

2 Preparation of Form 919

21 General

211 Purpose

Chapter 2 provides space requirements, standards, and instructions for completing Form 919, *Facility Planning Data*, for customer service facilities over 9,000 square feet. Appendix B contains a hard copy of the Facility Planning Concept (FPC) and Form 919.

212 Order in Which Form 919 Is Completed

212.1 Preparation of Facility Planning Concept

See Management Instruction AS-520-96-9, Appendix A, for instructions on how to prepare the FPC portion of Form 919.

212.2 Page Sequence

The following sequence for preparing the pages will help the analyst develop a smooth flow of information for completing Form 919:

- a. Page 1 — Management summary and approval sheet.
- b. Page 2 — Net gross calculations.
- c. Page 3 — Public service areas.
- d. Page 4 — Workroom areas.
- e. Page 5 — Support areas.
- f. Page 6 — Platform and maneuvering areas.
- g. Page 7 — Parking, miscellaneous outside areas, and fueling.
- h. Page 8 — Section A: Local Statistics.
- i. Page 8 — Section B: Explanatory Notes.

212.3 Extra Pages

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

22 General Facility Data

221 Page 1: Management Summary and Approval Sheet

221.1 Section A: Projections

Provide the required information using available local data. Delivery data should include city, rural, and highway contract routes, but not post office (PO) box, caller service, or general deliveries. Present and future route information should agree with totals posted on Form 919, page 8, section A. Present and future totals for post office boxes should agree with totals posted on Form 919, page 3, section C. Indicate sources used for population and delivery data on Form 919, page 8, section B. Operations Program Support at the district supplies the delivery data and the Retail Analysis Program (RAP) study data. The district manager of Retail along with the local postmaster provides PO box projections. A PO box survey may be conducted to determine customer requirements prior to projecting future PO box needs.

221.2 Section B: Building and Site Size Requirements

Provide the required information after completing pages 2 through 8. Present data for section B can be obtained from the Facilities Management System for Windows (FMSWIN). FMSWIN identifies building total square feet (sq ft) and total site size information. The 10-year building area should reflect total building square feet, including the lookout gallery (LOG), from page 2, line 8. The 10-year and 20-year site requirements should agree with the figures posted on page 2, lines 17 and 19.

221.3 Section C: Preferred Site Area

Provide information about the preferred site area as required by the approved Facility Planning Concept.

221.4 Section D: Signatures

Complete the form and circulate it to obtain signatures as appropriate for current organizations.

222 Page 2: Gross Building and Site Size Requirements

Provide the required information for present and 10-year net area requirements after completing pages 3 through 8. Compute 10-year gross area using the factors provided. The calculations through line 21 will provide the total site size required. Consult the local real estate specialist about necessary provisions for setbacks, easements, etc. Complete the calculations for recommended minimums for site length and width as indicated on the form.

223 **Page 3: Public Service Areas**

223.1 **Section A: Retail Module**

223.11 **Determining the Retail Module**

223.111 **General**

For new facilities, use recent 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 919.

223.112 **Projecting the Move-In and 10-Year Workload**

With the district manager of Retail, project the workload for move-in and 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 919, page 8, section B.

223.113 **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 223.113.

223.12 **Recommended Self-Service Equipment**

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 223.12. Refer to Handbook PO-102, *Retail Vending Operational and Marketing Programs* (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 223.113

Retail Counter Configuration for Open Merchandising

Full-Service Retail Counters Required ¹	Equivalent Retail Workstations Needed		Postal Scales Needed	Recommended Vending Machines ²	Retail Modules and Square Footage			PO Box Sections Provided by Retail Module
	Retail Workstations	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

¹ Determined from the RAP study (see 223.111).² See 223.12 for this data.**Note:** One accessible full-service retail counter will be provided in each facility.

Exhibit 223.12

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)

223.13 **Type of Merchandising**223.131 **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. Generally, open merchandising is to be used for all medium standard building designs (MSBDs) (defined as customer service facilities between 9,000 square feet and 60,000 square feet).

223.132 **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 223.132.

Exhibit 223.132

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

223.14 **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 3 of Form 919, section A, on the last line. (Total square footage is entered rather than the length required.)

223.2 **Section B: PO Box Sections**

223.21 **Present Situation**

List the number of existing post office boxes (by size) installed and rented in the present facility. This data can be taken from the Retail Planning/Start-Up Questionnaire, which is prepared by the district retail specialist. If a waiting list for PO boxes exists, determine the number of customers currently on the waiting list. A PO box study may be conducted by the district manager of Retail to determine customer requirements. The study would include determining customer preferences for size of box, whether the customer is business or residential, and preferences for a PO box at the new location or at the existing location (when the existing facility is being retained).

223.22 **Projections**

Determine the number of boxes needed now and then the projected move-in and 10-year needs using the population growth factors, current waiting list information, and PO box study information if done. The district retail specialist provides this information on the Retail Planning/Start-Up Questionnaire.

223.23 Calculations

Complete section B using the following steps:

- a. Enter the number of boxes for move-in and 10 years after from the Retail Planning/Start-Up Questionnaire.
- b. Calculate the number of modules by dividing the number of boxes by the indicated number of boxes per module.
- c. Add sufficient blank panels to the move-in “Modules” column so that its total is equal to the 10-year column.
- d. Determine the total number of sections required by dividing the number of modules by 5. **Definition:** A post office 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.
- e. From the total number of sections required, subtract the number of sections provided by the retail module to determine the net additional sections needed (to be entered on last line of section C). For example, the analyst determines that the facility requires 51 sections. Since the analyst determined in section A that a Retail 2 module is necessary, the analyst checks Exhibit 223.113 for Retail 2 and determines that 16 sections are provided. Therefore, the net total sections needed 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 page 3.
- f. Once the additional sections are determined, multiply by 2 to determine the linear feet required. Compute the linear feet required for both move-in and 10-year number of PO boxes.

223.3 Section C: Parcel Lockers

The calculation of total parcel locker requirements is described in this paragraph. Divide the total linear feet of post office boxes for both move-in and 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 8. (For example, a count of parcel and bundled mail handled during the Function 4 reviews could be used as the rationale.) The use of other lockers can be arranged during the design phase of the project. Combine the number of PO box sections and parcel locker sections required to determine the box lobby extension (BLE) module needed.

223.4 Section D: Office Space Requirements

Office space requirements for MSBDs can be selected from the matrix shown in Exhibit 223.4. Select the appropriate module that most closely matches the requirements.

Exhibit 223.4

Office Space Requirements

Office Spaces	Sq Ft for Customer Services Modules						Sq Ft for Carrier Annex Admin Modules				
	1	2	3	4	5	6	1	2	3	4	5
1. Postmaster/installation head	160	160	160	160	160	160	160	160	160	160	160
2. Customer service manager	—	—	—	120	—	120	—	—	—	—	—
3. Conference room	—	—	205	—	205	—	—	—	200	200	200
4. General office	—	—	210	80	230	340	240	—	—	—	—
5. Delivery supv. general	—	210	—	210	—	680	—	565	765	1165	1565
6. Unisex toilet	55	50	50	50	50	50	—	—	—	—	—
7. Janitor's closet	50	30	30	30	30	30	—	—	—	—	—
8. Storage/electric closet	50	30	30	30	30	30	—	75	75	75	75
9. MDF/LAN	—	65	65	65	65	65	—	—	—	—	—
10. Storage	—	70	70	70	70	50	—	—	—	—	—
11. Corridor	145	255	350	355	370	455	—	—	—	—	—
TOTAL	460	870	1170	1170	1210	1980	400	800	1200	1600	2000

223.5 **Section E: Lobby Totals**223.51 **Summarization of Sections A Through D**

Post the present (from page 2) and 10-year retail area requirements from section A of this page on the first line of section E. On line 2 of section E, enter the present and 10-year PO box section and parcel locker requirements from sections B and C on this page. On line 3 of section E, enter square feet for a public service area if it is appropriate (see 223.52). Section D requirements are to be posted directly to line 1b on page 2. Total 10-year lobby area from section E is to be posted to line 1a on page 2.

223.52 **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 2 (excluding carriers).

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

23 Page 4: Workroom Areas

231 General

231.1 Proposed Functions

Provide space for proposed functions as outlined in the approved Facility Planning Concept.

231.2 Procedures

If originating and/or destinating mail processing distribution is not performed at the facility being surveyed, provide only the minimal space and equipment necessary to consolidate collection and local postmark cancellations and to perform distribution of residue and throwback mail.

231.3 Now-in-Use Space

Obtain now-in-use square footage for the present operation during the on-site visit. Post only totals, by section, for the column, and record the total on page 2.

231.4 Ten-Year Projections

These projections are based on the present population, post office boxes, and carrier operations escalated by growth factors.

231.5 Operational Space Requirements

Use the following information and the data contained in Chapters 4 and 5 to determine specific operational space requirements.

232 Section A: Originating Mail

232.1 Cull, Face, and Cancel Operations

Determine the operational space and equipment required to process existing cancellation volumes. Ten-year needs should be calculated from this base, using the growth factors. Consult with local officials and adjust the figures if necessary. Review workstation units (WSUs) 420001 through 420008a to determine appropriate space requirements.

232.2 Distribution Operations

Determine the space required for manual distribution operations using the originating (letter and flat) first handling pieces (FHP) mail volumes (determined from local records) and the number of now-in-use cases for each as a base. Calculate 10-year needs using this base multiplied by the population growth factor rounded to the next highest number. Calculate space requirements based on 65 square feet per letter case and 150 square feet per flat case.

232.3 **Dispatch Area**

Provide space for pouching sack rack, banding, and so forth as required, based on the number of dispatch separations needed for move-in and 10-years (WSUs 433001 through 433006).

233 **Section B: Destinating Mail**

233.1 **Considerations**

The analyst must consider present and future distribution scenarios (manual and automation) and associated equipment when projecting space for destinating mail processing operations.

233.2 **Manual Distribution**

Determine the space required for manual distribution using customer service destinating distribution mail volumes (determined from local records) and the number of now-in-use cases for each as a base. Calculate 10-year needs using this base multiplied by the population growth factor rounded to the next highest number. Calculate space requirements based on 65 square feet per letter case and 150 square feet per flat case.

233.3 **Automation Distribution**

233.31 **Delivery Barcode Sorter Equipment**

For those locations that will be installing delivery barcode sorter (DBCS) equipment, appropriate space must be considered in the planning stages for a new or upgraded facility to ensure its safe and efficient operation. Due to the fact that there are different models of this equipment, it is necessary to determine the specific manufacturer and model number of the equipment to be installed before space can be planned accurately. After receiving and confirming the manufacturer's name and the model number of the equipment, refer to section 432 of this handbook for information about the footprint of the machine as well as the square footage required for supporting equipment. WSU 432001 provides space for an electro-com automation (ECA) double-sided DBCS, WSU 432002 contains space for an ECA Phase II single-sided DBCS, WSU 432003 provides space for a Martin Marietta DBCS; and WSU 432012 contains space for an ECA DBCS/optical character reader (OCR).

233.32 **Carrier Sequence Barcode Sorter Equipment**

For those locations that will be installing carrier sequence barcode sorter (CSBCS) equipment, appropriate space must be considered in the planning stages for a new or upgraded facility to ensure its safe and efficient operation. Since the CSBCS is modular in nature and it is anticipated that all machines will ultimately have 17 stackers, allocate space based on the chart in Exhibit 233.32. It is unlikely that an office will receive only one machine. Generally, CSBCSs are deployed in pairs. If an office is to receive more than seven CSBCSs, the installation of DBCSs should be considered. To

determine the space for four or more CSBCSs, combine the appropriate WSUs.

Exhibit 233.32

CSBCS Space Allocation Chart

WSU Number	No. of Machines	No. of Stackers	Sq Ft Required	Maintenance Area Sq Ft	Bullpen Space Sq Ft	Total Sq Ft Required
542004	1	17	373	100	54	527
542005	2	17	660	100	108	868
542006	3	17	946	100	156	1202
542005(2)	4	17	1319	100	198	1617
542005,6	5	17	1606	100	285	1991
542006(2)	6	17	1892	100	295	2287
542005,6	7	17	2265	100	361	2726

234 Section C: Carrier Section

234.1 Carrier 10-Year Projections

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 must be adjusted to avoid overestimating or underestimating route requirements due to impending route adjustments. Calculations and assumptions for projecting carrier requirements should be recorded on page 8, section B.

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

234.2 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 these routes would be calculated as follows:

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

Therefore, a total of 5,540 square feet should be planned for the delivery workroom floor area in a new or renovated 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.

235 **Section D: Other Workroom Areas**

235.1 **Business Mail Entry Unit Staging**

Specific guidelines to determine space for platform acceptance units can be found in the *Business Mail Entry Unit Prototype Design Manual*, Appendix A (BMEU Estimating Procedure). On page 5 of Form 919, select the business mail entry unit (BMEU) module that most closely matches the requirements. Provide additional space in the workroom equal to one-half of the total business mail entry unit size for staging cleared mail for processing. If no module is selected, provide 200 square feet on the workroom. Post this total on Form 919, page 4, section D.

235.2 **Investigative Office Space**

If the building complement exceeds 20, a criminal investigative office (CIO) totaling 250 square feet will be located as a mezzanine on the workroom. The 250 square feet are subtracted from the subtotal on line E and are then added into the building total on page 2 of Form 919 so that this space is not included in the factor increases. Lookout galleries will not be constructed in facilities with workrooms less than 50,000 square feet. Instead, a closed-circuit television (CCTV) with a dome and/or track system along with recording and other electronic equipment are to be used. A CIO to view the workroom floor and to operate the surveillance system is included in the design. (See Handbook RE-5, *Building and Site Security Requirements*.) The MSBD plans have these requirements programmed into the modules. The chief postal inspector may request, in writing, a nondomicile office. The bathroom is an option and is at the discretion of the inspector in charge.

235.3 **Workroom Extension or Overlap**

In MSBDs, it is possible with certain module combinations to add a workroom extension or overlap based on the configuration of the modules. This space identifies the net impact of this overlap.

235.4 **Carrier Vestibule**

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. One vestibule is included in the workroom modules for MSBDs, except for workroom Module Number 1.

236 **Lines E Through K**

236.1 **General**

Complete lines E through K as indicated on the form.

236.2 Line I: Workroom Adjustment Factor

Determine the total net workroom area by applying an adjustment factor from the workroom area adjustment chart shown in Exhibit 236.2. These adjustment factors provide allowances for dedicated aisles and columns. Then compute the final net total as indicated on line K. Total space requirements are posted to the appropriate line on page 2.

Exhibit 236.2

Adjustment Factors for Workroom Areas

Workroom Area	Adjustment
0 to 4,999 sq ft	0.20
5,000 to 49,999 sq ft	0.22
50,000 sq ft and over	0.24

236.3 MSBD Workroom Module

MSBD plans have 12 workroom modules that are available, from which one is selected. Exhibit 236.3 shows the net and gross square feet provided by each module.

Exhibit 236.3

Square Footage Provided in MSBD Workroom Modules

Workroom Module	Net Sq Ft	Gross Sq Ft
Workroom 1	3200	3385
Workroom 2	4800	5088
Workroom 3	6000	6360
Workroom 4	8000	8480
Workroom 5	9600	9970
Workroom 6	12000	12480
Workroom 7	14400	14976
Workroom 8	16000	16640
Workroom 9	19200	19968
Workroom 10	22400	23046
Workroom 11	28000	28840
Workroom 12	35200	35935

24 Page 5: Support Areas

241 General

Obtain now-in-use data during the on-site visit. Post this data on page 5 in the appropriate section. Then post now-in-use totals on page 2.

242 Section A: Office Space Requirements

242.1 Private Offices

Enter only additional requested private office space that is not included on page 3 of Form 919. Determine office space from Exhibit 242.1. A private office is provided for supervisors only as required. Space is shown in square feet. This additional space will be shown in the workroom area.

Exhibit 242.1

Square Foot Space Requirements for Additional Private Offices

WSU Number	Level	Office Space Required	Secretary and/or Receptionist
493004	Postmaster and/or installation head	160 ¹	175 ²
493005	Postmaster and/or installation head	120 ³	—
493005	Supervisor	120	—

¹When retail module is included.

²When position is authorized.

³Without retail module.

242.2 General Office

The space for executive and administrative schedule (EAS) staff (100 square feet) and clerical staff (75 square feet) is to be provided in an open (general office) area. Reduce the requirement by 30 percent if system furniture is to be used.

243 Section B: Maintenance and Building Service

Exhibit 243a shows the square footage to be provided for each support module of the MSBDs. Exhibit 243b provides square footage requirements for maintenance and building services for other than MSBDs.

Exhibit 243a

Maintenance and Building Service Space Requirements (MSBD)

Support Module	Janitorial Sq Ft	Custodial Supplies Sq Ft	Building & Grounds Sq Ft
1	50	100	150
2	50	120	140
3	50	160	150
4	50	150	150
5	50	170	100
6	75	200	120
7	75	200	200
8	75	200	200
9	75	200	200
10	100	200	200
11	100	200	200

Exhibit 243b

Maintenance and Building Service Space Requirements (Other)

Maintenance and Building Service Areas	Total Lobby and Workroom Square Footage				
	0 to 5,999	6,000 to 12,999	13,000 to 20,999	21,000 to 40,999	41,000 and Up
Janitor's closet	50	50	50	50	100
Custodial supplies	100	150	175	200	250
Building and grounds ¹	100	100	150	200	250
Postal equipment	—	100	300	500	750
Battery charging room ²	—	—	75	75	150
Stockroom (parts, tools, materials, and mechanical supplies)	—	—	—	—	900
Area maintenance office shop ³	—	—	—	350	350

¹Double the square footage requirements if "ride-on" snow clearance equipment is necessary.

²Provide only when battery-powered equipment will be used. Verify with local management.

³Provide only when area maintenance office (AMO) technician is included in this facility complement.

244 Section C: Storage

244.1 Storage Provided by Module

Exhibit 244.1 shows the square footage to be provided for each type of storage area based on the chosen support module.

Exhibit 244.1

Storage Space Requirement by Support Module (MSBD)

Support Module	Square Feet Required for Storage Areas			
	Postal Equip	Postal Supply	Postal Records	General Storage
1	—	—	—	100
2	—	—	—	150
3	—	—	—	100
4	120	—	—	75
5	120	100	—	—
6	300	150	100	—
7	320	100	100	—
8	320	100	100	—
9	390	220	150	—
10	480	265	160	—
11	480	220	125	—

244.2 Other Storage

Exhibit 244.2 provides square footage requirements for storage space requirements for other than MSBDs.

Exhibit 244.2

Storage Space Requirement by Support Module (Other)

Other Storage Areas	Total Lobby and Workroom Square Footage				
	0 to 5,999	6,000 to 12,999	13,000 to 20,999	21,000 to 40,999	41,000 and Up
General storage	100–150	150	*	*	*
Postal supplies	*	*	100	250	400
Postal records	*	*	100	150	200

* Not planned for this size facility.

245 Section D: Employee Facilities

245.1 MSBD Square Foot Requirements

Exhibit 245.1 shows the square footage to be provided for each type of employee facility based on the selected support module. Otherwise, follow the general guidelines given in 245.2 through 245.6.

Exhibit 245.1

Square Footage for Employee Facilities (MSBD)

Support Module	Square Feet Required				
	Men's Locker	Women's Locker	Lunchroom	Men's Restroom	Women's Restroom
1	150	170	150	100	100
2	150	170	200	110	110
3	185	200	220	130	130
4	230	240	235	135	135
5	275	285	280	135	135
6	320	310	340	150	150
7	300	310	450	150	150
8	325	335	400	150	150
9	400	410	400	200	200
10	440	450	520	275	275
11	600	610	600	275	275

245.2 Locker Rooms, Nonsupervisor

If neither the male nor female total complement exceeds 10, provide 6 square feet of space per person on the workroom floor for lockers. If either the male or female complement exceeds 10, provide separate locker rooms based on 6 square feet per person. Include 60 square feet in the female locker room for a cot. The minimum size of any locker room is 120 square feet.

245.3 Locker Rooms, Supervisor

If the total number of supervisors is 10 or less, include the supervisors' lockers with the other employees'. If the total number of supervisors is more than 10, provide both male and female supervisors with a locker room. Use the same criteria as for nonsupervisor locker rooms to determine size.

245.4 Lunchroom and Vending Machines

Exhibit 245.4 shows the square footage to be provided for lunchrooms and their vending machines based on number of employees and vending machines. Provide 25 square feet for each vending machine and up to 100 square feet of storage area for three or more machines.

Exhibit 245.4

Lunchroom Space Requirements Based on Number of Employees and Vending Machines

Number Employees	Square Feet Required
0 to 5	100 (workroom area)
6 or more	15 per employee (separate area) plus 25 per vending machine

Note: When sizing lunchrooms, consult with local management to determine the customary use of the lunchroom by carriers during breaks and lunch.

245.5 Contract Driver Room

Provide a minimum of 130 square feet (including 30 feet for a toilet) for 5 or more contract drivers (peak hour).

245.6 Restrooms

Provide space for restrooms as shown in Exhibits 245.6a and 245.6b when the peak hour employee staff projected for move-in and 10 years exceeds five. For facilities with less than six employees (combined male and female employees during peak hour), provide one restroom of 65 square feet (toilet and sink). These criteria are for space planning purposes. The final design, including accessible requirements, will depend on local codes and ordinances. (See Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*.)

Exhibit 245.6a

Restroom Requirements Based on Number of Female Employees

No. of Peak Hour Employees	No. of Toilets	No. of Sinks	Square Feet Required
0 to 10	2	1	65
11 to 24	3	2	100
25 to 35	4	2	125
36 to 55	5	3	175
56 to 75	6	4	225
76 to 95	8	4	275
96 to 114	9	5	325

Exhibit 245.6b

Restroom Requirements Based on Number of Male Employees

No. of Peak Hour Employees	No. of Toilets	No. of Urinals	No. of Sinks	Square Feet Required
0 to 10	1	1	1	65
11 to 24	2	1	2	100
25 to 35	2	2	2	125
36 to 55	3	2	3	175
56 to 75	4	2	4	225
76 to 95	5	3	4	275
96 to 114	5	4	5	325

246 **Section E: Miscellaneous Support Areas**246.1 **Electrical Room**

Provide 100 square feet for an electrical room.

246.2 **Workroom Staging Area**

Provide 100 square feet for a workroom staging area to be used for delivery confirmation.

246.3 **Recycle**

If the total complement of employees exceeds 90, provide 175 square feet for a recycle room. For a complement greater than 139, provide 200 square feet.

246.4 **Battery Charging and/or Flammable Liquid Storage**

Provide 345 square feet for an area for battery charging and flammable liquid storage only in the largest customer service facilities (more than 139 employees).

247 Section F: Business Mail Entry Unit

Specific guidelines to determine space for a business mail entry unit can be found in *Business Mail Entry Unit Prototype Design Manual*, Appendix A (BMEU Estimating Procedure). For an MSBD, select the business mail entry unit module that most closely matches requirements as shown in Exhibit 247. Provide additional space in the workroom equal to one-half of the total business mail entry unit size for staging cleared mail for processing. If no module is selected, provide 200 square feet on the workroom. Post this total on Form 919, page 4, section D.

Exhibit 247

BMEU Square Footage Requirements Based on Number of Daily Transactions

Number of Transactions	BMEU Module	Net Sq Ft Required	Gross Sq Ft Required	Workroom Sq Ft
0 to 19	0	—	—	200
20 to 54	A	280	355	140
55 to 74	B	450	500	225
75 to 100	C	600	700	300

25 Page 6: Platform and Maneuvering Areas

251 Section A: Platform Size

251.1 MSBD Size Requirements

For MSBDs, choose from the matrix in Exhibit 251.1; otherwise, follow the guidelines in 251.2 through 251.5.

Exhibit 251.1

Square Footage and Number of Dock Spaces Provided by Platform Module (MSBD)

Platform Module	Net Sq Ft	Gross Sq Ft	No. of 30" High Dock Spaces	No. of 50" High Dock Spaces
1	1,430	1,720	1	1
2	1,745	2,100	2	1
3	2,165	2,600	2	2
4	2,580	3,100	2	3
5	2,900	3,485	3	3

251.2 Now-in-Use Sizes

Determine the square footage of the existing platform during the on-site visit, or use the area as found in FMSWIN. Record the total square footage and post it on Form 919, page 2, line 6.

251.3 Dock Heights

Provide the number of dock spaces and dock heights needed based on the number and type of vehicles using the platform during the peak hour. A visual survey during peak hour activity usually provides the analyst with the data needed for the now-in-use column. Move-in and 10-year projections should be based on these figures. Consult with local management to identify any planned operational changes.

251.4 Platform Length (Tailboard Space)

Calculate the length of the platform by multiplying the number of 30-inch dock spaces by 9 feet and the number of 50-inch dock spaces by 12 feet. If required, add 5 feet to the platform length for a ramp and 4 feet for steps. For large facilities, add an additional set of steps for each 108 linear feet of platform.

251.5 Platform Width

Determine the platform width based on the chart provided in Exhibit 251.5.

Exhibit 251.5

Platform Width Calculation Based on Platform Length

Platform Length (Feet)	Width to Be Provided (Feet)
10 to 18	15
19 to 45	20
46 to 81	35
Over 81	50

Note: When a dock leveler is specified, the platform width must be at least 35 feet.

252 Section B: Carrier Loading Slab

If 15 or more motorized carrier routes are projected to be required within 10 years, provide a covered carrier loading area sufficient to accommodate one-half of the carrier route vehicles, including rural routes. Calculate the square footage required by multiplying the number of carrier routes at move-in and in 10 years by 250 square feet. The 250 square foot criterion provides space for a vehicle plus 10 feet behind the vehicle for loading. Space for these vehicles is to be included (for site size computation) on page 7, section A. Do not provide this data if the facility meets covered Postal Service vehicle parking criteria (see 261.72).

253 Section C: Special Platform Requirements

253.1 Flip Ramps (Electro-Hydraulic)

Provide a face-mounted flip ramp at each 30-inch dock position.

253.2 Dock Levelers (Mechanical)

Provide a pit-mounted dock leveler (6 feet x 10 feet) at all 50-inch dock positions (minimum platform depth is 35 feet).

253.3 Scissors Lift

Consult with local management as to whether or not a scissors lift is required.

253.4 Other

Provide space as required for miscellaneous platform requirements.

254 Section D: Platform Maneuvering Area**254.1 Current Requirements Calculation**

Determine the maneuvering area by using the total length of the platform (for combined dock spaces, include steps and ramp if applicable) plus 60 linear feet for end areas (30 feet for each end). Multiply this total by 120 through 150 feet (depth) for facilities receiving vehicles of up to 55 feet in total length. Facilities destined to receive vehicles greater than 55 total feet in length use the 150 feet (depth) figure for calculating the maneuvering area.

254.2 Future Requirements Calculation

Consult with local district Operations Program Support to identify future vehicle requirements for the platform maneuvering area. A maneuvering depth of 80 feet may be adequate for smaller facilities where it is not anticipated that trucks with trailers will be used.

26 Page 7: Parking, Miscellaneous Outside Areas, and Fueling

261 Section A: Number of Parking Spaces**261.1 Customer**

As a guideline, provide the following customer parking spaces (if necessary, adjust the number of parking spaces for local conditions and explain on page 8, section B):

- a. Three spaces for each retail workstation.
- b. One space for every 120 #1 post office boxes; one space for every 50 #2 post office boxes; one space for every 30 #3, #4, and #5 post office boxes (combined).
- c. One space for each self-service unit.
- d. One space for every 40 carrier routes.
- e. One space for each 15 firm callers.

- f. Refer to Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*, and the chart in Exhibit 261.1 to determine accessible parking.

Exhibit 261.1

Number of Accessible Parking Spaces Based on Total Customer Parking Spaces

No. of Customer Parking Spaces	No. of Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6

Notes:

- (1) For up to eight accessible parking spaces, one of them must be a van accessible parking space. For nine or more accessible parking spaces, two of them must be van accessible spaces.
- (2) In accordance with the *Community Relations Guide for U.S. Postal Services Facilities Projects*, the Postal Service may waive normal off-street parking requirements for certain facilities.

261.2 **Employee**

Provide parking spaces for up to 100 percent peak hour, on-duty employees (excluding rural carriers). Add additional spaces for handling tour turnover as required. Refer to Handbook RE-4 and the chart in Exhibit 261.2 to determine accessible parking spaces. Fewer total spaces may be specified depending on local conditions and statutes. Deviations are to be noted on page 8, section B.

Exhibit 261.2

Number of Accessible Parking Spaces Based on Total Employee Parking Spaces

No. of Employee Parking Spaces	No. of Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	*
1001 and over	**

* 2 percent of total.

** 20 plus one for each 100 employees over 1000.

See Note (1) in Exhibit 261.1.

261.3 Official

Provide parking space as required (passenger-type vehicles) for the postmaster, inspector, etc.

261.4 Rural Routes

Provide one parking space for each rural route. If long-life vehicles are to be deployed for rural delivery, also provide parking as discussed in 261.5.

261.5 Postal Vehicles

Provide parking spaces based on the number and types of vehicles assigned to this facility. Reduce this number by the number of carrier vehicles provided for in section 252.

261.6 Firm Mailers

Provide parking spaces based on the number of large-volume mailers depositing mail at one time.

261.7 Enclosed Parking and Platform**261.71 Enclosed USPS Vehicle 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 district manager. (This provision recognizes that topography can cause local weather conditions that are more severe than those typical for Zone II.) To determine gross square feet, increase the net calculation by 40 percent to allow for circulation, sidewalks, etc. Post adjusted requirements on page 2 and explain net and gross calculations on page 8, section B.

261.72 Covered USPS Vehicle Parking

Provide covered parking (no walls) if the facility falls within the geographic area for enclosed parking but the local climate typically is moderate. Consult with district managers if covered parking is being considered. Take the amount of parking from page 7.

261.73 Enclosed Platform and Headbolt Heaters

Provide an enclosed platform and/or headbolt heaters only if the facility being surveyed will have a significant increase in platform activities over typical operations (full-tour platform operation) and is in an area that meets at least three of the factors shown in Exhibit 261.73.

Exhibit 261.73

Requirements for Providing an Enclosed Platform and Headbolt Heaters

Weather Factors (Normal Means and Extremes)	Breakpoint
Mean daily minimum temperature, October through March	22°F
Mean number of days 32°F or below, annually	180 days
Mean snowfall and sleet, annually	80 inches
Possible number of days at or below 16°F, annually	145 days
Mean number of days with 1 inch or more of snowfall and sleet, annually	22 days

262 Section B: Miscellaneous Outside Areas**262.1 Trash Container**

If trash container space is required, provide 360 square feet and enter the figure on line 1. Consult MI AS-550-92-2, *Waste Reduction*, MI AS-550-91-19, *Pollution Prevention Program*, Handbook AS-552, *Pollution Prevention Guide*, and Handbook AS-550-A, *Paper and Paperboard Recycling Guide*, for policies and procedures concerning the handling of trash.

262.2 Snorkel Lane

Consult with local management about snorkel lane space requirements. Provide 2,500 square feet for this function where applicable.

262.3 LOG Entry Area

If the facility being surveyed will require lookout galleries, provide 250 square feet for an outside Inspection Service entry and approach area.

262.4 Outside Storage

Consult with local management about outside storage space requirements. If outside storage of equipment (snow removal, etc.) is required, enter the square footage required on line 4 and explain on page 8, section B.

262.5 Trash Recycling

Consult Handbook AS-552, *Pollution Prevention Guide*, for policies and procedures concerning this program. When warranted, add a 360 square foot pad adjacent to the recycling door for recycling programs.

263 Section C: Vehicle Fueling

New vehicle fueling requirements must be approved by the appropriate functional vice president or vice president of Area Operations. A cost benefit study must be completed to justify provisions for vehicle fueling. The criteria for the study must include, as a minimum, a review of potential environmentally sensitive site characteristics, off-site contract fueling

opportunities, the use of alternative fuels, and total projected product usage. New tank installation and sizing parameters will be determined using the above outlined parameters.

27 Page 8: Local Statistics and Explanatory Notes

271 **Section A: Local Statistics**

Provide information on local statistics as required. Use local records, data, and an on-site visit to determine baseline information. Project move-in and 10-year delivery data using appropriate growth factors.

272 **Section B: Explanatory Note**

Use the explanatory notes section to explain any unique local condition or modification to planning data on Form 919, pages 1 through 7. When an explanatory note is used, place the symbol (N) next to the actual square footage or numerical entry. Arrange the explanatory notes in sequence by the page numbers on Form 919. Confine explanatory notes to facts needed to understand the figures on Form 919. Use additional pages if necessary.