MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE

Maintenance Management Order UNITED STATES POSTAL SERVICE TO



SUBJECT: Preventive Maintenance Guidelines for Flats Secure DATE: February 27, 2018

Destruction (SHRED_CA)

TO: Maintenance Manager SHRED_CA Offices ______

FILE CODE: 3SH

ddun:mm17142ae

MMO-002-18

NO:

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Flats Secure Destruction. This bulletin applies to Acronym SHRED, Class Code CA.

The work hours represented in this MMO reflect the maximum work hours required to maintain the equipment. Given local conditions, management may modify task frequencies. For a more efficient maintenance operation, routes with duplicate items should be performed together.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

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 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 for reference by all employees. Refer to SDS for appropriate personal protective equipment.

WARNING

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 only on optical equipment when other cleaning methods can not be used.

Web Access: http://www1.mtsc.usps.gov

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.

Frederick L. Jackson III

Manager (A)

Maintenance Technical Support Center

HQ Maintenance Operations

- 1. Workload Summary Estimate For SHRED_CA
- 2. SHRED: 03-SHRED-CA-001-M: Daily
- 3. SHRED: 03-SHRED-CA-002-M: Weekly
- 4. SHRED: 03-SHRED-CA-003-M: Semi-Annual

SUMMARY

WORKLOAD ESTIMATE

FOR

SHRED_CA

Summary Workload Estimate

				Non-	
Operation	Routine	Repair	Routine	Productive	Total
	Servicing		Servicing		Servicing
Days	per	Time per	+	Time per	per
			Repair		
	Machine	Machine	Time	Machine	Machine
	(Hrs/Yr)	(Hrs/Yr) *	(Hrs/Yr)	(Hrs/Yr) **	(Hrs/Yr)
5 Days	136.07	40.82	176.89	17.69	194.58
6 Days	158.60	47.58	206.18	20.62	226.80
7 Days	181.13	54.34	235.47	23.55	259.02

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

SHRED MASTER CHECKLIST

03-SHRED-CA-001-M DAILY

Time Total: 26 Minutes

Maintenance Technical Support Center

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Maintenance Checklist	WORK EQUIPMENT CLASS NI CODE ACRONYM CODE								UMBE	ĒR	TYPE					
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Equipment Nomenclature	Equ	Equipment Model SHRED						В	ulletir n	Т	hresh		everit	У		

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Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	
Component	No	(Comply with all current safety precautions)	Time Req	Skill Lev	Run Hours	Pieces Fed	Weeks
			(min)		riouis	(90-	
						180k)	
SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	3	ALL			
STATEMENT		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.					
		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 can not be used. Report safety deficiencies to					
		your supervisor immediately upon detection.					
		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 for appropriate EWP PPE and barricade requirements.					
		WARNING: Never use bare hands or fingers to					
		check for hydraulic leaks. Wear skin and eye					
		protection when inspecting pressurized hoses					
		and other components or when handling hydraulic fluids.					
MACHINE	2.	Power Down and Lockout Procedure.	3	7			
		Power down the machine and lock out power as					
		prescribed by the current local lockout instructions					
		providing lockout/restore procedures.					
MACHINE	3.	Clean Inside Machine Cabinet.	5	7	1	1	
CABINET		Open shredder front door.					
		2. Lift up, pull out, and empty the discharge					
		conveyor pan.					
		Clean/vacuum inside surfaces of shredder around and under discharge conveyor belt.					
		4. Open discharge conveyor door, and wipe	<u> </u>		<u></u>		

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SHRED MASTER CHECKLIST

03-SHRED-CA-002-M

WEEKLY

Time Total: 26 Minutes

Maintenance Technical Support Center

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Equipment Nomenclature			Equipme	ent Model SHRE	D	Bulletin File	name 17142			ld Severit	
		ı				111111	,				
Part or Component	Item No	((nd Instruction safety precaution	ns)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Threshold Pieces Fed (90- 180k)	s Weeks
SAFETY STATEMENT	1.	Discontrequired local lo	nect por d by this ockout and loc ent an for susp unusual sor pri action of E OF CO HIBITED cleaning g methor to cleane e of con oth or b ent only the use ur sup on. NG FOR containe e of I al Prote urrent E d barrica NG: Nev k for hydrothe	wer and a s instruction procedure in the equivalent of the equival	aired, an all as a HEPA mp rag must or blown air be used or when the used or the used or when the used or when the used or when the used or the	ats when o current or	3	ALL			
			equipme		NG orking arou power has						
FEED BELT	2.		n the ma	in switch to	o I position; th ED should lig	2	9				

2 Attachment 3

2. Ensure there are no errors on the Operating and Display dial; errors should be corrected

MMO-002-18

U.S. Postal Service								IDE	NTIF	ICATI	ON					
Maintenance Checklist	WORK EQUIPMENT CLASS NUMBER CODE ACRONYM CODE								ĒR	TYPE						
	0 3 S H R E D					D				С	Α	0	0	2	М	
Equipment Nomenclature	Equ	Equipment Model SHRED						В	Bulletin n		name 7142	T	hresh	y Y		

Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Weeks
			Req (min)	Lev	Hours	Fed (90-	
			(111111)			180k)	
		before proceeding.					
		3. Press the Start button.					
		4. Does the feed belt stay firmly in place (i.e. does not slip) when loaded with material?					
		Does the surface of the feed belt appear sturdy and unworn?					
		6. Is the fabric inlay of the belt covered?					
LOADING TRAY	3.	Check Loading Tray.	1	9			
		Is loading table installed and bolted securely?					
SAFETY DEVICES	4.	Inspect Safety Devices to Assure Proper Machine Operation.	10	9			
		Turn main switch to I position; the green Ready for Operation LED should light up.					
		 Ensure there are no errors on the Operating and Display dial; errors should be corrected before proceeding. 					
		3. Press the Start button.					
		Observe that the audible warning signal sounds for five (5) seconds.					
		 Observe that the visible start-up warning signal light, flashes for between five (5) and ten (10) seconds. 					
		6. Observe that the feed belt, cutting block, and conveyor start up.					
		7. Press the Emergency Stop button.					
		Observe that the shredder switches off immediately and that the cutting block and feed belt stop.					
		Observe that the Emergency Stop button lights up.					
		10. Attempt to restart the shredder by pressing the Start button.					
		11. Observe that the shredder does not start up.					
		12. Pull out the Emergency Stop button.					
		13. Press the Start button and observe that the shredder operates normally.					
		14. Observe that the audible warning signal					

Maintenance Technical Support Center

U.S. Postal Service								ID	ENTIF	ICATI	ON						
	WC	RK			Е	QUIF	MEN	Т			CLA	ASS	N	UMBI	ĒR	TYPE	
Maintenance Checklist	CO	DE				4CR	NYNC	1			CO	DE					
	0	3	S	Н	R	Е	D				С	Α	0	0	2	М	
Equipment Nomenclature	Equi	1.1									in Filename mm17142			Threshold Severi			
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		STIKED	17142			VVEENL	
Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Weeks
			Req (min)	Lev	Hours	Fed (90-	
			(111111)			180k)	
	1	. ((() ())			1	1	1
		sounds for five (5) seconds.					
		15. Observe that the visible start-up warning signal light, flashes for between five (5) and ten (10) seconds.					
		Observe that the feed belt, cutting block, and conveyor start up.					
		17. Press the Emergency Stop bar.					
		Observe that the shredder switches off immediately and that the cutting block and					
		feed belt stop.					
		19. Observe that the Emergency Stop button lights up.					
		20. Attempt to restart the shredder by pressing the Start button.					
		21. Observe that the shredder does not start up.					
		22. Pull out the Emergency Stop bar.					
		 Press the Start button and observe that the shredder operates normally. 					
		24. Open the front shredder door more than four (4) inches.					
		25. Observe that the shredder switches off immediately.					
		26. Observe that the Door Open indicator lights up.					
		27. Close and secure the front door.					
		28. Observe that the Door Open indicator lights turn off.					
		29. Press the Start button, and observe that the shredder operates normally.					
CLEAN UP	5.	Clean Up.	5	7			
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.	_				
MACHINE LOGBOOK	6.	Log Problems Discovered and Work Performed.	5	9			
		Report unresolved problems at the end of tour to the SMO and generate appropriate work orders.					

SHRED MASTER CHECKLIST

03-SHRED-CA-003-M

Semi-Annual

Time Total: 26 Minutes

U.S. Postal Service		IDENTIFICATION														
Maintenance Checklist	_	RK DE	EQUIPMENT ACRONYM								CLA CO	NUMBER			TYPE	
	0	3	S	Н	R	Е	D				О	Α	0	0	3	М
Equipment Nomenclature	Equipment Model SHRED						Bulletin Filename mm17142					Frequency Semi-Annual				

		OFFICED	17 17Z			Citil Ailii	uui
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill	Run	Threshold Pieces	s Weeks
			Req (min)	Lev	Hours	Fed (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. 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 lintfree cloth or brush may be used on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection. 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 for appropriate EWP PPE and barricade requirements. WARNING: Never use bare hands or fingers to check for hydraulic leaks. Wear skin and eye protection when inspecting pressurized hoses and other components or when handling hydraulic fluids.	3	ALL			
		WARNING Be cautious when working around or on equipment when power has been applied.					
Machine	2.	Power Down and Lockout Procedure. Power down the machine and lock out power as prescribed by the current local lockout instructions providing lockout/restore procedures.	3	7			

U.S. Postal Service				IDENTIFICATION												
Maintagan an Obas Idiat	_	ORK EQUIPMENT							CLASS		NUMBER			TYPE		
Maintenance Checklist		DE		ACRONYM							CODE					
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Equipment Nomenclature	Equipment Model					Bulletin Filename				F	Frequency					
	SHRED						mm17142					Semi-Annual				

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Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	ls
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Weeks
			Req	Lev	Hours	Fed	
			(min)			(000)	
DRIVE CHAIN	3.	Check Drive Chain.	10	9			
		WARNING					
		Various and dusta which require Cofety					
		Various products, which require 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 for reference by all employees. Refer to SDS for					
		equipment.					
		1. Check the sag of the shredder chain is					
		between 3/8" – 4/7".					
		2. Apply K2K grease to the drive chains and					
ĺ		cogs.					
		2 Apply KOK groups to the opherical Dellar					
		3. Apply K2K grease to the spherical Roller					
		Bearings via the two grease nipples in the					
		bearing blocks.					
		4. Return equipment to service as prescribed					
		by the current local lockout instructions					
		providing lockout/restore procedures.					
		,					
CLEANUP	4.	Clean Up.	5	7			
		Ensure all tools, lubricants, rags, etc., are					
		_					
		deficiencies to supervisor.					
MACHINE	5.	Log problems discovered and work	5	9			
LOGBOOK		performed.	_				
		•					
		Report unresolved problems at the end of tour to					
		the SMO and generate appropriate work orders.					