

SECTION 105500 – Postal Specialties

SECTION 105513 – Centralized Mail Delivery

SECTION 105523 – Mailboxes

SECTION 105523.16 – Apartment Mailboxes

MAILBOXES

Display hidden notes to specifier by using "Word Options"/"Display"/"Hidden Text".

\*\* NOTE TO SPECIFIER \*\* Florence Corporation; indoor and outdoor centralized, secure mailboxes and parcel lockers.

 This section is based on the products of Florence Corporation, which is located at:
 5935 Corporate Drive
 Manhattan, KS 66503
 Tel: (800) 275-1747
 Te1: (785) 323-4400
 Fax: (800) 275-5081
 Email: sales@florencecorporation.com
 Web: <http://www.florencemailboxes.com>

 Those in the know recognize Florence Mailboxes as the best centralized mailbox equipment available in the US today. Using the experiences gained since patenting one of the first centralized apartment mailboxes in 1934 and applying it to the mailboxes of today, Florence Corporation, previously known as Auth-Florence Manufacturing, continually raises security and durability to an even higher level, giving residents peace of mind.

 Florence strives to be more than a product manufacturer by providing technical support and customer service through both its centralized customer service and sales operations and its national network of authorized dealers; ensuring support before, during and after the sale.

 Florence is a dynamic, growing company. In 2004, the company built a new 192,000 square foot plant in Manhattan, KS. The facility combines ample room for future growth with state-of-the-art equipment to bring improved productivity and enhanced quality to every aspect of the company's fabrication, assembly, warehousing and shipping operations. In 2007, Florence was acquired by [Gibraltar Industries](http://www.gibraltar1.com/), whose common stock (NASDAQ: ROCK) is a component of the S&P SmallCap 600 and the Russell 2000 Index.

 In addition to the multi-tenant mailboxes specified in this section, Florence has been the sole contract supplier for the U. S. Postal Service for its outdoor delivery equipment which includes the free-standing cluster box units (CBU) and outdoor parcel lockers (OPL) since 2005 and has been awarded six different USPS supplier awards.

 SECTION 105523 - MAILBOXES

1. GENERAL
	1. SECTION INCLUDES

\*\* NOTE TO SPECIFIER \*\* Delete items below not required for project.

* + 1. Horizontal Mailboxes
			1. Front-loading interior mailboxes.
	1. RELATED SECTIONS

\*\* NOTE TO SPECIFIER \*\* Delete sections below not relevant to this project; add others as required.

* + 1. Section \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_: Framed wall openings.
		2. Section 048000 - Masonry Assemblies.
		3. Section 05400 - Cold Formed Metal Framing: Framed wall openings to receive mailboxes.
		4. Section 055000 - Metal Fabrications: Metal anchors.
		5. Section 06100 - Wood Framing: Framed wall openings to receive mailboxes.
		6. Section 092500 - Gypsum Board.
	1. REFERENCES

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As a guide to USPS regulations, note that:

1. Maximum size of master doors is equivalent to 7 standard doors high, 5 wide.
2. Distance to centerline of locks in top tier not to exceed 67 inches (1.7 m) from finished floor.
3. Inside bottom of lowest tier at least 28 inches (711 mm) above finished floor.
4. Alphabetical directory when 15 or more tenants use a common entrance.
5. Use of windows in mailboxes is prohibited.
6. Mailboxes are also subject to ADA regulations.

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* + 1. United States Postal Service (USPS)
			1. USPS Regulations
			2. USPS Postal Bulletin – annual May issue listing approved horizontal mailbox Manufacturers.
		2. IBC - International Building Code.
		3. ASTM A 666 - Specification for Austenitic Stainless Steel Sheet, Strip, Plate and Flat Bar.
		4. ASTM A 1008 - Specification for Steel, Sheet Cold-Rolled, Carbon, Structural High Strength Low-Alloy and High Strength Low-Alloy with Improved Formability.
		5. ASTM B 209 - Specification Aluminum and Aluminum Alloy Sheet and Plate.
		6. ASTM B 221 - Specification Aluminum and Aluminum Alloy Extruded Bar, Rods, Wire, Shapes, and Tubes.
	1. SUBMITTALS
		1. Submit under provisions of Section 013000.
		2. [[Product Data](http://www.florencemailboxes.com/products/?dept_id=4) ]: Provide manufacturer's standard catalog data for specified products. Manufacturer's data sheets on each product to be used, including:
			1. Construction details, material descriptions, dimensions and finishes.
			2. Preparation instructions and recommendations.
			3. Storage and handling requirements and recommendations.
			4. Installation methods.
		3. Shop Drawings: Prepared specifically for this project; show dimensions of mail boxes, wall cuts, and interface with other products.
	2. REGULATORY REQUIREMENTS

\*\* NOTE TO SPECIFIER \*\* Manufacturer certification by USPS Engineering and compliance with USPS-STD-4C is mandatory on all new construction and major renovations on October 5, 2006. STD-4C also includes a parcel locker requirement based on a 1:10 parcel locker to customer mailbox compartment ratio. Standard 4B+ mailboxes may only be used for replacement purposes after October 5, 2006.

* + 1. Comply with USPS-STD-4B+ for wall-mounted centralized mailboxes.
		2. Comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG).
	1. QUALITY ASSURANCE
		1. Manufacturer Qualifications: Manufacturer shall have a Quality System in place to ensure and be able to substantiate that manufactured units conform to requirements and match the approved design and must be ISO 9001:2008 certified.
	2. DELIVERY, STORAGE, AND HANDLING
		1. Inspect the materials upon delivery to assure that specified products have been received.
		2. Store materials protected from exposure to harmful weather conditions.
		3. Handle materials to prevent damage or marring of finish.
	3. WARRANTY
		1. Manufacturer's standard warranty to repair or replace components of postal specialties that fail in materials or workmanship within five years from date of purchase.

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Horizontal mailbox installations must be protected from the direct weather as the manufacturer is not responsible for weather related damage.

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1. PRODUCTS
	1. MANUFACTURERS
		1. Acceptable Manufacturer: Florence Corporation, 5935 Corporate Drive, Manhattan, KS 66503; ASD. Tel: (785)323-4400, Tel: (800)275-1747. Fax: (800)275-5081. Email: sales@florencecorporation.com. Web: [www.florencemailboxes.com](file:///%5C%5Cflorencesales%5Cmarketing%5CTarget%20Audience%20Marketing%5CArchitectural%20Mrkting%5CSpecs%5C4C%5Cwww.florencemailboxes.com).
		2. Substitutions: Not permitted.
	2. WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES (MAILBOXES)

\*\* NOTE TO SPECIFIER \*\* Front loaded horizontal mailboxes require one compartment to be a master door for postal service use. Overall assemblies are 5, 6, or 7 units high and 2, 3, 4, or 5 units wide; master door can be no larger than the assembly size.

* + 1. Front-Loading Mailboxes: Consisting of multiple compartments with fixed, solid compartment backs, enclosed within recessed wall box. Provide access to compartments for distributing incoming mail from front of unit by unlocking master lock and swinging side-hinged master door to provide accessibility to entire group of compartments. Provide access to each compartment for removing mail by swinging compartment door.
			1. Model: Series 1400 by Florence Corporation.

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Boxes can be supplied with many different compartment sizes and configurations. Consult the manufacturer and either include in the subparagraph below or show on the drawings.

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1. Total Number of Units: \_\_\_\_\_.
2. Number of Units High: \_\_\_.
3. Number of Units Wide: \_\_\_.
4. Depth: 15-1/2 inches (394 mm).
5. Compartment Size(s): \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_.
	* + 1. Compartments: As indicated on Drawings.
			2. Front-Loading Master Door: Fabricated from extruded aluminum and braced and framed to hold compartment doors; with master door lock and concealed, full-length, extruded aluminum integral hinge on one side. Fabricate master door to remain open while mail is deposited.
				1. Master Door Lock: Prepare master door to receive common key lock furnished by manufacturer.
			3. Compartment Doors: Fabricated from extruded aluminum. Equip each compartment door with lock, engraved tenant identification, and concealed, continuous hinge on one side.
				1. Tenant Identification:

\*\* NOTE TO SPECIFIER \*\* Delete one of the two following paragraphs.

 Alpha-numeric engraving.

 Clear plastic cardholder recessed on face of compartment door.

* + - * 1. Compartment Door Locks:

 5-pin tumbler, cylinder cam locks capable of at least 1000 key changes; with 2 keys for each compartment door. Key each compartment differently.

* + - * 1. Frames: Fabricated from extruded aluminum.
			1. Concealed Components and Mounting Frames:
				1. Aluminum
				2. Steel sheet.
			2. Material and Finish: Aluminum.

\*\* NOTE TO SPECIFIER \*\* Delete one of the two following paragraphs.

* + - * 1. Finish: Anodized aluminum: Clear.
				2. Finish: Selected from manufacturer's standard powder coat colors.
1. EXECUTION
	1. EXAMINATION
		1. Verify that openings in wall are correctly located, aligned, and sized for mailboxes.
		2. Installer's Examination:
			1. Examine conditions under which construction activities of this section are to be performed; submit written notification if such conditions are unacceptable.
			2. Beginning installation indicates acceptance of conditions.
	2. INSTALLATION
		1. Install mail boxes in accordance with shop drawings and manufacturer's printed installation instructions.
		2. Align, plumb, and level; anchor in accordance with manufacturer's requirements.
	3. ADJUSTING
		1. Adjust doors and locks to operate correctly.
	4. CLEANING
		1. Clean surfaces with mild dish detergent. Do not use harsh abrasive cleaners. Lubricate locks with graphite type lubricants only.
	5. PROTECTION OF INSTALLED PRODUCTS
		1. Protect finishes from damage by construction activities.

END OF SECTION