



Builders Association/Project Developers/Builders

During the development stage of a new subdivision, it is the responsibility of the developer and/or builder to pay the costs necessary to bring streets, sidewalks, water, phone, gas, and electric service into a new development. Like utility companies, the Postal Service is a service-based organization. We provide the service of mail delivery; however, we do not provide the mail receptacle.

It is the policy of the U.S. Postal Service that mail delivery to all new developments are centralized delivery using centralized box units (CBU). In the Louisiana District, as in other parts of the country, it is the responsibility of the customer (developers and builders) to provide the necessary mail receptacle equipment (Mail Receptacles and Slabs).

The authority for this is from the Postal Operations Manual (POM). Section 632, Mail Receptacles, states that,

Appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, and maintenance of mail receptacles are the responsibility of the customer.

The POM also advises that appropriate locations for installation be verified and approved by the Postal Service and local government.

To facilitate the most cost-effective delivery of mail into the 21st century, I am committed to assisting all customers, both large developers and individual customers, with references for the purchase, installation, and maintenance of authorized mail receptacle equipment.

An address plat must be submitted for Postal approval to establish the Mode of Delivery for a new development or an apartment complex prior to beginning construction, please contact the U.S. Postal Service Representative in your area.

Sincerely,

A handwritten signature in blue ink that reads "LaTasha L. Lewis".

LaTasha L. Lewis

LOUISIANA DISTRICT GROWTH MANAGEMENT INFORMATION

Please submit the following items to: [Louisiana District Growth Management](#)

- **SIGNED AGREEMENT** – with contact information to include email
- **SITE PLAN** – indicating where the centralized delivery or mailroom/kiosk is located
- **EQUIPMENT SPECS** – samples included in this package
- **ELEVATIONS** – with installation specs for mailrooms

PDF format is preferred.

Once **review** is complete, you as well as, the Address Management Office and the local Delivery Unit will be notified that the delivery has been approved and can begin once 10% occupancy has been reached.

Please not these important facts:

- Documents should be submitted for review and approval as soon as design is available. It is easier for the development to correct a compliance issue prior to construction/development. Delivery will not begin until the approvals are in place. (If delivery is not approved, residents/tenants would not be able to receive mail at the proposed address. A PO Box or travel to the local delivery unit to pick up mail would be possible alternatives).
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal Service's review and approval is for compliance to Postal regulations only.
- Ensure installation heights are visible and in compliance with Postal regulations.
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service, or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts a Postal Arrow Key must be installed at the entry point. For security reasons, the key/fob/card must remain in a lock box on the customer property.
- Delivery is expected to ground level as this normally is the most efficient and convenient location for carrier access.

If you have any questions regarding the attached information, please email your questions to:

[Louisiana District Growth Management](#)

Latasha.I.lewis@usps.gov

LOUISIANA DISTRICT GROWTH STANDARD OPERATING PROCEDURES

- **LA District Agreements:**
 - Residential
 - Commercial
- **Letters**
 - Developers, Project Managers, Owner
- **Samples**
 - Mailroom Elevation
 - Site plan with mailroom indicated
 - Apartment/Condo elevations
 - Mail Kiosk elevations
 - 4C Recessed specs with installation requirements
 - CBU/Cluster Box Unit specifications
- **CBU**
 - Available sizes
 - CBU information
- **Parcel Locker Delivery Information**
- **STD 4C Model – Authorized/Approved as of 2006**
 - Quick Reference Guide
- **Installation and ADA (Americans with Disabilities Act)**
- **Carrier Access Control Options**

Planning & Implementing New Mail Service in your New Single Family Development



1 PLAN EARLY

Contact USPS to determine centralized mailbox locations before finalizing development plan.



2 IDENTIFY USPS GROWTH MANAGER

Go to [USPS.com](https://usps.com) or email Delivery.Growth@USPS.gov to find your local USPS growth manager to work with you to determine mailbox locations.



3 DESIGN ACCESSIBLE SPACES

Design selected mailbox site with adequate space for appropriate accessibility by customers and carriers.



4 SELECT MAILBOX EQUIPMENT SUPPLIER



Ensure mailboxes are USPS compliant by selecting an approved manufacturer.



5 INSTALL CENTRALIZED MAIL EQUIPMENT



6 CONTACT LOCAL POST OFFICE

Stay in contact with your designated USPS representative during building process to plan ahead for inspection & commencement of mail delivery.



7 COMMENCE USPS MAIL SERVICE

USPS installs Master Access locks in mailboxes & mail delivery may begin.



8 DISTRIBUTE MAILBOX KEYS

Assign mailboxes to homes & distribute key at home closing.



9 RESIDENTS RECEIVE MAIL & PACKAGES

Which USPS Compliant Centralized Mailbox is right for your development?



CLUSTER BOX UNITS

A cluster box unit (CBU) is a centralized mailbox that is **freestanding and pedestal-mounted** designed for outdoor installation, individually or in large group installations.

- ▶ Choose from **6 standard configurations** with up to **16 locked residential compartments** and up to **4 integrated parcel lockers**.
- ▶ Residential mail compartments and shared parcel lockers are numbered with a decal or engraved.
- ▶ Expand capacity for package deliveries by adding matching Outdoor Parcel Lockers (OPL) with **2 or 4 parcel compartments**.
- ▶ Pedestal included ensures mailboxes and parcel lockers comply with USPS installation regulations.
- ▶ Dress up the basic CBU & OPL with decorative accessories to complement your neighborhood. These accessories are also USPS Approved products.



STD-4C MAILBOXES

USPS STD-4C mailboxes (4C) are similar in structure to CBU except they are **designed to be wall-mounted** indoors or outdoors, individually or in large group installations.

- ▶ When used in a single-family development, USPS Approved 4C mailboxes are typically installed in custom-built kiosk structures complementary to the neighborhood.
- ▶ Choices are plentiful when using STD-4C mailboxes with dozens of pre-configured modules in varying heights making it easy to develop an "outdoor mailroom" for residents in selected locations in the development.
- ▶ The USPS requires **one parcel locker for every 10 mailboxes - a 1:10 ratio**. With the growth of online shopping, it is wise to add more parcel lockers than required to accommodate resident package volume.

Builders and developers are responsible for siting the centralized mail equipment in the development, in collaboration with the US Postal Service, and for the purchase and installation of selected equipment. The builder/developer/property owner is responsible for providing lock and key service for newly installed centralized mail equipment in new single family development.

The USPS will install the Master Access lock in the centralized mailbox unit when mail delivery commences for the first resident in the development being served by the designated mailbox unit.



**LOUISIANA DISTRICT MODE OF DELIVERY
AGREEMENT FOR NEW DEVELOPMENTS
Residential Homeowners**

PLEASE COMPLETE HIGHLIGHTED AREAS

NAME OF PROJECT _____ DATE _____
ADDRESS OF PROJECT _____
POST OFFICE/ZIPCODE _____
DEVELOPER _____ Contact _____

This project is: NEW CONSTRUCTION ____ RENOVATION ____
Estimated 1ST Occupancy Date: _____ 10% Occupancy: _____ Completion: _____
Information regarding centralized delivery equipment options is available on request.

Type of Project	Deliveries	Equipment-Type #	Quantity
Apartment/condo/hi-rise complex	_____	_____	_____
Assisted Living	_____	_____	_____
Single Family/Townhouse	_____	_____	_____
Other _____	_____	_____	_____

DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:

- Equipment type, location and installation of all receptacles must be approved by [Louisiana District Growth Coordinator](#)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Centralized Delivery Equipment and Concrete Slabs are to be installed / maintained by the Developer or its designee. Purchase, installation and maintenance of delivery equipment are the responsibility of the customer. (POM 632.11)
- Keys issued to residents by Developer or its designee (After initial issue, resident/lost or stolen keys are to be requested from the business management office.) Locks changed by: Developer _x_ Management Office _x_ USPS (if available in your area) _x_
- The **interior** of the CBU will be labeled by the Postal Service according to Address Management approved diagrams.
- Letter of introduction and instruction "how to use the CBU and Parcel Lockers". :
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property
- The approved mode of delivery cannot be changed arbitrarily. Mode of delivery must be retained absent an agreement otherwise.

By signing below, I acknowledge I Understand the options and responsibilities for receiving mail delivery service

POSTAL SERVICE REPRESENTATIVE

NAME _____
TITLE _____
TELEPHONE # _____
EMAIL _____
SIGNATURE _____
DATE _____

PROPERTY DEVELOPER / MGR / OWNER

NAME _____
TITLE _____
TELEPHONE # _____
EMAIL _____
SIGNATURE _____
DATE _____

*Required documentation as applicable to your project: SITE PLAN (Indicating proposed delivery location(s) and carrier parking), MAIL ROOM ELEVATIONS, EQUIPMENT SPECS, INSTALLATION SPECS.



**LOUISIANA DISTRICT MODE OF DELIVERY
AGREEMENT FOR NEW DEVELOPMENTS
Business / Commercial / Mixed Use**

PLEASE COMPLETE HIGHLIGHTED AREAS

NAME OF PROJECT _____
ADDRESS OF PROJECT _____ DATE _____
POST OFFICE/ZIPCODE _____ PROPOSED ROUTE # _____
DEVELOPER: _____ Contact _____

This project is: NEW CONSTRUCTION _____ RENOVATION _____
Estimated: 1ST Occupancy Date: _____ 10% Occupancy: _____ Completion: _____

Information regarding centralized delivery equipment is available on request.

Type of Project	Deliveries	Equipment-Type / #
Office Bldg. (____ Floors)	_____	_____
Shopping Mall	_____	_____
Strip Mall	_____	_____
Other _____	_____	_____

DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:

- Equipment type, location and installation of all receptacles must be approved by [Louisiana District Growth Coordinator](#)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Centralized Delivery Equipment and Concrete Slabs are to be installed / maintained by the Developer or its designee. Purchase, installation and maintenance of delivery equipment are the responsibility of the customer. (POM 632.11)
- Keys issued to residents by Developer or its designee (After initial issue, resident/lost or stolen keys are to be requested from the business management office.)
- Locks changed by: Developer x Management Office x USPS (if available in your area) x
- The **interior** of the CBU will be labeled by the Postal Service according to Address Management approved diagrams.
- Letter of introduction and instruction "how to use the CBU and Parcel Lockers". :
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point to secure the key/fob/card. For security reasons these items must remain on the customer property.

By signing below, I acknowledge I Understand the options and responsibilities for receiving mail delivery service.

USPS GROWTH COORDINATOR

NAME _____
TITLE _____
EMAIL _____
TELEPHONE # _____
SIGNATURE _____
DATE _____

PROPERTY DEVELOPER/MGR/OWNER

NAME _____
TITLE _____
EMAIL _____
TELEPHONE # _____
SIGNATURE _____
DATE _____

Required documentation as applicable to your project: SITE PLAN (Indicating proposed delivery location(s) and carrier parking), MAIL ROOM ELEVATIONS, EQUIPMENT SPECS, INSTALLATION SPECS.



In April of 2012 (**updated in Postal Bulletin # 22334**) the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service network. While curbside and sidewalk delivery remain viable and are approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

At a minimum, the USPS will work with builders and developers to determine what the best mode of delivery is for the area prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and to customer travel. The USPS recognizes the interest builders have in controlling site plans, and just as with other public services, the USPS will work to meet the requests and requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service. **Centralized delivery is the most cost effective and efficient mode of delivery.** Not only is it an efficient form of delivery, but also provides important benefits to your residents:

- **Mail security** – Mail theft is a real concern. Residents would not need to stay home all day or watch for the carrier when they are expecting checks or other important documents.
- **Convenience** – Packages too large for the curbside box would require the resident to make a trip to the post office to pick it up. Central delivery boxes come with parcel lockers of varying sizes to accommodate your community needs.
- **Safety** – An overflowing mailbox could be a sign that the residents are away. Central Delivery Boxes can safely hold several days' mail. If the resident will be away for an extended length of time the carrier can hold mail at the post office for up to 30 days.

Given the current financial state of the United States Postal Service and the established postal policy regarding this matter (which is specifically addressed in the Postal Operations Manual changes of April 2012), **centralized delivery is the approved mode of delivery.**

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as an approved site location (s) is agreed upon and the required delivery equipment is put in place.

If you need assistance determining locations for the central delivery boxes, please feel free to contact the local manager at the delivery post office or myself. Once the location for the central delivery boxes is determined, please forward a copy of the site plan with the proposed site indicated for this office's approval.

The Postal Service remains committed to being a world class communication company and provider of hard copy product and communication in the 21st century.

Regards,

Louisiana District
Growth Coordinator
225-339-1025

Centralized Mail Delivery

Centralized mail delivery is when the United States Postal Service (U.S.P.S.) delivers mail and parcels to a centralized mail location. Centralized mail delivery is typically required by the U.S.P.S. in new construction and major renovations as it is an efficient method of mail service. Highly visible centralized mail locations are safer than isolated delivery locations and provide protection against mail and parcel theft and vandalism.

Salsbury Industries Cluster Box Units (CBU's - see pages 8-15) and 4C Horizontal Mailboxes (see pages 20-35) are approved by the U.S.P.S. for centralized mail delivery. Salsbury Industries is officially licensed by the U.S.P.S. (**U.S.P.S. License # 1CDSEQ-08-B-0026**) to manufacture CBU's and is a U.S.P.S. approved manufacturer of 4C Horizontal Mailboxes.



Cluster Box Units & Outdoor Parcel Lockers

continued on pages 10 - 15

Salsbury Industries is Officially Licensed by the U.S.P.S. to Manufacture Cluster Box Units (CBU's)



Salsbury 3300 series Cluster Box Units (CBU's) are manufactured to U.S.P.S. "F" specifications and are an officially licensed product of the U.S. Postal Service for centralized mail delivery.

U.S.P.S. License #: 1CDSEQ-08-B-0026

CLUSTER BOX UNITS & OUTDOOR PARCEL LOCKERS

FRONT LOADING



Made of heavy duty aluminum and stainless steel hardware, Salsbury 3300 series U.S.P.S. approved Cluster Box Units (CBU's) are accessed from the front through two (2) easy opening master door panels. The Outdoor Parcel Lockers (OPL's) are accessed from the front through one or two (2) easy opening master doors. The durable and corrosion resistant units feature a powder coated finish available in six (6) contemporary colors. Each CBU and OPL includes one or more fully integrated parcel lockers and a matching pedestal. Each pre-numbered aluminum door includes a heavy duty five (5) pin cylinder cam lock with a dust/rain shield and three (3) keys. One additional compartment in each CBU is labeled "Outgoing Mail" and includes a weather protection flap and an 11-3/4" W x 3/4" H mail slot. An attractive option for new and existing CBU and OPL installations are Salsbury 3300R series U.S.P.S. approved Regency Decorative CBU's and OPL's - see pages 12-13.

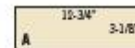
Volume Discount Pricing Available at Mailboxes.com!



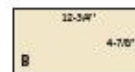
OUTGOING MAIL COMPARTMENT

Cluster Box Units (CBU's) include a compartment for outgoing mail collection that is labeled "Outgoing Mail".

3300 Series CBU & OPL Door Sizes



3351¹ Replacement "A" door and lock - with (3) keys
\$60.00



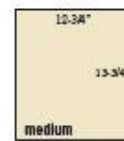
3352¹ Replacement "B" door and lock - with (3) keys
\$70.00



3356¹ Replacement "C" door and lock - with (3) keys
\$80.00



#3353¹ Replacement parcel locker door and tenant lock - small
\$95.00



#3354¹ Replacement parcel locker door and tenant lock - medium
\$105.00

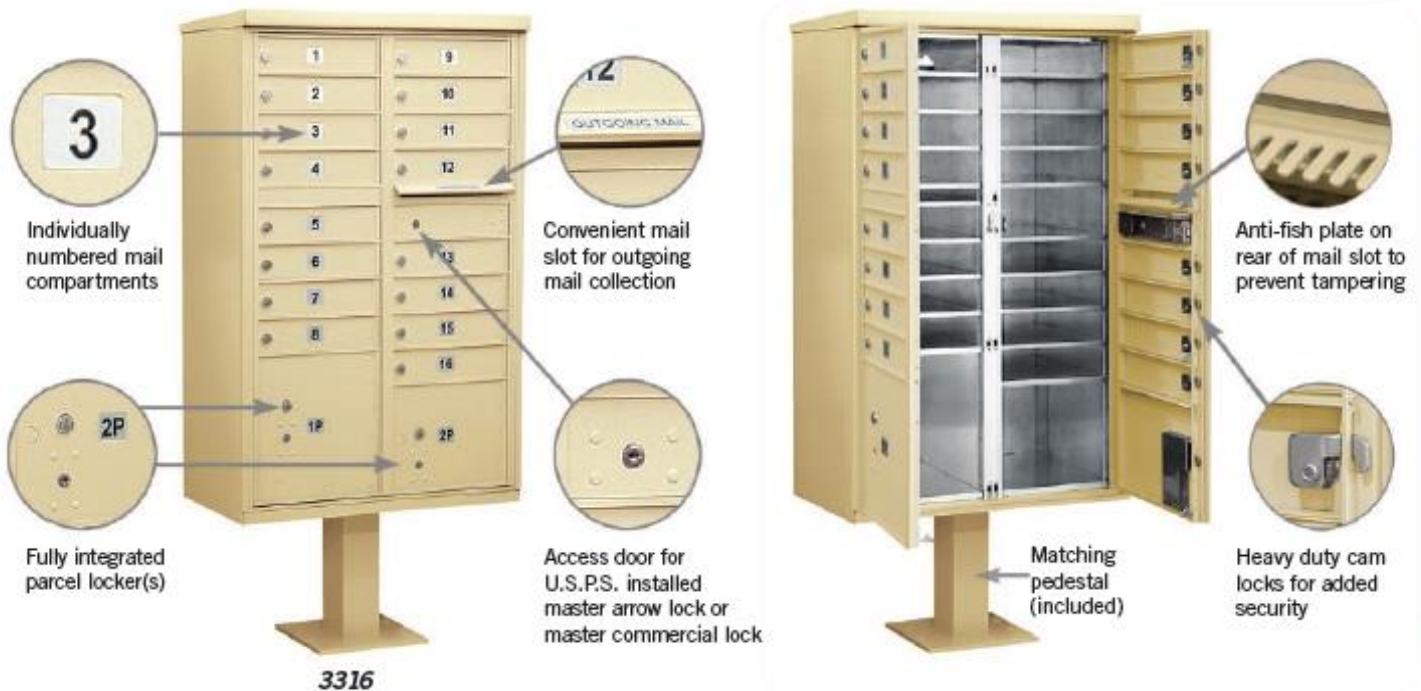


#3355¹ Replacement parcel locker door and tenant lock - large
\$115.00

ALL ALUMINUM CONSTRUCTION

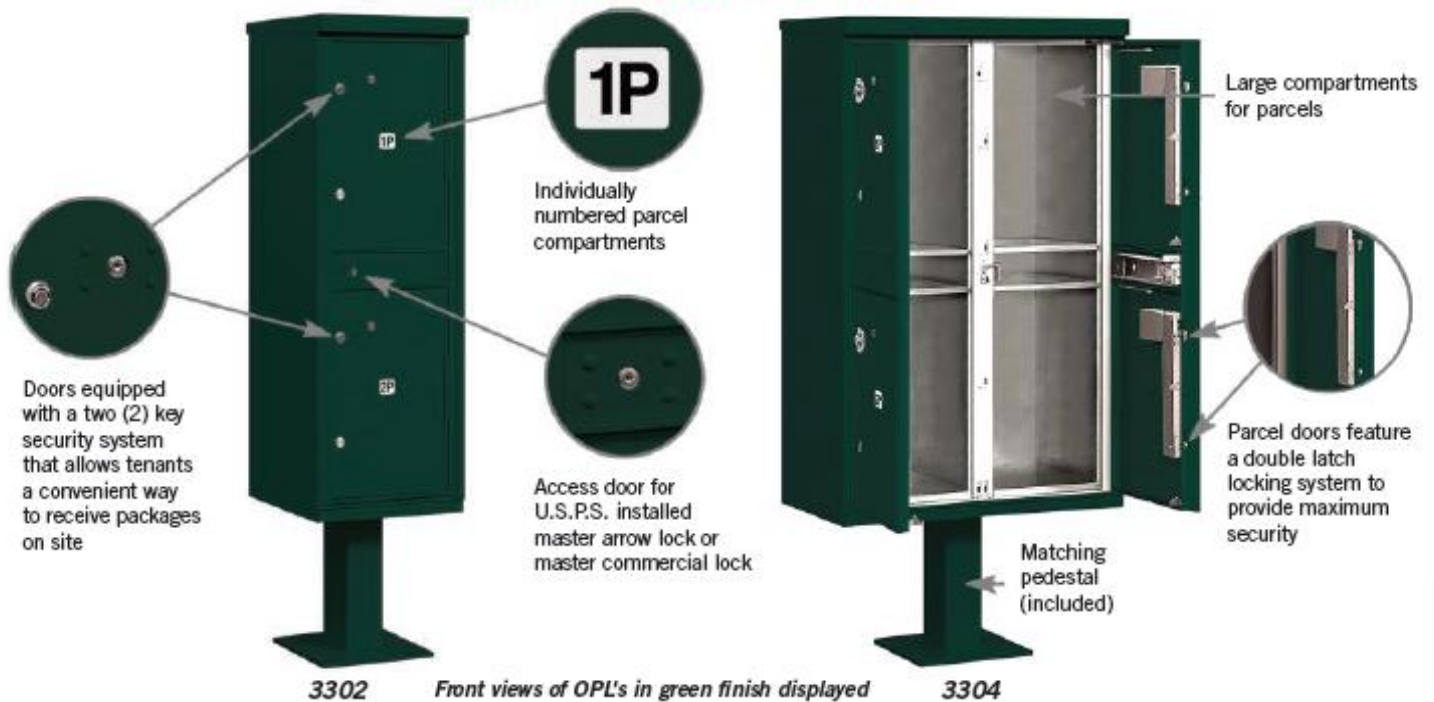
#3316 in sandstone finish displayed

STANDARD FEATURES FOR CBU'S



Front views of #3316 in sandstone finish displayed

STANDARD FEATURES FOR OPL'S



AVAILABLE COLORS

¹ Specify



sandstone



bronze



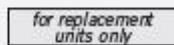
white



green



black



for replacement units only

gray

See specifications & options on page 15

Cluster Box Units & Outdoor Parcel Lockers

continued on pages 12 - 15



#3313 in bronze finish displayed

OUTDOOR PARCEL LOCKERS

DESCRIPTION

3302^{1,2}
Outdoor Parcel Locker
2 Compartments - Type I
(2) parcel lockers
(1) pedestal

UNIT SIZE

16" W x 62" H x 18" D
Parcel locker compartment sizes:
12" W x 19-3/4" H x 15" D



3302

WEIGHT

100 lbs.

PRICE

\$1,275.00

DESCRIPTION

3304^{1,2}
Outdoor Parcel Locker
4 Compartments - Type II
(4) parcel lockers
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D
Parcel locker compartment sizes:
12" W x 19-3/4" H x 15" D



3304

WEIGHT

165 lbs.

PRICE

\$2,175.00

**Volume Discount Pricing Available
at Mailboxes.com!**

CLUSTER BOX UNITS

DESCRIPTION

3308^{1,2}
Cluster Box Unit (CBU)
8 "A" Size Doors - Type I
(8) "A" mail compartments
(2) parcel lockers
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

155 lbs.

PRICE

\$1,550.00



*includes
pedestal*

3308

DESCRIPTION

3312^{1,2}
Cluster Box Unit (CBU)
12 "A" Size Doors - Type II
(12) "A" mail compartments
(1) parcel locker
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment size:
12" W x 10" H x 15" D

WEIGHT

155 lbs.

PRICE

\$1,600.00



*includes
pedestal*

3312

DESCRIPTION

3305^{1,2}
Cluster Box Unit (CBU)
4 "C" Size Doors - Type V
(4) "C" mail compartments
(2) parcel lockers
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 6-1/2" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

145 lbs.

PRICE

\$1,575.00



*includes
pedestal*

3305

DESCRIPTION

3316^{1,2}
Cluster Box Unit (CBU)
16 "A" Size Doors - Type III
(16) "A" mail compartments
(2) parcel lockers
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

175 lbs.

PRICE

\$1,675.00



*includes
pedestal*

3316

DESCRIPTION

3313^{1,2}
Cluster Box Unit (CBU)
13 "B" Size Doors - Type IV
(13) "B" mail compartments
(1) parcel locker
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 4-3/4" H x 15" D

Parcel locker compartment size:
12" W x 10" H x 15" D

WEIGHT

165 lbs.

PRICE

\$1,650.00



*includes
pedestal*

3313

DESCRIPTION

3306^{1,2}
Cluster Box Unit (CBU)
8 "A" Size Doors - Type VI
(8) "A" mail compartments
(4) parcel lockers
(1) pedestal

UNIT SIZE

30-1/2" W x 62" H x 18" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(3) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

165 lbs.

PRICE

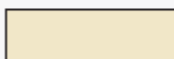
\$1,775.00



*includes
pedestal*

3306

¹ Specify



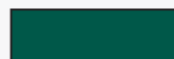
sandstone



bronze



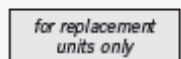
white



green



black



for replacement
units only

gray

² Specify - for U.S.P.S. access or private access (order master commercial lock #3375 for access door and parcel lockers)

See specifications & options on page 15

Regency® Decorative CBU's & OPL's

continued on pages 14 - 15

**Salsbury Industries is Officially
Licensed by the U.S.P.S. to
Manufacture Cluster Box Units (CBU's)**



Salsbury 3300 series Cluster Box Units (CBU's) are manufactured to U.S.P.S. "F" specifications and are an officially licensed product of the U.S. Postal Service for centralized mail delivery.

U.S.P.S. License #: 1CDSEQ-08-B-0026

REGENCY® DECORATIVE CBU's & OPL's FRONT LOADING

Made of heavy duty aluminum and stainless steel hardware, Salsbury 3300R series U.S.P.S. approved Regency Decorative Cluster Box Units (CBU's) and Regency Decorative Outdoor Parcel Lockers (OPL's) are available in an easy to order complete package that includes a Salsbury 3300 series CBU or OPL and matching pedestal, an attractive decorative top and an elegant decorative pedestal cover. USPS approved decorative tops and pedestal covers are made of die-cast aluminum and can be ordered separately - see page 14.

Includes:

- CBU or OPL and Matching Pedestal
- Regency® Decorative Top
- Regency® Pedestal Cover

**Volume Discount Pricing Available
at Mailboxes.com!**

REGENCY® OUTDOOR PARCEL LOCKER (4 DOOR UNIT ONLY)

DESCRIPTION

3304R^{1,2}
Regency® Decorative OPL
4 Compartments - Type II
(4) parcel lockers

UNIT SIZE
31" W x 71-3/4" H x 18-1/2" D
Parcel locker compartment size:
12" W x 19-3/4" H x 15" D

WEIGHT
205 lbs.

PRICE
\$2,725.00



3304R

**ALL ALUMINUM
CONSTRUCTION**

#3312R in black finish displayed

REGENCY® CLUSTER BOX UNITS

DESCRIPTION

3308R^{1,2}
Regency® Decorative CBU
8 "A" Size Doors - Type I

(8) "A" mail compartments
(2) parcel lockers

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

200 lbs.

PRICE

\$2,100.00



3308R

DESCRIPTION

3312R^{1,2}
Regency® Decorative CBU
12 "A" Size Doors - Type II

(12) "A" mail compartments

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment size:
12" W x 10" H x 15" D

WEIGHT

200 lbs.

PRICE

\$2,150.00



3312R

DESCRIPTION

3305R^{1,2}
Regency® Decorative CBU
4 "C" Size Doors - Type V

(4) "C" mail compartments
(2) parcel lockers

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 6-1/2" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

190 lbs.

PRICE

\$2,125.00



3305R

DESCRIPTION

3316R^{1,2}
Regency® Decorative CBU
16 "A" Size Doors - Type III

(16) "A" mail compartments
(2) parcel lockers

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(1) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

215 lbs.

PRICE

\$2,225.00



3316R

DESCRIPTION

3313R^{1,2}
Regency® Decorative CBU
13 "B" Size Doors - Type IV

(13) "B" mail compartments

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 4-3/4" H x 15" D

Parcel locker compartment size:
12" W x 10" H x 15" D

WEIGHT

205 lbs.

PRICE

\$2,200.00



3313R

DESCRIPTION

3306R^{1,2}
Regency® Decorative CBU
8 "A" Size Doors - Type VI

(8) "A" mail compartments
(4) parcel lockers

UNIT SIZE

31" W x 71-3/4" H x 18-1/2" D

Mail compartment size:
12" W x 3" H x 15" D

Parcel locker compartment sizes:
(3) 12" W x 13-1/2" H x 15" D
(1) 12" W x 10" H x 15" D

WEIGHT

205 lbs.

PRICE

\$2,325.00

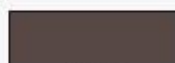


3306R

¹ Specify



sandstone



bronze



white



green



black

² Specify - for U.S.P.S. access or private access (order master commercial lock #3375 for access door and parcel lockers)

See specifications & options on page 15

CBU's & OPL's Specifications & Options

for CBU's, OPL's and Regency® CBU's/OPL's on pages 8 - 13

REGENCY® DECORATIVE CBU & OPL ACCESSORIES U.S.P.S. APPROVED

Made of die cast aluminum, Salisbury U.S.P.S. approved Regency Decorative CBU and OPL accessories can be ordered separately from Salisbury 3300 series CBU's and OPL's. Decorative accessories feature a durable powder coated finish available in five (5) contemporary colors and provide an elegant finished look to CBU and OPL installations. Decorative tops (#3350) include a 3" diameter ball finial and an attractive sloping design and easily mount to the top of CBU's and OPL's with four (4) set screws (provided). Decorative pedestal covers (short - #3386 and tall - #3396) easily attach over CBU and OPL pedestals and include a plastic insect guard and installation hardware.



#3316R and #3306R in sandstone finish with optional custom engraved doors - black filled (#3374) displayed

DESCRIPTION

3350¹ - Regency® CBU/OPL Top

- Option for #3308, #3312, #3316, #3313, #3305, #3306 and #3304
- 31" W x 11-1/2" H x 18-1/2" D

WEIGHT
20 lbs.

PRICE
\$375.00



3350

DESCRIPTION

3386¹ - Regency®
Pedestal Cover - Short

- Option for pedestal for #3316, #3313, #3306 and #3304
- 13-3/4" H x 17-3/4" diameter

WEIGHT
20 lbs.

PRICE
\$375.00



3386

DESCRIPTION

3396¹ - Regency®
Pedestal Cover - Tall

- Option for pedestal for #3308, #3312 and #3305
- 27-3/4" H x 17-3/4" diameter

WEIGHT
25 lbs.

PRICE
\$375.00



3396

¹ Specify



sandstone



bronze



white



green



black

SAMPLE INSTALLATION OF REGENCY® DECORATIVE CBU/OPL ACCESSORIES



Models displayed:

- (1) 3350 Top
- (1) 3312 CBU
(includes pedestal)
- (1) 3396 Pedestal Cover - Tall

Decorative
Top
(#3350)

CBU (#3312)
(includes pedestal)

Decorative
Pedestal
Cover - Tall
(#3396)

Note: Regency® decorative tops and pedestal covers are available in a complete package that includes the CBU/OPL and pedestal (see pages 12-13).

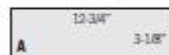


#3316's and #3304 in bronze finish with optional custom engraved placards (#3367) displayed

CLUSTER BOX UNITS & OUTDOOR PARCEL LOCKERS SPECIFICATIONS & OPTIONS

MAILBOX DOOR SIZES

Each aluminum mailbox door includes a heavy duty five (5) pin cylinder cam lock with a dust/rain shield and three (3) keys.



#3351¹ Replacement "A" door and lock \$60.00



#3352¹ Replacement "B" door and lock \$70.00



#3356¹ Replacement "C" door and lock \$80.00

OUTGOING MAIL SLOT PLUG KIT

An outgoing mail slot plug kit is available for installations not serviced by the U.S.P.S. (#3370 - \$35.00)



#3370

PARCEL LOCKER DOOR SIZES

Each CBU/OPL includes one or more fully integrated parcel lockers. Parcel lockers offer tenants a convenient way to receive packages on site and are equipped with a two (2) key security system.



#3353¹ Replacement parcel locker door and tenant lock - small \$95.00



#3354¹ Replacement parcel locker door and tenant lock - medium \$105.00

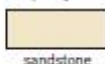


#3355¹ Replacement parcel locker door and tenant lock - large \$115.00

FINISHES

Durable and corrosion resistant CBU's/OPL's feature a powder coated finish available in sandstone, bronze, white, green or black. Note - gray is available for replacement units only and is not available on Regency Decorative CBU's/OPL's and accessories.

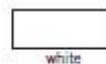
1 Specify



sandstone



bronze



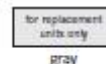
white



green



black



gray

IDENTIFICATION SYSTEMS

Each CBU/OPL door has a 1" high self adhesive number. The outgoing mail compartment is labeled "Outgoing Mail" and the parcel locker(s) are labeled with a "1P", "2P", etc. Custom identification systems are available as an option upon request.

CUSTOM ENGRAVED DOOR PLACARDS

1-3/4" W x 1-1/2" H custom engraved self-adhesive door placards are available as an option upon request. (#3367 - \$3.00)



#3367

CUSTOM ENGRAVED UNIT PLACARDS

8" W x 1" H custom engraved self-adhesive unit placards are available as an option upon request. (#3363 - \$15.00)



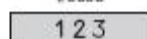
#3363

CUSTOM ENGRAVED DOORS

- Custom engraved door - regular (#3368 - \$5.00)
- Custom engraved door - black filled (#3374 - \$5.00)



#3368



#3374

LOCKS

Each CBU/OPL door includes a heavy duty five (5) pin cylinder cam lock with a dust/rain shield and three (3) keys (2,000 different key changes).

- (#3390 - \$20.00)
- Additional keys per lock when ordering (#3398 - \$3.00)
- Key blanks - box of (50) (#3399 - \$50.00)



#3390

MASTER COMMERCIAL LOCK

Factory installed if for private access - for access door and parcel locker(s) - with (2) keys (#3375 - \$30.00)



#3375

TENANT PARCEL LOCKER LOCK

For parcel locker door - with (3) keys (#3376 - \$40.00)



#3376

OUTDOOR PARCEL LOCKER CYLINDER

For outdoor parcel locker door - with (3) keys (#3377 - \$15.00)

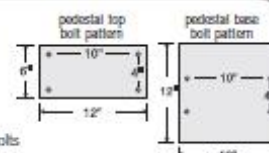


#3377

Note: For E series replacement CBU locks, see 3390-E on page 66.

PEDESTALS

- #3385¹ Replacement pedestal for #3316, #3313, #3306, #3302 and #3304 (14-1/2" H) \$150.00
- #3395¹ Replacement pedestal for #3308, #3312 and #3305 (28-1/2" H) \$150.00
- #3394 Pedestal mounting kit for new concrete installations (4) 1/2" W x 8" H anchor (J) bolts \$35.00



U.S. Postal Service STD-4C Specification Highlights

Effective October 5, 2006, all new designs approved for NEW CONSTRUCTION AND MAJOR RENOVATION require U.S. Postal Service STD-4C compliant mailbox systems. The new USPS 4C Standard includes the following specifications:

- A new compartment form factor minimum size requirement of 12"w x 15"d x 3"h.
- Eliminates the vertical form factor (5"w x 6"d x 15"h) design.
- Introduces a parcel locker requirement based on a 1:10 parcel locker to customer compartment ratio.
- Strengthens security requirements for the entire receptacle.
- Standardizes and improves tenant compartment lock design.
- Adds testing requirements to verify acceptability for either indoor or outdoor use.
- Introduces quality management systems provisions.
- Enhances design flexibility for concept, ergonomics, and materials.
- Meets Americans with Disabilities Act (ADA) standards.

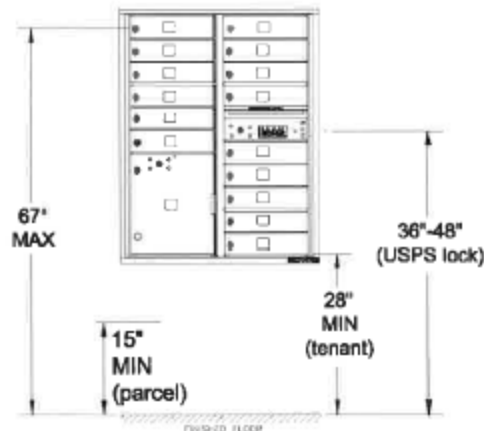


Florence **versatile™ 4C mailbox suites** are designed to meet or exceed the USPS specifications outlined above and in the *Federal Register/Vol. 69, No. 171/September 3, 2004/Rules and Regulations POSTAL SERVICE, 39 CFR Part 111, Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles.

IMPORTANT NOTE TO ARCHITECTS, SPECIFIERS, DESIGN LAYOUT PROFESSIONALS AND INSTALLERS -- Installation/Layout Instructions Specified in USPS Standard 4C -- pages 53821-53832* of the above referenced USPS 4C Standard "Notes" sections specify:

All 4C Units shall be designed such that they are in compliance with the following installation requirements:

1. At least one customer compartment shall be positioned less than 48 inches from the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches from the finished floor.
3. No patron (tenant) lock shall be located more than 67 inches above the finished floor.
4. No customer compartment (interior bottom shelf) shall be positioned less than 28 inches from the finished floor.
5. The USPS Arrow lock shall be located between 36 and 48 inches above the finished floor.



ADA Compliance -- the USPS 4C Standard includes a requirement to meet Americans with Disabilities Act** (ADA) standards. (See pg. 53809*) The Americans with Disabilities Act section that covers clear space and reach dimensions is noted below for reference:

ADA Standards for Accessible Design, ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES Appendix A to Part 36 -- Standard for Accessible Design Section 4.2 Space Allowance and Reach Ranges
<http://www.usdoj.gov/crt/ada/reg3a.html#Anchor-Appendix-52467>



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A GERBASI INDUSTRIES COMPANY

INSTALLATION MANUAL

vital™ cluster box units All Types - 1570 "F" Series

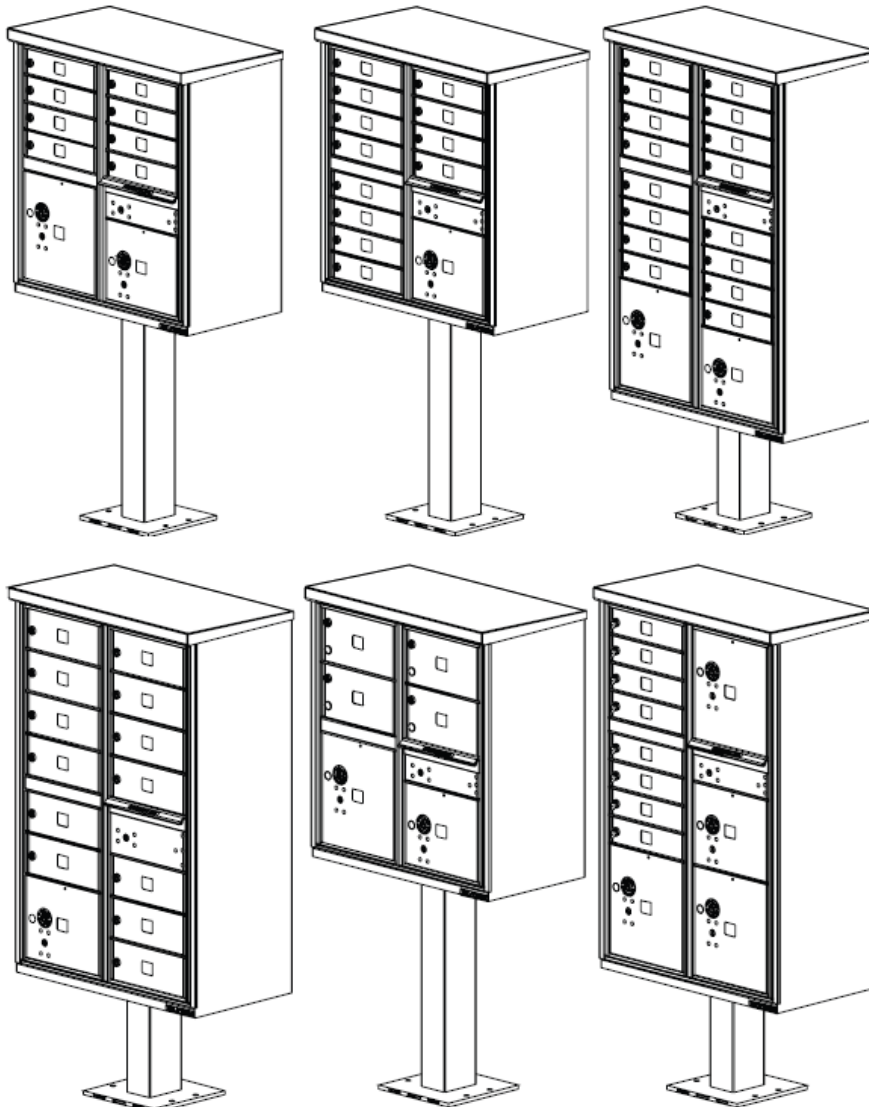


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GENERAL INFORMATION AND ADVISORIES



ATTENTION!

CAUTION -- Transportation

- Lay boxes flat. Do not stand on end as box could fall over and cause injury.
- Cluster Box Units (CBU) are heavy. Use caution when lifting and carrying to avoid injury.

CAUTION -- Handling

- Use caution when lifting and carrying Cluster Box Units (CBU) to avoid injury.
- Pinch hazard exists when placing unit on foundation.
- Keep fingers and hands clear to avoid injury.

CAUTION -- Installation

- Cluster Box Units (CBU) are heavy. Do not stand CBU up without support to prevent tipping.
- Units may tip off unsecured anchors, possibly resulting in the CBU colliding with a person and causing serious injury.
- CBU is also front-heavy when master load doors are open. Unit should be anchored or held in place until secured to foundation. Installer should support unit or have assistance holding the unit in place before opening the master load doors. Failure to do so could result in serious injury.

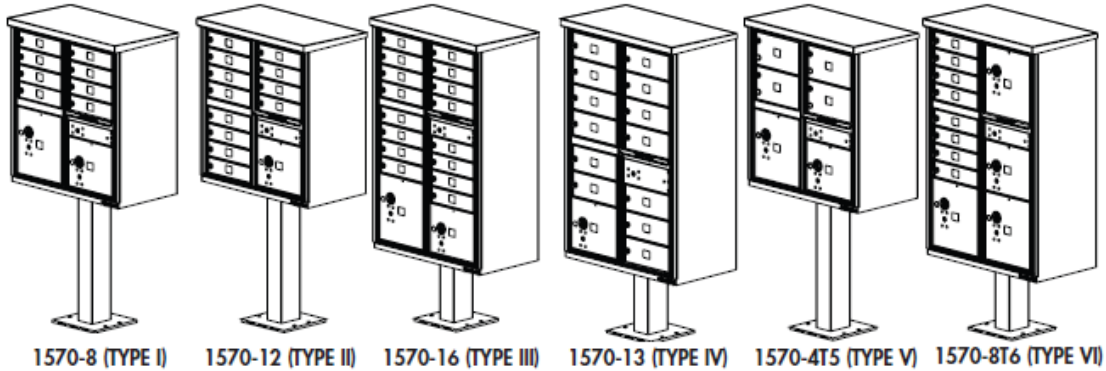
CBU PRODUCT INFORMATION

vital™ cluster box units - 1570 Series



Florence vital™ cluster box units are an officially licenced product of the US Postal Service for centralized mail delivery.

License #1CDSEQ-08-B-0012



	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
INSTALLED HEIGHT	62"	62"	62"	62"	62"	62"
DEPTH	18"	18"	18"	18"	18"	18"
WIDTH	30 - 1/2"	30 - 1/2"	30 - 1/2"	30 - 1/2"	30 - 1/2"	30 - 1/2"
PEDESTAL HEIGHT	28 - 1/2"	28 - 1/2"	14 - 1/2"	14 - 1/2"	28 - 1/2"	14 - 1/2"
WEIGHT (WITHOUT PEDESTAL)*	107 LBS	111 LBS	147 LBS	137 LBS	112 LBS	148 LBS
WEIGHT (WITH PEDESTAL)*	125 LBS	129 LBS	162 LBS	152 LBS	130 LBS	163 LBS
QTY OF STANDARD COMPARTMENTS	8	12	16	13	4	8
STANDARD COMPARTMENT HEIGHT	3"	3"	3"	4-3/4"	6 - 1/2"	3"
QTY OF PARCEL COMPARTMENTS	2	1	2	1	2	4
PARCEL COMPARTMENT HEIGHT	10", 13"	10"	10", 13"	10"	10", 13"	10", 13"

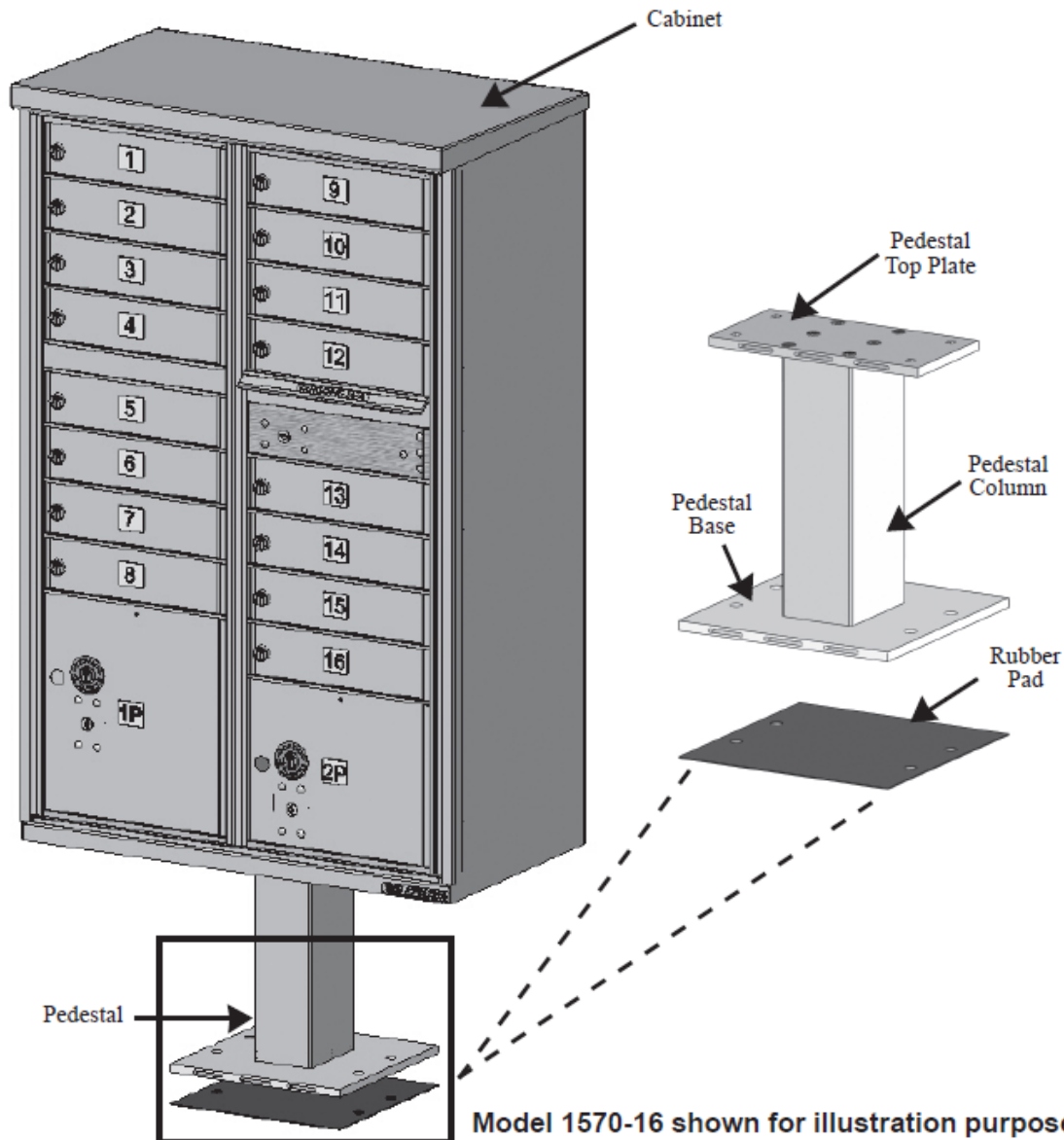
* Weights do **NOT** include packaging - product only.

Note: For installation of Florence vogue™ decorative CBU accessories, please refer to manual located within the vogue™ product packaging.

GET TO KNOW YOUR FLORENCE CBU

vital™ cluster box unit - 1570 "F" Series

Before the assembly process begins, please review the illustration below. The major components that you will be working with, and that are referred to in this instruction manual, are identified so as you are installing your vital™ cluster box unit (CBU), you will be familiar with the terms that are used.



HARDWARE AND COMPONENTS

vital™ cluster box unit - 1570 "F" Series

The CBU cabinet and pedestal are packaged separately. Below is a list of components and hardware you will receive in each package.

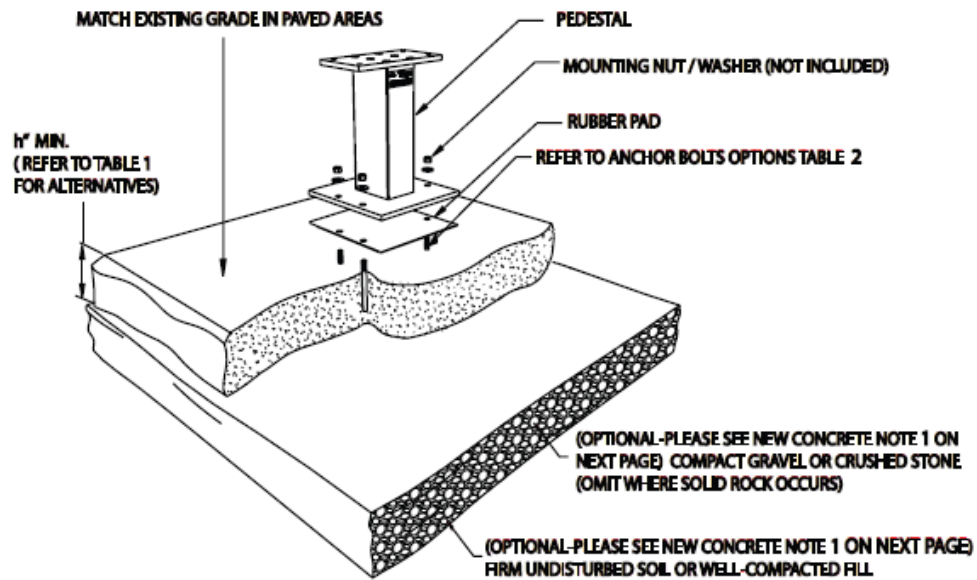
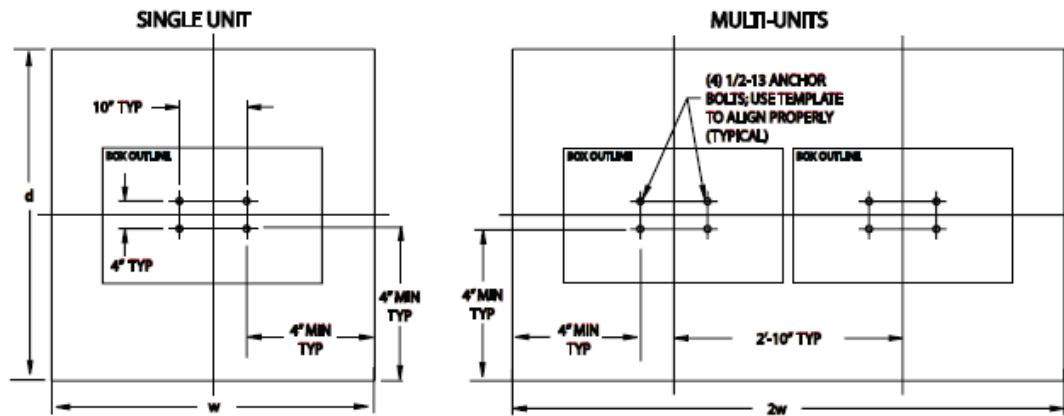
- Pedestal Package
 - Template - guide to locate pedestal base anchors
 - Rubber Pad - installed between ground and pedestal base
 - Pedestal - fully assembled
- Cabinet Package
 - CBU mailboxes and parcel lockers in protective cabinet
 - Hardware kit in plastic bag (shipped inside unit compartment) that includes:
 - Pedestal hardware
 - Tenant keys
 - Parcel keys and tags
 - Installation manual
 - Cleaning instructions
 - Parcel door hardware (in plastic bag inside cabinet) - (2) McGard and (3) two-way screws; (4) Arrow Lock nuts; and panel lock covers attached with temporary plastic fasteners.

NOTE: Anchors are not included with this product. Anchoring system selection coincides with type of installation planned and should be purchased separately.

- Outdoor Installation – anchoring systems for concrete pads are discussed in the next section, "Concrete Foundation Preparation".

CONCRETE FOUNDATION PREPARATION

vital™ cluster box unit - 1570 "F" Series



CONCRETE FOUNDATION PREPARATION

vital™ cluster box unit - 1570 "F" Series

NEW CONCRETE BASE:

- 1) Depending on climatic and soil conditions in the area of installation, optional foundation material may be necessary as shown. Consult local building codes for recommendations.
- 2) Refer to Table 1 for thickness (h), width (w), and depth (d) of the concrete pad alternatives.
- 3) Concrete shall have a compressive strength of 3000 psi @ 28 days, contain 4% min ~ 6% max air entrapment and be placed with a 3.50~4.50 slump in accordance to 301.
- 4) Use wire mesh as per (Standard) or fiber reinforced concrete as per (Standard).

EXISTING CONCRETE BASE:

- 1) Existing concrete pad must be at least 48" wide.
- 2) Concrete base and anchor bolts may be reused if:
 - a. existing 1/2" diameter expansion anchor bolts are firmly embedded in the concrete and not damaged or corroded;
 - b. concrete foundation is not damaged; and
 - c. bolt hole pattern of the new unit matches the installed anchor bolts.
- 3) Additional considerations include:
 - a. if concrete is only 4" thick, then option 'b' in Table 2 below cannot be used
 - b. any unused, existing anchor bolts must be cut flush to the level of the concrete surface
 - c. if concrete is damaged, replacement of foundation pad is required

TABLE 1: Pad Recommendations

<i>h</i> (Thickness)	<i>w</i> (width) min	<i>d</i> (Depth) min
4"	47"	47"
5"	44"	44"
6"	42"	42"
7"	40"	40"
8"	39"	39"

TABLE 2:

Expansion Anchor Bolt Recommendations
a. Hilti Kwik Bolt II (www.hilti.com) - 1/2 inch diameter x 5 1/2 inches overall length - Galvanized - KB II 12-512, Stainless steel Minimum embedment in concrete must be at least 3 1/2 inches
b. ITW Ramset Redhead Turbalt (www.hilti.com) - 1/2 inch diameter x 7 inches overall length - Galvanized Minimum embedment in concrete must be at least 4 1/8 inches
c. Rawl Stud (www.rawl.com) - 1/2 inch diameter x 5 1/2 inches overall length - Galvanized Minimum embedment in concrete must be at least 4 inches

PEDESTAL INSTALLATION AND LEVELING

vital™ cluster box unit - 1570 "F" Series

In the event the concrete pad the CBU is being installed on is not level, the pedestal may be adjusted.

There are a number of leveling techniques used by construction professionals; however, the following leveling method is being suggested as one alternative to consider.

If embedded anchors are not already in place in existing concrete, determine placement and location for anchors. (See "Concrete Foundation Preparation" guide in previous section for anchor recommendations and placement dimensions.)

1. Install Anchors (Skip if existing concrete and anchors are already in place)

- Tape pedestal base template to concrete in proper location(s).
- Drill holes through template to proper depth.
- Remove template and debris.
- Pound anchors in place.

2. Use Pedestal to Check for Level

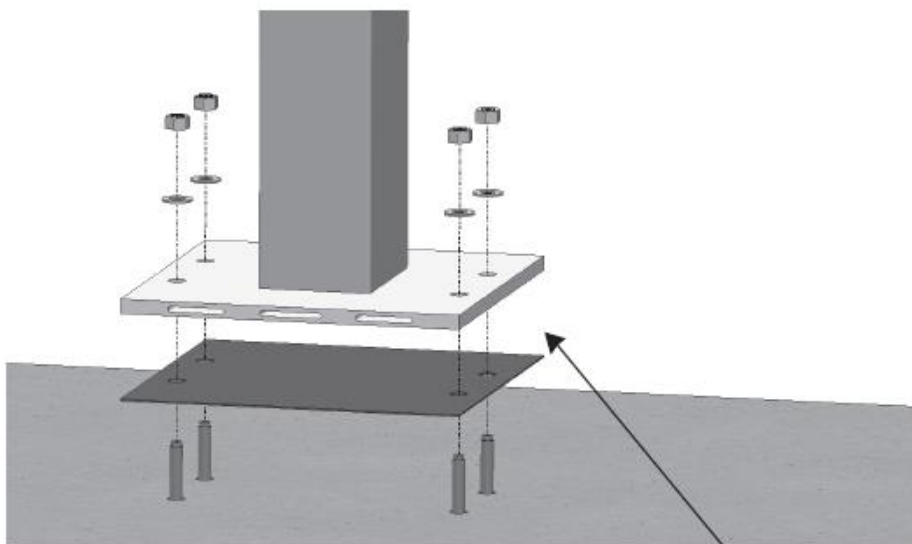
- Place rubber pad over anchors onto concrete pad.
- Place pedestal over rubber pad and check if level.
- If leveling is required, shim pedestal with up to 3 washers on a given bolt.
- Washers, if required, should be placed between rubber pad and bottom of pedestal base.
- Check for level.

3. Install Pedestal to Concrete

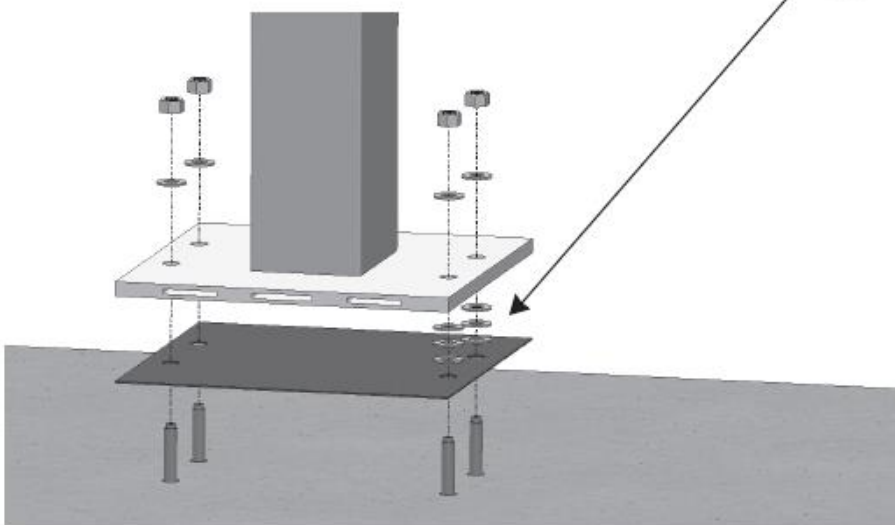
- Pedestal can now be installed according to anchoring hardware manufacturer's instructions. (Anchor hardware shown for illustration purposes - not included with unit. For anchoring system information, please see "Concrete Foundation Preparation" section, page 7.)
- Continue to next section to install CBU cabinet to pedestal.

PART #	DESCRIPTION	REQUIRED TOOLS
91129	PEDESTAL FOR TYPE I, II, V	REFER TO ANCHORING MFG INSTRUCTIONS
91121	PEDESTAL FOR TYPE III, IV, VI	
91500	RUBBER PAD	

PEDESTAL INSTALLATION AND LEVELING



2/3.



PEDESTAL TO CBU CABINET INSTALLATION

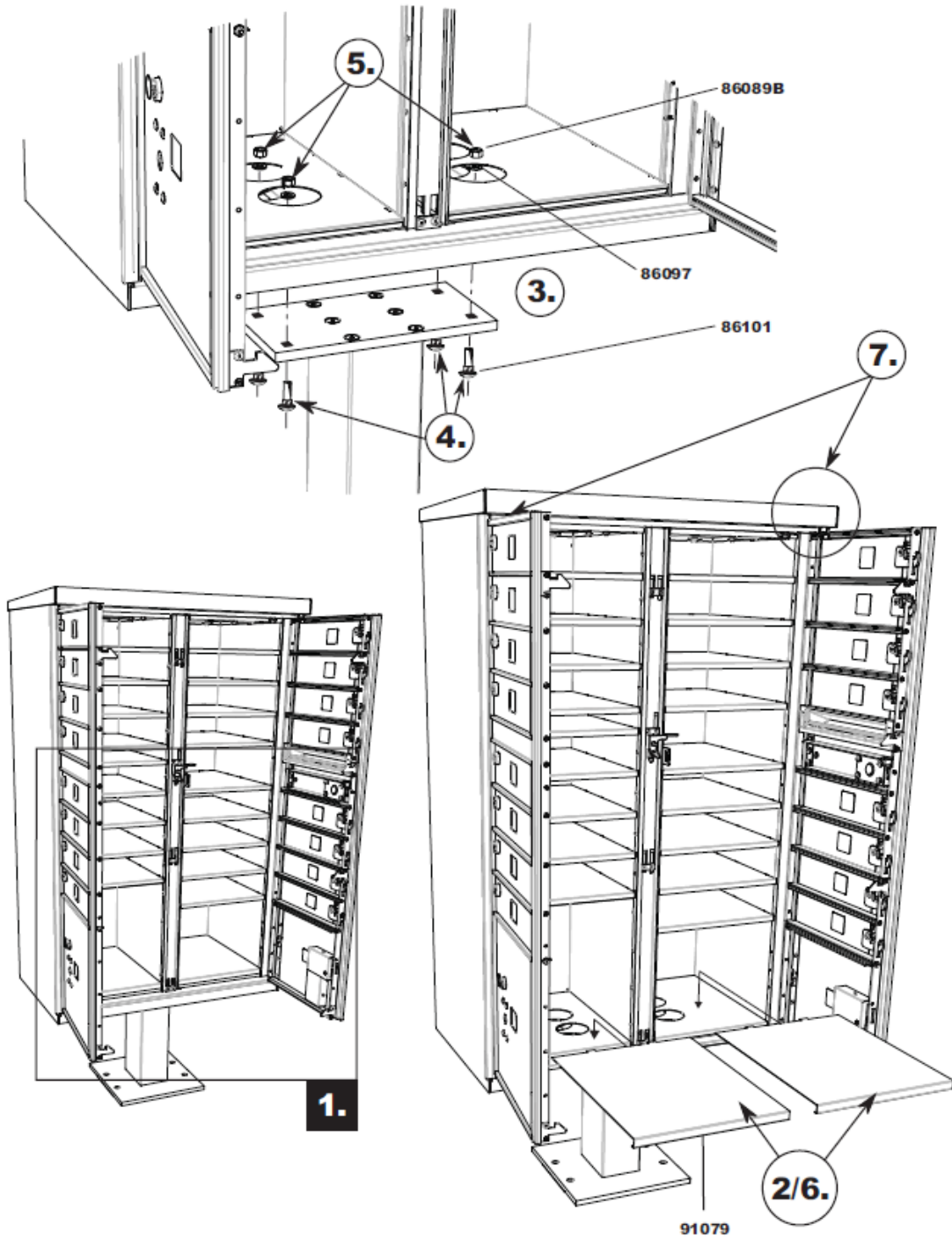
vital™ cluster box unit - 1570 "F" Series

- 1.** Open master loading doors until hold open arm engages.
- 2.** Remove left and right side 91079 floating shelves, exposing mounting holes in base of unit.
- 3.** Place unit on pedestal.
- 4.** From underneath unit, insert four (4) 86101 carriage bolts upward.
- 5.** From inside parcel compartments, add four (4) 86097 lock washers and tighten four (4) 86089B hex nuts. Torque to 22 foot-pounds.
- 6.** Replace left and right side 91079 floating shelves.
- 7.** Close master loading doors by first lifting slightly on the master hold open arm and then shutting each door.

Installation of unit is now complete. Contact local USPS personnel to install Arrow Locks and place unit into service.

PART #	DESCRIPTION	REQUIRED TOOLS
86089B	3/8-16 HEX NUT	9/16" SOCKET WRENCH
86101	3/8-16 X 1.25 CARRIAGE BOLT	
91079	FLOATING SHELF	
91129	PEDESTAL FOR TYPE I, II, V	
91121	PEDESTAL FOR TYPE III, IV, VI	
86097	3/8" X .688 OD LOCK WASHER	

PEDESTAL TO CABINET INSTALLATION



Model 1570-16 shown for illustration purposes

MASTER ACCESS DOOR ARROW LOCK INSTALLATION

vital™ cluster box unit - 1570 "F" Series

(to be completed by USPS personnel)

- 1.** Open master access door.
- 2.** Remove five (5) 86091 lock nuts, as well as 92303 lock support plate. Dispose of plastic shipping spacers.
- 3.** Place Arrow Lock into the Arrow Lock security bracket and position on door.
- 4.** Replace one (1) 86091 lock nut in the rear position to secure Arrow Lock security bracket.
- 5.** Install 92303 lock support plate as shown.
- 6.** Replace remaining four (4) 86091 lock nuts. Torque 25 to 30 inch-pounds (overtightening may keep Arrow Lock from operating correctly).

PART #		DESCRIPTION	REQUIRED TOOLS
86091	10-32	LOCK NUT	3/8" SOCKET WRENCH
92300		ARROW LOCK SECURITY BRACKET	
92303		LOCK SUPPORT PLATE	
		ARROW LOCK (USPS PROPRIETARY LOCK)	

NOTE:

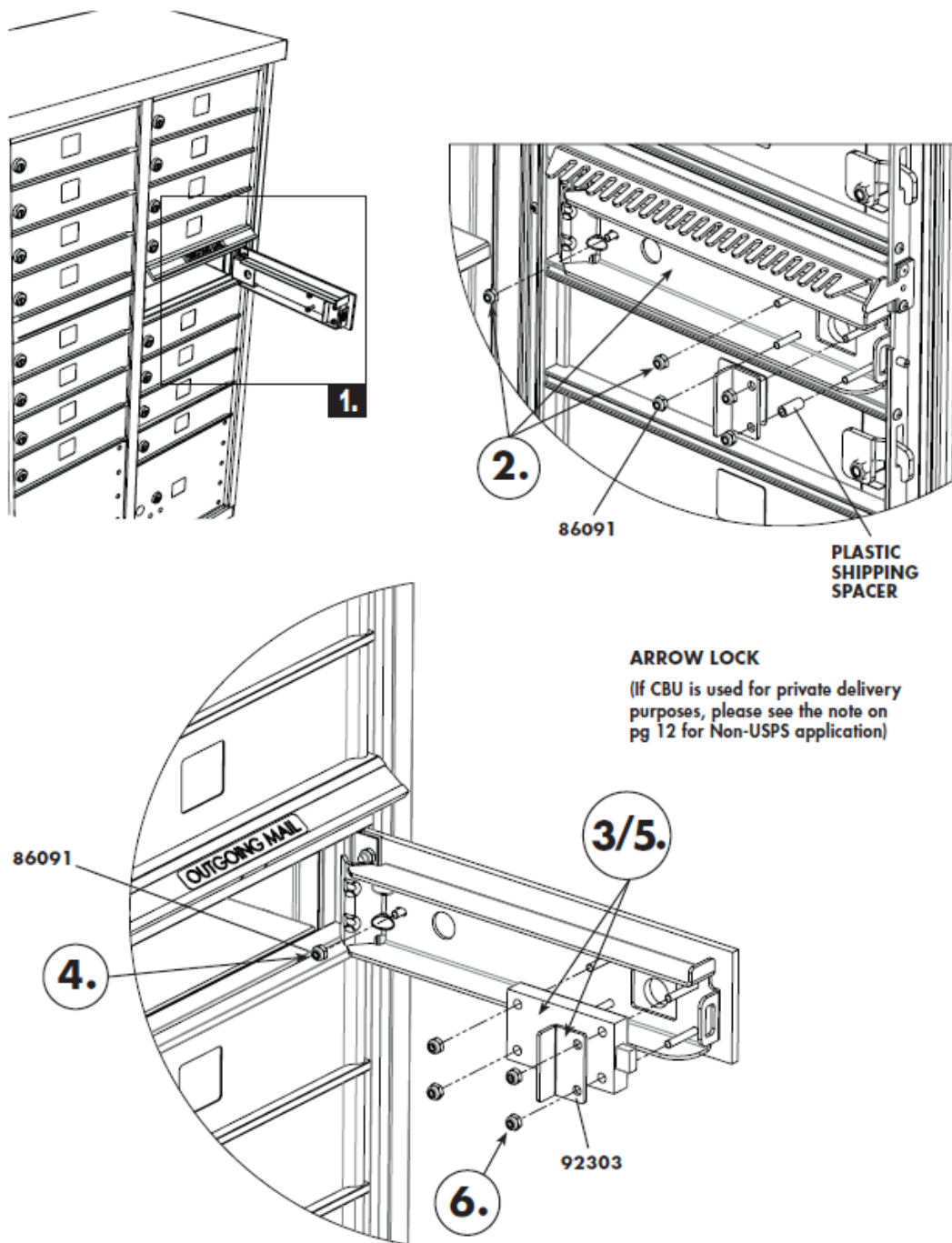
For USPS applications:

- 1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock.

For Non-USPS applications:

- 1) Please disregard instructions related to Arrow Lock throughout this manual.
- 2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.

MASTER ACCESS DOOR ARROW LOCK INSTALLATION



Model 1570-16 shown for illustration purposes

PARCEL ARROW LOCK INSTALLATION

vital™ cluster box unit - 1570 "F" Series

(to be completed by USPS personnel)

- 1.** Open parcel door, remove and discard four (4) plastic shipping retainers; two on latching assembly cover and two on Arrow Lock cover.
- 2.** Remove plastic bag of fasteners. All fasteners necessary to install postal lock are included in one parcel door.
- 3.** Install Arrow Lock as shown and secure with four (4) 86091 lock nuts. Torque to 25 to 30 inch-pounds (overtightening may keep Arrow Lock from operating correctly).
- 4.** Install latching assembly cover 91255 using two (2) 84994 fasteners.
- 5.** Install Arrow Lock cover 91259 using two (2) 84993 McGard fasteners.
- 6.** Remove label from cover. Repeat steps 1 - 6 for any additional parcel lockers within unit.

PART #	DESCRIPTION	REQUIRED TOOLS
84993	10-32 x .312 UNF-2A 18-8 SS PASSIVATED MCGARD	FLAT SCREWDRIVER
84994	10-32 X .375 UNF-2A 18-8 SS PASSIVATED 1-WAY TAMPER PROOF	USPS PROPRIETARY MCGARD TOOL (See Page 16 for McGard procurement info.)
86091	10-32 LOCK NUT	3/8" SOCKET WRENCH
91255	LATCHING ASSEMBLY COVER	PLIERS
91259	ARROW LOCK COVER	
	ARROW LOCK (USPS PROPRIETARY LOCK)	

NOTE:

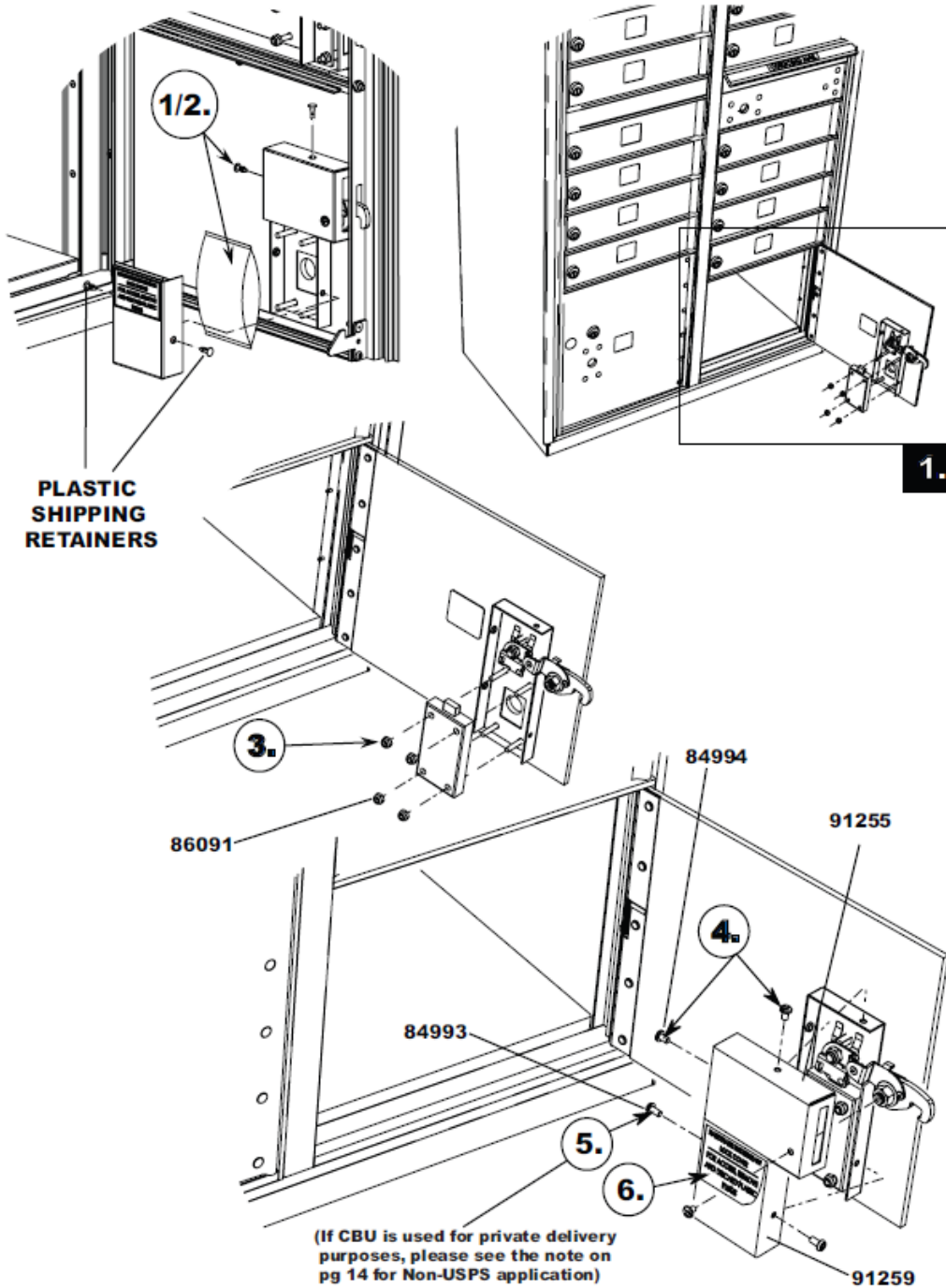
For USPS applications:

- 1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock.

For Non-USPS applications:

- 1) Please disregard instructions related to Arrow Lock throughout this manual.
- 2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.
- 3) McGard fasteners and screwdriver not necessary for non-USPS (private delivery) applications.

PARCEL ARROW LOCK INSTALLATION



Model 1570-16 shown for illustration purposes

SECURITY TOOL REQUIREMENTS

IMPORTANT NOTICE FOR USPS INSTALLERS

USPS personnel must have a McGard screwdriver to install and service the parcel Arrow Lock cover on the Florence vital™ cluster box unit.
(McGard Screwdrivers can be ordered by USPS personnel on the eBuy2 ordering system)

Note: Florence Manufacturing does not provide or sell the McGard Screwdriver



NOTE:

For USPS applications:

- 1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock and place unit into service.

For Non-USPS applications:

- 1) Please disregard instructions related to Arrow Lock throughout this manual.
- 2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.
- 3) McGard fasteners and screwdriver not necessary for Non-USPS (private delivery) applications.

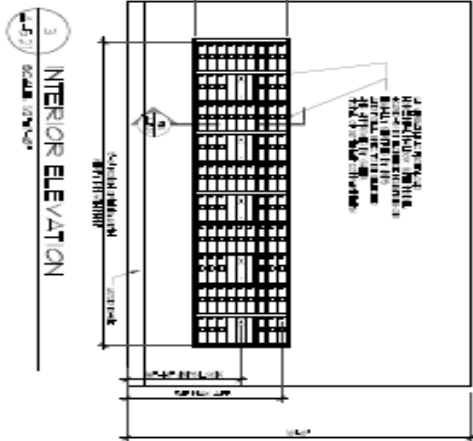
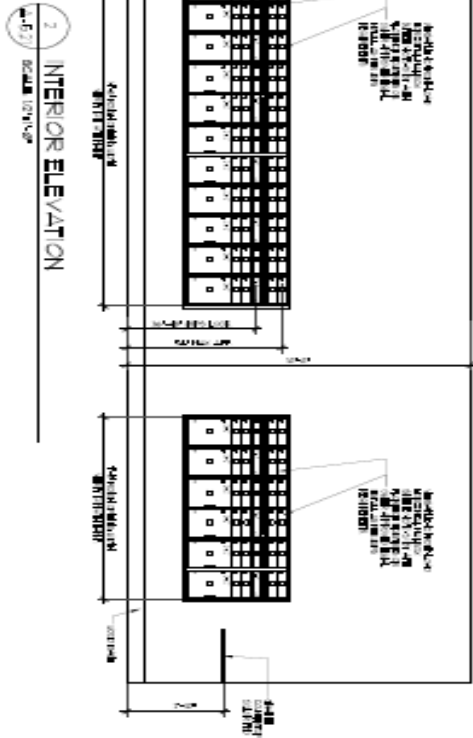
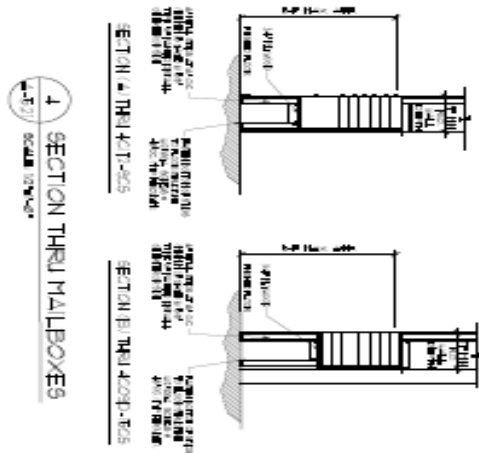
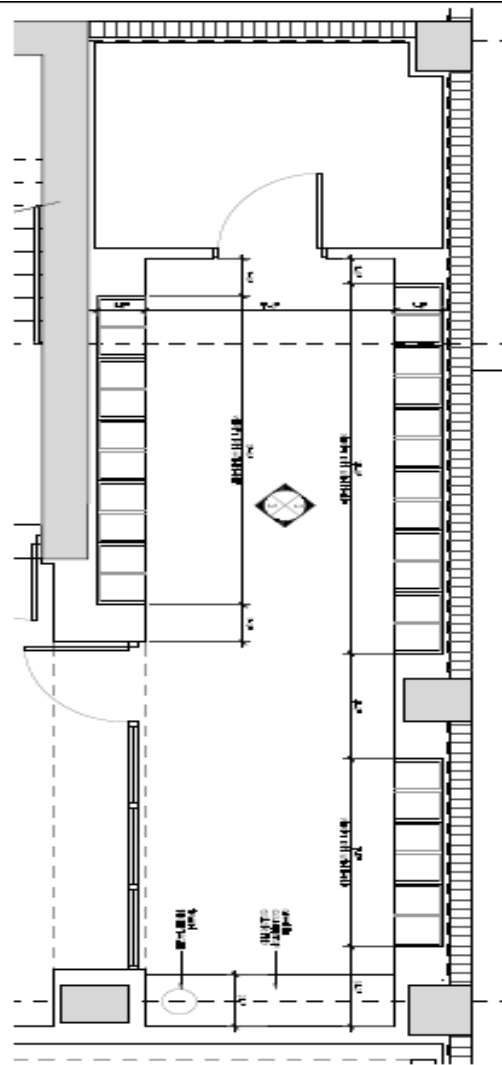
REPLACEMENT PARTS / MAINTENANCE

For a complete listing of all available replacement parts and/or maintenance procedures for the vital™ 1570 series CBU by Florence, please refer to the vital™ Maintenance Manual which may be downloaded from www.florencemailboxes.com/downloads.

Service parts are available for purchase through an Authorized Florence Dealer and online at www.florencemailboxes.com/store.

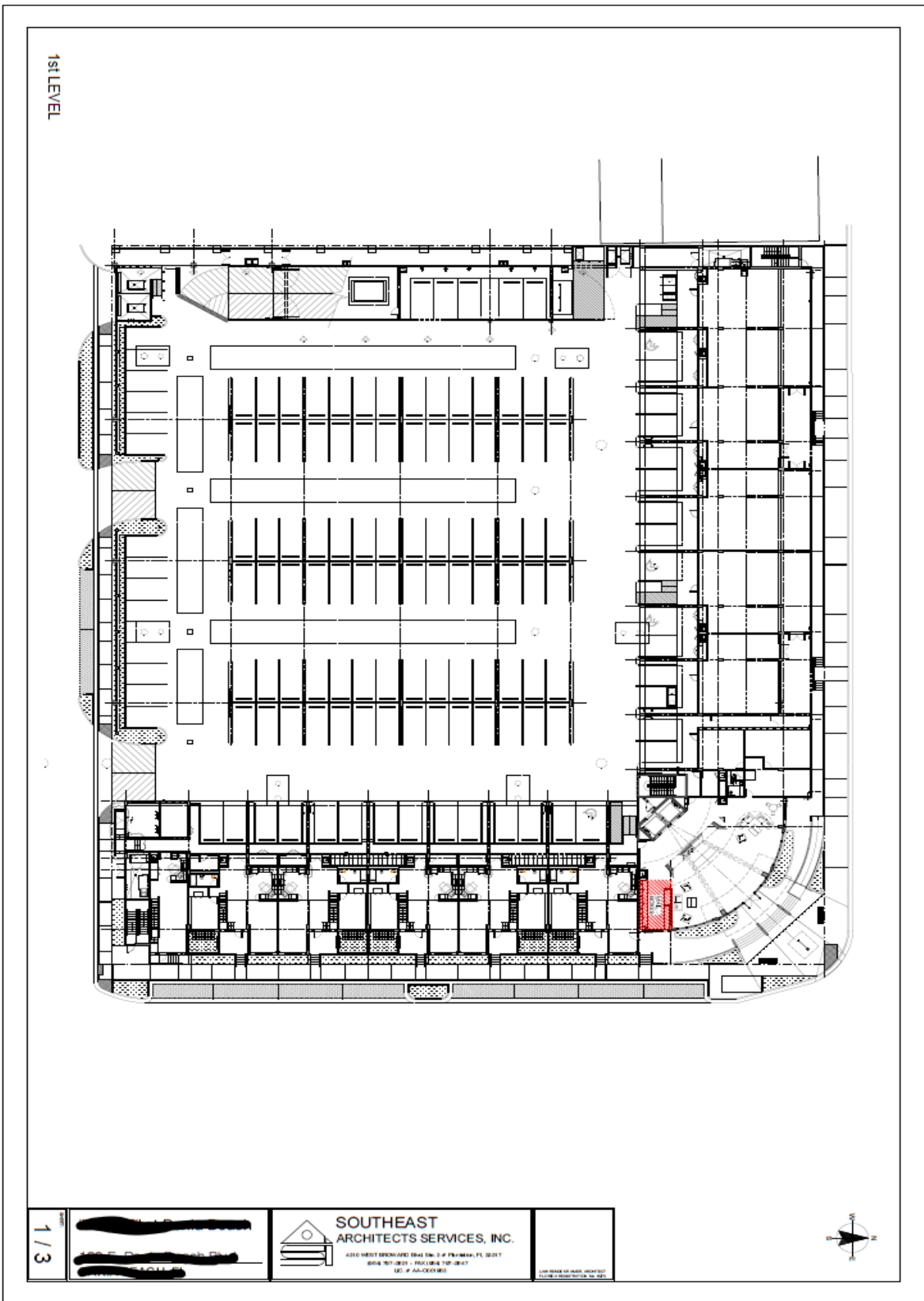
Thank you for purchasing Florence products!



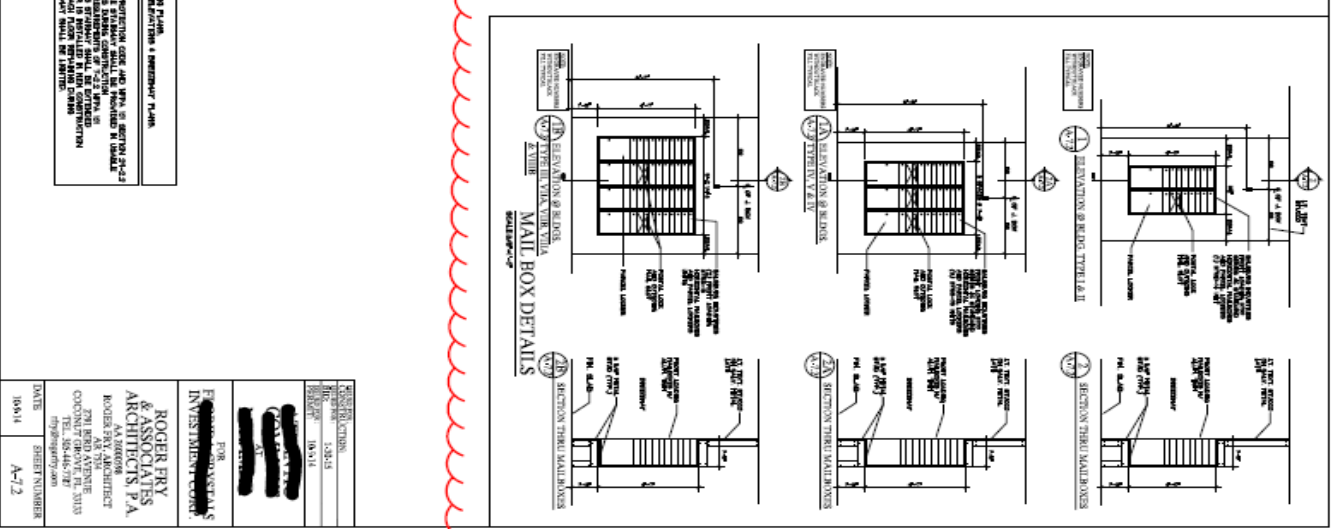
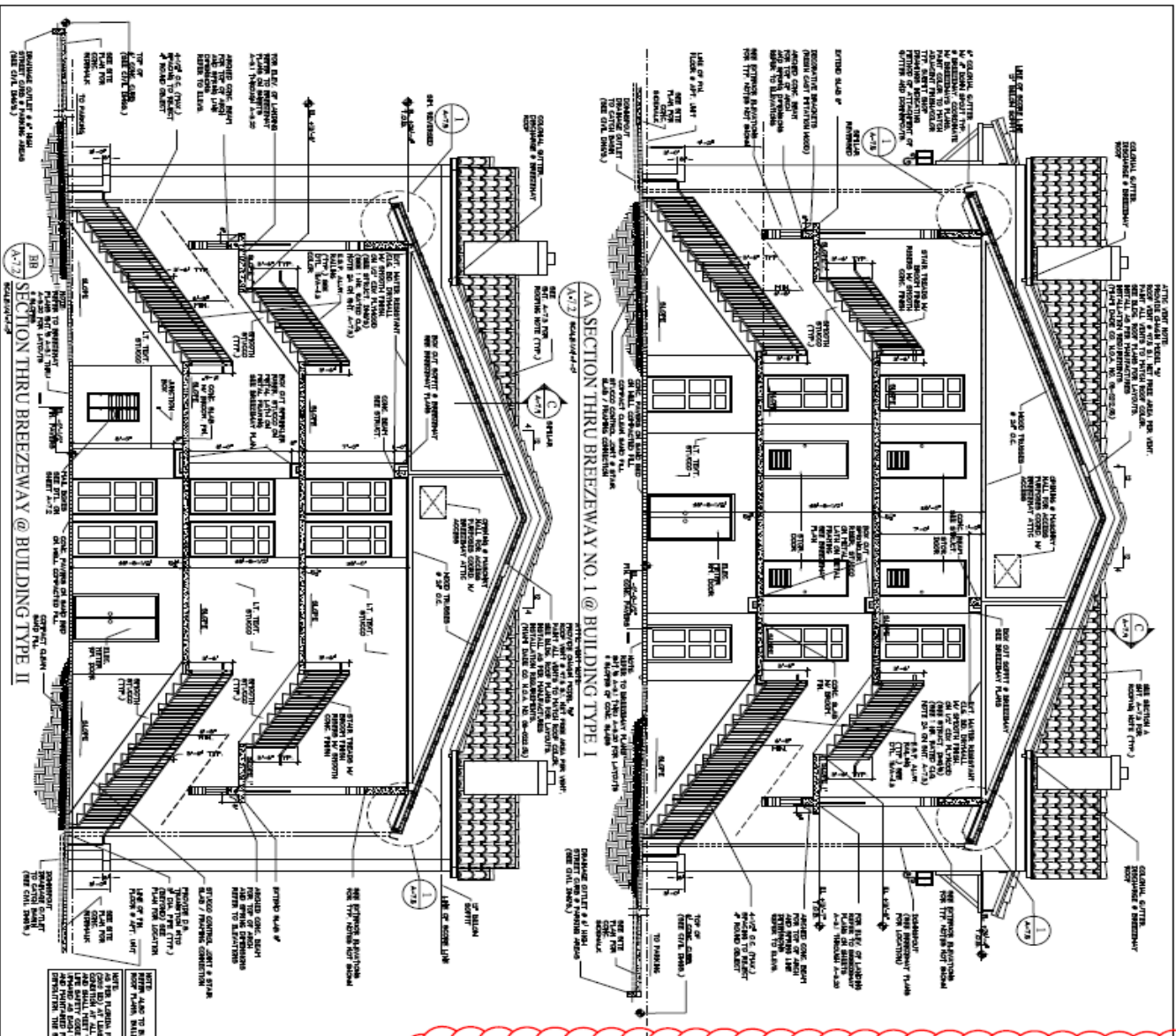


SAMPLE MAILROOM ELEVATION

Please ensure installation heights are visible and in compliance with Postal Regulations.

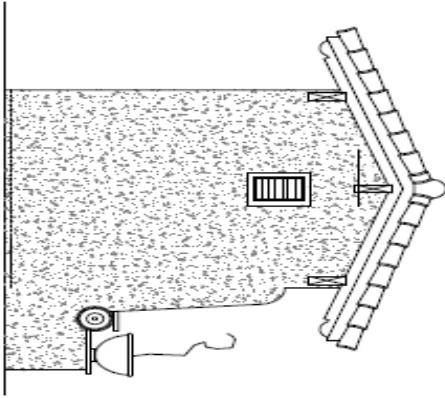


SAMPLE SITE PLAN WITH MAILROOM

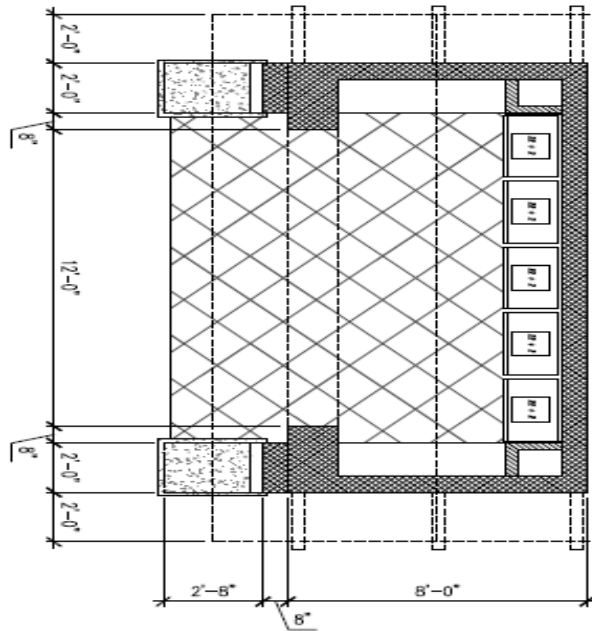
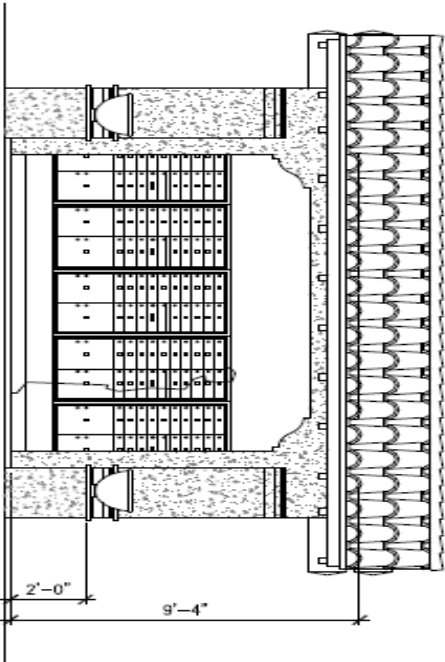
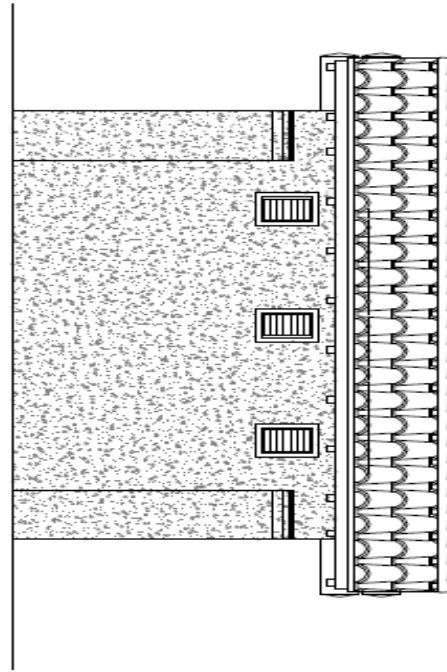
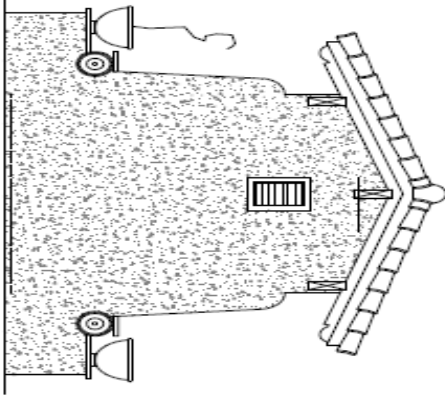


ROGER PRY & ASSOCIATES ARCHITECTS P.A. 1000 AVENUE SUITE 100 BOSTON, MA 02111 TEL: 617-552-1111 WWW.ROGERPRY.COM	
DATE	10/01/11
SHEET NUMBER	A-72

SIDE ELEVATION a



SIDE ELEVATION b



SAMPLE MAIL KIOSK ELEVATION

Please note: In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.

INSTALLATION AND ACCESSIBILITY REFERENCES

Designing appropriate accessibility into every feature of a facility is a key consideration for any project, and how the mailboxes are installed into that facility is no exception. Plus, all wall-mounted mailboxes which will be serviced by the U.S. Postal Service (USPS) must also be installed according to specifications as outlined in the USPS STD-4C regulation.

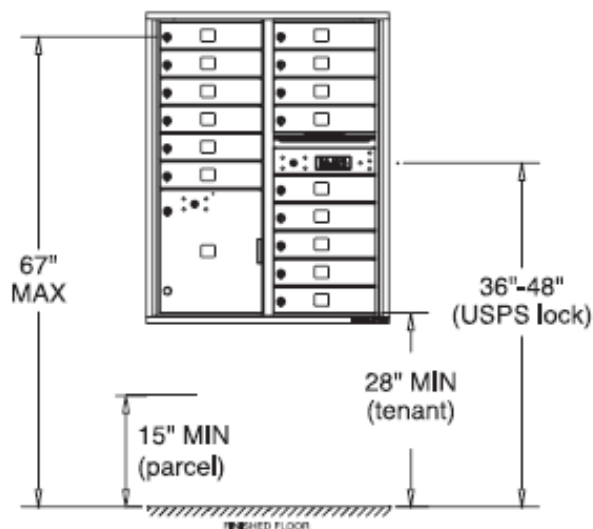
To assist you with selecting mailboxes that meet the specific requirements of your project, details related to installed heights are noted on the Florence versatile™ 4C mailbox modules references on pages 2-15. Below are also the quick references related to accessible uses and USPS requirements to help you in determining your project layout and design.

Meeting USPS Installation Requirements

Florence Manufacturing USPS Approved 4C mailbox products are designed to adhere to STD-4C regulations. To ensure your project complies with USPS regulations for wall-mounted mailboxes, your mailbox center must be installed according to the following U.S. Postal Service guidelines:

Installation requirements specified in the U.S. Postal Service STD-4C regulation are outlined below:

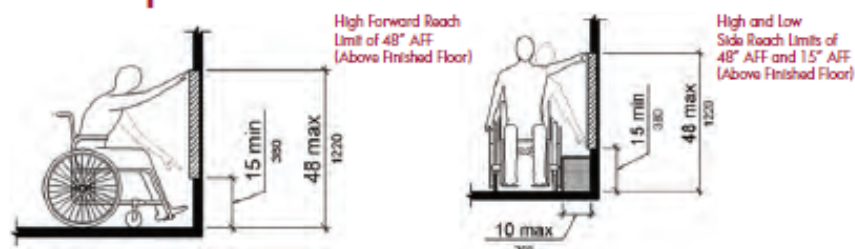
1. At least one customer compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No customer lock shall be located more than 67 inches above the finished floor.
4. No customer compartment (interior bottom shelf) shall be positioned less than 28 inches above the finished floor.
5. The USPS Arrow lock shall be located between 36 and 48 inches above the finished floor.



*Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles. Federal Register/Vol. 69, No 171/September 3, 2004
Rules and Regulations POSTAL SERVICE, 39 CFR Part 111. www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf*

Meeting ADA Installation Requirements

Accessibility regulations may vary by type of facility and by governing jurisdictions. Therefore, always consult local building officials and codes for applicable accessibility requirements that could affect your mailbox project. Below are industry references for your convenience.



2010 ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, ADA CHAPTER 2: SCOPING REQUIREMENTS, 228.2 Mail Boxes: Where mail boxes are provided in an interior location, at least 5 percent, but no fewer than one, of each type shall comply with 309. In residential facilities, where mail boxes are provided for each residential dwelling unit, mail boxes complying with 309 shall be provided for each residential dwelling unit required to provide mobility features complying with 809.2 through 809.4.

The full text can be found at: www.ada.gov/2010ADAstandards_index.htm