

DELIVERY OFFICE INDOOR WORK METHOD IMPROVEMENT SPACE STANDARDS

Version 1.4 Final

Document Owner: Delivery Transformation
team

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Engineering

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DELIVERY OFFICE INDOOR WORK METHOD IMPROVEMENT SPACE STANDARDS

When reviewing and planning your Delivery Office layout for the potential introduction of Indoor work methods improvements and equipment you must take into account the minimum standards set out below. These standards take into account the equipment, associated storage and working space requirements. In preparing and agreeing revised layouts it is important to also take into account all other existing Business standards around circulation space for fire exit routes and walkways within the unit.

The standards set out below must therefore be used when planning and deploying the following arrangements:

- Introduction of backless IPS fittings
- Introduction of the porter trolley
- Introduction of mini Yorks into Preparation areas
- Setting up mini York bull rings for inward packet sorting

BACKLESS FITTINGS – SPACE STANDARDS

Single porter/one way aisle – where the arrangements for clearing a backless fitting involve only one porter, or where there is no requirement for porters to pass each other, a minimum aisle width of 1200mm [1.2m] must be provided.

See example 1

Two way aisle – where the arrangements for clearing a backless fitting involve the requirement for porters to pass by each other a minimum aisle width of 1800mm [1.8m] must be provided.

See example 2

Manoeuvring trolley out of aisle – a minimum space of 1200mm [1.2m] must be provided at the end of the aisle to allow the trolley to emerge and turn through 90° degrees.

See examples 1 and 3

Designated staging of mail behind IPS – where mail is staged in York containers behind IPS frames, these must be a minimum of 1200mm [1.2m] from the front of the fitting. Additionally space of 1500mm [1.5m] is required to safely manoeuvring the York into its staging space if the Yorks are staged facing the fitting or 900mm [0.9m] if sideways

See example 1

Feeding IPS from end of frame staging – where there is insufficient space behind IPS fittings for staging and mail manually conveyed to fittings a minimum aisle

width of either 1200mm [1.2m] must be provided if a single line of sorters, or 1770mm [1.77m] if sorters are in a back to back configuration. Additionally where the Yorks are staged at the end IPS frames there must be a minimum of 1500mm [1.5m] from the front of the York.

See example 3

RM 2000/MINI YORK – SPACE STANDARDS

Back to back RM2000 aisle without large storage cabinet – where a mini York is required to be placed alongside the wing of the frame in a back to back aisle, that aisle must be a minimum of 1800mm [1.8m], wing to wing, to allow for locating the two Yorks on the diagonal and for a mini York to be manoeuvred between. If the fittings are staggered 870mm [0.87m] space on the angle between the two Yorks must be maintained to allow another to pass safely

See example 4

RM 2000 aisle [not back to back] – where not in a back to back configuration and a mini York is to be placed alongside the RM2000, the minimum aisle width must be 1540mm [1.54m] from the wing

See example 5

RM 2000 aisle with large storage cabinet – where a large upright storage cupboard is provided that allows a mini York to be placed under it when not in use or other Yorks need to pass, a minimum aisle width of 1500mm [1.5m] from wing to wing must be provided

See example 6

MINI YORK BULL RING – SPACE STANDARDS

A wide range of layouts are acceptable provided they meet the following criteria:-

- Mini-Yorks are no more than 2 deep and diagonal distance at corners is no more than 1500mm from the closest sorting edge to centre of the mini-York.
- 1500mm is required between the closest edges of adjacent bull rings for access with Yorks.
- Circulation of 900mm is necessary around the front of full sized Yorks for sorting from. 4140mm will be needed between centre edge of adjacent bull rings to allow this space, parking and removal of Yorks.

See example 7

The following pages contain the various examples referred to in the above standards. Being examples when planning your revised you will need to take into account all the local circumstances within your unit to apply these principles.

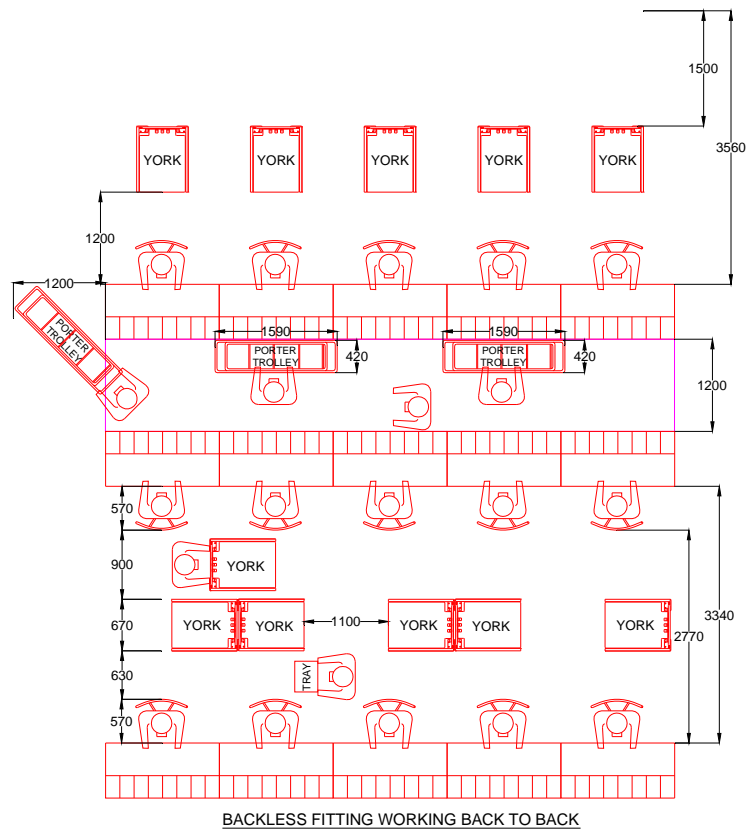
Delivery Indoor work method improvement Minimum Space Requirements

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Space: Delivery Letter Sorting – Example 1

Porter Walkway – single/one way aisle & IPS staging

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Operational space

- 1200mm is needed between the frames for clearing activities and 1200mm clearance at the end of the aisle to turn the Porter trolley through 90°.
- 1200mm is needed for a person to retrieve a tray from a stored York container and carry it behind a seated sorter. This space is only appropriate if there is space to park and remove the York containers from behind.
- Where Yorks are staged behind and facing the IPS fitting (top part of the example) 1500mm [1.5m] needs to be allowed to safely manoeuvre the York into position – circulation areas can be used for this as long as they are kept clear at all times. In this example the number of Yorks in the staging row can be more than shown.
- Where Yorks are staged behind and sideways to the IPS fitting [bottom part of the example] 900mm [0.9m] needs to be allowed to safely manoeuvre the York into position – this example does however limit the number of Yorks that can be staged.

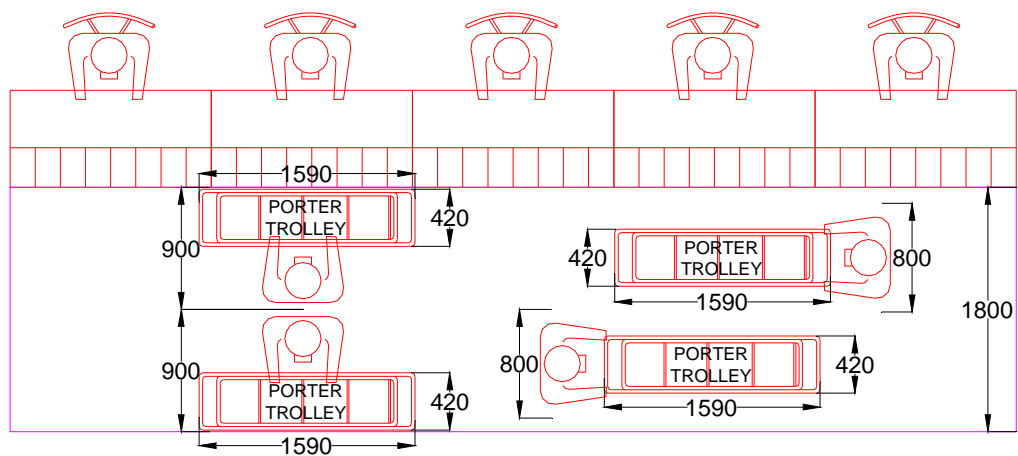
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Space: Delivery Letter Sorting – Example 2

Porter Walkway – both directions

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BACKLESS FITTING WITH TWO PORTERS WALKWAY

Operational space

- This diagram illustrates the space requirements for a porter aisle with two or more people clearing at a time. 1800mm allows space for the trolleys to pass when pushing and clearing from opposite sides
- Similar to single aisle arrangement, 1200mm [1.2m] should be provided at the end of the aisle to allow safe manoeuvring of the trolley

Delivery Indoor work method improvement

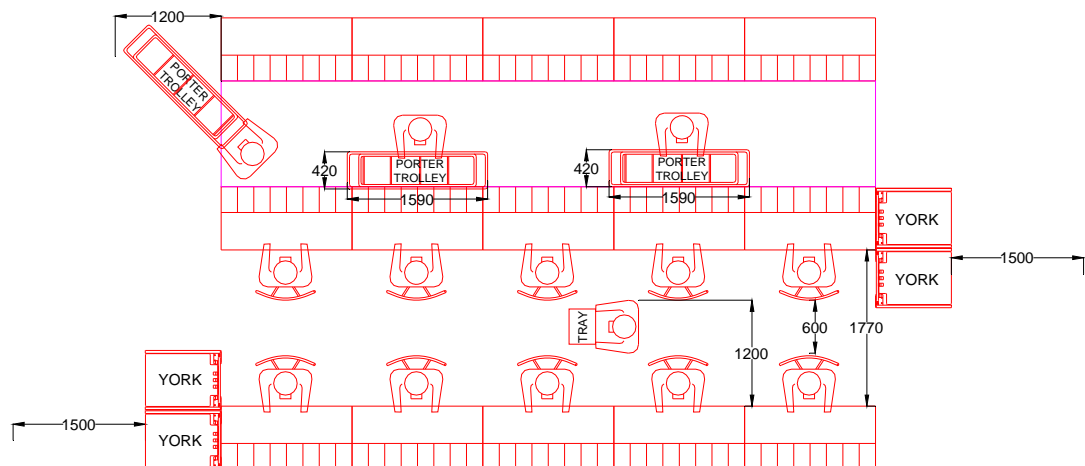
Minimum Space Requirements

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Space: Delivery Letter Sorting – Example 3

End of frame storage and manual feed to IPS fittings

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Operational space

- This illustrates the space required behind an IPS fitting where mail is stored at the end of the aisle and has to be manually conveyed to each fitting:
 - Where a single row of IPS sorters there needs to be a minimum aisle width of 1200mm [1.2m] to allow for the sorter and the porter walking behind them to deliver mail
 - If there is a back to back configuration of IPS sorters, there needs to be a minimum of 1770mm [1.77m] to cater for two sets of sorters and a porter delivering from the middle to both sides
- This also illustrates the minimum space requirement for end off frame staging when space is not available behind sorters. There is a requirement for 1500mm [1.5m] from the end of the York for circulation.

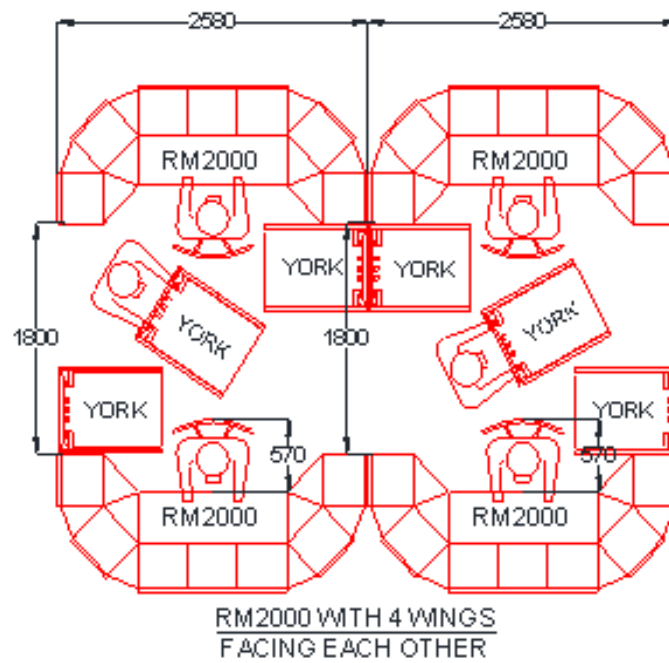
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Space: Delivery Prep Back to Back – Example 4

RM2000 with Mini York at front

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Operational space

- Dimensions indicate the space requirement for persons seated at RM2000 and a Mini York to be manoeuvred and placed alongside wing of frame
- In any circumstances where the opposite RM2000 fittings are staggered, sufficient space on the angle between the two stationary Yorks must be provided to allow another to pass safely [e.g. 870mm]

Delivery Indoor work method improvement Minimum Space Requirements

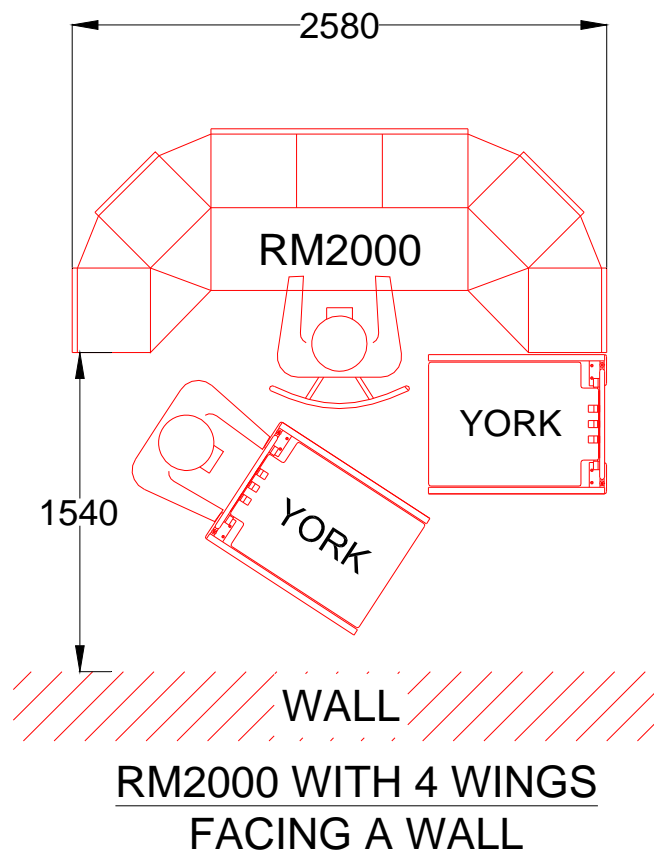
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Space: Delivery Prep – Example 5

RM2000 with Mini York at front [not back to back]

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Operational space

Dimensions indicate the space requirement for persons seated at RM2000 and a Mini York to be manoeuvred and placed alongside wing of frame, with Main thoroughfare or permanent object/wall behind.

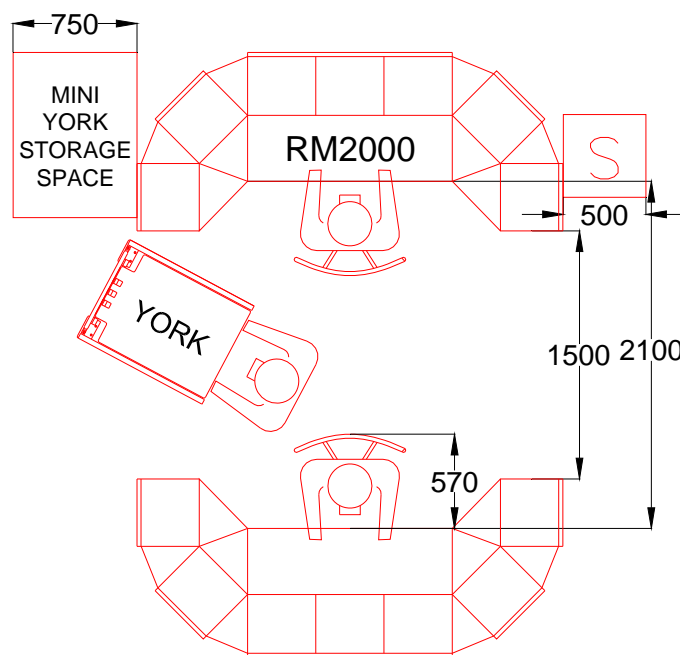
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Space: Delivery Prep Back to Back – Example 6

RM2000 with Mini York at front, with wide storage cupboard provided

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RM2000 WITH 4 WINGS
STORAGE BOX & MINI
YORK STORAGE

Operational space

This illustration shows the example where a large upright storage cupboard is provided that allows a mini York to be placed under it when not in use or other Yorks need to pass. In such an instance the minimum aisle width of 1500mm [1.5m] from wing to wing must be provided

When being worked the York will need to be placed adjacent to the fitting for that period of time, but assumes it can be temporarily moved into the storage cabinet when other Yorks need to pass. Where this is not possible the aisle width standard as outlined in Example 4 should be used.

Delivery Indoor work method improvement Minimum Space Requirements

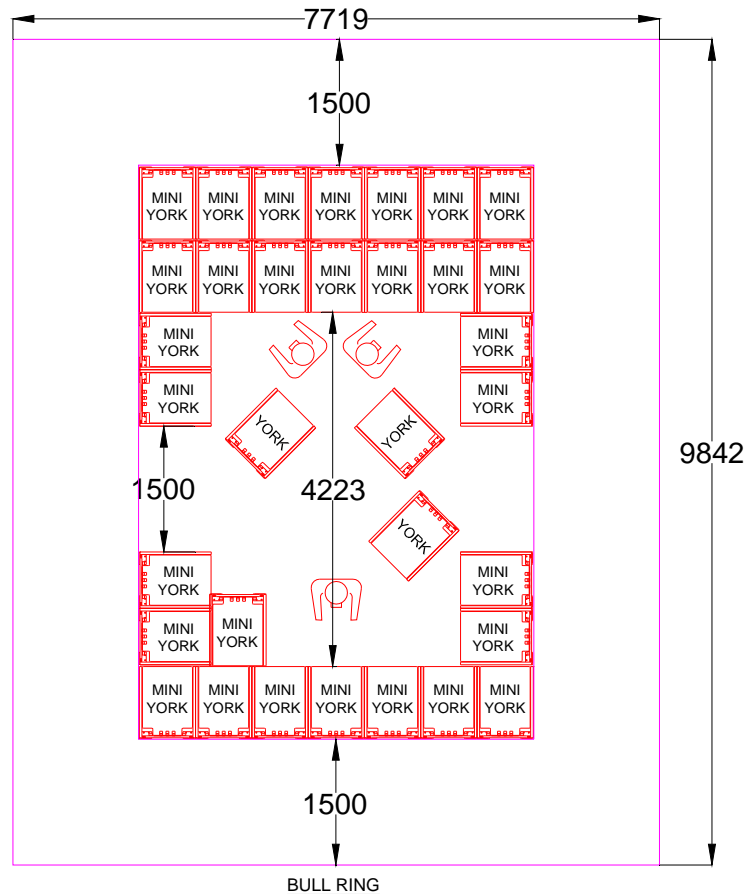
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Space: Delivery Packet Sorting – Example 7

Bull Ring 30 Mini Yorks

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Operational space

Illustration demonstrates two possible bull ring layouts. A wide range of layouts are acceptable provided they meet the following criteria:-

- Mini-Yorks are no more than 2 deep and diagonal distance at corners is no more than 1500mm from the closest sorting edge to centre of the mini-York).
- 1500mm is required between the closest edges of adjacent bull rings for access with Yorks.
- Circulation of 900mm is necessary around the front of full sized Yorks for sorting from
- A distance of at least 4140mm is required between centre edge of adjacent bull rings to allow this space, parking and removal of Yorks
- If any heavy volume packet walk requires more than one mini York or a full sized sleeved York, these should be located on the outer row to facilitate replenishment