

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

Re: Subcontracting Cleaning Services

The parties agree that the following language will be incorporated into paragraph 535.261 of the Administrative Support Manual.

.26 Cleaning Services

.261 Authorization

- a. **In a new facility or** when a vacancy as a result of an employee's voluntary attrition is identified in an independent installation or in a station and/or branch of an independent installation, the following sequential steps will be taken to determine whether or not a contract cleaning service may be utilized:
  - (1) **Measure the square footage of the interior area using procedures** identified in **handbook MS-47, Housekeeping-Postal Facilities. Then divide that measurement** by 18,000 **and round off** the resulting number to four (4) decimal places;
  - (2) **Measure the square footage of the exterior paved and unpaved area to be serviced, using the procedures** identified in the MS-47 handbook. **Then divide that measurement** by 500,000 **and round off** the resulting number to four (4) decimal places;
  - (3) **Add** the numbers obtained in steps 1 and 2 together. If the resulting number is less than ONE (1), a contract cleaning service may be used to perform the required work.
- b. If the determination is made to utilize a contract cleaning service, the local APWU President will be provided a copy of the above computations.
- c. **The formula applies to replacement facilities or existing facilities with extensions or modifications.**
- d. Post Offices, or stations/branches which contract cleaning services under previous criteria may continue to do so.