

Maintenance Update:

Greetings from the Maintenance Division- Director Balogun of Maintenance Division, Assistant Directors Terry B. Martinez, Jimmie Waldon.

Background January to March 2020:

- Suspension of Test 955 around 1/31 and National Dispute filed 3/2020
- Article 12 suspension of out of Installation Excessing until September 2020
- NCED Training Center, Norman, OK was closed on March 17, 2020.
- Testing Sites for all Maintenance testing were closed on March 23-April 12, 2020
- Creation of MMO 031 20 Pandemic Deep cleaning
- Custodian Training Booth Camp of 16 hours under TL 5.
- No usage of Bleach and then within Days usage of Bleach.
- Liberal Leave Policy, Self-quarantine, Mandatory Quarantine.

This led to April 4, 2020 Maintenance Agreement that covers FY 2020 (Oct. '19 to Sept '20)

- Overtime must be Maximized to all extent possible.
 - Deep Cleaning under (MMO 31 20) Credit Vs Regular Custodian Cleaning Credit.
 - Full Closure, partial closure of an Office or part of an Office (if fully documented).
 - The Agreement will sunset on or about May 17, 2020
 - The agreement is not precedent setting for any future Line H settlement.
-
- **We also entered into COVID-19 Temporary related Cleaning on April 22, 2020**

Questions from the field and social Media:

Cleaning of Letter Carrier and MVS Vehicle is the responsibility of each Driver (March 18, 2020).

If you have any question, please reach out to your Local President, National Business Agents, then to the Regional Coordinator.

Maintenance: 2020 National Interest Arbitration Summary.

On March 10, 2020 a panel of Arbitrators chaired by Arbitrator Stephen Goldberg issued a decision on the National Interest Arbitration.

The Maintenance Tentative Agreements listed below from the Craft Table are incorporated into this Award and the 2018 National Agreement:

- **Article 38.6. A.2:** The local APWU President will be provided a copy of the training allocations before solicitation of volunteers.
- **Article 38.5.B.6:** Waiving of 30-day limitation currently placed time frame to request to be placed Promotion Eligibility Registers (PERs) for new employees.
- **Article 38.B.7:** Elimination of the three-year Open Season. Now, Maintenance employees may request to be placed on PERs at any time and the results will be generated no later than 60 days, instead of the previously existing 150 days.
- **Article 38.5.B.4.B:** Electronic Technician ET-11 will be filled from Electronic Technician ET-10 with at least two years of experience.
- **Article 38.6.A.1:** Involuntary selections for training will be made by inverse seniority on a rotating basis.

Line H Summary of Award

*“Accordingly, I award a revision of the July 9, 2014, MOU, Re: MS-47 TL-5 Implementation and Maintenance Craft PSE Conversion to allow the Postal Service to pro-rate the Line H work hours’ calculation to exclude the work hours of custodians who are on long-term absences. The types of leave or situations in which this Line H adjustment can be made are limited to the five situations proposed by the Postal Service: **military leave; FMLA-covered absences; leave under USERRA; OWCP leave; or court leave.** I will also permit the Postal Service to adjust the Line H hours to account for the hours in a staffing package of a custodial position that has been properly withheld as a custodial residual vacancy under Article 12 [...]*

“I will therefore remand to the parties and retain jurisdiction over the task of determining the meaning of ‘fully staffed’ and ‘long term’. The remand is for a reasonable period of time to be determined by the parties after which, in the absence of agreement by the parties, either party may request the Panel to take appropriate steps to define those terms.”

In summary, the Line H remedy was remanded to the parties at the National Level for a narrowly focused negotiation to define the terms “fully staffed” and “long term” absence.

DO NOT engage in Line H negotiations with local management using the above exceptions until the conclusion of discussions on the Remand at the HQ level.

Dates to Remember

For your convenience, here are the important dates to be aware of regarding the February 10, 2020 POSTPlan Agreement:

April 10, 2020

Deadline for POSTPlan Installation Postmasters to furnish:

- the Subcontracting Cleaning Services MOU computations
- the names of their respective APO/RMPO facilities
- current custodial employees on the rolls in each facility
- authorized custodial positions in each facility within the POSTPlan Installation

Additionally, for POSTPlan Installations **with subcontracting computations of one (1) or higher**, April 10, 2020 is the deadline for current custodial employees in these installations to opt to have driving qualifications and POV requirements added to their duty assignment. If declined, the cleaning duties not assigned to them may be assigned to other available APWU bargaining unit employees in the facilities.

May 10, 2020

Deadline for posting any initial Notice(s) of Intent.

August 8, 2020

For POSTPlan Installations **with subcontracting computations of one (1) or higher**, this is the deadline for custodial duties being performed by non-Postal/non-Maintenance Craft employees (within the POSTPlan Installation) to be assigned to the Maintenance Craft Custodial employees.

Coronavirus

Avoiding Fear, Rumors, False Information and Panic

COVID-19 is a new respiratory virus that has been detected in over 100 countries. Information is rapidly evolving but not complete, which can lead to fear, rumors, inaccurate information and possibly, panic. Knowing how to avoid these pitfalls can help people manage this difficult situation more effectively.

Know the Facts - Up to date and accurate information is critical to avoiding unnecessary fear, rumor and panic. Spreading information that is inaccurate or not evidenced based in fact can escalate fear. Get information from reliable sources: **Center for Disease Control and Prevention (CDC), World Health Organization (WHO) and State and local Public Health Organizations.** If you are a leader, provide the most accurate information promptly and completely. Encourage others to avoid over exposure to media.

Know the Disease - The following are symptoms of COVID-19 - fever, cough and shortness of breath. The virus transmits - person to person, through respiratory droplets from the infected individual. It's also transmitted by coughing or sneezing and through touching surfaces or objects, then touching mouth, nose or eyes. Respect social distancing.

Be Prepared with a Family Plan - Find local organizations to contact for information, support and assistance. Learn your employer's plan for continuing operation during the pandemic. Have household supplies for at least two weeks to minimize going out. Plan for childcare if schools are closed. Plan how to arrange your home if you need to separate a sick family member. Figure out how you will care for a sick family member. Plan how you will care for pets if you become sick.

Behavioral Health During a Pandemic/Public Health Emergency

Behavioral health is important during a pandemic. Uncertainty can increase fear and lead to stigma towards others. Managing emotions will assist people with building resilience.

Common Reactions

- Fear and worry
- Increase or decrease in eating
- Poor sleep and concentration
- Worsening of chronic medical issues
- Increase use of alcohol and/or drugs

Ways to Support Yourself

- Avoid excessive exposure to media
- Take care of your body
- Make time to relax and unwind
- Connect with others
- Practice positivity and remain hopeful

Ways to Support Others

- Recognize those at risk of stigma
- Know the facts about the virus
- Share facts, not rumors
- Support those at risk of stigma
- Model appropriate coping skills

This is an emerging, rapidly evolving situation. For the latest information visit [CDC.gov](https://www.cdc.gov).

As always, your EAP is here for you and your family. Whether you are staying home or continuing your routine, there are a variety of ways to connect with your EAP including: by telephone 800-327-4968 (800-EAP-4YOU), TTY: 877-492-7341, online at [EAP4YOU.com](https://www.eap4you.com), through video, by live chat or text message. Reach out to us to learn more about the many options you have to receive support from your Employee Assistance Program.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

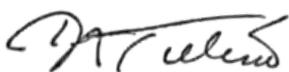
Re: Temporary Resources for COVID-19 Related Cleaning Requirements

In order to accommodate those installations staffed by Maintenance Craft Custodians where supplemental cleaning resources are needed due to COVID-19 related absenteeism, or where postal custodians decline to do COVID-19 related required cleaning, the parties agree to the following provisions:

1. Available postal career custodians, either Full-Time Regular, or Part-Time Regular, within the facility shall be utilized up to the maximum hours allowed by Article 8. Postal custodians may volunteer to be utilized outside the facility after completing their regularly assigned duties.
2. Due to COVID-19 related absences, the Postal Service may utilize temporary contract cleaning services where postal custodial staffing within the facility is not sufficient to provide the necessary cleaning as required by MMO-031-20, Influenza and Coronavirus Cleaning Contingency, and/or MS-47, Housekeeping Postal Facilities, up to the identified frequencies.
3. When there is a confirmed positive COVID-19 case, and the postal custodians assigned to that facility decline to do the necessary cleaning out of personal concern, the Postal Service may utilize contract cleaners to ensure that the facility has been properly cleaned in accordance with the Center for Disease Control (CDC) guidelines and related Maintenance Management Orders (MMOs). Following such cleaning, postal custodians will be utilized in the facility for normal cleaning (MMO-031-20 and MS-47).
4. This temporary contract cleaning will not impact postal custodial staffing or reduce work hours of Maintenance Craft custodial employees that are available for work at the facility. Available postal custodians will be scheduled in accordance with item 1 above. Postal custodians who decline to do the positive COVID-19 cleaning as stated in item 3 above, will not be considered available for the duration of such cleaning.
5. Where temporary contract cleaning services are used, the following will be provided to the local APWU president: copy of the contract (including the statement of work), duration of the services, name(s) of the contract custodians, and weekly schedule (subject to change based on local need).
6. This temporary agreement does not modify or alter in anyway the provisions of the current Collective Bargaining Agreement between the Postal Service and the American Postal Workers Union (APWU), including the MOU Re: Subcontracting Cleaning Services.
7. Any modifications to this agreement must be between the parties at the USPS Headquarters, and APWU National offices.

These provisions are applicable beginning March 3, 2020. This MOU will expire May 17, 2020. The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This agreement does not establish precedent in any future negotiations regarding contract cleaning.



Doug A. Tulino
Vice President, Labor Relations
United States Postal Service



Mark Dimondstein
President
American Postal Workers Union, AFL-CIO

Date: April 22, 2020

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: COVID-19 Emergency Considerations for Fiscal Year 2020 MS-47, TL-5 Line H Liabilities

Due to the COVID-19 pandemic, the parties agree the following conditions will be applied when determining any MS-47, TL-5 Line H liabilities for Fiscal Year 2020 (FY20):

- Custodians should be utilized to the maximum extent possible, including overtime, in order to ensure all necessary cleaning is completed.
- Due to custodians needing to complete regular custodial team cleaning (CTC) routes and the cleaning requirements as stated in MMO-031-20, *Influenza and Coronavirus Cleaning Contingency*, each day a custodial employee worked his/her duty assignment between March 3, 2020, and May 17, 2020, will be given full Line H credit for the hours worked.
- While a facility, or portion of a facility, is closed due to non-usage in response to the COVID-19 pandemic and a custodial route is subsequently suspended, the workhours associated with the suspended route will be deducted from the Line H liability.
 - Any custodial routes that are suspended in relation to the COVID-19 pandemic will be suspended through the Custodial Workloading (CW) Software and will be unsuspended once the facility, or portion of a facility, is operational, but no later than the expiration of this agreement.
- In FY20, once a custodial employee exceeds sixty (60) hours of sick leave, any COVID-19 related absences between February 29, 2020, and May 17, 2020, will reduce the Line H liabilities for that facility by seven (7) hours for each day the employee was unavailable.

The above identified emergency considerations will expire on May 17, 2020. The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This agreement does not establish precedent in any future negotiations regarding Line H liabilities.



Doug A. Tulino
Vice President, Labor Relations
United States Postal Service



Mark Dimondstein
President
American Postal Workers Union, AFL-CIO

4/6/2020

Date: April 6, 2020



April 15, 2020

Mr. Idowu Balogun
Director, Maintenance Craft
American Postal Workers Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Certified Mail Tracking Number:
7019 1640 0001 4464 5095

Re: IR20-03 – COVID-19 Contract Custodial Services

Dear Idowu:

This letter is in response to the Union's April 13, Request for Information (RFI) regarding the supplemental contract custodial services being utilized as a result of the COVID-19 pandemic. This request has been identified as IR20-03. Please include this tracking number in future correspondence regarding this RFI. The Union's requests have been restated below, followed by the response.

1. A copy of the contract with the third party and USPS.

Response: In response to custodial unavailability as a result of COVID-19 related absences, supplemental custodial services are being provided under a master contract with Jones Lange LaSalle (JLL). The final contract has not been signed by the parties, however, the appropriate Postal Service Contracting Officer has verbally authorized JLL to proceed with the services. Under the master contract, there are two suppliers who are providing individuals to perform the supplemental cleaning services, C&W Services and EMCOR/USM.

2. A detail job description of the "Contract Custodian".

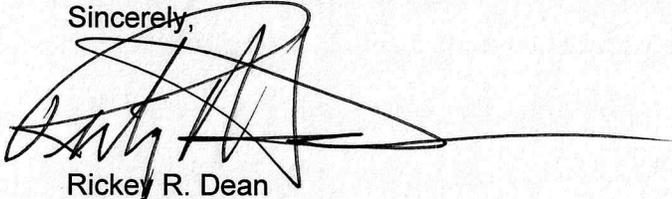
Response: Supplemental contract custodians are performing duties in accordance with MMO-031-20, *Influenza and Coronavirus Cleaning Contingency* and, where necessary, the enclosed statement of work (SOW). Please note, the suppliers will not be performing the duties identified in Section 5.a and 5.b of the SOW regarding stripping and waxing of floors.

3. Names and location of each "Contract Custodian".

Response: Enclosed on compact disc (CD) is a listing of locations where as of April 11, supplemental custodial services have been authorized. Since the services are provided by a supplier, Postal Service Headquarters does not maintain a master list of names for each individual who is performing the duties.

If there are any questions, please contact Shannon Richardson at extension 5842.

Sincerely,

A handwritten signature in black ink, appearing to read "Rickey R. Dean", with a long horizontal line extending to the right.

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

ATTACHMENT A - STATEMENT OF WORK

1) Introduction

The United States Postal Service ("Postal Service") is a self-sufficient government agency, deriving its revenues almost entirely from postage and other fees paid by mailers. Because its operations are not supported by tax dollars, the revenues collected by the Postal Service must completely cover the cost of operations.

2) Applicable Purchasing Regulations

For additional information regarding the specific purchasing regulations that apply to the Postal Service and/or this Statement of Work ("SOW"), please reference CFR 601 Part 39. The effective date of these regulations is October 15, 2007.

To avoid confusion and to ensure that our suppliers and other interested parties fully understand the extent to which the aforementioned Postal purchasing regulations differ from previous Postal purchasing regulations and/or the purchasing regulations of other government agencies, the full electronic version of CFR 601 Part 39 is available on the U.S. Government Printing Office's web-site (<http://www.gpoaccess.gov/index.html>).

3) Scope

The scope of this SOW is limited to the purchase of cleaning services at the Authorized Postal facilities identified on Attachment 10.

The Postal Service may add/remove facilities to the scope of this contract. That change shall be made by issuance of a written modification agreed upon by both the contractor and the Contracting Officer.

4) REQUIREMENTS

The cleaning and policing of the facility must be to acceptable standards and must be performed in accordance with the following specifications, as applicable.

- a) Types of Space: The USPS categorizes all areas within a building by the type of space. The types of space are as follows:

Workroom Toilet, Office Toilet, Lunch/Swing Room, Locker Room, Workroom, Office, Supply Area, Active Storage Area, Inactive Storage Area, Lobby, Oil Storage Room, Exterior Paved Area, Exterior Unpaved Area, Interior Parking and Maneuvering, Platforms, Corridor, Stairways, Elevator – Freight, Elevator – Passenger, Shop, Janitor's Closet, Battery Room, Lookout Gallery.

- b) Areas to be Serviced: The areas to be serviced under this contract, and the specific tasks associated with servicing those areas are listed below. For purposes of this contract, "Policing" means "light" or "as needed" cleaning activities, and "Cleaning" means "deep" or "as scheduled" activities.

i) Workroom and Office Toilets:

(1) Policing:

ATTACHMENT A - STATEMENT OF WORK

- (a) Pick up all loose paper and trash.
 - (b) Refill tissue, towels, seat protectors, and soap dispensers.
 - (c) Check plumbing and flushing of water closets and urinals.
 - (d) Damp wipe water closets, lavatories and multiple wash sinks with disinfectant detergent solution, mixed per manufacturer's recommendations.
 - (e) Sweep floor; damp mop as needed.
 - (f) Empty trash receptacles; insert new liners and take trash to pick up point.
- (2) Cleaning:
- (a) Sweep floor, picking up loose paper and trash. Remove gum spots with putty knife.
 - (b) Scrub interior and exterior surfaces (including underside of lips) of commodes, urinals, and sinks with disinfectant detergent solution, mixed per manufacturer's recommendations.
 - (c) Spot clean toilet stalls, restroom doors, and restroom walls disinfectant detergent solution to remove fingerprints and writing.
 - (d) Wash mirrors, ledges, chrome, and receptacles with disinfectant detergent solution, mixed per manufacturer's recommendations.
 - (e) Dust stall tops, high ledges, and windowsills and vents.
 - (f) Refill toilet tissue, paper towel, toilet seat protector, and soap dispensers.
 - (g) Empty trash receptacles; insert new liners and take trash to pick-up point.
 - (h) Wet mop and rinse floors using disinfectant detergent solution, mixed per manufacturer's recommendations.

ii) **Lunch/Swing Room:**

- (1) Policing:
- (a) Remove all debris from tables and damp wipe with disinfectant detergent solution, mixed per manufacturer's recommendations.
 - (b) Empty trash receptacles: insert new liners and take trash to pick-up point.
 - (c) Damp mop spills.
 - (d) Damp wipe drinking fountain
- (2) Cleaning:
- (a) Remove all debris from tables and damp wipe with disinfectant detergent solution (mixed per manufacturer's recommendations).
 - (b) Empty trash receptacles; insert new liners and take trash to pick-up point. (c) Dust horizontal surfaces from floor level, including tops of lockers and vending machines.
 - (d) Sweep floor.
 - (e) Clean and disinfect drinking fountains.
 - (f) In combination lunch and locker rooms, dust locker and cabinet tops.
 - (g) On other than wood floors, damp mop entire floor.

iii) **Locker Room:**

- (1) Policing:
- (a) Sweep open areas and aisles
 - (b) Empty trash receptacles; insert new liners and take trash to pick-up point. (c) Damp mop spills
 - (d) Damp wipe drinking fountain.
- (2) Cleaning:
- (a) Sweep floor with treated mop or treated dust cloth.
 - (b) Empty trash receptacles; insert new liners and take trash to pick-up point. (c) Dust all horizontal surfaces from floor level, including the tops of lockers.

ATTACHMENT A - STATEMENT OF WORK

(d) Damp wipe vertical surfaces of one-fifth of lockers. (e) On other than wood floors, damp mop entire floor

iv) Workroom:

(1) Policing:

- (a) Spot sweep floors to pick up all litter.
- (b) Pick up large pieces of trash and boxes and take to pick-up point.
- (c) Empty trash receptacles; insert new liners and take trash to pick-up point. (d) Damp wipe drinking fountains with disinfectant solution, mixed per manufacturer's recommendations.

(2) Cleaning:

- (a) Wash and disinfect drinking fountains.
- (b) Dust window sills, radiators, horizontal surfaces of sorting cases, tables, filing cabinets, etc.
- (c) Empty trash receptacles; insert new liners and take trash to pick-up point. (d) Sweep floor with treated mop or treated dust cloth.
- (e) Damp wipe fingerprints and smudges from walls and doors.

v) Office:

(1) Cleaning:

- (a) Empty trash receptacles; insert new liners and take to pick-up point. (b) Dust horizontal surfaces of furniture and equipment.
- (c) Dust completely all furniture in 1/5 of offices each cleaning. (d) Sweep floors with treated mop or treated dust cloth.
- (e) Vacuum rugs and carpets.
- (f) Wash and disinfect sinks and water coolers.
- (g) Spot clean smudges and fingerprints on glass surfaces, walls, and doors.
- (h) Spot shampoo carpets and rugs, as needed. (2) Policing: (None)

vi) Active Storage Area - Shop Areas and Supply Rooms:

(1) Cleaning:

- (a) Dust horizontal surfaces
- (b) Sweep floors with treated mop or treated dust cloth.
- (c) Empty trash receptacles; insert new liners and take trash to pick-up point.

(2) Policing: (None)

vii) Active Storage Area – Janitor's Closet:

(1) Cleaning:

- (a) Keep supplies and equipment in orderly manner. (b) Damp mop floor.
- (c) Dust shelves
- (d) Scrub interior of sink; damp wipe exterior.

(2) Policing: (None)

viii) Inactive Storage Area - Boiler Room and Storage Rooms

(1) Cleaning:

- (a) Dust horizontal surfaces
- (b) Sweep floors with treated mop or treated dust cloth.

(2) Policing: (None)

ATTACHMENT A - STATEMENT OF WORK

ix) Lobby (Service & Box):

(1) Policing

- (a) Arrange desk or table items.
- (b) Pick up loose trash, empty trash receptacles, insert new liners and take trash to pick-up point.
- (c) Spot sweep floor with treated mop or treated dust cloth.

(2) Cleaning:

- (a) Arrange customer desk supplies. (b) Dust desks, table, screen lines, etc.
- (c) Damp wipe desktops, countertops, and bulletin board glass with cleaner.
- (d) Empty trash receptacles; insert new liners and take trash to pick-up point.
- (e) Sweep floor with treated mop or treated dust cloth.
- (f) Wash all interior and exterior lobby glass within reach without utilization of a step stool/ladder. Extension wands may be utilized.
- (g) Polish metal surfaces as needed.
- (h) Spot clean smudges from walls, doors, and counter fronts. (i) Damp Mop floor during wet weather.

x) Corridor:

(1) Policing:

- (a) Pick up loose trash; empty trash receptacles, insert new liners, and take trash to pick-up point.
- (b) Spot sweep with treated mop or treated dust cloth, or vacuum carpets, as needed.

(2) Cleaning:

- (a) Pick up loose trash: empty trash receptacles, insert new liners, and take trash to pick-up point.
- (b) Spot clean smudges from walls and doors.
- (c) Sweep floor with treated mop or treated dust cloth.

xi) Stairway (floor to floor):

(1) Policing:

- (a) Pick loose trash and take to pick-up point.
- (b) Spot sweep with treated mop or treated dust cloth, as needed.

(2) Cleaning:

- (a) Sweep with treated mop or treated dust cloth.
- (b) Dust handrails.
- (c) Spot clean smudges from walls and doors.

xii) Elevator - Freight:

(1) Cleaning: (None) (2) Policing:

- (a) Sweep floor with treated mop or dust cloth. (b) Dust walls and doors.

xiii) Elevator – Passenger: (1) Cleaning:

- (a) Remove gum spots from floor.
- (b) Sweep floor with treated mop or treated dust cloth or vacuum carpet. (c) Damp mop floor or spot shampoo carpet, as necessary.
- (d) Damp wipe walls, trim, and doors.
- (e) Clean smudges, heel marks, and fingerprints on walls and doors.

ATTACHMENT A - STATEMENT OF WORK

(2) Policing: (None)

xiv) Platform (i.e., loading dock):

(1) Policing:

- (a) Spot sweep
- (b) Pick up loose trash; empty trash receptacles and take to pick-up point.

(2) Cleaning:

- (a) Sweep with broom or power vacuum sweeper. (b) Dust/wipe vestibule doors and door glass.
- (c) Empty trash receptacles and take trash to pick-up point.

xv) Lookout Gallery

(1) Cleaning:

- (a) Sweep floors with treated mop or treated dust cloth. (b) Dust walls and look out slots.
- (c) Damp wipe lookout glass.
- (d) Dust ladder rungs, guardrails and arm ledges.

(2) Policing: (None)

xvi) Unpaved Exterior Areas:

(1) Cleaning: (None)

(2) Policing: (Included frequency indicated on Form 4900 & 4960)

- (a) Ensure neat and professional appearances near the front door. (b) Pick up litter (e.g. papers, cans, bottles, etc.), and take to pick-up point.

xvii) Paved Exterior Areas:

(1) Cleaning: (None)

(2) Policing: (Included frequency indicated on Form 4900 & 4960)

- (a) Ensure neat and professional appearances near the front door.
- (b) Sweep sidewalks, parking areas, driveway maneuvering area, etc.
- (c) Miscellaneous Fixtures/Items:

Because the following fixtures/items are either present in all areas of a typical building, or present in different areas in each building, the tasks associated with cleaning these items are listed separately below.

i) Light Fixtures (eye level or lower – overhead lighting is not covered by this contract):

- (1) Dust or wash, as required.
- (2) Replace burned-out lamps.
- (3) Return burned-out lamps to the Postmaster/facility manager for recycling.

ii) Venetian Blinds:

- (1) Dust or wash, as required.

iii) Lobby and Exterior/Interior Glass:

- (1) Wash with cleaning solution and squeegee/dry both sides of glass.
- (2) Wipe squeegee blade dry with cloth after each stroke.
- (3) Wipe corners and framework of each windowpane.
- (4) Prevent runoff of water into framework.

ATTACHMENT A - STATEMENT OF WORK

iv) Pipes/Ducts:

(1) Dust all surfaces of pipes and ducts within reach without use of step stool/ladder. Extension wands may be utilized.

v) Carrier and Other Cases:

(1) Vacuum separations, or dust with treated dust cloth.

vi) Post Office Boxes:

(1) Dust the outside of the boxes.

(2) Damp wipe the window glass.

5) FLOOR MAINTENANCE

Floors must be maintained in accordance with Attachment 10 Postal Service Handbook MS-10-Floors, Care and Maintenance. This handbook must be reviewed prior to any floor tasks being performed.

a) Initial Preparation (INT)

i) Initial Prep floor care is a Wet Stripping procedure used to remove existing sealer and wax. This is a common procedure when the existing floor finish has failed. Upon completion the floor must receive 3-6 coats of sealer and then 3-6 coats of finish. The use of the same manufacturer for both the sealer and finish is required.

b) Periodic Maintenance (PER)

i) Periodic maintenance floor care is a Wet-Scrubbing procedure to perform a deep cleaning of the floor using a cleaning solution. Upon completion the floor receives 1-2 coats of finish of the same type as already present.

c) MOPPING REQUIREMENTS:

i) Damp Mopping (DM): Place safety signs and, when needed, rope in the work area to alert others to use caution on wet floors. Using a putty knife, remove gum and other substances stuck to the floor. Sweep the area with treated sweeping mop and/or cloth and pick up the sweepings with broom and dustpan. Following the manufacturer's label instructions, add measured amounts of cleaning solution and water to a mop bucket. Place the wringer on bucket and dip a clean mop into the prepared cleaning solution. Wring the mop out until it is almost dry and walking backward, damp mop the floor using a figure-8 motion. Turn the mop over every three or four strokes. Return the mop to the cleaning solution frequently, wring it almost dry, and continue mopping until the entire floor has been damp mopped. Allow the floor surface to dry completely before removing the safety equipment.

ii) Wet Mopping (WM): Place safety sign and, when needed, rope in the work area to alert others to use caution on wet floors. Using a putty knife, remove gum and other substances stuck to the floor. Sweep the area with treated sweeping mop and/or cloth and pick up the sweeping with broom and dustpan. Following the manufacturer's label instructions, add measured amounts of cleaning solution and water to a mop bucket and place a wringer on bucket. Fill a second half full with cold rinse water and place a wringer on it. Dip a cleaning mop in the cleaning solution and wring it out lightly so it remains wet.

ATTACHMENT A - STATEMENT OF WORK

Moderately apply the cleaning solution to the floor with the mop in approximately 8 by 8 foot sections. Begin mopping by dragging the mop parallel to and 1 inch away from the baseboards, forming wet parallel strips on the floor. Then, walking backward, work in a figure-8 motion to the inner edges of the parallel strips so as not to splash baseboards and walls. Remove any cleaning solution from baseboards. Using a wet pick-up vacuum to remove the cleaning solution from the floor. Dip a clean rinse mop in the rinse water and wring it out lightly so it remains wet. Apply the rinse water to the floor and remove with a wet pick-up vacuum. Allow the floor surface to dry completely before removing the safety equipment.

6) EQUIPMENT AND SUPPLIES:

The Postal Service will provide all necessary *interior* cleaning supplies, chemicals, paper products, and/or storage space meeting Occupational Safety and Health Administration (OSHA) standards.

It is the contractor's responsibility to provide and maintain equipment required for cleaning and floor care and all requirements outlined in this Statement of Work.

7) REQUIREMENT FOR ENGLISH SPEAKING CLEANERS, UNIFORMS AND IDENTIFICATION BADGES:

The contractor must assure that the employees/subcontractors have sufficient English language speaking skills to successfully communicate with the COR at each site.

If required by the site manager (i.e., Postmaster, Customer Service Manager, etc), the contractor must supply and provide (at its own expense), uniforms for all personnel who provide on-site services under this contract. This requirement applies to the supplier's on-site supervisors/managers as well. The uniforms must denote the company's name or other for of appropriate contractor identification.

In accordance with the Administrative Support Manual 272.3, the contractor will be responsible for issuing badges to non-Postal Service contract employees working on postal premises. Identification badges must be worn at all times to allow facility access to the contractor and/or the contractor's employees.

Additionally, the supplier shall be responsible for issuing its own, standardized Identification Badges, to all on-site personnel who provide services under this contract.

8) REQUIRED DAYS AND TIMES

Services must be performed when Postal Service employees are on official duty, and in a manner and time that will not interfere with the movement of the mail. When services are required less than five days a week (i.e., Mon-Wed-Fri), and a normal service day falls on a Federal holiday, the contractor must provide the required services on the next Postal business day. No additional compensation will be provided for this service.

ATTACHMENT A - STATEMENT OF WORK

Services must be performed between the hours and on the days indicated for each respective facility (See Additional Information Sheet or 8203; if not called out, the times of service must be set in consultation with the Post Office Postmaster or Officer In Charge (OIC)).

9) PERFORMANCE OF SUPPLIER

Performance of work will be reviewed quarterly, through the use of Attachment 13- Housekeeping Inspection Form, with the Post Office Postmaster or Officer In Charge (OIC). Such reviews will check the supplier's performance against the requirements in this document and Attachment 3 and 4-Frequency of Performance Schedules Forms 4900 and 4960. Any deficiencies will be documented and the supplier will be required to correct such deficiencies promptly. Failure to correct deficiencies in a timely manner, repeated deficiencies, or an excess number of deficiencies may be grounds for contract termination. Deficiencies may also be reported to the Supplier through email between the quarterly review Housekeeping Inspection Form process.

The reviews required by this section do not preclude the Contracting Officer or Contracting Officer's Representative from performing reviews at more frequent intervals or for asking for correction of deficiencies at any time.



Maintenance Management Order

SUBJECT: Influenza and Coronavirus Cleaning Contingency

DATE: February 3, 2020

NO: MMO-031-20

- TO:**
1. All Plant Managers, All Maintenance Capable Offices
 2. All Maintenance Managers, All Maintenance Capable Offices
 3. Plant Safety Specialists, All Maintenance Capable Offices
 4. Manager, Maintenance Operations, Area Offices
 5. Human Resource Analyst/Safety, Area Offices
 6. Manager, Safety and Health, District Offices
 7. Environmental Field Support Specialists
 8. National Preparedness Offices

FILE CODE: M

rbla:mm20034ac

Online Change Record

Change #	Date	Description of Change
1	03/04/2020	Attachment 1, deleted first sentence, "Influenza viruses may live up to 48 hours on hard surfaces and coronaviruses may live up to nine days on hard surfaces."

This Maintenance Management Order (MMO) **supersedes MMO-109-09** and contains updated information reflecting the guidance issued from the Centers for Disease Control and Prevention (CDC) regarding methods to reduce the spread of viruses that cause respiratory illness, such as influenza (flu) and coronavirus. This bulletin applies to Acronym ADMIN and Class Code AA.

For the most current information, sites should always consult the CDC influenza resources for business and coronavirus disease. The CDC recommends routine cleaning of all frequently touched surfaces in the workplace. Following the cleaning requirements in Handbook MS-47 will ensure a safe and healthful work environment under normal circumstances. However, certain cleaning methods must be adopted to protect the safety and health of postal employees and postal customers. Given the concern regarding the spread of viruses through contaminated objects and surfaces, measures will be required to minimize the transmission of viruses from frequently touched surfaces. These cleaning requirements must be performed throughout the flu season (October to April) and whenever prescribed for coronavirus, unless otherwise notified.

Attachment 1 provides information on cleaning requirements, infection control strategies, and recommended products. The CDC recommends the use of routine cleaning agents (e.g. detergents, spray cleaners, and sanitizers) used in normal cleaning processes and not bleach and other harsh disinfectants.

Attachment 2 provides a list of surfaces and areas that require cleaning and the frequencies to perform these cleaning tasks.

If custodial resources are not available for these tasks in facilities where the cleaning services are performed by career maintenance bargaining unit employees, including those facilities covered by relief from another office, the Senior Postal Official (SPO) may require non-custodial personnel to perform them. However, before non-custodial postal employees can perform these cleaning requirements, they must be trained on the proper use of the cleaning chemicals and provided with any necessary Personal Protective Equipment (PPE).

Maintenance Managers should assist the SPO at postal facilities that utilize contract custodial services to ensure these cleaning requirements are addressed. The SPO should coordinate these requirements with the contracting officer.

The cleaning tasks and infection control strategies contained in this MMO should suffice. However, should CDC's guidance change, additional information from MTSC and the Office of National Preparedness will be issued. If additional guidance is issued, it will supersede or have priority over this MMO.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.



Frederick L. Jackson III
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments:
1. Infection Control Strategies
 2. Fomite Cleaning Tasks to Control the Spread of Infection

ATTACHMENT 1**INFECTION CONTROL STRATEGIES****1.0. GENERAL INFORMATION**

To control the spread of viruses such as coronavirus and influenza in postal facilities, the actions in this section are required. These actions include cleaning tasks and the use of hand sanitizers (Table 1-1). The spread of viruses increases when employees touch contaminated surfaces and then touch their noses, mouths, and eyes. To reduce the transmission of the viruses from contaminated surfaces, sites must address the requirements in the following sections.

2.0. CLEANING REQUIREMENTS

The Centers for Disease Control and Prevention (CDC) recommends cleaning frequently touched surfaces and commonly shared items at least daily using routine cleaning agents (e.g. detergents, spray cleaners, and sanitizers). Bleach and other harsh disinfectants are not required and should not be used.

To address the CDC's recommendations, priority should be given to surfaces in locations where there is the most human traffic. Attachment 2, Table 2-1 lists frequently touched surfaces that must be cleaned and the frequency of cleaning for these surfaces.

Depending on a facility's normal cleaning schedules, these surfaces and frequencies may already be addressed. If they have not been addressed, perform this cleaning according to the frequencies in Table 2-1.

MS-47 cleaning routes usually specify either a detergent or a disinfectant be used, while policing routes do not necessarily specify anything beyond damp wiping. For the effective duration of these cleaning requirements, it is recommended that a detergent be used when performing policing routes that require damp wiping.

NOTE

A fomite is defined as an inanimate object that serves to transmit an infectious agent from person-to-person (e.g., hard surfaces, phones, handrails, door knobs).

NOTE

Ensure all custodians are properly wiping down all fomites according to the MS-47 Guidelines. Please reference the current MS-47 for specific details.

Cleaning solutions, usually a cleaning agent mixed with some portion of water, should be freshly mixed on frequent occasions. Detergents, sanitizers, and disinfectants lose their cleaning capabilities as the mixtures become more soiled. Using highly soiled solutions can unknowingly spread viruses and bacteria. Do not reuse used cleaning solutions.

Disposal of used and unused cleaning products should be done in accordance with all applicable federal, state, and local regulations.

Custodians and others doing the cleaning should wear the appropriate personal protective equipment (PPE) as required by the Safety Data Sheet (SDS) for the cleaning solutions used. Custodians emptying trash receptacles must be advised to wear impermeable gloves. Trash should be bagged and disposed of according to normal routines. Custodians should remove the gloves by peeling away from the wrist to fingers, avoiding touching the outside surface, and should immediately wash their hands after completing cleaning activities.

3.0. DISINFECTING SURFACE WIPES AND HAND SANITIZERS

Infection control starts with maintaining good personal hygiene. This is the most effective way to prevent infectious diseases. CDC recommends frequent hand washing with soap and water for at least 20 seconds to reduce the spread of viruses. This recommendation is especially important if employees are required to frequently touch items that are also touched by others. Optionally, employees can clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol. Soap and water should be used if hands are visibly dirty.

Alcohol-based hand sanitizer containing at least 60-95% alcohol, provided through strategically placed bottles or hand dispensers, can be used when employees need to clean their hands and soap and water is not readily available. Suggested areas for placement include near time clocks and outside of restroom doors and workroom floor areas distant from rest rooms; however, there may be additional areas identified locally. The goal is to provide a substitute when washing with soap and water is not feasible.

Disinfecting surface wipes can also be used to control the spread of viruses. All employees should clean shared items in the workspace such as phones, computer keyboards/key pads, copiers, etc. using disinfecting surface wipes. Wipes should also be available in lunchrooms and break areas to clean items such as refrigerator door handles, microwave door handles and keypads, and vending machine buttons.

Window clerks should also have ready access to disinfecting wipes to clean their individual counter areas after serving customers, especially those who appear to be experiencing flu-like or respiratory symptoms. Disinfecting wipes should also be strategically placed in service lobbies for customer use.

4.0. SUPPLIES

Disinfecting surface wipes and hand sanitizers are available through national contracts. Table 1-1 lists the recommended items:

Table 1-1. Recommended Wipes and Sanitizers

Supplier	Description	Item Number
	Disinfectant Surface Wipes	

Grainger	Disinfectant Wipes	1AU21
MSC Industrial	Disinfectant Wipes	06644801
Hand Sanitizer		
Grainger	Touch-Free Dispenser, to be filled with:	1PKP9
	Purell TFX Foam Sanitizer 1200 ml refill	13G691
MSC	Touch-Free Dispenser, to be filled with:	1PKP9
	Purell TFX Sanitizer 1200 ml refill	64492945
Grainger	Purell Original Gel, 3 oz., Snap-Cap Bottle	12X259
MSC	Purell Original Gel, 8 oz. Pump Bottle	99515520
Grainger	Purell Original Gel, 8 oz. Pump Bottle	20W449

SAFETY BULLETIN SAFETY BULLETIN

SAFETY BULLETIN SAFETY BULLETIN

ATTACHMENT 2**FOMITE CLEANING TASKS****TO CONTROL THE SPREAD OF INFECTION****Table 2-1. Cleaning Tasks**

Locations	Items to be Cleaned	Frequency
Operational Work Areas (shared)	<ul style="list-style-type: none"> • Work surfaces • Keyboards • Computer mice and trackballs • Monitors and touchscreens • Pens, pencils, styluses • Portable scanners • E-Stops • Powered Industrial Truck (PIT) equipment controls, steering wheels, seats, seatbelts 	EACH OPERATING TOUR
Cafeterias/Lunch rooms and Break rooms	<ul style="list-style-type: none"> • Door knobs or handles • Paper towel dispenser knobs or handles • Refrigerator door handles • Microwave door handles and buttons/keypads • Vending machine buttons • Table tops • Drinking fountains • Faucet handles 	EACH OPERATING TOUR
Work Room Floor	<ul style="list-style-type: none"> • Door knobs or handles • Employee entrance turnstiles • Drinking fountains • Time clock buttons • Elevator call and operating buttons • Handrails (frequently used) • Telephones (shared) 	DAILY

SAFETY BULLETIN SAFETY BULLETIN

SAFETY BULLETIN SAFETY BULLETIN

Locations	Items to be Cleaned	Frequency
Lobbies	<ul style="list-style-type: none"> • Door knobs or handles • Table tops • Handrails • Vending machine buttons • Automated Postal Centers (APC) • Scales 	DAILY
Rest Rooms	<ul style="list-style-type: none"> • Door knobs or handles • Paper towel dispenser knobs or handles • Faucet handles 	EACH OPERATING TOUR
Locker Rooms	<ul style="list-style-type: none"> • Door knobs or handles 	DAILY
Meeting Rooms	<ul style="list-style-type: none"> • Door knobs or handles • Table tops 	DAILY

SAFETY BULLETIN SAFETY BULLETIN

SAFETY BULLETIN SAFETY BULLETIN

Using Bleach as a Disinfectant Cleaner (continued)

3. All bottles with the bleach and water mixture **MUST** be properly identified.
4. Use in a ventilated area – it evaporates quickly and creates potentially harmful vapors.
5. Always review the Safety Data Sheet (SDS) before using bleach or any cleaning chemical.
6. Do not use to clean the following surfaces, because it can cause damage:
 - a. Finished surfaces
 - 1) Varnishes or similar finishes
 - 2) Painted, shellacked, lacquered finishes
 - 3) Treated wood
 - b. Certain fabrics – acetate, rayon, wool, silk, microfiber
7. Avoid getting on skin because it can cause irritation – use nitrile gloves to avoid skin contamination.
8. Do not drink it – bleach is toxic if ingested even in small amounts
9. Use disposable cloths if available. Only use as much bleach as required to complete the task (i.e., do not saturate wipes).
10. If using non-disposable **HUCK Towel** materials, let cleaning materials dry thoroughly before bagging for the laundering process.

Sites should contact MTSC Safety with any questions or concerns.

Surfaces

Clean dirty surfaces using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions OR alcohol solutions with at least 70% alcohol OR most common EPA-registered household disinfectants should be effective.

1. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
2. Products with [EPA-approved emerging viral pathogens](#) claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
3. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
4. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
5. Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples [here](#)) that are suitable for porous surfaces.

NOTE

The above information is from the CDC [Environmental Cleaning and Disinfection Recommendations](#).

HQ Maintenance Operations

Maintenance Update is a weekly publication provided by the Maintenance Technical Support Center. The information herein does not take precedence over official Postal Service documentation.

© 2020, United States Postal Service
Maintenance Technical Support Center

USPS/MTSC
600 W. Rock Creek Rd.
Norman, OK 73069
(405) 573-2123
(800) 366-4123
Maintenance.line@usps.gov



March 20, 2020, Volume 22, No. 19

Special Edition

Using Bleach as a Disinfectant Cleaner

Because many of the disinfectants listed in [MMO-031-20](#) are either unavailable or in limited supply, bleach can be used as an alternative.

Topeka Material Distribution Center (TMDC) is in the process of procuring bleach for the field to use in the daily completion of MMO-031-20 until the products listed in the MMO become available. TMDC is also obtaining spray bottles to use which must be labelled per Occupational Safety and Health Administration (OSHA) guidelines.

In order to use bleach safely, it is critical to use the following method to dilute the product.

1. Put on goggles and gloves (nitrile or rubber).

CAUTION

Always add the water to the container first, and then add the bleach to avoid accidentally splashing.

2. 5 tablespoons (1/3-cup) bleach per gallon of water, or
3. 4 teaspoons bleach per quart of water.
4. Swirl to mix.
5. Attach sprayer to bottle.
6. Maintain the proper CTC mixing requirements.
7. The bleach is now ready for use.

Wear safety glasses and gloves while using this product. When spraying bleach onto a cleaning **HUCK Towel**, ensure the spray bottle is within three inches of the cleaning material. Do not saturate – use the same methods taught when spraying Custodial Team Cleaning (CTC) chemicals onto cloths. Do not spray bleach within small areas or into the air – it must be a controlled spray onto the cleaning material.

WARNING

Do not use microfiber cloths or mops for cleaning with bleach. The bleach will destroy the microfiber and render them useless.

Things to keep in mind to safely use bleach as a disinfectant:

1. Do not mix alcohol with bleach – the combination produces chloroform, which can cause serious health issues.
2. Ensure that secondary labeling on bottles does not conflict with OSHA guidelines.

Continued

February 10, 2020

Idowu Balogun
Director, Maintenance Division
American Postal Workers Union, AFL-CIO
1300 L Street N.W.
Washington, D.C. 20005-4128

RE: Q10T-4Q-C 15206030

Recently, the parties met to discuss the Arbitrator Goldberg Award dated June 30, 2017, regarding POSTPlan Custodial Staffing ("POSTPlan Custodial Staffing Award").

The parties agree that determining whether a contract cleaning service can be utilized in an Administrative Post Office (APO) and its associated Remotely Managed Post Offices (RMPOs) within a POSTPlan Installation will be based on the Collective Bargaining Agreement (CBA) Memorandum of Understanding (MOU), *Re: Subcontracting Cleaning Services*.

The Postmaster of each existing POSTPlan Installation shall provide the subcontracting computation for the POSTPlan Installation to the local or state APWU President who represents the installation, as soon as possible, but no later than 60 days after the date of this Agreement. The Postmaster will also include the name of the facilities (APO and RMPO(s)) within each POSTPlan Installation and the current custodial employees on the rolls/authorized custodial positions in each facility.

The following will apply to POSTPlan Installations for which the subcontracting computation is ONE (1) or higher.

1. Custodial duties that are currently performed by contractors and other non-Maintenance Craft employees shall be assigned to Maintenance Craft Custodial employees within 180 days of the date of this Agreement.
2. Cleaning contracts that include a penalty for cancelling the contract should be provided to the national parties to be reviewed for determination regarding the effective date of the cancellation.
3. For compliance with the POSTPlan Custodial Staffing Award, current custodial employees as of the date of this Agreement who are within the POSTPlan Installation will not be involuntarily reassigned to a different office within the POSTPlan Installation or have their duty assignment reposted to change their principal assignment area from one office to another. Current custodial

employees will also not be required to have driving qualifications and privately-owned vehicle requirements added to their duty assignments. The Postmaster of each POSTPlan Installation with a current custodial employee on the date of this Agreement will notify that employee, in writing, of their option to have driving qualifications and privately-owned vehicle requirements added to his or her duty assignment. If a current custodial employee does not opt to have driving qualifications and privately-owned vehicle requirements added to his or her duty assignment within sixty (60) days of the date of this agreement, the cleaning duties not assigned to the current custodial employee in the offices in the custodial employee's POSTPlan Installation may be assigned to other available APWU bargaining unit employees in the facility. Under these circumstances, Line H requirements for these offices not assigned to the current custodial employee will not apply. Line H requirements only apply to offices maintained by Maintenance Craft Custodial employees. Once the current custodial employee vacates their assignment, any subsequent posting will comply with number 5 below and cleaning duties assigned to other available APWU bargaining unit employees will return to the Maintenance Craft Custodial assignment.

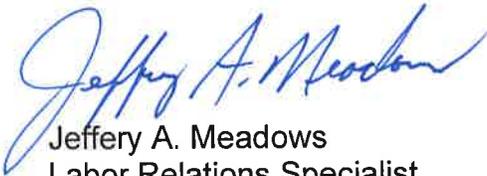
4. For initial vacant or new custodial duty assignments in POSTPlan Installations, Management will provide the local or state APWU President who represents the installation with the proposed Notice of Intent and solicit their input prior to posting.
5. The Postal Service may require in the Notice of Intent that the successful bidder use a privately-owned vehicle (POV) to travel between offices in a POSTPlan Installation. The Postal Service reserves the right to provide postal vehicles and/or transportation at its option. If a duty assignment is required to use a POV the following will be included on the Notice of Intent:
 - a. Driving qualification in accordance with the EL-312 (January 2018), Section 763.223, and
 - b. Statement, "use of a privately-owned vehicle by the successful applicant."
6. Any initial Notice of Intent will be posted no later than 90 days after the date of this Agreement.
7. Employees will be compensated at the appropriate higher-level while operating a postal vehicle or a POV between offices in a POSTPlan Installation in performance of official duties. When using a POV, daily compensation and mileage reimbursement will stop at the employee's last assigned facility where he/she ends tour.
8. Reposted or newly established duty assignments will be posted in accordance with Article 8 (Work Week and Work Schedules) and the applicable Handbook MS-47.

9. The employee will be reimbursed at the current approved mileage rate when required to use a POV in accordance with this Agreement.
10. Each facility within the POSTPlan Installation will have the necessary cleaning supplies and equipment.
11. When custodians are traveling between offices in a POSTPlan Installation in a POV, they may be required to transport custodial supplies (e.g. paper towels, toilet paper, handheld detergent spray bottle, etc.); however, they will not be required to transport soiled supplies, custodial equipment (e.g. mop buckets, buffer, vacuum, etc.) or any chemicals that can be destructive to the employee's POV.

In POSTPlan Installations for which the subcontracting computation is less than ONE (1) and a custodial employee is currently assigned, that custodial employee will remain until he/she vacates that assignment.

All outstanding regional cases that are being held pending the outcome of this dispute are returned to the field for resolution, including arbitration if necessary, after applying and implementing the terms of this agreement.

This Agreement applies only to custodial duty assignments in POSTPlan Installations and cannot be cited as precedent or having applicability in any other facilities.



Jeffery A. Meadows
Labor Relations Specialist
Contract Administration



Idowu Balogun
Director, Maintenance Division
American Postal Workers Union, AFL-CIO

Date: February 10, 2020