MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for

Manual Scan Where You Band II

(MSWYB_AC)

NO: MMO-095-14

DATE: August 22, 2014

TO: Maintenance Managers, All MSWYB II Sites FILE CODE: F6

jcra:mm13096ae

Daily Checklist, Item 3, substep 1.a and substep 2.a & b have added information for checking the D&R label and Scale check.

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the MSWYB II System. The acronym is MSWYB, class code AC.

The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

WARNING

Various products requiring Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

Web Access: http://mtsc.usps.gov

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at MTSC>HELPDESK>Create/Update Tickets or call (800) 366-4123.

Robert E. Albert

Manager

Maintenance Technical Support Center

HQ Maintenance Operations

- Attachments 1. Summary of Workload Estimate
 - 2. Master Checklist 03-MSWYB-AC-001-M Daily
 - 3. Master Checklist 03-MSWYB-AC-002-M Monthly
 - 4. Master Checklist 03-MSWYB-AC-003-M Yearly

SUMMARY
WORKLOAD ESTIMATE
FOR MSWYB II SYSTEM

Attachment 1 i

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ii Attachment 1

SUMMARY WORKLOAD ESTIMATE FOR MSWYB II

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Routine Servicing & Repair Time (Hrs/Yr)	Nonproductive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)
5 Day	43.13	12.94	56.07	5.61	61.68
6 day	50.93	15.28	66.21	6.62	72.84
7 day	58.73	17.62	76.35	7.64	83.99

NOTES

*Repair estimates based on 30% of servicing.

^{**}Based on 10% of total servicing and repair.

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MSWYB II MASTER CHECKLIST

03-MSWYB-AC-001-M

Daily Maintenance

Time Total: 9 minutes

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2 Attachment 2

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barricade requirements.

scan window area.

free cloth.

scale.

1. Wipe the workstation keyboard and monitor using a moistened lint-free cloth.

 Wipe hand scanner using a moistened lintfree cloth, paying special attention to the scan window. Spray glass cleaner on a lintfree cloth to clean dirt or thumbprints from

3. Wipe scale controller using a moistened lint-

1. Place a calibrated known weight on the

Check hand scanner, printer, and scale.

Clean workstation.

WORKSTATION

HAND SCANNER,

PRINTER, SCALE

2.

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MSWYB II MASTER CHECKLIST

03-MSWYB-AC-002-M

Monthly Maintenance

Time Total: 19 minutes

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a. The weight should be consistent and not							n the	cente	r and all						
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U.S. Postal Service								IDEN	TIFICA	ΓΙΟΝ					
Malatanana Olas Illat	WC	RK			Е	QUIF	MENT			CLA	ASS	N	UMBE	₽R	TYPE
Maintenance Checklist	CO	DE			- 1	4CRC	MYM			CC	DE				
	0	3	М	S	W	Υ	В			Α	С	0	0	2	М
Equipment Nomenclature	Equ	ipmer	nt Mo	del				Bull	etin File	ename	(Occurr	ence		
Manual Scan Where You Band II									mm1	3096ae			Mo	nthly	/

Manual Scan Whe	ele rou	Dallu II	mm13096	ae		Monthly	
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions	Est.			Thresholds	3
			Rec (min		Run Hours	Pieces Fed (000)	Freq.
PRINTER	3.	vary more than ± 0.05 pounds. b. If the weight is not uniform or within tolerance, report discrepancy to supervisor. 6. Remove the calibrated weight from the platform. Ensure the scale display progoes back to zero. If scale display doe back to zero, push the zero button on scale controller. Report any discrepansupervisor. Clean printer. 1. Wipe all external surfaces of the printer a moistened lint-free cloth. Spray a consolution on a lint free cloth and excess dirt and adhesive build-up. 2. Remove the label printer side Vacuum any dust or debris from insprinter unit being careful not to electronic components or disturb contained and cables. 3. Disengage print head by rotating helever clockwise until print head retained and retaine	n e scale operly esn't go the ncies to 7 er using cleaning remove e-cover. side the touch nectors ead lift eleases. aned.	Lev		Fed	Freq.
		 b. Use Chempads or equivalent to any dirt, adhesive, and debris from surface on the bottom of print heads. c. Clean the printer rollers by use Chempads. d. Move the pad over the rollers in to-side motion. e. Rotate the rollers to clean all areas NOTE Rotate the TTR assist roller toward you clean the entire drive roller surface. 4. Clean the tear bar with a Chempa remove dust, paper, and adhesive. 5. Replace label material. 	om print d. using a a side- s. us to				

U.S. Postal Service								IDE	NTIF	ICATI	ION					
	WC	RK			Е	QUIF	MEN	Γ			CLA	ASS	N	UMBI	ĒR	TYPE
Maintenance Checklist	CO	DE				ACRO	MYNC				CO	DE				
	0	3	М	S	W	Υ	В				Α	С	0	0	2	M
Equipment Nomenclature	Equ	ipmer	nt Mo	del				E	Bulletir	Filer	name		Occuri	rence	•	
Manual Scan Where You Band II									m	m13	096ae			Mc	nthly	/

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill	,	Thresholds	3
Component	INO	(Comply with all current salety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
		6. Engage the print head by rotating the head lift lever counterclockwise until it locks in place.					
		7. Replace the side label printer cover.					
		8. Using MSWYB II application GUI and the Maintenance Printer Test Menu, print a Print head Test Label and a Calibration Label.					
		The Print head Test Label produces a label with a horizontal dark band printed on it.					
		 There should be no blank spots or light areas in the band. 					
		c. The Calibration Label produces a label with a horizontal line that should be exactly 1.5 inches above the lower edge of the label.					
		If the labels are not as specified, report discrepancy to supervisor.					
WORKSTATION	4.	Check workstation wiring.	1	9			
		Check all exposed wiring, cabling, and electrical connectors for damage and tightness.					
		2. Make sure all ground wires are in place and secure especially between the scale bed, scale controller, and the workstation computer.					
CLEAN UP	5.	Clean up.	3	All			
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to your supervisor.					

MSWYB II MASTER CHECKLIST

03-MSWYB-AC-003-M

Yearly Maintenance

Time Total: 20 minutes

U.S. Postal Service								IDE	NTIF	ICATI	ON					
Maintenance Checklist	_	DRK DDE			_		MEN NYN	-			_	ASS DE	N	UMBI	ĒR	TYPE
	0	3	М	S	W	Υ	В				Α	С	0	0	3	М
Equipment Nomenclature Manual Scan Where You Band II	Equipment Model						Bulletin mı		name 096ae		Occuri		early			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	S
Companion	110	(Comply war an outlon carely productions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.

					(000)
SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.	1	All	
		THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to supervisor immediately upon detection.			
COMPUTER	2.	Clean computer.	16	10	
		Exit the MSWYB application and shut down the MSWYB computer.			
		Remove all cables and connections. Mark the cables for re-installation later.			
		3. Place MSWYB computer on a bench with static protection or into a Dust Containment Unit (DCU).			
		Remove the MSWYB computer side cover.			
		 b. Vacuum inside the computer using a HEPA approved vacuum and static protected nozzle. Do not damage components or bump connectors. 			

U.S. Postal Service Maintenance Checklist		IDENTIFICATION														
		WORK EQUIPME CODE ACRONY						-			CLASS CODE		NUMBER			TYPE
	0	3	М	S	W	Υ	В				Α	С	0	0	3	М
Equipment Nomenclature	Equipment Model					E	Bulletin Filename					Occurrence				
Manual Scan Where You Band II									m	m13	096ae			Y	early	

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill	Thresholds			
·			Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.	
		c. Vacuum the fan and surrounding areas.						
		 d. Restore the MSWYB computer side cover. 						
		 e. Place the unit back on the MSWYB workstation. 						
		 Restore all cables and connections previously removed. 						
		Power up the MSWYB II workstation and test system.						
		6. Restore system to normal operation.						
CLEAN UP	3.	Clean up.	3	All				
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation and report any deficiencies to supervisor.						