

Instructions

A servicing person's workload is computed by using Form 5701. The following steps are taken:

- a. Across the top of the form, enter the name and address of the location.
- b. List in Column 1 the types of machines installed at the location.
- c. Insert in Columns 2 through 5 the basic time requirements from Handbook PO-102, Exhibit 452.1e.
- d. Total entries 2 through 5 for each machine type, and enter the total in the corresponding row in Column 6.
- e. Insert in Column 7 the number of servicings (based on Exhibit 451.2) for each machine type.
- f. Multiply the number in Column 6 by the number in Column 7 for each machine type and enter across in Column 8.
- g. Total all numbers down listed in Column 8 and enter this figure as Item 9.
- h. Determine the actual time required to travel between the self service vending location and the domicile location, or another self service vending location, and enter in Item 10.
- i. Multiply the time entered in Item 10 by the highest number in Column 7 to determine the total travel time. Enter this number as Item 11.
- j. Add Items 9 and 11 and enter as Item 12.
- k. Add 60 minutes as Item 13 for bank deposit time, if the deposit frequency is four or more times each month. If the deposit frequency is less than four times each month, add 15 minutes for each bank deposit.
- l. Add Items 12 and 13, and enter this figure as Item 14.
- m. Repeat this process for all assigned locations. Total all worksheets to arrive at the servicing person's monthly workload.

Note: Time factors affecting the workload that must be considered, but not included on this worksheet, are:

1. Conducting self-service vending credit examinations,
2. Requisitioning stamps,
3. Ordering replacement assemblies,
4. Coordinating or assisting with the installation or removal of self service vending equipment,
5. Performing preventive maintenance,
6. Responding to reports of machine malfunctions,
7. Returning of stock, and
8. Paying customer claims, etc.