

APWU VERSUS USPS COMPARISON WORKSHEET

USPS APWU

WORKLOAD SUMMARY							POST OFFICE :		GROSS INTERIOR AREA :					USPS					APWU				
							ADDRESS:		EXTERIOR PAVED:					EXTERIOR UNPAVED:									
STATE AND ZIP:																							
LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY (USPS)	ADDITIONAL QUANTITY	WEEKLY MINS. (USPS)	WEEKLY MINS. (APWU)	LINE NO.	JOB REQUIREMENT	OPERATION	UNITS OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QUANTITY (USPS)	ADDITIONAL QUANTITY	USPS FREQUENCY	APWU FREQUENCY	ANNUAL MINS. (USPS)	ANNUAL MINS. (APWU)				
1	WORKROOM TOILETS	CL	FX	4.5000		0	0.00	0.00	33	LIGHT FIXTURES (FEATHER)	DUST	FX	0.2500		0			0.00	0.00				
2		PL	FX	1.5000		0	0.00	0.00	34	(CLOTH)	DUST	FX	1.5000		0			0.00	0.00				
3	OFFICE TOILETS	CL	FX	4.0000		0	0.00	0.00	35	(VACUUM)	DUST	FX	1.0000		0			0.00	0.00				
4	LUNCH/ SWING RMS	CL	SF	0.0320		0	0.00	0.00	36	LIGHT FIXTURES (SPONGE)	WASH	FX	10.0000		0			0.00	0.00				
5		PL	SF	0.0106		0	0.00	0.00	37	(LOUVER TANK)	WASH	FX	8.8900		0			0.00	0.00				
6		WM	SF	0.0300		0	0.00	0.00	38	(LOUVER MACH.)	WASH	FX	5.0000		0			0.00	0.00				
7	LOCKER RMS	CL	SF	0.0240		0	0.00	0.00	39	VENETIAN BLINDS	DUST	BL	5.0000		0			0.00	0.00				
8		PL	SF	0.0080		0	0.00	0.00	40	VENETIAN BLINDS	WASH	BL	30.0000		0			0.00	0.00				
9		WM	SF	0.0300		0	0.00	0.00	41	LOBBY GLASS	WASH	SF	0.1790		0			0.00	0.00				
10	WORKROOMS	CL	SF	0.0106		0	0.00	0.00	42	EXTERIOR GLASS	WBH	SF	0.1790		0			0.00	0.00				
11		PL	SF	0.0053		0	0.00	0.00	43	INTERIOR GLASS	WASH	SF	0.1790		0			0.00	0.00				
12	OFFICES	CI	SF	0.0375		0	0.00	0.00	44	WORKROOM PIPES/ DUCTS	DUST	SF	0.0690		0			0.00	0.00				
13	SUPPLY RMS	CL	SF	0.0120		0	0.00	0.00	45	OTHER PIPES/ DUCTS	DUST	SF	0.0480		0			0.00	0.00				
14	FREIGHT ELEVATORS	PL	EA	10.0000		0	0.00	0.00	46	LOOKOUT GALLERY	CL	LF	0.4800		0			0.00	0.00				
15	PASSENGER ELEVATORS	CL	EA	20.0000		0	0.00	0.00	47	CARRIER CASE	CL	EA	4.0000		0			0.00	0.00				
16	EXT POLICE	PL	EA	0.0012		0	0.00	0.00	48	OTHER CASE	CL	EA	1.5000		0			0.00	0.00				
17	PLATFORMS	CL	SF	0.0106		0	0.00	0.00	49	EXT. PAVED (BROOM)	SWEEP	SF	0.0060		0			0.00	0.00				
18		PL	SF	0.0053		0	0.00	0.00	50	EXT PAVED (PWR VAC)	SWEEP	SF	0.0040		0			0.00	0.00				
19	SERVICE/ BOX LOBBY	CL	SF	0.0160		0	0.00	0.00	51	EXT PAVED (RIDER)	SWEEP	SF	0.0012		0			0.00	0.00				
20		PL	SF	0.0020		0	0.00	0.00	52	ACTIVE STORAGE	CL	SF	0.0120		0			0.00	0.00				
21		WM	SF	0.0300		0	0.00	0.00	53	INACTIVE STORAGE	CL	SF	0.0120		0			0.00	0.00				
22		VS	SF	0.0064		0	0.00	0.00	54	RESILENT FLOOR	DM	SF	0.0150		0			0.00	0.00				
23		DM	SF	0.0150		0	0.00	0.00	55	RESILENT FLOOR	INT	SF	0.2400		0			0.00	0.00				
24	STAIRWAYS 12'	CL	FL	8.0000		0	0.00	0.00	56	RESILENT FLOOR	PERI	SF	0.0960		0			0.00	0.00				
25		PL	FL	2.4000		0	0.00	0.00	57	TERRAZZO	INT	SF	0.2400		0			0.00	0.00				
xxx	STAIRWAY 18'	CL	FL	10.0000		0	0.00	0.00	58	TERRAZZO	PERI	SF	0.1200		0			0.00	0.00				
xxx		PL	FL	2.4000		0	0.00	0.00	59	CONCRETE	INT	SF	0.2400		0			0.00	0.00				
26	CORRIDORS	CL	SF	0.0060		0	0.00	0.00	60	CONCRETE	PERI	SF	0.0960		0			0.00	0.00				
27		DM	SF	0.0150		0	0.00	0.00	61	CARPET	SHAMP	SF	0.2400		0			0.00	0.00				
28		VS	SF	0.0064		0	0.00	0.00	62	CARPET	SPOT	SF	0.1200		0			0.00	0.00				
29		PL	SF	0.0020		0	0.00	0.00	63	WOOD	INT	SF	0.2400		0			0.00	0.00				
30	SHOP AREA	CL	SF	0.0120		0	0.00	0.00	64	WOOD	PERI	SF	0.1200		0			0.00	0.00				
3	JANITOR CLOSET	CL	EA	10.0000		0	0.00	0.00	65	LAWNS (PUSH)	MOWP	SF	0.0120		0			0.00	0.00				
vv	SUBTOTAL						0.00	0.00	66	LAWNS (RIDER)	MOWR	SF	0.0060		0			0.00	0.00				
									67	HEDGE/ SHRUB	TRIM	LF	1.2000		0			0.00	0.00				
									68	SNOW	REMOV	LF	0.0150		0			0.00	0.00				
									69	P.O. BOXES	CL	EA	2.0000		0			0.00	0.00				
									70				0.2400					0.00	0.00				
									71				0.1300					0.00	0.00				
									72									0.00	0.00				
									73									0.00	0.00				
									74									0.00	0.00				
									75									0.00	0.00				
									76									0.00	0.00				
									76A									0.00	0.00				
									xxx	USPS other Mins.								0.00	0.00				
									xxx	From 4852 Additional (1-6)								0.00	0.00				
									76D	PROJECT WORK (other miscellaneous maintenance)								0.00	0.00				
									77	SUBTOTAL								0.00	0.00				

	USPS	APWU	
A	0.00	0.00	MIN/YR
B	0.00	0.00	MIN/YR
C	0.00	0.00	MIN/YR
D	0.00	0.00	WH/YR
E		0.00	H/YR
F		0.00	H/YR
G		0.00	H/YR
H	0.00	0.00	WH/YR
J	0.00	0.00	WK HRS PER WEEK
K	0.00	0.00	WORK YRS
L	0	0	TOTAL EMPLOYEES

PL	Police	DM	Damp Mop
CL	Clean	SF	Square Feet
WM	Wet Mop	VS	Vacuum Scrub

APWU Staffing Advocate (signature)

6/17/2019 10:50

Prepared by:

AMERICAN POSTAL WORKERS UNION AFL-CIO

APWU Form 4852 Additional Page 1- Right Side							USPS Total	APWU Total
LOCATION:		0						
POST OFFICE:		0						
4852 Line #	DESCRIPTION (ANNUAL)	Unit Performance	Units or Sq Ft	USPS New Frequency	APWU Units	APWU Frequency		
33	LIGHT FIXTURES-feather	0.2500					0.00	0.00
34	LIGHT FIXTURES-cloth	1.5000					0.00	0.00
35	LIGHT FIXTURES-vacuum	1.0000					0.00	0.00
36	LIGHT FIXTURES-sponge	10.0000					0.00	0.00
37	LIGHT FIXTURES-louwer tank	8.8900					0.00	0.00
38	LIGHT FIXTURES-louwer machine	5.0000					0.00	0.00
39	VENETIAN BLINDS -wash	30.0000					0.00	0.00
40	VENETIAN BLINDS-dust	5.0000					0.00	0.00
41	LOBBY GLASS-wash	0.1790					0.00	0.00
42	EXTERIOR GLASS-wash	0.1790					0.00	0.00
43	INTERIOR GLASS-wash	0.1790					0.00	0.00
44	WORKROOM PIPES/ DUCTS-dust	0.0690					0.00	0.00
45	OTHER PIPES/ DUCTS-dust	0.0480					0.00	0.00
46	LOOKOUT GALLERY-clean	0.4800					0.00	0.00
47	CARRIERS CASE-clean	4.0000					0.00	0.00
48	OTHER CASE	1.5000					0.00	0.00
49	EXT PAVED-broom	0.0060					0.00	0.00
50	EXT PAVED-power vac	0.0040					0.00	0.00
51	EXT PAVED-rider	0.0012					0.00	0.00
52	ACTIVE STORAGE-clean	0.0120					0.00	0.00
53	INACTIVE STORAGE-clean	0.0120					0.00	0.00
54	RESILENT FL -damp mop	0.0150					0.00	0.00
55	RESILENT FL -initial	0.2400					0.00	0.00
56	RESILENT FL -Periodic	0.0960					0.00	0.00
57	TERRAZZO-initial	0.2400					0.00	0.00
58	TERRAZZO-periodic	0.1200					0.00	0.00
59	CONCRETE-initial	0.2400					0.00	0.00
60	CONCRETE- periodic	0.0960					0.00	0.00
61	CARPET-shampoo	0.2400					0.00	0.00
62	CARPET -spot	0.1200					0.00	0.00
63	WOOD-initial	0.2400					0.00	0.00
64	WOOD-periodic	0.1200					0.00	0.00
65	LAWNS-push	0.0120					0.00	0.00
66	LAWNS-rider	0.0060					0.00	0.00
67	HEDGE/ SHRUB- trim	1.2000					0.00	0.00
68	SNOW-remove	0.0150					0.00	0.00
69	P.O. BOX	2.0000					0.00	0.00
TOTAL							0.00	0.00

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APWU Form 4852 Additional Page 2 - Right Side							USPS Total	APWU Total
LOCATION:		0						
POST OFFICE:		0						
4852 Line #	DESCRIPTION (ANNUAL)	Unit Performance	Units or Sq Ft	USPS New Frequency	APWU Units	APWU Frequency		
33	LIGHT FIXTURES-feather	0.2500					0.00	0.00
34	LIGHT FIXTURES-cloth	1.5000					0.00	0.00
35	LIGHT FIXTURES-vacuum	1.0000					0.00	0.00
36	LIGHT FIXTURES-sponge	10.0000					0.00	0.00
37	LIGHT FIXTURES-louwer tank	8.8900					0.00	0.00
38	LIGHT FIXTURES-louwer machine	5.0000					0.00	0.00
39	VENETIAN BLINDS -wash	30.0000					0.00	0.00
40	VENETIAN BLINDS-dust	5.0000					0.00	0.00
41	LOBBY GLASS-wash	0.1790					0.00	0.00
42	EXTERIOR GLASS-wash	0.1790					0.00	0.00
43	INTERIOR GLASS-wash	0.1790					0.00	0.00
44	WORKROOM PIPES/ DUCTS-dust	0.0690					0.00	0.00
45	OTHER PIPES/ DUCTS-dust	0.0480					0.00	0.00
46	LOOKOUT GALLERY-clean	0.4800					0.00	0.00
47	CARRIERS CASE-clean	4.0000					0.00	0.00
48	OTHER CASE	1.5000					0.00	0.00
49	EXT PAVED-broom	0.0060					0.00	0.00
50	EXT PAVED-power vac	0.0040					0.00	0.00
51	EXT PAVED-rider	0.0012					0.00	0.00
52	ACTIVE STORAGE-clean	0.0120					0.00	0.00
53	INACTIVE STORAGE-clean	0.0120					0.00	0.00
54	RESILENT FL -damp mop	0.0150					0.00	0.00
55	RESILENT FL -initial	0.2400					0.00	0.00
56	RESILENT FL -Periodic	0.0960					0.00	0.00
57	TERRAZZO-initial	0.2400					0.00	0.00
58	TERRAZZO-periodic	0.1200					0.00	0.00
59	CONCRETE-initial	0.2400					0.00	0.00
60	CONCRETE- periodic	0.0960					0.00	0.00
61	CARPET-shampoo	0.2400					0.00	0.00
62	CARPET -spot	0.1200					0.00	0.00
63	WOOD-initial	0.2400					0.00	0.00
64	WOOD-periodic	0.1200					0.00	0.00
65	LAWNS-push	0.0120					0.00	0.00
66	LAWNS-rider	0.0060					0.00	0.00
67	HEDGE/ SHRUB- trim	1.2000					0.00	0.00
68	SNOW-remove	0.0150					0.00	0.00
69	P.O. BOX	2.0000					0.00	0.00
TOTAL							0.00	0.00


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APWU CUSTODIAL SCHEDULING WORKSHEET (WEEKLY)		LOCATION/ FACILITY:			
		POST OFFICE:			
4852 Line #	DESCRIPTION (WEEKLY)	TOUR	UNITS or SQ FT	TIMES PER WEEK	TOTAL
1	WORKROOM TOILETS-clean				0
2	WORKROOM TOILETS-police				0
3	OFFICE TOILETS-clean				0
4	LUNCH/ SWING RMS-clean				0
5	LUNCH/ SWING RMS-police				0
6	LUNCH/ SWING RMS-wet mop				0
7	LOCKER ROOMS-clean				0
8	LOCKER ROOMS-police				0
9	LOCKER ROOMS-wet mop				0
10	WORKROOM-clean				0
11	WORKROOM-police				0
12	OFFICES-clean				0
13	SUPPLY ROOMS-clean				0
14	FREIGHT ELEVATORS-police				0
15	PASSENGER ELEVATORS-clean				0
16	EXT UNPAVED-clean				0
17	PLATFORMS-clean				0
18	PLATFORMS-police				0
19	SERVICE/ BOX LOBBY-clean				0
20	SERVICE/ BOX LOBBY-police				0
21	SERVICE/ BOX LOBBY-wet mop				0
22	SERVICE/ BOX LOBBY-Vac scrub				0
23	SERVICE/ BOX LOBBY-damp mop				0
24	STAIRWAYS 12' -clean				0
25	STAIRWAYS 12' -police				0
26	CORRIDORS-clean				0
27	CORRIDORS-damp mop				0
28	CORRIDORS- vacuum scrub				0
29	CORRIDORS-police				0
30	SHOP AREAS-clean				0
31	JANITOR CLOSET-clean				0
TOTAL →					0

APWU CUSTODIAL SCHEDULING WORKSHEET (ANNUAL)		LOCATION/ FACILITY:	
		POST OFFICE:	
4852 Line #	DESCRIPTION (ANNUAL)	TOUR	QUANTITY
33	LIGHT FIXTURES-feather		
34	LIGHT FIXTURES-cloth		
35	LIGHT FIXTURES-vacuum		
36	LIGHT FIXTURES-sponge		
37	LIGHT FIXTURES-louver tank		
38	LIGHT FIXTURES-louver machine		
39	VENETIAN BLINDS -wash		
40	VENETIAN BLINDS-dust		
41	LOBBY GLASS-wash		
42	EXTERIOR GLASS-wash		
43	INTERIOR GLASS-wash		
44	WORKROOM PIPES/ DUCTS-dust		
45	OTHER PIPES/ DUCTS-dust		
46	LOOKOUT GALLERY-clean		
47	CARRIERS CASE-clean		
48	OTHER CASE		
49	EXT PAVED-broom		
50	EXT PAVED-power vac		
51	EXT PAVED-rider		
52	ACTIVE STORAGE-clean		
53	INACTIVE STORAGE-clean		
54	RESILENT FL -damp mop		
55	RESILENT FL -initial		
56	RESILENT FL -Periodic		
57	TERRAZZO-initial		
58	TERRAZZO-periodic		
59	CONCRETE-initial		
60	CONCRETE- periodic		
61	CARPET-shampoo		
62	CARPET -spot		
63	WOOD-initial		
64	WOOD-periodic		
65	LAWNS-push		
66	LAWNS-rider		
67	HEDGE/ SHRUB- trim		
68	SNOW-remove		
69	P.O. BOX		

**DATA
ENTRY
FORM**

PROJECT WORK APWU (ANNUAL) DESCRIPTION e.g. Work Order # or project task (ANNUAL)	LOCATION/ FACILITY: Arlington Heights, IL.		
	POST OFFICE: Arlington Heights, Main Office		
	Total cleaning mins per day	Frequency of cleaning per year	Total Work Mins
			0
			0
			0
			0
			0
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			0
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			0
			0
TOTAL 			0

AMERICAN POSTAL WORKERS UNION AFL-CIO

Missing Building Inventory : Form 4869			LOCATION/ FACILITY:					POST OFFICE:					DATE: COMPLETED BY:				
ROOM/ LOCATION	DESCRIPTION	TYPE OF SPACE	SQ. FT. OF AREA	TOILET FIXTURE/ FLIGHTS	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MSC. CR= CERMIC FLOOR DE= DECORE METAL TZ= TERRAZZO PB= PO BOX HS= SHRUBS & HEDGES PD= PIPES & DUCTS WS= CERAMIC WALLS OP= OTHER PIPES & DUCTS	
					SUSP. FLUOR	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ FT.	EXTER. SQ. FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRET		
TOTALS →				0	0	0	0	0	0	0	0	0	0	0	0		

This form is for personal notes
ONLY

Worksheet 4852 COMP

Clear the appropriate cells from the Data Entry Form worksheet and returns to the 4852 COMP worksheet to clear any APWU entered frequency. USPS data that was entered remains unchanged.

Notes on far right such as "Entry Required", "Check ...", and "OK" are tests to ensure the proper data is entered in the space(s) to the left. For example, there must be an entry made in the Interior and Exterior Square Footage blocks and the total of the sq. ft. in lines 49 - 51 must equal the ext. sq. ft. above.

An entry must be made in the USPS side of lines E, F & G. The APWU side will automatically calculate using our defaults for training, breaks and washups.

First 8 rows are frozen to allow for the headings to stay visible while scrolling down the page.

Line 76D is reserved for 'Project Work' or 'Miscellaneous Maintenance'. These are one time projects or a compilation of job tasks from work orders with the 06 work code. The total is from the Data Entry Form worksheet and cannot be entered on the 4852 page.