



American Postal Workers Union, AFL-CIO
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December 11, 2017

Jeffrey Staker,
Postmaster, Lakeland
USPS

Re: Custodial Route Sheets

Jeff:

It has come to my attention that your facility is not issuing Route Sheets for Custodians on a regular basis. These Route Sheets, also known as Worksheets, play a very important part in the Maintenance Craft. Each employee should be receiving one at the beginning of their day. The Route Sheet lets our Custodians know which tasks they are assigned to on any given day and help to ensure that all of the required cleaning gets done in accordance with the MS-47 manual. Then at the end of the day the employee turns in their completed Route Sheet which is retained locally for accountability and historical data.

Not only is this process an important part of the new Custodian Team Cleaning concept that your facility is implementing, but these Route Sheets should also be part of your yearly review to accurately identify the work being done in your facility. With this historical data you can justify adjusting your staffing in able to cover local conditions not previously identified on the PS Form 4852 document.

This issue has been grieved in the past and it was agreed that Route Sheets would be used in the Lakeland Installation. I know you don't have a full time Supervisor of Maintenance, but can you please assign someone to hand these out to your Custodians every day so that you are in compliance.

If you and/or your staff have any questions about this process, I'd be glad to discuss it with you so that we can make sure each cleaning route is being properly performed at the right frequency to maintain a clean and safe working environment.

Thank you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Benjamin Love".

Benjamin C. Love
Maintenance Craft Director, CFAL
Phone: 407-592-3408
Email: bloveapwu@gmail.com

Cc: Joe Paul, President CFAL