

FLORENCE CORPORATION

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Intersection of Compliance

Meeting Requirements for USPS, ADA,
and FHA Compliant Mailrooms





INTERSECTIONS OF COMPLIANCE

Understanding USPS, ADA & FHA Requirements

When planning for Section 10 Postal Specialties, the USPS isn't the only governing body that will apply to your project; ADA, FHA and local codes must also be considered. Ensuring agency compliance will avoid mail stoppage or occupancy permit denials. Florence mailbox product lines provide you with all the USPS Approved mailboxes and parcel locker options necessary to ensure you can design a mail center that is compliant with all USPS and accessibility regulations.

What Is the Designated Equipment for Compliant Mailrooms?

The United States Postal Service (USPS) outlines in their operating manual the authority to specify centralized delivery for all delivery location types: single-family residential, multifamily residential, commercial, and institutional properties. Centralized mail delivery equipment can be in the form of any clustered type of mailbox, with the two primary types being outdoor cluster box units and USPS Standard 4C for indoor or outdoor use.

USPS Standard 4C (STD-4C) Recessed-Mounted Mailboxes

Since older equipment was not always standardized or secure, it is important to be aware of current specifications to select the proper equipment. Mailbox modules compliant with the current USPS Standard 4C (STD-4C) are recessed into a wall. They have a modular design, customizable compartment sizes, and varying overall height options. Each module accommodates mail for 3 to 20 residents.

Based on USPS requirements, outgoing mail slots are included in each module, but may be removed with Postal approval for special cases, such as large installations. All modules can further be customized by color, door labeling, height, and compartment size. Alternative methods of installing STD-4C products such as surface-mounting or pedestals previously available are no longer USPS Approved.



Mailrooms Must Comply with:

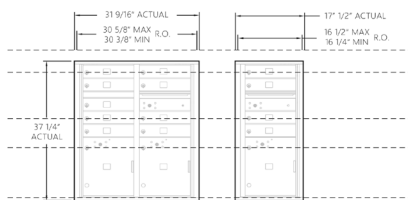
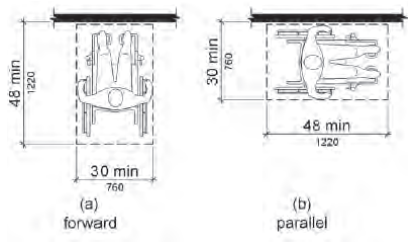
- USPS 4C guidelines (STD-4C)
- Postal Operations Manual (POM)
- Americans with Disabilities Act (ADA)
- Fair Housing Act (FHA) and ANSI 117.1*
- International Building Code (IBC)
- Local amendments

*ICC A117.1 Accessible and Usable Buildings and Facilities

Contact an Authorized Florence Dealer today to take your project planning to the next level for agency compliant, USPS Approved centralized mail delivery solutions.

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Key Considerations for Designing Compliant Mail & Package Rooms



Postal Specifications

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All centralized mailbox equipment must adhere to the minimum requirements outlined in the USPS material specifications. In addition, the USPS Postal Operations Manual specifies the type of equipment to use as well as the placement of that equipment within a community or building. The primary consideration for equipment placement is finding the safest and most efficient line of travel for residents and Postal carriers. See pages 4-7 for details.

ADA Compliance

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For interior mailrooms, the ADA (Americans with Disabilities Act) specifies that at least 5% of the mailboxes must meet accessibility guidelines, but often local jurisdictions require 100% ADA compliance. ADA compliant mailboxes must comply with Section 308 of the current 2010 ADA Standards governing clear floor space, equipment height, and operation. See pages 8-9 for details.

FHA Guidelines

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In addition to ADA, the Fair Housing Act (FHA) also plays a significant role when designing the mail and package delivery area, as that area is considered common use space. Since the FHA governs both public and private communities, it affects the operation of all community associations. For FHA design and construction requirements, Requirement 1 and 2 from the ANSI Standard apply to the common space and routes to those spaces. See pages 10-13 for details.

STD-4C Centralized Mail Equipment

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The versatile™ 4C ADA Max Height, 11 Door High, and USPS Max Height mailbox suites are designed to ensure a maximum number of compliant tenant compartments to meet ADA, FHA, and Postal requirements. USPS Approved STD-4C mailboxes must be recessed-mounted into the wall for Postal delivery. For product details, features, and mailbox accessories see pages 14-23.

Centralized Mail Delivery Planning

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The most important thing when it comes to a successful compliant centralized mailroom, is planning as early as possible. Late planning can lead to last-minute changes that delay project timelines and even mail delivery. If your project includes single- and multifamily residences in a large planned development, you will need to start planning even earlier. See pages 24-27 for centralized mail delivery planning resources.



Postal Specifications

All STD-4C-compliant mailboxes must meet official USPS design and installation requirements to receive a “USPS Approved” designation. Any wall-mounted mailbox system serviced by the U.S. Postal Service must be installed in accordance with these USPS specifications.



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The Postal Operations Manual

In the Postal Operations Manual, the USPS specifies not only the form of delivery needed and the type of equipment to use, but also the placement of that equipment within a community or building. The primary consideration for the Postal Service is to find the safest and most efficient line of travel to the mailboxes for carriers and residents alike.

The following factors apply:

- Postal carriers’ line of travel
- Resident and carrier safety
- Equipment security
- Accessibility, sufficient turnaround space and access for those with disabilities

For instance, indoor mailboxes should be installed close to entrances; carriers must be able to access the mailboxes without interference from swinging doors. Outdoor mailboxes may not be installed directly on the street or on a public sidewalk, and wherever possible, there should be adequate nighttime lighting and maximum protection from the weather—specifically, a canopy to protect from driving rain.

Just as one would for other “utilities,” working with local Postal Officials early in the design stage will limit complications later.



PRO TIPS

How to Find an USPS Approved Manufacturer



Finding manufacturers who have met all the rigorous standards and testing to achieve “USPS Approved” status is essential and can easily be found in the USPS published list of approved mail receptacles and manufacturers.

This list is published annually in the USPS Postal Bulletin as part of National Mailbox Improvement Week, which is designated the third full week of May each year. Referencing this list annually will ensure that your project specifications contain only approved providers as your basis for design. If approved, the manufacturer may then sell the product line, which will display a sticker indicating it is approved by the Postmaster General.



Meeting and Exceeding Minimum Postal Requirements

All manufacturers of centralized mailbox equipment must adhere to the minimum requirements outlined in the USPS specifications for material; however, some manufacturers will exceed these requirements. For example, some enhance the cam to strengthen the locks and help reduce break-ins. With approval of the Postal Service, these enhancements render like, but not equal, products available in the marketplace. Be sure to consider these factors when specifying “or equal” in your projects.

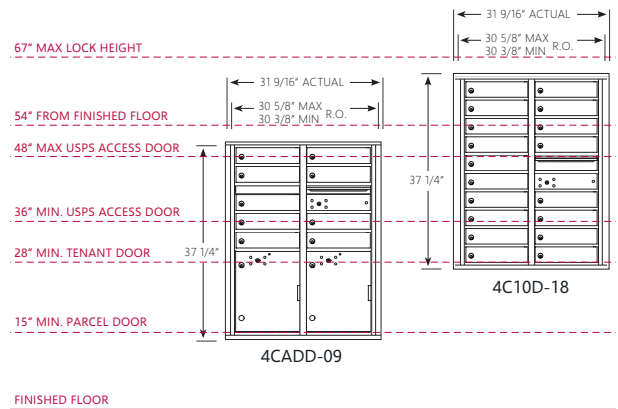
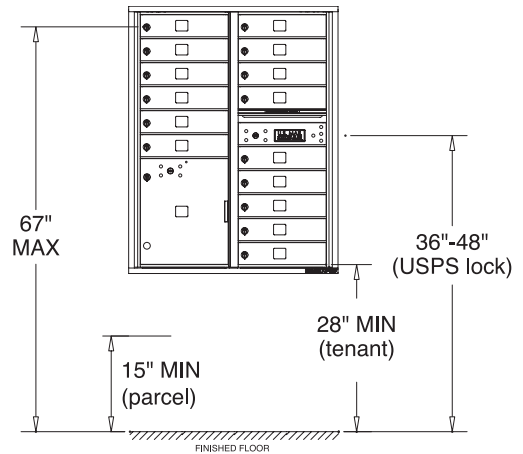


USPS Installation Requirements

Florence Corporation USPS Approved 4C mailbox products are designed to adhere to STD-4C regulations. To ensure your project complies with USPS regulations for wall-mounted mailboxes, your mailbox center must be installed according to the following U.S. Postal Service guidelines.

Installation requirements specified in the U.S. Postal Service STD-4C regulation are outlined below:

1. At least one customer compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No customer lock shall be located more than 67 inches above the finished floor.
4. No customer compartment (interior bottom shelf) shall be positioned less than 28 inches above the finished floor.
5. The USPS arrow lock shall be located between 36 and 48 inches above the finished floor.



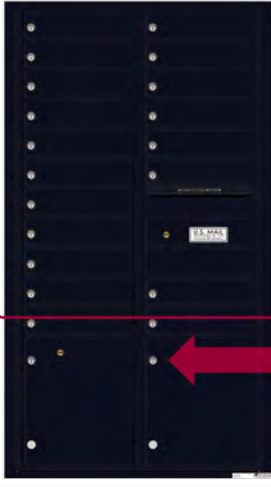
Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles. Federal Register/Vol. 69, No 171/September 3, 2004
 Rules and Regulations POSTAL SERVICE, 39 CFR Part 111.
www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf

An example installation of heights based on compartment types within a given height module.



USPS Compliant STD-4C Parcel Lockers

The exponential growth of online sales validates that planning for additional parcel lockers is more important than ever to keep up with both present and future package volumes delivered by the U.S. Postal Service.



Built-in Parcel Lockers

The USPS specifies that today's centralized mailbox units have built-in parcel lockers for all centralized mail delivery equipment. These oversized compartments allow Postal Carriers to deliver larger packages instead of leaving a delivery attempt notice, saving residents trips to the Post Office.

Built-in parcel lockers are not assigned to one specific resident but rather are shared by all mailbox compartments within the unit. The key designating the parcel locker location is placed within the resident's mailbox compartment, who then uses it to retrieve their package.

Parcel Door Key-Trapping Locks

By utilizing a special key-trapping lock, the package can only be retrieved by the resident it was meant for, while making delivery easy and efficient for the Postal Carrier as keys won't get lost since they remain in the lock for the next delivery.



Standalone Parcel Modules

When designing centralized mailbox installations, parcel lockers can be integrated into the same module with the mailboxes or added as standalone units near the mailboxes.

Regardless of the equipment type selected, both the mailboxes and parcel lockers must be located in the same area for USPS delivery. When standalone parcel modules accompany centralized mailboxes, any modules without parcel lockers on the bottom row have to be mounted at a different height according to USPS installation specifications. See page 5 for installation requirement details.

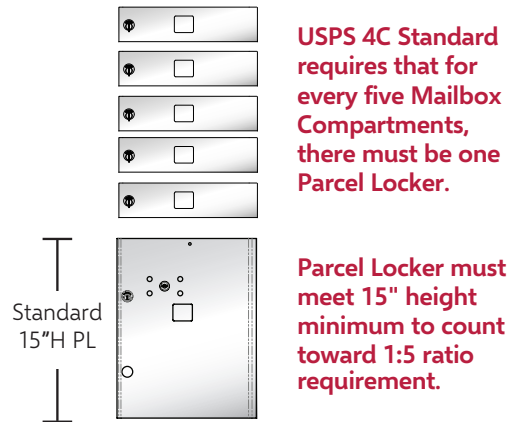


USPS 1:5 Parcel Locker to Mailbox Ratio Requirement

In July 2020, the USPS updated the standard regarding the overall number of parcel lockers in a mailroom available to receive packages. **This current standard requires at least one parcel locker for every five mailbox compartments.** There is no maximum limit on the number of parcel lockers permitted per installation, so mailrooms may include more than the minimum 1:5 parcel locker to mailbox ratio.

To satisfy the 1:5 parcel locker to mailbox ratio requirement, all parcel lockers must meet a minimum compartment height of 15 inches. For example, if a project requires 200 mailbox compartments, then at least 40 parcel lockers with a minimum size of 15”H x 12”W x 15”D must be included.

There are five other different approved sizes for parcel lockers, so once the 1:5 ratio is met, smaller parcel lockers can also be included to meet overall project requirements if additional parcel lockers are desired. This is an important distinction, especially when selecting single-module options with built-in parcel lockers, as not all parcel locker sizes are the same or meet the minimum 15 inch height requirement (see page 20 to view the full range of available parcel locker sizes).



Package Delivery Management

As not all packages are delivered to residents via the USPS, it is important to consider alternative package management systems in addition to the built-in parcel lockers in order to accommodate these additional package carriers. Keep in mind that alternate package locker solutions, while good for package carriers like UPS, FedEx, DHL, etc., cannot be considered a substitute for the USPS required 1:5 parcel locker to mailbox compartment ratio.

If contemplating the addition of an electronic package management solution, ensure to locate it near the mail center for resident convenience.

Planning Package Management Systems

Architects and builders have two primary options when planning for package management in multifamily communities:

Option 1

Plan for USPS Parcel Delivery Only

In which case you can choose to either:

- A.** Specify mailboxes with built-in parcel lockers, or
- B.** Specify both mailboxes and standalone parcel lockers

Option 2

Plan for Carrier-Agnostic Parcel Delivery

In which case you can choose to either:

- A.** Specify electronic package lockers in addition to USPS required mailboxes/parcel lockers, or
- B.** Specify a package holding room in addition to USPS required mailboxes/parcel lockers

Regardless of which option is selected, it is vital to discuss with property owners their preferred plan for handling package management very early on in the planning process to ensure sufficient space is included.

ADA Compliance

With roughly 19% of the population identified by the U.S. Census as having a disability, the reasoning is clear why planning for proper accessibility needs to be included when designing a mail and package room.

For interior mailrooms, the ADA mandates at minimum 5% of the mailboxes must meet the ADA accessibility guidelines specified below, but often local regulations require 100% ADA compliance.



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ADA Reach Ranges & Height Requirements

Accessibility regulations may vary by type of facility and by governing jurisdictions; therefore, always consult local building officials and codes for applicable accessibility requirements that could affect your mailbox project. Below are references for your convenience.

Accessible Forward Reach Range

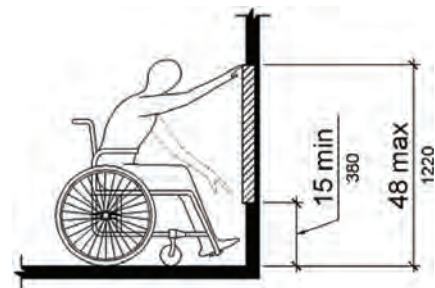
An accessible mailbox must be no lower than 15 inches and no higher than 48 inches from the finished floor. This is lower than the 67 inches the USPS specifications allow for the upper reach range.

Mailboxes must comply with Section 308 of the current 2010 ADA Standards governing clear floor space, equipment height, and operation.

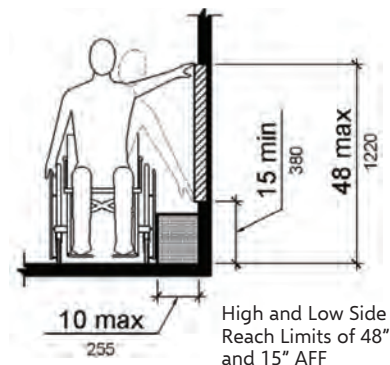
Accessible Side Reach Range

An accessible mailbox must be no lower than 15 inches and no higher than 48 inches from the finished floor, as measured from a clearance of 10 inches from the installation wall.

Again, this is lower than the upper reach ranges the USPS specifications allow.



High Forward Reach Limit of 48" AFF



High and Low Side Reach Limits of 48" and 15" AFF

2010 ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, ADA CHAPTER 2: SCOPING REQUIREMENTS, 228.2 Mail Boxes: Where mail boxes are provided in an interior location, at least 5 percent, but no fewer than one, of each type shall comply with 309. In residential facilities, where mail boxes are provided for each residential dwelling unit, mail boxes complying with 309 shall be provided for each residential dwelling unit required to provide mobility features complying with 809.2 through 809.4. The full text can be found at: www.ada.gov/law-and-regs/design-standards/2010-stds

Meeting Partial ADA Compliance

In order to be compliant with the ADA, 5% of all mailboxes must be installed at a height between 15 and 48 inches above the finished floor.

However, local city inspectors can increase that percentage to 100%, so it is important to check with the authorities having jurisdiction prior to finalizing the design as accessibility regulations and local building codes may vary. Determining agency compliance requirements as early as possible will ensure the appropriate amount of space is allotted to meet today's larger mailroom requirements.

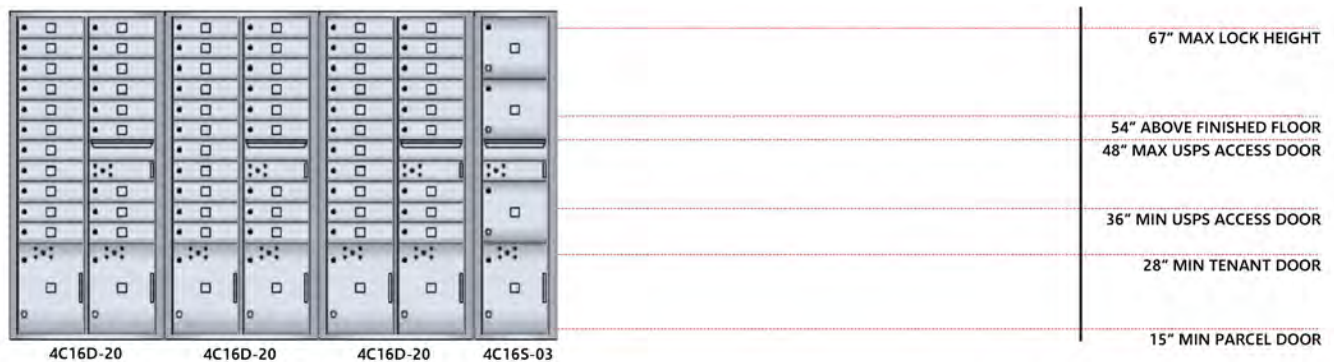
Partial 5% Versus 100% ADA Compliance

For mailrooms requiring 100% ADA compliance, the most important thing to keep in mind is the added amount of horizontal wall space that is necessary for the mailbox installation due to the compressed vertical wall space.

Below are two examples of 63 compartment mailrooms. In the lower example, 100% of the compartments are compliant with ADA reach ranges. In the upper example, only a portion of the compartments meet ADA reach requirements. It is easy to see how much more horizontal space is needed when designing for 100% compliant mailrooms.



The US Census identifies 19% of the population as having a disability, making accessibility planning essential for proper mail and package room design.



FHA Guidelines

When designing for multifamily housing, the Fair Housing Act (FHA) plays a significant role in the mail and package delivery common area.

The FHA design and construction requirements that must be applied to mailrooms are the specifications outlined in ANSI Sections 4.2, 4.3, and 4.4.



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The Fair Housing Act (FHA)

The FHA is administered by the Department of Housing and Urban Development (HUD) and was enacted in 1968 to outlaw discrimination in public and private housing, along with related facilities and services, based on race, color, religion, sex, national origin, or familial status. In 1988, disability protections were added, which include accessibility guidelines. The purpose of the FHA is to provide certain classes of people with equal access to housing and to the facilities and services associated with housing.



Multifamily Dwellings

Because it was enacted and amended prior to ADA's existence, FHA was written to protect those with disabilities as it relates to housing. The FHA plays a significant role when designing the mail and package delivery area, as that area is considered common use space. Since the FHA also governs both public and private communities, it affects the operation of all community associations. The design and construction guidelines from FHA apply to "covered multifamily dwellings" designed and constructed "for first occupancy" after March 13, 1991.



Covered Multifamily Dwellings Include:

- All dwelling units in buildings containing four or more dwellings if the buildings have one or more elevators
- All ground floor units in buildings containing four or more units, but without an elevator
- Condominiums, apartment buildings, time-shares, dormitories, transitional housing, homeless shelters that are used as a residence, student housing, assisted living housing, and other like structures

FHA Design & Construction Requirements

FHA has very specific requirements when it comes to the overall dwellings, but there are only two requirements that would pertain to Section 10 Postal Specialties requirements:

1) Accessible building entrance on an accessible route

2) Accessible and usable public and common use areas

In order to meet these requirements, both the FHA- and HUD-identified safe harbors must be consulted. These safe harbors are laws, accessibility standards, or building codes identified by HUD as published in the Federal Register on March 23, 2000, and are consistent with the Fair Housing Act's Design and Construction Requirements. They provide the technical criteria for meeting the requirements. Since 2021, there are 15 safe harbors.

Requirement 1: ANSI Standard

Accessible Building Entrance on Accessible Route

FHA guidelines state that there must be an, "Accessible building entrance on an accessible route." The technical guidance for this requirement is first found in ANSI Section 4.3 which covers the slope of the route and then again in Section 4.4 for protruding objects.

Key specifications for an accessible route outlined in ANSI Section 4.3 include:

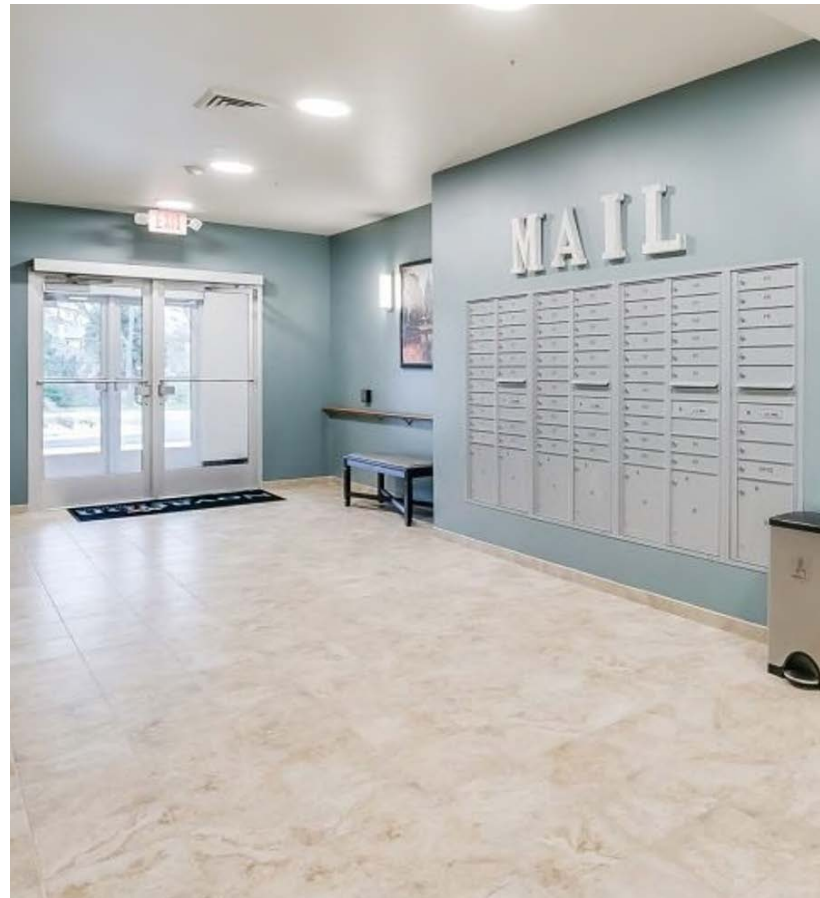
- A minimum 36 inch width
- A maximum slope of 1:20
- Cross slopes may not exceed 1:50

ANSI Section 4.4 states that wall-hung objects must not protrude more than 4 inches when located between 27 inches and 80 inches above the finished floor, if located along walks, corridors, and other passageways.

These objects include:

- Mailboxes
- Light fixtures
- Large, ornate picture frames
- Wall-mounted water fountains
- Wall-mounted telephones
- Fire extinguisher cabinets

Objects mounted lower than 27 inches above the finished floor may protrude any amount, as long as the 36 inch minimum clear width of an accessible route is maintained.



Requirement 2: ANSI Standard

Accessible and Usable Public and Common Use Areas

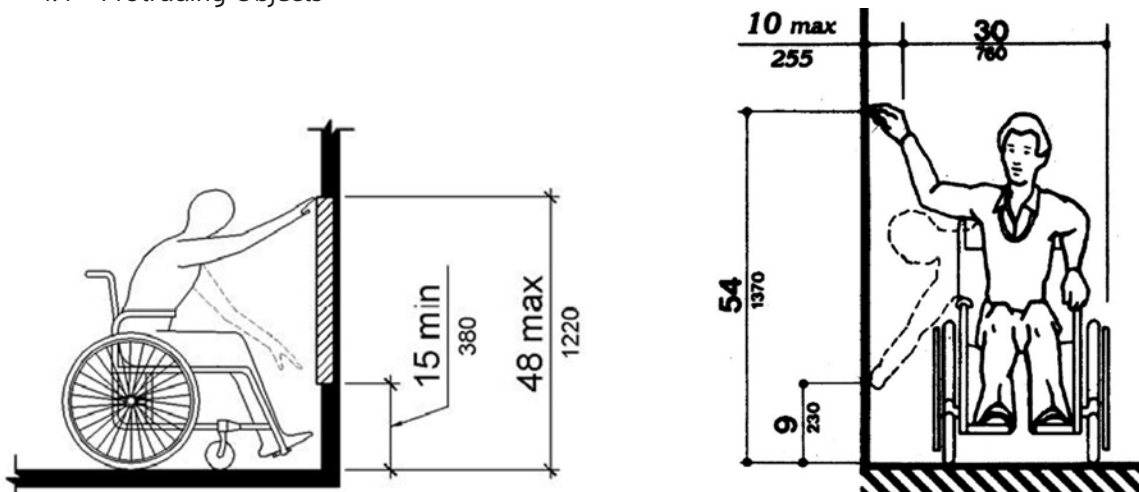
The primary requirement for the mailroom portion of a design can be found in Requirement 2, which states that there must be, “Accessible and usable public and common use areas.” These areas cover all parts of housing outside of the individual living units, and include building-wide fire alarms, parking lots, storage areas, indoor and outdoor recreational areas, lobbies, **mailrooms and mailboxes**, and laundry areas.

To satisfy this requirement, ANSI Standard A117.1 was established as a safe harbor and minimum standard of compliance when designing public and common use areas. It is important to note that the ANSI A117.1 standard contains only technical criteria, whereas the FHA, the regulations, and the guidelines contain both scoping and technical criteria.

Since the American National Standards Institute (ANSI) does not provide a standard specifically for mailboxes, designers must consult the related human factors and performance specifications to design accessible features, specifically space allowances, reach ranges, accessible routes, and protruding objects.

The human factors and specifications in ANSI Section 4 include:

- 4.2 – Space Allowances and Reach Ranges
- 4.3 – Accessible Route
- 4.4 – Protruding Objects



ANSI Reach Range Requirements

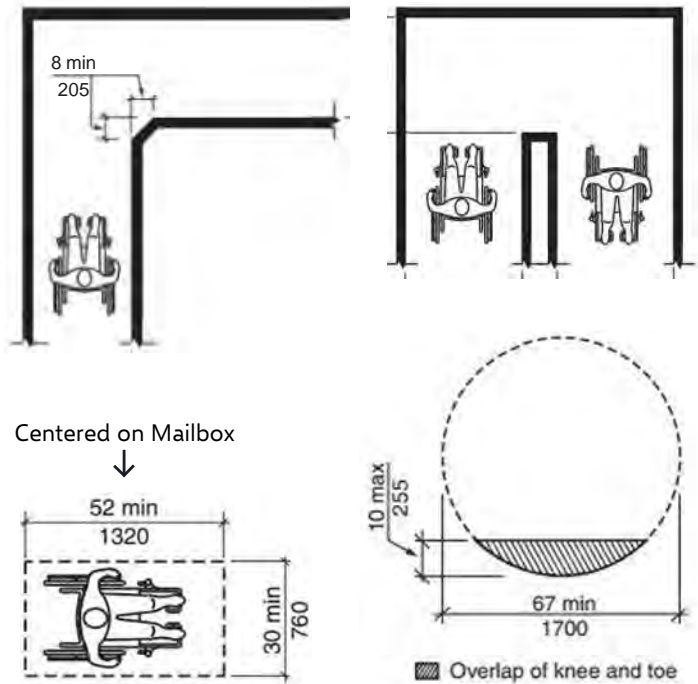
The FHA maximum side approach reach is higher than the side reach regulated by ADA and USPS.

- The mailboxes must maintain a forward approach of 48 inches maximum and 15 inches minimum (same as ADA)
- The mailboxes must maintain a side approach of 54 inches maximum and 9 inches minimum (differs from ADA and USPS). Note that ICC Section 1104.1.2 Mailboxes also allows for 54 inches maximum side approach.

ANSI Turn Space and Clear Floor Space Requirements

Since mailrooms are often configured in layouts that contain 90- and/or 180-degree turns, it is important to consider clear path requirements. In 2017, ICC increased the circular and T-turn clear floor space, due in large part to the increased use of motorized chairs and scooters.

- T-turn length must be 52 inches at minimum
- Circular turnaround space must be 67 inches at minimum
- Clear floor or ground space must be 30 inches x 48 inches minimum
- Mailbox equipment must be positioned for either a forward or side approach
- A forward approach requires clear space for direct, front-facing access to mailboxes with knee and toe clearance depending on mounting conditions
- A side approach must allow for side access to mailboxes (without the knee clearance requirement)



While ADA requires 5% of the mailboxes be accessible, FHA requires mailroom compliance for the appropriate number of covered dwellings pertaining to the FHA within the community. However, this can be overruled by local authorities, who may decide that 100% of the mailboxes must be accessible. **Note that where these various laws overlap, the more stringent requirements of each law must be met.**

 **PRO TIPS**

Provide Security and Flexibility Through Sequential Numbering

Sequential numbering, rather than matching identification to apartment numbers, provides greater privacy and security for residents by restricting any correlation between a mailbox and a specific apartment or house number.

It also allows greater flexibility in providing accessible mailbox compartments that meet the 5% ADA specification. When a new resident requires a mailbox that is accessible, they can be assigned any box within those height parameters.



Agency Compliant Mailbox Height Suites

ADA Max, 11 Door, and USPS Max

Versatility is the key to good design when planning for single- or multifamily residential or commercial projects. Florence's robust versatile™ 4C mailbox line was developed with a simple-to-use modular system that provides a flexible solution for individual project needs—taking the guesswork out of meeting the necessary USPS, ADA, and FHA requirements.



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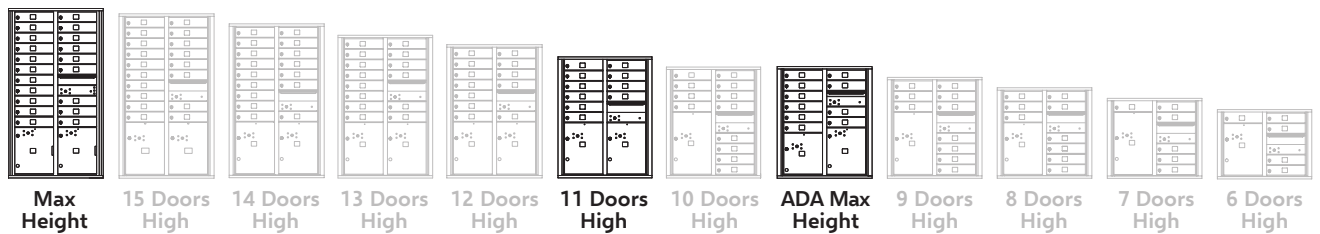


PRO TIPS

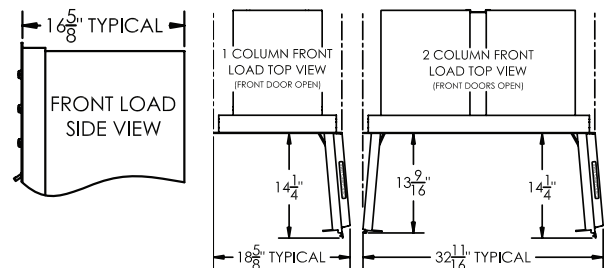
1:5 Parcel Locker to Mailbox Compartment Ratio is Required by USPS for Multifamily Apartment Centralized Mailboxes

Compliant Height Options

The full line of versatile™ 4C mailbox suites offer 12 different heights with over 140 pre-configured individual modules. While there are USPS Approved pre-configured modules available in every suite height, the **Max Height, 11 Door Height, and ADA Max Height Suites** offer compliant solutions for intersecting agencies such as ADA and FHA. Please refer to the Florence website florencemailboxes.com or the Full Line Product Catalog for the complete list of available USPS Approved STD-4C products if installation does not require 100% compliance.



Top/Side Views for All Heights

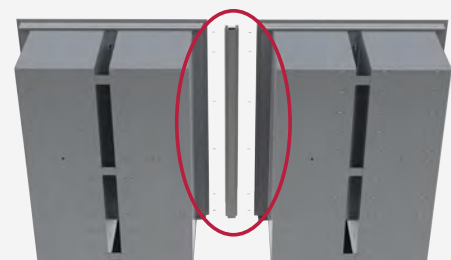


Recessed-Mounted for in-wall mounting

INDOOR / OUTDOOR






ADA compliant, USPS Approved 4C mailbox installs must be recessed-mounted into a wall. Florence makes installation easy by providing a Multi-Unit Connector Kit (MUCK) for each specified module. The MUCK eliminates the need for studs and pulls the units together tightly, reducing any potential gaps between modules.



Back view of 4C recessed-mounted mailboxes with Multi-Unit Connector Kit (MUCK)

NOTE: The reference module images and charts on the following pages show the proper installation heights for Florence's versatile™ 4C mailboxes and parcel lockers to help your project comply with ADA and USPS installation and accessibility codes. Drawings shown are for quick reference only. See following pages for details.

Features That Distinguish Each of the Compliant 4C Heights

ADA MAX	11 DOOR	USPS MAX
<p>The ADA Max Height suite ensures a maximum number of compliant tenant compartments to meet 100% ADA installation requirements as well as USPS requirements and FHA.</p> <ul style="list-style-type: none"> • Every ADA Max Height 4C module is equivalent to 10 doors high or 37 1/4" in height. • All ADA Max Height 4C modules meet the ADA upper reach limit of 48" from finished floor when installed at the recommended height. • All ADA Max Height 4C modules include built-in parcel lockers on lowest level (15" min parcel door) to accommodate reach ranges. 	<p>The 11 Door Height suite mailbox modules marked with (#) meet side reach limit requirements of the Fair Housing Act (FHA).</p> <ul style="list-style-type: none"> • Every 11 Door High module is equivalent to 11 doors high or 40 3/4" in height. • All 11 Door High FHA compliant modules marked with (#) meet the FHA side reach limit of 54" from finished floor when installed at the recommended height. • All FHA compliant modules include built-in parcel lockers on lowest level (17 1/4" min parcel door) to accommodate reach ranges. 	<p>The USPS Max Height suite is designed to ensure the maximum number of USPS compliant tenant compartments are available within the allowed space.</p> <ul style="list-style-type: none"> • Every USPS Max Height module is equivalent to 16 doors high or 56 1/2" in height. • Most USPS Approved Max Height modules include built-in parcel lockers on lowest level (15" min parcel door) to accommodate reach ranges. 

Compliance Intersection of FHA and ADA Requirements

In cases where a development is subject to the accessibility requirements of more than one federal law, the accessibility requirements of each law must be met. There are certain residential properties or portions of residential properties that must be designed and built in accordance with the accessibility requirements of both the Fair Housing Act (ANSI) and the ADA.

The Departments of Justice and Urban Planning have jointly stated that if requirements from different federal laws, for example both FHA and ADA, apply to the same feature, then the more stringent law must be met in terms of both scoping and technical requirements. For mailboxes, it means the more stringent requirement of the two regulations must be used in planning.

Agency Compliance Comparison Chart

Understanding the minimum and maximum measurement requirements for each compliance agency at a glance.

Agency	Forward Min	Side Min	Forward Max	Side Max
USPS (Mailbox)	28"	28"	67"	67"
USPS (Parcel Locker)	15"	15"	67"	67"
ADA	15"	15"	48"	48"
FHA	15"	9"	48"	54"

To meet ALL installation specifications, plan for mailbox module installations between 28 and 48 inches above the finished floor. Modules containing both mailboxes and parcel lockers can be installed between 15 and 48 inches above the finished floor. Careful attention should be paid to the lower reach range, as the USPS dictates whether it can be 15 or 28 inches based on the compartment types on the bottom row of the mailbox module.

ADA Max Height Suite

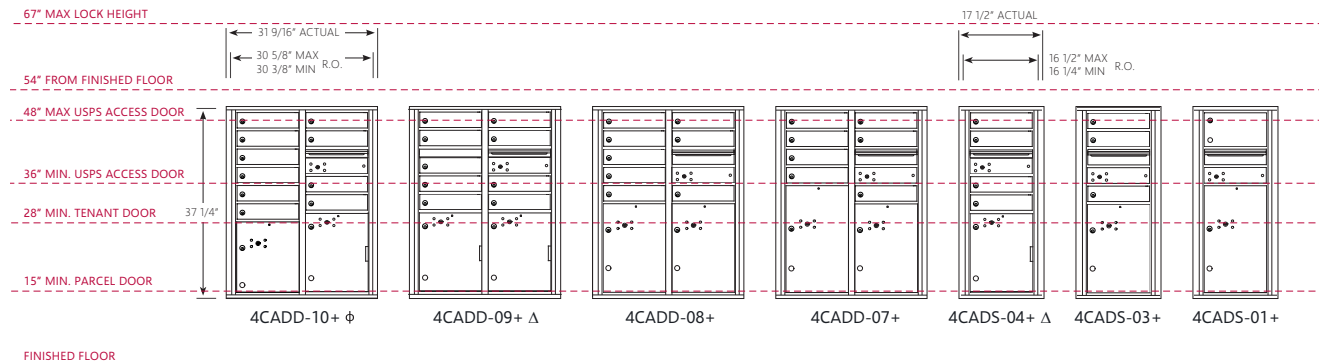
Includes maximum number of ADA compliant tenant compartments within the allowed space.

Full suite also available in freestanding depot cabinet for private delivery.

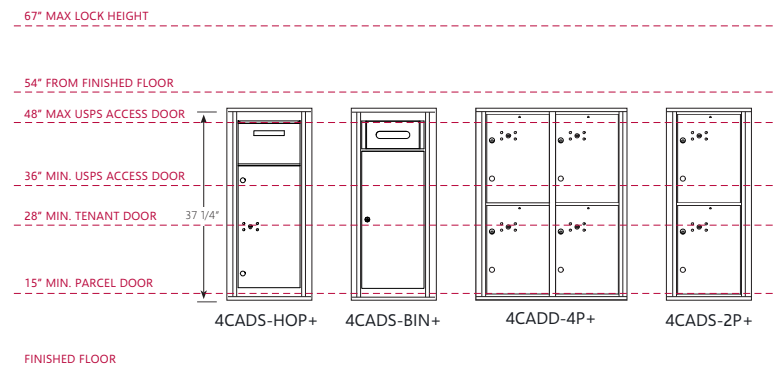
ADA Max Height versatile™ 4C Suite

Actual: 37-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

Rough Opening: 36-5/16"H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D



MODEL (Compartment Types)	4CADD10+ (10 MB1, 1 PL4, 1 PL15)	4CADD-09+Δ (9 MB1, 2 PL15)	4CADD-08+ (8 MB1, 2 PL5)	4CADD-07+ (7 MB1, 1 PL5, 1 PL6)	4CADS-04+Δ (4 MB1, 1 PL15)	4CADS-03+ (3 MB1, 1 PL5)	4CADS-01+ (1 MB2, 1 PL6)
# Mailboxes (Total)	10	9	8	7	4	3	1
# Parcel Lockers (Total)	2	2	2	2	1	1	1
# Collection	1	1	1	1	1	1	1
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	10	9	8	7	4	3	1
Module Weight (lbs)	91	96	88	89	55	49	46



MODEL (Compartment Types)	4CADS-HOP+	4CADS-BIN+	4CADD-4P+ (4 PL5)	4CADS-2P+ (2 PL5)
# Mailboxes (Total)	0	0	0	0
# Parcel Lockers (Total)	0	0	4	2
# Collection	1	0	0	0
# BINS	0	1	0	0
# Mailboxes Under 48"	0	0	0	0
Module Weight (lbs)	41	52	80	43

NOTES:

See page 20 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit florencemailboxes.com/configurator to create your custom solution.
- * Modules do not meet USPS installation specifications and are for private delivery.
- Φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

PRO TIPS



versatile™ 4CADD-09
(9 MB1, 2PL15)

The 4CADD-09 unit is the singular mailbox solution to meet both 100% ADA compliance and the USPS 1:5 minimum parcel locker to mailbox ratio requirement.

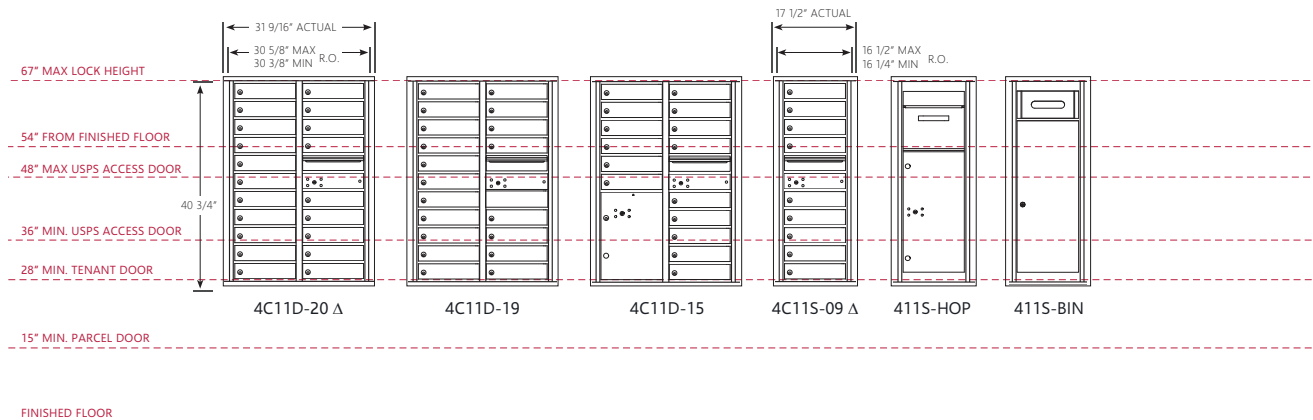
11 Door High versatile™ 4C Suite

Actual: 40-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

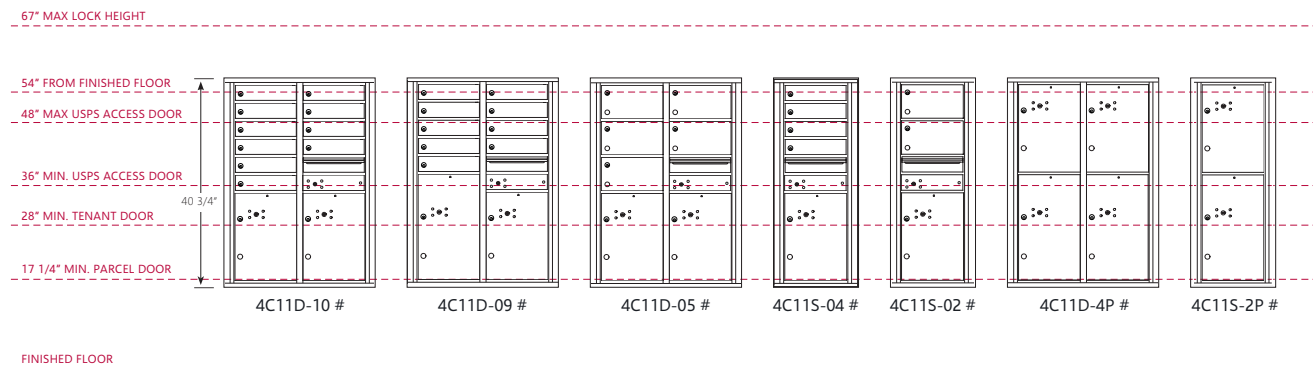
Rough Opening: 39-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

FHA Compliance

11 Door Height 4C modules marked with # meet FHA requirements when installed at recommended height.



MODEL (Compartment Types)	4C11D-20 Δ (20 MB1)	4C11D-19 (19 MB1)	4C11D-15 (15 MB1, 1 PL5)	4C11S-09 Δ (9 MB1)	4C11S-HOP	4C11S-BIN
# Mailboxes (Total)	20	19	15	9	0	0
# Parcel Lockers (Total)	0	0	1	0	0	0
# Collection	1	1	1	1	1	0
# BINS	0	0	0	0	0	1
# Mailboxes Under 48"	11	10	6	5	0	0
Module Weight (lbs)	123	122	119	56	65	45



MODEL (Compartment Types)	4C11D-10# (10 MB1, 2 PL5)	4C11D-09# (9 MB1, 1 PL5, 1 PL6)	4C11D-05# (5 MB2, 2 PL5)	4C11S-04# (4 MB1, 1 PL5)	4C11S-02# (2 MB1, 1 PL5)	4C11D-4P# (2 PL5, 2 PL6)	4C11S-2P# (1 PL5, 1 PL6)
# Mailboxes (Total)	10	9	5	4	2	0	0
# Parcel Lockers (Total)	2	2	2	1	1	4	2
# Collection	1	1	1	1	1	0	0
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	1	0	0	0	0	0	0
Module Weight (lbs)	115	113	106	53	50	99	45

NOTES:

See page 20 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit florencemailboxes.com/configurator to create your custom solution.
- * Modules do not meet USPS installation specifications and are for private delivery.
- ϕ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

Max Height versatile™ 4C Suite

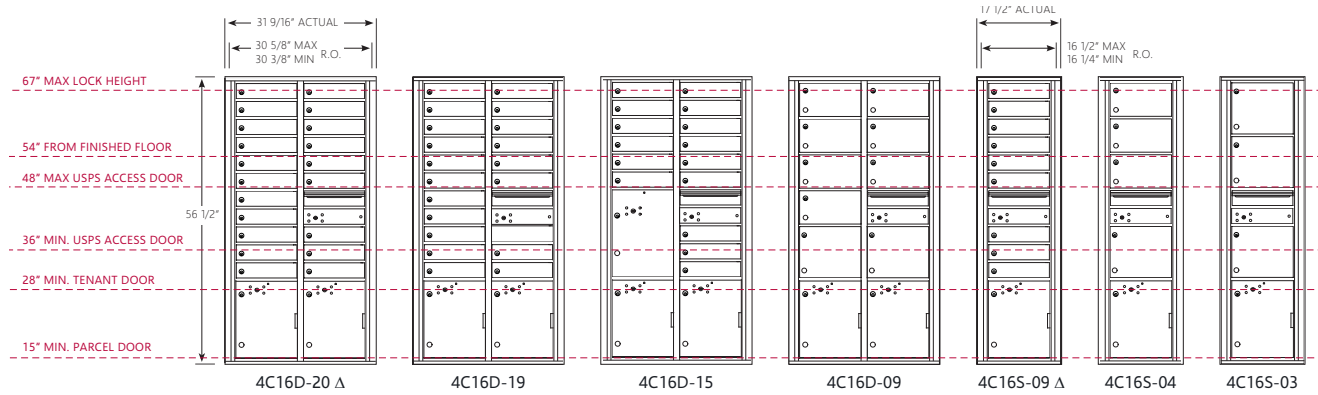
Actual: 56-1/2" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

Rough Opening: 55-9/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

Max Height Suite

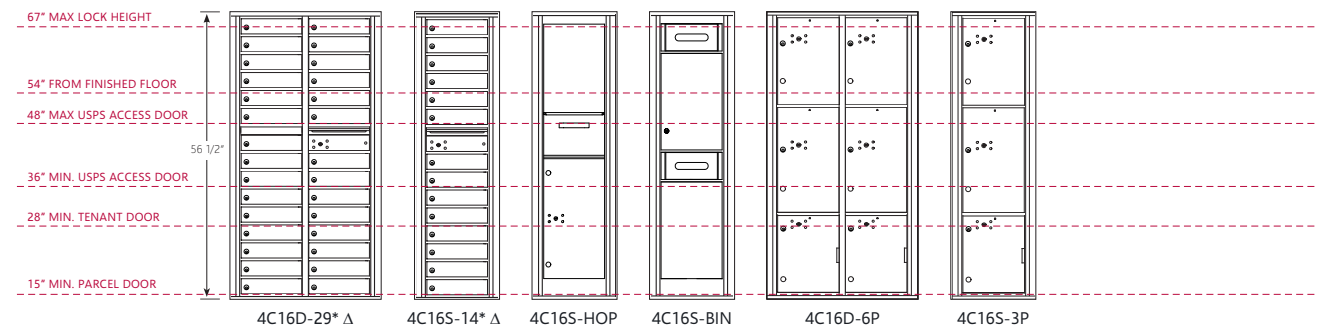
Includes maximum number of USPS compliant tenant compartments within the allowed space.

Full suite also available in freestanding depot cabinet for private delivery.



FINISHED FLOOR

MODEL (Compartment Types)	4C16D-20 Δ (20 MB1, 2 PL15)	4C16D-19 (19 MB1, 2 PL15)	4C16D-15 (15 MB1, 2 PL15, 1 PL5)	4C16D-09 (7 MB2, 2 MB3, 2 PL15)	4C16S-09 Δ (9 MB1, 1 PL15)	4C16S-04 (3 MB2, 1 MB3, 1 PL15)	4C16S-03 (3 MB3, 1 PL15)
# Mailboxes (Total)	20	19	15	9	9	4	3
# Parcel Lockers (Total)	2	2	3	2	1	1	1
# Collection	1	1	1	1	1	1	1
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	3	3	3	1	1
Module Weight (lbs)	171	163	160	157	97	81	62



FINISHED FLOOR

MODEL (Compartment Types)	4C16D-29* Δ (29 MB1)	4C16S-14* Δ (14 MB1)	4C16S-HOP	4C16S-BIN	4C16D-6P (2 PL15, 2 PL5, 2 PL6)	4C16S-3P (1 PL15, 1 PL5, 1 PL6)
# Mailboxes (Total)	29	14	0	0	0	0
# Parcel Lockers (Total)	0	0	0	0	6	3
# Collection	1	1	1	0	0	0
# BINS	0	0	0	2	0	0
# Mailboxes Under 48"	17	8	0	0	0	0
Module Weight (lbs)	170	96	76	65	105	58

NOTES:

See page 20 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

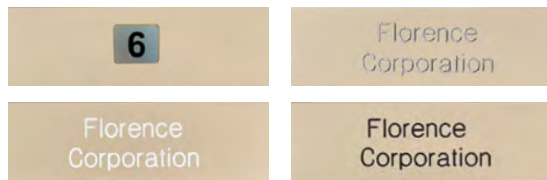
- Δ Modules are configurable. Visit florencemailboxes.com/configurator to create your custom solution.
- * Modules do not meet USPS installation specifications and are for private delivery.
- ⊕ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

Features & Options

Door ID Options

Decals: All 4C modules come standard with silver adhesive decals which are 1-1/2" H x 1-3/4" W. Black lettering can contain up to five characters (alpha and numeric) per decal.

Engraving: Custom engraving utilizes the USPS Standard US Block font and is 3/4" tall. All engravings can include up to 12 characters on one or two lines.



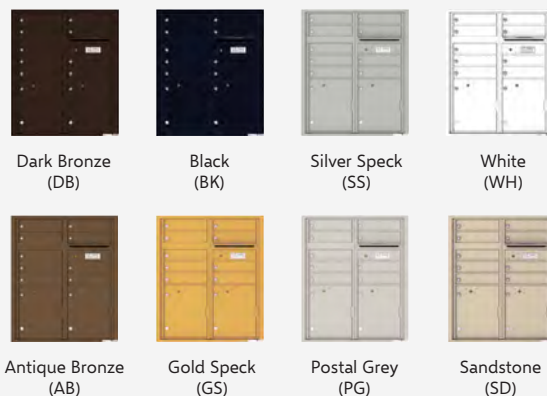
Optional Accessories

See page 22 for product information.



Color Options

Customize your versatile™ 4C with one of eight different architectural colors, all in a durable, powder coat finish.



Note: Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.

Compartment Sizes

	Tenant Compartments	Collection Compartments	Parcel Locker Compartments
One-High (3" H)	MB1	OM1	
Two-High (6-1/2" H)	MB2	OM2	PL2*
Three-High (10" H)	MB3	OM3	PL3*
Four-High (13-1/2" H)	MB4	OM4	PL4*
Five-High (17" H)	MB5	OM5	PL5
Six-High (20-1/2" H)	MB6		PL6
			Standard Parcel Locker Compartment (15" H)
			PL15

* For Private Delivery only, unless parcel locker ratio exceeds requirement - see below for full details

To satisfy the USPS STD-4C 1:5 parcel locker to mailbox ratio requirement, parcel lockers (PL) must meet a minimum compartment height of 15'. If the total number of PL in the mailbox installation exceeds the 1:5 requirement, smaller PL may also be included. For example: If a project requires 200 mailboxes, then at least 40 PL with a minimum size of 15'H x 12'W x 15'D must be included. But, if you add more than 40 PL to the 200 mailboxes, then you may also choose to incorporate some smaller PL into the installation. Be sure to note PL height when utilizing only one 4C module type in your entire installation as not all built-in lockers are 15'H and may require the addition of parcel-only modules to meet the 1:5 requirements (e.g. 4C13D-16).

VERSATILE™ 4C MAILBOXES

Design and Security Features

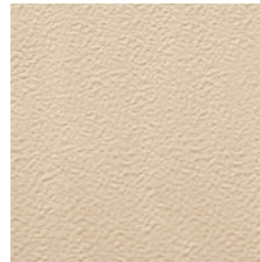
Florence mailboxes are built with robust security features like anti-fishing combs and heavy-duty cam locks to safeguard mail and provide peace of mind to residents and property managers.



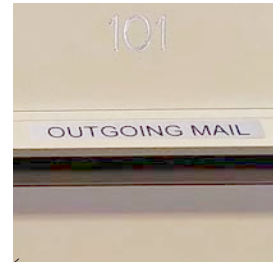
Standard decals or 3/4"H engraving



Easy release handle to open master gate



Rugged, weather-resistant powder coat finish



Integrated Outgoing Mail Slot with weather protection hood



Interlocking, overlapping seams to prevent prying



Outgoing mail collection compartment prepared for USPS installed Arrow Lock



Heavy-duty tenant cam lock with three keys



Product and manufacturer ID serial tag



Fully integrated parcel locker(s) with key trapping lock prepared for USPS installed Arrow Lock



Stainless steel hold open door catch on each side of master gate



Aluminum comb prevents mail fishing in outgoing mail collection compartment



Heavy-duty cam lock latches through frame for added security

To explore 4C mailbox modules and product features in more detail, visit florencemailboxes.com for access to product cutsheets, Revit files, and downloads.

VERSATILE™ 4C MAILBOXES

Mailroom Accessories

Designed to coordinate with the versatile™ 4C mailbox suites, select as many mailbox accessories as needed for your project.

4C Collection Boxes for Letters or Packages

Hopper door ensures secure collection of outgoing letters and small packages. This is not an USPS approved product.



Standard Features

- Recessed-mounted
- Hopper door opens to 5-7/16" from unit and seals off access to collection compartment to prevent mail fishing. Once unit is full, door will not open to accept more items.
- ADA/DOJ, ICC/ANSI and IBC compliant for maximum 48" door access when installed 14-1/8" AFF

Optional Features

- Surface mount available for all units
- Freestanding depot cabinet available for 4C16S-HOP-D, 4C15S-HOP-D, 4CADS-HOP-D



4CADS-HOP

4C Collection Bins for Waste/Recycling

Keep mail area tidy by providing receptacles for waste disposal and/or recycling. This is not an USPS approved product.

Standard Features

- Recessed-mounted
- Stainless steel door flap with decal choice: WASTE, TRASH, PLASTIC, GLASS, or PAPER
- Cabinet door includes 5-pin cam lock with three keys
- Interior collection receptacles included and constructed of recycled materials

Optional Features

- Powder coat finish door flap in coordinating color
- Custom door flap decals with up to 12 characters
- Surface mount available for all units
- Freestanding depot cabinet available for 4C16S-BIN-D, 4C15S-BIN-D, 4CADS-BIN-D



4CADS-BIN

Available Color Options

for Collection Boxes, Collection Bins, and Directories

Select either Anodized Aluminum or one of eight architectural powder coat finishes as noted below.

Dark Bronze (DB) PMS Black 7C	Black (BK) PMS Black 6C	Antique Bronze (AB) PMS 8622C	Gold Speck (GS) PMS 7-5C
Silver Speck (SS) PMS 877C	White (WH) PMS White	Postal Grey (PG) PMS 413C	Sandstone (SD) PMS 7501C

NOTE: Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.

Key Keepers

Provide secure access to important keys.

Standard Features

- Prepared for USPS installed master lock (private master lock also available)
- Anodized aluminum
- Exterior dimensions: 6-3/4" H x 6-1/4" W x 2-3/8"
- Interior dimensions: 4-5/8" H x 4-1/16" W x 2" D
- Rough opening: 5-1/8" H x 4-3/8" W x 2-1/4" D



KK

Model	Description
KK	Recess-mounted key keeper. Prepared for USPS lock.
KKASMA	Surface-mounted key keeper. Prepared for USPS lock.

Directories

These surface-mounted directories can be used independently or next to any mailbox installation to list the names of your tenants. Clear plastic window, metal back plate, and blank ruled name cards are included with each directory.

Standard Features

- Extruded aluminum construction
- 40 name capacity
- Dimensions: 19" H x 8-3/4" W



D400-1A

120 Series Collection Box

Secure mail until collected by the USPS.

Standard Features

- Prepared for USPS installed master lock (private master lock available)
- Anodized aluminum
- Letter slot size: 3/4"H x 10"W
- Frame Size: 19-1/8" H x 15-1/6" W
- Rough Opening: 17-5/8" H x 13-5/8" W x 6 -3/4" D



120RA

Model	Description
120RA	Fully-recessed collection box is a standard aluminum unit with engraved "LETTERS" prepared for USPS lock.
120SPR	Recessed collection box. Private lock. Specify engraving.
120SMSA	Surface-mounted collection box is a standard aluminum unit with engraved "LETTERS" prepared for USPS lock.
120SPSMS	Surface-mounted collection box. Private lock. Specify engraving.



VERSATILE™ 4C MAILBOXES

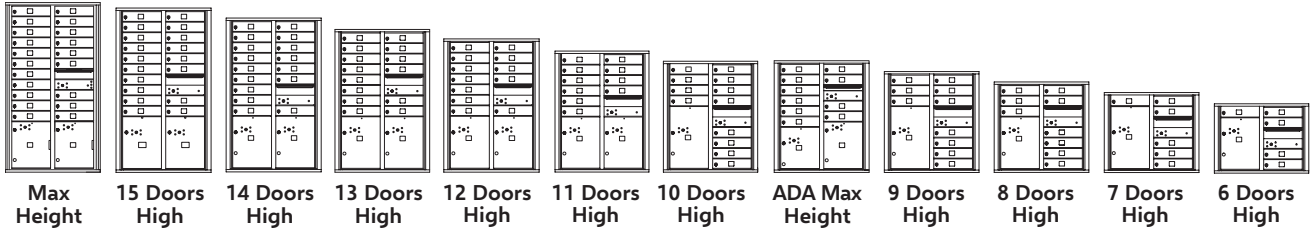
Partial Compliant 4C Height Suites

florencemailboxes.com/4c



versatile™ 4C Mailbox Height Options

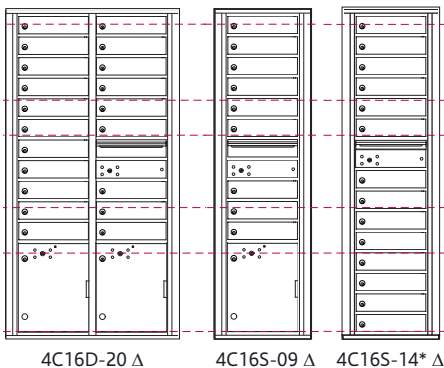
For mailroom installations that require partial compliance, there are over 140 recessed-mounted 4C mailbox modules to choose from in various height suites shown below. Browse the full 4C product line online to find the perfect USPS Approved mailbox solutions for your project.



The versatile™ 4C mailbox suites offer 12 different heights with over 140 preconfigured individual modules. Suite heights provide greater flexibility in ensuring your mailbox installation remains compliant with necessary regulations.



PRO TIPS



Configurable Mailbox Modules

Mailbox modules marked with (Δ) can be custom configured with varied mailbox compartments. Browse the full 4C product line and create your custom solution using our drag-and-drop mailbox configurator tool. Refer to page 20 to view available compartment sizes.

florencemailboxes.com/configurator

Centralized Mail Delivery Planning

Effectively planning for USPS delivery service



Consulting Local USPS Officials



Always consult local building code authorities and USPS personnel for applicable codes and installation specifications related to the project, prior to final mailbox specification, selection, and installation.

The Postal Service has the authority to deny service to mailboxes that are improperly installed or use incorrect equipment (like older legacy modules). This could cause significant delays in the projects certificate of occupancy, as well as actual mail delivery to the residents.

There are scores of examples where Postal Officials were not

contacted early on, and mailboxes had to be removed from finished mailrooms. Designers find themselves looking for a second location to ensure sufficient space for the mailbox installation. To avoid these headaches, start working with the Postal Service, either directly or through a centralized mail delivery partner, early in the design process.

Early Planning Yields Better Results

The most important thing architects can do is plan for a mail area as early as possible. Late planning can lead to last-minute changes that delay project timelines and even mail delivery.

Include Renovations

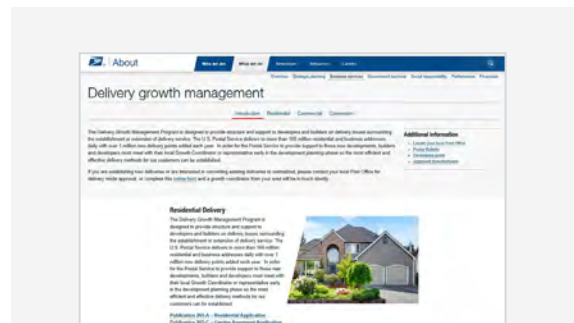
Planned remodels in existing facilities should also take centralized mail delivery into account – especially since the STD-4C is twice the size of the legacy STD-4B+ products.

Find a Good Location

Identify a well-lit, welcoming, and highly visible space to provide better accessibility, improved safety for residents and mail carriers, and reduced risk of theft or vandalism.

Involve Stakeholders

If your project includes single- and multifamily residences in a large planned development, you will need to start mail planning even earlier. Just as universal service providers such as water, gas, communications, and electricity representatives need to determine appropriate placement for their infrastructure during the initial phases of a project, the discussion of common space allocation should include representatives from the USPS as well.



The USPS National Delivery Planning Standards Guide

for Builders and Developers

To review USPS planning guidelines that apply to your specific project, download the guide from USPS Growth Management at about.USPS.com and click on What We Do / Business Services / Delivery Growth Management, or find the PDF in our Builder and Developer Toolkit.

Ensuring adequate space and convenient locations for your customer's mail service by planning early for mail delivery in your new development is simply good planning. When you have questions, the Florence team is here to assist every step of the way.



florencemailboxes.com/toolkits



Master Access Lock and Key Management

All centralized mailboxes come supplied with individual compartment locks and keys from the manufacturer; however, there will only be an empty hole for any compartment that will be accessed by the Postal Carriers so they can install their 'master access lock'. These 'master access locks' are owned by the Postal Service and will be installed into the master access compartment as well as any parcel lockers within each unit.

It is incumbent upon the builder to contact the USPS Growth Coordinators in their area to schedule the installation of the USPS master lock, also known as the 'Arrow Lock', for each centralized mailbox being added into service. These Arrow Locks allow the Postal Carriers access to deliver the mail and packages to the residents of the installed centralized mailbox.

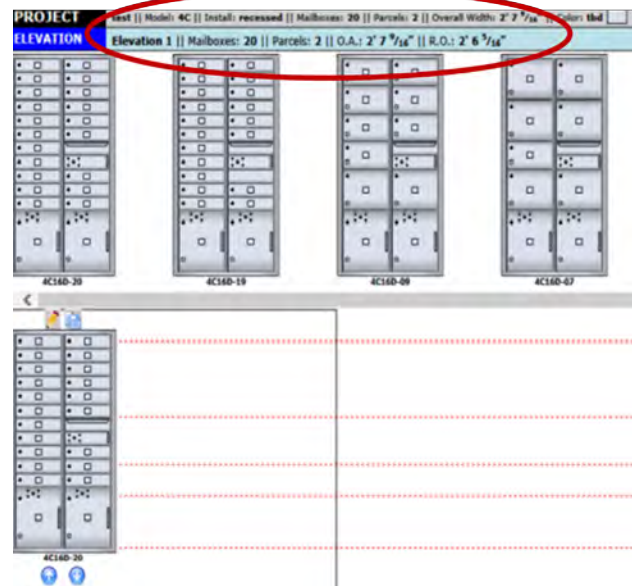


Mail Delivery Equipment Spatial Planning Tools

Florence has an online configurator for mailboxes that provides space requirements necessary for designing a mail and package delivery area. This DIY tool provides a running total of the number of mailboxes and parcel lockers, as well as the amount of wall space used by each module as it is added to the elevation. Modules can be placed into selected walls to create a completely compliant mail and package delivery area.

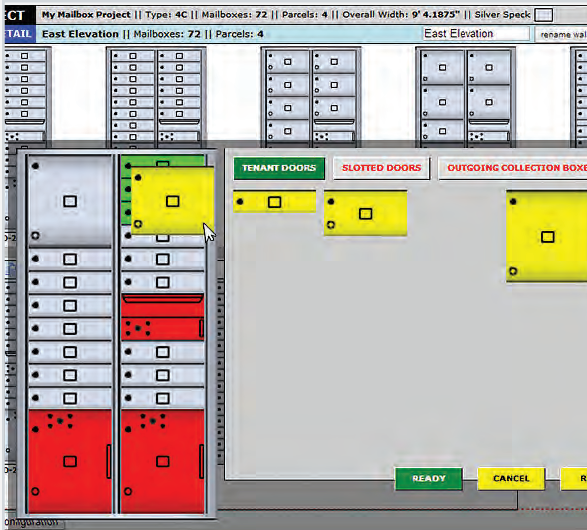
Once completed, the created design can be exported from the Florence configurator in an RFA format so that the entire design can be quickly and easily imported into an architect's overall Revit project.

Optionally, a full BIM Object library is available from within Revit by accessing BIMSmith.



 florencemailboxes.com/configurator

Project Planning & Resources



Mailbox Configurator

The online Florence Product Configurator helps you design the perfect mailbox layout to meet your project specifications. Choose your product line, use our drag-and-drop system to design your layout, and then set your numbering schedule.

The Configurator can help select mailbox solutions based on a few simple questions while in Wizard Mode, or allow you to build a completely custom solution that fits your individual project needs while in Power Mode. There is even a Postal Approved Only Mode to ensure you create an approved installation. Your final creation will be conveniently emailed to you in both CAD and Revit formats.

 florencemailboxes.com/configurator

ARCHITECTURAL RESOURCES

Want to Learn More?

Florence Corporation has been included in master specs for decades and is pleased to be specified in over 80% of all projects requiring Section 10 55 00 Postal Specialties. Florence has a long-standing tradition of providing architects with the tools they need to complete the job right the first time.

Visit our Architect Toolkit for our curated collection of most frequently requested resources, tools and downloads specifically for architects.

 florencemailboxes.com/toolkits/architects

BIM Objects

If utilizing Revit, our BIM objects can easily be pulled into your projects without leaving the program or, just as easily, can be downloaded from the Florence website. Written specifications are available from the Florence website in both .doc and .rtf formats. | florencemailboxes.com/bim

Architectural Specs

Visit the Architect's toolkit to find and download Architectural spec sheets for all of the Florence product lines. | florencemailboxes.com/architectural-specs

Tech Docs

Looking for cut sheets? Visit the Architect's toolkit or visit us online to easily navigate to our complete library of product cut sheets, materials, and technical documents. | florencemailboxes.com/tech-docs

Continuing Education

AIA CES Provider #40107991

We offer both in-person lunch-and-learns and online courses so you can choose your preferred method of learning about best practices that will make centralized mailbox and package delivery specification easy. Visit our Architect Toolkit to access our AIA accredited courses or to contact us to arrange an in-person learning session with your team.

 florencemailboxes.com/continuing-education



MANUFACTURING SINCE 1934

What Makes Us Florence

Florence Corporation has been the innovator in centralized mail delivery equipment from the beginning. Since our first mailbox patent in 1934, we have developed our product lines to provide the best solutions for mail and package management systems that comply with both USPS and building regulations. Design and construction professionals know they can trust Florence to provide the right solution that complies with their project requirements.

Our portfolio of products covers centralized mail and package delivery applications for many different architectural styles, providing both standard pre-configured and custom configurable options in multiple popular powder coat color finishes.

Florence Corporation has served on the board that helped develop the latest USPS STD-4C and has been recognized over the years by the USPS with six different awards for Supplier Excellence, Supplier Quality, and Supplier Innovation.

Whether you want to do-it-yourself or prefer to have someone help you at every step of the way, Florence has a solution just for you!



Care & Cleaning

The surface of all Florence Corporation aluminum or powder coated products may be cleaned of dirt or grime with a soft cloth dampened with any mild detergent or properly diluted biodegradable, water-based cleaner.

Wipe from top to bottom to avoid run-down. Avoid use of abrasives, which might damage the product surface. Rinse with plain water and dry. Avoid cleaning during extreme temperature conditions. Matching touch-up paint products may be available from an Authorized Florence Dealer for products which utilize powder coat finishes.

 florencemailboxes.com/cleaning

5 YEAR PRODUCT WARRANTY

Florence Corporation provides a five-year warranty on its products from the date of shipment when purchased from an Authorized Florence Dealer. Full details on the warranty, as well as how to find a local product expert nearest you, can be found by visiting our website or calling us today!

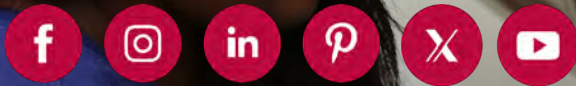
 florencemailboxes.com/warranty



Your Trusted Partner in Commercial and Residential Centralized Mailbox Designs for Nearly 95 Years!

Like all great stories, ours started in a garage – with elbow grease and a sweaty brow. It's that kind of story. Nearly 95 years later, we're still hard at it; continually perfecting our craft, allowing you to perfect yours. You may take our products for granted. We take that as a compliment. Our products don't require attention or fuss. They're built smart, designed to work, and engineered to last.

We empower our customers with the products, the support, and the tools to design faster. Build smarter. Manage better. We understand that in a world of global commerce, demands of efficiency and last-minute deadlines, you need a partner that can keep pace. You've met your match with Florence. Established. Dependable. Strong. It's not just what we make...it's what makes us.



Follow and/or like us on these popular social media platforms so together we can further the discussion on centralized mail delivery, its products, and other topics of interest in the industry. Be sure to also check out our blog where we share pertinent topics of interest as you design and install your mailbox system; and subscribe to our YouTube channel where you can find product feature and 'how-to' videos.

florencemailboxes.com | 800.275.1747