

SECTION 105500 – Postal Specialties

SECTION 105513 – Centralized Mail Delivery

SECTION 105523 – Mailboxes

SECTION 105523.16 – Apartment Mailboxes

CENTRALIZED MAIL DELIVERY

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

\*\* NOTE TO SPECIFIER \*\* Florence Corporation; indoor and outdoor centralized, secure mailboxes.  
   
 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 105513 - MAILBOXES

1. GENERAL
   1. SECTION INCLUDES
      1. 4C Horizontal Mailboxes
         1. Front-loading interior (or exterior) mailboxes.
   2. 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
     1. United States Postal Service (USPS)
        1. USPS-STD-4C - United States Postal Service Standard 4C, Wall-Mounted Centralized Mail Receptacles.
        2. USPS Publication 16.
        3. U.S. Postal Service National Delivery Planning Standards - A Guide for Builders and Developers, Handbook PO-632.
        4. USPS Postal Bulletin – annual May issue listing approved 4C Manufacturers.
     2. IBC - International Building Code.
     3. ASTM A 666 - Specification for Austenitic Stainless Steel Sheet, Strip, Plate and Flat Bar.
     4. ASTM B 209 - Specification Aluminum and Aluminum Alloy Sheet and Plate.
     5. ASTM B 221 - Specification Aluminum and Aluminum Alloy Extruded Bar, Rods, Wire, Shapes, and Tubes.
  2. 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.
        5. Care and cleaning instructions and recommendations.
     3. Shop Drawings: Prepared specifically for this project; show dimensions of mail boxes, wall cuts, and interface with other products.
  3. 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. Update specs from Standard 4B+ mailboxes which may now only be used for replacement purposes after October 5, 2006 and not new construction. STD-4C also includes a parcel locker requirement based on a 1:5 parcel locker to customer mailbox compartment ratio. The mailbox to parcel locker ratio was updated by USPS in July 2020.

* + 1. Comply with USPS-STD-4C 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.

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:///C:\Users\skohlmeier\Downloads\www.florencemailboxes.com).
      2. Substitutions: Not permitted.
   2. WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES (MAILBOXES)
      1. USPS Approved Front-Loading Mail Boxes: Horizontal style complying with USPS STD 4C and the following:
         1. Model: versatile™ 4C series by Florence Corporation.

\*\* NOTE TO SPECIFIER \*\* Delete one of the two following bullets. If retaining the second paragraph, add module numbers in accordance with Florence numbers.

Module: Refer to the Drawings for module numbers.

Module: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* + - 1. Mounting type:

\*\* NOTE TO SPECIFIER \*\* Delete three of the three following bullets.

* + - * 1. Recessed mounted into wall
        2. Surface mounted with manufacturer collar
        3. Freestanding-mounted with manufacturer 4C Depot cabinet.
      1. Locks: USPS-1172 910A, 3 keys each lock.
      2. Box Identification: Top to bottom, left to right.

\*\* NOTE TO SPECIFIER \*\* Delete two of the three following bullets.

* + - * 1. Numerical ID Tags
        2. Engraved identifier
        3. Engraved identifier with black fill.

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

* + - * 1. Numerical order.
        2. Alphabetical order.
      1. Mail Distribution:

\*\* NOTE TO SPECIFIER \*\* Delete mail distribution not required.

* + - * 1. Mail Distribution: USPS.
        2. Mail Distribution: Private.
      1. Material and Finish: Aluminum with powder coat finish.
         1. 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. Refer to manufacturer’s recommended methods.
   5. PROTECTION OF INSTALLED PRODUCTS
      1. Protect finishes from damage by construction activities. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION