

To Repair or Replace?

Renovating an Apartment Community with USPS Compliant Centralized Mailboxes

Obsolete NDCBUs are not permitted for replacement or new installations

VERTICAL & HORIZONTAL MAILBOXES

The Vertical and Horizontal Mailboxes do **not** meet current USPS requirements for Centralized Mail Delivery. When an apartment community or other multi-unit dwelling is renovated, the property should replace the obsolete mail receptacles with the current USPS STD 4C mailboxes or CBU mailboxes.



STD-4B+ Vertical
Recessed or Surface
Mounted



STD-4B+
Horizontal
Recessed Mount

STD-4C MAILBOXES & CLUSTER BOX UNITS

4C and CBU equipment meets current USPS requirements for Centralized Mailboxes. When an apartment community or other multi-unit dwelling is renovated, these products should be ordered to replace obsolete mail equipment.



Cluster Box
Unit (CBU)



STD-4C
Recessed
Mount

USPS REQUIREMENTS

Requirements & References for Renovations:

- Owners and managers of apartment houses, or other multi-unit dwellings with obsolete apartment house mail receptacles should install up-to-date receptacles currently approved by the Postal Service to ensure safety of access and security of the mail. When such buildings are substantially renovated or remodeled, or when box locations change, obsolete receptacles should be replaced with currently approved receptacles. See section 632.621: [USPS POM Postal Operations Manual](#).
- Renovations occurring anywhere within the building (not just the mail room) may prompt an upgrade to USPS current standards.



PRO TIPS

There is a 1:5 parcel locker to customer compartment ratio required by USPS

UPGRADE OPPORTUNITY

Replacing with a USPS Approved Mailbox Offers an Upgrade Opportunity!

- Hold mail flat as it is intended to be instead of rolled
- Allow for more and larger mailpieces
- Securely receive packages in parcel compartments
- Enhance overall design to add value to your property

Always check with local U.S. Postal Service officials before proceeding with mailbox replacement projects.

Owners and Property Management companies should always consult with local U.S. Postal Service officials before proceeding with mailbox replacement projects to ensure your selection of centralized mail equipment and placement are USPS approved.

Find an Authorized Florence Dealer who can help:



florencemailboxes.com/dealers

Which USPS Compliant Centralized Mailbox

is right for your replacement project?



CLUSTER BOX UNITS

A cluster box unit (CBU) is a centralized mailbox that is **freestanding and pedestal-mounted**, designed for outdoor installation, individually or in large group installations.

- Choose from 6 standard configurations with up to 16 locked residential compartments and up to 4 integrated parcel lockers.
- Residential mail compartments and shared parcel lockers are numbered with a decal or engraved.
- Expand capacity for package deliveries by adding matching Outdoor Parcel Lockers (OPL).
- Pedestal included ensures mailboxes and parcel lockers comply with USPS installation regulations.
- Dress up the basic CBU & OPL with decorative accessories to complement your building.



STD-4C MAILBOXES

USPS STD-4C mailboxes (4C) are similar in structure to CBU except they are **designed to be wall-mounted** indoors or outdoors, individually or in large group installations.

- When installing equipment indoors, only USPS STD-4C fully recessed wall-mounted units are permitted. Surface mount, free standing, or pedestal-mounted 4C installations are not USPS Approved.
- Choices are plentiful when using STD-4C mailboxes with dozens of pre-configured modules in varying heights.
- When installing 4C equipment, there must be one parcel locker for every five customer mail compartments. For those buildings with a minimum of five mail compartments, there must be at least one parcel locker installed.

Customers must install mail receptacles that comply with USPS STD-4C Wall mounted Mail Receptacles or USPSB1118, Postal Service specification, Cluster Box Units

Section 632.1 and 632.6 - [USPS POM Postal Operations Manual](#)