Introduction — Guidelines and Instructions

I1 Introduction

I11 General

This handbook contains general instructions needed to develop the basic data necessary to complete the computerized Facility Planning Concept (FPC) for small customer service facilities less than 9,000 square feet; Form 919, *Facility Planning Data;* Form 929, *Major Facility Planning Data;* square footage requirements of the delivery workroom floor area; and space requirements for remote encoding centers (RECs). The instructions for the computerized FPC are contained in Chapter 1. Detailed instructions for completing Forms 919 and 929 are provided in Chapters 2 and 3. Basic information and instructions necessary to determine the square footage requirements of the delivery workroom floor are provided in Chapter 5. Space requirements for RECs are found in Chapter 6. Appendix A contains a copy of the computerized FPC, Appendix B contains Form 919 and Form 2282, *Facility Space and Condition Evaluation,* and Appendix C contains Form 929. Contact the local facilities service office (FSO) for the latest FPC planning model.

I12 Basic Criteria Assumptions

Space standards and equipment layout criteria contained in this handbook are based on Postal Service experience. The space requirements herein are to be used as standards for developing space requirements for facility projects.

I13 Projection Requirements

Handbook F-66, *General Investment Policies and Procedures,* establishes the requirement that the size of new customer service facilities be sufficient for 10 years after move-in. Exceptions such as expansions that maximize the available site area but do not meet the 10-year requirement must be requested through the manager of Facilities Planning and Approval, Headquarters. The normal planning and construction process takes approximately 2 years to complete; thus, projected needs are established for

12 years (2 investment years and 10 operating years). This criterion can vary depending on the type and size of the project.

I14 Project Planning Schedule

FSOs will establish a milestone schedule for customer service projects based on the approved 5-year capital plan. Facilities Planning and Approval will establish a milestone schedule for major projects based on the approved 5-year capital plan for new facilities.

I2 Description of Chapters 1 and 2

I21 Contents of Chapter 1

Chapter 1 contains instructions to determine building requirements from matrices for facilities less than 9,000 square feet. To simplify the process for this size project, Form 919 is no longer to be used. A computerized FPC has been developed that serves as both an FPC and a space package. Chapter 1 provides a step-by-step guide for completing that package. A matrix has been built into the most current version of the FPC so that, once the FPC is completed, the type of building is chosen automatically. This chapter also gives information on obtaining required information for retail and delivery functions which is needed to complete the FPC.

I22 Contents of Chapter 2

Chapter 2 contains guidelines for filling out Form 919, *Facility Planning Data,* for customer service buildings greater than 9,000 square feet. A major change is the inclusion of new medium standard building designs. These building designs consist of several modules: retail, administrative, workroom, support, and platform. The modules are described in the appropriate sections of this handbook.

I23 Baseline Projections (Form 919)

The population growth factors used to project move-in and 10-year requirements in Form 919 are estimates based on present environmental and operational conditions. Retail data along with local delivery records should be analyzed. Local government planning commissions combined with census and utility company records are suitable sources of projected-growth information. The analyst should use all available sources when developing the baseline criteria and projecting move-in and 10-year needs. These projections must be closely coordinated with local management officials.

I24 Postal Retail Store

All building designs have incorporated the Postal Retail Store. There are two options as follows: open merchandising, when justified, and limited open merchandising.

I25 Method for Selecting a Standard Building Design

Select a module of the small or medium standard building designs that will provide space requirements most closely approximating the corresponding 10-year needs.

I3 Description of Chapter 3

Chapter 3 contains planning criteria and instructions for completing the computerized Form 929, *Major Facility Planning Data*. The changes in Chapter 3 are minor technical policy statements and editorial changes. Contact Systems/Process Integration, Technology Planning and Analysis, Engineering, for the newest version of Form 929.

I4 Description of Chapter 4

Chapter 4 provides space requirement drawings of workstation unit (WSU) layouts for visual reference. These WSUs are provided for mail processing operations, including mail preparation; distribution of letter and flat mail; distribution of irregular parcels and pieces; processing special category mail and distribution of parcel post; bulk sorting and material handling operations; computerized forwarding system (CFS) operations; and office and clerical operations. Section 34 instructs the analyst to use these WSUs in the assembly of the workspace requirements for processing and distribution centers and facilities. Changes to Chapter 4 include new templates for the delivery barcode sorter/optical character reader (DBCS/OCR), flat sorting machine model 1000 (FSM-1000), small parcel and bundle sorter (SPBS) with feed systems, multislide sorter, universal sorter sizes, draft versions of the two robotic tray handling systems (RTHSs), and scan-where-you-band (SWYB) operations for both letters and flats.

I5 Description of Chapter 5

Chapter 5 provides basic information and instructions necessary to determine the square footage requirements of the delivery workroom floor area for a new or expanded facility. A basic standardized formula (on a per route basis) has been developed to eliminate the need for local planners to calculate space for each individual piece of equipment normally associated with the delivery function.

I6 Description of Chapter 6

Chapter 6 contains information regarding the development of space requirements for postal remote encoding centers. The chapter includes background information on REC operations as well as information for sizing video display terminal (VDT) workrooms, offices, and employee facilities. Many of the requirements used for this chapter are based on existing postal standards or handbooks. Most RECs will be housed in existing leased space that will be modified in accordance with the “Design Guidelines for Remote Encoding Center (REC) Facilities,” available through Systems Integration Support, Processing Operations, Field Operations Support, Headquarters.