
PART 1 GENERAL**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes:
 - 1. USPS-approved horizontal mail receptacles.
 - 2. USPS-approved parcel lockers.
 - 3. USPS-approved collection boxes.
 - 4. Accessories:
 - a. Directory for mail receptacles.
 - b. Key keeper.
 - c. Key cabinet.
 - d. Mail-sorting collection unit.
 - e. Letter drops.
 - f. Package depository.

1.3 QUALITY ASSURANCE

- A. The work of this section shall be performed by a company which specializes in the type of postal specialties work required for this Project, with a minimum of 5 years of documented successful experience and shall be performed by skilled workmen thoroughly experienced in the necessary crafts.
 - 1. Work shall be performed in compliance with Owner's insurance underwriters' requirements and UL approvals and testing for materials, assemblies and procedures.
- B. Manufacturer shall specialize in manufacturing the type of postal specialties specified in this section, with a minimum of 5 years of documented successful experience, and have the facilities capable of meeting all requirements of Contract Documents as a single-source responsibility and warranty.
- C. Installer Qualifications: A firm experienced in installing postal specialties and whose installations have been given final approval by local postmasters authorizing use by USPS.
- D. Source Limitations for Each Type of Postal Specialty: Obtain from single source from single manufacturer. For USPS-approved products, use only those included on current lists of USPS manufacturers and models.
- E. Preinstallation Conference: Conduct conference at Project site.
- F. Manufacturer's identification tags or marks are not acceptable on surfaces which will remain exposed to view after installation.
 - 1. Evidence of "patching" after removal of tags or marks is not acceptable.

1.4 SUBMITTALS

- A. Submit the following according to Conditions of the Construction Contract and Division 1 Specification Sections.
- B. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of postal specialty.
- C. Shop Drawings: For postal specialties. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Include identification sequence for compartments.
 - 2. Include layout of identification text.
 - 3. Include setting drawings, templates, and installation instructions for anchor bolts and other anchorages installed as part of the work of other Sections.
- D. Samples for Verification: For each type of exposed finish required, prepared on 6-by-6-inch (150-by-150-mm) square Samples.
- E. Qualification Data: For qualified Installer.

- F. Product Certificates: For each type of postal specialty required to comply with USPS regulations, signed by product manufacturer. Include written approval by Postmaster General.
 - G. Maintenance Data: For postal specialties and finishes to include in maintenance manuals.
 - H. Other Informational Submittals: Final USPS local postmaster approval for installed postal specialties to be served by USPS.
 - I. Hazardous Materials Notification: In the event no product or material is available that does not contain asbestos, PCB or other hazardous materials as determined by the Owner, a "Material Safety Data Sheet" (MSDS) equivalent to OSHA Form 20 shall be submitted for that proposed product or material prior to installation.
 - J. Asbestos and PCB Certification: After completion of installation, but prior to Substantial Completion, Contractor shall certify in writing that products and materials installed, and processes used, do not contain asbestos or polychlorinated biphenyls (PCB), using format in Article 3 of General Conditions.
- 1.5 DELIVERY, HANDLING, STORAGE**
- A. Comply with General Conditions and Division 1 Section "Product Requirements."
 - B. Deliver lock keys to Owner by registered mail or overnight package service with a record of each corresponding lock and key number.
- 1.6 COORDINATION**
- A. Coordinate layout and installation of recessed postal specialties with wall construction.
 - B. Templates: Obtain templates for installing postal specialties and distribute to parties involved.
- 1.7 WARRANTY**
- A. Comply with General Conditions and Division 1 Section "Product Requirements".
 - B. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of postal specialties that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Structural failures.
 - b. Faulty operation of hardware.
 - c. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 PRODUCTS

2.1 UNAUTHORIZED MATERIALS

- A. Materials and products required for work of this section shall not contain asbestos, polychlorinated biphenyls (PCB) or other hazardous materials identified by the Owner.

2.2 ACCEPTABLE MANUFACTURERS

- A. Products of the manufacturers specified in this section establish the minimum functional, aesthetic and quality standards required for work of this section:
- B. Substitutions: Comply with General Conditions using form in Division 1 Section "Substitution Request Form."

2.3 MATERIALS

- A. Aluminum: Manufacturer's standard alloy and temper for type of use and finish indicated, and as follows:
 - 1. Sheet and Plate: ASTM B209 (ASTM B209M).
 - 2. Extruded Shapes: ASTM B221 (ASTM B221M).
- B. Steel Sheet: Cold rolled, ASTM A1008/A 1008M, Commercial Steel (CS), Type B, exposed matte finish where exposed.

- C. Metallic-Coated Steel Sheet: Galvanized-steel sheet, ASTM A653/A 653M, G60 (Z180) coating designation, extra smooth where exposed; or electrolytic zinc-coated steel sheet, ASTM A879/A 879M, Coating Designation 08Z (24G).
- D. Stainless-Steel Sheet: ASTM A666, Type 304.
- E. Die-Cast Aluminum: ASTM B85, manufacturer's standard aluminum alloy.
- F. Steel Anchor Bolts, Nuts, and Washers: ASTM F 1554, Grade 36 or 55, hot-dip galvanized.
- G. Stainless-Steel Anchor Bolts, Nuts, and Washers: ASTM A193/A 193M, Grade B8M, Type 316.
- H. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187.

2.4 USPS-APPROVED HORIZONTAL MAIL AND PARCEL RECEPTACLES

- A. Front-Loading, USPS-Approved Horizontal Mail and Parcel Receptacles: Consisting of multiple compartments 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. Comply with USPS-STD-4C.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Auth-Florence Model STD-4C or comparable product by one of the following:
 - a. Auth-Florence Manufacturing; a Florence company.
 - b. Bommer Industries, Inc.
 - 2. Mail Delivery: USPS.
 - 3. Compartments: As indicated on Drawings.
 - 4. Front-Loading Door: Fabricated from extruded aluminum and braced and framed to hold compartment doors.
 - a. Master-Door Lock: Door prepared to receive lock provided by local postmaster.
 - 5. Compartment Doors: Fabricated from extruded aluminum. Equip each with lock and tenant identification as required by cited standard.
 - a. Compartment-Door Locks: Comply with USPS-L-1172C, PSIN O910, for locks and keys, or equivalent as approved by USPS; with three keys for each compartment door. Key each compartment differently.
 - 6. Frames: Fabricated from extruded aluminum or aluminum sheet; ganged and nested units, with cardholder and blank cards for tenant's identification behind each compartment.
 - 7. Snap-on Trim: Fabricated from same material and finish as compartment doors.
 - 8. Concealed Components and Mounting Frames: Aluminum or steel sheet with manufacturer's standard finish.
 - 9. Exposed Aluminum Finish: Finish surfaces exposed to view as follows:
 - a. Anodic Finish: Clear.

2.5 USPS-APPROVED COLLECTION BOXES

- A. USPS-Approved, Front-Loading Collection Boxes: Consisting of single compartment with fire-resistant cushion bottom, enclosed within recessed wall box, with hopper door to receive mail. Provide access to compartment for collecting mail from front of unit. Comply with USPS Publication 16.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Auth-Florence CC63FL or comparable product by one of the following:
 - a. Auth-Florence Manufacturing; a Florence company.
 - b. Bommer Industries, Inc.
 - 2. Mail Collection: USPS.
 - 3. Mounting: Recessed (6-mm-) thick aluminum.
 - 4. Compartment Door and frame: Fabricated from 1/4-inch-(6mm-) thick aluminum, with opening not less than 12 by 20 inches (305 by 508 mm) and not more than 18 by 30 inches (457 by 762 mm). Equip door with lock and concealed, full-length, flush hinge on one side.
 - a. Door Lock: Door prepared to receive lock provided by local postmaster.
 - b. Door and Identification: Engrave face of front panel with 1-inch- (25-mm-) high letters as follows: "U.S. MAIL LETTER BOX" on two lines at top or bottom of unit.
 - 5. 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 high (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."

- b. Door Style: Set door within face frame.
- 6. Exposed Materials: Fabricated from extruded or sheet aluminum.
- 7. Concealed Components and Mounting Frames: Aluminum or steel sheet with manufacturer's standard finish.
- 8. Schedule-Card Holder: Provide recessed or surface-mounted holder for pick-up schedule card in center of bottom front portion of unit. Fabricate of same material and finish as front of unit.
- 9. Mailbag Hooks: Provide two aluminum or stainless-steel hooks at exterior front edge of bottom of surface-mounted units, spaced 15 to 17-1/2 inches (381 to 445 mm) apart, for supporting mailbags.
- 10. Mailbag Rack: Provide internal rack system for supporting mailbags within unit.

- B. Finish surfaces exposed to view as follows:
 - 1. Aluminum Finish: Finish surfaces exposed to view as follows:
 - a. Anodic Finish: Clear.

2.6 ACCESSORIES

- A. Key Keeper: Consisting of single compartment with door; interior compartment size not less than 4-3/4 inches wide by 2-1/4 inches high by 1-1/2 inches deep (121 mm wide by 57 mm high by 38 mm deep) USPS approved.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Auth-Florence KKA or comparable product by one of the following:
 - a. Auth-Florence Manufacturing; a Florence company.
 - b. Bommer Industries, Inc.
 - 2. Mounting: Recessed.
 - 3. Style: Compartment door set within face frame.
 - 4. Type of Operation: Loose key in box.
 - 5. Mail Delivery: USPS.
 - 6. Door Lock: Door prepared to receive lock furnished by local postmaster.
 - 7. Exposed Material and Finish: Exposed surfaces fabricated from same material and finish as adjacent mail receptacles.

2.7 FABRICATION

- A. Form postal specialties to required shapes and sizes, with true lines and angles, square, rigid, and without warp, and with metal faces flat and free of dents or distortion. Make exposed metal edges and corners free of sharp edges and burrs and safe to touch. Fabricate doors of postal specialties to preclude binding, warping, or misalignment.
- B. Preassemble postal specialties in shop to greatest extent possible to minimize field assembly.
- C. Mill joints to a tight, hairline fit. Cope or miter corner joints. Form joints exposed to weather to exclude water penetration.
- D. Drill or punch holes required for fasteners and remove burrs. Use security fasteners where fasteners are exposed. If used, seal external rivets before finishing.
- E. Weld in concealed locations to greatest extent possible without distorting or discoloring exposed surfaces. Remove weld spatter and welding oxides from exposed surfaces.
- F. Fabricate tubular and channel frame assemblies with manufacturer's standard welded or mechanical joints. Provide subframes and reinforcement as required for a complete system to support loads.
- G. Fabricate rack ladders to support indicated number of units to form a column of units.
- H. Where dissimilar metals will contact each other, protect against galvanic action by painting contact surfaces with bituminous coating or by applying other permanent separation as recommended by manufacturers of dissimilar metals.

2.8 GENERAL FINISH REQUIREMENTS

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

- C. Appearance of Finished Work: Noticeable variations in same piece are not acceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for roughing-in openings, clearances, and other conditions affecting performance of the Work.
- B. Examine walls and other adjacent construction for suitable conditions where units will be installed.
- C. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Install postal specialties level and plumb, according to manufacturer's written instructions and roughing-in drawings.
 - 1. Where dissimilar metals will be in permanent contact with each other, protect against galvanic action by painting contact surfaces with bituminous coating or by applying other permanent separation as recommended by manufacturer for this purpose.
 - 2. Where aluminum will contact grout, concrete, masonry, or wood, protect against corrosion by painting contact surfaces with bituminous coating.
 - 3. Final acceptance of postal specialties served by USPS depends on compliance with USPS requirements.
- B. Horizontal Mail Receptacles: Install horizontal mail receptacles with center of tenant-door lock cylinders and bottom of compartments at the maximum and minimum heights above finished floor established by USPS and manufacturer's written instructions.
 - 1. Install removable-core and keyed-in door lock cylinders as required for each type of cylinder lock.
- C. Vertical Mail Receptacles: Install vertical mail receptacles with center of master lock cylinder not more than 48 inches (1219 mm) and not less than 30 inches (762 mm) above finished floor.
- D. Collection Boxes: Install collection boxes with handle of hopper doors not more than 48 inches (1219 mm) above finished floor.
- E. Key Keeper: Install vertically.

3.3 FIELD QUALITY CONTROL

- A. Arrange for USPS personnel to examine and test postal specialties served by USPS after they have been installed according to USPS regulations.
- B. Obtain written final approval of postal specialties to be served by USPS. Obtain this approval from USPS postmaster that authorizes mail collection for the served installation.

3.4 ADJUSTING, CLEANING, AND PROTECTION

- A. Remove temporary protective coverings and strippable films, if any, as postal specialties are installed unless otherwise indicated in manufacturer's written installation instructions.
- B. Adjust doors, hardware, and moving parts to function smoothly, and lubricate as recommended by manufacturer. Verify that integral locking devices operate properly.
- C. Touch up marred finishes or replace postal specialties that cannot be restored to factory-finished appearance. Use only materials and procedures recommended or furnished by postal specialty manufacturer.
- D. Replace postal specialties that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

- E. On completion of postal specialty installation, clean interior and exterior surfaces as recommended by manufacturer.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain postal specialties.

END OF SECTION