

## Appendix A

# **Facility Planning Concept For Small Standard Buildings Less Than 9,000 Square Feet**

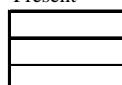
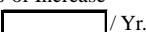
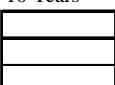
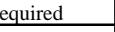
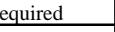
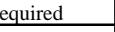


# Facility Planning Concept

Original:

Revised:



FACILITY PLANNING CONCEPT			Page 2																																																
CITY, STATE, ZIP Code	POSTAL UNIT	DATE																																																	
<b>Carrier Route Projections</b> Possible Deliveries Possible Deliveries per Route Number of Routes		Present 	% of Increase  / Yr.	10 Years 																																															
<b>Post Office Boxes</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Size</th> <th style="width: 10%;">Present</th> <th style="width: 10%;">Rented</th> <th style="width: 10%;">Move-in Rqmts.</th> <th style="width: 10%;">% of Increase</th> <th style="width: 10%;">10 Yr.</th> <th style="width: 10%;">Mdl</th> </tr> </thead> <tbody> <tr> <td>1 -12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2- 8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3- 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4- 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5- 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Size	Present	Rented	Move-in Rqmts.	% of Increase	10 Yr.	Mdl	1 -12							2- 8							3- 4							4- 2							5- 1							Total							  
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<b>IV. DISTRIBUTION CONCEPT</b> <p>1. <input type="checkbox"/> Distribution    <input type="checkbox"/> Carriers    <input type="checkbox"/> P.O. Boxes    <input type="checkbox"/> Other _____</p> <p>2. All originating mail will be dispatched to the nearest plant.      Plant Name: _____</p> <p>3. This facility is not scheduled for automation/mechanization equipment.</p>																																																			
<b>V. FACILITIES AFFECTED:</b> (After occupancy of the new facility, all blocks with an X are applicable.) <p>1. <input type="checkbox"/> The existing leased building(s) will be returned to the lessor or subleased.</p> <p>2. <input type="checkbox"/> The existing building(s) will be retained to serve as a: _____</p> <p>3. <input type="checkbox"/> The existing USPS-owned building(s) will be disposed of or outleased.</p> <p>4. <input type="checkbox"/> Disposal sheet attached.      Note: _____ Notification of a disposal must be sent to Facilities, Asset Management at HQ. Forward a copy of the FPC and identify the property for disposal.</p>																																																			
<b>VI. PREFERRED AREA BOUNDARIES</b> North by: _____ South by: _____ East by: _____ West by: _____																																																			
<b>VII. ALTERNATIVES:</b> (X all blocks applicable) (The most advantageous alternatives will be finalized at site selection.) <p>1. <input type="checkbox"/> Can building(s) be expanded?</p> <p>2. <input type="checkbox"/> Is adjacent land available for expansion?</p> <p>3. <input type="checkbox"/> Are existing building(s) available for lease or purchase?</p> <p>4. <input type="checkbox"/> New Construction Leased. Based on Standard Plan      </p> <p>5. <input type="checkbox"/> Can present operations be consolidated with adjacent facility or facilities?</p>																																																			

FACILITY PLANNING CONCEPT

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CITY, STATE, ZIP Code

POSTAL UNIT

DATE

**VIII. SUPPLEMENTAL DATA:** ( X all applicable blocks)

1.  Security fencing is required (will be coordinated with the Inspection Service.)
2.  Scissors lift is required.
3.  Public water supply is not available; a water well will be required.
4.  Public sewerage disposal is not available; a septic system will be required.
5.  Tractor-trailer will be used by Vehicle Services/HCR for delivery of mail.
6.  Parking
 

Customer	Customer ACC
Employee	Employee ACC
Postal	On street customer
- 7  Overnight stamp stock exceeds \$100k.
- 8  Full-time employees greater than 20.
- 9  Vault if five or more security containers would otherwise be used.
- 10  Enclosed platform.
- 11  Buildings and grounds storage.
- 12  Other (specify):
   


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**PREPARED BY:**

District Facilities Specialist

Date

**REVIEWED BY:**

Manager, Administrative Services

Date

**APPROVED BY:**

District Manager, Customer Services

Date

Postmaster

Date

Manager, Post Office Operations

Date