

APWU Custodian Staffing Worksheet Program

This MS-47 Staffing Worksheet was created by APWU Headquarters in July of 2008 and recently revised in July 2011. It is designed to allow staffing advocates and or local union officials to verify custodian staffing packages given to them by Local management in three simple steps:

- 1. After carefully reviewing forms, create a discrepancy list that includes omitted units, sq feet, and frequencies.**
- 2. Input agency Form 4852 date “as is” onto the 4852 comparison.**
- 3. Use the data entry tab to correct discrepancies and add omitted items**

In addition to verification it also allows the input of omitted items or omitted frequencies of cleaning. This will allow us to recapture lost man year hours. It is our intent that this program will help you to reduce the number of hours required to verify the accuracy and completion of a Custodial Staffing Package. For questions, concerns or suggestions contact Idowu Balogun at 202-842-4213 or email at MaintStaffing@apwu.org.

APWU’S Staffing Worksheet Program allows you to verify USPS submitted package for accuracy and input omitted cleaning items and cleaning frequencies; it will **automatically** calculate totals. In addition, this program gives you line-by-line comparison. It will show both the USPS and APWU Staffing Report, side by side, for easy comparison on form 4852. In addition, it will save time that would ordinarily be spent filling out the forms 4839 and 4869. The worksheet will also stamp (date and time) on your finished product once you are ready to print. And for any future references there is a place to type or sign your name.

COLOR CODES:

| | |
|---------------|---|
| Lime | This color is for you to enter data on form 4852 comparison |
| White | This color is for you to enter data on form 4852 comparison |
| Yellow | LOCKED- USPS and APWU allowed minutes per unit. |
| Gray | LOCKED AND CALCULATED – info comes from Data entry form. |
| Purple | LOCKED AND CALCULTED |

The MS-47 Program is constructed with 5 tabs including the 4852 Comparison Tab, Additional 4852's, the Data Entry Form, Project Work, and the 4869 Note Tab. Each tab is explained for further understanding below.

1. How to complete the MS-47 Staffing Worksheet (Comparison Form 4852)

To effectively use this program you should begin **SAVING** the worksheet under a **DIFFERENT NAME** using the **'save as'** option each time. It is suggested that you use the office name and state (i.e. South Lake Tahoe MPO, CA)

| | | | | |
|-------------------------|----------------|--------------------|----------------------|--------|
| WORKLOAD SUMMARY | POST OFFICE : | South Lake Tahoe | GROSS INTERIOR AREA: | 19,397 |
| | ADDRESS: | 1046 AL TAHOE BLVD | EXTERIOR PAVED: | 18,055 |
| | STATE AND ZIP: | CA, 96150-9998 | EXTERIOR UNPAVED: | 23,322 |

| LINE NO. | JOB REQUIREMENT | OPERATION | UNITS OF MEASURE | MINUTES PER SQ. FT. OR UNIT | WEEKLY QUANTITY (USPS) | ADDITIONAL QUANTITY | WEEKLY MINS. (USPS) | WEEKLY MINS. (APWU) | LINE NO. | JOB REQUIREMENT | OPERATION | UNITS OF MEASURE | MINUTES PER SQ. FT. OR UNIT | QUANTITY (USPS) | ADDITIONAL QUANTITY | USPS FREQUENCY | APWU FREQUENCY | ANNUAL MINS. (USPS) | ANNUAL MINS. (APWU) |
|----------|------------------|-----------|------------------|-----------------------------|------------------------|---------------------|---------------------|---------------------|----------|--------------------------|-----------|------------------|-----------------------------|-----------------|---------------------|----------------|----------------|---------------------|---------------------|
| 1 | WORKROOM TOILETS | CL | FX | 4.5000 | 60 | 0 | 270.00 | 270.00 | 33 | LIGHT FIXTURES (FEATHER) | DUST | FX | 0.2500 | 4 | 0 | 4 | | 4.00 | 4.00 |
| 2 | | PL | FX | 1.5000 | 0 | 0 | 0.00 | 0.00 | 34 | (CLOTH) | DUST | FX | 1.5000 | 8 | 0 | 4 | | 48.00 | 48.00 |
| 3 | OFFICE TOILETS | CL | FX | 4.0000 | 25 | 0 | 100.00 | 100.00 | 35 | (VACUUM) | DUST | FX | 1.0000 | 427 | 0 | 4 | | 1708.00 | 1,708.00 |
| 4 | LUNCH/ SWING RMS | CL | SF | 0.0320 | 1200 | 0 | 38.40 | 38.40 | 36 | LIGHT FIXTURES (SPONGE) | WASH | FX | 10.0000 | 418 | 0 | 1 | | 4180.00 | 4,180.00 |
| 5 | | PL | SF | 0.0106 | 0 | 0 | 0.00 | 0.00 | 37 | (LOUVER TANK) | WASH | FX | 8.8900 | 0 | 0 | 0 | | 0.00 | 0.00 |

Before you begin make sure you enter general information at the top of the form: post office, state/zip, and the unit of the staffing report you are working with.

Then you can proceed to the entries below:

- Verify postal staffing package by inputting data into the weekly quantity column (as applicable) directly from agency Form 4852 onto 4852 comp. forms.
- Do the same for the Annual USPS Quantity and applicable Frequency

****NOTE: If you use lines 70-76 for unlisted items, be sure to input data into the following columns: Job requirement, operation, units of measure, minutes per square feet or unit, quantity and frequency.

- The last entry on this form will be lines E, F, and G of the work calculation portion of the form for **USPS only**. The APWU side is locked and calculated.

2. Additional 4852 Forms

| APWU Form 4852 Additional Page 1- Right Side | | | | | | | | | | |
|--|-------------------------------|--|------------------|------------------|----------------|--------------------|------------|----------------|------------|------------|
| LOCATION: | | | CA, 96150-9998 | | | | | | | |
| POST OFFICE: | | | South Lake Tahoe | | | | | | | |
| 4852 Line # | DESCRIPTION (ANNUAL) | | | Unit Performance | Units or Sq Ft | USPS New Frequency | APWU Units | APWU Frequency | USPS Total | APWU Total |
| 33 | LIGHT FIXTURES-feather | | | 0.2500 | | | | | 0.00 | 0.00 |
| 34 | LIGHT FIXTURES-cloth | | | 1.5000 | | | | | 0.00 | 0.00 |
| 35 | LIGHT FIXTURES-vacuum | | | 1.0000 | | | | | 0.00 | 0.00 |
| 36 | LIGHT FIXTURES-sponge | | | 10.0000 | | | | | 0.00 | 0.00 |
| 37 | LIGHT FIXTURES-louver tank | | | 8.8900 | | | | | 0.00 | 0.00 |
| 38 | LIGHT FIXTURES-louver machine | | | 5.0000 | | | | | 0.00 | 0.00 |
| 39 | VENETIAN BLINDS -wash | | | 30.0000 | | | | | 0.00 | 0.00 |
| 40 | VENETIAN BLINDS-dust | | | 5.0000 | | | | | 0.00 | 0.00 |
| 41 | LOBBY GLASS-wash | | | 0.1790 | | | | | 0.00 | 0.00 |
| 42 | EXTERIOR GLASS-wash | | | 0.1790 | 1032 | 12 | | | 2216.74 | 0.00 |
| 43 | INTERIOR GLASS-wash | | | 0.1790 | 101 | 2 | | | 36.16 | 0.00 |

The second tab has 6 additional 4852 forms so offices with more than one 4852 form can enter all of their data. The above example shows the second 4852 page

for South Lake Tahoe, CA. Remember that it is only necessary to enter data that will change the totals, i.e. anything over zero.

3. Work Hour Calculations (4852 Comparison Form)

Below is an example of the **Work Hour Calculations** Box of a 4852 comparison form when all the data is entered from the staffing package “as is.” Note that the USPS column and the APWU column match exactly. This will change once discrepancies from omitted units, sq feet, and frequencies are entered.

| WORK HOUR CALCULATIONS | | | | |
|------------------------|-----------------------------------|-----------|-----------|-----------------|
| | | USPS | APWU | |
| A | MULTIPLY LINE 32 BY 52 WEEKS | 87810.86 | 87810.86 | MIN/YR |
| B | ENTER TOTAL FROM LINE 77 | 45822.85 | 45822.85 | MIN/YR |
| C | TOTAL LINES A & B | 133633.70 | 133633.70 | MIN/YR |
| D | DIVIDE LINE C BY 60 MINS | 2227.23 | 2227.23 | WH/YR |
| E | Multi. Line D By .0125 (TRG) | 37.86 | 27.84 | H/YR |
| F | Multi. Line D By .0625 (BREAKS) | 139.20 | 139.20 | H/YR |
| | Multi. Line D By .0208 (WASH UPS) | 46.33 | 46.33 | H/YR |
| H | TOTAL LINES D + E + F+ G | 2450.62 | 2440.60 | WH/YR |
| J | DIVIDE LINE H BY 52 | 47.13 | 46.93 | WK HRS PER WEEK |
| K | DIVIDE LINE H BY 1760 | 1.39 | 1.39 | WORK YRS |
| L | TOTAL EMPLOYEES | 1 | 1 | |

Once you have entered ALL data, the APWU Weekly Minutes column will show the same totals until additional information is received from the data entry form. Continue by verifying the accuracy throughout the worksheet from generated USPS form 4852. All other lines will automatically calculate once all data has been entered. This concludes the verification process for this form. You can now proceed to the Data Entry Form.

4. Custodial Scheduling Data Entry Form

| APWU CUSTODIAL SCHEDULING WORKSHEET (WEEKLY) | | LOCATION/ FACILITY: | | | |
|---|--------------------------|---------------------|----------------------|----------------------|-------|
| | | POST OFFICE: | | | |
| 4852 Line # | DESCRIPTION (WEEKLY) | TOUR | UNITS or SQ FT | TIMES PER WEEK | TOTAL |
| 1 | WORKROOM TOILETS-clean | | | | 0 |
| 2 | WORKROOM TOILETS-police | | | | 0 |
| 3 | OFFICE TOILETS-clean | | | | 0 |
| 4 | LUNCH/ SWING RMS-clean | | | | 0 |
| 5 | LUNCH/ SWING RMS-police | | | | 0 |
| 6 | LUNCH/ SWING RMS-wet mop | | | | 0 |
| 7 | LOCKER ROOMS-clean | | | | 0 |
| 8 | LOCKER ROOMS-police | | | | 0 |

| APWU CUSTODIAL SCHEDULING WORKSHEET (ANNUAL) | | LOCATION/ FACILITY: | |
|---|-------------------------------|------------------------|----------|
| | | POST OFFICE: | |
| 4852 Line # | DESCRIPTION (ANNUAL) | TOUR | QUANTITY |
| 33 | LIGHT FIXTURES-feather | | |
| 34 | LIGHT FIXTURES-cloth | | |
| 35 | LIGHT FIXTURES-vacuum | | |
| 36 | LIGHT FIXTURES-sponge | | |
| 37 | LIGHT FIXTURES-louver tank | | |
| 38 | LIGHT FIXTURES-louver machine | | |
| 39 | VENETIAN BLINDS -wash | | |
| 40 | VENETIAN BLINDS-dust | | |

To begin your entries on the Custodial Schedule [Data Entry form](#) (combined 4839 and 4869):

[Line 1- 31](#) (additional weekly quantity to be cleaned- data will transfer to the right side of form 4852 Comp.)

- Enter the tour that will perform the task (optional)
- Enter additional units of Quantity to be cleaned.
- Enter the number of times per week.

[Line 33-76](#) (Additional other than weekly Cleaning – data will transfer to the left side of form 4852 comp).

- Enter the tour that will perform the task (optional)
- Enter additional units or quantity to be cleaned other than weekly.

****NOTE: If the only change you want made is Frequency then you have to do so from the 4852 comparison.

5. PROJECT WORK

- With project works, everything that is not normally done part of custodial duties like recycling or raising the flag.

| | | | |
|--|--|--|--|
| PROJECT WORK APWU (ANNUAL) | LOCATION/ FACILITY: | | |
| | POST OFFICE: | | |
| DESCRIPTION e.g. Work Order # or project task (ANNUAL) | Total cleaning minutes. per day | Frequency of cleaning per year | Total Work Minutes (Annual) |
| Enter the category of the task that needs to be completed. | Be sure to enter the number of minutes it needs to be done per day. If in hours convert to minutes. | Include how many times a year this process takes place. | Calculated field- it will transfer the total to form 4852 comparison, just above line 77 |

Analysis of the APWU vs. USPS Comparison Worksheet

The comparison worksheet is programmed to take any omitted items and add them to the USPS data to get a new total. Line L in the work hours calculated section of the form will give you the number of employees needed to clean the postal building. This is the total comparison for USPS and APWU data.

****NOTE: Before you exit you must input the gross interior area, exterior paved, and exterior unpaved data located at the top of the comparison worksheet. Lastly you should print your name at the bottom of the worksheet and save the worksheet.

To review a staffing package, secure the package from your manager. The package should include at a minimum: Form 4852, 4869, 4839.

The following page shows an example of a complete 4852 comparison page:

APWU VERSUS USPS COMPARISON WORKSHEET

| | | | | | |
|-------------------------|--|----------------|--------------------|-----------------------|--------|
| WORKLOAD SUMMARY | | POST OFFICE : | South Lake Tahoe | GROSS INTERIOR AREA : | 19,397 |
| | | ADDRESS: | 1046 AL TAHOE BLVD | EXTERIOR PAVED: | 18,055 |
| | | STATE AND ZIP: | CA, 96150-9998 | EXTERIOR UNPAVED: | 23,322 |

| LINE NO. | JOB REQUIREMENT | OPERATION | UNITS OF MEASURE | MINUTES PER SQ. FT. OR LINT | WEEKLY QUANTITY (USPS) | ADDITIONAL QUANTITY | WEEKLY MINS. (USPS) | WEEKLY MINS. (APWU) | LINE NO. | JOB REQUIREMENT | OPERATION | UNITS OF MEASURE | MINUTES PER SQ. FT. OR LINT | QUANTITY (USPS) | ADDITIONAL QUANTITY | USPS FREQUENCY | APWU FREQUENCY | ANNUAL MINS. (USPS) | ANNUAL MINS. (APWU) | |
|----------|---------------------|-----------|------------------|-----------------------------|------------------------|---------------------|---------------------|---------------------|----------|--------------------------|-----------|------------------|-----------------------------|-----------------|---------------------|----------------|----------------|---------------------|---------------------|--------|
| 1 | WORKROOM TOILETS | CL | FX | 4.5000 | 60 | 0 | 270.00 | 270.00 | 33 | LIGHT FIXTURES (CEILING) | DUST | FX | 0.2500 | 4 | 0 | 4 | | 4.00 | 4.00 | |
| 2 | | PL | FX | 1.9000 | 0 | 0 | 0.00 | 0.00 | 34 | (CLOTH) | DUST | FX | 1.5000 | 8 | 0 | 4 | | 48.00 | 48.00 | |
| 3 | OFFICE TOILETS | CL | FX | 4.0000 | 25 | 0 | 100.00 | 100.00 | 35 | (VACUUM) | DUST | FX | 1.0000 | 427 | 0 | 4 | | 1708.00 | 1,708.00 | |
| 4 | LUNCH SWING RMS | CL | SF | 0.0320 | 1200 | 0 | 38.40 | 38.40 | 36 | LIGHT FIXTURES (SPONGE) | WASH | FX | 10.0000 | 418 | 0 | 1 | | 4180.00 | 4,180.00 | |
| 5 | | PL | SF | 0.0106 | 0 | 0 | 0.00 | 0.00 | 37 | (LOUVER TANK) | WASH | FX | 8.8900 | 0 | 0 | 0 | | 0.00 | 0.00 | |
| 6 | | WM | SF | 0.0300 | 0 | 0 | 0.00 | 0.00 | 38 | (LOUVER MACH.) | WASH | FX | 5.0000 | 0 | 0 | 0 | | 0.00 | 0.00 | |
| 7 | LOCKER RMS | CL | SF | 0.0240 | 1596 | 0 | 38.30 | 38.30 | 39 | VENETIAN BLINDS | DUST | BL | 5.0000 | 3 | 0 | 1 | | 15.00 | 15.00 | |
| 8 | | PL | SF | 0.0080 | 0 | 0 | 0.00 | 0.00 | 40 | VENETIAN BLINDS | WASH | BL | 30.0000 | 3 | 0 | 1 | | 90.00 | 90.00 | |
| 9 | | WM | SF | 0.0300 | 0 | 0 | 0.00 | 0.00 | 41 | LOBBY GLASS | WASH | SF | 0.1790 | 0 | 0 | 0 | | 0.00 | 0.00 | |
| 10 | WORKROOMS | CL | SF | 0.0106 | 69414 | 0 | 735.79 | 735.79 | 42 | EXTERIOR GLASS | WASH | SF | 0.1790 | 779 | 0 | 2 | | 278.88 | 278.88 | |
| 11 | | PL | SF | 0.0053 | 0 | 0 | 0.00 | 0.00 | 43 | INTERIOR GLASS | WASH | SF | 0.1790 | 424 | 0 | 4 | | 303.58 | 303.58 | |
| 12 | OFFICES | CI | SF | 0.0375 | 4380 | 0 | 164.25 | 164.25 | 44 | WORKROOM PIPES/ DUCTS | DUST | SF | 0.0600 | 2150 | 0 | 1 | | 148.35 | 148.35 | |
| 13 | SUPPLY RMS | CL | SF | 0.0120 | 0 | 0 | 0.00 | 0.00 | 45 | OTHER PIPES/ DUCTS | DUST | SF | 0.0480 | 0 | 0 | 0 | | 0.00 | 0.00 | |
| 14 | FREIGHT ELEVATORS | PL | EA | 10.0000 | 0 | 0 | 0.00 | 0.00 | 46 | LOOKOUT GALLERY | CL | LF | 0.4800 | 167 | 0 | 12 | | 961.92 | 961.92 | |
| 15 | PASSENGER ELEVATORS | CL | EA | 20.0000 | 0 | 0 | 0.00 | 0.00 | 47 | CARRIER CASE | CL | EA | 4.0000 | 42 | 0 | 1 | | 168.00 | 168.00 | |
| 16 | EXT POLICE | PL | SF | 0.0012 | 107929 | 0 | 129.51 | 129.51 | 48 | OTHER CASE | CL | EA | 1.5000 | 67 | 0 | 1 | | 100.50 | 100.50 | |
| 17 | PLATFORMS | CL | SF | 0.0106 | 6066 | 0 | 64.30 | 64.30 | 49 | EXT. PAVED (BROOM) | SWEEP | SF | 0.0060 | 17887 | 0 | 52 | | 5580.74 | 5,580.74 | |
| 18 | | PL | SF | 0.0053 | 0 | 0 | 0.00 | 0.00 | 50 | EXT PAVED (PWR VAC) | SWEEP | SF | 0.0040 | 0 | 0 | 52 | | 0.00 | 0.00 | |
| 19 | SERVICE BOX LOBBY | CL | SF | 0.0160 | 19278 | 0 | 308.45 | 308.45 | 51 | EXT PAVED (RIDER) | SWEEP | SF | 0.0012 | 0 | 0 | 52 | | 0.00 | 0.00 | |
| 20 | | PL | SF | 0.0020 | 450 | 0 | 0.90 | 0.90 | 52 | ACTIVE STORAGE | CL | SF | 0.0120 | 662 | 0 | 52 | | 413.09 | 413.09 | |
| 21 | | WM | SF | 0.0300 | 0 | 0 | 0.00 | 0.00 | 53 | INACTIVE STORAGE | CL | SF | 0.0120 | 648 | 0 | 4 | | 31.10 | 31.10 | |
| 22 | | VS | SF | 0.0064 | 9414 | 0 | 60.25 | 60.25 | 54 | RESILENT FLOOR | DM | SF | 0.0150 | 103 | 0 | 12 | | 18.54 | 18.54 | |
| 23 | | DM | SF | 0.0150 | 9639 | 0 | 144.59 | 144.59 | 55 | RESILENT FLOOR | INT | SF | 0.2400 | 12496 | 0 | 1 | | 2999.04 | 2,999.04 | |
| 24 | STAIRWAYS 12" | CL | FL | 8.0000 | 0 | 0 | 0.00 | 0.00 | 56 | RESILENT FLOOR | PERI | SF | 0.0960 | 906 | 0 | 4 | | 347.90 | 347.90 | |
| 25 | | PL | FL | 2.4000 | 0 | 0 | 0.00 | 0.00 | 57 | TERRAZZO | INT | SF | 0.2400 | 3138 | 0 | 1 | | 753.12 | 753.12 | |
| 26 | CORRIDORS | CL | SF | 0.0960 | 132 | 0 | 0.79 | 0.79 | 58 | TERRAZZO | PERI | SF | 0.1200 | 3138 | 0 | 12 | | 4518.72 | 4,518.72 | |
| 27 | | DM | SF | 0.0150 | 132 | 0 | 1.98 | 1.98 | 59 | CONCRETE | INT | SF | 0.2400 | 1388 | 0 | 1 | | 333.12 | 333.12 | |
| 28 | | VS | SF | 0.0064 | 88 | 0 | 0.56 | 0.56 | 60 | CONCRETE | PERI | SF | 0.0960 | 1313 | 0 | 0 | | 0.00 | 0.00 | |
| 29 | | PL | SF | 0.0020 | 264 | 0 | 0.53 | 0.53 | 61 | CARPET | SHAMP | SF | 0.2400 | 98 | 0 | 1 | | 23.52 | 23.52 | |
| 30 | SHOP AREA | CL | SF | 0.0120 | 0 | 0 | 0.00 | 0.00 | 62 | CARPET | SPOT | SF | 0.1200 | 0 | 0 | 0 | | 0.00 | 0.00 | |
| 31 | JANITOR CLOSET | CL | EA | 10.0000 | 12 | 0 | 120.00 | 120.00 | 63 | WOOD | INT | SF | 0.2400 | 648 | 0 | 1 | | 155.52 | 155.52 | |
| 32 | SUBTOTAL | | | | | | | 2178.60 | 2178.60 | 64 | WOOD | PERI | SF | 0.1200 | 648 | 0 | 3 | | 233.28 | 233.28 |

| WORK HOUR CALCULATIONS | | | |
|------------------------|-----------------------------------|-----------|-----------|
| | USPS | APWU | |
| A | MULTIPLY LINE 32 BY 52 WEEKS | 113287.34 | 113287.34 |
| B | ENTER TOTAL FROM LINE 77 | 57042.36 | 57042.36 |
| C | TOTAL LINES A & B | 170329.70 | 170329.70 |
| D | DIVIDE LINE C BY 60 MINS | 2838.83 | 2838.83 |
| E | Multi. Line D By .0125 (TRG) | 32.37 | 35.49 |
| F | Multi. Line D By .0625 (BREAKS) | 118.39 | 177.43 |
| G | Multi. Line D By .0208 (WASH UPS) | 59.05 | 59.05 |
| H | TOTAL LINES D + E + F + G | 3048.64 | 3110.79 |
| J | DIVIDE LINE H BY 52 | 58.63 | 59.82 |
| K | DIVIDE LINE H BY 1760 | 1.73 | 1.77 |
| L | TOTAL EMPLOYEES | 2 | 2 |

| | | | |
|----|---------|----|--------------|
| PL | Police | DM | Damp Mop |
| CL | Clean | SF | Square Feet |
| WM | Wet Mop | VS | Vacuum Scrub |

APWU Form 4852 Comparison V 3.2 (October 14, 2009)

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| | | | | | | | | | |
|-----|--|-------|----|--------|-------|----|------|----------|----------|
| 65 | LAWNS (PUSH) | MOWP | SF | 0.0120 | 0 | 0 | 0.00 | 0.00 | |
| 66 | LAWNS (RIDER) | MOWR | SF | 0.0060 | 0 | 0 | 0.00 | 0.00 | |
| 67 | HEDGE/ SHRUB | TRIM | LF | 1.2000 | 0 | 0 | 0.00 | 0.00 | |
| 68 | SNOW | REMOV | LF | 0.0150 | 17887 | 0 | 16 | 4292.88 | |
| 69 | P.O. BOXES | CL | EA | 2.0000 | 5036 | 0 | 1 | 10072.00 | |
| 70 | Ceramic Floor | PERI | SF | 0.1200 | 356 | 4 | | 170.88 | |
| 71 | Ceramic Floor | INT | SF | 0.2400 | 356 | 1 | | 85.44 | |
| 72 | Lunch/Swing Room | VS | SF | 0.0064 | 400 | 52 | | 133.12 | |
| 73 | | | | | | | | 0.00 | |
| 74 | | | | | | | | 0.00 | |
| 75 | | | | | | | | 0.00 | |
| 76 | | | | | | | | 0.00 | |
| 76A | | | | | | | | 0.00 | |
| xxx | USPS other Mins. | | | | | | | 0.00 | |
| xxx | From 4852 Additional (1-6) | | | | | | | 18874.11 | |
| 76D | PROJECT WORK (other miscellaneous maintenance) | | | | | | | 0.00 | |
| 77 | SUBTOTAL | | | | | | | 57042.36 | 57042.36 |

Idowu Balogun

APWU Staffing Advocate (signature)

Prepared by:

7/21/2011 13:51