

Cunningham, David C - Des Moines, IA

From: Swanson, Marc A - Des Moines, IA
Sent: Thursday, December 03, 2009 5:01 PM
To: Carpe, Brian A - Des Moines, IA; Conn, Donna L - Des Moines, IA; Cunningham, David C - Des Moines, IA; Deets, Randy G - Des Moines, IA; Hall, Rick - Des Moines, IA; King, David D - Des Moines, IA; Lepley, Robert W - Des Moines, IA; Mckee, Thomas J - Des Moines, IA; Ramus, Rick R - Des Moines, IA; Swanson, Marc A - Des Moines, IA; Thompson, Rodney A - Des Moines, IA; Petrie, Carl E - Des Moines, IA; Jennings, Tim D - Des Moines, IA; Docekal, Jennifer L - Des Moines, IA
Subject: Electrical Panels

Importance: High

03 December 2009

This is to notify ALL Maintenance Employees that until further notice – ALL electrical power will be powered down following the proper lockout/tagout procedure before exposing bare, energized parts in a facility breaker panel.

All work on the “Switchgear”, other than resetting the breakers and throwing the tie-breakers will not be done by Postal Employees.

This includes Stations and Branches also.

If the employees have any questions during their tour about their work, they are to seek out advisement from their supervisors.

In the interest of Safety, all Maintenance employees must sign a roster and provide a legible name beside it indicating that they have read and understood the above. This roster needs to be returned to Carl Petrie. This needs completed by COB 11 December 2009.

If you have questions or concerns please see Rick Ramus, Dave Cunningham or Marc Swanson.

Marc Swanson