

SECTION 10 55 00 - POSTAL SPECIALTIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes but is not limited to:
 - 1. USPS-approved cluster box units (CBUs).
 - 2. Accessories:
 - a. Key cabinet.

1.3 SUBMITTALS

- A. 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.
- B. 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.
- C. Samples: For each type of exposed finish required, prepared on 6-by-6-inch (150-by-150-mm) square Samples.
- D. Qualification Data: For qualified Installer.
- E. Product Certificates: For each type of postal specialty required to comply with USPS regulations, signed by product manufacturer.
- F. Post Master Approval: Final USPS local postmaster approval for installed postal specialties to be served by USPS.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For postal specialties and finishes to include in maintenance manuals.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Key Blanks: One (1) for every four (4) locks or fraction thereof, for each type of compartment-door lock installed.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A firm experienced in installing postal specialties and whose installations have been given final approval by local postmasters authorizing use by USPS.
- B. 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.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver lock keys to Owner by registered mail or overnight package service with a record of each corresponding lock and key number.
- B. Deliver combination-lock combinations to Owner by registered mail or overnight package service with a record of each corresponding lock and combination.

1.8 COORDINATION

- A. Coordinate layout and installation of mail chutes and attachments to structure with other construction that passes above ceilings, penetrates ceilings, or is supported by them in the vicinity of mail chutes; including light fixtures, HVAC ductwork and equipment, fire-suppression system and other piping, and partition assemblies.
- B. Coordinate layout and installation of recessed or semirecessed postal specialties with wall construction.
- C. Templates: Obtain templates for installing postal specialties and distribute to parties involved.

1.9 WARRANTY

- A. 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 (5) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Aluminum: Manufacturer's standard alloy and temper for type of use and finish indicated, and as follows:
 - 1. Sheet and Plate: ASTM B 209 (ASTM B 209M).
 - 2. Extruded Shapes: ASTM B 221 (ASTM B 221M).
- B. Steel Sheet: Cold rolled, ASTM A 1008/A 1008M, Commercial Steel (CS), Type B, exposed matte finish where exposed.
- C. Metallic-Coated Steel Sheet: Galvanized-steel sheet, ASTM A 653/A 653M, G60 (Z180) coating designation, extra smooth where exposed; or electrolytic zinc-coated steel sheet, ASTM A 879/A 879M, Coating Designation 08Z (24G).
- D. Stainless-Steel Sheet: ASTM A 666, Type 304.
- E. Steel Anchor Bolts, Nuts, and Washers: ASTM F 1554, Grade 36 or 55, hot-dip galvanized.
- F. Stainless-Steel Anchor Bolts, Nuts, and Washers: ASTM A 193/A 193M, Grade B8M, Type 316.
- G. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187.

2.2 USPS-APPROVED CLUSTER BOX UNITS (CBUs)

- A. General: Consisting of multiple compartments enclosed within freestanding, pedestal-mounted enclosure. Provide access to compartments for distributing incoming mail from front of unit by unlocking master lock and swinging pair of side-hinged master doors to provide accessibility to entire group of compartments. Provide access to each compartment for removing mail by swinging compartment door. Comply with USPS-B-1118G.
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Florence Corporation.
 - b. 2B Global Inc., Concise Kiosk
 - c. Salsbury Industries.
 - d. Approved Substitution.
 - 2. Mail Delivery: USPS.

3. Cluster Box Unit Configuration:
 - a. Provide the following:
 - 1) (3) Salsbury Cluster Box Units #3312 with Pedestals, or approved equal. Type II, Twelve "A" size doors, one parcel locker, one outgoing mail slot.
- B. Compartment Enclosure: Fabricated from aluminum sheet with aluminum mounting pedestal and weather-protection hood, with the following number and size of compartments:
 1. Provide number and configuration as indicated on Drawings. Provide a minimum of one compartment for each apartment and one additional compartment for the management office.
 - a. Mail compartments not less than 3 inches high by 12 inches wide by 15 inches deep (76 mm high by 305 mm wide by 381 mm deep). For every 16 mail compartments provide (1) one outgoing mail collection compartment prepared for master-door lock, and two (2) parcel compartments.
- C. Compartment Doors and Frames: Fabricated from one-piece extruded aluminum or aluminum sheet. Equip each compartment door with lock, tenant identification, and concealed, full-length, flush hinge on one side. Provide outgoing mail slot with weather protection flap.
 1. Tenant Identification: Number engraved into face of compartment door.
 2. 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.
 3. Parcel-Locker-Door Locks: Two-key security system in which control key provides access to parcel-locker key, which opens compartment and is retained once opened.
- D. Pedestal: Aluminum, with same finish as compartment enclosure and attached with theft-resistant fasteners.
- E. Exposed Aluminum Finish: Finish surfaces exposed to view with powder-coated finish in color as selected by Architect from manufacturer's full range of colors.
- F. Key Cabinet: Wall-mounted, steel cabinet with pivoting, key-holding panels and side-hinged door equipped with five-pin tumbler, cylinder door lock and concealed, full-length flush hinge. Finish cabinet, panels, and door with baked-enamel or powder-coated finish. Provide key control system consisting of key-holding hooks, labels, two sets of key tags with self-locking key holders, key-gathering envelopes, and temporary and permanent markers.
 1. Capacity: Keys for 150 percent of the number of mail-receptacle locks.
 2. Cross-Index System: Consisting of index cards for recording key information. Include three receipt forms for each key-holding hook.
 3. Baked-Enamel or Powder-Coated Finish: Color as selected by Architect from manufacturer's full range.

2.3 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.

2.4 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. Pedestal-Mounted Postal Specialties: Anchor units with 1/2-inch- (13-mm-) diameter, galvanized or stainless-steel anchor bolts with hooked ends.
- C. Collection Boxes: Install collection boxes with centerline of mail slots and not more than 48 inches (1219 mm) above finished floor.
- D. Receiving Boxes: Install receiving boxes with bottom of unloading door not less than 30 inches (762 mm) above finished floor.
 - 1. Install receiving boxes with exterior of box bottom not more than 20 inches (508 mm) above finished floor.
- E. Key Keeper: Install as directed by Architect.

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. Train Owner's maintenance personnel to adjust, operate, and maintain postal specialties.

END OF SECTION 10 55 00