

Appendix A

Facility Planning Concept For Small Standard Buildings Less Than 9,000 Square Feet



Facility Planning Concept

Original:

Revised:

Page 1					
CITY, STATE, ZIP Code		POSTAL UNIT		DATE	
I. JUSTIFICATION: (X all blocks applicable)					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> A. Eviction: <input type="checkbox"/> Safety: <input type="checkbox"/> </div> <div style="width: 30%;"> Service: <input type="checkbox"/> Consolidation: <input type="checkbox"/> </div> <div style="width: 30%;"> Environmental: <input type="checkbox"/> Other: <input type="checkbox"/> <div style="text-align: right;">(Specify)</div> </div> </div>					
B. Problem Definition: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>					
II. DESCRIPTION OF PRESENT FACILITY:					
	A Facility	B Facility	C Facility	D Facility	
1. Occupancy/Construction Date:					
2. Net Interior:					
3. Workroom Space					
4. Platform/Slab					
5. Total Site Area					
6. Annual Lease Rate					
7. Lease Expiration Date:					
8. Renewal Options Available:					
9. Renewal Options Annual Rate:					
III. FUNCTIONS IN NEW FACILITY: (X all blocks applicable)					
1. Postal Retail Store: <input type="checkbox"/> Open Merchandising <input type="checkbox"/> Limited Open Displays					
	ZIP Code	ZIP Code	ZIP Code	ZIP Code	Total
2. <input type="checkbox"/> City Routes (# Now)					
3. <input type="checkbox"/> Rural Routes (# Now)					
4. <input type="checkbox"/> _____ (# Now)					
(Other) TOTAL					
<input type="checkbox"/> An (X) in this box represents a consolidation of routes from other offices.**					
**Note: If this is a consolidation of routes from other offices, please explain below where all zones are currently located.					

FACILITY PLANNING CONCEPT						Page 2
CITY, STATE, ZIP Code		POSTAL UNIT		DATE		
Carrier Route Projections		Present	% of Increase	10 Years		
Possible Deliveries						
Possible Deliveries per Route			/ Yr.			
Number of Routes						
Post Office Boxes						
Size	Present	Rented	Move-in Rqmts.	% of Increase	10 Yr. Mdl	
1 -12						
2- 8						
3- 4						
4- 2						
5- 1						
Total						
					Box Sections Required	
					Parcel Locker Sections	
					Total Sections	
IV. DISTRIBUTION CONCEPT						
1. <input type="checkbox"/> Distribution <input type="checkbox"/> Carriers <input type="checkbox"/> P.O. Boxes <input type="checkbox"/> Other _____						
2. All originating mail will be dispatched to the nearest plant. Plant Name: _____						
3. This facility is not scheduled for automation/mechanization equipment.						
V. FACILITIES AFFECTED: (After occupancy of the new facility, all blocks with an X are applicable.)						
1. <input type="checkbox"/> The existing leased building(s) will be returned to the lessor or subleased.						
2. <input type="checkbox"/> The existing building(s) will be retained to serve as a: _____						
3. <input type="checkbox"/> The existing USPS-owned building(s) will be disposed of or outleased.						
4. <input type="checkbox"/> Disposal sheet attached. Note: Notification of a disposal must be sent to Facilities, Asset Management at HQ. Forward a copy of the FPC and identify the property for disposal.						
VI. PREFERRED AREA BOUNDARIES						
North by: _____						
South by: _____						
East by: _____						
West by: _____						
VII. ALTERNATIVES: (X all blocks applicable) (The most advantageous alternatives will be finalized at site selection.)						
1. <input type="checkbox"/> Can building(s) be expanded?						
2. <input type="checkbox"/> Is adjacent land available for expansion?						
3. <input type="checkbox"/> Are existing building(s) available for lease or purchase?						
4. <input type="checkbox"/> New Construction Leased. Based on Standard Plan <input type="checkbox"/>						
5. <input type="checkbox"/> Can present operations be consolidated with adjacent facility or facilities?						

FACILITY PLANNING CONCEPT		Page 3				
CITY, STATE, ZIP Code	POSTAL UNIT	DATE				
<p>VIII.SUPPLEMENTAL DATA: (X all applicable blocks)</p> <p>1. <input type="checkbox"/> Security fencing is required (will be coordinated with the Inspection Service.)</p> <p>2. <input type="checkbox"/> Scissors lift is required.</p> <p>3. <input type="checkbox"/> Public water supply is not available; a water well will be required.</p> <p>4. <input type="checkbox"/> Public sewerage disposal is not available; a septic system will be required.</p> <p>5. <input type="checkbox"/> Tractor-trailer will be used by Vehicle Services/HCR for delivery of mail.</p> <p>6. <input type="checkbox"/> Parking <div style="display: flex; justify-content: space-between; margin-left: 100px;"> <div>Customer Employee Postal</div> <div>Customer ACC Employee ACC On street customer</div> </div> </p> <p>7 <input type="checkbox"/> Overnight stamp stock exceeds \$100k.</p> <p>8 <input type="checkbox"/> Full-time employees greater than 20.</p> <p>9 <input type="checkbox"/> Vault if five or more security containers would otherwise be used.</p> <p>10 <input type="checkbox"/> Enclosed platform.</p> <p>11 <input type="checkbox"/> Buildings and grounds storage.</p> <p>12 <input type="checkbox"/> Other (specify): <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black;"></div> </p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>PREPARED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Facilities Specialist Date </div> </td> <td style="width: 50%; vertical-align: top;"> <p>REVIEWED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Administrative Services Date </div> </td> </tr> <tr> <td style="vertical-align: top;"> <p>APPROVED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Manager, Customer Services Date </div> </td> <td style="vertical-align: top;"> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Postmaster Date </div> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Post Office Operations Date </div> </td> </tr> </table>			<p>PREPARED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Facilities Specialist Date </div>	<p>REVIEWED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Administrative Services Date </div>	<p>APPROVED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Manager, Customer Services Date </div>	<div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Postmaster Date </div> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Post Office Operations Date </div>
<p>PREPARED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Facilities Specialist Date </div>	<p>REVIEWED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Administrative Services Date </div>					
<p>APPROVED BY:</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> District Manager, Customer Services Date </div>	<div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Postmaster Date </div> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Manager, Post Office Operations Date </div>					