

## Appendix C

# **Form 929, Major Facility Planning Data**

**U. S. Postal Service**  
**Major Facility Planning Data**

<b>1. Post Office</b>	<b>2. State and ZIP Code</b>	<b>3. Postal Unit</b>																														
<b>4. Functions Included in Proposed Facility</b> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Administrative      <input type="checkbox"/> Retail      <input type="checkbox"/> Delivery      <input type="checkbox"/> Mail Processing  <input type="checkbox"/> Inspection Service       </div>																																
<b>5. Population (000)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>When</th> <th>CITY</th> <th>COUNTY</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Present</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Est. 3 Yrs. Hence</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Est. 13 Yrs. Hence</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			When	CITY	COUNTY				Present						Est. 3 Yrs. Hence						Est. 13 Yrs. Hence											
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<b>6. Date of PS Form 929</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">ORIGINAL:</td> <td style="width: 33%;">Rev No. 3:</td> <td style="width: 33%;">Rev No. 6:</td> </tr> <tr> <td>Rev No. 1:</td> <td>Rev No. 4:</td> <td>Rev No. 7:</td> </tr> <tr> <td>Rev No. 2:</td> <td>Rev No. 5:</td> <td></td> </tr> </table>			ORIGINAL:	Rev No. 3:	Rev No. 6:	Rev No. 1:	Rev No. 4:	Rev No. 7:	Rev No. 2:	Rev No. 5:																						
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<b>7. Building Net Square Feet Requirements</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Space</th> <th>Present</th> <th>Move-In-Day</th> </tr> </thead> <tbody> <tr> <td>Mail Facility Without Platform</td> <td></td> <td></td> </tr> <tr> <td>Other Facility Areas</td> <td></td> <td></td> </tr> <tr> <td>Platform</td> <td></td> <td></td> </tr> <tr> <td>Total Mail Facility</td> <td></td> <td></td> </tr> <tr> <td>Storage Building</td> <td></td> <td></td> </tr> <tr> <td>Vehicle Maintenance Facility</td> <td></td> <td></td> </tr> <tr> <td>Enclosed Parking</td> <td></td> <td></td> </tr> <tr> <td>Total Building Space</td> <td></td> <td></td> </tr> </tbody> </table>			Space	Present	Move-In-Day	Mail Facility Without Platform			Other Facility Areas			Platform			Total Mail Facility			Storage Building			Vehicle Maintenance Facility			Enclosed Parking			Total Building Space					
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<b>8. Total Building Employee Complement:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="width: 33%;">Male:</td> <td style="width: 33%;">Present</td> <td style="width: 33%;">Move-In-Day</td> </tr> <tr> <td>Female:</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>			Male:	Present	Move-In-Day	Female:		Total																								
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<b>9. Prepared By:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Signature</td> <td style="width: 33%;">Postal Operations Analyst</td> <td style="width: 33%;">Title</td> </tr> <tr> <td></td> <td></td> <td>Date</td> </tr> </table>			Signature	Postal Operations Analyst	Title			Date																								
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<b>10. Reviewed By/Approved By:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Signature</td> <td style="width: 33%;">Mgr., Facilities Planning and Approval</td> <td style="width: 33%;">Title</td> </tr> <tr> <td></td> <td></td> <td>Date</td> </tr> <tr> <td style="height: 40px;">Signature</td> <td>Postmaster</td> <td></td> </tr> <tr> <td></td> <td>Title</td> <td>Date</td> </tr> <tr> <td style="height: 40px;">Signature</td> <td>District Mgr., Customer Service</td> <td></td> </tr> <tr> <td></td> <td>Title</td> <td>Date</td> </tr> <tr> <td style="height: 40px;">Signature</td> <td>P&amp;D Plant Manager</td> <td></td> </tr> <tr> <td></td> <td>Title</td> <td>Date</td> </tr> <tr> <td style="height: 40px;">Signature</td> <td>VP, Area Operations</td> <td></td> </tr> <tr> <td></td> <td>Title</td> <td>Date</td> </tr> </table>			Signature	Mgr., Facilities Planning and Approval	Title			Date	Signature	Postmaster			Title	Date	Signature	District Mgr., Customer Service			Title	Date	Signature	P&D Plant Manager			Title	Date	Signature	VP, Area Operations			Title	Date
Signature	Mgr., Facilities Planning and Approval	Title																														
		Date																														
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	Title	Date																														
Signature	P&D Plant Manager																															
	Title	Date																														
Signature	VP, Area Operations																															
	Title	Date																														

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## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:	Postal Unit:		
<b>MAJOR FACILITY PROJECT SITE SIZE COMPUTATION SHEET</b>				
Date:	Net to Gross Calculation	Prepared By:		
Line	Functional Area	Net Area	Adjustment Factor	Gross SF
1	Offices		1.40	
2	Lobbies		1.40	
3	Lockers, Lunchrooms, and Restrooms		1.40	
4	General Support Areas		1.20	
5	Maintenance Support Areas		1.30	
6	Workroom Areas		1.01	
7	Subtotal - Main Interior Areas (P&DC)	XXXXXX	XXXX	
8	Mech/Elec Areas (Line 7 + Line 10 Gross Area x .06)	XXXXXX	XXXX	
9	(This line intentionally blank)	XXXXXX	XXXX	
10	Platform Areas		1.00	
11	Air Mail Concourse (AMCs/AMFs Only)	XXXXXX	XXXX	
12	LOG Areas (Line 6 Net Area x .063)	XXXXXX	XXXX	
13	Storage Bldg. and/or (Enclosed Pkg.)		1.05	
14	Total M-I-D P&DC Area		XXXX	
15	Total VMF Area (from PS Form 4551)		XXXX	
16	Total - Lines 14 & 15		XXXX	
17	VMF Parking and Maneuvering Area (from PS Form 4551)		XXXX	
18	Tractor Parking	Number of Vehicles		
19	Trailer Parking	" "		
20	5 / 7 / 9-Ton Vehicle Parking	" "		
21	2-1/2-Ton Vehicle Parking	" "		
22	1-Ton Vehicle Parking	" "		
23	Long-Life Vehicle Parking	" "		
24	Official and Visitor Parking	" "		
25	Employee Parking	" "		
26	Employee Accessible Parking	" "		
27	Employee Motorcycle/Bicycle Parking	" "		
28	Inspection Service	" "		
29	Customer Parking	" "		
30	Customer Accessible Parking	" "		
31	BMEU Customer Parking	" "		
32	27" Dock Maneuvering Area	LF OF 27" Dock		
33	30" Dock Maneuvering Area	LF OF 30" Dock		
34	50" Dock Maneuvering Area	LF OF 50" Dock		
35	Dock Turning Radius No. Of Places (Est. 150' x 30' x 4 Places = 18,000 SF)			
36	Subtotal - Indicated Gross Area To & Including Line 35 (Excludes Line 12 Total)			
37	Subtotal - Est. Circulation, Landscaping, & Sidewalks. Excludes Setbacks, Pending Easements, Etc. (Line 36 Gross Area x .25)			
38	Subtotal - Carrier Loading Area (.50 x No. Of Carrier Vehicles x 250 SF/Veh.)			
39	Subtotal - Est. M-I-D Site Size (Sum Of Lines 36, 37, and 38)			
40	Subtotal - Other Miscellaneous Requirements: # Fueling Islands	<input type="text"/>		
41	Total - Estimated Gross M-I-D Site Size (Sum Of Lines 39 and 40)			
42	Subtotal - Estimated Gross 20-Year Expansion (Line 41 Total x Growth)	<input type="text"/>	(10 -Yr. Growth Percentage)	
43	Estimated Detention Pending * Required Acreage =		= Feet	
44	Estimated Usable 20-Year Site Size (Sum Of Lines 41, 42, and 43)			
45	Usable Site Length: Square Root Of (1.5 x Line 44)		= Feet	
46	Usable Site Width: Line 44 Divided By Line 45 Total Length		= Feet	
47	Optimum Required Site Length: Line 45 + 40' Front + 10' Rear Yards		= Feet	
48	Optimum Required Site Width: Line 46 + 20' + 20' Side Yards		= Feet	
49	Total - Estimated Gross Area Required: Line 47 x Line 48		= Feet	
50	Site Size To Be Developed:		= Acres	
PLANNING DATA USED FOR CALCULATIONS:				
*1.5 (Inches of rain in a 2 hour period) Divided By 12 Inches x Acreage Of Line 36				
Divided By 1.5 (18 Inch Deep Pond) =		Acre Ft. or	Acres (Rounded)	

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Post Office:	State and ZIP Code:	Postal Unit:		
Date:	Rev No. 2:	Rev No. 5:		
ORIGINAL:	Rev No. 3:	Rev No. 6:		
Rev No. 1:	Rev No. 4:	Rev No. 7:		
NET BUILDING SPACE RECAPITULATION				
Space Allocations		Net Square Feet		
		Present	10 Year (00)	NOTES
<p>1. Office Section (From Page 5)</p> <p>2. Lobby Areas (From Page 6)</p> <p>3. Employee Facilities (From Page 7)</p> <p>4. General Support (From Page 8)</p> <p>5. Maintenance Support (From Page 9)</p> <p>6. Workroom (From Page 14)</p> <p>7. Total Mail Facility Without Platform</p> <p>8. Total Platform Area (From Section B, Page 15)</p> <p>9. Total Mail Facility Including Platform (Total of Lines 7 and 8)</p> <p>a. Other</p> <p>10. Enclosed USPS Parking</p> <p>11. Air Mail Concourse Concourse Module Number</p> <p>12. Storage Building (6% of Net Workroom Space)</p> <p>13. Vehicle Maintenance Facility, Form 4551 (Interior Space)</p> <p>14. Total Net Building Space (Total of Lines 9, 10, 11, 12, and 13)</p>				

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## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:		Postal Unit:		
Date:	Rev No. 2:			Rev No. 5:	
ORIGINAL:	Rev No. 3:			Rev No. 6:	
Rev No. 1:	Rev No. 4:			Rev No. 7:	
PARKING REQUIREMENTS					
Vehicles	Present		10 Year (00)		NOTES
	No.	Sq. Ft.	No.	Sq. Ft.	
1. Tractors					
2. Trailers (20-30 Feet)					
3. Trailers (30-40 Feet)					
4. Trailers (Over 40 Feet)					
5. Trucks - 7/9 Ton					
6. Trucks - 5 Ton					
7. Trucks - 2 1/2 Ton					
8. Trucks - 1 Ton					
9. Trucks - (Longlife)					
10. Other Vehicles					
11. Bicycle (Route Delivery)					
12. Rural Route					
13. Contract Box Delivery Route					
14. Official - Staff Car					
15. Official - Privately Owned					
16. Visitor					
17. Employee					
18. Employee - (Accessible)					
19. Employee - (Bicycle - Motorcycle)					
20. Customer					
21. Customer - (Accessible)					
22a. BMEU Customer					
22b. Firm Caller					
23. Inspection Service (Non-Domicile)					
24. Inspection Service					
VEHICLE MAINTENANCE FACILITY					
Form 4551 (Parking Spaces)					
25. VMF - Based					
26. VMF - Reserve					
27. VMF - Semi-Trailer					
28. VMF - Service Vehicles					
29. VMF - Waiting Repair					
30. VMF - Waiting Sale					
31. VMF - Employees					
Total					

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Post Office:		State and ZIP Code:		Postal Unit:			
				1 / 2M			
Date:	Rev No. 2:			Rev No. 5:			
ORIGINAL:	Rev No. 3:			Rev No. 6:			
Rev No. 1:	Rev No. 4:			Rev No. 7:			
OFFICE SPACE REQUIREMENTS							
Offices	L E V E L	No. of Employees on Duty In This Office		Square Feet			NOTES
		Present	Move-In-Day (00)	Present	General Office Allocation	Move-In-Day (00)	
Plant Manager	PCES		1			220	
Secretary/Reception Area			1			225	
Total Area			2			445	
Facilities Engineer			1		70		
Architect/Engineer			1		70		
Flat Files (Drawings)					100		
CADD					75		
Drafting Table					100		
General Office						415	
Total Area			2			415	
Mgr., Transportation/Networks			1			160	
Supv., Transportation Oper.			1			120	
Networks Specialist			2		140	140	
General Office						420	
Total Area			4			420	
Mgr., In-Plant Support			1			160	
General Clerks			2				
Industrial Engineer (Sr)			1		70		
Industrial Engineer (Fld)			1		70		
CADD Space					75		
Operations Support Spec.			8		560		
Oper. Quality Improvement			1		70		
Data Collection Technician			2		140		
Directory Analysis Spec.			1		70		
Contract Technician			1		55		
General Office						1,220	
Total Area			18			1,380	
District Domicile General Office					1,000		
Safety Specialist			1		70		
General Office						1,070	
Total Area			1			1,070	
Subtotal (Post to page 5-P&DCB)			27			3,730	

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The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office".

## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:	Postal Unit:			
		1 / 2M			
Date: ORIGINAL: Rev No. 1:	Rev No. 2: Rev No. 3: Rev No. 4:	Rev No. 5: Rev No. 6: Rev No. 7:			
<b>OFFICE SPACE REQUIREMENTS</b>					
Offices		No. of Employees on Duty In This Office		Square Feet	NOTES
		Present	Move-In-Day (00)		
Credit Union Automatic Teller Machine		4			350 90
Total Area		4			440
Inspection Service (Non-Domicile)		1			180
Filing Space Office Supplies Conference Area Reference Room Mail/Copy Room Break Area MDF/LAN Room					648 150 514 150 200 100 490
EAP		2			600
PEDC					
Mgr., PEDC Secretary/Reception Classroom Library/Self-Study Storage Scheme Examination		1 1			120 155 200 200 120 120 360
Training Consoles #	8				
Subtotals From: Page 5-P&DCA Page 5-P&DCB		27 9			3,730 4,747
Subtotal		36			8,477
Contingency @ 5%					424
Total (Post to page 3)		36			8,901

PS Form 929, March 1999 (Page 5-P&amp;DCB)

The General Office Allocation column denotes that the referenced space is to be grouped with the next space that is identified as "General Office".

Post Office:		State and ZIP Code:		Postal Unit:		
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:		
PUBLIC SERVICE AREAS						
<b>A. Retail Module</b>						
Number Window Positions		Existing	Now in Use	10 Year	NOTES	
Required Retail Workstations						
Equivalent Workstations: Retail Workstations Cash Registers						
<b>B. Recommended Vending Description</b>						
Quantity	Stamp Vending Unit Booklet Vending Unit Multi-Commodity Unit Weighing & Rating Unit					
<b>C. Post Office Boxes</b>						
Present			Projected			
Size	Number Installed	Rented	Unit No.	No. Boxes Per Module	Number 10 Year	Modules Required
1			2901	12		
2			2902	8		
3			2903	4		
4			2904	2		
5			2905	1		
			TOTAL NUMBER OF MODULES			
Post Office Box Sections Provided Possible Additional Box Sections						
Standard Plan Building Box Lobby Extension (BLE) Sections Required:						
Total Length of Box Section BLE (feet) =						
<b>D. Parcel Lockers</b>						
Post Office Boxes Length: (including Box Section BLE)		Parcel Locker Length:		Total Length of BLE (feet) =		
<b>E. Space Planning Factor</b>						
Total Length of BLE X Space Planning Factor of 22 feet:			Total BLE SF Retail Module SF TOTAL RETAIL			
<b>F. Lobby Area Totals</b>						
Miscellaneous Functions		Present SF		10 Year SF		
Public Service Area						
Total Miscellaneous						
Total Retail SF						
Grand Total (Post to Page 3)						

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## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:	Postal Unit:
Date: ORIGINAL: Rev No. 1:	Rev No. 2: Rev No. 3: Rev No. 4:	Rev No. 5: Rev No. 6: Rev No. 7:
EMPLOYEE FACILITIES		

**A. Employee Information**

		Present	Move-In-Day (00)	NOTES
Employees Requiring Lockers	Male Female Letter Carriers			
	Total			
Employees on Duty at Peak Occupancy	Male Female			
	Total			

**B. Lockers, Lunchrooms and Miscellaneous Employee Areas**

		Present	Move-In-Day	
Locker- rooms	Male Locker Female Locker Letter Carriers			
Employee Lunchroom Full-Service Kitchen (if required)				
Multi-Purpose Room				
Vending Machine Supply Storage				
Satellite Vending (on Page 14 - Workroom)				
Other Employee Facilities Area(s) not listed above				
Public Service Area (if not included on Page 6)				
Total Sq. Ft. (Post to Page 3)				

PS Form 929, March 1999 (Page 7)

Post Office:	State and ZIP Code:	Postal Unit:		
Date: ORIGINAL: Rev No. 1:	Rev No. 2: Rev No. 3: Rev No. 4:	Rev No. 5: Rev No. 6: Rev No. 7:		
SUPPORT AREAS (General)				
Areas		Present	10-Year (00)	NOTES
		Sq. Ft.	Sq. Ft.	
(A)				
S	Archived Paperwork Room			
T	General Supplies (Noncustodial)			
O	Mail Processing Equipment Storage			
R	Other Storage			
A				
G				
E				
	Part A	Subtotal		
(B)				
M	Firm/Express Mail Caller			
I	Platform Supervisor/Vehicle Dispatch			
L	Manager, Distribution Operations (100 SF for interview & 55 SF for general clerk)			
L	Supervisor, Distribution Operations (100 SF for files)			
I	Label Room			
S	PSDS Data Collection Site			
C	Area SSPC Clerk-Technician			
E	Contract Drivers (Incl. 2 Toilets - 30 Sq. Ft. Ea.)			
L	Computer/Process Control Room (NDSS, Tray Systems, RBCS, IDF, RPMS)			
L	Telephone Switching Equipment			
A	Rewrap Room			
N	Supervisors Break/Locker Area			
E				
O				
S				
	Part B	Subtotal		
(C)	Business Mail Entry Unit (BMEU)			
B	BMEU Module	<input type="text"/>		
M				
E				
U				
	Part C	Subtotal		
(D)	Computerized Forwarding System (CFS)			
C	CFS Module	<input type="text"/>		
F				
S				
	Part D	Subtotal		
(E)	Stamp Distribution Office (SDO)			
S	SDO Module	<input type="text"/>	Office	
D			Vault	
O				
	Part E	Subtotal		
Total (Parts A, B, C, D, & E) (Post to Page 3)				

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## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:	Postal Unit:			
Date:	Rev No. 2:	Rev No. 5:			
ORIGINAL:	Rev No. 3:	Rev No. 6:			
Rev No. 1:	Rev No. 4:	Rev No. 7:			
MAINTENANCE SUPPORT					
Areas	Present		10-Year (00)		NOTES
	No. Empl.	Sq. Ft.	No. Empl.	Sq. Ft.	
(A) Mgr., Maintenance Maintenance Engineering Specialist Mgr., Maintenance Operations Supv., Maintenance Operations Mgr., Maintenance Operations Support Supv., Maintenance Operations Support Mgr., Field Maintenance Operations General Office General Office, Maintenance Control Office Space Subtotal Part A Subtotal					
(B) Stockroom - Parts, Tools, Materials & Mechanical Custodial Storage Custodial Closets Buildings and Grounds Storage General Shop (Including Welding) Electrical Shop Carpenter Shop Carpenter Shop Storage Paint Shop Paint Shop Storage (Flammable) Training Room/Library Storage - Flammable (Other) Machine Shop (Large Facilities Only) Area Maintenance Office Shop Battery Charging Room Mailbox Repair Shop Electronics Room Maintenance Locker Room Other Maintenance Not Listed Above Part B Subtotal					
Total, Parts A & B (Post to Page 3)					

PS Form 929, March 1999 (Page 9)

Post Office:		State and ZIP Code:		Postal Unit:				
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:				
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								
	Workstation Units	MOD Number	Present		10-Year		WSU Description	NOTES
			Number	Sq. Ft.	Number	Sq. Ft.		
Cull								1
Face								
Cancel	Staging @ 20%							
	Subtotal							
Mach								
Dist								
Letters	Staging @ 15%							
	Subtotal							
Mach								
Dist	Staging @ 15%							
Flats	Subtotal							
Orig Pref Manual								
Letters	Staging @ 15%							
	Subtotal							
Orig Pref Manual								
Flats	Staging @ 15%							
	Subtotal							
Orig BBM Manual								
	Staging @ 15%							
	Subtotal							
Orig Priority								
	Staging @ 20%							
	Subtotal							
Grand Total (Post to Pg. 14)								

Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise use Page 13.

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## Appendix C

## Space Requirements

Post Office:		State and ZIP Code:		Postal Unit:				
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:				
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								
	Workstation Units	MOD Number	Present		10-Year		WSU Description	NOTES
			Number	Sq. Ft.	Number	Sq. Ft.		
Orig								
Express	Staging @20%							
Mail	Subtotal							
Orig								
Parcel	Staging @20%							
Post	Subtotal							
Dest								
Pref								
Manual	Staging @15%							
	Subtotal							
Dest								
Bulk								
Business								
Manual	Staging @15%							
	Subtotal							
Dest								
Priority	Staging @20%							
	Subtotal							
Dest								
Express	Staging @20%							
Mail	Subtotal							
Grand Total (Post to Pg. 14)								

Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise, use Page 13.

PS Form 929, March 1999 (Page 11)

Post Office:		State and ZIP Code:		Postal Unit:				
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:				
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								
Dest Parcel Post	Workstation Units	MOD Number		Present		10-Year		NOTES WSU Description
				Number	Sq. Ft.	Number	Sq. Ft.	
Carrier								
Section	Staging @ 15%							
	Subtotal							
Special Delivery								
	Subtotal							
SPBS								
	Staging @ 20%							
	Subtotal							
	Subtotal							
Grand Total (Post to Pg. 14)								

Incl. sacking, pouching, etc., for disp. only if to be located within operation. Otherwise, use Page 13.

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## Appendix C

## Space Requirements

Post Office:		State and ZIP Code:		Postal Unit:				
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:				
WORKROOM AREAS (Operation, Number of Workstations and Square Footage)								
Stage	Workstation Units	MOD Number	Present		10-Year		WSU Description	NOTES
			Number	Sq. Ft.	Number	Sq. Ft.		
Pouch/								
Stage	Staging @20%							
	Subtotal							
Opening								
	Staging @20%							
	Subtotal							
Other								
	Subtotal							
Tray								
Opening/								
Banding								
	Subtotal							
Grand Total (Post to Pg. 14)								

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Post Office:	State and ZIP Code:	Postal Unit:		
Date: ORIGINAL: Rev No. 1:	Rev No. 2: Rev No. 3: Rev No. 4:	Rev No. 5: Rev No. 6: Rev No. 7:		
OTHER WORKROOM AREAS				
Other Workroom Areas (List additional, as required)	Square Feet			NOTES
		Present	10-Year	
Reg. Disp. Security Cage Satellite Label Areas				
BMEU Cleared Mail Staging CFS Mail Staging Satellite Maint Shops (Cage)				
Parking - Forklifts, etc. Nixie Section Carrier Vestibules @ 460 SF/ea. Satellite Vending Areas Satellite Restrooms				
Total				
WORKROOM RECAPITULATION				
Total, Other Areas (From above)				
Total (From Page 10)				
Total (From Page 11)				
Total (From Page 12)				
Total (From Page 13)				
First Subtotal				
PSDS (.005 of First Subtotal)				
Empty Equipment (.04 of First Subtotal)				
Second Subtotal				
Adjustment (Use table, USPS HBK. AS-504, Sect.342.9)				
Net Workroom Area				
Standard Workroom Net Area (Post to Page 3)				

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Workroom  
Module  
Number

## Appendix C

## Space Requirements

Post Office:	State and ZIP Code:			Postal Unit:				
Date:	Rev No. 2:				Rev No. 5:			
ORIGINAL:	Rev No. 3:				Rev No. 6:			
Rev No. 1:	Rev No. 4:				Rev No. 7:			
<b>PLATFORM/DOCK ACTIVITY</b>								
<b>A. Vehicle Activity (Tailboard) Spaces Required at Peak</b>								
Develop Peak Requirements Separately for Each Platform Height			Vehicles Needing 27 inch Dock		Vehicles Needing 30 inch Dock		Vehicles Needing 50 inch Dock	
Type of Service			Present	10-Year	Present	10-Year	Present	10-Year
Star/Truck Route								
Inter-GMF								
BMC/ASF								
Parcel Post								
Relay								
Collection								
Interstation								
Airport Mail Center								
Maintenance								
Cross Dock Operations								
Trash Recycling							1	
Trash Compactor							1	
Total								
<b>B. Platform Size and Leveling Devices</b>								
Measurements		Present			10-Year			
Heights Above Apron	27"	30"	50"	27"	30"	50"		
Length (Tailboard only)								
Total Length		Ft.			Ft.			
Total Width		Ft.		50	Ft.			
Total Platform Area	Sq.Ft.		Sq.Ft.					
Platform Leveling Devices	27"		30"	50"				
A. Flip Ramp (Edge of Dock Leveler)								
B. Dock Leveler (Electro-Hydraulic) <sup>1</sup>								
C. Scissors Lift								
<b>C. Miscellaneous Vehicle and Platform Requirements</b>								
1. Covered Carrier Loading					10-Year	Sq.Ft.		
2. Finger Dock	Module Number	<input type="text"/>	Number of Docks	<input type="text"/>	10-Year	<input type="text"/>	Sq.Ft.	
3. Wrap Around Dock	Module Number	<input type="text"/>	Number of Docks	<input type="text"/>	10-Year	<input type="text"/>	Sq.Ft.	
4.					10-Year	<input type="text"/>	Sq.Ft.	
5.					10-Year	<input type="text"/>	Sq.Ft.	
6. Built-In-Scales for Platform:	<input type="text"/>							
7. Built-In-Scales for Drive-Thru Trailers:	<input type="text"/>							
1 - Platform steps and ramp will be provided in the design of the building.								

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## Form 929, Major Facility Planning Data

Post Office:	State and ZIP Code:	Postal Unit:
Date: ORIGINAL: Rev No. 1:	Rev No. 2: Rev No. 3: Rev No. 4:	Rev No. 5: Rev No. 6: Rev No. 7:

## EXPLANATORY NOTES

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PS Form 929, March 1999 (Page 16)

## Appendix C

## Space Requirements

Post Office:		State and ZIP Code:				Postal Unit:																																
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:				Rev No. 5: Rev No. 6: Rev No. 7:																																
<b>DISTRIBUTION AND DELIVERY</b>																																						
<p><b>A. Carriers In Proposed Facility</b> - Number of routes that will be housed in proposed facility. Show present location in "Name of Unit" column.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">5 Digit ZIP Code</th> <th rowspan="2">Name of Unit</th> <th colspan="4">Present</th> <th colspan="4">10-Year</th> <th rowspan="2">NOTES</th> </tr> <tr> <th>FT <sup>1</sup></th> <th>MT <sup>2</sup></th> <th>RU <sup>3</sup></th> <th>PP <sup>4</sup></th> <th>FT <sup>1</sup></th> <th>MT <sup>2</sup></th> <th>RU <sup>3</sup></th> <th>PP <sup>4</sup></th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>										5 Digit ZIP Code	Name of Unit	Present				10-Year				NOTES	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>										
5 Digit ZIP Code	Name of Unit	Present				10-Year						NOTES																										
		FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>																													
<p><b>B. Carrier Distribution - Proposed Facility</b> - Show routes housed elsewhere that will be given secondary distribution (down to carrier route) at the proposed facility. Do not include routes already listed in Section "A"</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">5 Digit ZIP Code</th> <th rowspan="2">Name of Unit</th> <th colspan="4">Present</th> <th colspan="4">10-Year</th> <th rowspan="2">NOTES</th> </tr> <tr> <th>FT <sup>1</sup></th> <th>MT <sup>2</sup></th> <th>RU <sup>3</sup></th> <th>PP <sup>4</sup></th> <th>FT <sup>1</sup></th> <th>MT <sup>2</sup></th> <th>RU <sup>3</sup></th> <th>PP <sup>4</sup></th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>										5 Digit ZIP Code	Name of Unit	Present				10-Year				NOTES	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>										
5 Digit ZIP Code	Name of Unit	Present				10-Year						NOTES																										
		FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>																													
Subtotal-B Above																																						
Subtotal-A Above																																						
Total (Post to Exhibit 2)																																						
1-FT=Foot Routes, including bicycle routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Special Delivery, Collection, Relay and Combination Routes.																																						

PS Form 929, March 1999 (Exhibit 1-A)

Post Office:		State and ZIP Code:		Postal Unit:							
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:							
<b>DISTRIBUTION AND DELIVERY</b>											
<b>5 Digit ZIP Code</b>	<b>Name of Unit</b>	<b>Present</b>				<b>10-Year</b>				<b>NOTES</b>	
		<b>FT</b> <sup>1</sup>	<b>MT</b> <sup>2</sup>	<b>RU</b> <sup>3</sup>	<b>PP</b> <sup>4</sup>			<b>FT</b> <sup>1</sup>	<b>MT</b> <sup>2</sup>		<b>RU</b> <sup>3</sup>
<b>Subtotal-From Exhibit 1-BX</b>											
<b>Subtotal-From Exhibit 1-A</b>											
<b>Total (Post to Exhibit 2)</b>											
1-FT=Foot Routes, including bicycle routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Special Delivery, Collection, Relay and Combination Routes.											

PS Form 929, March 1999 (Exhibit 1-BX)

## Appendix C

## Space Requirements

Post Office:		State and ZIP Code:		Postal Unit:						
Date: ORIGINAL: Rev No. 1:		Rev No. 2: Rev No. 3: Rev No. 4:		Rev No. 5: Rev No. 6: Rev No. 7:						
<b>DISTRIBUTION AND DELIVERY</b>										
<b>C. Other Delivery Service</b> - Show all routes in distribution area not already included in Sections "A" and "B".										
5 Digit ZIP Code	Name of Unit	Present				10-Year				NOTES
		FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	FT <sup>1</sup>	MT <sup>2</sup>	RU <sup>3</sup>	PP <sup>4</sup>	
Subtotal										
Page 10 (Total)										
Total										
1-FT=Foot Routes, including bicycle routes. 2-MT=Mounted Routes. 3-RU=Rural Routes, including Star Route Box Delivery Routes. 4-PP=Parcel Post, including Special Delivery, Collection, Relay and Combination Routes.										

PS Form 929, March 1999 (Exhibit 2)