



October 23, 2023

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OCT 25 2023

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 8577

Dear Ivan:

This is in further reference to the Postal Service's correspondence dated January 19 (enclosed) regarding the testing of standardized processes and products for the washing and drying of microfiber mops and cloths without using an outside service.

As previously informed, the test began on January 24-25 in the Denver, Colorado National Distribution Center (NDC), the New Jersey NDC, and the Orlando, Florida Processing and Distribution Center (P&DC).

The Postal Service has determined that the subject test proved successful. As such, the Postal Service considers the testing period concluded and intends to provide the custodial team cleaning (CTC) in-house laundry as an option for facilities that currently use an outside vendor for these services. Consistent with Maintenance Management Order (MMO) 095-23, *CTC In-House Laundry*, Headquarters Maintenance Policy, Programs, and Support must approve all in-house laundry requests before the site will be authorized to purchase washing machines and dryers and to perform in-house laundry.

If there are any questions, please contact Tom Elias at 301-300-5022 or Thomas Rabicki at [thomas.g.rabicki.jr@usps.gov](mailto:thomas.g.rabicki.jr@usps.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson  
Director  
Contract Administration (APWU)

Enclosure



January 19, 2022

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 2476

Dear Ivan:

As a matter of general interest, the Postal Service plans to explore the feasibility of establishing standardized processes and products for the cleaning of microfiber mops and cloths without using an outside service. Currently, the Postal Service uses CINTAS for laundering such items.

HQ Maintenance Operations (HQMO) intends to test laundry washing and drying at 3 facilities. The tentative sites chosen are:

- Denver, Colorado National Distribution Center (NDC)
- New Jersey NDC
- Orlando, Florida Processing and Distribution Center (P&DC)

HQMO plans to visit the Denver, CO NDC on January 24-25 to evaluate the site and determine if it is a suitable location for this test. The dates for the site visits for the other two locations have not yet been determined.

Please contact Thomas Elias at 301-300-5022 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson  
Director  
Contract Administration (APWU)