



Office of Inspector General | United States Postal Service

## Audit Report

# Property Condition Review - Menlo Park, Excelsior, and Sutter Street Post Offices in California

Report Number 21-200-R21 | September 15, 2021





# Table of Contents

- Cover
- Transmittal Letter ..... 1
- Results..... 2
  - Background..... 2
  - Objective, Scope, and Methodology..... 2
    - Building Maintenance ..... 2
    - Building Safety..... 4
    - Building Security..... 5
    - Other Matters ..... 5
  - Corrective Actions ..... 7
  - Recommendation #1..... 7
  - Recommendation #2..... 7
  - Recommendation #3..... 7
  - Recommendation #4..... 7
  - Recommendation #5..... 7
  - Recommendation #6..... 7
- Management’s Comments..... 7
- Evaluation of Management’s Comments ..... 8
- Appendix A: Facility Deficiency Summary ..... 9
- Appendix B: Management’s Comments..... 10
- Contact Information ..... 13

# Transmittal Letter



OFFICE OF INSPECTOR GENERAL  
UNITED STATES POSTAL SERVICE

September 15, 2021

**MEMORANDUM FOR:** JAGDEEP GREWAL  
DISTRICT MANAGER, CALIFORNIA 1 DISTRICT

A handwritten signature in black ink, reading "Lazerick C. Poland", is positioned above the printed name.

**FROM:** Lazerick C. Poland  
Director, Property Condition Review Team

**SUBJECT:** Audit Report – Property Condition Reviews – Menlo Park,  
Excelsior, and Sutter Street Post Offices in California  
(Report Number 21-200-R21)

This report presents the results of Property Condition Reviews at the Menlo Park, Excelsior, and Sutter Street Post Offices in California.

We appreciate the cooperation and courtesies provided by your staff. If you have any questions or need additional information, please contact me at 703-248-2100.

Attachment

cc: Postmaster General  
Chief Retail and Delivery Officer and Executive Vice President  
Chief Commerce and Business Solutions Officer and Executive Vice President  
Vice President, Area Retail and Delivery Operations, WestPac  
Vice President, Retail and Post Office Operations  
Vice President, Facilities  
Corporate Audit Response Management

# Results

## Background

This report presents the results of our self-initiated audit of property conditions at the Menlo Park (owned), Excelsior (leased), and Sutter Street (leased) post offices in the California 1 District (Project Number 21-200). This audit was designed to provide U.S. Postal Service management with timely information on potential risks related to property conditions. The Postal Service is required to maintain a safe and healthy environment for both employees and customers in accordance with its internal policies and procedures<sup>1</sup> and Occupational Safety and Health Administration (OSHA)<sup>2</sup> safety laws.

## Objective, Scope, and Methodology

Our objective was to determine if Postal Service management is adhering to building maintenance, safety and security standards, and employee working condition requirements at post offices.

To accomplish our objective, we developed a checklist of requirements related to building maintenance, safety, and security. We judgmentally selected the Menlo Park Post Office based on interior square footage, the number of maintenance requests, and repair and maintenance spending. We selected the Excelsior and Sutter Street post offices based on their proximity to the Menlo Park Post Office. In addition, we reviewed Postal Service systems to identify maintenance issues and analyzed documentation for deficiencies. We conducted site visits from July 7-9, 2021, and performed observations, completed the checklists, and briefed local management on the issues identified.

We relied on computer-generated data from the electronic Facilities Management System (eFMS). We assessed the reliability of the extracted data by reviewing the documentation and comparing it to our observations for completeness, validity, and accuracy. We determined the data were sufficiently reliable for the purposes of this report.

We conducted this performance audit from July through September 2021 in accordance with generally accepted government auditing standards and

included such tests of internal controls as we considered necessary under the circumstances. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective. We discussed our observations and conclusions with management on August 30, 2021 and included their comments where appropriate.

We found that building maintenance, safety, and security at the Menlo Park, Excelsior, and Sutter Street post offices did not meet prescribed standards. We identified 50 deficiencies at the three facilities that ranged from minor to more serious violations (see [Appendix A](#)).

## Building Maintenance

At the Menlo Park Post Office, we identified peeling paint and holes in the front awning near the customer entrance (see [Figure 1](#)), excess equipment inside and outside the facility (see [Figure 2](#)), and dirty floors throughout the facility. In addition, there was excessive vegetation growth on various areas of the building's exterior, cracked and broken windowpanes in the lobby and rear of the facility (see [Figure 3](#)), and trash and debris scattered outside the facility (see [Figure 4](#)).

**Figure 1. Peeling Paint and Holes**



Source: U.S. Postal Service Office of Inspector General (OIG) photo taken July 7, 2021.

**Figure 2. Excess Equipment**

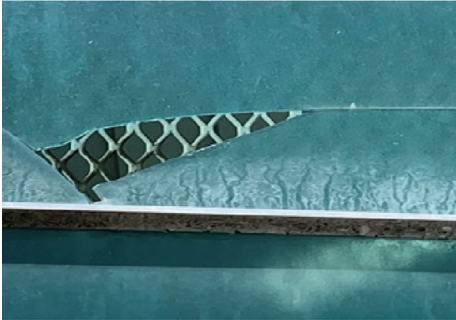


Source: OIG photo taken July 7, 2021.

<sup>1</sup> Handbook MS-47, *Facility Cleaning*, TL-5, June 27, 2014.

<sup>2</sup> OSHA Act of 1970 and Handbook EL-801, *Supervisor's Safety Handbook*.

**Figure 3. Broken Windowpane**



Source: OIG photo taken July 7, 2021.

**Figure 4. Debris Around Facility**



Source: OIG photo taken July 7, 2021.

**Figure 5. Peeling Paint and Holes in Walls**



Source: OIG photo taken July 9, 2021.

**Figure 6. Dirty Vents**



Source: OIG photo taken July 9, 2021.

We also identified the following issues at the Menlo Park Post Office:

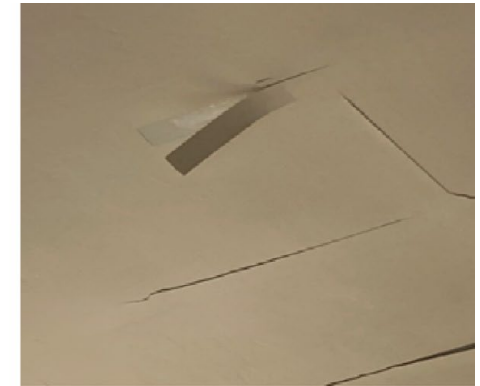
- Walls in need of paint throughout the facility.
- Dirty air vent in the men's restroom.
- Stained, missing, and buckling ceiling tiles throughout the facility.
- Front entrance doors that were not flush.
- Housekeeping inspections were not performed.
- Exterior of building needs power washing due to dirt, debris, and cobwebs.
- Zip code missing on front of the building.
- Damaged and missing veneer on counters in the lobby.

At the Excelsior Post Office, we identified walls with peeling paint and holes (see Figure 5), dirty air vents throughout the facility (see Figure 6), and ceilings with stains from water leaks and peeling paint (see Figure 7). The staff informed us that they place buckets to catch the water when it rains. We also identified damaged and dirty floors throughout the facility, excess equipment inside and outside the facility, and housekeeping inspections were not performed.

**Figure 7. Stained and Peeling Ceilings**



Source: OIG photos taken July 9, 2021.



At the Sutter Street Post Office, we identified stained and damaged ceilings (see Figure 8) and damaged and dirty floors throughout the facility (see Figure 9). We also observed dirty and damaged walls on the upper level with potential mold (see Figure 10).



**Figure 8. Damaged Ceiling**



Source: OIG photo taken July 8, 2021.

**Figure 9. Damaged and Dirty Floors**

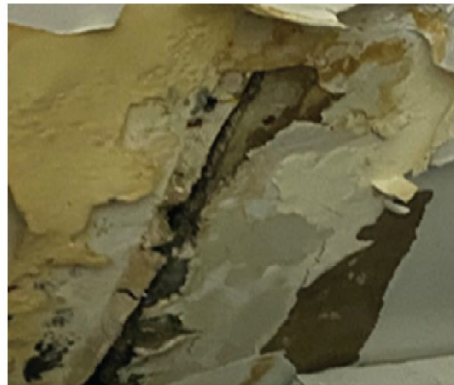


Source: OIG photo taken July 8, 2021.

**Figure 10. Dirty and Damaged Walls with Potential Mold**



Source: OIG photos taken July 8, 2021.



We also identified the following issues at the Sutter Street Post Office:

- Dirty air vents throughout the facility.
- Burned out light bulbs in the P.O. Box area and basement.
- Automated entry door did not close.

- Missing veneer on counters in the retail lobby.
- Old bulk equipment labeled as trash was not removed from the facility, causing potential space constraint issues.
- Door used for parcel delivery required extra effort to close.
- Housekeeping inspections were not performed.

### Building Safety

At the Menlo Park Post Office, we identified retail window counters with sharp metal edges posing a risk to employees (see Figure 11), an improperly stored canister of gasoline near the shed (see Figure 12), an unsecured ladder, and a microwave plugged into an extension cord. None of the facility's 10 fire extinguishers had been inspected monthly since April 2021 and seven annual tags were incorrectly punched for May 2023. We also identified broken concrete pavement at the front entrance of the facility, creating a potential trip hazard for customers.

**Figure 11. Sharp Edges at Retail Counter**



Source: OIG photo taken July 7, 2021.

**Figure 12. Improperly Stored Gasoline**



Source: OIG photo taken July 7, 2021.

At the Excelsior Post Office we identified retail window counters with sharp metal edges posing a risk to employees, an emergency exit sign not illuminated (see Figure 13), a broken electrical panel door (see Figure 14), non-exit doors that were not clearly marked, and neither of the facility's two fire extinguishers had been inspected monthly since January 2021.

**Figure 13. Exit Sign Not Illuminated**



Source: OIG photo taken July 9, 2021.

**Figure 14. Broken Electrical Panel Door**



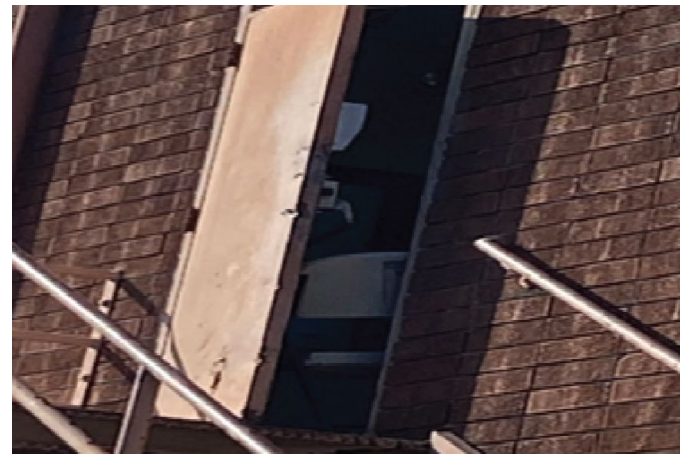
Source: OIG photo taken July 9, 2021.

At the Sutter Street Post Office we identified damaged electrical outlets, a fire extinguisher that had not been inspected monthly since February 2021; and OSHA posters 3165 and 3167, Job Safety and Health (English and Spanish versions) were not displayed. We also identified loose carpet treads on the stairs leading to the second level, creating a potential trip hazard.

## Building Security

At the Menlo Park Post Office we found an unsecured door leading from the employee breakroom to the exterior of the building (see Figure 15). At the Sutter Street Post Office we found a door with an inoperable locking mechanism in the retail lobby leading to the workroom floor. We did not identify any security issues at the Excelsior Post Office.

**Figure 15. Breakroom Door Propped Open with Chair**



Source: OIG photo taken July 7, 2021.

## Other Matters

During our review at the Excelsior Post Office we observed an employee taking passport photos on the workroom floor (see Figure 16). The facility offers passport services Monday through Saturday. This current setup which allows customers onto the workroom floor is not an ideal situation, as it potentially creates challenges to the safety and security of Postal Service assets and employees. Management should consider an alternative space for taking passport photos.

**Figure 16. Passport Photos taken on Workroom Floor**



Source: OIG photo taken July 9, 2021.

Conditions related to building maintenance, safety, and security such as damaged walls, ceilings, and floors; burned out bulbs; broken outlets; inoperable locks, and missing fire extinguisher inspections<sup>3</sup> at the Excelsior and Sutter Street post offices occurred due to lack of awareness and oversight, competing priorities, and management's failure to report issues in eFMS. The supervisor at the Sutter Street Post Office perceived some maintenance issues as insignificant, but the issues should have been reported in eFMS.

The unsecured door at Menlo Park occurred because carriers propped the breakroom door open with a chair as a shortcut for re-entry from the vehicle parking lot. The door was intended for exit only and not re-entry or unauthorized

entry into the facility as a safety precaution. The postmaster was not aware that employees were propping the door open until we brought it to his attention.

Additionally, management at all three post offices stated that they were unaware of the requirement to perform housekeeping inspections.<sup>4</sup> However, in July 2017, as part of a national plan to clean up post offices, the Postal Service Office of Continuous Improvement<sup>5</sup> established a mandatory educational webinar<sup>6</sup> for all installation heads, postmasters, and/or customer service supervisors in each area. The purpose of the webinar was to train and heighten the awareness of the tools and resources available to maintain post offices in pristine condition. Had housekeeping inspections been performed, issues pertaining to general cleanliness throughout the facilities could have been reduced.

The supervisor at the Excelsior Post Office did not report the ongoing ceiling leak. Excelsior and Sutter Street post offices are leased facilities and must adhere to guidance outlined in Postal Service's policy.<sup>7</sup> Postal Service leases have provisions making the lessor responsible for maintaining the premises in good repair and tenantable condition (except for repair of damage caused by Postal Service agents or employees). Failure to report maintenance and safety issues into eFMS prevents proper reporting to the National Facilities Response Line, which can lead to additional problems.

The Postal Service is required to maintain a safe environment for both employees and customers. In addition, OSHA requires employers to provide a safe and healthful workplace free of recognized hazards. More importantly, these issues could jeopardize the health, safety, and well-being of Postal Service employees and customers. Further, it could create an environment that dissuades customers from doing business in these offices. If management does not address workplace hazards, the Postal Service could potentially incur fines.

Management's attention to maintenance, safety, and security deficiencies can reduce the risk of injuries to employees and customers; reduce related costs,

<sup>3</sup> OSHA – 29 CFR 1910.157, *Portable Fire Extinguishers*.

<sup>4</sup> *Custodial Team Cleaning Handbook*, Section 4.6, March 13, 2019.

<sup>5</sup> Program office that establishes policy, coordinates training, standardizes practices, and leads CI efforts at USPS.

<sup>6</sup> *Postmaster Guide to Housekeeping and Maintenance* - topics covered include how to conduct regular building and housekeeping inspections and procedures for managing contract cleaners and custodians.

<sup>7</sup> *Administrative Support Manual 13*, Section 516.11 - all requests for facility repair and alteration projects are to be reported to the National Facilities Response Line.



such as workers' compensation claims, lawsuits, and OSHA penalties; and enhance the customer experience and Postal Service brand. We identified 13 issues at the three post offices that could potentially result in \$73,918<sup>8</sup> of risk exposure.

## Corrective Actions

Management at Menlo Park, Excelsior, and Sutter Street post offices took prompt corrective action while we were onsite and completed the housekeeping inspections and performed monthly inspections on all fire extinguishers.

Management at the Menlo Park Post Office also took corrective action by securing the ladder, and management at the Sutter Street Post Office displayed OSHA posters 3165 and 3167. After our site visit, management at the Sutter Street Post Office took corrective action by removing the excess equipment. We appreciate management's prompt attention to these matters.

### Recommendation #1

We recommend the **Manager, California 1 District**, address all building maintenance, safety, and security issues identified at the Menlo Park, Excelsior, and Sutter Street post offices.

### Recommendation #2

We recommend the **Manager, California 1 District**, perform and document fire extinguisher inspections monthly and annually as required at the Menlo Park, Excelsior, and Sutter Street post offices.

### Recommendation #3

We recommend the **Manager, California 1 District**, test and remediate any potential mold at the Sutter Street Post Office.

### Recommendation #4

We recommend the **Manager, California 1 District**, re-train management to perform and document housekeeping inspections at the Menlo Park, Excelsior, and Sutter Street post offices and ensure all facilities continue to conduct the inspections at the required frequency.

### Recommendation #5

We recommend the **Manager, California 1 District**, report the ceiling leak at the Excelsior Post Office in the electronic Facilities Management System and follow-up to ensure the leak is repaired.

### Recommendation #6

We recommend the **Manager, California 1 District**, re-train management on how to identify, report, document, and follow up on building maintenance, safety, and security issues at leased facilities, including the Excelsior and Sutter Street post offices.

## Management's Comments

Management agreed with the report's findings and recommendations and partially agreed with the other impact amount.

Regarding recommendation 1, management stated they corrected all the building safety and security issues in the report but did not respond regarding the maintenance issues. The target implementation date was August 27, 2021.

Regarding recommendation 2, management is requiring local management to conduct monthly walk throughs at the three facilities to verify fire extinguishers are pressure tested and appropriately charged. Management stated that they abated the issues during the inspection.

Regarding recommendation 3, management stated that maintenance conducted a thorough inspection and found no mold. Management also stated that they patched and painted the areas of concern, and abated the issue on July 29, 2021.

Regarding recommendation 4, management stated that they completed housekeeping inspections in a timely manner; however, the manager did not have the documents on hand as they were archived with the maintenance manager. They also stated that local management will be provided a copy of the inspections in the future. Management stated that the inspections for the three facilities were completed by April 22, 2021.

<sup>8</sup> Based on average fine amount the Postal Service paid for post office OSHA violations from 2018 to 2020.

Regarding recommendation 5, management stated that maintenance inspected and abated the ceiling leak and replaced all damaged ceiling panels. Management also stated that a national contractor will conduct periodic roof inspections. Management stated that they abated this issue on July 29, 2021.

Regarding recommendation 6, management stated that they provided the MS-110 to facilities and postmasters. The MS-110 covers security, building issues, and how and whom to contact to abate issues. Management stated that the maintenance manager provided the MS-110 on July 19, 2021.

Regarding the other impact, management believes the OIG overstated the amount and some items in the report would not have resulted in fines since they were resolved on the spot. Specifically, management does not believe fines would have resulted from the missing monthly fire extinguisher inspections, improperly stored flammable item, unsecured ladder, missing OSHA poster, and potential mold. Management agrees that the remaining deficiencies could have resulted in \$39,802 in potential OSHA fines based on the average fine amount.

See [Appendix B](#) for management's comments in their entirety.

## Evaluation of Management's Comments

The OIG considers management's comments partially responsive to the recommendations. While management stated they performed corrective actions, the OIG requires supporting documentation of those assertions.

Regarding recommendation 1, management needs to provide supporting documentation and/or pictures of corrective actions taken to address the maintenance, safety, and security deficiencies that were abated after site visits at the Menlo Park, Excelsior, and Sutter Street post offices, including deficiencies listed in [Appendix A](#).

Regarding recommendation 2, management needs to provide evidence of completed fire extinguisher inspections at the three facilities, including copies of the inspection tags.

Regarding recommendation 3, management needs to provide supporting documentation of actions taken to test and remediate the potential mold issue at the Sutter Street Post Office.

Regarding recommendation 4, management needs to provide copies of completed PS Form 4851, Housekeeping Inspection, for the three facilities, as well as evidence of completed training on performing and documenting the inspections.

Regarding recommendation 5, management needs to provide supporting documentation and pictures showing the ceiling leak was repaired at the Excelsior Post Office.

Regarding recommendation 6, management needs to provide supporting documentation of training provided on how to identify, report, document, and follow up on building maintenance, safety, and security issues at leased facilities.

Regarding the other impact, posters at the Sutter Street Post Office were not displayed until the audit team notified management of the requirement. In addition, OSHA requires portable fire extinguishers to receive monthly inspections and annual maintenance checks. OSHA also requires that flammable items are properly stored. Lastly, potential mold in the workplace presents a health hazard to exposed employees. Even if corrected on the spot, these deficiencies could still result in a citation and potential fines based on OSHA standards.

All recommendations require OIG concurrence before closure. Consequently, the OIG requests written confirmation when corrective actions are completed. The recommendations should not be closed in the Postal Service's follow-up tracking system until the OIG provides written confirmation that the recommendations can be closed.

# Appendix A: Facility Deficiency Summary

Facility	Menlo Park	Excelsior	Sutter Street	Total Deficiencies
<b>Building Maintenance Issues</b>				
1 Damaged ceiling/missing and stained tile.	D	D	D	3
2 Dirty and damaged floors.	D	D	D	3
3 Dirty and damaged walls.	D	D	D	3
4 Lighting issues (burned out bulbs).	✓	✓	D	1
5 Damaged and missing veneer on counters (lobby, P.O. Box areas).	D	✓	D	2
6 Inoperable front entry door.	✓	✓	D	1
7 Glass entry door requires extra effort to close.	✓	✓	D	1
8 Dirty air vents.	D	D	D	3
9 Exterior of building needs power washing.	D	✓	✓	1
10 Front entrance doors not flush.	D*	✓	✓	1
11 Broken and cracked windowpanes.	D	✓	✓	1
12 Trash and debris around building exterior.	D	✓	✓	1
13 Zip code missing on exterior of building.	D	✓	✓	1
14 Excess equipment.	D	D	D	3
15 Excessive vegetation growth on building.	D	✓	✓	1
16 Peeling paint and holes in front awning.	D	✓	✓	1
17 Housekeeping Inspection (PS Form 4851).	D*	D*	D*	3
18 Potential mold on walls located on the upper level.	✓	✓	D	1

Facility	Menlo Park	Excelsior	Sutter Street	Total Deficiencies
<b>Building Safety Issues</b>				
19 Trip hazards.	D	✓	D	2
20 Damaged electrical outlets.	✓	✓	D	1
21 Broken door on electric panels	✓	D	✓	1
22 Emergency exit sign not illuminated.	✓	D	✓	1
23 Fire extinguishers not inspected monthly.	D*	D*	D*	3
24 Fire extinguishers not inspected annually.	D	✓	✓	1
25 Non-exit doors not clearly marked.	✓	D	✓	1
26 Sharp metal edges on window clerk counters.	D	D	✓	2
27 English version (3165) - OSHA poster, Job Safety and Health.	✓	✓	D*	1
28 Spanish version (3167) - OSHA poster, Job Safety and Health.	✓	✓	D*	1
29 Unsecured ladders in vestibule, workroom floor, and dock area.	D*	✓	✓	1
30 Improper use of extension cords.	D	✓	✓	1
31 Gasoline canister not properly stored.	D	✓	✓	1
<b>Building Security Issues</b>				
32 Unsecured door in retail lobby area that leads to work room floor.	✓	✓	D	1
33 Unsecured door in employee breakroom.	D*	✓	✓	1
<b>Total Deficiencies</b>	<b>22</b>	<b>11</b>	<b>17</b>	<b>50</b>

Source: OIG analysis based on property reviews.  
 ✓ – No deficiency; D – Deficiency; D\* – Corrected Deficiency



# Appendix B: Management's Comments

CALIFORNIA-1 DISTRICT MANAGER



September 8, 2021

JOSEPH WOLSKI  
DIRECTOR, AUDIT OPERATIONS

SUBJECT: Property Condition Reviews - Menlo Park, Excelsior, and Sutter Street in CA (Project Number 21-200-DRAFT, dated August 31, 2021)

A review was conducted by the OIG into property conditions at Menlo Park, Excelsior, and Sutter Street and there were recommendations made based on their findings. We have given their report a thorough review and below you will find a summary of our responses. We have listed their recommendations with our specific responses as well as abatement actions to be performed in the field.

**Recommendation #1:**

We recommend the Manager, California 1 District, address all building maintenance, safety, and security issues identified at the Menlo Park, Excelsior, and Sutter Street post offices.

**Management Response/Action Plan:**

We agree with the recommendation. Safety and Maintenance corrected all the building, safety and security issues in the report and were abated before 8/27/2021.

**Target Implementation Date:**

Issues were abated 8/27/2021.

**Responsible Official:**

Safety Manager

**Recommendation #2:**

We recommend the Manager, California 1 District, perform and document fire extinguisher inspections monthly and annually as required at the Menlo Park, Excelsior, and Sutter Street Post Offices.

**Management Response/Action Plan:**

We agree with the recommendation. Local management to conduct monthly walk throughs at listed sites to verify extinguishers are pressure tested and are appropriately charged.

**Target Implementation Date:**

Abated during the inspection.

**Responsible Official:**

Postmaster – Menlo Park  
Managers of Customer Service – Sutter & Excelsior

PO Box 884474  
SAN FRANCISCO CA. 94188-4474

**Recommendation #3:**

We recommend the Manager, California 1 District, test and remediate any potential mold at the Sutter Street Post Office.

**Management Response/Action Plan:**

We agree with the recommendation. Maintenance conducted a thorough inspection. It was found that there was no mold. We patched and painted the areas of concern.

**Target Implementation Date:**

Abated 07/29/2021

**Responsible Official:**

Manager / Supervisor Sutter

**Recommendation #4:**

We recommend the Manager, California 1 District retrain management to perform and document housekeeping inspections at the Menlo Park, Excelsior, and Sutter street post offices and ensure that all facilities continue to conduct inspections at the required frequency.

**Management Response/Action Plan:**

We agree with the recommendation to Retrain local management on housekeeping inspections. However inspections were completed in a timely manner but the Manager did not have documents on hand as they are archived with maintenance manager. Local management will be provided a copy in the future.

**Target Implementation Date:**

Excelsior completed on this 4/02/2021  
Menlo Park completed on 4/21/2021  
Sutter completed on 4/22/2021

**Responsible Official:**

Maintenance Manager  
Postmaster – Menlo Park  
Managers of Customer Service – Sutter  
Managers of Customer Service – Excelsior

**Recommendation #5:**

We recommend the Manager, California 1 District, report the ceiling leak at the Excelsior Post Office in the electronic Facilities Management System and follow-up to ensure the leak is repaired.

**Management Response/Action Plan:**

We agree with the recommendation. Maintenance inspected and issue was abated. Replaced all damaged ceiling panels. Periodical inspection of roof is conducted by national outside contractor

**Target Implementation Date:**

Abated 7/29/2021

**Responsible Official:**  
Maintenance Manager

**Recommendation #6:**  
We recommend the Manager, California 1 District, re-train management on how to identify, report, document, and follow up on building maintenance, safety, and security issues at leased facilities, including the Excelsior and Sutter Street post offices.

**Management Response/Action Plan:**  
We agree with the recommendation. We have provided the MS-110 to these facilities and Postmasters. It covers security, building issues, how and whom to contact to abate issues.

**Target Implementation Date:**  
Issued MS-110 by maintenance manager on 7/19/2021

**Responsible Official:**  
Maintenance Manager

**Other Impacts:**  
In addition, we believe that the OIG over-stated the "Other Impact" amount and that the items identified in their report – for the most part - would not have incurred fines since they were resolved on the spot. (see below)

Violation	Menlo Park PO	Excelsior PO	Sutter Street PO	Total Violations	Comments
Improper use of extension cord	1			1	
Trip hazard	1		1	2	
Fire extinguishers with no monthly/annual inspection	1	1 Remove	1 Remove	3 (1)	Excelsior and Sutter Street violations should be removed as they were monthly instances. Would have abated on the spot. Revised Total: 1
Flammable item Improperly stored	1 Remove			1 (0)	Would have been abated on the spot and no fine would be assessed. Revised Total: 0
Exposed electrical outlet			1	1	
Unsecured ladder	1 Remove			1 (0)	Would have been abated on the spot and no fine would be assessed. Revised Total: 0
Non-illuminated exit sign		1		1	
Missing OSHA poster 3165			1 Remove	1 (0)	Would have been abated on the spot and no fine would be assessed. Revised Total: 0
Broken electrical panel door		1		1	
Potential mold on walls			1 Remove	1 (0)	The photos show no mold and would not be assessed a fine for dirt. Revised Total: 0
<b>Total Violations</b>	<b>5 (3)</b>	<b>3 (2)</b>	<b>5 (2)</b>	<b>13 (7)</b>	Revised total: 7
<b>Fine amount applied to each violation (\$5,686)</b>	<b>28430 (17,058)</b>	<b>17058 (11,372)</b>	<b>28430 (11,372)</b>	<b>73918 (39,802)</b>	Revised amount \$39,802

  
Jagdeep Grewal – CA1 District Manager (A)



OFFICE OF  
**INSPECTOR  
GENERAL**  
UNITED STATES POSTAL SERVICE

Contact us via our [Hotline](#) and [FOIA](#) forms.  
Follow us on social networks.  
Stay informed.

1735 North Lynn Street  
Arlington, VA 22209-2020  
(703) 248-2100

For media inquiries, please email  
[press@uspsoig.gov](mailto:press@uspsoig.gov) or call 703-248-2100