



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Frazier Sinclair

AT: Mail Operations

DATE 08-30-73

FROM: Buddy Gazaleh

AT: Mail Operations General

SUBJECT: Preventive and Routine Maintenance of Electronic Letter Opener

Optimum performance will be enjoyed if the operator cleans the machine thoroughly at the end of each working day. The following preventive maintenance schedule is mandatory.

1. Empty the chip box every day.
2. Dust the lamp and photo-cell at least once a week.
3. Remove all panels and completely vacuum the machine inside and out, every three (3) days.
4. The chip pump vacuum will need to be cleaned and vacuumed every ninety (90) days.

Sincerely,


Buddy

BG/mc

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