

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: ATC Snap-On Community Toolbox
Preventive Maintenance

DATE: February 15, 2024

TO: All Maintenance Capable Offices

PUB NO: MMO-007-24
FILE CODE: 2G
FILE ID: mm24007
REV LEVEL: ab

Online Change Record		
Change #	Date	Description of Change
1	6/20/2024	Attachment 1, Summary Workload Estimate for ATC, updated hours to include new PM checklist item. Attachment 2, ATC_AA Checklist, added new item 5, Battery test to prevent premature battery failures.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Automated Tool Control (ATC) Snap-on Community Toolbox. This bulletin applies to Acronym ATC, Class Code AA.

The workhours indicated in the workload estimate (Attachment 1) are based on normal usage levels, a calendar-based PM plan, and reflect the maximum annual workhours required to maintain each system. Management may modify task frequencies to address local conditions.

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

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 HQ Maintenance Operations, either at **MTSC>HELPDESK>Create/Update Tickets** by logging in and selecting **MPP&S Tickets**.



Thomas Rabicki
Executive Manager
Maintenance Policy, Programs, and Support
HQ Maintenance Operations

- Attachments
1. Summary of Workload Estimate For ATC
 2. Master Checklist 03-ATC-AA-001-M – Snap-on Community Toolbox Preventive Maintenance (PM)
 3. ATC Software and Figure References

ATTACHMENT 1
SUMMARY WORKLOAD ESTIMATE
FOR ATC

Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr)*	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)
5 Days	12.13	3.64	15.77	1.58	17.35
6 Days	12.13	3.64	15.77	1.58	17.35
7 Days	12.13	3.64	15.77	1.58	17.35

* Repair maintenance estimates based on 30% of preventive maintenance.

** Based on 10% of total PM and repair.

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ATTACHMENT 2**MASTER CHECKLIST****03-ATC-AA-001-M****PREVENTIVE MAINTENANCE (PM)****Time Total: (56) minutes**

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0	3	A	T	C				A	A	0	0	1 M
Equipment Nomenclature ATC			Equipment Model Snap-On Community Toolbox					Bulletin Filename mm24007			Occurrence Monthly		

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1	<p>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. 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.</p> <p>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 your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO or appropriate EWP PPE and barricade requirements.</p> <p>WARNING FOR SDS: Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			

Tasks marked with one asterisk after the time required are per unit tasks.

Tasks marked with two asterisks after the item number are critical tasks.

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
ATC COMPUTER DISPLAY	2	Check Error Logs and Reboot ATC Computer. <ol style="list-style-type: none"> 1. Login to ATC using badge. 2. Look for drawers with errors (colored red/black, red/white, or purple) and note issues. 3. Touch gear icon to access ATC Main Menu (Figure 3-1 and Figure 3-2). <ol style="list-style-type: none"> a. Touch Inventory, then Alerts, and note issues. b. Touch red X button to go back to the main menu. c. Touch I/T Settings, then View Log File, and note issues. d. Touch red X button to return to Main Menu. e. Touch Power On/Off icon in upper left corner. f. Touch Shutdown on pop-up window. g. Touchscreen displays SHUTTING DOWN on a blue background. When screen goes black, the computer has gracefully dismantled files and shutdown. h. Reapply computer power by pressing the round metal power button (Figure 3-3) on top of frame behind display panel. i. Wait approximately 3 minutes for ATC to return to normal operational status. 4. Report all noted issues to supervisor and generate a work order as needed. 	6	9			M
ATC CABINET	3	Clean ATC Cabinet Top, Sides, and Drawer Pulls. NOTE: Use Portion Pak Scrubpac 232 Green – 232GMC or equivalent cleaning solution. <ol style="list-style-type: none"> 1. Use microfiber cloth dampened with mild cleaning solution to wipe down display panel and all cabinet surfaces including the stainless-steel top, sides, and drawer pulls. 2. Generate work orders as needed to address issues. 	5	9			M

Tasks marked with one asterisk after the time required are per unit tasks.

Tasks marked with two asterisks after the item number are critical tasks.

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
ATC DRAWERS	4	Clean all Tools, Domino Bars, and Blue Foam Drawer Inserts. NOTE: Use Portion Pak Scrubpac 232 Green – 232GMC or equivalent cleaning solution. 1. Carefully inspect domino bars (Figure 3-4) along both edges of all drawers with a bright white flashlight for damage such as nicks/cuts in the paint, shiny spots, etc. Use microfiber cloth dampened with mild cleaning solution to remove grime, smudges, etc. from all domino bars in drawers. 2. Use microfiber cloth dampened with mild cleaning solution to wipe down all tools in all drawers. Remove grease, grime, dirt, etc. from each tool yellow pocket. 3. Use microfiber cloth dampened with mild cleaning solution as needed to spot clean blue foam (remove grease, grime, dirt, etc.) in all drawers (Figure 3-5). 4. Generate work orders as needed to address issues such as uncleanable blue foam stains, uncleanable yellow pocket underlayment, or damaged domino bars when these issues are causing excessive bad drawer scan errors (red/black striped drawer error state).	27	9			M
ATC BATTERY	5	Battery test to prevent premature battery failures. 1. Unplug 120 VAC facility power. 2. Operate ATC on battery backup for four hours. 3. Reconnect 120 VAC facility power. 4. Generate work orders as needed to address issues.	2	7			M
FINAL-CLEANUP	6	Clean Up 1. Ensure all tools, lubricants, rags, etc., are removed from the work area. 2. Note any deficiencies and generate a work order/report them to supervisor.	15	ALL			

Tasks marked with one asterisk after the time required are per unit tasks.
 Tasks marked with two asterisks after the item number are critical tasks.

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ATTACHMENT 3

ATC SOFTWARE AND FIGURE REFERENCES

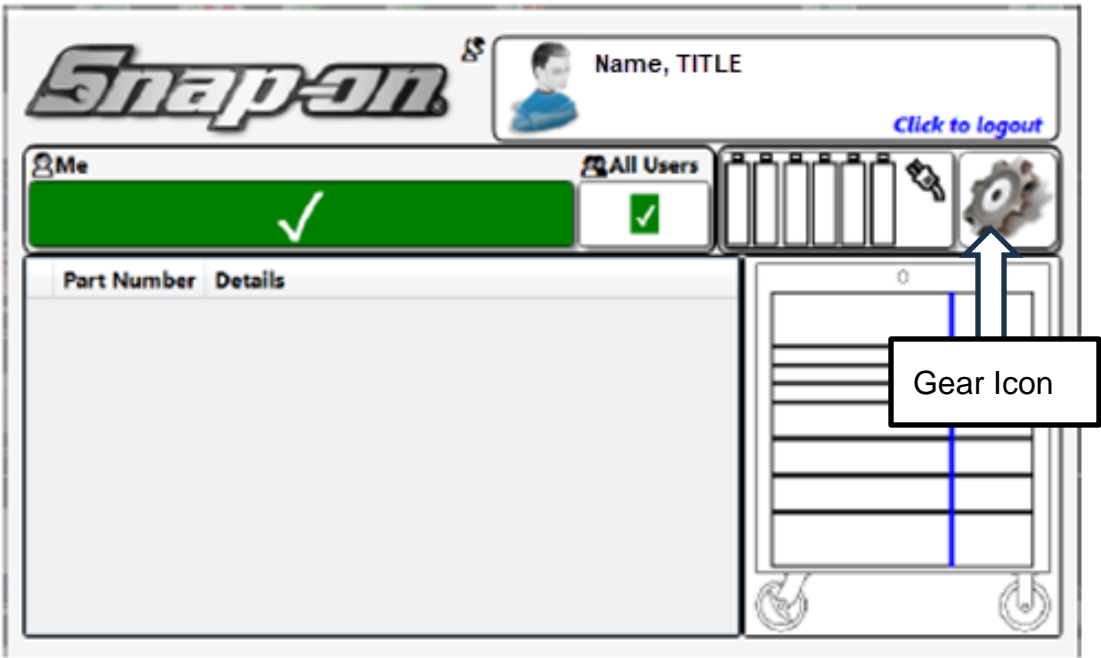


Figure 3-1. Gear Icon to Access Main Menu

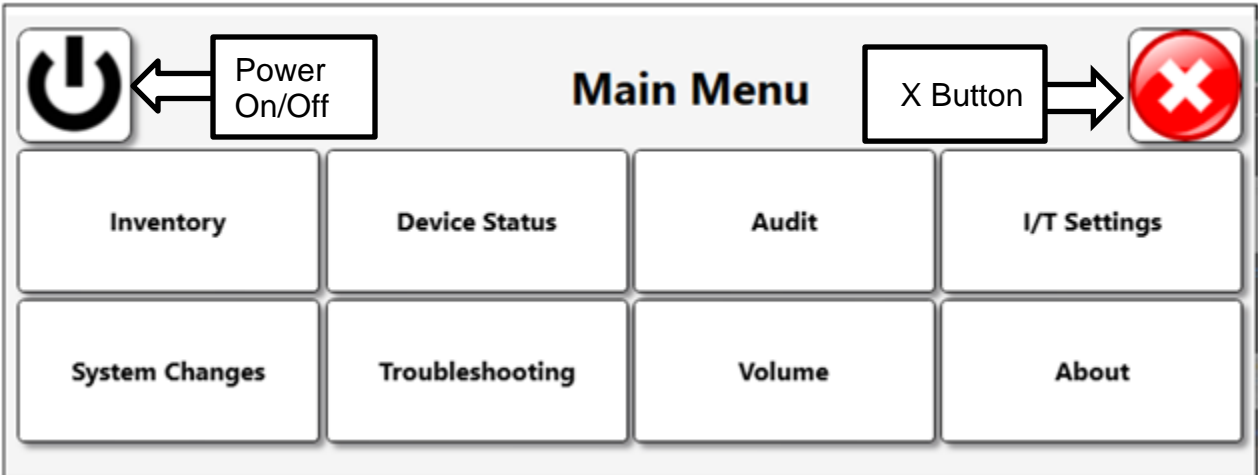


Figure 3-2. Main Menu with Power Button and X Button (Back Button)

Tasks marked with one asterisk after the time required are per unit tasks.
Tasks marked with two asterisks after the item number are critical tasks.



Figure 3-3. Round Metal Power Button Behind Touchscreen

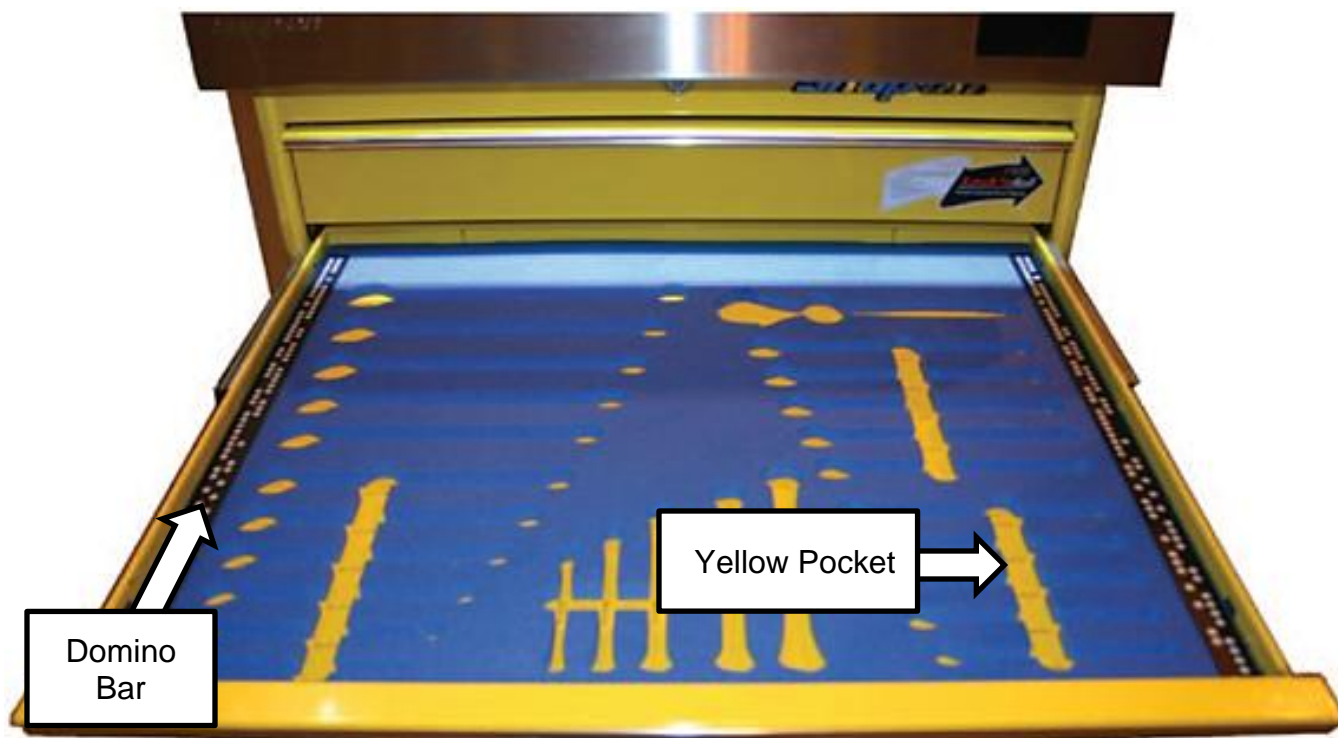


Figure 3-4. Domino Bars on Both Drawer Edges

Tasks marked with one asterisk after the time required are per unit tasks.
Tasks marked with two asterisks after the item number are critical tasks.

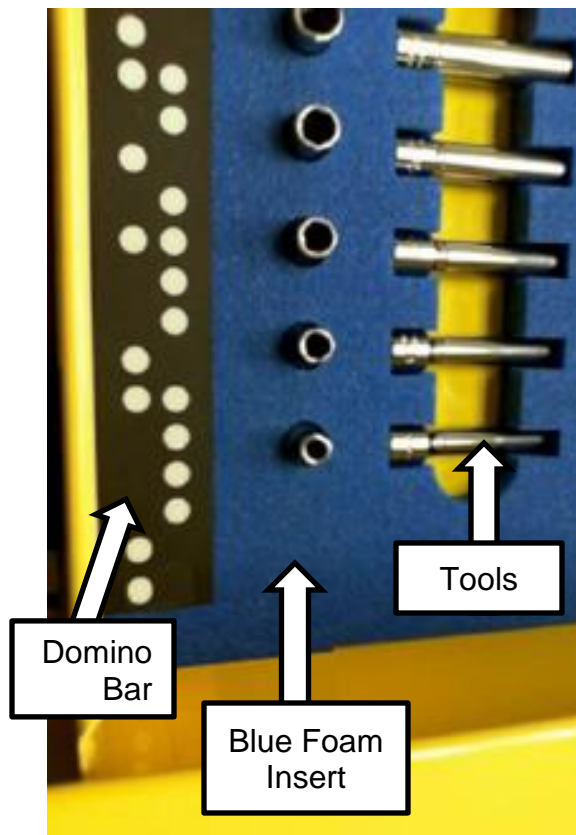


Figure 3-5. Detailed View of Left Domino Bar, Blue Foam Insert, and Tools

Tasks marked with one asterisk after the time required are per unit tasks.
Tasks marked with two asterisks after the item number are critical tasks.