for visual reference in planning IPU room space requirements.

EXHIBIT D-6
IPU AND EQUIPMENT MAINTENANCE ROOMS

WSU #	Postal/CAD Drawing Name	IPU Room			Equipment Maintenance Room	
		# of IPU's	Dimension	Sq Ft Reqd	Dimension	Sq Ft Reqd
090401	IPU101-IPU Room-1 IPU	1	13' x 27'	351	20' x 20'	400
090402	IPU102-IPU Room-2 IPU's	2	21' x 27'	567	20' x 30'	600
090403	IPU103-IPU Room-3 IPU's	3	30' x 27'	810	20' x 35'	700
090404	IPU104-IPU Room-4 IPU's	4	38' x 27'	1,026	20' x 40'	800
090405	IPU105-IPU Room-5 IPU's	5	47' x 27'	1,269	20' x 45'	900
090406	IPU106-IPU Room-6 IPU's	6	55' x 27'	1,485	20' x 50'	1,000
090407	IPU107-IPU Room-7 IPU's	7	64' x 27'	1,728	20' x 55'	1,100

EXHIBIT D-7
090401, IPU ROOM—ONE IPU

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 351 Sq Ft

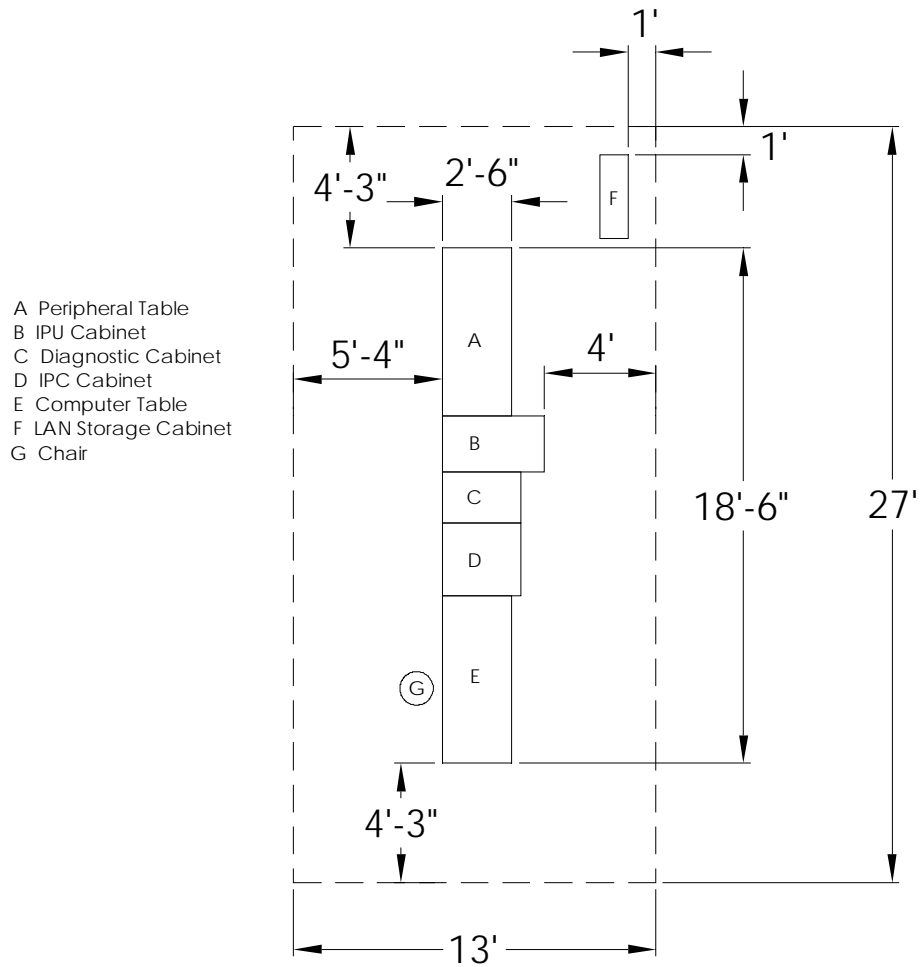


EXHIBIT D-8
090402, IPU ROOM—TWO IPU's

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 567 Sq Ft

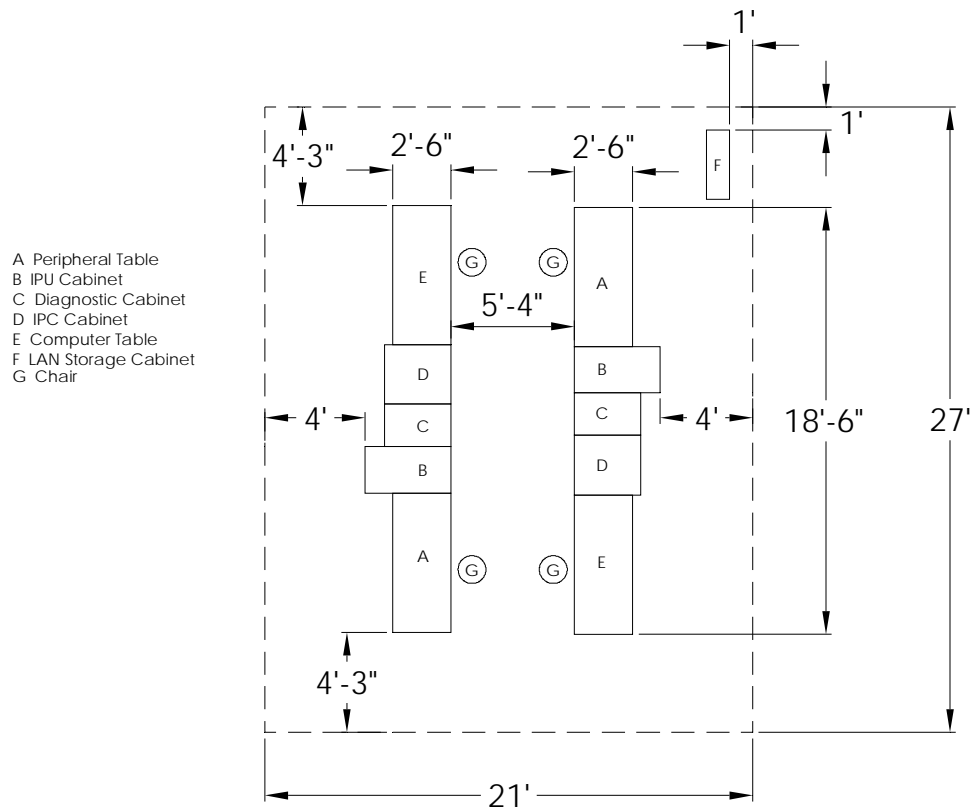


EXHIBIT D-9
090403, IPU ROOM—THREE IPU's

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 810 Sq Ft

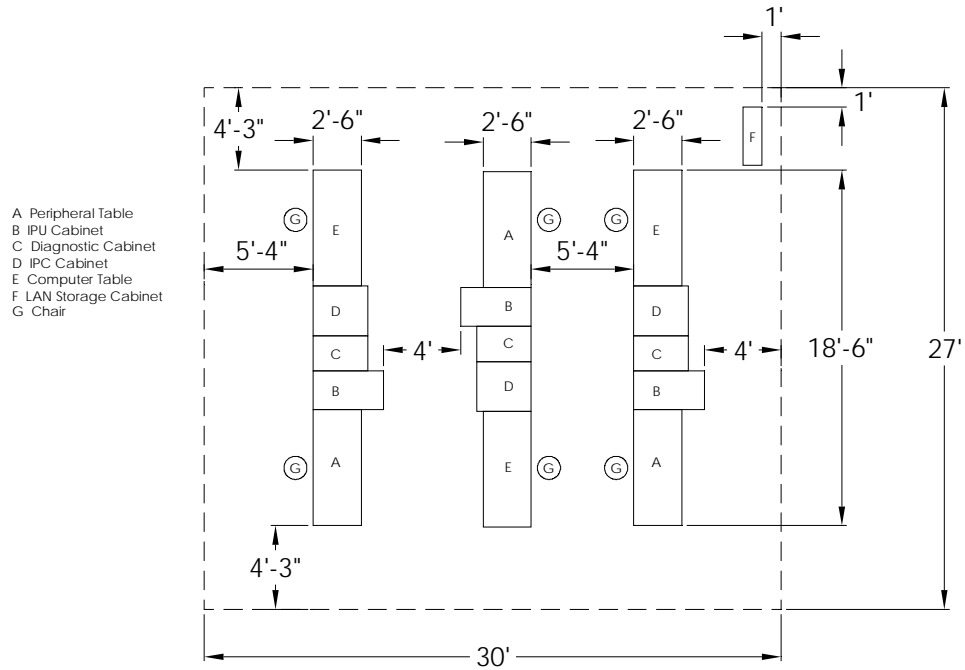


EXHIBIT D-10
090404, IPU ROOM—FOUR IPUs

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 1,026 Sq Ft

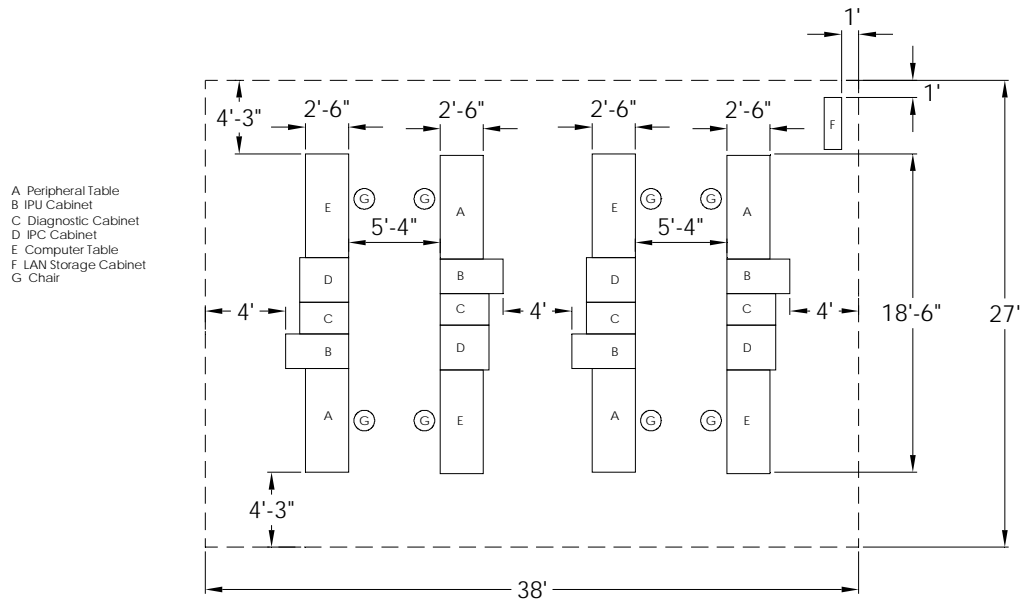


EXHIBIT D-11
090405, IPU ROOM—FIVE IPU's

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 1,269 Sq Ft

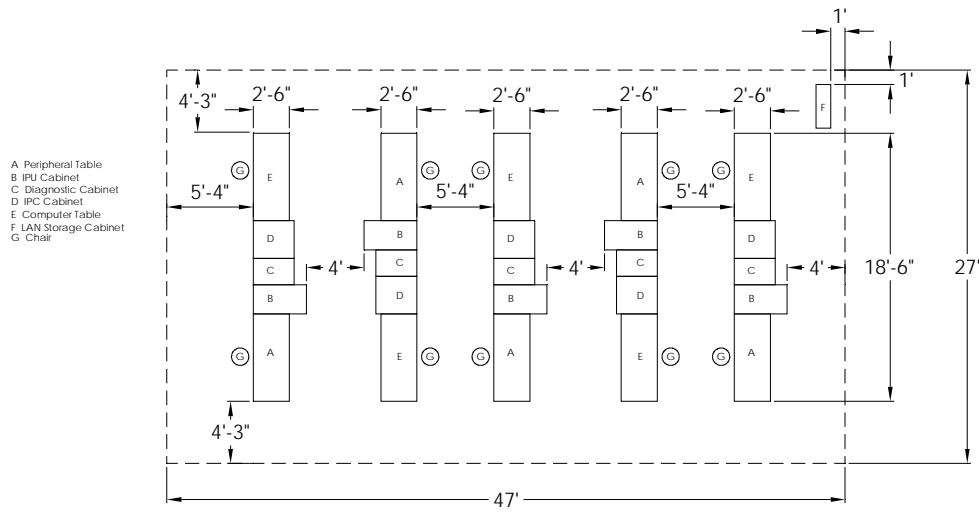


EXHIBIT D-12
090406, IPU ROOM—SIX IPU's

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 1,485 Sq Ft

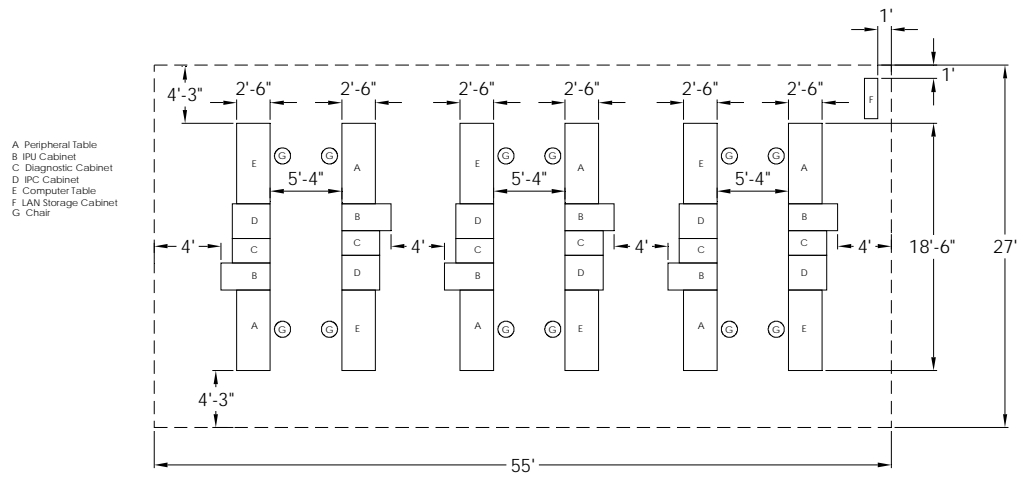
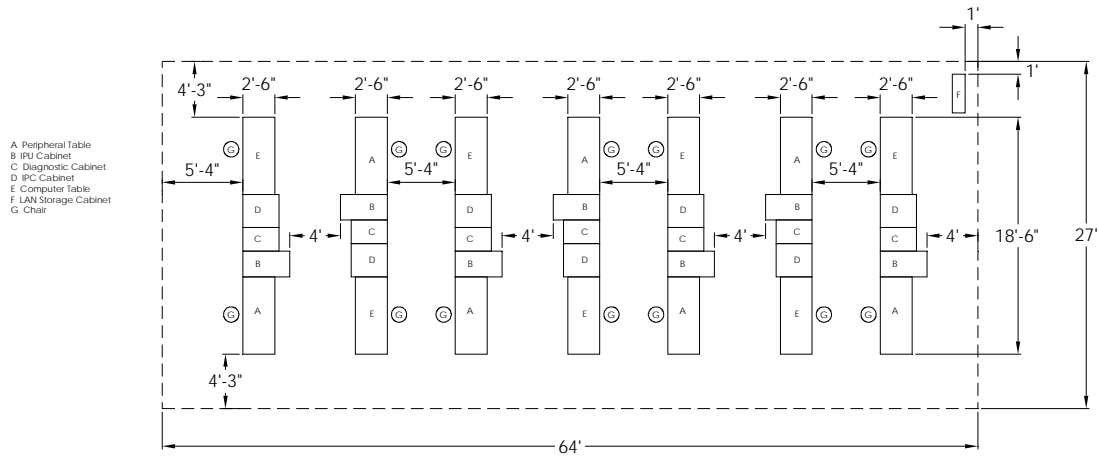


EXHIBIT D-13
090407, IPU ROOM—SEVEN IPU's

Date: Dec 1997
Remote Encoding Center IPU Room
Scale: No Scale
Area: 1,728 Sq Ft



Other Support Space

Exhibit D-14 shows the square feet required for the planning of other support area spaces in the office space of a REC.

EXHIBIT D-14
OTHER SUPPORT AREA SPACE REQUIREMENTS

Other Support Areas	Sq Ft Req'd
Janitor's Closet	50
Custodial Supplies	85
Postal Supplies and Records	100
Electric and Telephone	200
Vending Supplies	75
Supervisor's Office	200

Example: A REC with 4 IPU's would have the support area requirements as shown in Exhibit D-15.

EXHIBIT D-15
SPACE REQUIREMENTS FOR A REC WITH FOUR IPUs

Support Areas	Sq Ft Reqd	Circulation Space (30% of Total Sq Ft Req)	Gross Sq Ft Reqd
Equipment Maintenance	800		
IPU Room	1,026		
Janitor's Closet	50		
Custodial Supplies	85		
Postal Supplies and Records	100		
Electric and Telephone	200		
Vending Supplies	75		
Supervisor's Office	200		
Total Support Area	2,536	761	3,297

Employee Facilities

Coatroom

The coatroom is sized using the number of VDT consoles times 0.9 Sq Ft.

Lunchroom

The formula for sizing the lunchroom is as follows: use 1/3 of the peak-hour complement of employees, times 15 Sq Ft per employee and 15 Sq Ft per vending machine, microwave, etc.

Restrooms

Provide space for restrooms in accordance with the complement sizes in Exhibit D-16 or local zoning codes. Use 85 percent of the peak hour complement of employees for the women's restroom sizing. Use 15 percent of the peak hour complement of employees for the men's restroom sizing. The peak hour complement is defined as the total number of consoles plus 20.

EXHIBIT D-16
RESTROOM SPACE REQUIREMENTS

Employee Complement	Sq Ft Reqd	Employee Complement	Sq Ft Reqd
Up to 9	65	Up to 233	625
Up to 23	100	Up to 253	675
Up to 34	125	Up to 273	725
Up to 54	175	Up to 293	775
Up to 74	225	Up to 313	825
Up to 94	275	Up to 333	875
Up to 113	325	Up to 353	925
Up to 133	375	Up to 373	975
Up to 153	425	Up to 393	1,025
Up to 173	475	Up to 413	1,075
Up to 193	525	Greater than 414	1,125
Up to 213	575		

Example: A REC with 348 VDT consoles will have a peak hour complement of 368 as stated in this section. An example of how to calculate restroom square footage for this complement size is presented in Exhibit D–17.

EXHIBIT D–17
EXAMPLE OF RESTROOM SPACE REQUIREMENTS

Elements Used for Calculation	No. of Consoles	Sq Ft From Table
No. of Consoles	348	-
Peak Hour Consoles	368	-
Restroom sizes:		
Women (85% of Peak-Hour Consoles)	276	775
Men (15% of Peak-Hour Consoles)	92	275

Parking

Parking requirements must be based on the ozone nonattainment restrictions for the area in which the REC is to be located. If no clean air restrictions apply, provide parking for up to 90 percent of the employees working during peak hours. Parking requirements must be estimated using 300 Sq Ft for each space required.

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Appendix E: PostalCAD Drawing List

This section shows the PostalCAD drawing index, which includes the PostalCAD drawing name, the exhibit number of each drawing as it appears in the Handbook AS-504, and the WSU number as it relates to the previous WSU numbering system.

POSTALCAD DRAWING INDEX		WSU
01	Mail Preparation & Mail Cancellation	
	01 <u>Canceling Machine</u>	0101xx
	02 <u>AFCS</u>	0102xx
	03 <u>AFCS 200</u>	0103xx
	04 <u>Meter Mail</u>	0104xx
	05 <u>Opening & Cutting</u>	0105xx
	06 <u>SPR Canceling</u>	0106xx
	07 <u>Flats Canceling</u>	0107xx
02	Letter Distribution	
	01 <u>Workstation</u>	0201xx
	02 <u>LMLM</u>	0202xx
	03 <u>LCREM</u>	0203xx
	04 <u>Manual Setup</u>	0204xx
	05 <u>Pouching & Sacking</u>	0205xx
03	DBCS	
	01 <u>Phase I</u>	0301xx
	02 <u>Phase II</u>	0302xx
	03 <u>DBCS OSS</u>	0303xx
	04 <u>DBCS - EC</u>	0304xx
	05 <u>DBCS 6</u>	0305xx
	06 <u>DBCS w/ OCR Kit</u>	0306xx
	07 <u>DIOSS</u>	0307xx
	08 <u>CIOSS</u>	0308xx
04	FSM	
	01 <u>Flat Distribution</u>	0401xx
	02 <u>FSM 1000</u>	0402xx
	03 <u>AFSM 100</u>	0403xx
	04 <u>SAMP</u>	0404xx
	05 <u>FSS</u>	0405xx
05	IPP	
	01 <u>SPBS</u>	0501xx
	02 <u>APPS</u>	0502xx
	03 <u>Distribution</u>	0503xx
	04 <u>HSUS</u>	0504xx
	05 <u>LCUS</u>	0505xx
	06 <u>HSTS</u>	0506xx
	07 <u>LCTS</u>	0507xx
06	Robots	
	01 <u>Pedestal</u>	0601xx
	02 <u>RCS</u>	0602xx
	03 <u>AAA</u>	0603xx
	04 <u>Semi-Auto SW YB</u>	0604xx
	05 <u>Automatic Bander</u>	0605xx
	06 <u>ATS</u>	0606xx
	07 <u>Manual Workcell</u>	0607xx
	08 <u>SW YB</u>	0608xx
07	Delivery	
	01 <u>Carrier Cases</u>	0701xx
	02 <u>Carrier Spaces</u>	0702xx
	03 <u>CSBCS</u>	0703xx
08	Offices	
	01 <u>Offices</u>	0801xx
09	IT	
	01 <u>CFS</u>	0901xx
	02 <u>IPSS</u>	0902xx
	03 <u>VDT</u>	0903xx
	04 <u>IPU</u>	0904xx
10	Platform	
	01 <u>Vestibule</u>	1001xx

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
010101	32b	AFCS001-Canceling Workstation-WO Cancel-36 Sep
010102	32f	AFCS003-Canceling Workstation-WO Cancel-W 3B Table
010103	32c	AFCS01a-Canceling Workstation-W Cancel-36 Sep
010104	32d	AFCS002-Canceling Workstation-W Cancel-49 Sep
010105	32e	AFCS02a-Canceling Workstation-W Cancel-77 Sep
010106	32g	AFCS03b-Canceling Workstation-W Cancel-W 3B Table
010107	32h	NEC N-6F Canceling Machine
010201	32i	AFCS10a-Advanced Facer Canceler System-W Culling Belt
010202	32j	AFCS10b-Two AFCSs-W Standard Cull and Feed System
010203	32k	AFCS10c-Three AFCSs-W Standard Cull and Feed System
010204	32l	AFCS10d-Four AFCSs-W Standard Cull and Feed System
010205	32m	AFCS10e-Five AFCSs-W Standard Cull and Feed System
010206	32n	AFCS10f-Six AFCSs-W Standard Cull and Feed System
010207	32o	AFCS10g-Seven AFCSs-W Standard Cull and Feed System
010208	32p	AFCS10h-Eight AFCSs-W Standard Cull and Feed System
010209	32q	Biodetection System (BDS)
010210	32r	AFCS With BDS
010211	32s	Ventilation Filtration System on AFCS
010301	32t	AFCS18a-Advance Facer Canceler System Model 200
010302	32u	AFCS 200 With BDS
010303	32v	Ventilation Filtration System With BDS
010401	32w	AFCS011-Tandem Meter Setup
010402	32x	AFCS012-Five Position Meter Setup
010403	32y	AFCS12a-Three Position Meter Setup
010501	32z	AFCS013-Storage and Cutting
010502	32aa	AFCS014-Pouch Opening-63 Sep
010503	32ab	AFCS14a-Pouch Opening-48 Sep
010504	32ac	AFCS015-Sack Opening and Paper and SPRs-Cutting and Setup-58 Sep
010601	32ad	AFCS16a-SPR and Thicks Canceling
010602	32ae	AFCS16b-SPR and Thicks Canceling
010701	32af	AFCS17a-Model 15 Flats Canceler and Stacker
010702	32ag	AFCS17b-Model 15 Flats Canceler and Stacker
020101	331b	BCS OCR001-Letter Distribution Workstation-Letter Case 77 Sep-Open Back 77 Sep
020102	331c	BCS OCR01a-Letter Distribution Workstation-Letter Case 77 Sep-Closed Back 77 Sep
020201	331d	BCS OCR06a-LMLM-400
020301	331i	LCREM
020401	331g	BCS OCR012-Close and Band Sleeving-Weighing and Strapping Area-Non Mechanized System
020402	331h	BCS OCR012-Close and Band Sleeving-Weighing and Strapping Area-Mechanized System
020501	333b	Pouch Rack001-Loose Pack-2 Sep

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
020502	333c	Pouch Rack01a-Loose Pack-4 Sep
020503	333d	Pouch Rack002-2 Racks-5 Sep each
020504	333e	Pouch Rack02a-2 Racks-10 Sep each
020505	333f	Pouch Rack003-40 Sep
020506	333g	Pouch Rack04a-60 Sep
020507	333h	Pouch Rack04b-80 Sep
020508	333i	Pouch Rack04c-100 Sep
020509	333j	Pouch Rack04d-120 Sep
020510	333k	Pouch Rack005-100 Sep-W Model 89 Conveyor
020511	333l	Pouch Rack006-140 Sep-W Model 89 Conveyor
030101	332.1c	DBCS01a-ECA 102D
030102	332.1d	DBCS01b-ECA 126D
030103	332.1e	DBCS01c-ECA 150D
030104	332.1f	DBCS01d-ECA 174D
030105	332.1g	DBCS01e-ECA 198D
030106	332.1h	DBCS01f-ECA 222D
030107	332.1i	DBCS01g-ECA 246D
030108	332.1j	DBCS01h-ECA 270D
030109	332.1k	DBCS01i-ECA 294D
030201	332.2c	DBCS02a-ECA 111-15 Bins
030202	332.2d	DBCS02b-ECA 126-14 Bins
030203	332.2e	DBCS02c-ECA 142-13 Bins
030204	332.2f	DBCS02d-ECA 158-12 Bins
030205	332.2g	DBCS02e-ECA 174-11 Bins
030206	332.2h	DBCS02f-ECA 190-10 Bins
030207	332.2i	DBCS02g-ECA 206-9 Bins
030208	332.2j	DBCS02h-ECA 222-8 Bins
030209	332.2k	DBCS02i-ECA 238-7 Bins
030301	332.10c	DBCS22a-ECA 111-W OSS
030302	332.10d	DBCS22b-ECA 126-W OSS
030303	332.10e	DBCS22c-ECA 142-W OSS
030304	332.10f	DBCS22d-ECA 158-W OSS
030305	332.10g	DBCS22e-ECA 174-W OSS
030306	332.10h	DBCS22f-ECA 190-W OSS
030307	332.10i	DBCS22g-ECA 206-W OSS
030308	332.10j	DBCS22h-ECA 222-W OSS
030309	332.10k	DBCS22i-ECA 238-W OSS
030401	332.11c	DBCS32a-EC ECA 111
030402	332.11d	DBCS32b-EC ECA 126
030403	332.11e	DBCS32c-EC ECA 142
030404	332.11f	DBCS32d-EC ECA 158
030405	332.11g	DBCS32e-EC ECA 174
030406	332.11h	DBCS32f-EC ECA 190

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
030407	332.11i	DBCS32g-EC ECA 206
030408	332.11j	DBCS32h-EC ECA 222
030409	332.11k	DBCS32i-EC ECA 238
030501	332.12c	DBCS6-158
030502	332.12d	DBCS6-174
030503	332.12e	DBCS6-190
030504	332.12f	DBCS6-206
030505	332.12g	DBCS6-222
030506	332.12h	DBCS6-238
030507	332.12i	DBCS6-254
030508	332.12j	DBCS6-270
030509	332.13c	DBCS6-MPP-158
030510	332.13d	DBCS6-MPP-174
030511	332.13e	DBCS6-MPP-190
030512	332.13f	DBCS6-MPP-206
030513	332.13g	DBCS6-MPP-222
030514	332.13h	DBCS6-MPP-238
030515	332.13i	DBCS6-MPP-254
030516	332.13j	DBCS6-MPP-270
030601	332.5c	DBCS-190-W Kit
030602	332.5d	DBCS-206-W Kit
030603	332.5e	DBCS-222-W Kit
030701	332.4c	DBCS12a-ECA 111-W DIOSS
030702	332.4d	DBCS12b-ECA 126-W DIOSS
030703	332.4e	DBCS12c-ECA 142-W DIOSS
030704	332.4f	DBCS12d-ECA 158-W DIOSS
030705	332.4g	DBCS12e-ECA 174-W DIOSS
030706	332.4h	DBCS12f-ECA 190-W DIOSS
030707	332.4i	DBCS12g-ECA 206-W DIOSS
030708	332.4j	DBCS12h-ECA 222-W DIOSS
030709	332.4k	DBCS12i-ECA 238-W DIOSS
030710	332.7c	DBCS-DIOSS-C-EC-W T Module-158
030711	332.7d	DBCS-DIOSS-C-EC-W T Module-174
030712	332.7e	DBCS-DIOSS-C-EC-W T Module-190
030713	332.7f	DBCS-DIOSS-C-EC-W T Module-206
030714	332.7g	DBCS-DIOSS-C-EC-W T Module-222
030715	332.7h	DBCS-DIOSS-C-EC-W T Module-238
030716	332.7i	DBCS-DIOSS-C-EC-W T Module-254
030717	332.7j	DBCS-DIOSS-C-EC-W T Module-270
030718	332.8c	DBCS-DIOSS-D-158
030719	332.8d	DBCS-DIOSS-D-174
030720	332.8e	DBCS-DIOSS-D-190
030721	332.8f	DBCS-DIOSS-D-206

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
030722	332.8g	DBCS-DIOSS-D-222
030723	332.8h	DBCS-DIOSS-D-238
030724	332.8i	DBCS-DIOSS-D-254
030725	332.8j	DBCS-DIOSS-D-270
030726	332.9c	DBCS-DIOSS-E-158
030727	332.9d	DBCS-DIOSS-E-174
030728	332.9e	DBCS-DIOSS-E-190
030729	332.9f	DBCS-DIOSS-E-206
030730	332.9g	DBCS-DIOSS-E-222
030731	332.9h	DBCS-DIOSS-E-238
030732	332.9i	DBCS-DIOSS-E-254
030733	332.9j	DBCS-DIOSS-E-270
030801	332.6c	DBCS-CIOSS-158
030802	332.6d	DBCS-CIOSS-174
030803	332.6e	DBCS-CIOSS-190
030804	332.6f	DBCS-CIOSS-206
030805	332.6g	DBCS-CIOSS-222
030806	332.6h	DBCS-CIOSS-238
030807	332.6i	DBCS-CIOSS-254
030808	332.6j	DBCS-CIOSS-270
040101	335c	FSM02a-Flat Distribution-Open Back-24-30 Sep.dwg
040102	335d	FSM02b-Flat Distribution-Open Back-36-42 Sep.dwg
040103	335b	Flat Distribution - Open Back 60 Separations
040104	335e	FSM03a-Flat Distribution Setup-18 Sep.dwg
040105	335f	FSM03b-Flat Distribution Setup-19-36 Sep.dwg
040106	335g	FSM03c-Flat Distribution Setup-37-54 Sep.dwg
040107	335h	FSM03d-Flat Distribution Setup-55-72 Sep
040201	335j	FSM009-FSM1000
040202	335k	UFSM1000A OCR/AFF
040203	335l	UFSM1000 OCR/AFF
040301	335m	FSM10a-AFSM100-Single Machine or End of Stack
040302	335n	FSM10a-AFSM100-Stacked-Nested Machines
040303	335o	FSM10a-AFSM100-W-ATHS-Single Machine
040304	335p	FSM10a-AFSM100-W-ATHS-Single Machine
040305	335q	FSM10a-AFSM100-W-AI-ATHS-Swimmer
040306	335r	FSM10a-AFSM100-W-AI-ATHS-Eagle
040307	335s	FSM10a-AFSM100-W-AI-ATHS-Swimmer
040308	335t	FSM10a-AFSM100-W-AI-ATHS-Swimmer
040309	335u	FSM10a-AFSM100-W-AI-ATHS-Eagle
040310	335v	FSM10a-AFSM100-W-AI-ATHS-Swimmer
040311	335w	FSM10a-AFSM100-W-AI-ATHS-Eagle
040401	335v	SAMP
040501	335u	FSS

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
050101	34b	SPBS01a-Straight Line-4 Consoles-100 Bins
050102	34c	SPBS01b-Straight Line-5 Consoles-100 Bins
050103	34d	SPBS01c-Straight Line-6 Consoles-100 Bins
050104	34e	SPBS01d-Straight Line-4 Consoles-116 Bins
050105	34f	SPBS01e-Straight Line-5 Consoles-116 Bins
050106	34g	SPBS01f-Straight Line-6 Consoles-116 Bins
050107	34h	SPBS01g-Straight Line-4 Consoles-132 Bins
050108	34i	SPBS01h-Straight Line-5 Consoles-132 Bins
050109	34j	SPBS01i-Straight Line-6 Consoles-132 Bins
050110	34k	SPBS02a-U Shape-4 Consoles-100 Bins
050111	34l	SPBS02b-U Shape-5 Consoles-100 Bins
050112	34m	SPBS02c-U Shape-6 Consoles-100 Bins
050113	34n	SPBS03a-L Shape-4 Consoles-100 Bins
050114	34o	SPBS03b-L Shape-5 Consoles-100 Bins
050115	34p	SPBS03c-L Shape-6 Consoles-100 Bins
050116	34q	SPBS11a-Straight Line-4 Consoles-100 Bins-Siemens Feed System
050117	34r	SPBS11b-Straight Line-5 Consoles-100 Bins-Siemens Feed System
050118	34s	SPBS11c-Straight Line-6 Consoles-100 Bins-Siemens Feed System
050119	34t	SPBS11d-Straight Line-4 Consoles-116 Bins-Siemens Feed System
050120	34u	SPBS11e-Straight Line-5 Consoles-116 Bins-Siemens Feed System
050121	34v	SPBS11f-Straight Line-6 Consoles-116 Bins-Siemens Feed System
050122	34w	SPBS11g-Straight Line-4 Consoles-132 Bins-Siemens Feed System
050123	34x	SPBS11h-Straight Line-5 Consoles-132 Bins-Siemens Feed System
050124	34y	SPBS11i-Straight Line-6 Consoles-132 Bins-Siemens Feed System
050125	34z	SPBS21a-Straight Line-4 Consoles-100 Bins-Lockheed Feed System
050126	34aa	SPBS21b-Straight Line-5 Consoles-100 Bins-Lockheed Feed System
050127	34ab	SPBS21e-Straight Line-5 Consoles-116 Bins-Lockheed Feed System
050128	34ac	SPBS21fe-Straight Line-6 Consoles-116 Bins-Lockheed Feed System
050129	34ad	SPBS21g-Straight Line-4 Consoles-132 Bins-Lockheed Feed System
050130	34ae	SPBS21h-Straight Line-5 Consoles-132 Bins-Lockheed Feed System
050131	34af	SPBS21i-Straight Line-6 Consoles-132 Bins-Lockheed Feed System
050201	34ag	APPS01-Open Loop-100 Dual.dwg
050202	34ah	APPS02-Open Loop-150 Dual.dwg
050203	34ai	APPS03-Open Loop-200 Dual.dwg
050204	34aj	APPS04-Open Loop-100 Single.dwg
050205	34ak	APPS05-Open Loop-150 Single.dwg
050206	34al	APPS06-Closed Loop-100 Dual.dwg
050207	34am	APPS07-Closed Loop-150 Dual.dwg
050208	34an	APPS08-90 Degree-Closed Loop-200 Dual.dwg
050209	34ao	APPS08-Closed Loop-200 Dual.dwg
050210	34ap	APPS09-Closed Loop-100 Single.dwg
050211	34aq	APPS10-Closed Loop-150 Single.dwg
050301	36b	Sack Sort01a-Sort to 1033 Hampers

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
050302	36c	Sack Sort01b-Sort to 1033 Hampers
050303	36d	Sack Sort04a-Sort to 1033 Hampers from Hampers- Gurneys and Sacks
050304	36e	Sack Sort04b-Sort to 1033 Hampers from Hampers- Gurneys and Sacks
050305	36f	Sack Sort04c-Sort to 1033 Hampers from Hampers- Gurneys and Sacks
050306	36g	Sack Sort04d-Sort to 1033 Hampers from Hampers- Gurneys and Sacks
050307	36h	Sack Sort04e-Sort to 1033 Hampers from Hampers- Gurneys and Sacks
050308	36i	Sack Sort09a-Sort to 1046 Hampers
050309	36j	Sack Sort09b-Sort to 1046 Hampers
050310	36k	Sack Sort011-Sort to 1046 Hampers from Hampers- Gurneys and Sacks
050311	36l	Sack Sort19a-Sort to Sacks-5 to 10 Sep
050312	36m	Sack Sort19b-Sort to Sacks-15 to 20 Sep
050313	36n	Sack Sort19c-Sort to Sacks-25 to 30 Sep
050314	36o	Sack Sort19d-Sort to Sacks-40 to 50 Sep
050315	36p	Sack Sort19e-Sort to Sacks-60 to 70 Sep
050316	36q	Sack Sort19f-Sort to Sacks-90 Sep
050317	36r	Sack Sort20a-Sort to Sacks from Hampers- Gurneys and Sacks
050318	36s	Sack Sort20b-Sort to Sacks from Hampers- Gurneys and Sacks
050319	371b	Sack Sort701-Manual-Platform Trucks-15 Sep
050320	371c	Sack Sort702-Manual-Multislid
050321	371d	Sack Sort704-Manual-Sawtooth-15 Sep
050322	371e	Sack Sort705-Bulk Mail System
050323	371f	Sack Sort706-Bulk Mail System
050324	371g	Sack Sort707-Bulk Mail System
050325	371h	Sack Sort708-Bulk Mail System
050401	371i	HSUS
050501	371k	LCUS
050601		HSTS-Dual Sided 8 leg
050602	371j	HSTS-Dual Sided 12 leg
050603		HSTS-Dual Sided 16 leg
050604		HSTS-Dual Sided 20 leg
050605		HSTS-Dual Sided 24 leg
050606		HSTS-Dual Sided 28 leg
050607		HSTS-Dual Sided 32 leg
050608		HSTS-Dual Sided 36 leg
050609		HSTS-Dual Sided 40 leg
050610		HSTS-Dual Sided 44 leg
050611		HSTS-Dual Sided 48 leg
050612		HSTS-Dual Sided 52 leg
050613		HSTS-Dual Sided 56 leg
050614		HSTS-Dual Sided 60 leg
050701	371l	LCTSD06-Dual Sided-6 Gravity Rollers-10 ERM per leg
050702		LCTSD06-Dual Sided-6 Gravity Rollers-10 Skids per leg
050703		LCTSD06-Dual Sided-6 Gravity Rollers-8 OTR per leg

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
050704		LCTSD08-Dual Sided-8 Gravity Rollers-10 ERM per leg
050705		LCTSD08-Dual Sided-8 Gravity Rollers-10 Skids per leg
050706		LCTSD08-Dual Sided-8 Gravity Rollers-8 OTR per leg
050707		LCTSD10-Dual Sided-10 Gravity Rollers-10 ERM per leg
050708		LCTSD10-Dual Sided-10 Gravity Rollers-10 Skids per leg
050709		LCTSD10-Dual Sided-10 Gravity Rollers-8 OTR per leg
050710		LCTSD12-Dual Sided-12 Gravity Rollers-10 ERM per leg
050711		LCTSD12-Dual Sided-12 Gravity Rollers-10 Skids per leg
050712		LCTSD12-Dual Sided-12 Gravity Rollers-8 OTR per leg
050713		LCTSD14-Dual Sided-14 Gravity Rollers-10 ERM per leg
050714		LCTSD14-Dual Sided-14 Gravity Rollers-10 Skids per leg
050715		LCTSD14-Dual Sided-14 Gravity Rollers-8 OTR per leg
050716		LCTSL03-Left Sided-3 Gravity Rollers-10 ERM per leg
050717		LCTSL03-Left Sided-3 Gravity Rollers-10 Skids per leg
050718		LCTSL03-Left Sided-3 Gravity Rollers-8 OTR per leg
050719		LCTSL04-Left Sided-4 Gravity Rollers-10 ERM per leg
050720		LCTSL04-Left Sided-4 Gravity Rollers-10 Skids per leg
050721		LCTSL04-Left Sided-4 Gravity Rollers-8 OTR per leg
050722		LCTSL05-Left Sided-5 Gravity Rollers-10 ERM per leg
050723		LCTSL05-Left Sided-5 Gravity Rollers-10 Skids per leg
050724		LCTSL05-Left Sided-5 Gravity Rollers-8 OTR per leg
050725		LCTSL06-Left Sided-6 Gravity Rollers-10 ERM per leg
050726		LCTSL06-Left Sided-6 Gravity Rollers-10 Skids per leg
050727		LCTSL06-Left Sided-6 Gravity Rollers-8 OTR per leg
050728		LCTSL07-Left Sided-7 Gravity Rollers-10 ERM per leg
050729		LCTSL07-Left Sided-7 Gravity Rollers-10 Skids per leg
050730		LCTSL07-Left Sided-7 Gravity Rollers-8 OTR per leg
050731		LCTSR03-Right Sided-3 Gravity Rollers-10 ERM per leg
050732		LCTSR03-Right Sided-3 Gravity Rollers-10 Skids per leg
050733		LCTSR03-Right Sided-3 Gravity Rollers-8 OTR per leg
050734		LCTSR04-Right Sided-4 Gravity Rollers-10 ERM per leg
050735		LCTSR04-Right Sided-4 Gravity Rollers-10 Skids per leg
050736		LCTSR04-Right Sided-4 Gravity Rollers-8 OTR per leg
050737		LCTSR05-Right Sided-5 Gravity Rollers-10 ERM per leg
050738		LCTSR05-Right Sided-5 Gravity Rollers-10 Skids per leg
050739		LCTSR05-Right Sided-5 Gravity Rollers-8 OTR per leg
050740		LCTSR06-Right Sided-6 Gravity Rollers-10 ERM per leg
050741		LCTSR06-Right Sided-6 Gravity Rollers-10 Skids per leg
050742		LCTSR06-Right Sided-6 Gravity Rollers-8 OTR per leg
050743		LCTSR07-Right Sided-7 Gravity Rollers-10 ERM per leg
050744		LCTSR07-Right Sided-7 Gravity Rollers-10 Skids per leg
050745		LCTSR07-Right Sided-7 Gravity Rollers-8 OTR per leg
060101	372b	Robots SWYB001

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
060201	372c	Robots SWYB011-Phase 1 ABB Gantry-W 24 Cells
060202	372as	Tray Depalletizer and Singulator (RH) Pallet Stacker LL
060203	372at	Tray Depalletizer and Singulator (RH) Pallet Stacker RL
060301	372d	Robots SWYB021-AAA System-W Optional Manual Conveyors
060302	372e	Robots SWYB21a-AAA System-Left Hand-WO Dispatch Conveyors
060303	372f	Robots SWYB21b-AAA System-Right Hand-WO Dispatch Conveyors
060304	372ap	IDR-Automated Airline Assignment-R
060305	372ar	IDR-Automated Airline Assignment-L
060401	372g	Robots SWYB24a-Semi Automatic-Scan Where You Band-Right Hand
060402	372h	Robots SWYB24b-Semi Automatic-Scan Where You Band-Right Hand
060403	372i	Robots SWYB24c-Semi Automatic-Scan Where You Band-Right Hand
060404	372j	Robots SWYB24d-Semi Automatic-Scan Where You Band-Left Hand
060405	372k	Robots SWYB24e-Semi Automatic-Scan Where You Band-Left Hand
060406	372l	Robots SWYB24f-Semi Automatic-Scan Where You Band-Right Hand
060501	372m	Robots SWYB25a-Automatic Bander-W 3Ft Input and Take Away Conveyor
060502	372ao	Automatic Flat Tray Lidder
060503	372ap	ASD Bander
060601	372n	Robots SWYB31a-Automatic Tray Sleeveing
060602	372o	Robots SWYB31b-Automatic Tray Sleeveing- W Manual Input Conveyor
060603	372p	Robots SWYB31c-Automatic Tray Sleeveing-W Tray Strapping
060604	372q	Robots SWYB31d-Automatic Tray Sleeveing-W Manual Input Conveyor and Tray Strapping
060701	372r	Robots SWYB40a-Manual Container Dispatch Workcell
060702	372s	Robots SWYB40b-Manual Container Dispatch Workcell
060703	372t	Robots SWYB40c-Manual Container Dispatch Workcell
060704	372u	Robots SWYB40d-Manual Container Dispatch Workcell
060705	372v	Robots SWYB40e-Manual Container Dispatch Workcell
060706	372w	Robots SWYB40f-Manual Container Dispatch Workcell
060707	372x	Robots SWYB40g-Manual Container Dispatch Workcell
060708	372y	Robots SWYB40h-Manual Container Dispatch Workcell
060709	372z	Robots SWYB40i-Manual Container Dispatch Workcell
060710	372aa	Robots SWYB40j-Manual Container Dispatch Workcell
060711	372ab	Robots SWYB40k-Manual Container Dispatch Workcell
060712	372ac	Robots SWYB50a-Sack- Tray and Tub Manual Dispatch-W Workcell
060713	372ad	Robots SWYB50b-Sack- Tray and Tub Manual Dispatch-W Workcell
060714	372ae	Robots SWYB50c-Sack- Tray and Tub Manual Dispatch-W Workcell
060715	372af	Robots SWYB50d-Sack- Tray and Tub Manual Dispatch-W Workcell
060716	372ag	Robots SWYB50e-Sack- Tray and Tub Manual Dispatch-W Workcell
060717	372ah	Robots SWYB50f-Sack- Tray and Tub Manual Dispatch-W Workcell
060718	372ai	Robots SWYB50g-Sack- Tray and Tub Manual Dispatch-W Workcell
060719	372aj	Robots SWYB50h-Sack- Tray and Tub Manual Dispatch-W Workcell

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
060801	372ak	Robots SWYB61a
060802	372al	Robots SWYB61b
060803	372am	Robots SWYB62a
060804	372an	Robots SWYB62b
070101	432b	Carrier Case001-Configurations for Vertical Flats-Option A
070102	432c	Carrier Case002-Configurations for Vertical Flats-Option B
070201	42b	Carrier Space001-Planning for First 25 Routes
070202	42d	Carrier Space001-Vestibule
070203	42c	Carrier Space002-Planning for Additional Routes
070301	442b	VDT
070302	442c	CSBCS002-13 Stacker
070303	442d	CSBCS003-13 Stacker
070304	442e	CSBCS004-17 Stacker
070305	442f	CSBCS005-17 Stacker
070306	442g	CSBCS006-17 Stacker
070307	442.1b	CSBCS101-Maintenance-Spare Parts
070308	442.2b	CSBCS102-Bullpen Space for 2 CSBCS
070309	442.2c	CSBCS103-Bullpen Space for 3 CSBCS
070310	442.2d	CSBCS104-Bullpen Space for 4 CSBCS
070311	442.2e	CSBCS105-Bullpen Space for 5 CSBCS
070312	442.2f	CSBCS106-Bullpen Space for 6 CSBCS
070313	442.2g	CSBCS107-Bullpen Space for 7 CSBCS
080101	393b	Office001-Area Vice President
080102	393c	Office002-District Manager
080103		Office02b-PCES Plant Manager
080104		Office02c-PCES Postmaster
080105		Office02d-District Manager
080106	393d	Office003-PCES Office Manager
080107		Office003b-PCES Office Manager
080108	393e	Office004-EAS Plant Manager PDF
080109		Office04b-EAS Plant Manager PDF
080110		Office04c-EAS Postmaster
080111		Office04d-EAS Manager
080112	393f	Office005-Supervisor
080113		Office05b-Supervisor
080114		Office05c-EAS Manager
090101	382b	CFS001-Small
090102	382c	CFS002-Medium
090103	382d	CFS003-Medium to Large
090104	382e	CFS004-Large
090105	382f	CFS005-Jumbo
090201		BCS OCR011-NDSS and MICROVAX 3400-IPSS or ALPHA Site
090202	331e	IPSS Small for MPE Only

POSTALCAD DRAWING LIST		
WSU #	AS 504 Exhibit #	PostalCAD File Name
090203	331f	IPSS Large for MPE Only
090301	D-3	VDT001-6 Consoles-WO Supv
090302	D-4	VDT002-12 Consoles-W Supv
090401	D-7	IPU101-IPU Room-1 IPU
090402	D-8	IPU102-IPU Room-2 IPU
090403	D-9	IPU103-IPU Room-3 IPU
090404	D-10	IPU104-IPU Room-4 IPU
090405	D-11	IPU105-IPU Room-5 IPU
090406	D-12	IPU106-IPU Room-6 IPU
090407	D-13	IPU107-IPU Room-7 IPU
100101	376b	Platform001-Entrance and Exit
100102	376c	Platform Vestibule Entrance and Exit, Left Door
100103	376d	Platform Vestibule Entrance and Exit, Right Door

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