

SECTION 10 55 00

MAIL BOXES



Jensen Mailboxes; indoor and outdoor mail boxes.

This section is based on the products of Jensen Mailboxes, which is located at:
105 Steel Craft Drive
Hartford, WI 53027
Tel: (877) 597-5671
Fax: (801) 991-6121
EMAIL: sales@jensenmailboxes.com
WEB: www.jensenmailboxes.com

Jensen Mailboxes is a division of Steel Craft Corporation and manufactures USPS-approved mail boxes and non-USPS-approved (for private distribution and replacement only), in horizontal front load, rear load, and cluster box styles. They also provide parcel lockers, collection boxes, mail and bundle collection boxes, letter drops, and directories, which are not covered in this section.

PART 1 GENERAL

1.1 SECTION INCLUDES

Select paragraphs below applicable to project.

- A. Grouped mail boxes located indoors and outdoors.
- B. Outdoor cluster box units.

1.2 RELATED SECTIONS

Delete sections below not relevant to this project; add others as required.

- A. Section 04800 - Masonry Assemblies.
- B. Section 09250 - Gypsum Board.

1.3 REFERENCES

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.

Mail boxes are also subject to ADA regulations.

A. USPS - United States Postal Service Regulations.

Manufacturers are required to place on each unit the markings "U.S. MAIL" in a minimum of .50 inch high letters and "Approved By The U. S. Postal Service", "USPS-STD-4B+" and the effective date of this standard March 2, 2005 in a minimum of .18 inch high letters. Markings may be accomplished by applying a decal, embossing on sheet metal, raised lettering on plastic or other methods that are permanent. Markings must be in a location on the outside surface of the unit which is readily visible.

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 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.

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. Requests for substitutions will be considered in accordance with provisions of Section 01600.

Delete paragraph above or below; coordinate with Division 1 requirements.

C. Substitutions: Not permitted.

D. Provide all mail boxes from a single manufacturer.

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

2.2 MAIL BOXES

Select mail box type from those offered below and delete other styles. The types available are listed in order by style (horizontal, and cluster box) with USPS-approved types listed first. If more than one type is required in the project, edit the headings to indicate where each type is to be used, or give them different designations that can be used on the drawings.

Front loaded horizontal mail boxes require one compartment to be a master door for postal service use. Rear loading mail boxes require a USPS-approved room behind the units for access. Overall assemblies of both types are 5, 6, or 7 units high and 3, 4, or 5 units wide; master door can be no larger than the assembly size.

See manufacturer's technical data for model numbers and combinations for larger number of units.

Mail Boxes: Horizontal style, USPS approved, recessed, heavy gage extruded aluminum.

Delete all but one of the following style/model descriptions.

- 1. Model: Front loading, Series 8700.
- 2. Model: Rear loading, Series 9100, with rear cover.
 Total Number of Units: _____.
 Number of Units High: _____.
 Number of Units Wide: _____.
 Compartment Depth: 15-1/2 inches (394 mm).

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.

- 3. Compartment Size(s): _____ by _____.
- 4. Locks: 5-pin cylinder cam lock on each unit, 2 keys each lock; 1,000 key changes.

The following is optional; delete if not required. Cylinders specially adapted by a lock manufacturer supplied to the mail box manufacturer can be installed by the mail box manufacturer; consult the mail box manufacturer.

- (a) Key to residents' doors.

Engraved Numbers are standard box identification. Delete paragraphs not required.

- 5. Box Identification: Engraved numbers with black fill.
- 6. Box Identification: Engraved tabs for number slots.

Delete all but one of the following finishes.

- 7. Finish: Clear anodized.
- 8. Finish: Gold anodized.
- 9. Finish: Bronze anodized.

Delete the following subparagraphs if not required for the project.

- 10. Surface-mounted alphabetized directory.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that openings in wall are correctly located, aligned, and sized for mail boxes.
- 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. Transmit two copies of installer's report to Architect.
 - 3. 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 requirements.

3.3 ADJUSTING

- A. Adjust doors and locks to operate correctly.

3.4 PROTECTION OF INSTALLED PRODUCTS

- A. Protect finishes from damage by subsequent construction activities.

END OF SECTION