

Appendix B

Form 919, Facility Planning Data



Facility Planning Concept

Original:

Revised:

U. S. Postal Service FACILITY PLANNING CONCEPT																																																																
Post Office, State and ZIP+4 Code		Postal Unit		County																																																												
DATE	Original:		Revised:	<input type="checkbox"/> Notes																																																												
A1. GENERAL JUSTIFICATION																																																																
1.																																																																
2. SPECIFIC JUSTIFICATION																																																																
>>> Click here to type in problem definition (See MI AS-520-96-9)																																																																
3. POPULATION STATISTICS (from APPENDIX B)																																																																
5 years ago	Present	Move-in	10 years	Annual Change																																																												
4. DESCRIPTION OF PRESENT FACILITIES																																																																
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U. S. Postal Service FACILITY PLANNING CONCEPT			
Post Office, State and ZIP+4 Code		Postal Unit	County
DATE	Original:	Revised:	<input type="checkbox"/> Notes

B. FUNCTIONS

The proposed facility will serve as a(n) _____ and provide:

-
-
-
- Other(s): _____

C. DISTRIBUTION CONCEPT

1. Originating will be processed at _____

2. Automated distribution will be processed at _____

3. Destinating distribution will be performed for:

-
-
-
-
-
- Other(s): _____

4. Automation Equipment (10 Year Requirements)

Type of Equipment	Number	Number of ZIP Codes to Be Processed	Number of Routes to Be Processed
DBCS	_____	_____	_____
CSBCS	_____	_____	_____

5. Equipment (10 Year Requirements)

Letter Cases

Opening Unit

Flat Cases

Cancel/Stage Operation

>>>Click here to explain equipment requirements (optional)

U. S. Postal Service FACILITY PLANNING CONCEPT			
Post Office, State and ZIP+4 Code	Postal Unit	County	
DATE	Original:	Revised:	<input type="checkbox"/> Notes

D. DELIVERY CONCEPT

ZIP Code Present City Routes _____ Present Rural Routes _____ Present HCR/PP Routes _____ City Routes - 10 Year _____ Rural Routes - 10 Year _____ HCR Routes - 10 Year _____				
--	--	--	--	--

E. RETAIL CONCEPT

1. The following service will be provided: _____ >>>Click here to add retail comments (optional)																								
2. Contract Stations/Other Retail The following contract stations are within the preferred area: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: right; padding-right: 10px;">Name</td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Annual Cost</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Annual Revenue</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Disposition</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> >>>Click here to add contract station/other retail comments (optional)					Name					Annual Cost					Annual Revenue					Disposition				
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Disposition																								

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U. S. Postal Service FACILITY PLANNING CONCEPT			
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F. VEHICLE MAINTENANCE CONCEPT

Vehicles at this facility will be fueled and washed by: _____

G. FACILITIES AFFECTED

The disposition of the following facilities is:

Facility Name:				
Disposition:				
Description:				

H. SITE INFORMATION

1. Boundaries of preferred area:

North by:

South by:

East by:

West by:

2. This area was selected because:

-
-
-
-
-

Other: _____

3. Map is attached.

<p align="center">U. S. Postal Service</p> <p align="center">FACILITY PLANNING CONCEPT</p>				
Post Office, State and ZIP+4 Code		Postal Unit		County
DATE	Original:		Revised:	<input type="checkbox"/> Notes

I. ALTERNATIVES

The following preliminary alternatives will be considered in the proposed facility project. Through the process of the DAR, the most beneficial alternative(s) will be selected:

K. SUPPLEMENTAL DATA

U. S. Postal Service					
FACILITY PLANNING CONCEPT					
Post Office, State and ZIP+4 Code			Postal Unit		County
DATE	Original:		Revised:		<input type="checkbox"/> Notes

APPENDIX A - EMPLOYEE COMPLEMENT

		Present		Move-in		10 Year	
		Total	Peak	Total	Peak	Total	Peak
Postmaster	(EAS-20)						
Manager, Cust. Serv.							
Supervisors							
Carriers							
City Foot Rts							
City Motorized Rts							
T-6							
PTF							
Rural							
RCR/RCA							
HCR/PP							
Clerks							
Window							
Regular							
PTF							
Distribution							
Regular							
PTF							
CSBCS							
Custodian							
TOTALS							

	Present		Move-in		10 Year	
	Male	Female	Male	Female	Male	Female
Total						
Peak						

_____ % of complement are female.

_____ % of complement will be female at move-in & 10 year

U. S. Postal Service FACILITY PLANNING CONCEPT																																																																																																																																																																													
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U. S. Postal Service FACILITY PLANNING CONCEPT					
Post Office, State and ZIP+4 Code		Postal Unit		County	
DATE	Original:		Revised:		<input type="checkbox"/> Notes
APPENDIX C - DELIVERY					
ZIP Code	_____	_____	_____	_____	<u>TOTALS</u>
Possible City Deliveries	_____	_____	_____	_____	
Number of Present City Routes	_____	_____	_____	_____	_____
Actual YTD DPH	_____	_____	_____	_____	
Current Street Time (Hrs.)	_____	_____	_____	_____	
Move-in Total Deliveries					_____
Move-in DPH Goal	_____	_____	_____	_____	
Move-in Projected Street Time	_____	_____	_____	_____	
Move-in Routes					_____
Ten Year Total Deliveries					_____
Ten Year DPH Goal	_____	_____	_____	_____	
Projected Street Time (10-Year)	_____	_____	_____	_____	
Ten Year Routes					_____
Present HCR/PP	_____	_____	_____	_____	
Possible Rural Deliveries	_____	_____	_____	_____	
Number of Present Rural Routes	_____	_____	_____	_____	_____
Actual YTD DPH	_____	_____	_____	_____	
Current Street Time (Hrs.)	_____	_____	_____	_____	
Move-in Total Deliveries					_____
Move-in DPH Goal	_____	_____	_____	_____	
Move-in Projected Street Time	_____	_____	_____	_____	
Move-in Routes					_____
Ten Year Total Deliveries					_____
Ten Year DPH Goal	_____	_____	_____	_____	
Projected Street Time (10-Year)	_____	_____	_____	_____	
Ten Year Routes					_____
HCR/PP (10-Year)	_____	_____	_____	_____	
<input type="checkbox"/> Some of these ZIP Code areas' routes are being consolidated from other offices.					

PS Form 919, June 1999, FPC Appendix C

U. S. Postal Service FACILITY PLANNING CONCEPT				
Post Office, State and ZIP+4 Code		Postal Unit		County
DATE	Original:		Revised:	<input type="checkbox"/> Notes

APPENDIX D - PO BOX DATA

Size	Present	Rented	Move-in Requirements	Annual Increase	10 Year	Module
1-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3-4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4-2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5-1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Totals	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Walk-in Revenue Projected (\$000):			<input type="text"/>			
Peak Workload/Hour:			<input type="text"/>			
>>>Click here to type in retail details (optional)						

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U. S. Postal Service FACILITY PLANNING DATA				
Post Office, State and ZIP+4 Code		Postal Unit		County
DATE: Original		Revised Date:		

A. PROJECTIONS

	5-Yrs Ago	Present	Move-In	10 Year	% Change
DELIVERIES					
POPULATION					
NUMBER ROUTES					
NUMBER P. O. BOXES					

B. BUILDING AND SITE-SIZE REQUIREMENTS

	Present Sq. Ft.	10 Year Sq. Ft.
BUILDING (including platform)		
SITE		

C. PREFERRED SITE AREA

Describe Boundaries: <div style="display: flex; justify-content: space-between;"> <div>North -</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>South -</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>East -</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>West -</div> <div></div> </div>

D. SIGNATURES

Prepared By:		
Signature	Facilities Specialist	Date
Reviewed By:		
Signature	Postal Operations Analyst	Date
Approved By:		
Signature	Postmaster	Date
Signature	Mgr., Administrative Services	Date
Signature	Mgr., Marketing	Date
Signature	Mgr., Post Office Operations	Date
Signature	District Manager	Date

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Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

10 YEAR GROSS BUILDING AND 20 YEAR SITE-SIZE REQUIREMENTS					
	PRESENT NET S.F.	10 YEAR NET AREA	ADJ. FACTOR	10 YEAR GROSS AREA	MODULE
1a. LOBBY AREA					Retail
1b. OFFICE AREA					Admin
2. WORKROOM					Workroom
3a. SUPPORT					Support
3b. BMEU					BMEU
4. SUBTOTAL, NET INTERIOR					CV
5. MECH. EQUIP. ROOM 5% (Present space includes misc. areas)					
6. PLATFORM					Platform
7. INT. LOG AREA @ 7%					
8. TOTAL BUILDING (Post to Page 1 Sect. B)					
9. TOTAL BLDG FLOOR AREA					
9a. Parking Facility Size for cost estimating only - Not in line 17 Total (Enclosed @ 40% over criteria for all vehicles qualified)					
10. CARRIER LOADING SLAB - Not in line 17 Total					
11. MANEUVERING AREA					
12. PARKING (Includes covered postal vehicle parking)					
13. MISCELLANEOUS OUTSIDE AREAS					
14. VEHICLE FUELING					
15. SUBTOTAL					
16. CIRCULATION, LANDSCAPING, SIDEWALKS, ETC.					
17. 10 YEAR SITE SIZE				ACRES	
18. 20 YEAR SITE EXPANSION (Not Required)					
19. 20 YEAR USABLE SITE AREA REQUIRED					
20. 20 YEAR MINIMUM SETBACK REQUIRED					
21. TOTAL SITE SIZE REQUIRED				ACRES	
OPTIMAL SITE LENGTH				FEET	
OPTIMAL SITE WIDTH				FEET	

PS Form 919, June 1999, Pg.2

Post Office, State and Zip+4 Code	Postal Unit	Date	<input type="checkbox"/> Notes
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Public Service Areas
A. Retail Module

Peak Hour Workload (From FPC)		
Projected Population Increase per Year (From FPC)		
Number of years (10 years less present)		IRT's
Projected Transactions - 10 Years		
RETAIL MODULE:		
Square Feet for the Retail Module		

B. PO Box Sections

Size	Present		Move-in		10 Year Needed	Modules Needed	Sections Required
	Boxes Inst.	Boxes Rented	Boxes	Modules			
1 (2901 = 12 per module)							
2 (2902 = 8 per module)							
3 (2903 = 4 per module)							
4 (2904 = 2 per module)							
5 (2905 = 1 per module)							
Blank Modules							
Total --->							
LENGTH OF BOX SCREENLINE - FEET							

C. Parcel Lockers

	Boxes L.F.		Factor	Lockers L.F.	
Move-in		/20 = x	2 =		
Ten Year		/20 = x	2 =		
Total sections and PO Box lockers required - 10 years					
Deduct: Sections included with retail module					
Net additional sections needed					

D. Office Space Requirements

Admin Module No.

1. Postmaster/Installation Head		
2. Customer Service Manager		
3. Conference Room		
4. General Office		
5. Delivery Supv. General		
6. Unisex Toilet		
7. Janitor's Closet		
8. Storage/Electric Closet		
9. MDF/LAN		
10. Storage		
11. Corridor		
Office Space Provided by Admin Module (To page 2)		

E. Lobby Totals

Present	10 YEAR	
Retail Areas		
P.O. Boxes and Parcel Lockers	P.O. Boxes and Parcel Lockers	
	Pub Svc.Area	
Total Area (From page 2) =	Total Area (To page 2) =	

Appendix B

Space Requirements

Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

Work Station Units	Type Dist.	Sq.Ft. in use now	No. Needed	10 Year Sq.Ft.
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A. Originating Mail

420.002	49 Separation Canceling Workstation with Cancel Machine			
Staging Factor 20%				
Subtotal --->				

B. Destinating Mail

431.001	Letter Distribution Workstation Open Back (77 Separation)			
435.001	Flat Workstation - Open Back, 60 Separations			
420.013	Storage and Cutting			
	17 Stacker CSBCS			
	Bullpen Space for CSBCS			
542.101	Maintenance Spare Parts for CSBCS			
	Delivery Barcode Sorters			
Staging Factor 15%				
Subtotal --->				

C. Carrier Section

520.001	Carrier Space Planning for First 25 Routes			
520.002	Carrier Space Planning for additional routes			
Subtotal --->				

D. Other Workroom

	BMEU Staging			
	Inspection Service Investigative Office			
	Workroom Extension/Overlap (<i>From Other Modules; not incl. in line 48</i>)			
	Office space not in Admin. Module (<i>From Page 5</i>)			
	Carrier Vestibule (CV) CV Module			
Subtotal --->				

E. Subtotal (<i>Sections A, B, C and D-Insp. Svc</i>) --->			
F. Equipment Staging Factor			
G. Equipment Staging			
H. Subtotal (<i>E & G</i>) --->			
I. Workroom Adjustment Factor			
J. Workroom Adjustment			
K. Total (<i>Sections H and J+ Insp. Svc.</i>) ---> (<i>Post 10 yr to p. 2</i>)			
Workroom (<i>+/- Workroom Extension/Overlap</i>)			

Post Office, State and Zip+4 Code	Postal Unit	Date	<input type="checkbox"/> Notes
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SUPPORT AREAS

A. Office Space Requirements

	Square Feet	
	Now	10-Year
Subtotal --->		

B. Maintenance and Building Service

Janitor Closet		
Custodial Supplies		
Building and Grounds		
Subtotal --->		

C. Storage

Postal Supplies		
Postal Records		
General Storage		
Postal Equipment		
Subtotal --->		

D. Employee Facilities

	No. of Employees				
	Now	M-I	10 Yr		
Locker Room - Male					
Locker Room - Female					
Lunchroom (40% peak)					
Lunchroom Vending Machines					
Restroom-Male					
Restroom-Female					
Subtotal --->					

E. Miscellaneous Support Areas

Electrical Room		
Workroom Staging/Delivery Confirmation		
Recycle		
Battery Charge/Flammable Liquid Storage		
Subtotal --->		

F. Business Mail Entry Unit

Type	Now				10 Yr	Module
Business Mail Entry Unit						
Subtotal --->						

Total Support Area --->		
Support Module (SM)		SM

Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

PLATFORM AND MANEUVERING AREAS**A. Platform Size**

Height Above Apron	0	Present		0	10 Years
	30"	50"		30"	50"
No. of Spaces <i>(Not for carrier delivery routes)</i>					
			Enclosed Platform		
Platform modules available are listed below					
<i>*(Includes vestibule)</i>			Sq. Ft.*	30"	50"
Platform 1			1430	1	1
Platform 2			1745	2	1
Platform 3			2165	2	2
Platform 4			2580	2	3
Platform 5			2900	3	3
Present Platform <i>(Sq.Ft.)</i>				Square Feet	
Platform Width				Module	

B. Carrier Loading Slab

	Present		0	10 Years
			Vehicles	Sq. Ft.
Number of Vehicles				
Loading Slab @ 50% <i>(Post 10-year total to page 2)</i>				

C. Special Platform Requirements

1. Number of Platform Leveling Devices	Present		10 Year	
			30"	50"
A. Electro-Hydraulic Flip Ramps				
B. Dock Leveler 6' x 10'				
C. Scissors Lift				
D. Other				
2. Built-in Platform Scales Location:			Capacity	

D. Platform Maneuvering Area

Dimensions	Present		10 Year
Width			
Depth			
Area <i>(Sq.Ft.)</i> <i>(Post 10-year total to Page 2)</i>			

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Post Office, State and Zip+4 Code	Postal Unit	Date
<input type="checkbox"/> Notes		

PARKING, MISCELLANEOUS OUTSIDE AREAS, AND FUELING**A. Number of Parking Spaces**

Type of Vehicle		Now-in-Use			10 Years	
		No.	Sq.Ft.	No.	Sq.Ft.	
Customer	270					
Customer(Accessible)	390					
Employee	270					
Employee(Accessible)	390					
Official	270					
Rural Routes	250					
Long Life Vehicles	250					
Long Life Reserve	250					
Trucks (1 Ton)	300					
Trucks (2-1/2 Ton)	330					
Trucks (5/7 Ton)	550					
Tractor	350					
Trailer	800					
Firm Mailers	270					
Total (Post 10-year total to page 2)						
Enclosed USPS (If required Sq.Ft. factored by 140%) Vehicle Parking <input style="width: 50px;" type="text"/> (enter yes or no)				Covered USPS Vehicle Parking <input style="width: 50px;" type="text"/>		
				Headbolt Heaters <input style="width: 50px;" type="text"/>		

B. Miscellaneous Outside Areas

				Footprint
1. Trash Container	Y/N			
2. Snorkel Lane	Y/N			
3. LOG Entry Area	Y/N			
4. Outside Storage	Y/N			
5. Trash Recycling				
6. Total Miscellaneous Outside Area				(Post 10-year total to page 2)

C. Vehicle Fueling

Vehicle Fueling Island (Post to Page 2)	10 Year Sq. Ft.
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Post Office, State and ZIP+4 Code	Postal Unit	Date
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EXPLANATORY NOTES

Note	Pg.	Sec.	
1	2	2	Workroom square footages may not match actual module drawings due to extension/overlap of administrative and support modules. >>>Click here to type in other notes

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United States Postal Service

Facility Space and Condition Evaluation

Post Office Name, State, and ZIP + 4				Postal Unit		
				Date		

Calculations						
Area	10-Year	Now in Use	Per Cent Deficient	Total 10-Year Complement Factor	Constant Factor	Total Points
Workroom				1.00	0.65	
Lobby/Office				1.00	0.20	
Parking/ Maneuvering				1.00	0.15	
				1. Building Subtotal		
Preemptive Adjustment				2. Preemptive Adjustment		
				3. Subtotal		
Area Justification				4. Area Adjustment		
				5. Total		

Approval Signatures	
Evaluator	Date
Manager, Administrative Services	Date
Postmaster	Date
District Manager	Date

Preparation	
Facilities Specialist Signature	Date

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