

1 Preparation of Facility Planning Concept for Small Standard Building Designs

11 General

Chapter 1 contains instructions for preparing the Facility Planning Concept (FPC) in order to determine which of the small standard building designs (SSBDs) is to be used for postal facilities of less than 9,000 square feet (sq ft). Appendix A contains a hard copy of the FPC. Contact the local facilities service office (FSO) for the latest FPC planning model. In accordance with Handbook RE-5, *Building and Site Security Requirements*, if a facility has 20 or more full-time employees now or will have within 10 years, a criminal investigative office is required.

12 Facility Planning Concept and Space Requirements

121 Comments

Refer to Management Instruction AS-520-96-9, *Facility Planning Concept*, for general instructions on the preparation and submission of FPCs. The comments below relate to the computerized version of the FPC used for small standard building designs. The FPC can also be filled out manually and the building size determined by using the appropriate matrix.

122 Section I: Justification

Development of the FPC involves the collection of data from various sources. Coordinate the Justification section with the postmaster or installation head. Obtain information from this individual regarding justification, new community developments, and any other information that helps explain the situation.

123 Section II: Description of Present Facility

Information on the present facility is available from the Facilities Management System for Windows (FMSWIN) and the building lease.

124 **Section III: Functions in New Facility**

124.1 **Type of Merchandising**

Coordinate with the manager of Retail at the district regarding the type of retail merchandising needed, which may be either limited open display (Type A) or a full Postal Retail Store (Type B); in some cases, a deviation may be granted by the manager of Retail Operations, Retail, Headquarters, to use enclosed displays. The retail specialist must complete the Retail Planning/Start-Up Questionnaire to determine this. The completed questionnaire must be submitted with the FPC for approval.

124.2 **Delivery Route and Post Office Box Data**

Operations Program Support at the district provides the current number of delivery routes (city and rural) and possible deliveries by ZIP Code along with the annual growth forecasts. The district manager of Retail, working with the local postmaster, provides post office box information, including the number of sections currently available, the number currently rented, and the projected annual percentage of increase. Note that parcel locker sections are generally provided as 10 percent of the total post office box quantity, although this ratio may be modified to suit particular situations.

125 **Section IV: Distribution Concept**

Coordinate with the installation head to determine the distribution concept, including the nearest processing plant.

126 **Section V: Facilities Affected**

Indicate the plans for use or disposal of the current facility. Notification of a disposal must be sent to the manager of Realty Asset Management, Facilities, Headquarters, as noted on the FPC.

127 **Section VI: Preferred Area Boundaries**

The installation head should provide information regarding the preferred area for the facility, from both an operational and community relations point of view. When it is appropriate, data should also be obtained from the manager of Retail at the district and the manager of Post Office Operations. In compliance with postal policy (39 *Code of Federal Regulations* 241.4, "Expansion Relocation, Construction, Construction of New Post Offices," effective 10/5/98), the area surrounding the existing facility is to be included as part of any new preferred area boundaries. Include a map that outlines the boundaries of the preferred area and also identifies the existing facility location. This area ideally should be within a retail zone and convenient to customer and business traffic.

128 Section VII: Alternatives

Indicate all possible project alternatives. In accordance with existing postal policy, as noted in section 127, first consideration is expansion of the current facility, next is relocation to another existing building, and last is new construction.

129 Section VIII: Supplemental Data

Use this section to provide additional information that may affect building size or features. Mark the appropriate box(es) provided and/or provide written comments on issues not otherwise addressed. Attach additional sheets if necessary. The following areas must be completed:

- a. Box 1 — Place a mark in the box if security fencing is required; consult with the local inspector in charge.
- b. Box 2 — Place a mark in the box if a scissors lift is required. If a different type or quantity of dock equipment is preferred, provide written instructions under box 12, Other.
- c. Box 3 — Place a mark in the box if a water well is required.
- d. Box 4 — Place a mark in the box if a septic system is required.
- e. Box 5 — Place a mark in the box if tractor-trailers will be used at this facility. Provide appropriate dock equipment and adequate maneuvering area.
- f. Box 6 — Using the exhibits in section 142 as a guide, indicate the required number of parking spaces of each type. Place a mark in the appropriate box if adequate on-street parking is available in the preferred site area and will be used for all or part of the customer parking space requirement. Note that customer accessible (ACC) parking spaces must still be provided in the quantities indicated on the charts.
- g. Box 7 — Place a mark in the box if the estimated value of stamp stock and/or cash to be stored in the facility overnight exceeds \$100,000. An intrusion detection system (IDS) will be required. Note that an IDS is required in open merchandising (Type B) plans regardless of overnight value.
- h. Box 8 — Place a mark in the box if the total (not *peak*) number of full-time employees is equal to or greater than 20. A criminal investigative office and system rough-in will be required.
- i. Box 9 — Place a mark in the box if more than five security containers would be necessary at this facility; a vault will be provided instead, as it is more space efficient than multiple containers.

- j. Box 10 — Place a mark in the box if the facility requires an enclosed platform. In order to qualify, a facility must be in an area that meets at least three of the following criteria:

Weather Factors (Normal Means and Extremes)	Breakpoint
Mean daily minimum temperature, October through March	22°F
Mean number of days 32°F or below, annually	180 days
Mean snowfall and sleet, annually	80 inches
Possible number of days at or below 16°F, annually	145 days
Mean number of days with 1 inch or more of snowfall and sleet, annually	22 days

Note: For SSBD plan size 30 and less, an enclosed platform may be used for facilities that have a mailing history which has regularly required overnight mail vestibule storage of large quantities of mail. In such cases, the weather factors listed above are not an issue.

- k. Box 11 — Place a mark in the box if a building and grounds room is required at the edge of the platform.
- l. Box 12 — Use this area to provide information on any other planning issues not addressed above. Attach additional sheets if necessary.

13 Site Visits

An on-site visit of the affected facility and review of the FPC with the installation head is recommended. Contact the installation head if there are any questions concerning the data.

14 Standard Plans

141 Plan Selection

The computerized version of the FPC will automatically select the proper building size. If the form is being filled out manually, follow the instructions below:

- a. Using the estimates developed in the FPC, select the standard building size from the appropriate matrix shown in Exhibit 141a or 141b. The Type A plans (Exhibit 141a) feature a modified Postal Retail Store with limited open merchandising, and the Type B plans (Exhibit 141b) feature a Postal Retail Store with open merchandising. If section III, item 1, of the FPC is checked "limited open displays," use the Type A plan matrix; if the FPC is checked "open merchandising," use the Type B plan matrix.

Exhibit 141a
Matrix for Determining Building Size: Type A Plans (Limited Open Merchandising)

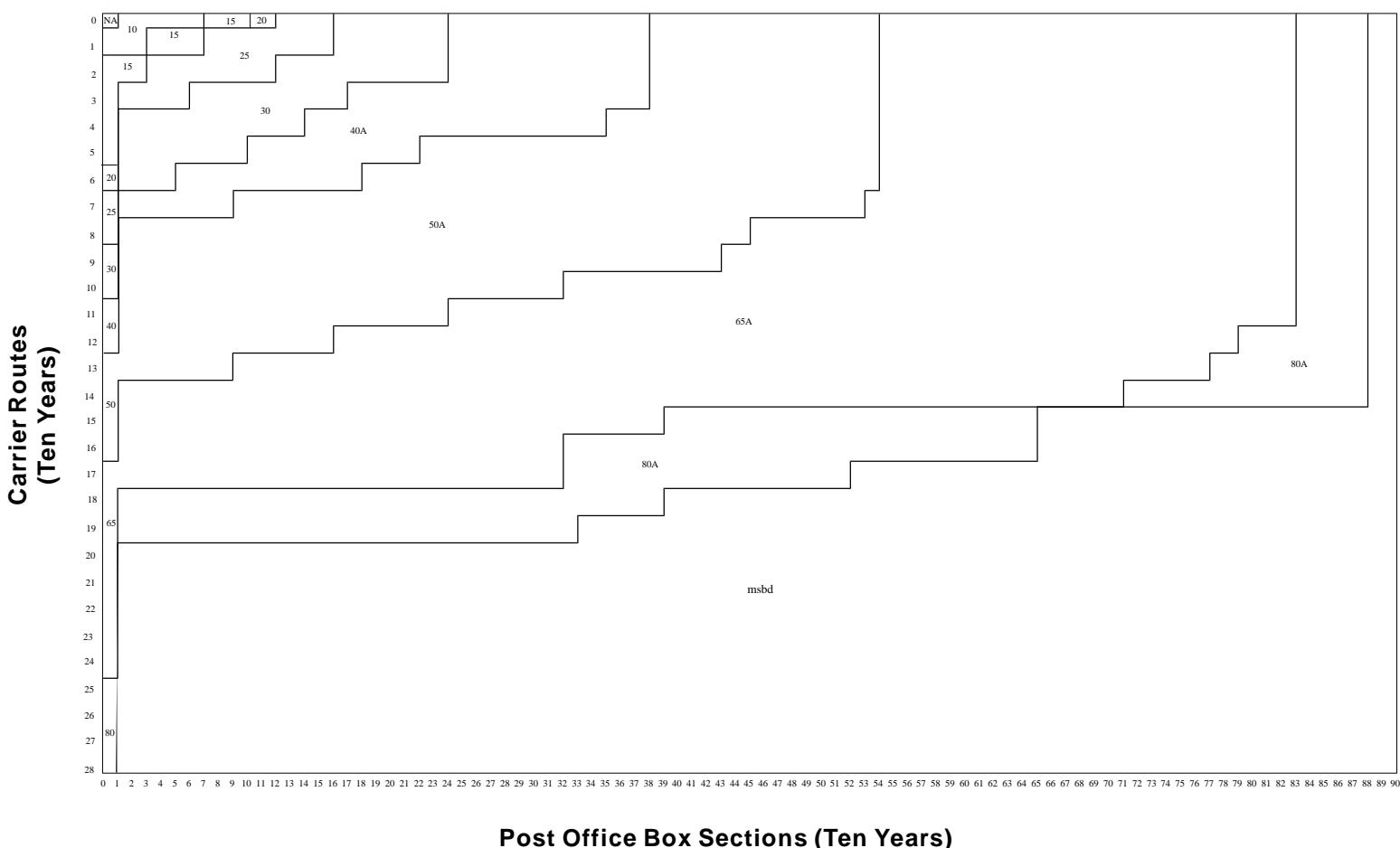
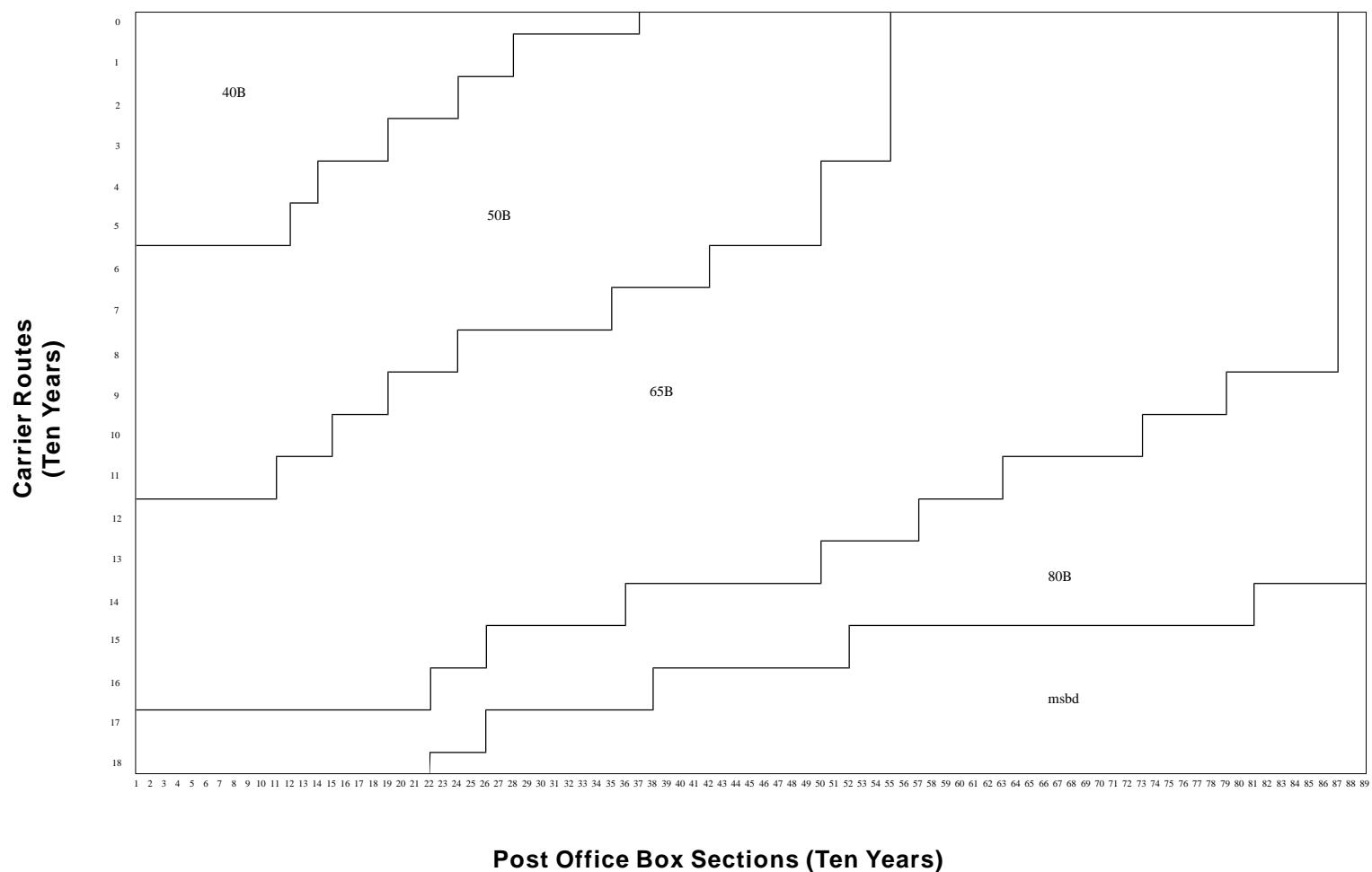


Exhibit 141b
Matrix for Determining Building Size: Type B Plans (Open Merchandising)



- b. After the appropriate matrix has been determined, find the number of carrier routes projected for 10 years on the vertical axis of the matrix. Draw a horizontal line across the chart. This line shows the projected number of routes for the proposed office. Next find the number of post office box and parcel locker sections projected for 10 years on the horizontal axis of the matrix. Draw a vertical line across the chart representing this number. The intersection point of the two lines determines the size of the facility needed.
- c. When the facility size is determined, enter it in section VII, Alternatives, of the FPC. The FPC is complete once the supplemental section is filled out.

142 Parking

Parking requirements for each size building, including employee standard and accessible parking spaces, are indicated on the following exhibits. Exhibit 142a shows parking requirements for Type A plans, and Exhibit 142b shows parking requirements for Type B plans. For each plan size, several different parking configurations are listed that account for differing ratios of carriers to box sections — i.e., the maximum customer spaces apply to the maximum box sections. However, local factors, such as when ample on-street parking is available for customers, may influence the number of customer spaces actually required. The following recommended number of customer parking spaces may therefore be reduced if necessary and appropriate. (**Note:** The indicated number of customer accessible parking spaces must still be provided at minimum in accordance with Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*.) Likewise, the quantity of spaces for postal vehicles assumes that carrier routes are motorized, and therefore allows for one space per route. If carrier routes are not motorized, the quantity may be reduced accordingly.

Exhibit 142a
Parking Requirements With Limited Open Merchandising (Type A Plans)

Plan Size	Customer		Employee		Postal Vehicle	Grand Total	Approximate Sq Ft
	Std	ACC	Std	ACC			
10	10	1	6	1	1	19	5370
	10	1	3	1	0	15	4290
15	10	1	7	1	2	21	5910
	10	1	6	1	1	19	5370
	12	1	3	1	0	17	4830
20	9	1	7	1	1	19	5370
	17	1	4	1	0	23	6450
25	14	1	9	1	3	28	7800
	17	1	8	1	2	29	8070
	18	1	7	1	1	28	7800
30	14	1	12	1	6	34	9420
	16	1	11	1	5	34	9420
	18	1	10	1	4	34	9420
	20	1	9	1	3	34	9420
	22	1	8	1	2	34	9420
40A	16	1	13	1	7	38	10500
	20	1	12	1	6	40	11040
	22	1	11	1	5	40	11040
	29	2	10	1	4	46	12780
	31	2	9	1	3	46	12780
50A	16	1	19	1	13	50	13740
	18	1	18	1	12	50	13740
	23	1	17	1	11	53	14550
	32	2	16	1	10	61	16830
	32	2	15	1	9	59	16290
	35	2	14	1	8	60	16560
	37	2	13	1	7	60	16560
	39	2	12	1	6	60	16560
65A	29	2	23	1	17	72	19800
	33	2	22	1	15	73	20070
	46	2	21	1	14	84	23040
	50	2	20	1	13	86	23580
	50	2	19	1	12	84	23040
	56	3	17	1	11	88	24240
80A	32	2	26	2	19	81	22350
	36	2	25	1	18	82	22500
	41	2	24	1	17	85	23310
	49	2	23	1	16	91	24930
	59	3	21	1	14	98	26940

Exhibit 142b
Parking Requirements With Open Merchandising (Type B Plans)

Plan Size	Customer		Employee		Postal Vehicle	Grand Total	Approximate Sq Ft
	Std	ACC	Std	ACC			
40B	17	1	11	1	5	35	9690
	18	1	10	1	4	34	9420
	20	1	9	1	3	34	9420
	23	1	8	1	2	35	9690
	24	1	7	1	1	34	9420
	32	2	4	1	0	39	10890
50B	16	1	17	1	11	46	12660
	18	1	16	1	10	46	12660
	20	1	15	1	9	46	12660
	23	1	14	1	8	47	12930
	29	2	13	1	7	52	14400
	32	2	12	1	6	53	14670
	35	2	11	1	5	54	14940
	39	2	9	1	3	54	14940
65B	22	1	22	1	16	62	16980
	24	1	21	1	15	62	16980
	30	2	20	1	14	67	18450
	38	2	19	1	13	73	20070
	39	2	18	1	12	72	19800
	46	2	17	1	11	77	21150
	47	2	16	1	10	76	20880
	53	3	15	1	9	81	22350
	56	3	14	1	8	82	22620
80B	25	1	25	1	18	70	19140
	27	2	24	1	17	71	19530
	33	2	23	1	16	75	20610
	41	2	22	1	15	81	22230
	56	3	21	1	14	95	26130
	59	3	20	1	13	96	26400

143 **Site Size**

Determine the estimated site size for the selected building by referring to Exhibit 143. A larger site size may be required if a water well, septic system, or special setback requirements are needed. Conversely, a smaller site may be adequate if justification exists for a reduction in parking requirements (see section 142). All special requirements should be noted in section VIII, Supplemental Data, so that the real estate specialist can determine appropriate site needs.

Exhibit 143

Factors for Determining Site Size

Std Plan No.	Net Interior Building Size	Net Platform Size	Gross Building Size	Maneuvering Area ¹	Parking ²	Misc Outside Areas ³	Subtotal	Circulation, Landscaping, Sidewalks @ 40%	10-Year Site Size	20-Year Site Expansion @ 25%
10	1,060	275	1,510	6,640	5,370	360	13,880	5,552	19,432	24,290
15	1,605	275	2,085	6,640	5,910	360	14,995	5,998	20,993	26,241
20	2,065	275	2,570	6,640	6,450	360	16,020	6,408	22,428	28,035
25	2,585	275	3,110	6,640	8,070	360	18,180	7,272	25,452	31,815
30	3,055	275	3,605	6,640	9,420	360	20,025	8,010	28,035	35,044
40A	4,110	413	4,830	6,640	12,780	360	24,610	9,844	34,454	43,068
40B	4,110	413	4,830	6,640	10,890	360	22,720	9,088	31,808	39,760
50A	5,075	413	5,830	6,640	16,560	360	29,390	11,756	41,146	51,433
50B	5,075	413	5,830	6,640	14,940	360	27,770	11,108	38,878	48,598
65A	6,475	413	7,270	6,640	24,240	360	38,510	15,404	53,914	67,393
65B	6,475	413	7,270	6,640	22,620	360	36,890	14,756	51,646	64,558
80A	8,020	413	8,850	6,640	26,940	360	42,790	17,116	59,906	74,883
80B	8,020	413	8,850	6,640	26,400	360	42,250	16,900	59,150	73,938

¹ Two 9 ft spaces + 5 ft ramp = 23 ft; add 30 ft each side = 83 ft; depth of maneuvering area = 80 ft; total maneuvering = 80 x 83 = 6640 sq ft.

² Based on maximum post office boxes.

³ Includes room for a Dumpster™ @ 360 sq ft.

15 Approvals and Signatures

When the Facility Planning Concept is complete, attach a copy of the building plan and the Retail Planning/Start-up Questionnaire to it. Obtain the required signatures for approval listed on page 3 of the FPC. Forward the package to the appropriate facilities service office for appropriate action.

16 Deviation Policy

If deviation from the building size generated by the FPC is desired, the district manager must submit a deviation request to the manager of Facilities Planning and Approval, Facilities Program Management, Facilities, Headquarters. The deviation request must provide written justification with appropriate supporting information. Send deviation requests to:

MANAGER OF FACILITIES PLANNING AND APPROVAL
FACILITIES
UNITED STATES POSTAL SERVICE
4301 WILSON BOULEVARD SUITE 300
ARLINGTON VA 22203-1861

Deviations from the counter and open merchandising requirements must be requested by the district manager and sent to the area manager of Marketing for approval. The deviation request must provide written justification with appropriate supporting information.