



Space Requirements

Handbook AS-504

July 1999

- A. **Purpose.** This handbook provides rules and guidelines for developing the various types and sizes of facilities found in the Postal Service. It also provides templates of the equipment to be housed in those facilities.
- B. **Contents.** This handbook replaces Handbook AS-504, *Space Requirements*, August 1995. Major changes are discussed here. The upper limit in size of small standard buildings is being increased from 6,500 square feet to 9,000. This necessitates changes in the matrixes for determining building size, parking requirements, and the overall site sizes; therefore, the computerized Facility Planning Concept has been revised. Forms 919 and 929 have also been revised to reflect changes.

The retail modules (service counters), the administrative modules, Inspection Service offices, and the space requirements for support areas less a medical unit have been changed. The section on machinable letters and flats has been modified to include the delivery barcode sorter/optical character reader (DBCS/OCR) and the flat sorting machine model 1000 (FSM-1000) as well.

Templates have been added to Chapter 4 for the DBCS/OCR, FSM-1000, straight-line small parcel and bundle sorters with the Siemens and the Lockheed Martin feed systems, four blocks of space for universal sorters (5000, 10000, 15000, and 20000 square feet), pedestal and gantry robots, slevers and strap equipment, and mechanized scan-where-you-band equipment. The carrier loading vestibule (section 52) has been reduced to 400 square feet. In Chapter 6, text and layouts for the image processing unit rooms at the remote encoding center sites have been changed to reflect current practices and procedures.

- C. **Revisions.** This handbook will be revised as new methods are developed that affect space requirements and/or as new equipment is added.

D. Distribution

1. **Initial.** This document is being distributed directly to major facilities offices, facilities service offices, district offices, and plants.
2. **Additional Copies.** Order copies from the material distribution center (MDC) using Form 7380, *MDC Supply Requisition*.

E. Comments. Direct any questions through channels to:

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F. Effective Date. This material is effective immediately upon receipt.



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