

SECTION 10 55 00

MAILBOXES



PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Front-loading interior mailboxes.
- B. Rear-loading interior mailboxes.
- C. Front-loading exterior mailboxes.
- D. Rear-loading exterior mailboxes.
- E. Parcel lockers.
- F. Collection boxes.
- G. Postal accessories.

1.2 RELATED SECTIONS

- A. Section _____ - _____: Framed wall openings.
- B. Section 04800 - Masonry Assemblies.
- C. Section 05500 - Metal Fabrications: Metal anchors.
- D. Section 09250 - Gypsum Board.

1.3 REFERENCES

- A. USPS-STD-4C - United States Postal Service Standard 4C, Wall-Mounted Centralized Mail Receptacles.
- B. ASTM A 591 - Specification for Steel Sheet, Electrolytic Zinc Coated, for Light Coating Mass Applications.
- C. ASTM A 653 - Specification For Steel Sheet, Zinc Coated (Galvanized), or Zinc-Iron Alloy Coated (Galvannealed) by the Hot Dip Process.
- D. ASTM A 666 - Specification for Austenitic Stainless Steel Sheet, Strip, Plate and Flat Bar.
- E. ASTM A 1008 - Specification for Steel, Sheet Cold-Rolled, Carbon, Structural High

Strength Low-Alloy and High Strength Low-Alloy with Improved Formability.

- F. ASTM B 209 - Specification Aluminum and Aluminum Alloy Sheet and Plate.
- G. ASTM B 221 - Specification Aluminum and Aluminum Alloy Extruded Bar, Rods, Wire, Shapes, and Tubes.

1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Provide manufacturer's standard catalog data for specified products.
- C. Shop Drawings: Prepared specifically for this project; show dimensions of mail boxes, wall cuts, and interface with other products.

1.5 REGULATORY REQUIREMENTS

- A. Comply with USPS-STD-4C for wall-mounted centralized mailboxes.
- B. Comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG).

1.6 QUALITY ASSURANCE

- A. 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.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Inspect the materials upon delivery to assure that specified products have been received.
- B. Store materials protected from exposure to harmful weather conditions.
- C. Handle materials to prevent damage or marring of finish.

1.8 WARRANTY

- A. Manufacturer's standard warranty to repair or replace components of postal specialties that fail in materials or workmanship within five years from date of Substantial Completion.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Jensen Mailboxes Manufacturing Company, 105 Steel Craft Drive, Hartford, WI 53027; Tel: (877) 597-5671, Fax: (801) 991-6121, EMAIL: sales@jensenmailboxes.com, WEB: www.jensenmailboxes.com .
- B. Substitutions: Not permitted.
- C. Requests for substitutions will be considered in accordance with provisions of Section 01600.

2.2 WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES (MAILBOXES)

- A. USPS Approved Front-Loading Mail Boxes: Horizontal style complying with USPS STD 4C and the following:
1. Model: Series 4000 by Jensen Mailboxes.
 2. Module: Refer to the Drawings for module numbers.
 3. Module: _____.
 4. Mounting: Recessed mounted.
 5. Locks: 5-pin cylinder lock on each compartment, 3 keys each lock; 2,000 key changes.
 6. Box Identification: Top to bottom, left to right.
 - a. Engraved numbers with black fill numbers.
 - b. Numerical order.
 - c. Alphabetical order.
 7. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
 8. Aluminum Finish: Selected from manufacturer's custom powder coat colors.
- B. USPS Approved Rear-Loading Mailboxes: Consisting of multiple compartments enclosed within recessed wall box. Provide access to compartments for distributing incoming mail from rear of unit with accessibility to entire group of compartments. Provide access to each compartment for removing mail by swinging compartment door.
1. Model: Series 4000-R by Jensen Mailboxes.
 2. Module: Refer to the Drawings for module numbers.
 3. Module: _____.
 4. Mounting: Recessed mounted.
 5. Locks: 5-pin cylinder lock on each compartment, 3 keys each lock; 2,000 key changes.
 6. Box Identification: Top to bottom, left to right.
 - a. Engraved numbers with black fill numbers.
 - b. Numerical order.
 - c. Alphabetical order.
 7. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
 8. Aluminum Finish: Selected from manufacturer's custom powder coat colors.
 9. Rear-Loading Cover: Lift-off rear cover fabricated from aluminum sheet.
 - a. Rear-Door Lock: Door prepared to receive lock furnished by local postmaster.

2.3 UNIVERSITY/PRIVATE DELIVERY MAILBOXES

- A. Front-Loading, Dormitory 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 8700 by Jensen Mailboxes.
 2. Compartments: As indicated on Drawings.
 3. 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.
 - a. Master Door Lock: Prepare master door to receive common key lock furnished by manufacturer.
 4. Compartment Doors: Fabricated from extruded aluminum. Equip each

compartment door with lock, engraved tenant identification, and concealed, continuous hinge on one side.

- a. Tenant Identification:
 - 1) Alpha-numeric engraving.
 - 2) Clear plastic cardholder recessed on face of compartment door.
 - b. Compartment Door Locks:
 - 1) 5-pin tumbler, cylinder cam locks capable of at least 1000 key changes; with 2 keys for each compartment door. Key each compartment differently.
 - 2) Factory supplied and installed cylinders, keyed to building keying system.
 - 3) Spring bolt locks.
 - 4) Combination locks.
 - c. Frames: Fabricated from extruded aluminum with snap on trim.
5. Concealed Components and Mounting Frames:
- a. Aluminum
 - b. Steel sheet.
6. Material and Finish: Aluminum.
- a. Anodized aluminum.
 - b. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
 - c. Aluminum Finish: Selected from manufacturer's custom powder coat colors.
- B. Rear-Loading, Dormitory Mailboxes: Consisting of multiple compartments enclosed within recessed wall box. Provide access to compartments for distributing incoming mail from rear of unit with accessibility to entire group of compartments. Provide access to each compartment for removing mail by swinging compartment door.
1. Model: Series 9100 by Jensen Mailboxes.
 2. Manufacturer: Jensen Mailboxes Mfg.
 3. Compartments: As indicated on Drawings.
 4. Rear-Loading Cover:
 - a. Not required.
 - b. Lift-off rear cover fabricated from aluminum sheet.
 5. Rear-Loading Cover: Lift-off rear cover fabricated from aluminum sheet.
 - a. Rear-Door Lock: Door prepared to receive common key lock furnished by manufacturer.
 6. Compartment Doors: Fabricated from aluminum extrusion. Equip each compartment door with lock, engraved tenant identification, and concealed, fill-length continuous hinge on one side.
 - a. Tenant Identification:
 - 1) Alpha-numeric engraving.
 - 2) Clear plastic cardholder recessed on face of compartment door.
 - b. Compartment Door Locks:
 - 1) 5-pin tumbler, cylinder cam locks capable of at least 1000 key changes; with 2 keys for each compartment door. Key each compartment differently.
 - 2) Factory supplied and installed cylinders, keyed to building keying system.
 - 3) Spring bolt locks.
 - 4) Combination locks.
 7. Frames: Fabricated from extruded aluminum with snap-on trim.
 8. Concealed Components and Mounting Frames:
 - a. Aluminum.
 - b. Steel sheet.
 9. Material and Finish: Aluminum.

- a. Anodized aluminum.
- b. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
- c. Aluminum Finish: Selected from manufacturer's custom powder coat colors.

2.4 PARCEL LOCKERS

- A. Front-Loading, Lobby Parcel Lockers: Provide units designed to be used independently from any mailbox installation. Provide access to compartments for distributing incoming parcels from front of unit. Provide access to each compartment for removing parcels by swinging compartment door.
 - 1. Model: Series 3200 Parcel Locker by Jensen Mailboxes.
 - 2. Compartments: Consisting of multiple compartments enclosed within:
 - a. Recessed wall box.
 - 3. Compartment Enclosure: Fabricated from aluminum sheet with number and size of compartments as indicated on Drawings.
 - 4. Compartment Doors and Frames: Fabricated from:
 - a. Extruded aluminum.
 - b. Aluminum sheet.
 - c. Same material and finish as apartment mailboxes.
 - d. Equip each compartment door with lock, identification, and concealed, full-length, spring-loaded, flush hinge on right side.
 - e. Compartment Identification: Engraved into face of compartment door.
 - f. Compartment Door Locks: Two-key security system in which control key supplied by USPS provides access to parcel-locker key, and parcel-locker key opens compartment and is retained once compartment is opened.
 - 5. Aluminum Finish: Finish surfaces exposed to view as follows:
 - a. Anodic Finish: Clear.
 - b. Powder-Coated Finish: New Sand.

2.5 COLLECTION BOXES

- A. Front-Loading, Collection Boxes: Consisting of single compartment enclosed within wall box, with unit to receive mail. Provide access to compartment for collecting mail from front of unit.
 - 1. Model: Series 3200 by Jensen Mailboxes.
 - 2. Mail Receptor: Hopper door.
 - 3. Mounting: Recessed.
 - 4. Mounting: Surface mounted.
 - 5. Compartment Door and Frame: Fabricated from 1/4 inch (6 mm) thick aluminum plate.
 - a. Door Lock: Door prepared to receive lock furnished by local postmaster.
 - 6. Hopper Door: Fabricated from 1/4 inch (6 mm) thick aluminum plate, with opening that allows a bundle measuring 6-1/2 inches wide by 11-1/2 inches long by 4 inches (165 mm wide by 292 mm long by 102 mm) high to be deposited, and with inside baffle to prevent removal of mail from box. Equip door with door pull and concealed, full-length bottom hinge.
 - a. Identification: Engrave face of hopper door with 1.125 inch (28.6 mm) high letters as follows: LETTERS AND LETTER MAIL TIED IN BUNDLES.
 - 7. Style: Compartment and hopper doors:
 - a. Set within face frame.
 - b. Extending full width and height of unit, with no exposed frame.

8. Concealed Components and Mounting Frames:
 - a. Aluminum.
 9. Identification: Engrave face of unit with 1.125 inch (28.6 mm) high letters as follows: U. S. MAIL LETTER BOX; on 2 lines at top or bottom of unit.
 10. Material and Finish: Aluminum.
 - a. Anodized aluminum.
 - b. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
 - c. Aluminum Finish: Selected from manufacturer's custom powder coat colors.
- B. Rear-Loading, Collection Boxes: Consisting of single compartment within recessed wall box, with hopper door to receive mail. Provide access to compartment for collecting mail from rear of unit. Comply with USPS Publication 16.
1. Model: Series 3200-R by Jensen Mailboxes.
 2. Overall Height: As shown on Drawings.
 3. Compartment Frame and Front Panel: Fabricated from 1/4 inch (6mm) thick, anodized aluminum.
 4. Hopper Door: Fabricated from 1/4 inch (6 mm) thick metal plate, with opening that allows a bundle measuring 6-1/2 inches wide by 11-1/2 inches long by 4 inches (165 mm wide by 292 mm long by 102 mm) high to be deposited, and with inside baffle to prevent removal of mail from box. Equip door with door pull and concealed, full-length bottom hinge.
 - a. Identification: Engrave face of hopper door with 1 inch (25 mm) high letters as follows: LETTERS AND LETTER MAIL TIED IN BUNDLES
 5. Rear-Loading Enclosure: Lift-off rear cover fabricated from same material and finish as front of unit.
 6. Rear-Loading Cover: Lift-off rear cover fabricated from aluminum sheet.
 - a. Rear-Door Lock: Door prepared to receive lock furnished by local postmaster.
 7. Concealed Components and Mounting Frames: Aluminum.
 8. Identification: Engrave face of unit with 1.125 inch (28.6 mm) high letters as follows: U. S. MAIL LETTER BOX; on 2 lines at top or bottom of unit.
 9. Material and Finish: Aluminum.
 - a. Anodized aluminum.
 - b. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
 - c. Aluminum Finish: Selected from manufacturer's custom powder coat colors.
- C. Vertical Collection Boxes: Consisting of single compartment enclosed within wall box, with slot in top of front to receive mail. Provide access to compartment for collecting incoming mail from front of unit through door equipped with lock and concealed, continuous side hinge.
1. Model: Series 4100 by Jensen Mailboxes.
 - a. Mounting: Recessed.
 - b. Mounting: Surface mounted.
 - c. Mounting: Semi-recessed.
 2. Construction: Extruded-aluminum door and frame with anodic finish and steel compartment.
 3. Construction: Aluminum sheet door, frame and compartment with powder-coated finish.
 4. Door Lock: Door prepared to receive lock furnished by local postmaster.
 5. Identification: Engrave front of unit below mail slot with 1.125 inch (28.6 mm) high letters as follows: LETTERS
 6. Material and Finish: Aluminum.

- a. Anodized aluminum.
- b. Aluminum Finish: Selected from manufacturer's standard powder coat colors.
- c. Aluminum Finish: Selected from manufacturer's custom powder coat colors.

2.6 ACCESSORIES

- A. Key Keepers: Consisting of single compartment with.
 - 1. Model: Series KK-2006 by Jensen Mailboxes.
 - 2. Mounting: Recessed.
 - 3. Style: Compartment extending full width and height of unit, with no exposed frame.
 - 4. Door Lock: Door prepared to receive lock furnished by local postmaster.
 - 5. Key Retractor: Provide retractable reel and 20 inch (508 mm) long chain.

- B. Key Cabinets: Wall-mounted, metallic-coated steel cabinet with pivoting, key-holding panels and side-hinged door equipped with five-pin tumbler, cylinder door lock and concealed, full-length flush hinge. Finish cabinet, panels, and door with baked-enamel finish in New Sand color. Provide key control system consisting of key-holding hooks, and labels. Provide key cabinet with capacity for 150 percent of the keys required.
 - 1. Model: Series KC-2006 by Jensen Mailboxes.
 - 2. Capacity: Keys for _____ apartment mailbox locks.

- C. Letter Drops: Consisting of 12.625 inch (321 mm) wide by 5 inch (127 mm), top-hinged, flap that pivots inward, held in place by 1 inch (25 mm) wide face frame. Fabricated from 1/4 inch (6 mm) thick aluminum or steel, with exposed surfaces finished same as adjacent apartment mailboxes.
 - 1. Model: Series LD-2006 by Jensen Mailboxes.
 - 2. Sleeve: Provide steel wall sleeve for 4 inch (102 mm) minimum wall depth to 8 inch (203 mm) maximum wall depth.
 - 3. Finished Frame: Provide finished face frame on back side of wall opening.
 - 4. Identification: Engrave face of swinging flap as follows:
 - a. U.S. MAIL
 - b. LETTERS
 - c. OUTGOING MAIL

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that openings in wall are correctly located, aligned, and sized for mailboxes.

- B. 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.

3.2 INSTALLATION

- A. Install mail boxes in accordance with shop drawings and manufacturer's printed installation instructions.

- B. Align, plumb, and level; anchor in accordance with manufacturer's requirements.

3.3 ADJUSTING

- A. Adjust doors and locks to operate correctly.

3.4 CLEANING

- A. Clean surfaces with mild dish detergent. Do not use harsh abrasive cleaners. Lubricate locks with graphite type lubricants only.

3.5 PROTECTION OF INSTALLED PRODUCTS

- A. Protect finishes from damage by construction activities.

END OF SECTION