MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS ENGINEERING / UNITED STATES POSTAL SERVICE

maintenance management order

UNITED STATES POSTAL SERVICE™

SUBJECT: PM Guidelines for Rotary Sack Holder

DATE: July 13, 1998

NO: MMO-037-98

TO: Bulk Mail Centers

FILE CODE: Y

dewa:M94115AC

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for BMC Rotary Sack Holder and supersedes Maintenance Checklist B044.

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

WARNING

Various products which require 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 for reference by all employees. As a minimum, obtain a current MSDS every two years.

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

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

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Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments:
1. Summary of Revised Workload Estimate
2. Rotary Sack Holder Master Checklist

ATTACHMENT 1

-SUMMARY-

REVISED WORKLOAD ESTIMATE

FOR

ROTARY SACK HOLDER

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
6.3	2.1	8.4	0.9	9.3

* Repair estimates based on 30% of servicing.
** Based on 10% of total servicing and repair.

TIME TOTALS

Monthly Time Total:	0.2 Hrs. ***
Quarterly Time Total:	0.3 Hrs. ***
Semi-Annual Time Total:	1.1 Hrs. ***
Annual Time Total:	0.3 Hrs. ***

NOTE

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

*** These times are provided for data entry for the MARS System.

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ATTACHMENT 2

ROTARY SACK HOLDERS MASTER CHECKLIST

03-RSR∗∗∗-AA-001-M

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

Table 2-1. MS-63 (NMICS) Frequency-Codes

CODE	FREQUENCY	DESCRIPTION
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION												
	Work Code		Equipment Acronym					Class Code		Number			Type
	0	3	R	S	R	*	*	A	A	0	0	1	M
Equipment Nomenclature **ROTARY SACK HOLDER**	Equipment Model					Bulletin Filename **M94115AC**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SAFETY STATEMENT Frequency Code: -M-Q-S-A	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. - Disconnect power and activate lockouts as appropriate while working on this equipment. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.**	3 min	All
SYSTEM Frequency Code: -M-Q-S-A	2.	**CHECK FOR MAIL. -** Look for loose mail while performing all activities.	2.5 min	4
SYSTEM Frequency Code: --------S-A	3.	**POWER DOWN AND LOCKOUT POWER. -** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
-CA-1 CASTER Frequency Code: --------S-A	4.	**INSPECT CASTER -** Inspect the caster as follows: 1. Inspect caster rubber surface for wear, cracking, chipping, or glazing. 2. Check spring tension of caster to assure positive contact with both rotary drum and drive wheel. If necessary, adjust to minimum tension with slipless drive.	9 min	4
Frequency Code: ----------A	5.	**LUBRICATE DRIVE IDLER -** Lubricate drive idler caster bearing using one shot of GR-2. Wipe off any excess.	2.5 min	4

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	Work Code	Equipment Acronym						Class Code		Number		Type
	0	**3**	**R**	**S**	**R**	*****	*****	**A**	**A**	**0**	**0**	**1**	**M**
Equipment Nomenclature **ROTARY SACK HOLDER**	Equipment Model					Bulletin Filename **M94115AC**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
		WARNING **Be cautious when working around or on equipment when power has been applied.**		
-GA-1 GATE Frequency Code: -------S-A	6.	**CLEAN AND CHECK GATE FILTER -** Clean and check air-operated gate as follows: 1. Remove accumulated dust and foreign material from parts by wiping and brushing. 2. Shut off air supply at air tank (normally in front of equipment) and observe oil lubricator indicator for slight oil flow or check air piston for lubrication as gate closes. 3. Remove and clean filter from air supply line. 4. Turn on air tanks and observe gate operation for any deficiencies.	9 min	4
Frequency Code: -M-Q-S-A	7.	**CHECK OIL LUBRICATOR -** Check oil level and fill as necessary with lubricant SAE-10W.	5 min	4
-RM-1 RELEASE MECHANISM Frequency Code: ----Q-S-A	8.	**LUBRICATE AND ROTATE SACK RELEASE MECHANISMS -** Lubricate and rotate all sack release mechanisms as follows: 1. Use spray type graphite to apply a thin film of lubricant to surface between the inner and outer tubes. 2. Rotate to all release units.	5 min	4

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	Work Code		Equipment Acronym					Class Code		Number			Type
	0	**3**	**R**	**S**	**R**	*****	*****	**A**	**A**	**0**	**0**	**1**	**M**
Equipment Nomenclature **ROTARY SACK HOLDER**	Equipment Model					Bulletin Filename **M94115AC**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
		WARNING **Eye protection (goggles or face shield) must be worn when using compressed air for cleaning.**		
-EC-1 CONTROL PANEL Frequency Code: --------A	9.	**CHECK AND CLEAN INTERIOR AND EXTERIOR OF PANEL -** Check and clean interior and exterior of panel as follows: 1. Open panel door. 2. Check for loose terminal connections, dirty or pitted contacts and for evidence of arcing. 3. Look for damage to electrical connections(i.e. burnt or broken wires). 4. Remove dust or foreign matter by blowing, wiping or vacuuming as appropriate. 5. Close panel door. 6. Wipe exterior surface of control panel.	15 min	5
Frequency Code: ------S-A	10.	**CLEAN AND CHECK LIMIT SWITCHES -** Clean and check limit switches as follows: 1. Clean dust and foreign material from housing tripper arms and linkage pivot points of limit switches by brushing or wiping. 2. Check for bent arms and broken springs.	5 min	4
Frequency Code: ------S-A	11.	**WRENCH TEST MOUNTING BOLTS -** Wrench test switch mounting bolts for tightness.	5 min	4

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	Work Code	Equipment Acronym						Class Code		Number		Type
	0	**3**	**R**	**S**	**R**	*****	*****	**A**	**A**	**0**	**0**	**1**	**M**
Equipment Nomenclature **ROTARY SACK HOLDER**	Equipment Model					Bulletin Filename **M94115AC**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
-EC-1 CONTROL PANEL (Cont.) Frequency Code: ------S-A	12.	**LUBRICATE PIVOT POINTS -** Using a spout can with lubricant SAE-30, lubricate pivot points in linkage of limit switch. Wipe away excess lubricant. (**Do not lubricate non-metallic bushings).**	5 min ea ass'y	4
-DA-1 GEAR MOTOR Frequency Code: ------S-A	13.	**CHECK OIL LEVEL -** Check oil level. Add lubricant SAE-70+ as required.	10 min	4
		WARNING **Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.**		
Frequency Code: ------S-A	14.	**SERVICE GEARMOTOR -** With drive unit warm from running, service the gearmotor as follows: 1. Remove filler cap from gearcase. 2. Clean gearcase air vent with solvent. 3. Drain old lubricant or use hand pump to drain old lubricant from gearcase. 4. Replace drain plug. 5. Fill gearcase with fresh lubricant SAE-70+, and check oil level. 6. Replace filler cap and wipe oil from exterior of reducer housing.	20 min	4
CLEAN-UP	15.	**CLEAN-UP. -** Ensure all tools, lubricants, rags, etc., are	3	All

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	Work Code	Equipment Acronym						Class Code		Number		Type
	0	**3**	**R**	**S**	**R**	*****	*****	**A**	**A**	**0**	**0**	**1**	**M**
Equipment Nomenclature **ROTARY SACK HOLDER**	Equipment Model					Bulletin Filename **M94115AC**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
Frequency Code: ----Q-S-A		removed from the work area. Report all deficiencies to your supervisor.	min	
SYSTEM Frequency Code: ----Q-S-A	16.	**RESTORE EQUIPMENT TO SERVICE. -** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. **WARNING** **Be cautious when working around or on equipment when power has been applied.**	3 min	All
START-UP Frequency Code: ----Q-S-A	17.	**START-UP. -** Perform normal start-up procedures as follows: 1. Start or preset equipment. 2. Check for proper operation. 3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.	5 min	All