

STANDARD SPECIFICATION  
JANUARY 2010

**DIVISION 10**

**SECTION 10B MAILBOXES AND ELECTRONIC POSTAL RELEASE**

10B.01 GENERAL: Comply with all of the Contract Documents.

10B.02 SCOPE OF WORK: Refer to "Division Scope of Work"

**10B.03 MATERIALS AND CONSTRUCTION**

A. Mailboxes and Integral Directory for Limited Lobby Spaces:

1. Mailboxes shall be Satin striated door and frame. The mailbox shall meet all U.S. Postal Service regulations, USPS approved and installed to meet the ADA Standards.

SIZE: Door is 5-1/2"W x 16-1/2"H with an interior compartment size of 5" wide x 16" high x 6" deep.

HINGES: Concealed with stainless steel hinge pins.

MOUNTING: Precisely mitered and assembled aluminum frames screw mounted to rough opening frame Comply with USPS requirements that distance from center line of master lock in top tier of boxes not exceed 58" above the finished floor. The lower tier center line must be no less than 30 " from the floor.

MATERIALS: Doors and grid frames shall be extruded aluminum. Boxes shall be high-strength sheet aluminum. Surface mounting frames heavy gauge steel.

FINISH: US28 Clear Anodized, Gold Anodized 312E and 313E, or 312 and 313 Baked Enamel. Colors and finish are to be approved by Architect.

NUMBERING: Boxes are to have tenant name card as required by USPS regulations. USPS requires that vertical boxes be identified numerical or alphabetical sequence from left to right. Door name card size: 2-1/4"x3/4". Door number card size: 3/4 " x 1/2". Compartment identification card size: 2-1/2" wide x 2-1/4" high.

LOCKS: Five-pin tumbler cylinder cam locks with 2000 available key changes. Most leading lock manufacturers' cylinders

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can be adapted when keying to apartments is specified.  
Local postmaster will supply master lock.

**ACCESSORIES:** Directories--Independent recessed, independent surface-mounted and integral directories, all with coordinated design and finish, See accessories page. USPS requires an alphabetical directory when 15 or more tenants use a common entrance. Recessed and surface mounted models match vertical mailboxes in design and finish.

**CONSTRUCTION:** Each group of mailboxes shall consist of horizontal and vertical rows of mail compartments fabricated and assembled as a rigid unit and shall be securely attached to a matching metal frame that is fastened to the wall as shown on the Contract Drawing. Each group of mailboxes shall have a master front access door for the postman's use which shall hinge to the outer trim and shall contain the doors for access to individual mail compartments. Space shall be provided to accommodate the U.S. Postal Service Master Door Lock. If a compartment in a group is used to accept the master lock, such compartment, as well as any other extra compartments not specified, shall not be counted as a mailbox in the determination of the total number of the required usable tenant mailboxes. Each group (gang) of mailboxes shall require a "Key Number". The key number must be clearly displayed and centered above each group. The steel strike plate for the master lock shall be 1/8 inch minimum thickness.

**B. Mailbox System and Integral Directory for Large Lobby Spaces:**

1. The mailbox shall meet all new U.S. Postal Service regulations (Effective October 05, 2006), USPS approved and installed to meet the ADA Standards.
2. The mailbox system shall be front-loading, horizontal mailbox system Versatile™ # 4C, manufactured by Auth-Florence or approved equal. Total number of mailboxes shall be equal to the number of apartment units and 1 parcel locker for every 10 apartments.

**SIZE:** A new compartment form factor minimum size requirement STD-4C  
- 12" w x 15" d x 3" h.

**HINGES:** One piece extruded hinge.

**MOUNTING:** All 4C units shall be designed and installed in compliance with the following installation requirements:

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1. At least one tenant 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 tenant lock shall be located more than 67 inches above the finished floor.
4. No tenant compartment (interior bottom shelf) shall be positioned less than 28 inches from the finished floor.
5. The USPS Arrow lock for master door shall be located between 36 and 48 inches above the finished floor.

**MATERIALS:** Doors and grid frames shall be extruded aluminum. Boxes shall be high-strength sheet aluminum. Surface mounting frames heavy gauge steel.

**FINISH:** Corrosion and weather-resistant powder coat finish. Selected from manufacturer's standard or custom colors.

**TENANT LOCK:** The Versatile™ # 4C mailboxes come with a standard K91910 lock in each tenant door (3 keys each lock).

**PARCEL LOCK:** Double-latching locking mechanism design for added security and strength.

**ACCESSORIES:** Directories-Independent recessed, independent surface-mounted and integral directories, all with coordinated design and finish.

**OUTGOING BOX:** A separate letter drop box for the deposit of outgoing mail.

**BOX ID NUMBER:** Numerical engraved ID tags (See Architect drawings for apartment ID numbers)

**SHOP DRAWINGS:** Prepared specifically for this project; show dimensions of mail and parcel boxes, wall cuts, and interface with other products.

- C. The mailboxes shall be supplied as specified above and shall be installed as shown on the Contract Drawings and on the finally approved shop drawing.
- D. The General Contractor shall identify the keys to tenant compartment doors by attaching a tag with corresponding apartment number to each set of (3) keys.
- E. Electronic Postal Release System

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1. Provide an electro-mechanical micro-switch activated door opening system for Postal Carriers using District Arrow Master key with the approval of USPS New York District.
2. Provide the micro-switch interface with building entry intercom system. The system shall be EPRS as manufactured by Entry Fabricators Inc. or approved equal as determined by Architect/Engineer.

10B.04 SHOP DRAWINGS

- A. Shop drawings shall be submitted for approval by Architect/Engineer.

10B.05 INSTALLATION

- A. Mailbox unit shall be installed recessed or semi-recessed as and where shown on drawings.
- B. Mailbox units and accessories shall be installed in accurately framed openings with units plumb and firmly secured in position. Install mailboxes in accordance with shop drawings and manufacturer's printed installation instructions.
- C. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.
- D. Verify that items provided under this Section comply with pertinent regulations of postal authorities having jurisdiction. In the event of non-compliance, notify Architect/Engineer.

10B.06 ADJUSTING

- A. Adjust doors and locks for proper operation.

10B.07 GUARANTEES

- A. Guarantee all items of work furnished and installed under this Section for (1) one year, in addition to manufacturer's standard warranties. All guarantees to be from the date, when **Final Certificate of Occupancy** is issued from Department of Buildings.

END OF SECTION