

Appendix B

Form 919, Facility Planning Data



Facility Planning Concept

Original:

Revised:

U. S. Postal Service FACILITY PLANNING CONCEPT		
Post Office, State and ZIP+4 Code	Postal Unit	County
DATE Original: <input type="text"/> Revised: <input type="text"/> <input type="checkbox"/> Notes		
A1. GENERAL JUSTIFICATION		
1. • • • • • • •		
2. SPECIFIC JUSTIFICATION		
>>> Click here to type in problem definition (See MI AS-520-96-9)		
3. POPULATION STATISTICS (from APPENDIX B)		
5 years ago Present Move-in 10 years Annual Change		
4. DESCRIPTION OF PRESENT FACILITIES		
Facility Name 1 Occupancy Date: _____ 2 Lobby/Office Area: _____ 3 Workroom Space: _____ 4 Support: _____ 5 Platform: _____ 6 Total Building: _____ 7 Total Site: _____ 8 Annual Lease Rate: _____ 9 Lease Expiration Date: _____ 10 Renewal Option: _____ 11 Renewal Rate: _____		

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U. S. Postal Service FACILITY PLANNING CONCEPT														
Post Office, State and ZIP+4 Code	Postal Unit	County												
DATE Original: <input type="text"/> Revised: <input type="text"/> <input type="checkbox"/> Notes														
B. FUNCTIONS														
<p>The proposed facility will serve as a(n) _____ and provide:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • Other(s): _____ 														
C. DISTRIBUTION CONCEPT														
<ol style="list-style-type: none"> 1. Originating will be processed at _____ 2. Automated distribution will be processed at _____ 3. Destinating distribution will be performed for: <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • Other(s): _____ 4. Automation Equipment (10 Year Requirements) 														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Type of Equipment</th> <th style="width: 33%;">Number</th> <th style="width: 33%;">Number of ZIP Codes to Be Processed</th> <th style="width: 33%;">Number of Routes to Be Processed</th> </tr> </thead> <tbody> <tr> <td>DBCS</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>CSBCS</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Type of Equipment	Number	Number of ZIP Codes to Be Processed	Number of Routes to Be Processed	DBCS	_____	_____	_____	CSBCS	_____	_____	_____
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DBCS	_____	_____	_____											
CSBCS	_____	_____	_____											
<ol style="list-style-type: none"> 5. Equipment (10 Year Requirements) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Letter Cases</td> <td><input type="text"/></td> <td style="width: 50%;">Opening Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Flat Cases</td> <td><input type="text"/></td> <td>Cancel/Stage Operation</td> <td><input type="text"/></td> </tr> </table> <p>>>>Click here to explain equipment requirements (optional)</p>			Letter Cases	<input type="text"/>	Opening Unit	<input type="text"/>	Flat Cases	<input type="text"/>	Cancel/Stage Operation	<input type="text"/>				
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U. S. Postal Service FACILITY PLANNING CONCEPT		
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DATE	Original:	Revised:
<input type="checkbox"/> Notes		

D. DELIVERY CONCEPT**ZIP Code**

Present City Routes

Present Rural Routes

Present HCR/PP Routes

City Routes - 10 Year

Rural Routes - 10 Year

HCR Routes - 10 Year

E. RETAIL CONCEPT

1. The following service will be provided:

>>>Click here to add retail comments (optional)

2. Contract Stations/Other Retail

The following contract stations are within the preferred area:

Name	Annual Cost	Annual Revenue	Disposition

Name	Annual Cost	Annual Revenue	Disposition

>>>Click here to add contract station/other retail comments (optional)

U. S. Postal Service FACILITY PLANNING CONCEPT		
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DATE	Original:	Revised: <input type="checkbox"/> Notes

F. VEHICLE MAINTENANCE CONCEPT

Vehicles at this facility will be fueled and washed by: _____

G. FACILITIES AFFECTED

The disposition of the following facilities is:

Facility

Name:

Disposition:

Description:

--	--	--	--

H. SITE INFORMATION

1. Boundaries of preferred area:

North by:

South by:

East by:

West by:

2. This area was selected because:

-
-
-
-
- Other: _____

3. Map is attached.

U. S. Postal Service FACILITY PLANNING CONCEPT		
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I. ALTERNATIVES

The following preliminary alternatives will be considered in the proposed facility project. Through the process of the DAR, the most beneficial alternative(s) will be selected:

-
-
-
-
-
- Other(s): _____

K. SUPPLEMENTAL DATA

-
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-
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-
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-
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-
-
-
-
- Other(s): _____

U. S. Postal Service FACILITY PLANNING CONCEPT		
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DATE	Original:	Revised:
		<input type="checkbox"/> Notes

APPENDIX A - EMPLOYEE COMPLEMENT

	Present		Move-in		10 Year	
	Total	Peak	Total	Peak	Total	Peak
Postmaster (EAS-20)						
Manager, Cust. Serv.						
Supervisors						
Carriers						
City Foot Rts						
City Motorized Rts						
T-6						
PTF						
Rural						
RCR/RCA						
HCR/PP						
Clerks						
Window						
Regular						
PTF						
Distribution						
Regular						
PTF						
CSBCS						
Custodian						
 TOTALS						

	Present		Move-in		10 Year	
	Male	Female	Male	Female	Male	Female
Total						
Peak						

% of complement are female.

% of complement will be female at move-in & 10 year

U. S. Postal Service FACILITY PLANNING CONCEPT			
Post Office, State and ZIP+4 Code	Postal Unit	County	
DATE	Original:	Revised:	<input type="checkbox"/> Notes
APPENDIX B - POPULATION DATA			
<p>5 Years Ago _____ Present Year _____ Move-in Year _____</p>			
<p>ZIP Code Number of Sources _____ _____ _____ _____ Totals</p>			
<p>Source 1 - Demographics/CACI 5 Years before Present _____ Present _____ Annual Change _____ _____ _____ _____</p>			
<p>Source 2 - Postal 5 Years before Present _____ Present _____ Annual Change _____ _____ _____ _____</p>			
<p>Source 3 - Local 5 Years before Present _____ Present _____ Annual Change _____ _____ _____ _____</p>			
<p>Averages to Project Delivery Five Years Before Present _____ Present Average _____ Average Change _____ Anticipated Growth _____</p>			
<p>Averages to Project Retail _____ _____ _____ _____</p>			
<p>No. Zones Reviewed _____ Weighted Average _____ Anticipated Growth _____</p>			
<p>Population Totals for All Zones 5 Years before Present _____ Present _____ Move-in _____ 10 Years _____</p>			

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<input type="checkbox"/> Some of these ZIP Code areas' routes are being consolidated from other offices.																																																																																																																																																																							

Appendix B

Space Requirements

FACILITY PLANNING CONCEPT		
Post Office, State and ZIP+4 Code	Postal Unit	County
DATE	Original: <input type="button" value=""/>	Revised: <input type="button" value=""/>
<input type="checkbox"/> Notes		

APPENDIX D - PO BOX DATA

Size	Present	Rented	Move-in Requirements	Annual Increase	10 Year	Module
1-12	_____	_____	_____	_____	_____	_____
2-8	_____	_____	_____	_____	_____	_____
3-4	_____	_____	_____	_____	_____	_____
4-2	_____	_____	_____	_____	_____	_____
5-1	_____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____	_____

Walk-in Revenue Projected (\$000):

Peak Workload/Hour:

>>>Click here to type in retail details (optional)

U. S. Postal Service FACILITY PLANNING DATA					
Post Office, State and ZIP+4 Code	Postal Unit	County			
DATE: Original		Revised Date:			
A. PROJECTIONS					
DELIVERIES POPULATION NUMBER ROUTES NUMBER P. O. BOXES	5-Yrs Ago	Present	Move-In	10 Year	% Change
B. BUILDING AND SITE-SIZE REQUIREMENTS					
BUILDING (including platform)	Present Sq. Ft.	10 Year Sq. Ft.			
SITE					
C. PREFERRED SITE AREA					
Describe Boundaries: North - South - East - West -					
D. SIGNATURES					
Prepared By:					
Signature		Facilities Specialist		Title _____ Date _____	
Reviewed By:					
Signature		Postal Operations Analyst		Title _____ Date _____	
Approved By:					
Signature		Postmaster		Title _____ Date _____	
Signature		Mgr., Administrative Services		Title _____ Date _____	
Signature		Mgr., Marketing		Title _____ Date _____	
Signature		Mgr., Post Office Operations		Title _____ Date _____	
Signature		District Manager		Title _____ Date _____	

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Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

10 YEAR GROSS BUILDING AND 20 YEAR SITE-SIZE REQUIREMENTS

	PRESENT NET S.F.	10 YEAR NET AREA	ADJ. FACTOR	10 YEAR GROSS AREA	MODULE
1a. LOBBY AREA					Retail
1b. OFFICE AREA					Admin
2. WORKROOM					Workroom
3a. SUPPORT					Support
3b. BMEU					BMEU
4. SUBTOTAL, NET INTERIOR					CV
5. MECH. EQUIP. ROOM 5% <i>(Present space includes misc. areas)</i>					
6. PLATFORM					Platform
7. INT. LOG AREA @7%					
8. TOTAL BUILDING <i>(Post to Page 1 Sect. B)</i>					
9. TOTAL BLDG FLOOR AREA					
9a. Parking Facility Size for cost estimating only - Not in line 17 Total <i>(Enclosed @ 40% over critieria for all vehicles qualified)</i>					
10. CARRIER LOADING SLAB - Not in line 17 Total					
11. MANEUVERING AREA					
12. PARKING (Includes covered postal vehicle parking)					
13. MISCELLANEOUS OUTSIDE AREAS					
14. VEHICLE FUELING					
15. SUBTOTAL					
16. CIRCULATION, LANDSCAPING, SIDEWALKS, ETC.					
17. 10 YEAR SITE SIZE		ACRES			
18. 20 YEAR SITE EXPANSION (Not Required)					
19. 20 YEAR USABLE SITE AREA REQUIRED					
20. 20 YEAR MINIMUM SETBACK REQUIRED					
21. TOTAL SITE SIZE REQUIRED		ACRES			
OPTIMAL SITE LENGTH		FEET			
OPTIMAL SITE WIDTH		FEET			

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Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

Public Service Areas
A. Retail Module

Peak Hour Workload (From FPC)		
Projected Population Increase per Year (From FPC)		
Number of years (10 years less present)		
Projected Transactions - 10 Years		
RETAIL MODULE:		
Square Feet for the Retail Module		

B. PO Box Sections

Size	Present			10 Year Needed	Modules Needed	Sections Required
	Boxes Inst.	Boxes Rented	Move-in Boxes			
1 (2901 = 12 per module)						
2 (2902 = 8 per module)						
3 (2903 = 4 per module)						
4 (2904 = 2 per module)						
5 (2905 = 1 per module)						
Blank Modules						
Total --->						
LENGTH OF BOX SCREENLINE - FEET						

C. Parcel Lockers

	Boxes L.F.		Factor	Lockers L.F.	
Move-in		/20 =	x	2 =	
Ten Year		/20 =	x	2 =	
Total sections and PO Box lockers required - 10 years					
Deduct: Sections included with retail module					
Net additional sections needed					

D. Office Space Requirements

Admin Module No.

1. Postmaster/Installation Head		
2. Customer Service Manager		
3. Conference Room		
4. General Office		
5. Delivery Supv. General		
6. Unisex Toilet		
7. Janitor's Closet		
8. Storage/Electric Closet		
9. MDF/LAN		
10. Storage		
11. Corridor		
Office Space Provided by Admin Module (To page 2)		

E. Lobby Totals

	Present	10 YEAR	
Retail Areas			
P.O. Boxes and Parcel Lockers	P.O. Boxes and Parcel Lockers		
	Pub Svc.Area		
Total Area (From page 2) =		Total Area (To page 2) =	

Appendix B

Space Requirements

Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

Work Station Units	Type Dist.	Sq.Ft. in use now	No. Needed	10 Year Sq.Ft.
--------------------------	---------------	----------------------	---------------	-------------------

A. Originating Mail

420.002	49 Separation Canceling Workstation with Cancel Machine			
	Staging Factor 20%			
Subtotal --->				

B. Destinating Mail

431.001	Letter Distribution Workstation Open Back (77 Separation)			
435.001	Flat Workstation - Open Back, 60 Separations			
420.013	Storage and Cutting			
	17 Stacker CSBCS			
	Bullpen Space for CSBCS			
542.101	Maintenance Spare Parts for CSBCS			
	Delivery Barcode Sorters			
	Staging Factor 15%			
Subtotal --->				

C. Carrier Section

520.001	Carrier Space Planning for First 25 Routes			
520.002	Carrier Space Planning for additional routes			
Subtotal --->				

D. Other Workroom

BMEU Staging				
Inspection Service Investigative Office				
	Workroom Extension/Overlap (From Other Modules;not incl. in line 48)			
	Office space not in Admin. Module (From Page 5)			
	Carrier Vestibule (CV) CV Module			
Subtotal --->				

E. Subtotal (Sections A, B, C and D-Insp. Svc) --->				
F. Equipment Staging Factor				
G. Equipment Staging				
H. Subtotal (E & G) --->				
I. Workroom Adjustment Factor				
J. Workroom Adjustment				
K. Total (Sections H and J+ Insp. Svc.) ---> (Post 10 yr to p. 2) Workroom (+/- Workroom Extension/Overlap)				

Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

SUPPORT AREAS**A. Office Space Requirements**

	Square Feet	
	Now	10-Year
Subtotal --->		

B. Maintenance and Building Service

Janitor Closet		
Custodial Supplies		
Building and Grounds		
Subtotal --->		

C. Storage

Postal Supplies		
Postal Records		
General Storage		
Postal Equipment		
Subtotal --->		

D. Employee Facilities

	No. of Employees			
	Now	M-1	10 Yr	
Locker Room - Male				
Locker Room - Female				
Lunchroom (40% peak)				
Lunchroom Vending Machines				
Restroom-Male				
Restroom-Female				
Subtotal --->				

E. Miscellaneous Support Areas

Electrical Room		
Workroom Staging/Delivery Confirmation		
Recycle		
Battery Charge/Flammable Liquid Storage		
Subtotal --->		

F. Business Mail Entry Unit

Type	Now			10 Yr	Module
Business Mail Entry Unit					
Subtotal --->					

Total Support Area ---> Support Module (SM)		SM
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Appendix B

Space Requirements

Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

PLATFORM AND MANEUVERING AREAS**A. Platform Size**

Height Above Apron	0 Present		0	10 Years	
	30"	50"		30"	50"
No. of Spaces <i>(Not for carrier delivery routes)</i>			Enclosed Platform		
Platform modules available are listed below					
* <i>(Includes vestibule)</i>		Sq. Ft.*	30"	50"	
Platform 1		1430	1	1	
Platform 2		1745	2	1	
Platform 3		2165	2	2	
Platform 4		2580	2	3	
Platform 5		2900	3	3	
Present Platform (Sq.Ft.)			Square Feet		
Platform Width			Module		

B. Carrier Loading Slab

Number of Vehicles	Present	0 10 Years	
		Vehicles	Sq. Ft.
Loading Slab @ 50%			
<i>(Post 10-year total to page 2)</i>			

C. Special Platform Requirements

1. Number of Platform Leveling Devices	Present	10 Year	
		30"	50"
A. Electro-Hydraulic Flip Ramps			
B. Dock Leveler 6' x 10'			
C. Scissors Lift			
D. Other			
2. Built-in Platform Scales Location:		Capacity	

D. Platform Maneuvering Area

Dimensions	Present	10 Year	
Width			
Depth			
Area (Sq.Ft.) <i>(Post 10-year total to Page 2)</i>			

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Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

PARKING, MISCELLANEOUS OUTSIDE AREAS, AND FUELING**A. Number of Parking Spaces**

Type of Vehicle	Now-in-Use No.	Sq.Ft.	10 Years	
			No.	Sq.Ft.
Customer	270			
Customer(Accessible)	390			
Employee	270			
Employee(Accessible)	390			
Official	270			
Rural Routes	250			
Long Life Vehicles	250			
Long Life Reserve	250			
Trucks (1 Ton)	300			
Trucks (2-1/2 Ton)	330			
Trucks (5/7 Ton)	550			
Tractor	350			
Trailer	800			
Firm Mailers	270			
Total <i>(Post 10-year total to page 2)</i>				
Enclosed USPS <i>(If required Sq.Ft. factored by 140%)</i>			Covered USPS	
Vehicle Parking	<input type="checkbox"/>	(enter yes or no)	Vehicle Parking	<input type="checkbox"/>
Headbolt Heaters <input type="checkbox"/>				

B. Miscellaneous Outside Areas

		Footprint
1. Trash Container	Y/N	
2. Snorkel Lane	Y/N	
3. LOG Entry Area	Y/N	
4. Outside Storage	Y/N	
5. Trash Recycling		
6. Total Miscellaneous Outside Area	<i>(Post 10-year total to page 2)</i>	

C. Vehicle Fueling

Vehicle Fueling Island	10 Year Sq. Ft.
<i>(Post to Page 2)</i>	

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Appendix B

Space Requirements

Post Office, State and ZIP+4 Code	Postal Unit	County	Date
<input type="checkbox"/> Notes			

LOCAL STATISTICS AND EXPLANATORY NOTES**A. Local Statistics**

1. Service Windows		2. Delivery			
Number Existing >	Number Used Peak Hour >	Number Routes	Now	Move-In	10 Years
Enter the Total transactions Per Peak Hour From a Recent RAP study		Foot			
		Motorized			
		Rural*			
		HCR/PP			
*Are Postal Vehicles provided to Rural Routes? (Y/N)		Total			

3. Number of Employees

Peak Hour			Total Complement		
Employees	Now	Move-In	10 Years	Now	Move-In
Male					
Female					
Total					

4. Quarters Now Occupied Are:	<input type="checkbox"/> USPS-owned	<input type="checkbox"/> Leased	If leased:	Lease expir. date	Annual Cost
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B. Explanatory Notes

Page	Section/ Item No.	>>>Click here to type in notes	
		Continued on Page 8AX	

Post Office, State and ZIP+4 Code	Postal Unit	Date
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EXPLANATORY NOTES

Note	Pg.	Sec.	
1	2	2	<p>Workroom square footages may not match actual module drawings due to extension/overlap of administrative and support modules. >>>Click here to type in other notes</p>

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United States Postal Service

Facility Space and Condition Evaluation

Post Office Name, State, and ZIP + 4		Postal Unit
		Date

Calculations

Area	10-Year	Now in Use	Per Cent Deficient	Total 10-Year Complement Factor	Constant Factor	Total Points
Workroom				1.00	0.65	
Lobby/Office				1.00	0.20	
Parking/ Maneuvering				1.00	0.15	

		1. Building Subtotal
Preemptive Adjustment		2. Preemptive Adjustment
		3. Subtotal
Area Justification		4. Area Adjustment
		5. Total

Approval Signatures

Evaluator	Date
Manager, Administrative Services	Date
Postmaster	Date
District Manager	Date

Preparation

Facilities Specialist Signature	Date
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