

6 Remote Encoding Centers

61 Introduction

611 General

Chapter 6 provides space requirements drawings of workstation unit (WSU) layouts for postal remote encoding centers (RECs). These WSUs are provided for visual display terminal (VDT) workroom, administrative office, image processing unit (IPU) room, equipment maintenance space, other support space, and employee facilities. Many of the requirements used for this chapter are based on existing postal standards or handbooks. Most RECs will be housed in space leased by the Postal Service and modified based on the "Design Guidelines for Remote Encoding Center (REC) Facilities," available through Systems Integration Support, Processing Operations, Field Operations Support, Headquarters.

612 Background

612.1 Operational Function

Remote encoding centers are established to process video images of partially resolved or script letter mail for the processing and distribution centers (P&DCs) they support. The actual mail will remain at the P&DC where each piece will get a unique identification (ID) tag so that the employees at the REC, working from a scanned video image of the envelope, can provide the extracted information to determine a barcode for the actual envelope. The extracted information keyed in by the REC employee is then matched against a database to acquire the finest depth of ZIP Code, and this information is sent across telecommunication lines to the P&DC. At the P&DC the ZIP Code information is matched up with the actual letter, and the associated barcode is sprayed on the letter. This letter is then processed and sorted on a high-speed automated barcode sorter.

612.2 Video Display Terminal Operation

The employees at the REC function as data conversion operators (DCOs). DCOs key images at a VDT, which is similar to a personal computer (PC) workstation. The system can operate up to 20 hours a day. The remote barcode sorting (RBCS) system is based on an originating network, and therefore peak workload, which may use up to 100 percent of all VDTs, normally occurs from 3:00 p.m. to midnight. Transitional employees work 70 percent of the workhours, and career employees work 30 percent of the workhours.

612.3 Equipment Configurations

Each remote encoding center is unique in the number of VDTs it contains and the number of P&DCs it supports. The number of IPUs varies by REC. Some IPUs support processing for only one facility. Other IPUs may support processing for multiple facilities, up to a maximum of four P&DCs. The configuration of P&DCs and IPUs is unique for each REC.

62 VDT Workroom

The size of the VDT workroom is based on the expected peak number of VDT consoles required. Space is allocated at 26.5 square feet (sq ft) per console for VDT workstations, with an additional 10 percent for possible future console needs. Space is allocated at 30 sq ft for each supervisor station. The number of supervisor stations is estimated based on a ratio of 1 supervisor station for every 48 consoles.

Example:

No. of Consoles	Sq Ft Required	Future Sq Ft Rqmts	No. of Superv. Stations	Sq Ft Required	Net Sq Ft Required	Additional Sq Ft (5%)*	Total Sq Ft Required
240	6360	636	5	150	7,146	358	7,504
348	9222	922	7	210	10,354	518	10,872
420	11130	1,113	9	270	12,513	626	13,139

**The workroom area has an adjustment factor of 5 percent to provide for dedicated aisles, columns, etc.*

Exhibit 62a lists the WSUs currently used for console video display terminal workstations, without the supervisor station and then with the supervisor station. Exhibits 62b and 62c illustrate these WSUs for visual reference in planning facility space requirements.

**Exhibit 62a
WSUs Used for Console Video Terminals**

WSU Number	PostalCAD Drawing Number	No. of Terminals	Includes Supervisor Station?	Sq Ft Required
620001	620001.DWG	6	no	160
620002	620002.DWG	12	yes	351

Exhibit 62b

620001, Six Console Video Display Terminals Without Supervisor Station

Date: Dec. 1994

Remote Encoding Center — 26.5 Sq Ft per Console

Scale: No Scale

Area: 160 Sq Ft

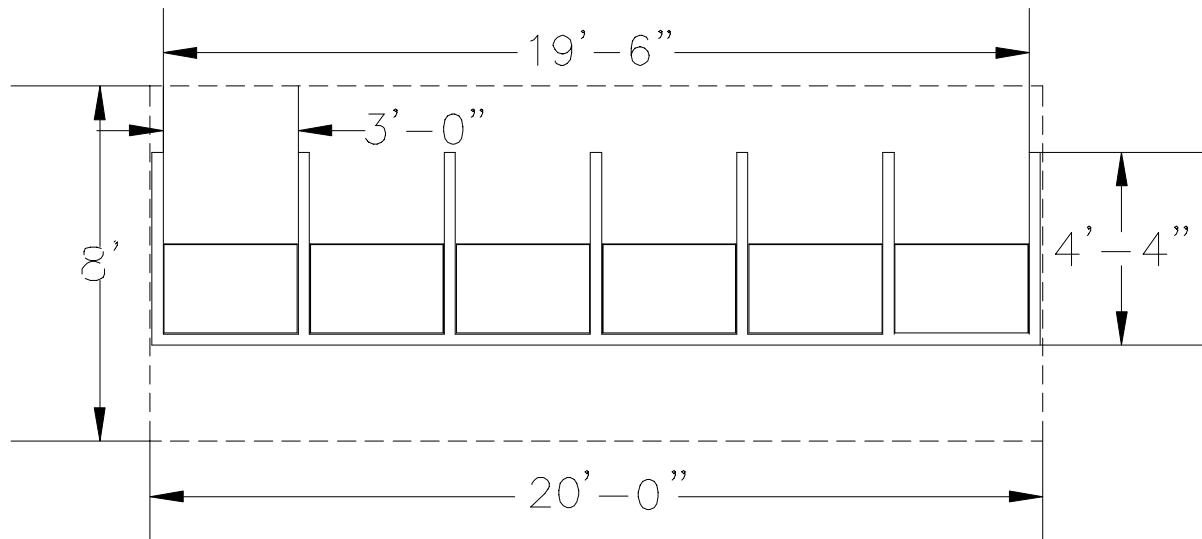


Exhibit 62c

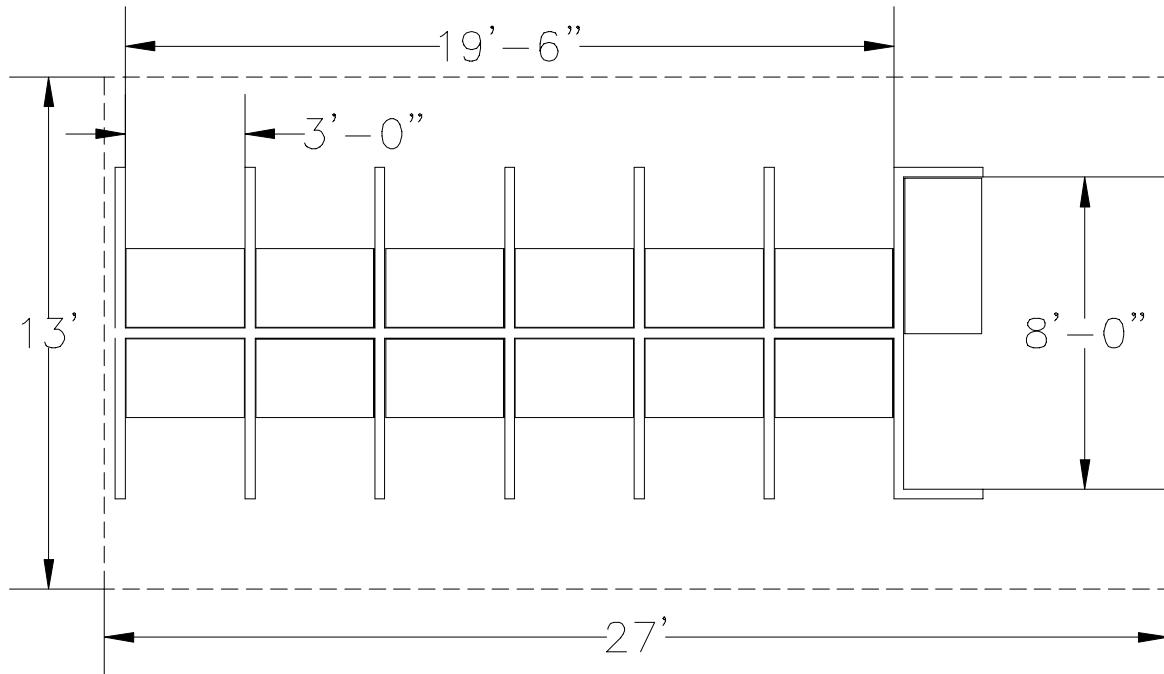
620002, Twelve Console Video Display Terminals With Supervisor Station

Date: Dec. 1994

Remote Encoding Center — 26.5 Sq Ft per Console

Scale: No Scale

Area: 351 Sq Ft



63 Office Space Requirements

631 Administrative Area

Private space is to be provided for the manager of the REC, Human Resources personnel, Time and Attendance personnel, and conference and/or training room, etc. Conference and/or training room sizing is based on 24 employees at 25 sq ft per employee. Exhibit 631 lists the square feet required for the different areas.

Exhibit 631

Administrative Area Space Requirements

Administrative Areas	Square Footage Required	Circulation Space (30% of TOTAL Required)	Gross Sq Ft Required
Manager, Remote Encoding Center	160		
Administrative Support and/or Reception Area	110		
Staff Office Area	280		
Human Resources	180		
Time and Attendance	120		
Conference and/or Training Room	600		
Photocopier Room	150		
Total Administrative Area	1,600	480	2,080

632 Support Areas

632.1 IPU and Associated Equipment Maintenance Rooms

An IPU room and the associated equipment maintenance room is to be provided in accordance with the data in Exhibit 632.1a. Each IPU room size will include, besides the peripheral table, the computer table, the IPU, diagnostic and IPC cabinets, and a 1 ft by 3 ft local area network (LAN) storage cabinet for the REC's LAN system. Exhibits 632.1b through 632.1h illustrate these WSUs for visual reference in planning IPU room space requirements.

Exhibit 632.1a

IPU and Equipment Maintenance Rooms

WSU Number	PostalCAD Drawing Number	IPU Room			Equipment Maintenance Room	
		Number of IPUs	Dimension	Square Feet Required	Dimension	Square Feet Required
632101	632101.DWG	1	13'x27'	351	20'x20'	400
632102	632102.DWG	2	21'x27'	567	20'x30'	600
632103	632103.DWG	3	30'x27'	810	20'x35'	700
632104	632104.DWG	4	38'x27'	1026	20'x40'	800
632105	632105.DWG	5	47'x27'	1269	20'x45'	900
632106	632106.DWG	6	55'x27'	1485	20'x50'	1000
632107	632107.DWG	7	64'x27'	1728	20'x55'	1100

Exhibit 632.1b

632101, IPU Room — One IPU

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 351 Sq Ft

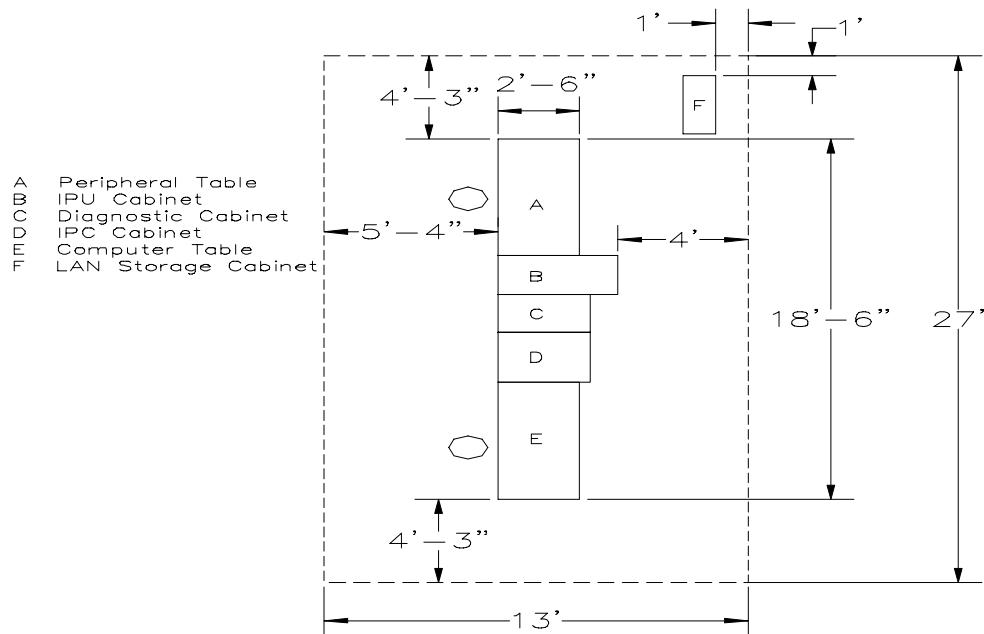


Exhibit 632.1c

632102, IPU Room — Two IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 567 Sq Ft

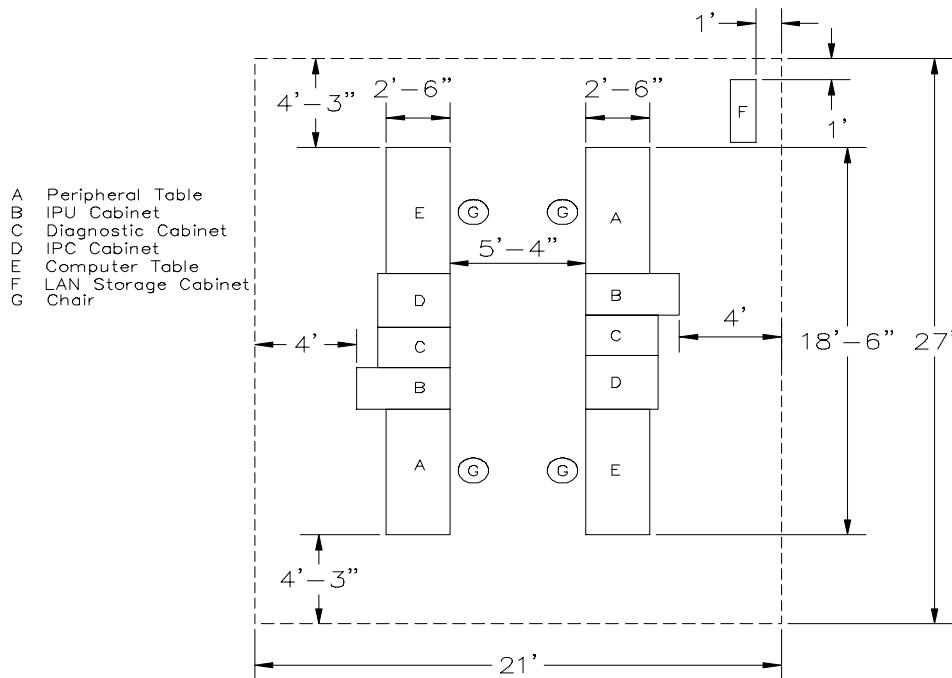


Exhibit 632.1d

632103, IPU Room — Three IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 810 Sq Ft

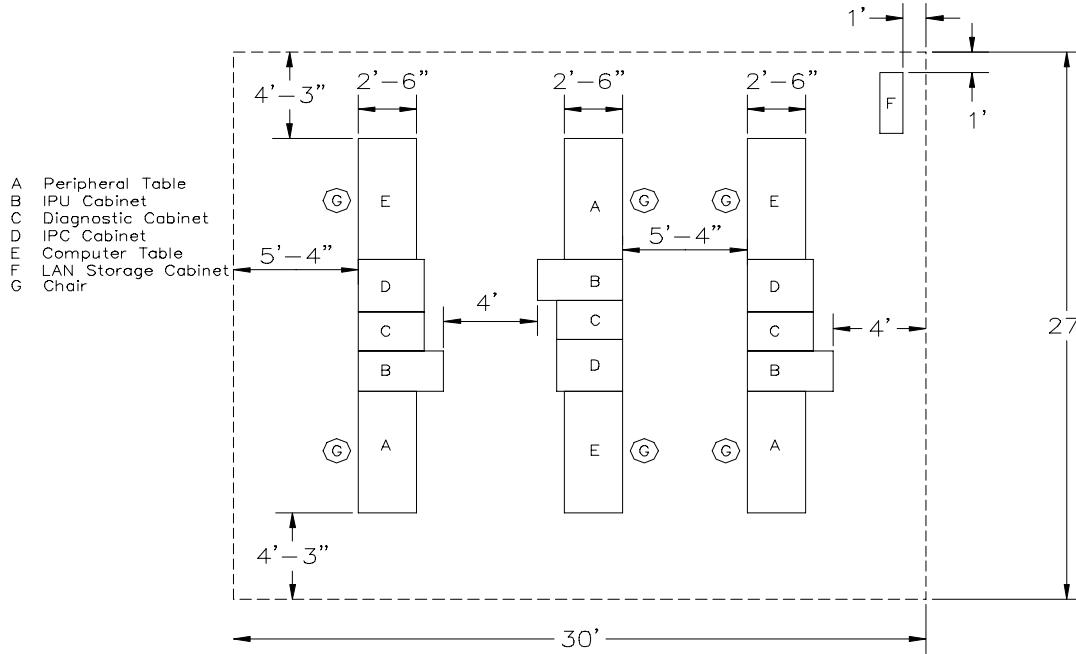


Exhibit 632.1e

632104, IPU Room — Four IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 1,026 Sq Ft

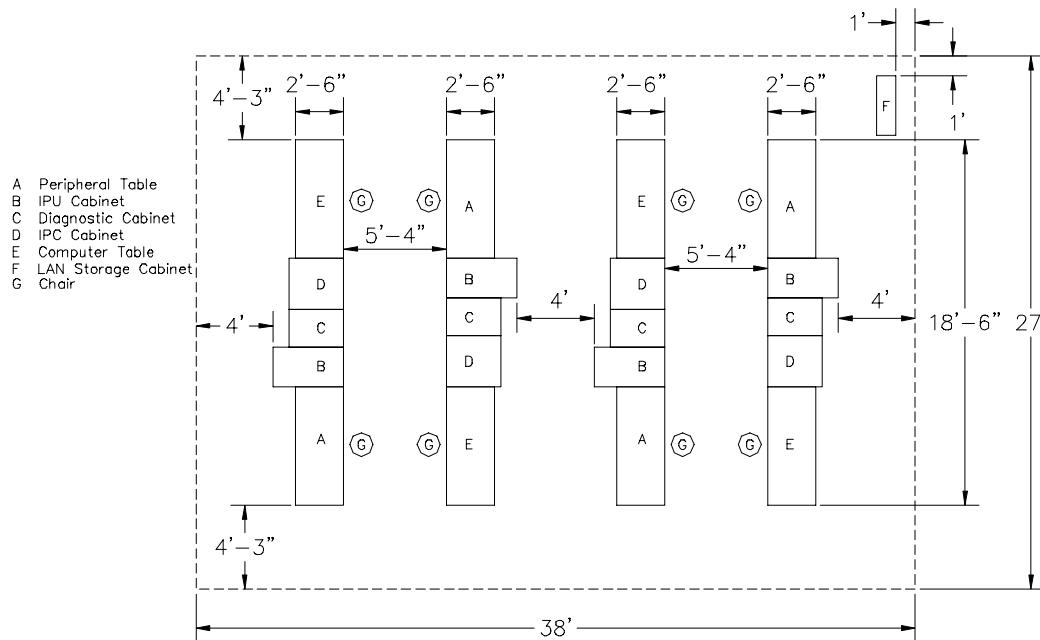


Exhibit 632.1f

632105, IPU Room — Five IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 1,269 Sq Ft

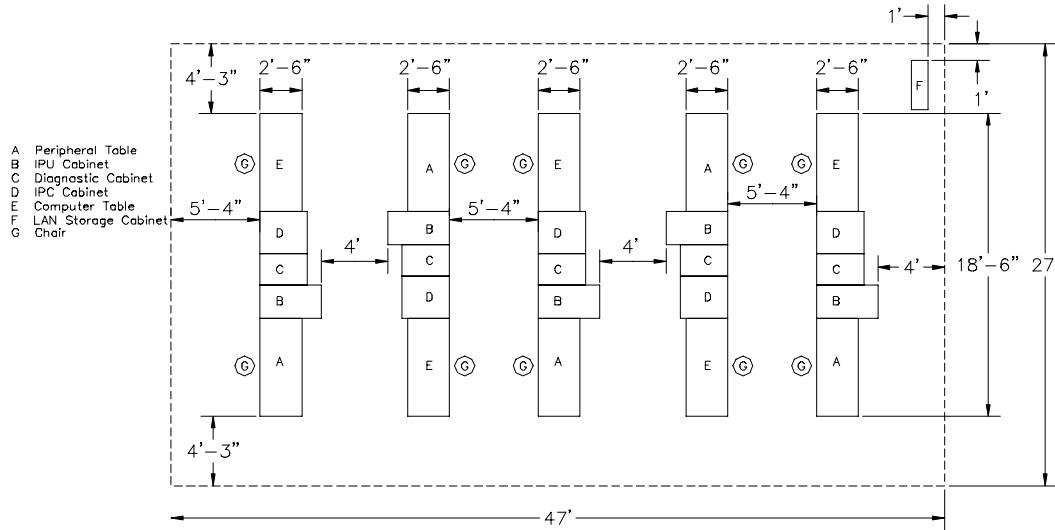


Exhibit 632.1g

632106, IPU Room — Six IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 1,485 Sq Ft

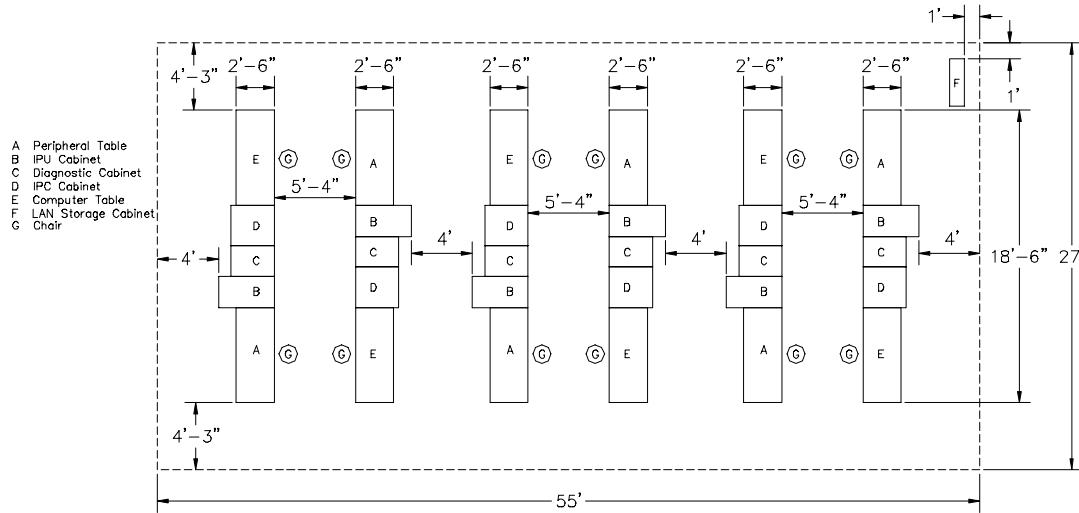


Exhibit 632.1h

632107, IPU Room — Seven IPUs

Date: Dec. 1997

Remote Encoding Center IPU Room

Scale: No Scale

Area: 1,728 Sq Ft

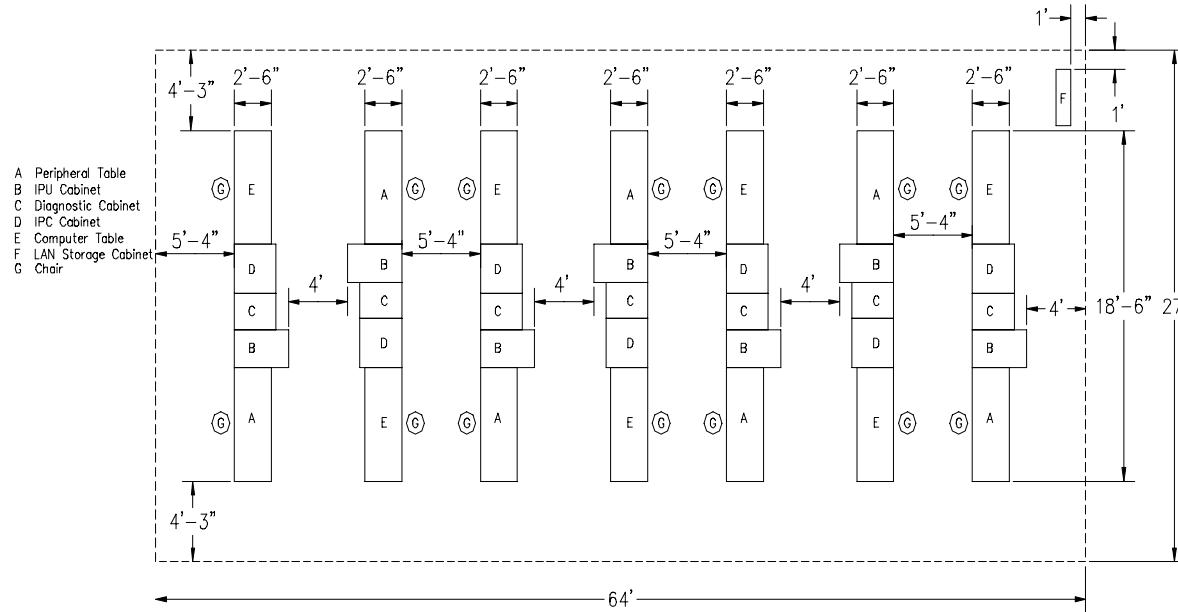
**632.2 Other Support Space**

Exhibit 632.2a shows the square feet required for the planning of other support area spaces in the office space of a REC.

**Exhibit 632.2a
Other Support Area Space Requirements**

Other Support Areas	Sq Ft Required
Janitor's Closet	50
Custodial Supplies	85
Postal Supplies and Records	100
Electric and Telephone	200
Vending Supplies	75
Supervisor's Office	200

Example: A REC with 4 IPUs would have the support area requirements as shown in Exhibit 632.2b.

Exhibit 632.2b
Space Requirements for a REC With Four IPUs

Support Areas	Square Feet Required	Circulation Space (30% of Total Sq Ft Required)	Gross Sq Ft Required
Equipment Maintenance	800		
IPU Room	1,026		
Janitor's Closet	50		
Custodial Supplies	85		
Postal Supplies and Records	100		
Electric and Telephone	200		
Vending Supplies	75		
Supervisor's Office	200		
Total Support Area	2,536	761	3,297

64 Employee Facilities

641 Coatroom

The coatroom is sized using the number of VDT consoles times 0.9 sq ft.

642 Lunchroom

The formula for sizing the lunchroom is as follows: use 1/3 of the peak hour complement of employees times 15 sq ft per employee and 15 sq ft per vending machine, microwave, etc.

643 Restrooms

Provide space for restrooms in accordance with the complement sizes in Exhibit 643a. Use 85 percent of the peak hour complement of employees for the women's restroom sizing. Use 15 percent of the peak hour complement of employees for the men's restroom sizing. The peak hour complement is defined as the total number of consoles plus 20.

**Exhibit 643a
Restroom Space Requirements**

Employee Complement	Sq Ft Required	Employee Complement	Sq Ft Required
Up to 9	65	Up to 233	625
Up to 23	100	Up to 253	675
Up to 34	125	Up to 273	725
Up to 54	175	Up to 293	775
Up to 74	225	Up to 313	825
Up to 94	275	Up to 333	875
Up to 113	325	Up to 353	925
Up to 133	375	Up to 373	975
Up to 153	425	Up to 393	1025
Up to 173	475	Up to 413	1075
Up to 193	525	Greater than 414	1125
Up to 213	575		

Example: A REC with 348 VDT consoles will have a peak hour complement of 368 as stated in this section. An example of how to calculate restroom square footage for this complement size is presented in Exhibit 643b.

**Exhibit 643b
Example of Restroom Space Requirements**

Elements Used for Calculation	No. of Consoles	Square Footage From Table
No. of Consoles	348	—
Peak Hour Consoles	368	—
Restroom sizes:		
Women (85% of Peak Hour Consoles)	276	775
Men (15% of Peak Hour Consoles)	92	275

65 Parking

Parking requirements should be based on the ozone nonattainment restrictions for the area in which the REC is to be located. If no clean air restrictions apply, provide parking for up to 90 percent of the employees working during peak hours. Parking requirements should be estimated using 300 sq ft for each space required.