

**SECTION 10 55 00
MAILBOXES**

1.01 GENERAL REQUIREMENTS

- A. A. The Contractor is referred to the "Contract Terms and Conditions", the "Form of Proposal"; the "Form of Bid Bond"; "Division 01 - General", the "Contract Drawings", "Contract Specifications" and all Amendments and Addenda thereto; all of which govern the Work of this Section.

1.02 RELATED SECTIONS

- A. Section 02 41 19 Selective Demolition
- B. Section 04 41 26 Structural Glazed Tile
- C. Section 04 22 00 Concrete Masonry Units
- D. Section 07 92 00 Sealants and Joint Fillers

1.03 QUALITY ASSURANCE

- A. A. All work shall comply with all applicable United States Postal Service (USPS) regulations. Mailboxes shall be stamped on the exposed face to indicate that they have U.S. Postal Service approval.

1.04 SCOPE OF WORK

- A. All labor, materials, equipment, keys and services necessary for removing the existing mailboxes and the provision and installation of mailboxes in all lobbies included in the scope of work.
- B. All associated demolition, patching, and wood and steel framing necessary to accommodate recessed mailboxes within the scope of work.
- C. Contractor to secure approvals from and coordinate mailbox replacement with the U.S. Postal Service.
- D. Contractor shall verify that procedures for delivery of mail during construction are in place prior to proceeding with any work on the existing mailboxes.

1.05 SUBMITTALS

- A. See Division 01, General Requirements – Section 01 33 00.
- B. Submit the following:
- C. Manufacturer's product cuts, specifications, installation information and warranties.
 - 1. Shop Drawings: plans, elevations and sections showing layout and location, including numbers, locations and arrangements of all mailboxes.
 - a. 2.01 MAILBOXES
 - 1) General
 - 2. Mailboxes shall be U.S. Postal Service approved, front loading, fully recessed horizontal type mounted and located as shown on the Drawings. Each group of mailboxes in the lobby shall consist of horizontal and vertical rows of mail compartments fabricated and assembled as a rigid unit securely attached to a matching metal frame firmly secured to surrounding blocking, as shown on the drawings.
 - 3. Each group of mailboxes shall have a master front-access door for the mail carrier's use hinged to the outer trim and containing the doors for access to the individual mail compartments. Provide space to accommodate the U.S. Postal Service Master Door Lock. The steel strike plate for the master lock shall be 1/8-in. thick minimum.
 - 4. Mailboxes shall fully comply with USPS Standard STD-4C Regulations as described in the Federal Register April 21, 2004, which went into effect October 5, 2006. These standards shall not preclude all other features listed herein.

5. Mailboxes shall be Model No. 3635, 35 A-doors unit (34 usable boxes), and Model No. 3628, 28 A-doors (27 usable boxes). High Security Single-Column Front-Loading Key-Operated. Models based on Salisbury Industries. Other Manufacturers has to complied with the same number of mailboxes: National Mailboxes, American Device Manufacturing Company, Bommer Industries, or approved equal.
6. Unit Size: As required to accommodate the number of boxes shown on the Contract Drawings and verified by the Development Management, vertically stacked as shown on the drawings. No parcel lockers are to be included.
7. Compartment door size: 6-1/2" wide by 5-1/4" high typical. Compartment doors shall swing on concealed hinges and be made of high strength aluminum alloy, minimum 1/8" thick reinforced vertically with integral ribs along both sides and center. The integral rib on the hinge side shall engage the frame structure when the door is closed.
8. Apartment numbers shall be engraved directly on the face of the doors in 1 / 2" high letters/numbers, for the apartment designations as shown on the drawings.
9. Compartment Identification inside mailboxes: Contractor shall obtain a list of tenants with apartment numbers from the Development Manager; and shall make plastic labels with tenants' names using a label maker, such Brother or equal, and shall affix them the inside of each mailbox. When finished, Contractor shall give Manager the label maker. For the mailbox marked 'T.A.', engrave inside 'Tenant Association.'
10. Hinges: Continuous, concealed, with cold drawn stainless steel pins.
11. Locks: The lock on each compartment shall be a five-pin tumbler/cylinder lock with vault type three-(3) point latching device, one at the top, bottom, and in the middle of the door. The latching mechanism shall be designed so as to prevent entry into the box by forcing the middle latch, and to prevent pressure on the lock if the middle latch is forced. Top and bottom pins shall be of high tensile steel operating within hardened steel bushings.
- D. Doors and Grid Frames: Extruded aluminum, from alloy 6063-T5. Cabinets shall be formed of high strength sheet aluminum. Vertical dividers shall be reinforced with formed aluminum stiffeners.
- E. Mailboxes shall have 3/4" minimum stainless steel mailbox collar. Trim and collar shall be factory cut and assembled on site and shall match door finish.
- F. All exposed surfaces to be satin aluminum, clear coated, BHMA Finish Code No. 627.
- G. Keys: Supply three (3) keys for each mailbox to Management. Identify the keys by attaching a tag with corresponding apartment number to each set of three (3) keys. Group the keys in separate packages according to individual lobbies. Supply three (3) keys with each lock.
- H. Inside the mailboxes, not visible from the outside, shall have the apartment number and the tenant's name in such a manner that the tenant's name can be changed. Contractor to obtain from Manager tenant names and apartment numbers.
- I. There shall be one mailbox marked 'T.A.' Inside the mailbox shall be printed 'Tenant Association.'

1.06 INSTALLATION

- A. Examine all areas and conditions where the postal equipment is to be installed. Bring any discrepancies between the drawings and field conditions to the attention of the Authority prior to installation of the mailboxes.
- B. Contractor shall verify apartment count and numbering for building. This shall be furnished to the development manager for signed approval prior to installation of mailboxes. This sheet shall be forwarded to NYCHA for final acceptance.
- C. Coordinate and schedule the work of this Section with the work of other trades. Make all necessary arrangements with the U.S. Postal Service office for scheduling the removal of existing mailboxes and installation of the new mailboxes. Lobby construction shall be sequenced so that temporary mailbox location does not interfere with any other planned work. Mail delivery shall be uninterrupted. At no time shall any tenant be without a designated and approved mailbox, accessible at all times.

- D. Sample Installation: After the approval of all materials and shop drawings, the contractor shall install a sample lobby installation of the mailboxes. Further work shall commence only after written approval of the sample installation by the Authority.
- E. As per Post Office Requirements, mailboxes shall be installed so that the top mailbox lock is no more than 67" a.f.f, and the bottom mailbox lock shall be no less than 28" a.f.f. As provided on the Contract Drawings, a significant percentage,(approx..60%) of the mailboxes will therefore comply with the reach allowances for wheelchair accessibility.
- F. Installation
- G. The joint between the mailbox collar and surrounding masonry shall be sealed with a continuous bead of epoxy adhesive, No. 10 compound by Permagile Co. or equal.
 - 1. All fastening screws, bolts, etc. shall be of compatible materials. Unless otherwise noted screws shall be of stainless steel.
 - 2. All parts shall be properly aligned and securely fastened for rigidity. Furnish anchors, sockets, fastenings and other necessary items to be embedded in concrete or masonry, or required for securing metal work to other construction. For masonry walls, provide expansion bolts or other fastening devices as approved.
 - 3. All exposed screws shall be tamper-proof pin-in-head, as approved.
 - 4. Perform all cutting, fitting, tapping and drilling as may be necessary in connection with the work included herein. All exposed metal edges shall be ground smooth to the touch prior to acceptance of the work.
 - 5. Install pocket shelf using a full coat of construction epoxy and stainless steel tamperproof screws.
 - a. CLEANING AND TESTING
 - 1) Verify that all mailboxes are fully functioning and anchored securely prior to final acceptance. Any locks, hinges, or other items not fully functional and/or loose in their frames or fittings shall be replaced at no cost to the Authority.
 - 2) Clean all surfaces at completion of work. Any surfaces damaged during construction prior to final acceptance of the work shall be repaired or replaced to the satisfaction of the Authority at no additional cost.

END OF SECTION 10 55 00