

# 3 Preparation of Form 929

## 31 General

---

### 311 Introduction

This chapter contains planning criteria and instructions for completing the computerized Form 929, *Major Facility Planning Data*. Contact Systems/Process Integration or Facilities Planning and Approval at Headquarters for the most recent version of Form 929. Appendix C contains a hard copy of Form 929. The electronic version of Form 929 provides an “Automate Page” icon to input data via dialog boxes; when this chapter mentions an item being automatically calculated, this occurs only when using the electronic version. Therefore, use of the electronic Form 929 is encouraged.

### 312 Order in Which Form 929 Is Completed

When using the electronic Form 929, the following sequence for preparing the pages will help the analyst develop a smooth flow of information:

- a. Page 1 — Employee complement input.
- b. Page 2 — Net to gross calculation.
- c. Page 3 — Net building space recapitulation.
- d. Page 4 — Parking requirements.
- e. Page 5 — Office space requirements.
- f. Page 6 — Public service areas.
- g. Page 7 — Employee facilities.
- h. Page 8 — Support areas (general).
- i. Page 9 — Maintenance support.
- j. Pages 10 through 14 — Workroom area pages are completed using data generated by the site model for evaluating technology alternatives (META) planning model, barcode automation model (BAM), existing workroom layouts, Facility Planning Concept (FPC), recent requirements calls, and operating plan data.
- k. Page 15 — Platform (dock) activity.
- l. Page 16 — Explanatory notes.

- m. Exhibit 1 — Distribution and delivery.
- n. Exhibit 2 — Other delivery service.
- o. Page 1 — Net Space Summary and Approval.

### 313 **Extra Pages**

Identify extra pages by adding a, b, c, etc., after the page number. The final page submitted should be identified with the sequential letter and "x" (for example, 5a, 5b, 5c, 5dx).

### 314 **Facility Information Recapitulation**

Information from completed pages 5 through 15 is posted to page 3, Net Building Space Recapitulation, as required. If the project includes a vehicle maintenance facility (VMF), Form 4551, *Projected Fleet Requirements* (computerized version), along with Form 929, pages 4, 5, 6, 7, 8, 9 (present column only), Exhibit 1, and Exhibit 2 can be sent to the facility being surveyed for completion by local officials. These completed forms should be available and should be verified at the time the analyst visits the site to begin preparing the major facility planning data.

## **32 General Facility Data**

---

### **321 Page 1: Summary and Approval Sheet**

#### **321.1 Sections 1 Through 6: General Data**

Provide information as indicated on the form.

#### **321.2 Section 7: Building Net Square Feet Requirements**

The information for move-in space is automatically calculated after completing pages 5 through 15. Present data should be compiled using local records available during the on-site visit.

#### **321.3 Section 8: Total Building Employee Complement**

Provide the total employee building complement, both male and female, from all functions domiciled in the existing facility.

#### **321.4 Sections 9 and 10: Signatures**

Complete as appropriate for the current organization. By signing this form, all signatories certify that the space meets current 10-year requirements unless otherwise indicated in the notes on page 16.

## 322 **Page 2: Net to Gross Calculation**

### 322.1 **Data Entered From Other Pages**

After pages 3 through 15 are completed, line items 1 through 6, 10 through 14, 18 through 31, and 32 through 34 are automatically calculated. Complete page 2 with necessary inputs on line items 15 and 17 from Form 4551. Line item 42, 20-year expansion, requires an input from the standardization of 20-year site requirement worksheet that is derived from Standard and Poor's DRI population and mail volume growth projections that are obtained from Facilities Planning and Approval, Facilities Program Management, Facilities, Headquarters.

### 322.2 **Fueling Island**

If required, 1,800 square feet (sq ft) for each fueling island are automatically calculated on page 2, line item 40. (If a VMF is to be located on the site, fueling island space is included on Form 4551 and should not be listed on this page of Form 929.)

## 323 **Page 3: Net Building Space Recapitulation**

### 323.1 **Data Entered From Other Pages**

Information is automatically calculated to this page as specified after individual pages of Form 929 are completed. VMF information should be posted to line item 13 from Form 4551.

### 323.2 **Line 10: Enclosed USPS Parking**

Any new facility within Zone III (see Appendix D) qualifies for enclosed parking. Any new facility within 100 miles south of the Zone III line may be provided with enclosed parking if approved by the vice president of Area Operations. (This provision is to recognize that topography can cause local weather conditions to be more severe than that which is typical for Zone II). The program automatically calculates the enclosed postal vehicle parking space if line item 10 on page 3 is answered "YES." Space for ramps is included in the calculation. Verify and adjust the space required with the architect-engineer since single-story versus multi-story parking may be required due to site constraints.

### 323.3 **Line 11: Air Mail Concourse**

The program automatically calculates the air mail concourse if line item 11 on page 3 is answered "YES," and the correct concourse module number is displayed. The six module sizes are 5000, 7500, 10000, 15000, 20000, and 25000 square feet. For sizing air mail concourses, obtain guidance from Plant Material Handling, Material Handling, Engineering.

### 323.4 **Line 12: Storage Building**

If line item 12 is answered as “YES,” 6 percent of the net workroom area will be calculated for holding equipment to be distributed to other facilities and also for storing infrequently used items. However, if a new storage building is not necessary, enter “NO” on line item 12. Consult with local management officials to determine actual needs. The intent of providing a separate building is to reduce construction costs.

## 324 **Page 4: Parking Requirements**

### 324.1 **Parking Space by Size of Vehicle**

Exhibit 324.1 shows the standard amount of square footage required for each type of vehicle.

Exhibit 324.1

#### **Standard Square Footage for Vehicle Parking Spaces**

Type of Vehicle	Square Feet Required
Passenger and station wagon	270
1-ton truck	300
2-1/2-ton truck	330
5-ton truck	500
7- to 9-ton truck	550
Tractor	350
Trailer (20–30 ft)	400
Trailer (30–40 ft)	600
Trailer (more than 40 ft)	800
Bicycle	24
Motorcycle	40
Accessible	390
Long-life delivery vehicle	250

### 324.2 **Lines 1 Through 13: Postal Vehicles**

Provide parking spaces for all vehicles required for postal operations based on on-site observation. Allow enough spaces for reasonable growth. Consult with the local operations manager to project 10-year requirements.

### 324.3 **Lines 14, 15, 23, and 24: Official**

Provide parking spaces for the passenger vehicles of the plant manager, postmaster, postal inspectors, and other postal employees required to use their own, Postal Service, or General Services Administration (GSA) vehicles for postal business.

**324.4 Line 16: Visitor**

In addition to the customer parking spaces provided for in line item 20, provide parking spaces for visitor, credit union, and employee assistance program (EAP) persons as required.

**324.5 Lines 17 and 19: Employee**

Provide for employee parking spaces as follows:

- a. Provide the minimum number of spaces in accordance with local ordinances or customs.
- b. Provide for 100 percent of peak hour employment except as noted in c and d below.
- c. Provide additional parking spaces for tour turnover as required.
- d. If employee use of mass transit or carpooling is common, reduce the amount of employee parking spaces.
- e. Provide space for bicycles and motorcycles, in accordance with local customs, on line 19.

**324.6 Line 18: Employee (Accessible)**

Provide the minimum number of accessible parking spaces in accordance with Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*. The architect-engineer determines the number of accessible parking spaces based on local codes and ordinances.

**324.7 Lines 20 and 21: Customer**

Provide for customer parking spacing as follows:

- a. Provide three spaces for each service counter station.
- b. Provide one space for every 120 #1 post office boxes.
- c. Provide one space for every 50 #2 post office boxes.
- d. Provide one space for every 30 #3, #4, and #5 post office boxes (combined).
- e. Provide one space for each self-service postal center (SSPC) or mini-SSPC.
- f. Provide two spaces if the facility will have a philatelic sales center.
- g. Provide two spaces if the facility is an acceptance post office for Express Mail. Add one additional space if the facility is designated an Express Mail label pickup point.
- h. Provide one space for every 40 carrier routes.
- i. Provide one space for each 15 firm callers.
- j. See 324.6 for accessible parking requirements.
- k. If the new facility is to be located in an urban area where other facilities of a similar type (such as banks) normally do not provide on-site parking, the criteria for customer parking space may be waived.

- I. If the facility will house a business center, the analyst should survey for specific requirements.

324.8 **Lines 22a and 22b: Business Mail Entry Unit and Firm Caller Customers**

Provide the number of spaces needed away from the platform as determined by visual observation. Consult with local management to determine the projected needs for business mail entry unit (BMEU) and firm caller customer parking. See the *Business Mail Entry Unit Prototype Design Manual*, Appendix A (BMEU Estimating Procedure), for present needs.

324.9 **Lines 25 Through 31: VMF**

If the new project includes a VMF, obtain parking information from the completed Form 4551 (see section 314).

**325 Page 5: Administrative Space Requirements**

325.1 **General**

The standard office criteria discussed in the following sections have been developed for administrative offices for area offices, processing and distribution centers (P&DCs), processing and distribution facilities (P&DFs), district offices, Inspection Service, and other facilities requiring administrative space. Using the same criteria, standard office space modules have been developed for plants. The analyst must select the appropriate module for plant administration based on the P&DC or P&DF category or level. Administrative space will then be calculated electronically.

325.2 **Office Space**

325.21 **General**

For area offices and office space *not* located with plants, use the data from 325.22. See 325.5 for Inspection Service space *not* included in the plant.

325.22 **Private Office Space**

As a rule, certain human resources positions require confidentiality due to the nature of their work. Private offices of 120 square feet should be provided for senior labor relations specialists, labor relations representatives, equal employment opportunity (EEO) specialists, counselors and investigators, and senior injury compensation specialists. Provide a conference or meeting room of 120 square feet for remaining human resources staff, who may periodically need a private consultation area. Where remaining staff exceed four human resources staff, provide an additional conference or meeting room of 120 square feet. List private offices individually. All other private office space required by field positions must be justified individually by the installation head. Determine *private* office space from Exhibit 325.22 (space shown in square feet).

**Exhibit 325.22  
Private Office Space Requirements**

<b>Position</b>	<b>Office Space</b>	<b>Secretary<sup>1</sup> and/or Reception Area</b>	<b>Total Square Feet</b>
Vice president of Area Operations	270	225	495
District manager	220	225	445
Postal career executive service (PCES) postmaster	220	225	445
PCES plant manager	220	225	445
PCES air mail center (AMC) manager	220	225	445
Executive and administrative schedule (EAS) plant manager (P&DC)	180	175	355
PCES office manager	160	175	355
EAS postmaster	160	175	335
EAS plant manager (P&DF)	160	175	335
EAS AMC/air mail facility (AMF) plant manager	160	175	335
EAS manager (direct report <sup>2</sup> to district manager or P&DC plant manager)	160	75	235
EAS manager (direct report <sup>2</sup> to P&DF plant manager)	120	—	120
Supervisor (if private office is required)	120	—	120

<sup>1</sup>Where dedicated position exists.

<sup>2</sup>These requirements exclude offices for managers of Distribution Operations and managers of Maintenance, who have space provided adjacent to the workroom and support areas, respectively.

**Note:** In those leased buildings where there are no workout facilities, space may be allowed for changing rooms with showers and lockers for senior executives.

### 325.23 General Office Space

Combine general office space requirements by functional area. Provide 100 square feet for each EAS employee having staff or program responsibility. Provide 75 square feet for secretarial or other clerical positions in the general office. List any atypical equipment requiring space, such as drafting tables, blueprint files, computer-assisted drafting (CAD) workstation, etc. Provide 75 to 100 square feet as needed for each atypical equipment area.

### 325.3 Office Support Space

#### 325.31 Filing Space

Nonessential or infrequently accessed files should be archived or disposed of as prescribed by retention policy. Space for the remaining files needed in the work area should be determined by allowing approximately 1 square foot for every linear foot of files. For example, allow 12 square feet for each 4 to 5 drawer lateral file cabinet. Lektriever® or other file storage and retrieval systems (S&RSs) can reduce floor filing space significantly, but may have floor load restrictions. Allow 150 square feet for each S&RS.

**325.32 Office Supplies**

Allow 150 square feet for an office supply area for the first 50 administrative employees. Allow another 50 square feet for each additional increment of 50 employees, up to 250 square feet maximum.

**325.33 Conference Area**

Do not plan designated conference rooms for any individual. Determine the total conference area requirement using the following formula:

$$\begin{aligned} \text{No. of Administrative Employees in Office Area} \times 55\% &= \text{Total No. of Seats} \\ \text{Total No. of Seats} \times 25 \text{ Square Feet per Seat} &= \text{Total Conference Area} \end{aligned}$$

The total conference area requirement may be satisfied with several satellite conference rooms or one large conference area that can be subdivided.

**325.34 Reference Room**

Provide 150 square feet for access to manuals, directives, publications, etc., for the first 50 administrative employees. Provide an additional 50 square feet for each additional increment of 50 employees, up to 250 square feet maximum.

**325.35 Mail and Copy Room**

Provide 200 square feet for a mail room and photocopy center for the first 50 administrative employees. Provide an additional 50 square feet for each additional increment of 50 employees, up to 300 square feet maximum.

**325.36 Break and Lunch Area**

If an administrative area is located within a plant, provide 100 square feet for a break room. If administrative space is not located at the plant, such as a district office, provide a lunchroom based on the following: multiply 25 percent of administrative employees at peak hours by 15 square feet per person. Add 15 square feet for each vending machine required. This is the total area to be provided for a lunch area.

**325.37 Main Distribution Frame and Local Area Network Room**

Provide a minimum of 200 square feet for a local area network (LAN) for the first 50 employees. Add an additional 50 square feet when the number of employees exceeds 50, for a maximum of 250 square feet. Provide a main distribution frame (MDF) room of 250 square feet for universal wiring. Provide an additional 40 square feet per floor for an immediate distribution frame. The MDF and LAN room may be combined. This will serve all administrative areas, excluding the Inspection Service, if applicable, which requires a separate LAN room.

**325.38 Employee Assistance and Training****325.381 Employee Assistance Program**

Determine if an EAP office is to be located in the plant or off-site. Provide space based on the criteria shown in Exhibit 325.381.

Exhibit 325.381  
**Square Footage Required for EAP Office**

<b>Employees Served</b>	<b>Counselors</b>	<b>Square Feet Required</b>
300 to 1,500	1	390
1,501 to 5,000	2	600
5,001 and more	3	750

325.382 **Postal Educational Development Center**

Provide space for a postal educational development center (PEDC) as shown in Exhibit 325.382 when 2,000 or more employees are served. When a PEDC is not required or authorized, provide a study room of 200 square feet, a classroom of 200 square feet, a scheme examination room of 120 square feet, a storage area of 120 square feet, and a training console area calculated as detailed in Exhibit 325.382.

Exhibit 325.382  
**Square Footage Required for PEDC**

<b>Type of Area</b>	<b>Square Feet Required</b>
Manager (if authorized)	120
Secretary (if authorized)	75
Reception area	100
Classroom	440
Library or self-study	420
Storage	225
Scheme examination	120
Training consoles	45 per console

325.4 **Credit Union**

Provide credit union space only if this function is to be located at the facility. Allow a minimum of 150 square feet, plus 50 square feet for each credit union employee on duty. Provide 90 square feet for an automatic teller machine if one is authorized by the credit union.

325.5 **Inspection Service Office Space Standards**

325.51 **Office Space**

This section sets forth the maximum space allowed for Inspection Service offices. The actual requirements will vary from location to location. The chief inspector approves all requests for Inspection Service office space based on need and the number of personnel assigned to an office and its operations. When approved, the following space criteria will apply. 180 square feet for a one-person nondomicile office is automatically provided, which includes office, restroom, and covert entrance to the office. In addition, a criminal investigative office (CIO) is located on the second floor mezzanine level and

has 250 square feet with a connection between both office spaces. Space for stairs to the CIO is provided in addition to the 250 square feet. If the workroom is larger than 50,000 square feet, a spine of gallery is provided to give access to the workroom floor. Determine private office space (shown in square feet) from Exhibit 325.51.

Exhibit 325.51

**Inspection Service Office Space Standards**

<b>Position</b>	<b>Office Space</b>	<b>Secretary and/or Reception Area</b>	<b>Total Square Feet Required</b>
Inspector in charge	250	225	475
Inspection service operations support group (ISOSG) manager	250	225	475
Assistant inspector in charge	180	—	180
Team leader	160	—	160
Postal inspector	120	—	120
Administrative specialist	120	—	120
Operations coordinator	120	—	120
Shared workstations	45	—	45

**Note:** Provide nonprivate space for secretarial and clerical positions in accordance with the standards in 325.23.

**325.52 Filing Space**

Nonessential or infrequently accessed files should be archived or disposed of as prescribed by retention policy. Space for the remaining files needed in the work area should be determined by allowing approximately 1 square foot for every linear foot of files. For example, allow 12 square feet for each 4 to 5 drawer, lateral file cabinet. Lektriever or other file S&RSs can reduce floor filing space significantly, but may have floor load restrictions. Allow 150 square feet for each S&RS.

**325.53 Customer Reception Area**

Provide up to 150 square feet for a secure waiting area.

**325.6 Other Inspection Service Space****325.61 Inspection Systems****325.611 Information Systems and Wiring**

Provide a minimum of 200 square feet for a LAN for the first 50 employees. Add an additional 50 square feet when the number of employees exceeds 50, for a maximum of 250 square feet.

**325.612 Computer Personnel**

If applicable, provide 200 square feet for a computer maintenance area and stockroom plus 55 square feet for each computer systems analyst programmer (CSAP) and computer programmer analyst specialist (CPAS)

requiring office space. For each additional CSAP and CPAS, provide 150 square feet plus 55 square feet for each individual requiring office space.

325.62 **Operations**

325.621 **Criminal Information Processing Center**

If applicable, for each terminal in the criminal information processing center provide 45 square feet plus 1 square foot for each linear foot of storage. This is to be a secure area.

325.622 **Criminal Processing Area and Holding Area**

If applicable, provide 120 square feet for the first five Inspection Service teams for criminal processing, plus 60 square feet for a holding area. Provide another 120 square feet for criminal processing for each additional five teams or increments thereof, plus 60 square feet for a holding area.

325.623 **Evidence Room**

Provide 1 square foot of storage for each linear foot of evidence, plus 120 square feet of space for reviewing the evidence. Evidence must be kept in a secure area and separate from forfeiture materials.

325.624 **Forfeiture Room**

If applicable, provide 1 square foot of storage for each existing linear foot of materials plus 120 square feet for reviewing the material. Forfeiture material must be kept in a secured area.

325.625 **Interview and Polygraph Room**

For the first ten inspectors provide 120 square feet for an interview and polygraph room. Add an additional 120 square feet for each additional ten inspectors or increment thereof.

325.63 **Conference Rooms**

Provide space for conference rooms based on the standard in 325.33. Inspection Service staff should be counted separately from other administrative staff.

325.64 **Break Room and Lunchroom**

Provide space for a break room by multiplying 25 percent of administrative employees at peak by 15 square feet per person. Inspection Service staff should be counted separately from other administrative staff. Add 15 square feet for each vending machine required. Add space for a counter and sink if vending machines are not used.

325.65 **Administrative**

325.651 **Reference and Library Room**

Provide space for a reference room or library as discussed in 325.34.

325.652 **Office Supplies**

Provide space for office supplies as discussed in 325.32.

325.653 **Mail and Copy Room**

Provide space for a mail room and photocopy center as discussed in 325.35.

**325.654 Shredder Room**

If applicable, provide 120 square feet for a shredder room.

**325.655 Test Preparation Room**

If applicable, provide 150 square feet for a test preparation room for each domicile office that has an internal crimes team.

**325.656 Security Engineering Technician Maintenance and Stockroom**

If applicable, provide 300 square feet for the first security engineering technician (SET) maintenance area and stockroom. Provide 150 square feet for each additional SET area and stockroom. Add an additional 55 square feet per individual for office space.

**325.657 Video Taping Room**

Provide 120 square feet for a video taping room for the first 50 inspectors. Provide an additional 50 square feet for each increment of 50 inspectors.

**325.658 Physical Fitness Room**

If applicable, provide 400 square feet for a physical fitness room for the first 50 inspectors. Provide an additional 100 square feet for each increment of 50 inspectors.

**325.659 Shower Room and Lockers**

Provide 100 square feet for each shower facility per 50 female employees. Provide 100 square feet for each shower facility per 50 male employees. Provide 6 square feet for each locker required.

**325.7 Threat Management Equipment and Ammunition Storage**

Provide space for storage of weapons and threat management equipment based on the equipment currently being stored. Provide 100 square feet for a qualified armorer. Provide 150 square feet in each domicile where large quantities of qualification ammunition are stored. Ammunition and weapons are not to be stored in the same area.

**325.8 Security Force Facilities****325.81 Control Center**

Provide 500 square feet for the control center for the first 50 inspectors. Provide an additional 250 square feet for each additional increment of 50 inspectors, up to a maximum of 1,000 square feet when inspectors exceed 100.

**325.82 Criminal Processing and Holding Areas**

Provide 120 square feet for a criminal processing area, plus 60 square feet for a holding room.

**325.83 Filing Space**

Provide filing space as discussed in 325.31.

**325.84 Break Room and Lunchroom**

Provide space for a break room and lunchroom as discussed in 325.36.

**325.85 Roll Call Area**

Provide 10 square feet for each postal police officer on duty during peak hours for a roll call area.

**325.86 Mail and Copy Room**

Provide space for a mail room and photocopy center as discussed in 325.35.

**325.87 Weapons Storage and Loading or Unloading Area**

Provide 150 square feet for weapons storage and a loading or unloading area.

**325.88 Shower Room and Lockers**

Provide 100 square feet for each shower facility per 50 female employees.

Provide 100 square feet for each shower facility per 50 male employees.

Provide 6 square feet for each locker required.

**325.9 Computations****325.91 Contingency Space**

Page 5...x is used to total all previous page 5 computations. An additional 5 percent of this total is automatically calculated for contingency office space. The minimum contingency space is 200 square feet.

**325.92 Net-to-Gross Adjustments**

For administrative space in leased buildings, add 25 percent to the total net area to adjust for circulation, aisles, interior partitions, and access within the office area. For new construction, use a 40 percent net-to-gross factor on page 2 of Form 929.

**326 Page 6: Public Service Areas****326.1 Assessing the Need for Retail Window Services**

It is critical for retail window services to be in an easily accessible site for customers, conveniently located where customers shop. Retail location needs are often not compatible with processing and distribution (P&D) location requirements. Retail window services should neither be routinely planned nor automatically included in new P&D facilities, unless a retail study indicates a need and justification. The retail study would be provided by the district retail office. If there is a retail need, contract postal units (CPUs) and other alternatives should be considered before planning a classified retail unit. Placing retail units in AMCs and AMFs must be considered on a case-by-case basis. If an AMC or an AMF is located near the main terminal or on a main access thoroughfare, then a full window service retail unit may be justified.

**326.2 Section A: Retail Module****326.21 Determining the Retail Module****326.211 General**

For new facilities, use recent Retail Analysis Program (RAP) studies from several surrounding and demographically similar offices to determine the workload matrix. (The RAP study must be conducted within 1 year of the Retail Planning/Start-Up Questionnaire, and within 2 years of the Decision Analysis Report (DAR).) For a replacement facility or major renovation, notify Operations Program Support that a current RAP study is needed to determine the present number of peak hour transactions and workload. For new facilities, when the existing facility is being retained, submit a RAP study for the existing facility, projecting impacts of the new facility. The number of transactions to be diverted to the new facility from the existing facility must be projected from RAP and other available information. Entries on the Retail Planning/Start-Up Questionnaire and the FPC must be consistent with the RAP study and this handbook unless a deviation is approved. The number of required full-service retail counters is calculated by dividing peak hour workload (from two consecutive 30-minute segments), obtained from the RAP study, by the number 45. The Retail Analysis Program, Forms RAP 2 and RAP 3, are to be submitted as backup along with the Retail Planning/Start-Up Questionnaire and Form 929.

**326.212 Projecting the 10-Year Workload**

With the district manager of Retail, project the workload for 10 years after based on the population growth rate. The population growth rate can be based on data provided by outside sources, such as a research firm, or local growth information. Use local growth projections, when justified, for new high growth rate areas when local growth percentages exceed that of research information, which may show past years' growth. Enter this information on Form 929, page 6, section A.

**326.213 Determining Retail Counter Configuration**

For post offices with open merchandising, determine the number of retail workstations and cash registers needed by applying the number of full-service retail counters required to the chart shown in Exhibit 326.213.

**326.22 Type of Merchandising****326.221 General**

Even though all new or renovated retail areas will follow retail standard designs, whether these stores will use open merchandising, limited open merchandising, or closed display must be considered.

## Exhibit 326.213

**Retail Counter Configuration for Open Merchandising**

Full-Service Retail Counters Required <sup>1</sup>	Equivalent Retail Workstations Needed		Postal Scales Needed	Recommended Vending Machines <sup>2</sup>	Retail Modules and Square Footage			PO Box Sections Provided by Retail Module
	Retail Work-stations	Cash Registers (Point of Sale)			Retail Module	Net Sq Ft	Gross Sq Ft	
2	2	0	1		Retail 1	2600	2740	8
3	2	1	1		Retail 1	2600	2740	8
4	3	1	1		Retail 2	3200	3370	16
5	3	1	1		Retail 2	3200	3370	16
6	4	1	1		Retail 3	3500	3665	14
7	4	2	1		Retail 3	3500	3665	14

<sup>1</sup>Determined from the RAP study (see 326.211).

<sup>2</sup>See 326.3 for this data.

**Note:** One accessible full-service retail counter will be provided in each facility.

326.222 **Deviations**

Limited open merchandising and closed displays are to be used only under the following conditions:

- a. High crime statistics warrant limited open merchandising or closed display (requires evaluation by division chief inspector).
- b. Historic architecture requires preservation of the existing design.
- c. Low revenue (less than \$500k walk-in revenue is projected).
- d. Staffing for the facility consists of only one person.

District managers must request deviations and send them to Headquarters for approval, and also a copy to the area manager of Marketing, as shown in Exhibit 326.222.

## Exhibit 326.222

**Type of Deviation and Appropriate Managers for Approval**

Type of Deviation	Manager at Headquarters
Deviation from standard building design criteria	MANAGER OF DESIGN AND CONSTRUCTION FACILITIES 4301 WILSON BLVD SUITE 300 ARLINGTON VA 22203-1861
Deviation to open merchandising or number of counters	MANAGER OF RETAIL OPERATIONS MARKETING 475 L'ENFANT PLAZA SUITE 4347EB WASHINGTON DC 20260-2442
Deviation to space standards	MANAGER OF FACILITIES PLANNING AND APPROVAL 4301 WILSON BLVD SUITE 300 ARLINGTON VA 22203-1861

### 326.23 **Module Size Calculation**

When the type of merchandising method and the retail module have been approved, enter the square footage required for the module on page 6 of Form 929, section F under Total Retail SF. (Total square footage is entered rather than the length required.)

### 326.3 **Section B: Recommended Vending Description**

The criterion for the type of initial self-service equipment is based on sales anticipated for this facility according to average accounting period (AP) window stamp sales for last fiscal year (FY) for similar facilities, as shown in Exhibit 326.3. Refer to Handbook PO-102, *Retail Vending Operational and Marketing Program* (section 230 and Exhibit 231.1), which is the authoritative document to determine the criteria for initial placement of stamp vending equipment at postal locations.

Exhibit 326.3

#### **Type of Self-Service Equipment Based on Average AP Window Stamp Sales for Last FY**

If Previous FY Revenue Is:	Then the Following Equipment Is Required:
\$8,005 to \$16,935	Stamp vending machine (PS-53C Mod, PS-53D, PS-22)
\$8,005 to \$16,935	Stamp vending machine with bill acceptor (PS-53C Mod, PS-53D, and PS-22)
\$8,871 to \$16,935	Booklet vending machine with bill acceptor (PBM-2A, PBM-6, PBM-7)
\$16,936 to \$34,355	Booklet vending machine with bill acceptor (PBM-2A, PBM-6, PBM-7) and Stamp vending machine with bill acceptor (PS-53C Mod, PS-53D, PS-22)
\$34,356 to \$80,845	Booklet stamp vending machine (PBSM-624)
\$80,646 to \$88,710	Multicommodity machine with bill acceptor (PCM-1625, A and B)
\$88,711 to \$115,000	Multicommodity machine with bill acceptor (PCM-1625, A and B) and Stamp vending machine with bill acceptor (PS-53C Mod, PS-53D, PS-22)
\$115,001 up	Multicommodity machine with bill acceptor (PCM-1625, A and B) and Booklet stamp vending machine (PBSM-624)

### 326.4 **Section C: Post Office Boxes**

#### 326.41 **Present**

List the number of existing post office boxes (by size) installed and rented in the present facility.

### 326.42 **Projected**

Determine the number of boxes needed now, and then project 10-year needs using population and business growth factors. Consult with local officials concerning post office box deployment programs and adjust totals accordingly.

### 326.43 **Calculations**

Complete section C as follows:

- a. Enter the number of boxes for 10 years after.
- b. Calculate the number of modules by dividing the number of boxes by the indicated number of boxes per module.
- c. Determine the total number of sections required by dividing the number of modules by 5. **Definition:** A post office (PO) box module is 2 feet wide and may contain the following boxes based on local needs: 12 number one boxes, 8 number two boxes, 4 number three boxes, 2 number four boxes, or 1 number five box. A section contains five modules stacked vertically and is 2 feet wide.
- d. From the total number of sections required, subtract the number of sections provided by the retail module to determine the net total. For example, the analyst determines that the facility requires 51 sections. Since the analyst determined in section A that a Retail 2 workstation will be necessary, the analyst checks Exhibit 326.213 for Retail 2 and determines that it provides 16 sections. Therefore, the net total sections would be 35, which is the difference between the total sections needed (51) and those provided by the retail module (16). The additional 35 sections are recorded at the bottom of section C on Form 929.
- e. Once the additional sections are determined, multiply by 2 to determine the linear feet required. Compute the linear feet required for the 10-year number of PO boxes.

### 326.5 **Section D: Parcel Lockers**

The calculation of total parcel locker requirements is described in this paragraph. Divide the total linear feet of post office boxes for 10 years by 20 and multiply by 2 feet. Round to the next highest even number. This provides sufficient space to use standard post office boxes (size 4 or 5) as parcel lockers. If more parcel lockers are needed, use a multiplier of 3 or 4 and explain why on page 16. The use of other lockers can be arranged during the design phase of the project. Combine the number of box sections and parcel locker sections required to determine the box lobby extension (BLE) module needed. Identify the module in the left-hand column.

### 326.6 **Section E: Space Planning Factor**

Since Retail Module 1, 2, or 3 was selected in section A, the net square footage for this module was entered under SF 10-yr. There is no need to record the total length of equipment and multiply by the space planning

326.7

Space Requirements

factor. From sections C and D, however, enter the total BLE and multiply by the space planning factor of 22 to determine the square footage required.

### 326.7 **Section F: Lobby Area Totals**

#### 326.71 **Miscellaneous Functions**

Provide operation space as required for identified miscellaneous needs (window superintendent's office, food stamps, passport, window service technician, philatelic, vending equipment, and photocopy machines). Coordinate with local officials to obtain this information and explain it on page 16. Now-in-use data for present operations should be compiled during the on-site visit.

#### 326.72 **Public Service Area**

The Randolph Sheppard Act, as amended in 1974, requires that space be provided for a public service stand to be operated by the visually impaired in the following postal facilities:

- a. Buildings that serve the public and have 15,000 or more square feet of usable interior space.
- b. Buildings where 100 or more employees work during Tour II (excluding carriers).

Provide 250 square feet where applicable, located as agreed upon by the Postal Service and the State Licensing Agency.

### 327 **Page 7: Employee Facilities**

Information on the number of employees is used to calculate space required by workroom module size for lockers, lunchroom, multipurpose room, and vending storage. The total locker room square footage is determined by workroom size and employee ratios (male and female) that are entered on page 1. This calculation includes a 17 percent contingency for growth, temporary employees, ratio changes, etc. Carrier lockers are provided automatically based on the number of routes. Enter the present space requirements and employee complement. The space needed to support the workroom module is automatically calculated as shown in Exhibit 327.

### 328 **Page 8: Support Areas (General)**

#### 328.1 **Criteria**

Enter the present space requirements for the workroom's general support areas, and the new space requirements for 10 years (which are available the day of move-in) for these areas are automatically calculated in accordance with Exhibit 328.1.

## Exhibit 327

**Employee Facility Space Requirements Calculated on Workroom Module Size**

<b>Workroom Size ((Sq Ft))</b>	<b>Total No. of Lockers</b>	<b>Lunchroom (Sq Ft)</b>	<b>Multipurpose Room (Sq Ft)</b>	<b>Vending Storage (Sq Ft)</b>
60,000	250	1,200	200	120
75,000	300	1,500	200	120
87,500	360	1,750	300	120
100,000	470	2,000	400	150
112,500	520	2,250	400	150
135,000	560	3,500	500	150
150,000	620	4,500	600	175
175,000	730	5,250	800	175
210,000	870	6,000	1,000	200
240,000	990	6,500	1,200	200
260,000	1,210	6,500	1,400	250
292,500	1,320	7,500	1,400	250
325,000	1,450	8,000	1,600	250
350,000	1,550	8,500	1,800	250
375,000	1,600	9,250	1,800	250
400,000	1,650	10,000	2,000	250

## Exhibit 328.1

**Support Area Space Requirements Calculated on Workroom Module Size**

<b>Workroom Size (Sq Ft)</b>	<b>Archived Paper (Sq Ft)</b>	<b>General Storage (Sq Ft)</b>	<b>Mail Proc. Eqpmnt (Sq Ft)</b>	<b>Express Mail/Firm Caller (Sq Ft)</b>	<b>Platform Supv. (Sq Ft)</b>	<b>MDO (Sq Ft)</b>	<b>SDO (Sq Ft)</b>	<b>Supv. Break Room (Sq Ft)</b>	<b>PSDS (Sq Ft)</b>	<b>Computer Room (Sq Ft)</b>
60,000	240	1,800	3,000	240	240	395	265	265	700	1,000
75,000	300	2,250	3,750	240	240	395	265	265	700	1,250
87,500	350	2,625	4,375	240	240	395	265	265	700	1,500
100,000	400	3,000	5,000	240	240	395	265	265	700	1,500
112,500	450	3,375	5,625	240	240	515	375	375	800	1,500
135,000	540	4,050	6,750	240	240	515	375	375	800	2,000
150,000	600	4,500	7,500	420	420	635	375	375	900	2,500
175,000	700	5,250	8,750	420	420	635	375	375	900	2,500
210,000	840	6,300	10,500	420	420	635	495	495	900	2,500
240,000	960	7,200	12,000	420	420	635	495	495	1,000	2,500
260,000	1,040	7,000	13,000	420	420	635	495	495	1,000	2,500
292,500	1,170	8,775	14,625	420	420	635	495	495	1,000	2,500
325,000	1,280	9,750	16,250	420	420	635	495	495	1,000	2,500
350,000	1,400	10,500	17,500	420	420	635	495	495	1,100	2,500
375,000	1,500	11,250	18,750	660	660	635	605	605	1,100	3,000
400,000	1,600	12,000	20,000	660	660	635	605	605	1,200	3,000

**328.2 Section A: Storage**

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following storage areas are automatically calculated:

- a. Archived paperwork.
- b. General supplies (noncustodial).
- c. Mail processing equipment.
- d. Other.

**328.3 Section B: Miscellaneous****328.31 Specific Miscellaneous Spaces**

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following miscellaneous areas are automatically calculated:

- a. Express Mail and firm caller (combine this space with the BMEU).
- b. Platform supervisor and vehicle dispatch (to be elevated on the platform).
- c. Manager of Distribution Operations (MDO).
- d. Supervisor of Distribution Operations (SDO).
- e. Supervisor break room.
- f. Postal Source Data System (PSDS) data collection site.
- g. Computer room (includes space for process control systems (sack sorting machine (SSM), parcel sorting machine (PSM), and tray system controls), national directory support system (NDSS), air contract data collection system (ACDCS), remote barcoding system (RBCS), and universal wiring mainframe).

**328.32 Other Miscellaneous Spaces**

When the present workroom space requirements are entered, the 10-year space requirements (which are available as of the day of move-in) for each of the following miscellaneous areas are automatically calculated:

- a. Label room: 500 square feet are provided.
- b. SSPC clerk or technician: 350 square feet are provided.
- c. Contract drivers: 160 square feet (includes 60 square feet for a restroom) are provided.
- d. Telephone switching equipment: 250 square feet are provided.
- e. Rewrap room: 200 square feet are provided.

#### 328.4 **Section C: Business Mail Entry Unit**

Space requirements for a BMEU will be determined using the computation model contained in the *Business Mail Entry Unit Prototype Design Manual*, Appendix A (BMEU Estimating Procedure). The analyst must enter the BMEU module that meets or exceeds the computation model results, and the workroom square footage requirements will be automatically calculated in this section of Form 929 (see Exhibit 328.4). The analyst should verify computed square footage with the area office before determining the required BMEU module.

**Exhibit 328.4  
BMEU Workroom Space Requirements**

BMEU Square Feet Required	BMEU Module	Workroom Square Feet Required
2,000	1	500
3,000	2	1,000
4,000	3	1,000
5,000	4	2,000
6,000	5	2,000
7,000	6	3,000
8,000	7	3,000

#### 328.5 **Section D: Computerized Forwarding System**

The analyst must enter the computerized forwarding system (CFS) module number, and the workroom square footage will be automatically calculated in this section of Form 929 (see Exhibit 328.5). Module layouts are listed in workstation units (WSUs) 482001 through 482005. The analyst should consult with the responsible Headquarters unit before determining the required CFS module.

**Exhibit 328.5  
CFS Workroom Space Requirements**

Square Feet Required	CFS Module	CFS Type	Workroom Square Feet Required
3,000	1	Small	50
4,500	2	Medium	100
6,500	3	Medium-Large	200
8,925	4	Large	300
10,000	5	Jumbo	300

### 328.6 **Section E: Stamp Distribution Office**

The analyst must enter the selected Stamp Distribution Office (SDO) module, and the square footage for the office and the space for the vault will be automatically calculated in this section of Form 929 (see Exhibit 328.6). The analyst should consult with the responsible Headquarters unit before determining the required SDO module.

Exhibit 328.6

#### **SDO Space Requirements**

<b>SDO Module</b>	<b>Square Feet Required</b>
1	1,000
2	1,600
3	2,500
4	3,000
5	4,000
6	5,000

## 329 **Page 9: Maintenance Support**

### 329.1 **Section A: Offices**

The total maintenance office space is automatically determined by the maintenance area shops and storage areas supporting the facility (see layout corresponding with maintenance areas when developed).

### 329.2 **Section B: Shops and Storage**

#### 329.21 **Procedure**

The square feet for the shops and storage are based on the workroom module number shown on the bottom right of page 14. Form 929 automatically calculates the required space after the workroom size has been determined. (See layout corresponding with maintenance shops when developed.)

#### 329.22 **Criteria**

Exhibits 329.22a and 329.22b indicate the square footage allocated for shop and storage areas provided for each workroom module number, which is determined when all workroom space requirements have been completed. These exhibits are presented as a matrix, in which the first two rows are read across. Then when the workroom size needed is selected, read the rest of the table down the selected column.

## Exhibit 329.22a

**Shop and Storage Space Requirements Based on Workroom Module Numbers 1 Through 8**

<b>Workroom Module</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Workroom Size (Sq Ft)</b>	<b>60,000</b>	<b>75,000</b>	<b>87,500</b>	<b>100,000</b>	<b>112,500</b>	<b>135,000</b>	<b>150,000</b>	<b>175,000</b>
<b>Shop and Storage Areas</b>	<b>Square Footage Allocated Based on Workroom Size</b>							
Stockroom	2,100	2,250	2,400	2,500	2,650	2,850	3,000	3,250
Custodial storage	420	470	530	580	630	720	780	880
Custodial closets	250	300	350	400	450	550	600	700
Bldg. and grounds storage	560	640	720	800	880	1,020	1,100	1,260
General shop	1,020	1,120	1,220	1,300	1,380	1,540	1,660	1,820
Electrical shop	—	—	—	400	420	440	460	480
Carpenter shop	—	—	—	—	—	—	—	380
Carpenter shop storage	—	—	—	—	—	—	—	380
Paint shop	—	—	—	—	—	—	—	480
Paint shop storage	—	—	—	—	—	—	—	140
Training room and library	250	300	350	400	450	550	600	700
Flammable storage	250	300	350	400	450	550	600	700
Machine shop	-	-	-	-	-	800	860	920
Area maintenance office shop	350	350	350	350	350	400	400	400
Battery charging room	340	390	460	510	560	640	700	800
Mailbox repair shop	350	350	350	350	350	400	400	400
Electronics room	250	300	350	400	450	550	600	700
Maintenance locker room	360	360	360	400	480	480	600	600
<b>Total Sq Ft</b>	<b>6,500</b>	<b>7,130</b>	<b>7,790</b>	<b>8,790</b>	<b>9,500</b>	<b>12,510</b>	<b>13,460</b>	<b>16,250</b>

## Exhibit 329.22b

**Shop and Storage Space Requirements Based on Workroom Module Numbers 9 Through 16**

<b>Workroom Module</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>Workroom Size (Sq Ft)</b>	<b>210,000</b>	<b>240,000</b>	<b>260,000</b>	<b>292,500</b>	<b>325,000</b>	<b>350,000</b>	<b>375,000</b>	<b>400,000</b>
<b>Shop and Storage Areas</b>	<b>Square Footage Allocated Based on Workroom Size</b>							
Stockroom	3,600	3,900	4,100	4,450	4,700	5,000	5,250	5,500
Custodial storage	1,020	1,140	1,240	1,350	1,450	1,580	1,680	1,780
Custodial closets	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Bldg. and grounds storage	1,460	1,640	1,800	1,960	2,140	2,300	2,460	2,600
General shop	2,080	2,280	2,460	2,640	2,850	3,060	3,220	3,400
Electrical shop	520	540	570	600	630	660	680	700
Carpenter shop	420	440	470	500	530	560	580	600
Carpenter shop storage	420	440	470	500	530	560	580	600
Paint shop	520	540	570	600	630	660	680	700
Paint shop storage	160	180	180	200	200	220	240	260
Training room and library	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Flammable storage	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Machine shop	1,040	1,120	1,200	1,280	1,370	1,460	1,520	1,600
Area maintenance office shop	500	500	500	500	500	500	500	500
Battery charging room	940	1,060	1,120	1,280	1,390	1,500	1,600	1,700
Mailbox repair shop	500	500	500	500	500	500	500	500
Electronics room	850	950	1,050	1,150	1,300	1,400	1,500	1,600
Maintenance locker room	720	720	800	840	840	840	1,000	1,000
<b>Total Sq Ft</b>	<b>18,760</b>	<b>20,440</b>	<b>22,000</b>	<b>23,760</b>	<b>25,640</b>	<b>27,300</b>	<b>28,950</b>	<b>30,440</b>

## 33 Workroom Areas

---

### 331 Pages 10 Through 14: General Guidelines

#### 331.1 Present Space

Indicate the estimated subtotal for each operation. If the space is used for dual operations, show the figure only in one place.

#### 331.2 Ten-Year Space Requirements

Determine major mechanization and automation equipment required for each management operating data (MOD) operation from the site META model and/or the BAM. Select the appropriate WSUs and enter the quantity and square feet for each. Add staging space in accordance with the criteria in section 332. (Do not itemize rolling equipment.) When calculating equipment requirements, the analyst must consider the Corporate Automation Plan (CAP).

### 332 Pages 10 Through 14: Criteria

#### 332.1 Cull, Face, and Cancel Equipment

Use the results of the current mail flow simulation model to determine equipment requirements for the cull, face, and cancel operation. If the model is unavailable, follow the guidelines discussed in the following seven sections. There are seven modules which (if applicable) make up the cull, face, and cancel operation;

- a. Letter canceling (332.11).
- b. Meter mail preparation (332.12).
- c. Flats canceling (332.13).
- d. Thicks and small parcels and rolls (SPR) canceling (332.14).
- e. Advanced facer canceler system (AFCS) thicks reject canceling (332.15).
- f. Flyers (332.16).
- g. Staging space (332.17).

##### 332.11 Letter Canceling

The following procedure outlines how to select WSUs for letter canceling equipment:

- a. Determine the average day, peak hour, letter volume processing requirement.
- b. Provide enough canceling equipment to provide an aggregate capacity exceeding the average day peak hour volume processing requirement by 25 percent. Use planning throughputs (35,000 pieces/hour by the AFCS; 19,300 pieces/hour by the Micro Mark II (MMKII) with shingler) to determine the number of units. Match the number of required facer

cancelers to the number of AFCSs indicated in WSUs 420010a through 420010h. For nine or more facer cancelers, add increments of WSU 420010 series (a through h) to a WSU 420010h. Avoid duplicating the dual-pass rough cull (DPRC) portion of the second WSU. (**Note:** WSUs 420010a through 420010h are space planning guidelines. Configuration and layout will be developed on a site-specific basis.)

- c. MMKIIIs indicated in these WSUs are provided for AFCS thicks reject canceling and are not to supplement processing capacity (see 332.15.)
- d. If two or fewer MMKIIIs are required, select from WSUs 420008 through 420009a.
- e. Stations and small facilities with canceling operations can select from WSUs 420001 through 420007.
- f. Discuss the equipment selected with area and local management as appropriate.

#### **332.12 Meter Mail Preparation**

If the WSU selected in 332.11 does not provide sufficient space for meter mail preparation, add WSU 420011, 420012, or 420012a as appropriate.

#### **332.13 Flats Canceling**

If the WSU selected in 332.11 does not provide sufficient space for flats canceling, add WSU 420017a or 420017b as appropriate.

#### **332.14 Thicks and SPR Canceling**

If the WSU selected in 332.11 does not provide sufficient space for thicks and SPR hand stamp, add WSU 420016a or 420016b as appropriate.

#### **332.15 AFCS Thicks Reject Canceling**

If the WSU selected in 332.11 does not provide sufficient space for handling AFCS thicks and flat rejects, add WSU 420008b as appropriate.

#### **332.16 Flyers**

Space for flyers is included in the standard Loose Mail System.

#### **332.17 Staging Space**

Provide space for staging based on 20 percent of WSU totals for the cull, face, and cancel operation requirements.

#### **332.2 Machine Distribution**

#### **332.21 Machinable Letters**

The number of optical character readers (OCRs) and barcode sorters (BCSs) planned for a facility must be consistent with the CAP as well as the latest national development and deployment plans. Therefore, the area manager of In-Plant Support is responsible for determining equipment requirements for facility projects using the Corporate Automation Plan and the current mail flow simulation model. The Facility Planning Concept should be reviewed to determine additional secondaries that are to be worked at the new facility.

Determine the space required for machinable letter equipment using WSU 431009 (mail processing barcode sorter), WSUs 431010a through 431010b (OCRs), WSUs 431006 through 431006a (letter mail labeling machine), WSUs 432001 through 432003 (delivery barcode sorter (DBCS)), and WSU 432012 (DBCS/OCR). Add space for staging based on 15 percent of the WSU total. This total includes space for RBCS and associated equipment staging.

### 332.22 **Machinable Flats**

Consider the existing number of multiposition flat sorting machines (MPFSMs) and flat sorting machines model 1000 (FSM-1000s) required to process the machinable flat volumes. Consult with the area manager of In-Plant Support for the projected MPFSM and FSM-1000 deployment schedule. Use WSUs 435008 and 435009 to develop space requirements. Add space for staging based on 15 percent of the WSU total.

### 332.3 **Manual Cases**

#### 332.31 **Equipment Requirements**

Determine the number of manual cases required for each operation (by MOD number) using the amount of now-in-use equipment as a base. All equipment requirements must reflect the 95/5 percent corporate automation goals. The net effect will be a reduction in the number of manual cases. As a reference, use 1,300 pieces per hour for letter cases and 1,000 pieces per hour for flat cases in calculating the number of manual cases needed.

#### 332.32 **Space Requirements**

Determine the space required for each operation based on 65 square feet per letter case and 150 square feet per flat case. (For facility space planning, it is not necessary to forecast the exact type and size of the case to be used.) Add staging space in each operation based on 15 percent of the space required for cases.

### 332.4 **Opening and Dispatch Units**

Provide space for a *minimum* of four centralized opening and dispatch units at 1,000 square feet each for outgoing and incoming letters and outgoing and incoming flats. The actual number of opening units needed must be determined. Consider tray opening and banding operations as additional units. If the centralized unit is associated primarily with a particular operation (that is, machinable letters and the like), enter the appropriate section on page 10 or 11. Otherwise, use the blank line on page 13 of Form 929. Chapter 4 includes workstation units for robotics and automated scan-where-you-band systems. Consult with the manager of Automation Equipment, Technology Acquisition Management, Engineering, Headquarters, for equipment requirements and deployment plans.

### 332.5 **Pages 11, 12, and 13: Miscellaneous Mail Processing Areas**

Workroom spaces for Express Mail, Priority Mail, Parcel Post, and other operations are primarily a function of the number of separations required rather than volume. In establishing workroom space for Priority Mail, the Priority Mail Center Network must be considered. Forecast requirements based on existing space used for these operations are adjusted for anticipated growth in each category. Allow 20 percent for staging. Use WSUs in section 433 to project specific equipment requirements.

### 332.6 **Page 12: Carriers**

#### 332.61 **Ten-Year Projection**

Carrier 10-year projections should be developed using an adjusted baseline total. To determine the new baseline for carrier routes, the analyst must reduce the present route totals using the delivery point distribution scenario, where applicable. To establish the 10-year route projection, the analyst would apply the population or mail volume growth factor to the adjusted baseline figure. In some situations, the growth factors will need to be adjusted to avoid overestimating or underestimating route requirements due to impending route adjustments. The facility delivery analyst should provide the information to complete Form 929, Exhibits 1 and 2. The space requirements will be automatically calculated based on the number of routes entered onto Form 929.

**Note:** Routes will not grow in direct proportion to population growth.

#### 332.62 **Carrier Routes**

List the facility's total number of carrier routes. Multiply the number of routes, including special delivery routes, projected for 10 years after by 180 square feet for the number of routes that do not exceed 25. For each additional route over 25, provide 130 square feet per route.

##### **Example:**

Space requirements are being prepared for a new building to house an existing delivery unit that has 33 carrier routes; the total square footage required for placement of these routes would be calculated as follows:

$$\begin{aligned}
 25 \text{ routes} \times 180 \text{ sq ft} &= 4,500 \text{ sq ft} \\
 8 \text{ routes} \times 130 \text{ sq ft} &= \underline{+1,040 \text{ sq ft}} \\
 \text{Total} &= 5,540 \text{ sq ft}
 \end{aligned}$$

Therefore, a total of 5,540 square feet should be planned for the delivery workroom floor area in a new or upgraded building with this number of routes.

This method also provides space for ancillary equipment related to the carrier operation (for example, throwback case, carrier key cage, registry cage, carrier supervisor desks, and parcel post distribution area). For more information see Chapter 5.

**332.7 Page 12: Bulk Sorting Equipment****332.71 Multislides**

For a facility that processes 2,500 to 8,000 sacks per day, determine the present space requirements based on the current method of handling sacks, parcels, and nonmachinable outsides (NMOs). Base requirements for space on the number of separations, volume, and operating plan; consult with local officials to determine future needs. If multislides are selected, they require 5,000 square feet per slide, and there are 10 separations per slide. If multislides are not selected, reference Chapter 4 and select the type of equipment intended for this operation from WSU series 420, 430, 460, or 470. For facilities that process less than 2,500 sacks per day, allocate space adjacent to the platform for a manual sack breakdown. Use blank lines on page 12 of Form 929 to enter the type of equipment and square foot requirements.

**332.72 Universal Sorter**

For a facility that processes over 8,000 pieces per day, provide a universal sorting system ranging from 5,000 square feet to 20,000 square feet, with a default of 20,000 square feet. If space requirements exceed 20,000 square feet, a dispatch analysis is required. The analysis is based on the number of separations, volume, and operating plan. Consult with local officials to determine future needs. Reference Chapter 4 and select the equipment equal to the number of separations required from WSU series 420, 430, 460, or 470. This will provide floor space for the universal sorter. Contact Bulk Mail Systems, Material Handling, Engineering, Headquarters, for actual requirements and design of the universal sorter. The sorter, including runouts, sawtooths, etc., will be designed when the layout is developed based on the number of separations and the amount of containerization required.

**332.8 Page 14: Other Workroom Areas****332.81 Small Parcel and Bundle Sorter**

If the facility being surveyed is scheduled to receive a small parcel and bundle sorter (SPBS), provide the space required for WSUs 440001, 440002, and 440003 (or 440011 and 440021 if a mechanized feed system is included). If the system is WSU 440021 (standard straight-line SPBS with Lockheed Martin feed system), a portion of the staging area is used for forklift and electric pallet jack maneuvering. Options are available that allow the facility to expand its equipment from the standard 100 outputs to either 116 or 132 outputs. This is accomplished by removing the end cap from the sorter and then adding either one or two additional A and B output modules to the SPBS. These additional modules will add either 14.8 feet or 29.6 feet to the overall length of the SPBS. Consult with the area manager of In-Plant Support for the established deployment schedule.

**332.82 Miscellaneous Areas**

The detailed itemizing of miscellaneous areas on page 14 should be used to identify specialized areas over 200 square feet. Otherwise, for space planning, the workroom adjustment factor includes sufficient space for small, miscellaneous items under 200 square feet in size.

**332.83 Carrier Vestibules**

Provide 400 square feet for a carrier vestibule when 15 or more carrier routes are projected for 10 years (WSU 520009). Provide two vestibules for 41 or more carrier routes.

**332.84 Satellite Vending and Break Areas**

For each 20,000 square feet of workroom, one area of 150 square feet for a vending area to serve also as a break area for workroom employees is automatically calculated on page 14 of Form 929. (Combine two or three vending and break areas to provide a 600 or 900 square foot area for locations extremely distant from the cafeteria.)

**332.9 Page 14: Workroom Recapitulation**

Bring totals forward from pages 10, 11, 12, and 13 (if used). Calculate PSDS and empty equipment spaces using factors indicated on the form. Compute space for aisles and miscellaneous items using the adjustment factors in Exhibit 332.9.

Exhibit 332.9

**Adjustment Factors for PSDS and Empty Equipment Spaces**

<b>Subtotal</b>	<b>Adjustment Percent</b>
Up to 130,000 sq ft	0.24
130,000 to 230,000 sq ft	0.27
Over 230,000 sq ft	0.30

**333 Page 14: Workroom Module Selection**

Form 929 will automatically select and enter the workroom module onto page 14 that is greater than or equal to the estimated space required. For workrooms over 400,000 square feet, contact the manager of Facilities Planning and Approval at Headquarters. The workroom module selections are shown in Exhibit 333.

Exhibit 333  
**Review of Workroom Spaces Provided**

<b>Workroom Minimum Space Required (Sq Ft)</b>	<b>Workroom Maximum Space Required (Sq Ft)</b>	<b>Workroom Module Selected</b>	<b>Workroom Space Provided (Sq Ft)</b>
<60,000	60,000	1	60,000
60,001	75,000	2	75,000
75,001	87,500	3	87,500
87,501	100,000	4	100,000
100,001	112,500	5	112,500
112,501	135,000	6	135,000
135,001	150,000	7	150,000
150,001	175,000	8	175,000
175,001	210,000	9	210,000
210,001	240,000	10	240,000
240,001	260,000	11	260,000
260,001	292,500	12	292,500
292,501	325,000	13	325,000
325,001	350,000	14	350,000
350,001	375,000	15	375,000
375,001	400,000	16	400,000

## 34 Page 15: Platform (Dock) Activity

---

### 341 Detailed Procedures

The standard platform (dock) depth is 50 feet. The platform (dock) requirements are based on the workroom modules. The number of 30-inch and 27-inch docks must be entered by the analyst. The trash recycling and compactor docks are already included in the program formulas. When more than these two dock bays are required, documentation and justification are to be provided in writing by the requesting office. The remaining linear footage will be converted to 50-inch docks. Local management should verify the mixture of 50-inch, 30-inch, and 27-inch docks. Form 929 automatically calculates the total dock space requirements as shown in Exhibit 341.

**Exhibit 341**  
**Review of Dock Lengths Assigned According to Workroom Module**

Workroom Module (Sq Ft)	Length of Dock (Linear Feet)	Workroom Module (Sq Ft)	Length of Dock (Linear Feet)
60,000	300	210,000	600
75,000	300	240,000	600
87,500	350	260,000	650
100,000	400	292,500	650
112,500	450	325,000	650
135,000	450	350,000	700
150,000	500	375,000	750
175,000	500	400,000	800

### 342 Leveling Devices

To facilitate the trend toward containerization, the standard functional design specifications for all mail processing facilities will provide an electro-hydraulic flip ramp (face mounted) at each 30-inch and 27-inch dock space and an electro-hydraulic dock leveler (pit mounted 6 feet x 10 feet) at each 50-inch dock space.

### 343 Additional Dock Requirements

If the length of the dock is deemed insufficient based on the selected workroom module (see section 341), additional dock space can be added to the project with the proper justification. The standard method for adding dock doors is to wrap dock modules around to a second side of the building. When this method is selected, two bays at the corner of the building will be for dock transfers. The two bays are located on the long side of the facility. One set of bays, between the workroom wall and the dock, is to be used as support. Another alternative is to use finger docks. Either arrangement requires written justification. The supporting data must be based on actual vehicle arrival information. An arrival profile must be developed that clearly shows the peak hour dock requirements. The inbound and outbound schedules within the transportation information management evaluation system (TIMES) database can be used to support this analysis. This arrival profile, in conjunction with the facility's dedicated dock requirements (i.e., trash, recyclable, BMEU, etc.), should be the basis of justification. Current volume growth projections, as well as the overall growth of destination entry drop shipments entered at the facility directly from its customers, should be considered. The analysis, along with a cover letter signed by the vice president of Area Operations, must be submitted to the manager of Facilities Planning and Approval at Headquarters.

## 344 **Section C: Miscellaneous Vehicle and Platform Requirements**

### 344.1 **Covered Carrier Loading Area**

If enclosed or covered parking is not provided (see 323.2), provide a covered carrier loading area convenient to the carrier vestibule. Determine the space required by multiplying one-half of the carriers, including rural routes, by 200 square feet. (This established number of square feet provides space for a vehicle plus 10 feet behind the vehicle for loading.)

### 344.2 **Alternative Finger Dock Modules**

The modules shown in Exhibit 344.2 are for additional finger dock positions.

Exhibit 344.2

#### **Required Space for Additional Finger Dock Positions**

Finger Dock Module	Number of Docks	Required Space (Sq Ft)
1	10	5,700
2	20	11,400
3	30	17,100

### 344.3 **Scales**

Indicate if a surface-mounted scale is required on the platform and/or maneuvering area. The type of scale, location, etc., will be determined during the development of the functional design specifications.

### 344.4 **Built-In Scales for Drive-Through Trailers**

Indicate if a built-in scale is required on the platform and/or maneuvering area. The type of scale, location, etc., will be determined during the development of the functional design specifications.

## 35 Page 16: Explanatory Notes

Use this page to provide clarification of any entries on other pages.

## 36 Distribution and Delivery

---

### 361 **Exhibit 1: Proposed Facility**

#### 361.1 **General**

Exhibit 1 is to be completed by area Operations Program Support. The information must conform with delivery point sequence (DPS) projections, if applicable.

#### 361.2 **Section A: Carriers in Facility**

Show the number of routes (by ZIP Code area) to be housed in the proposed facility.

#### 361.3 **Section B: Distribution to Carriers**

Show the number of routes (by ZIP Code area) housed elsewhere that require secondary distribution at the proposed facility. Use total routes (ZIP Code areas) from sections A and B to complete the space for secondary carrier routes in the workroom (Form 929, page 12).

### 362 **Exhibit 2: Other Delivery Services**

Exhibit 2 is optional and is used to provide supplemental data about other delivery services. Show the number of carrier routes for all other station, branch, and associate office delivery units.