

## SOUTH FLORIDA DISTRICT GROWTH MANAGEMENT INFORMATION

Please submit the following items to: South Florida Growth Management

- SIGNED AGREEMENT – with contact information to include email
- SITE PLAN – indicating where the centralized delivery or mailroom is located
- EQUIPMENT SPEC - samples included in this package
- ELEVATIONS – with installation specs for mailrooms

PDF format is preferred

Once review is complete you, as well as, Address Management Office and the local delivery Unit will be notified that the delivery has been approved and can begin once 10% occupancy has been reached.

Please note these important facts:

- Documents should be submitted for review and approval as soon as design is available. It's easier for the development to correct a compliance issue prior to construction/development. Delivery will not begin until the approvals are in place. (If delivery is not approved, residents/tenants would not be able to receive mail at the proposed address. A PO Box or travel to local delivery unit to pick up mail would be possible alternatives)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Ensure installation heights are visible and in compliance with Postal regulations
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property
- Delivery is expected at ground level as this normally is the most efficient and convenient location for carrier access.

If you have any questions regarding the attached information please email your questions to:

South Florida Growth Management

KQ16MO@usps.gov

# **SOUTH FLORIDA DISTRICT GROWTH STANDARD OPERATING PROCEDURES**

- **SFL Agreements:**
  - Residential
  - Commercial
- **Letters**
  - Developers, Project Managers, Owner
- **Samples**
  - Mailroom Elevation
  - Site plan with mailroom indicated
  - Site plan with delivery points indicated
  - Apartment/Condo Elevations
  - Mail Kiosk Elevations
  - 4C Recessed Specs with installation requirements
  - CBU/Cluster Box Unit Specifications
- **CBU**
  - Available sizes
  - CBU Information
- **Parcel Locker Delivery Information**
- **STD 4C Model – Authorized/Approved as of 2006**
  - Quick Reference Guide
- **Installation and ADA (Americans with Disabilities Act)**
- **Carrier Access Control Options**



**SFL MODE OF DELIVERY AGREEMENT FOR  
NEW DEVELOPMENTS  
Residential Homeowners**

PLEASE COMPLETE HIGHLIGHTED AREAS

NAME OF PROJECT \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS OF PROJECT \_\_\_\_\_  
 POST OFFICE/ZIP CODE \_\_\_\_\_  
 DEVELOPER \_\_\_\_\_ Contact \_\_\_\_\_

This project is: NEW CONSTRUCTION \_\_\_\_\_ RENOVATION \_\_\_\_\_  
 Estimated 1<sup>ST</sup> Occupancy Date: \_\_\_\_\_ 10% Occupancy: \_\_\_\_\_ Completion: \_\_\_\_\_  
 Information regarding centralized delivery equipment options is available on request.

Type of Project	Deliveries	Equipment-Type #
Apartment/condo/hi-rise complex	_____	_____
Assisted Living	_____	_____
Single Family/Townhouse	_____	_____
Other _____	_____	_____

**DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:**

- Equipment type, location and installation of all receptacles must be approved by [South Florida Growth Management](#)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Centralized Delivery Equipment and Concrete Slabs are to be installed / maintained by the Developer or its designee. Purchase, installation and maintenance of delivery equipment are the responsibility of the customer. (POM 632.11)
- Keys issued to residents by Developer or its designee (After initial issue, resident/lost or stolen keys are to be requested from the business management office.) Locks changed by: Developer  Management Office  USPS (if available in your area)
- All initial keys and interior of the CBU will be labeled by the Postal Service according to Address Management approved diagrams.
- Letter of introduction and instruction "how to use the CBU and Parcel Lockers". :
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property
- The approved mode of delivery cannot be changed arbitrarily. Mode of delivery must be retained absent an agreement otherwise.

By signing below, I acknowledge I Understand the options and responsibilities for receiving mail delivery service

POSTAL SERVICE REPRESENTATIVE  
 NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

PROPERTY DEVELOPER / MGR / OWNER  
 NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

\*Required documentation as applicable to your project: SITE PLAN (Indicating proposed delivery location(s) and carrier parking), MAIL ROOM ELEVATIONS, EQUIPMENT SPECS, INSTALLATION SPECS.



**SFL MODE OF DELIVERY AGREEMENT  
FOR NEW DEVELOPMENTS  
Business / Commercial / Mixed Use**

PLEASE COMPLETE HIGHLIGHTED AREAS

**NAME OF PROJECT** \_\_\_\_\_  
**ADDRESS OF PROJECT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**POST OFFICE/ZIP CODE** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_ **Contact** \_\_\_\_\_

**This project is:** NEW CONSTRUCTION \_\_\_\_\_ RENOVATION \_\_\_\_\_  
**Estimated: 1<sup>ST</sup> Occupancy Date:** \_\_\_\_\_ **10% Occupancy:** \_\_\_\_\_ **Completion:** \_\_\_\_\_

**Information regarding centralized delivery equipment is available on request.**

Type of Project	Deliveries	Equipment-Type / #
Office Bldg. (___ Floors)	_____	_____
Shopping Mall	_____	_____
Strip Mall	_____	_____
Other _____	_____	_____

**DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:**

- Equipment type, location and installation of all receptacles must be approved by [South Florida Growth Management](#)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Centralized Delivery Equipment and Concrete Slabs are to be installed / maintained by the Developer or its designee. Purchase, installation and maintenance of delivery equipment are the responsibility of the customer. (POM 632.11)
- Keys issued to residents by Developer or its designee (After initial issue, resident/lost or stolen keys are to be requested from the business management office.). Locks changed by: Developer  Management Office  USPS (if available in your area)
- All initial keys and interior of the CBU will be labeled by the Postal Service according to Address Management approved diagrams.
- Letter of introduction and instruction "how to use the CBU and Parcel Lockers". :
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property.

By signing below, I acknowledge I Understand the options and responsibilities for receiving mail delivery service.

**USPS GROWTH COORDINATOR**

**PROPERTY DEVELOPER/MGR/OWNER**

**NAME** \_\_\_\_\_  
**TITLE** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_  
**TELEPHONE #** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_  
**TITLE** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_  
**TELEPHONE #** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

Required documentation as applicable to your project: SITE PLAN (Indicating proposed delivery location(s) and carrier parking), MAIL ROOM ELEVATIONS, EQUIPMENT SPECS, INSTALLATION SPECS.

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service network. While curb line and sidewalk delivery remain viable and approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

At a minimum, the USPS will work with builders and developers to determine what the best mode of delivery is for the area prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and to customer travel. The USPS recognizes the interest builders have in controlling site plans, and just as with other public services, the USPS will work to meet the requests and requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service. **Centralized delivery is the most cost effective and efficient mode of delivery.** Not only is it an efficient form of delivery but also provides important benefits to your residents:

- Mail security – Mail theft is real concern. Residents would not need to stay home all day or watch for the carrier when they are expecting checks, important documents etc.
- Convenience - Packages too large for the curbside box would require the resident to make a trip to the Post Office to pick it up. Central delivery boxes come with parcel lockers of varying sizes to accommodate your community needs.
- Safety – An overflowing mailbox could be a sign that the residents are away. Central Delivery Boxes can safely hold several days mail. If the resident will be away for an extended length of time the carrier can hold mail at the post office for up to 30 days.

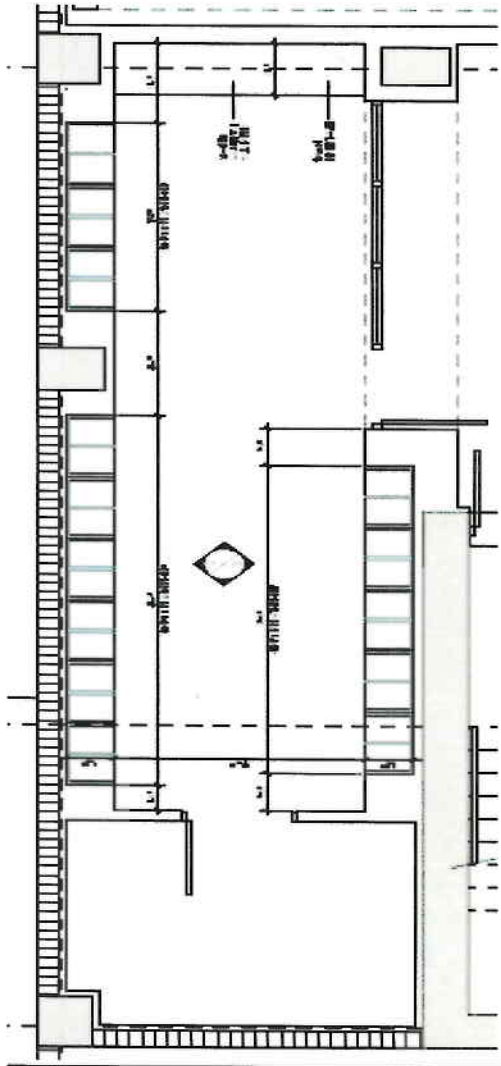
Given the current financial state of the United Postal Service and the established Postal Policy regarding this matter specifically addressed in the Postal Operations Manual changes of April 2012 **centralized delivery is the approved mode of delivery.**

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as an approved site location (s) are agreed upon and the required delivery equipment is put in place.

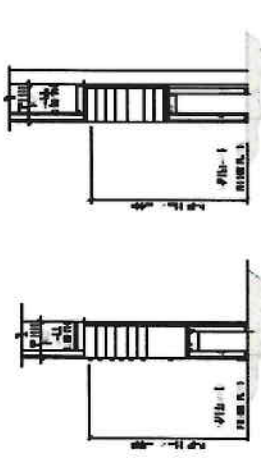
If you need assistance determining locations for the central delivery boxes please feel free to contact me. Once the location for the central delivery boxes is determined please forward a copy of the site plan with the proposed site indicated for this office approval. After approval I will inform the delivery unit that delivery can begin once you have 10% occupancy.

The Postal Service remains committed to being a world class communication company and provider of hard copy product and communication in the 21<sup>st</sup> century.  
Regards,

South Florida District  
Growth Coordinator

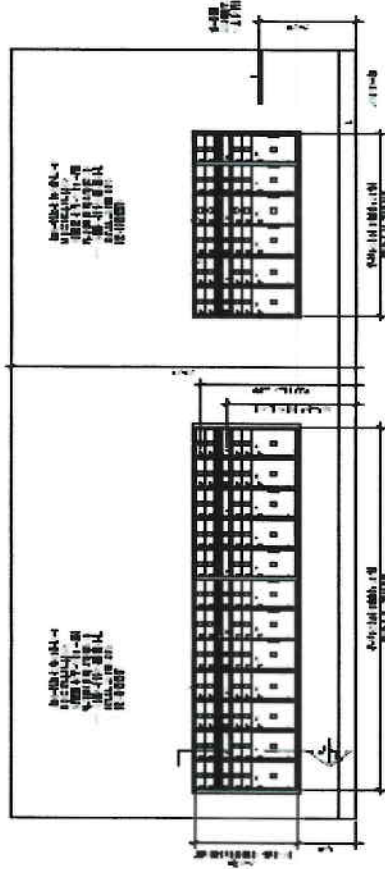


ENLARGED MAIL ROOM FLOOR PLAN  
SCALE 1/8" = 1'-0"

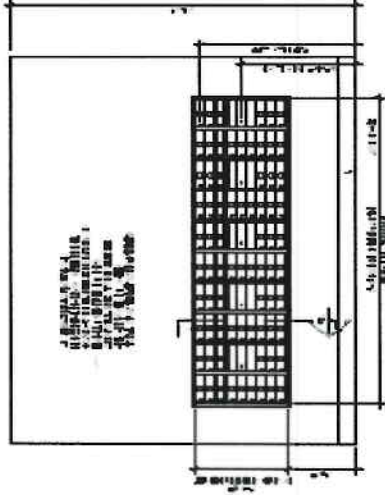


SECTION THRU MAILBOX  
SCALE 1/8" = 1'-0"

SECTION THRU MAILBOXES  
SCALE 1/8" = 1'-0"



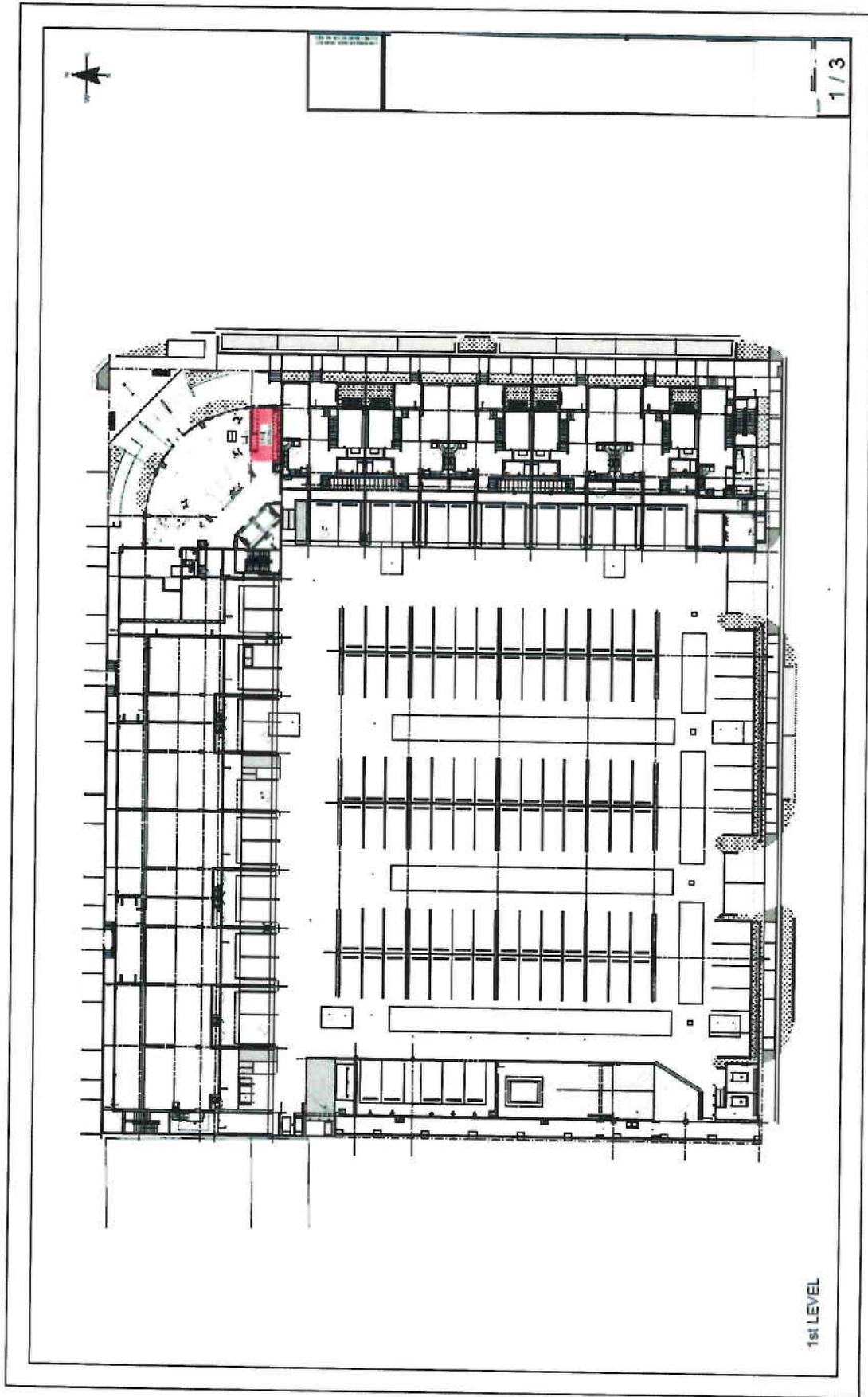
INTERIOR ELEVATION  
SCALE 1/8" = 1'-0"



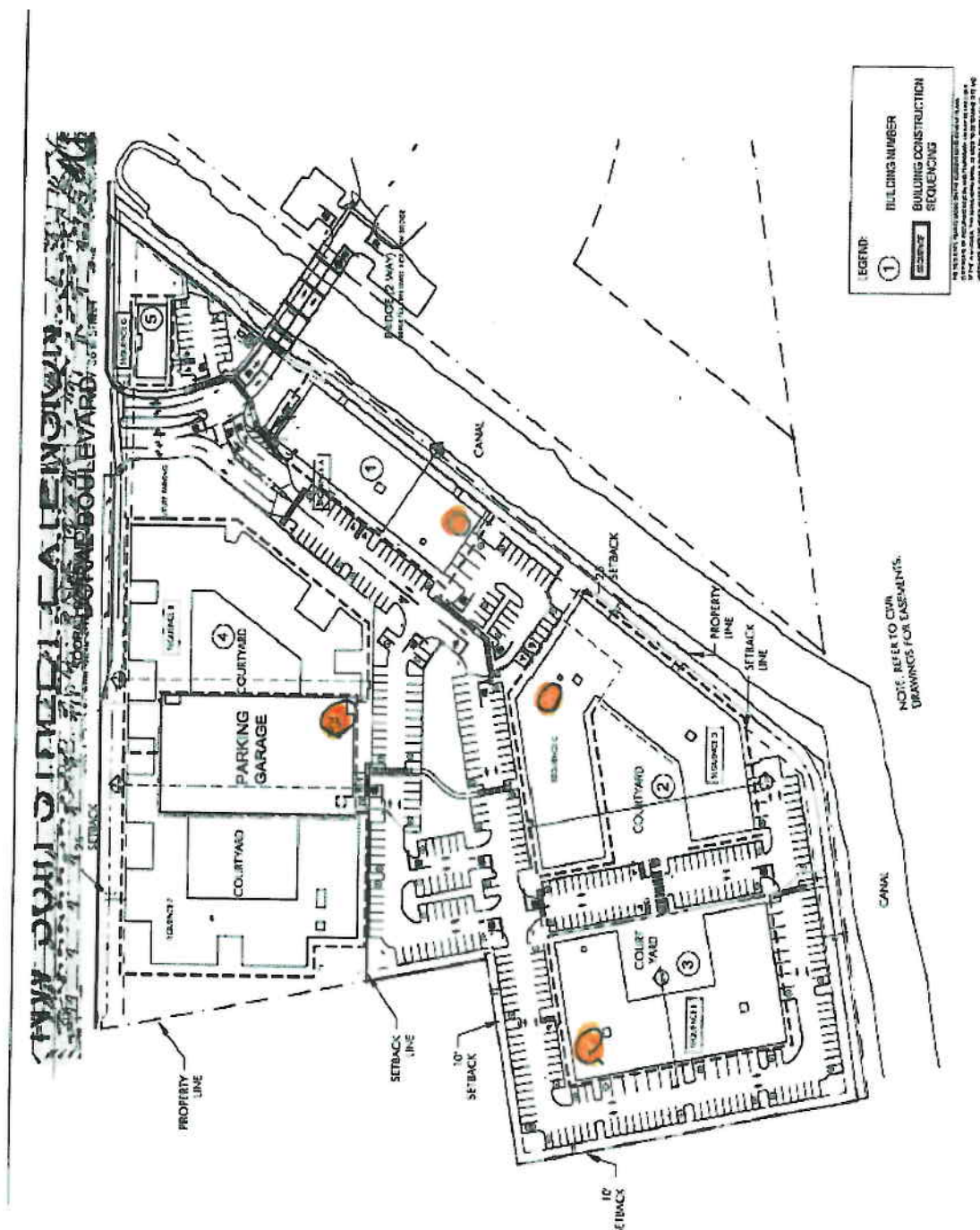
INTERIOR ELEVATION  
SCALE 1/8" = 1'-0"

Please ensure installation heights are visible and in compliance with Postal regulations

SAMPLE MAILROOM ELEVATION

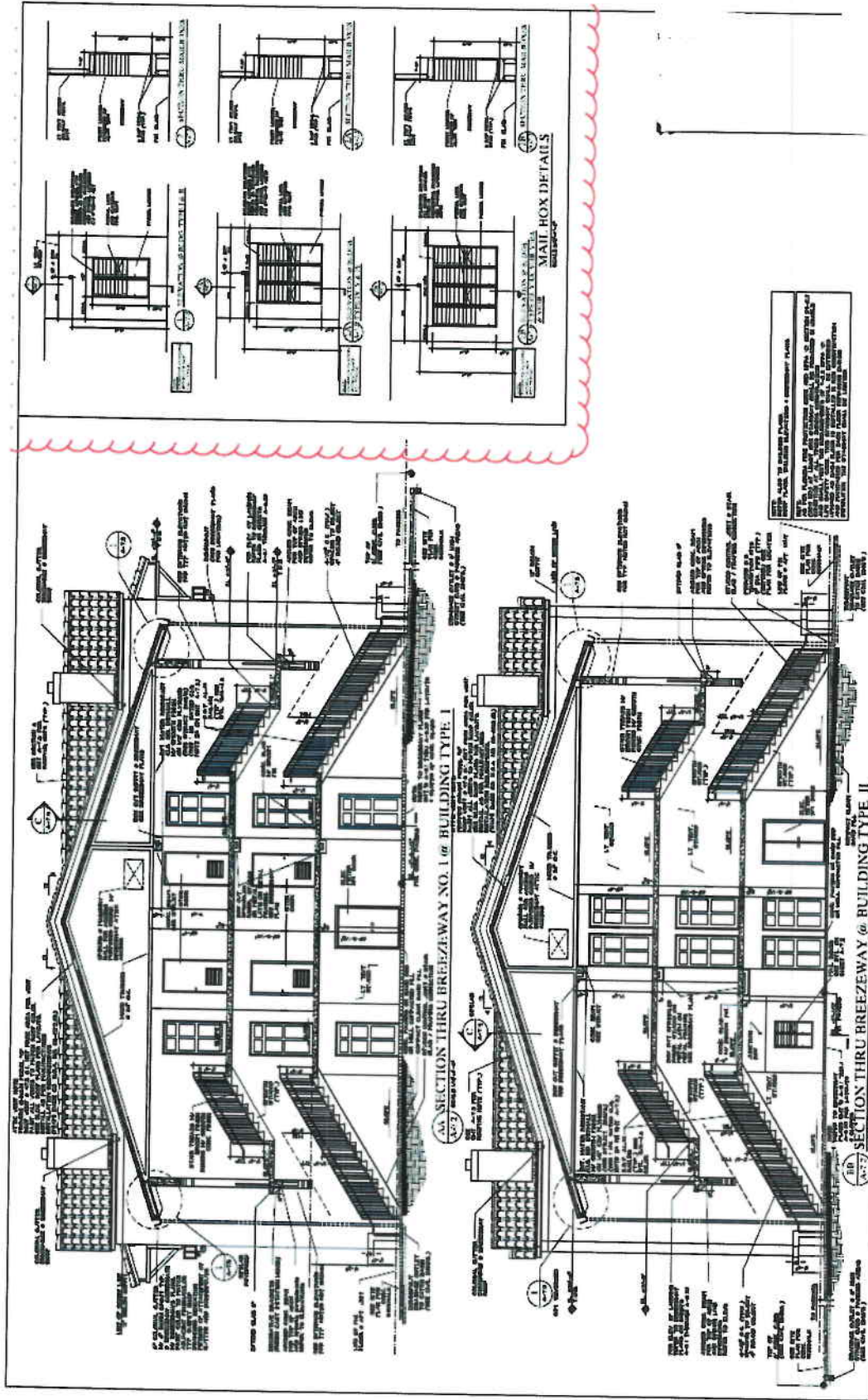


SAMPLE SITE PLAN WITH MAIL ROOM

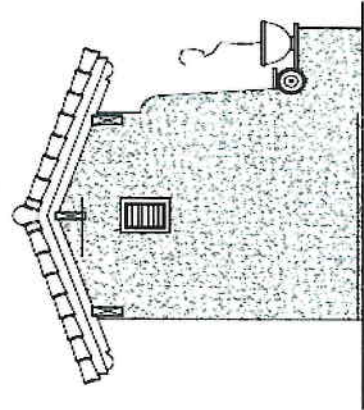
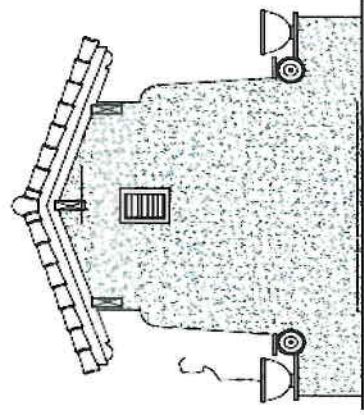
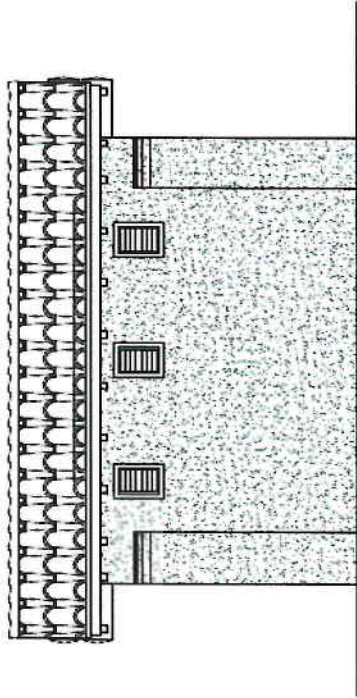
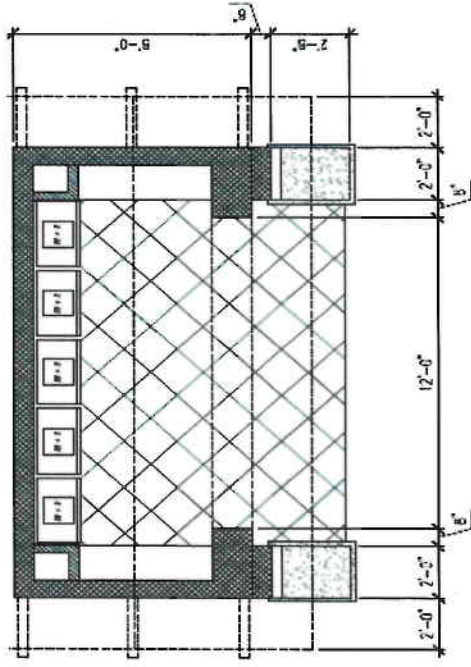


SAMPLE SITE PLAN WITH DELIVERY POINTS INDICATED





SAMPLE APARTMENT/CONDO ELEVATION



SIDE ELEVATION b

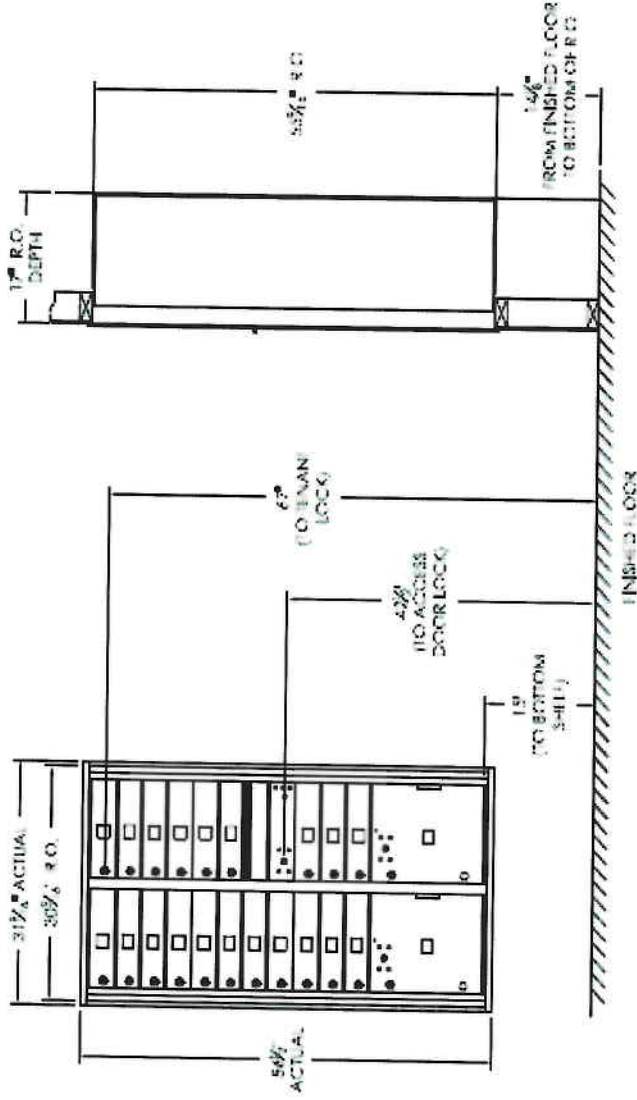
SIDE ELEVATION c

Please note:

In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.

**SAMPLE MAIL KIOSK ELEVATION**

versatile™ 4C Mailbox, 4C16D-20



Notes:

- This module meets the USPS STD-4C requirements for installation defined below when the mailbox is installed per the dimensions provided on this drawing.
  - At least one customer compartment shall be positioned less than 48" above finished floor (AFF).
  - No parcel locker (interior bottom shelf) shall be positioned less than 15" AFF.
  - No parcel locker (interior) lock shall be positioned more than 67" AFF.
  - No parcel locker (interior) lock shall be positioned less than 28" AFF.
  - The USPS Arrow lock shall be positioned 36"-48" AFF.
- This 4C mailbox can also be used for private applications.
- The rough opening width for multi-unit 4C installations = (the sum of all actual unit widths) + 1/8".

COMPARTMENT CHART

DESCRIPTION	COMPARTMENT	COMPARTMENT SIZE	QTY
MAILBOX	4C1	31 1/2" X 16" X 17"	20
SUBCOMPARTMENT	4C2	6" X 16" X 17"	1
TASKSET	4C3	18" X 16" X 17"	2

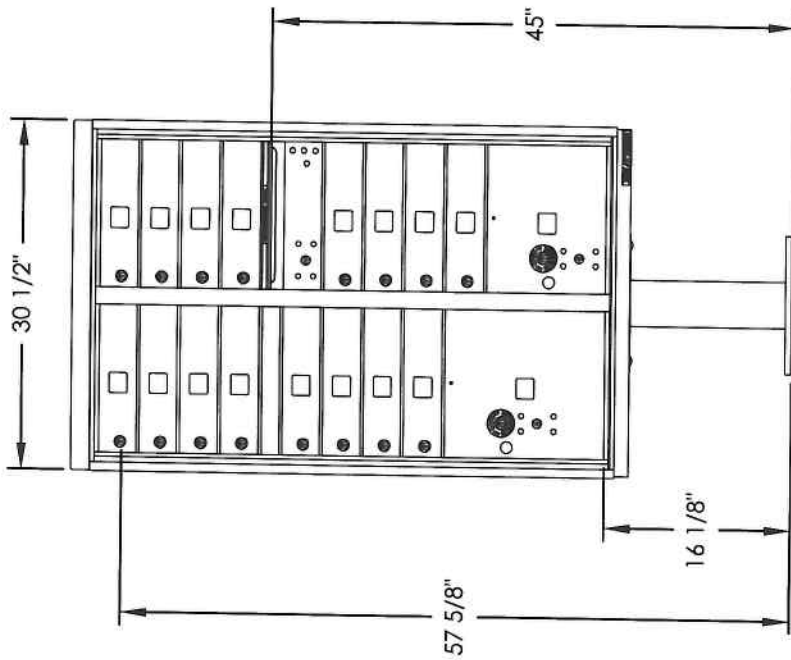
PRODUCT SERIES: VERSATILE™ 4C FRONT LOAD MAILBOX

**AF FLORENCE**  
 manufacturing company

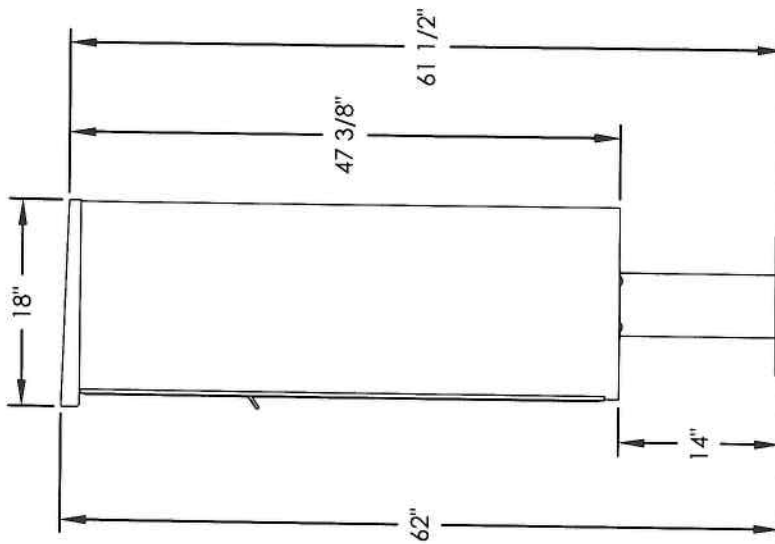
5933 Corporate Drive • Manhattan, KS 66503  
 www.aflorence.com/boxes.com • (800) 275-1747  
 A CIBERWATX INDUSTRIES COMPANY

MODEL	4C16D-20	REV	B
SCALE	NONE	LAST REV DATE	3/27/2014
DRAWING NUMBER	4C16D-20CS	DRAWN BY	SDH

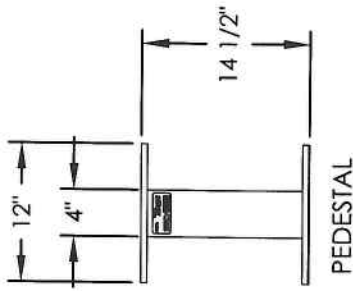
# vital™ Cluster Box Unit - Type III



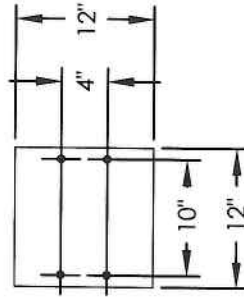
FRONT VIEW



SIDE VIEW



PEDESTAL



PEDESTAL BASE  
BOLT PATTERN

DOOR CHART

DOOR TYPE	DIMENSION (HEIGHT x WIDTH)
TENANT	3-3/8"x12-13/16"
10" PARCEL	10-1/4"x12-13/16"
13" PARCEL	13-3/4"x12-13/16"
OUTGOING SLOT	3/4"x11-3/4"

NOTES:

1. This unit is approved for USPS and private applications.
2. Decorative mailbox accessories sold separately and are USPS Approved products.
3. Pedestal should be installed with included Rubber Pad; mounting hardware not included, refer to installation manual for recommendations.
4. Florence "F" series CBU is Officially Licensed by USPS; License #CDSEQ-08-B-0012

PRODUCT SERIES: vital™ CLUSTER BOX UNIT

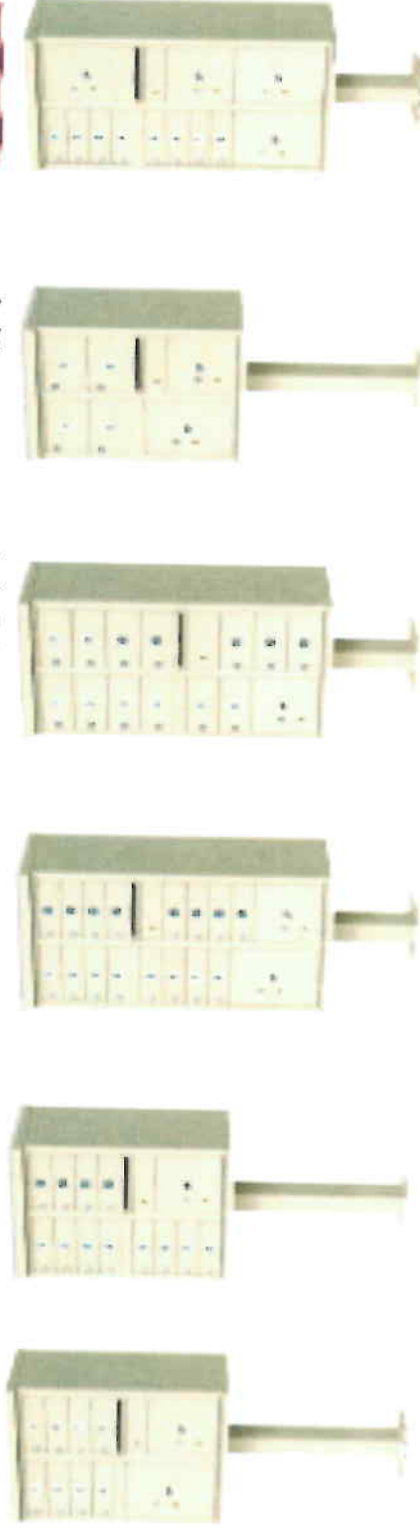
**AF FLORENCE**  
**manufacturing company**

5935 Corporate Drive • Manhattan, KS 66503  
 www.florencemailboxes.com • (800) 275-1747  
 A GIBALTAR INDUSTRIES COMPANY

MODEL	1570-16	REV	A
SCALE	NONE	LAST REV DATE	9/26/2012
DRAWING NUMBER	1570-16CS	DRAWN BY	AFD

# vital™ cluster box units

Pre-configured units include built-in parcel lockers and outgoing mail collection for added convenience to be used alone or in large groupings to accommodate every project need.



1570-8XX

1570-12XX

1570-16XX

1570-13XX

1570-4T5XX

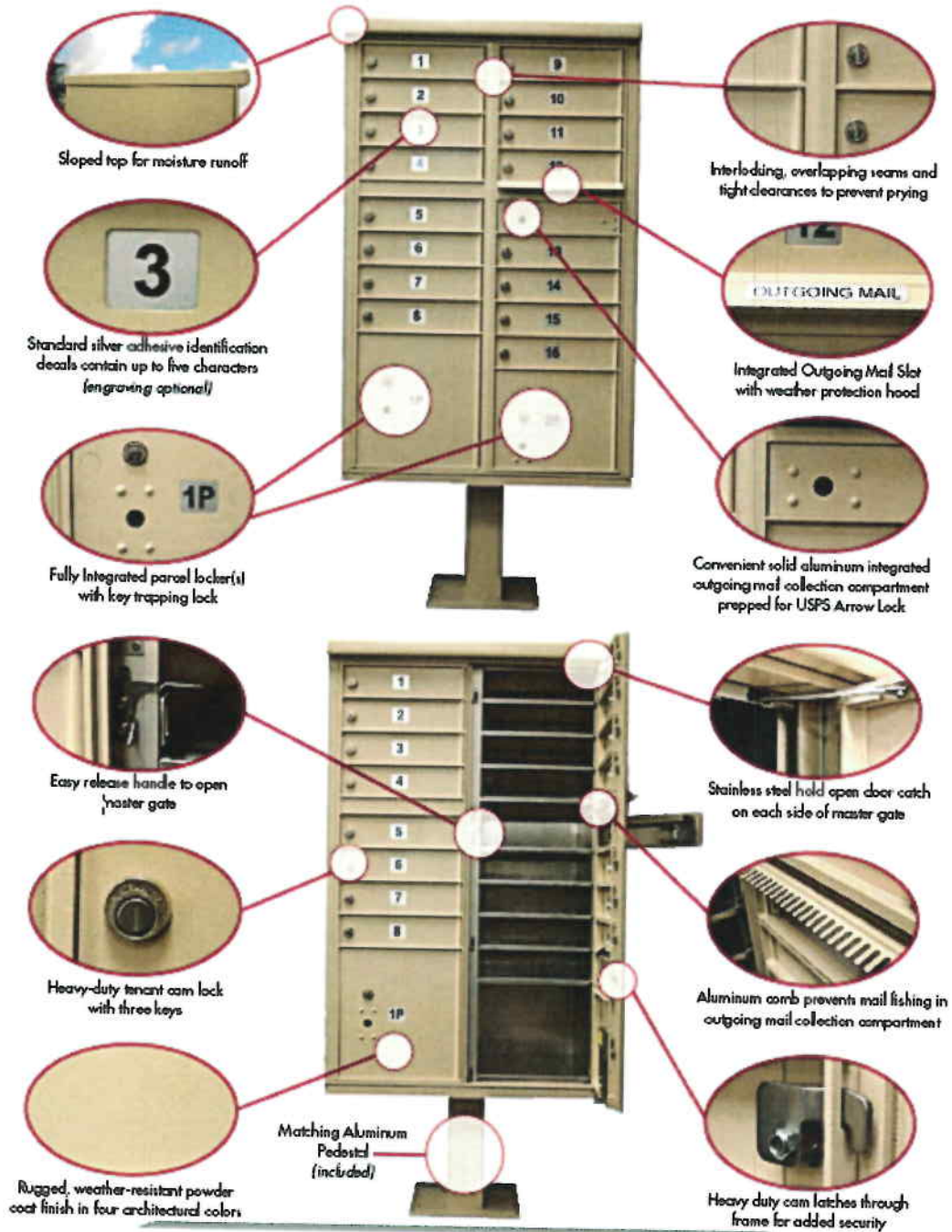
1570-8T6XX

MODEL #	CBU TYPE	INSTALLED HEIGHT	INSTALLED WIDTH	INSTALLED DEPTH	PEDESTAL HEIGHT	WEIGHT (LBS)	STANDARD TENANT COMPARTMENT DIMENSIONS	MAILBOX COMPARTMENTS	PARCEL LOCKERS
1570-80X	vital™ Type I CBU	62"	30-1/2"	16"	26-1/2"	144	3"H x 12"W x 15"D	8	2
1570-120X	vital™ Type II CBU	62"	30-1/2"	16"	26-1/2"	144	3"H x 12"W x 15"D	12	1
1570-160X	vital™ Type III CBU	62"	30-1/2"	16"	14-1/2"	175	3"H x 12"W x 15"D	16	2
1570-130X	vital™ Type IV CBU	62"	30-1/2"	16"	14-1/2"	167	4-3/4"H x 12"W x 15"D	13	1
1570-4T50X	vital™ Type V CBU	62"	30-1/2"	16"	26-1/2"	145	6-1/2"H x 12"W x 15"D	4	2
1570-8T60X	vital™ Type VI CBU	62"	30-1/2"	16"	14-1/2"	176	3"H x 12"W x 15"D	8	4

Note: Exchange "XX" in Model # above for two-digit color reference: Black=BK Dark Bronze=DB Sandstone=SD Panel Gray=PG

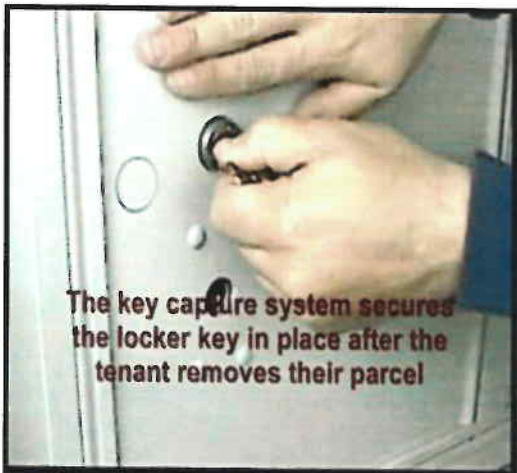
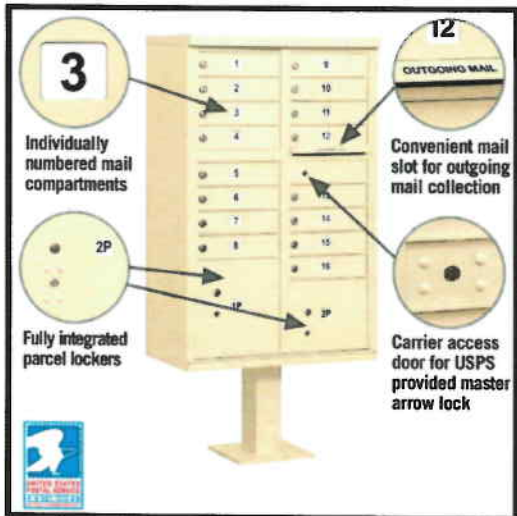
CBU – approved for USPS outdoor use

## Cluster Boxes



CBU – CLUSTER BOX UNIT

# PARCEL LOCKER DELIVERY SYSTEM



- Used when the carrier has a parcel that does not fit into the regular mail delivery box
- Package will be placed into a parcel locker located at the bottom of the one of the delivery boxes.
- Parcel lockers and keys are numbered and end in "P"
- The key for the parcel locker containing the package will be placed into the customer's mail delivery box.
- Customer picks up key with their mail
- Customer matches the key number to the corresponding parcel locker box
- Customer opens the box and collects the package
- After opening, the parcel locker key remains locked in place until the carrier releases for next use.

# versatile™ 4C mailbox suites

## Florence 4C Quick Reference Guide



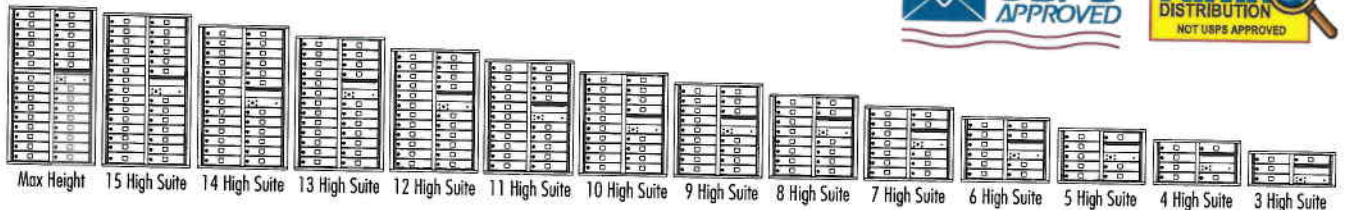
All STD-4C compliant mailboxes must meet the U.S. Postal Service's (USPS) design and installation regulation in order to receive the designation *USPS Approved*. Accessibility regulations may vary locally and regionally; always consult local building codes for applicable accessibility requirements related to your mailbox project. (See page 16 for additional details.)

Sequential numbering (rather than assigning mailbox IDs that match apartment or house numbers) of mailbox compartments may allow greater flexibility in providing accessible mailbox compartments that meet accessibility regulations applicable to your project. It also provides greater security and privacy for residents.

Mounting at specified heights AFF (Above Finished Floor) ensure USPS installation requirements are met.

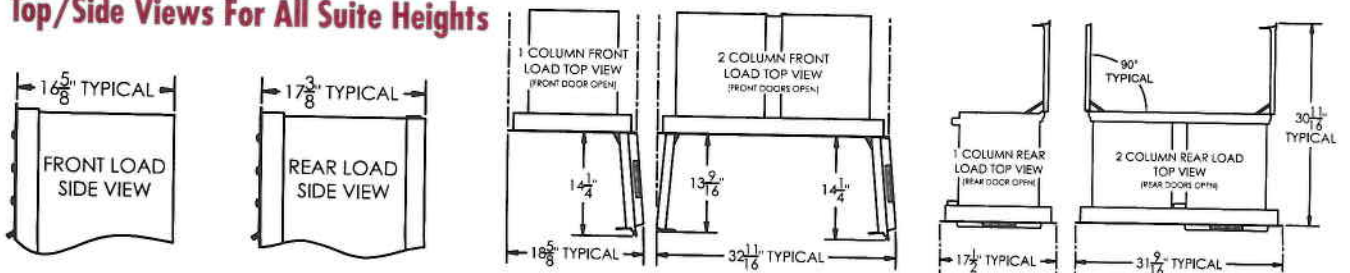
- If your installation is for USPS delivery and contains any tenant compartments in the bottom row, the minimum height from the floor is 28"
- If your installation contains no tenant compartments in the bottom row, you have the option to install at a minimum of 15" from the floor to be compliant with ADA and USPS requirements.

### Suite Height Options



The reference module images and charts on the following pages show the proper installation heights for Florence's versatile™ 4C mailbox suites to help your project comply with USPS installation and accessibility codes. Drawings shown are for your quick reference only. For specific standards, consult with local authorities.

### Top/Side Views For All Suite Heights

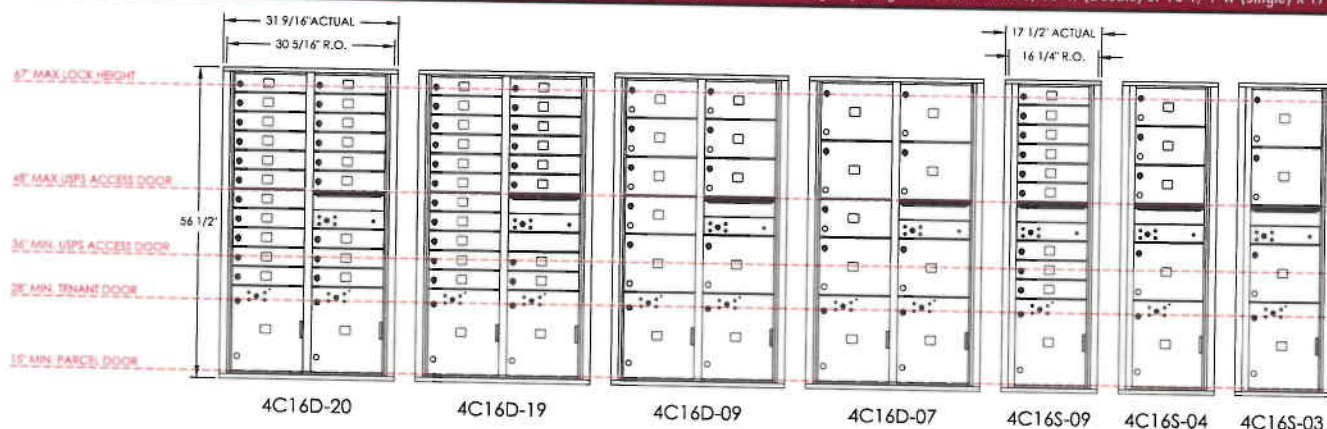




# versatile™ 4C mailbox suites

## MAX HEIGHT SUITE

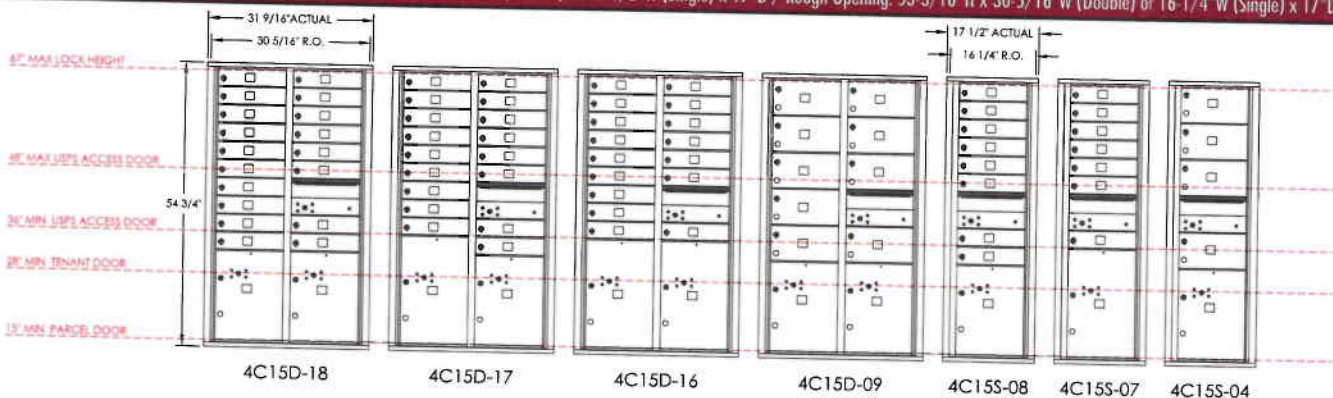
Actual: 56-1/2" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D / Rough Opening: 55-9/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D



Model (Compartment Types)	4C16D-20 (20 MB1, 2 PL15)	4C16D-19 (19 MB1, 2 PL15)	4C16D-09 (7 MB2, 2 MB3, 2 PL15)	4C16D-07 (1 MB2, 6 MB3, 2 PL15)	4C16S-09 (9 MB1, 1 PL15)	4C16S-04 (3 MB2, 1 MB3, 1 PL15)	4C16S-03 (3 MB3, 1 PL15)
# Mailboxes (Total)	20	19	9	7	9	4	3
# 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"	8	7	3	3	3	1	1
Module Weight (lbs)	171	163	157	140	97	81	62

## 15 HIGH SUITE

Actual: 54-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D / Rough Opening: 53-3/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D



Model (Compartment Types)	4C15D-18 (18 MB1, 2 PL5)	4C15D-17 (17 MB1, 1 PL5, 1 PL6)	4C15D-16 (16 MB1, 2 PL6)	4C15D-09 (9 MB2, 2 PL5)	4C15S-08 (8 MB1, 1 PL5)	4C15S-07 (7 MB1, 1 PL6)	4C15S-04 (4 MB2, 1 PL5)
# Mailboxes (Total)	18	17	16	9	8	7	4
# 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"	8	7	6	3	3	2	1
Module Weight (lbs)	160	158	156	144	87	85	79

### NOTES:

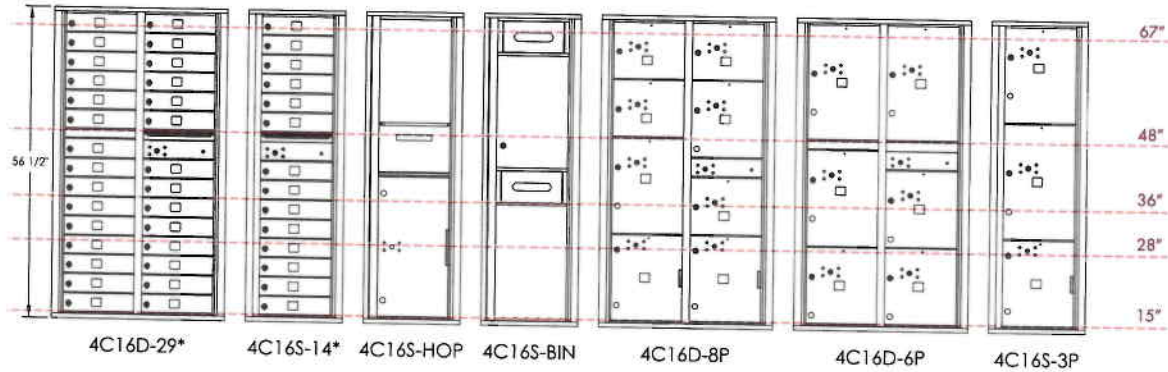
All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution.

See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options.

Modules noted with an asterisk (\*) do not meet USPS installation specifications and are for private delivery.

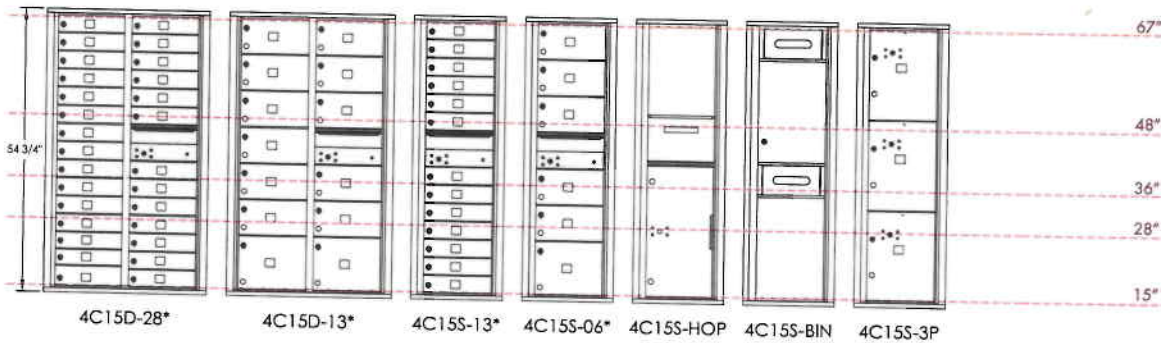
All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

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**



4C16D-29* (29 MB1)	4C16S-14* (14 MB1)	4C16S-HOP	4C16S-BIN	4C16D-8P (4 PL3, 1 PL4, 1 PL5, 1 PL15)	4C16D-6P (3 PL4, 1 PL5, 2 PL6)	4C16S-3P (1 PL15, 1 PL5, 1 PL6)	Model (Compartment Types)
29	14	0	0	0	0	0	# Mailboxes
0	0	0	0	8	6	3	# Parcel Lockers
1	1	1	0	0	0	0	# Collection
0	0	0	2	0	0	0	# BINS
17	8	0	0	0	0	0	# MB under 48"
170	96	76	65	113	105	58	Module Weight

Actual: 54 3/4" H x 31 9/16" W (Double) or 17-1/2" W (Single) x 17"D / Rough Opening: 53 3/16" H x 30 5/16" W (Double) or 16-1/4" W (Single) x 17"D **15 HIGH SUITE**



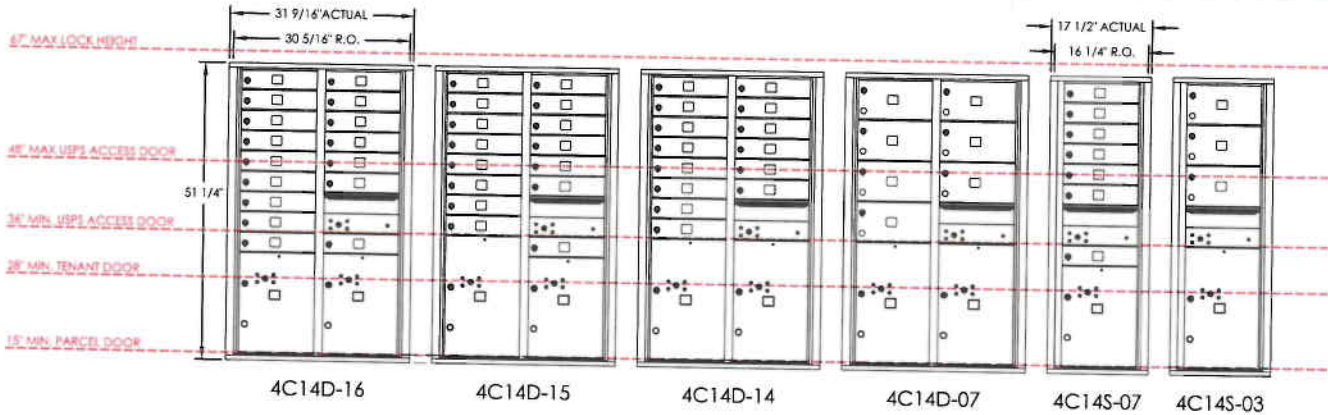
4C15D-28* (28 MB1)	4C15D-13* (11 MB2, 2 MB3)	4C15S-13* (13 MB1)	4C15S-06* (5 MB2, 1 MB3)	4C15S-HOP	4C15S-BIN	4C15S-3P (3 PL5)	Model (Compartment Types)
28	13	13	6	0	0	0	# Mailboxes
0	0	0	0	0	0	3	# Parcel Lockers
1	1	1	1	1	0	0	# Collection
0	0	0	0	0	2	0	# BINS
18	7	8	3	0	0	0	# MB under 48"
122	142	95	79	74	63	75	Module Weight

**NOTES:**

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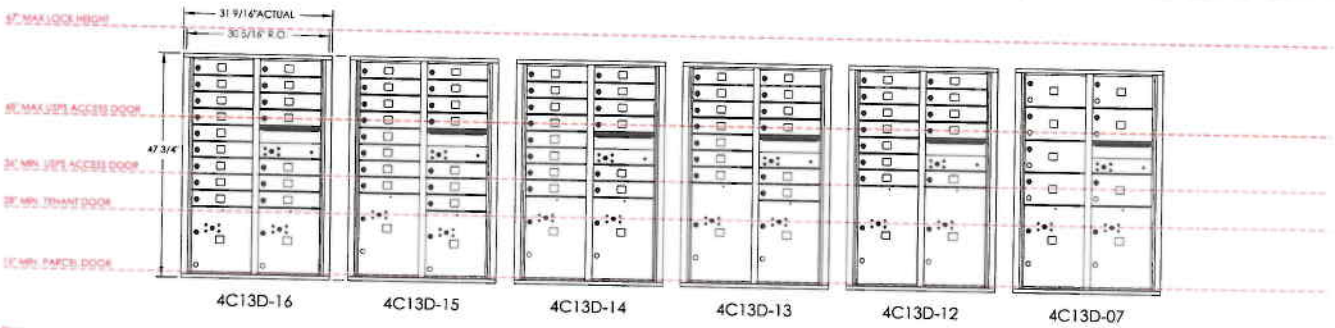
# versatile™ 4C mailbox suites

## 14 HIGH SUITE Actual: 51 1/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 50 5/16"H x 30 5/16"W (Double) or 16 1/4"W (Single) x 17"D



Model (Compartment Types)	4C14D-16 (16 MB1, 2 PL5)	4C14D-15 (15 MB1, 1 PL5, 1 PL6)	4C14D-14 (14 MB1, 2 PL6)	4C14D-07 (7 MB2, 2 PL6)	4C14S-07 (7 MB1, 1 PL5)	4C14S-03 (3 MB2, 1 PL6)
# Mailboxes (Total)	16	15	14	7	7	3
# Parcel Lockers (Total)	2	2	2	2	1	1
# Collection	1	1	1	1	1	1
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	6	3	3	1
Module Weight (lbs)	137	130	109	99	72	56

## 13 HIGH SUITE Actual: 47 3/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 46 13/16"H x 30 5/16"W (Double) or 16 1/4"W (Single) x 17"D



Model (Compartment Types)	4C13D-16 (16 MB1, 2 PL4)	4C13D-15 (15 MB1, 1 PL4, 1 PL5)	4C13D-14 (14 MB1, 2 PL5)	4C13D-13 (13 MB1, 1 PL5, 1 PL6)	4C13D-12 (12 MB1, 2 PL6)	4C13D-07 (7 MB2, 2 PL5)
# Mailboxes (Total)	16	15	14	13	12	7
# Parcel Lockers (Total)	2	2	2	2	2	2
# Collection	1	1	1	1	1	1
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	10	9	8	7	6	3
Module Weight (lbs)	129	127	125	123	121	114

### NOTES:

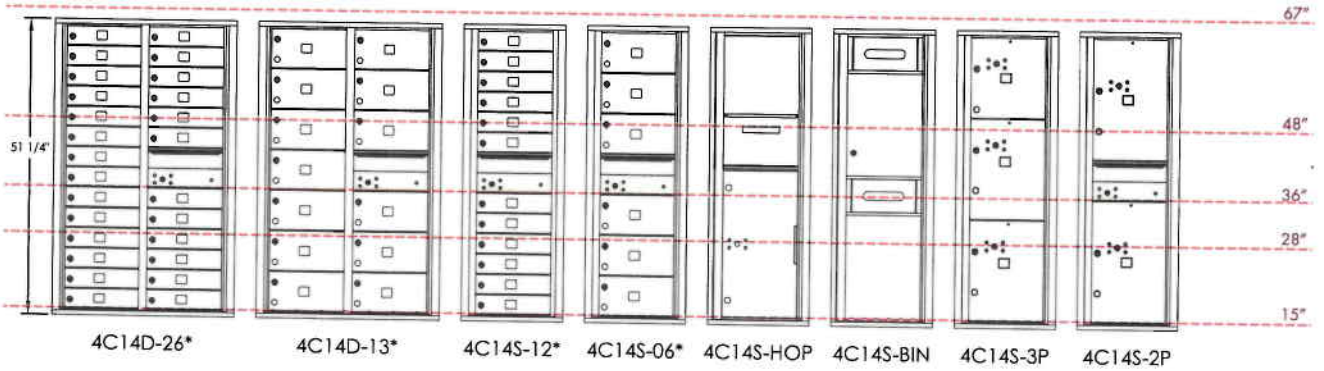
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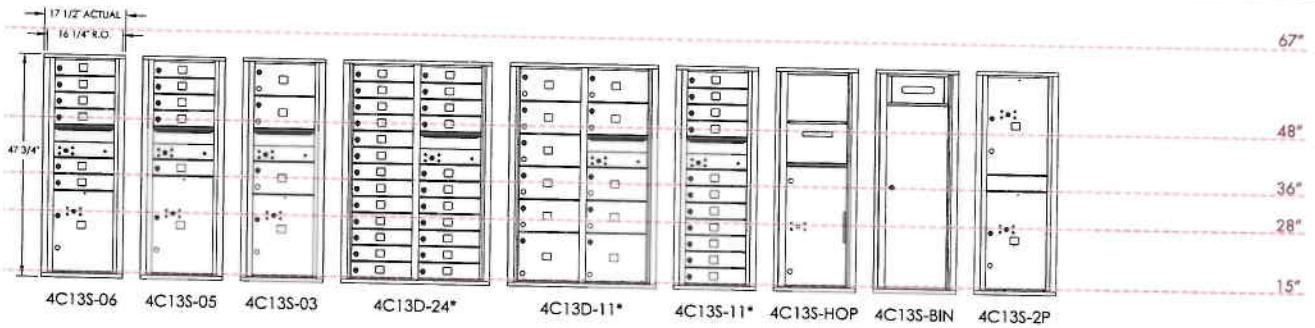
All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

Actual: 51 1/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 50 5/16"H x 30 5/16"W (Double) or 16 1/4"W (Single) x 17"D **14 HIGH SUITE**



4C14D-26* (26 MB1)	4C14D-13* (13 MB2)	4C14S-12* (12 MB1)	4C14S-06* (6 MB2)	4C14S-HOP	4C14S-BIN	4C14S-3P (1 PL4, 2 PL5)	4C14S-2P (2 PL6)	Model (Compartment Types)
26	13	12	6	0	0	0	0	# Mailboxes
0	0	0	0	0	0	3	2	# Parcel Lockers
1	1	1	1	1	0	0	1	# Collection
0	0	0	0	0	2	0	0	# BINS
18	9	8	4	0	0	0	0	# MB under 48"
145	101	76	56	72	58	56	55	Module Weight

Actual: 47 3/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 46 13/16"H x 30 5/16"W (Double) or 16 1/4"W (Single) x 17"D **13 HIGH SUITE**



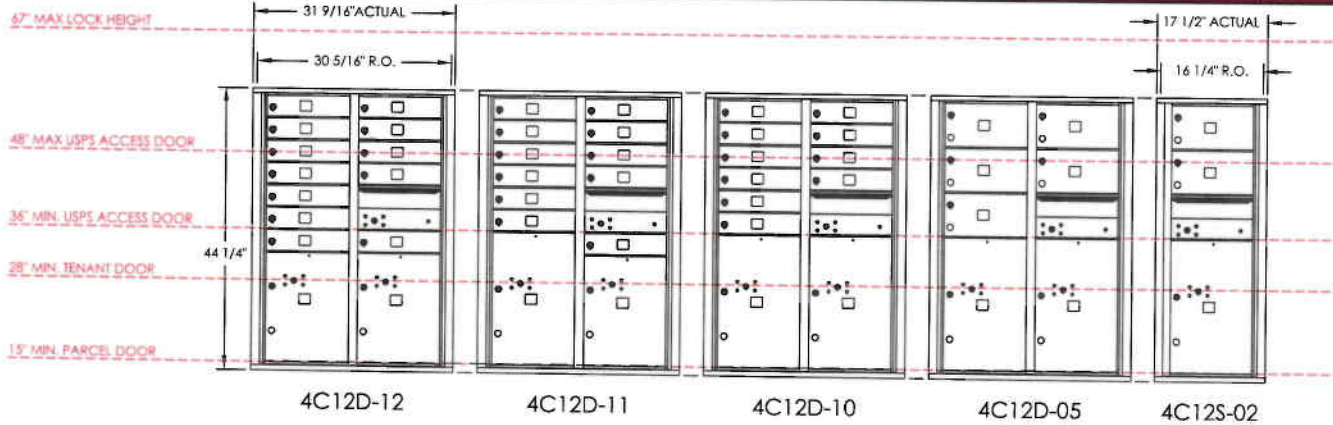
4C13S-06 (6 MB1, 1 PL5)	4C13S-05 (5 MB1, 1 PL6)	4C13S-03 (3 MB2, 1 PL5)	4C13D-24* (24 MB1)	4C13D-11* (9 MB2, 2 MB3)	4C13S-11* (11 MB1)	4C13S-HOP	4C13S-BIN	4C13S-2P (2 PL6)	Model (Compartment Types)
6	5	3	24	11	11	0	0	0	# Mailboxes
1	1	1	0	0	0	0	0	2	# Parcel Lockers
1	1	1	1	1	1	1	0	0	# Collection
0	0	0	0	0	0	0	1	0	# BINS
3	2	1	18	7	8	0	0	0	# MB under 48"
68	67	64	133	112	72	69	45	57	Module Weight

**NOTES:**  
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 Modules noted with an asterisk (\*) do not meet USPS installation specifications and are for private delivery.  
 All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

# versatile™ 4C mailbox suites

## 12 HIGH SUITE

Actual: 44 1/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 43 5/16"H x 30 5/16"W (Double) or 16 1/4" (Single) x 17"D

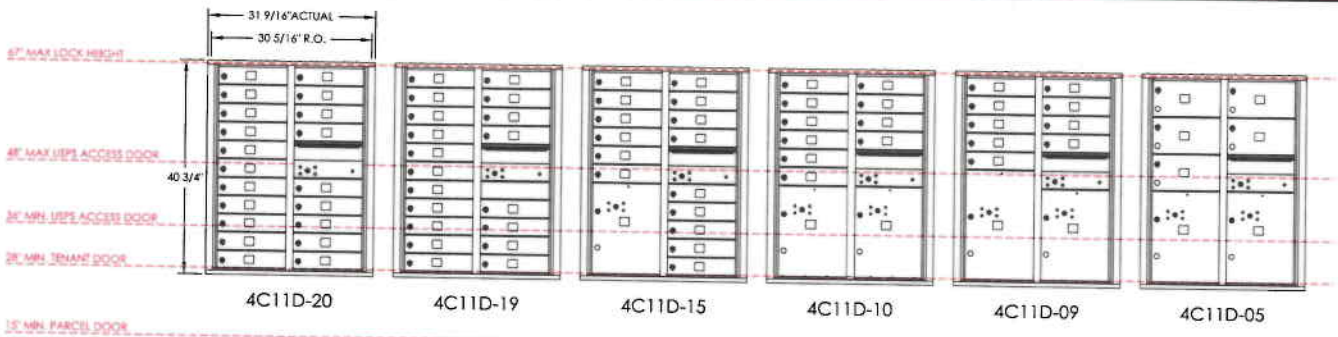


Floor

Model (Compartment Types)	4C12D-12 (12 MB1, 2 PL5)	4C12D-11 (11 MB1, 1 PL5, 1 PL6)	4C12D-10 (10 MB1, 2 PL6)	4C12D-05 (5 MB2, 2 PL6)	4C12S-02 (2 MB2, 1 PL6)
# Mailboxes (Total)	12	11	10	5	2
# Parcel Lockers (Total)	2	2	2	2	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	8	7	6	3	1
Module Weight (lbs)	116	114	112	104	59

## 11 HIGH 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" (Single) x 17"D



Floor

Model (Compartment Types)	4C11D-20 (20 MB1)	4C11D-19 (19 MB1)	4C11D-15 (15 MB1, 1 PL5)	4C11D-10 (10 MB1, 2 PL5)	4C11D-09 (9 MB1, 1 PL5, 1 PL6)	4C11D-05 (5 MB2, 2 PL5)
# Mailboxes (Total)	20	19	15	10	9	5
# Parcel Lockers (Total)	0	0	1	2	2	2
# Collection	1	1	1	1	1	1
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	11	10	6	1	0	0
Module Weight (lbs)	123	122	119	115	113	106

### NOTES:

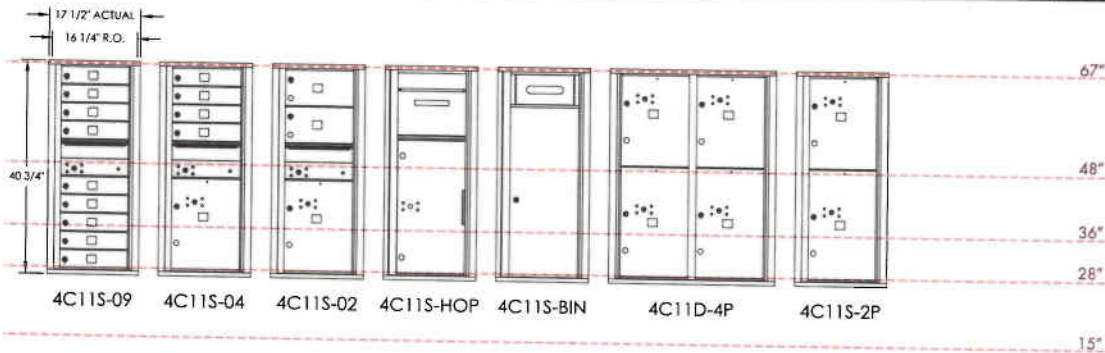
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Actual: 44-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D / Rough Opening: 43-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D **12 HIGH SUITE**



4C12D-22* (22 MB1)	4C12S-10* (10 MB1)	4C12S-HOP	4C12S-BIN	4C12D-4P (4 PL6)	4C12S-2P (2 PL6)	Model (Compartment Types)
22	10	0	0	0	0	# Mailboxes
0	0	0	0	4	2	# Parcel Lockers
1	1	1	0	0	0	# Collection
0	0	0	1	0	0	# BINS
18	8	0	0	0	0	# MB under 48"
124	68	66	45	97	53	Module Weight

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 **11 HIGH SUITE**



4C11S-09 (9 MB1)	4C11S-04 (4 MB1, 1 PL5)	4C11S-02 (2 MB2, 1 PL5)	4C11S-HOP	4C11S-BIN	4C11D-4P (2 PL5, 2 PL6)	4C11S-2P (1 PL5, 1 PL6)	Model (Compartment Types)
9	4	2	0	0	0	0	# Mailboxes
0	1	1	0	0	4	2	# Parcel Lockers
1	1	1	1	0	0	0	# Collection
0	0	0	0	1	0	0	# BINS
5	0	0	0	0	0	0	# MB under 48"
56	53	50	65	45	99	45	Module Weight

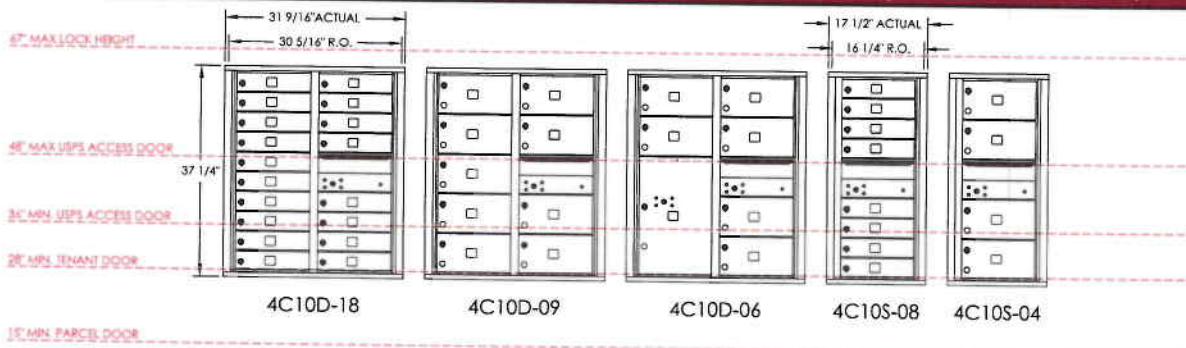
**NOTES:**

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# versatile™ 4C mailbox suites

## 10 HIGH 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)	4C10D-18 (18 MB1)	4C10D-09 (9 MB2)	4C10D-06 (6 MB2, 1 PL6)	4C10S-08 (8 MB1)	4C10S-04 (4 MB2)
# Mailboxes (Total)	18	9	6	8	4
# Parcel Lockers (Total)	0	0	1	0	0
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	5	2	4	2
Module Weight (lbs)	97	84	83	56	47

## ADA MAX HEIGHT

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)	4CADD-10+ (10 MB1, 2 PL4)	4CADD-09+ (9 MB1, 2 PL15)	4CADD-08+ (8 MB1, 2 PL5)	4CADD-07+ (7 MB1, 1 PL5, 1 PL6)	4CADD-04+ (4 MB1, 1 PL15)
# Mailboxes (Total)	10	9	8	7	4
# Parcel Lockers (Total)	2	2	2	2	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	8	7	4
Module Weight (lbs)	91	96	88	89	55

### NOTES:

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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

**10 HIGH SUITE**



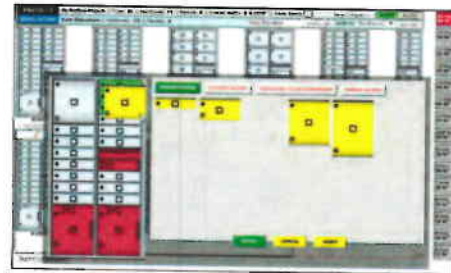
4C10S-BIN	4C10S-HOP	4C10D-4P (4 PL5)	Model (Compartment Types)
0	0	0	# Mailboxes
0	0	4	# Parcel Lockers
1	0	0	# Collection
0	1	0	# BINS
0	0	0	# MB under 48"
41	52	80	Module Weight

## Mailbox Configurator

[florencemailboxes.com/configure](http://florencemailboxes.com/configure)

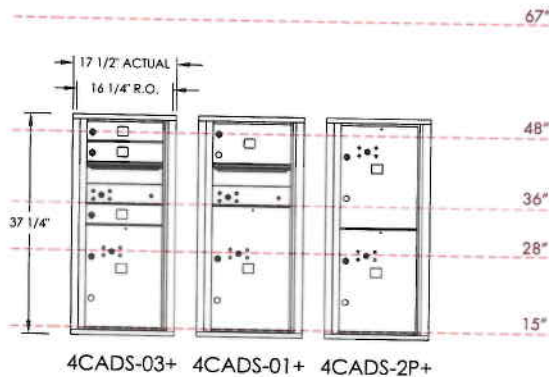
Florence offers an industry unique online mailbox configurator you can use to create your own versatile™ 4C installation.

This drag and drop tool will help guide you step-by-step, provide you with BIM and/or CAD drawings of your creation, and give you access to submit it for a quote.



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

**ADA MAX HEIGHT**



4CADS-03+ (3 MB1, 1 PL5)	4CADS-01+ (1 MB2, 1 PL6)	4CADS-2P+ (2 PL5)	Model (Compartment Types)
3	1	0	# Mailboxes
1	1	2	# Parcel Lockers
1	1	0	# Collection
0	0	0	# BINS
3	1	0	# MB under 48"
49	46	43	Module Weight

## The Industry Best Product Warranty

Florence provides an unrivaled five-year warranty on its products, from the date of shipment when purchased from an Authorized Florence Dealer. Full details on the product warranty, as well as how to find a local product expert nearest you, can be found by visiting our website at [florencemailboxes.com](http://florencemailboxes.com) or calling us today!

**5 YEAR  
PRODUCT  
WARRANTY**

**NOTES:**

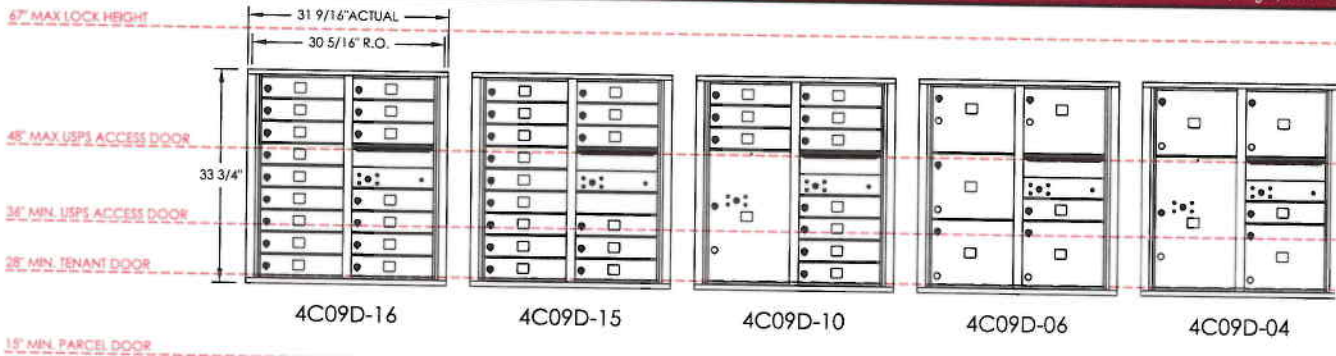
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# versatile™ 4C mailbox suites

## 9 HIGH SUITE

Actual: 33 3/4" H x 31 9/16" W (Double) or 17 1/2" W (Single) x 17" D / Rough Opening: 32 13/16" H x 30 5/16" W (Double) or 16 1/4" W (Single) x 17" D

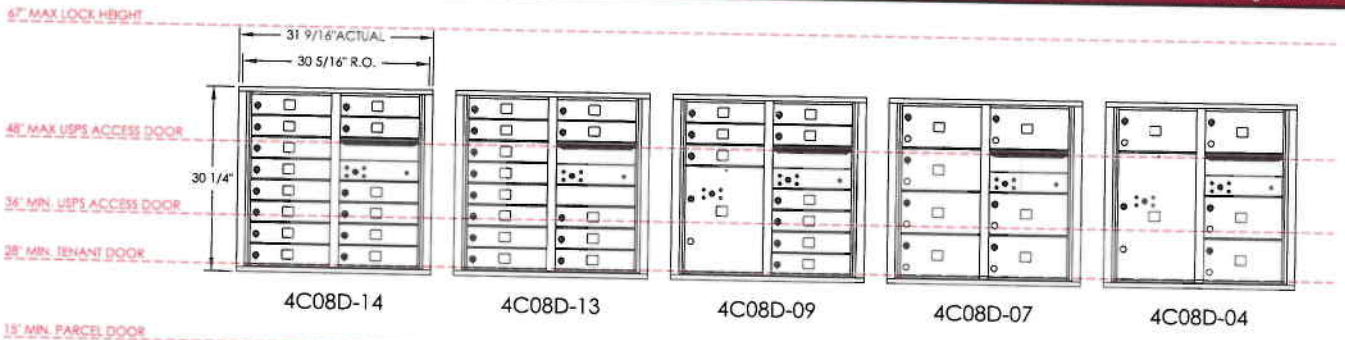


Floor

Model (Compartment Types)	4C09D-16 (16 MB1)	4C09D-15 (15 MB1)	4C09D-10 (10 MB1, 1 PL6)	4C09D-06 (1 MB1, 5 MB3)	4C09D-04 (1 MB1, 3 MB3, 1 PL6)
# Mailboxes (Total)	16	15	10	6	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	4	4	2
Module Weight (lbs)	89	88	84	75	76

## 8 HIGH SUITE

Actual: 30 1/4" H x 31 9/16" W (Double) or 17 1/2" W (Single) x 17" D / Rough Opening: 29 5/16" H x 30 5/16" W (Double) or 16 1/4" W (Single) x 17" D



Floor

Model (Compartment Types)	4C08D-14 (14 MB1)	4C08D-13 (13 MB1)	4C08D-09 (9 MB1, 1 PL5)	4C08D-07 (7 MB2)	4C08D-04 (4 MB2, 1 PL6)
# Mailboxes (Total)	14	13	9	7	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	5	5	2
Module Weight (lbs)	81	80	78	72	71

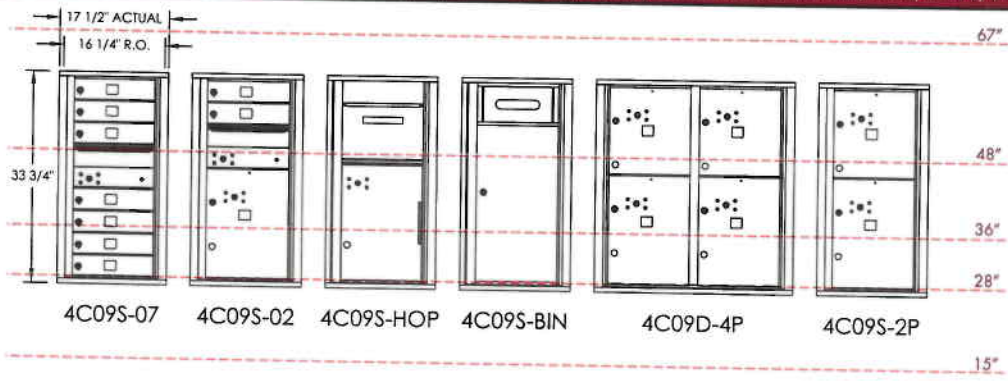
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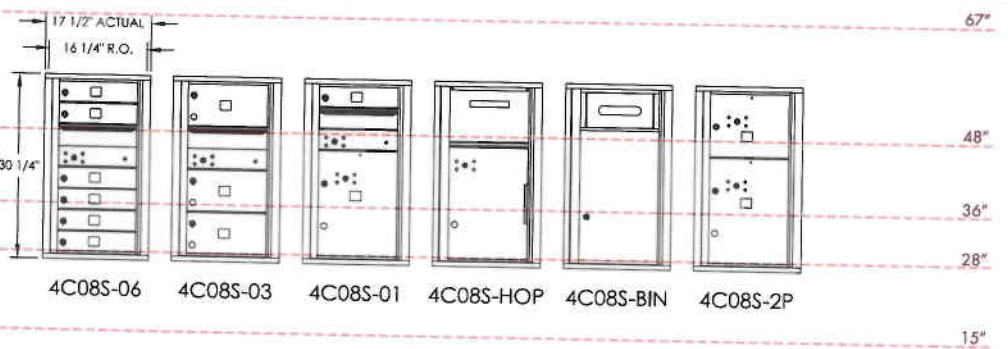
All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

Actual: 33 3/4" H x 31 9/16" W (Double) or 17 1/2" W (Single) x 17" D / Rough Opening: 32 13/16" H x 30 5/16" W (Double) or 16 1/4" W (Single) x 17" D **9 HIGH SUITE**



4C09S-07 (7 MB1)	4C09S-02 (2 MB1, 1 PL5)	4C09S-HOP	4C09S-BIN	4C09D-4P (2 PL4, 2 PL5)	4C09S-2P (1 PL4, 1 PL5)	Model (Compartment Types)
7	2	0	0	0	0	# Mailboxes
0	1	0	0	4	2	# Parcel Lockers
1	1	1	0	0	0	# Collection
0	0	0	1	0	0	# BINS
4	0	0	0	0	0	# MB under 48"
48	45	52	41	76	40	Module Weight

Actual: 30 1/4" H x 31 9/16" W (Double) or 17 1/2" W (Single) x 17" D / Rough Opening: 29 5/16" H x 30 5/16" W (Double) or 16 1/4" W (Single) x 17" D **8 HIGH SUITE**



4C08S-06 (6 MB1)	4C08S-03 (3 MB2)	4C08S-01 (1 MB1, 1 PL5)	4C08S-HOP	4C08S-BIN	4C08S-2P (1 PL3, 1 PL5)	Model (Compartment Types)
6	3	1	0	0	0	# Mailboxes
0	0	1	0	0	2	# Parcel Lockers
1	1	1	1	0	0	# Collection
0	0	0	0	1	0	# BINS
4	2	0	0	0	0	# MB under 48"
44	40	40	52	44	37	Module Weight

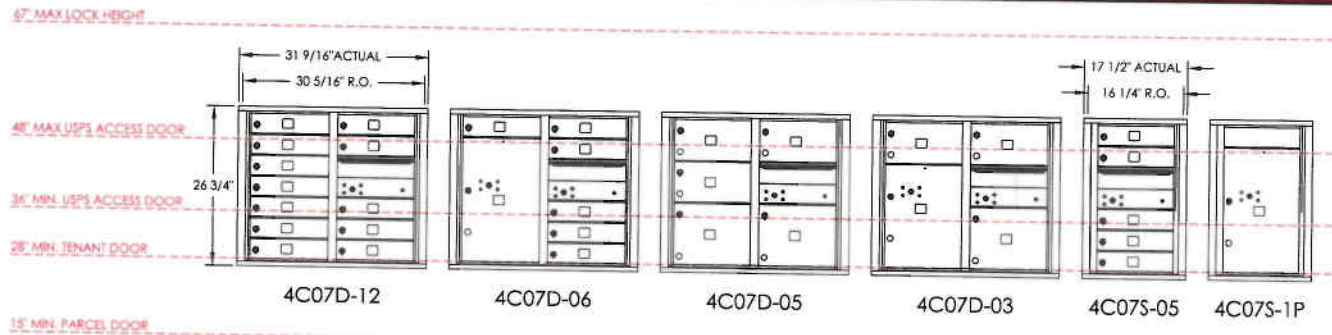
**NOTES:**

All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution. See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options. All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

# versatile™ 4C mailbox suites

## 7 HIGH SUITE

Actual: 26-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D / Rough Opening: 25-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

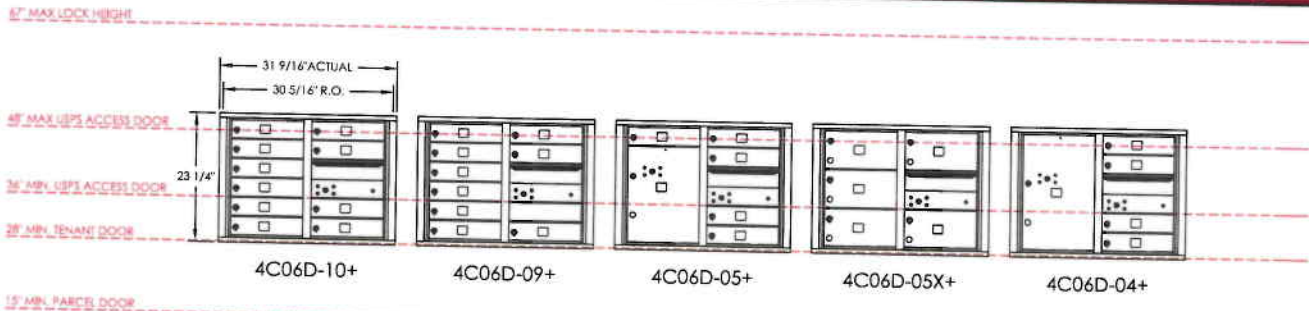


Floor

Model (Compartment Types)	4C07D-12 (12 MB1)	4C07D-06 (6 MB1, 1 PL6)	4C07D-05 (3 MB2, 2 MB3)	4C07D-03 (2 MB2, 1 MB3, 1 PL5)	4C07S-05 (5 MB1)	4C07S-1P (1 PL6)
# Mailboxes (Total)	12	6	5	3	5	0
# Parcel Lockers (Total)	0	1	0	1	0	1
# Collection	1	1	1	1	1	0
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	10	4	3	1	4	0
Module Weight (lbs)	73	68	64	65	40	32

## 6 HIGH SUITE

Actual: 23-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D / Rough Opening: 22-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D



Floor

Model (Compartment Types)	4C06D-10+ (10 MB1)	4C06D-09+ (9 MB1)	4C06D-05+ (5 MB1, 1 PL5)	4C06D-05X+ (5 MB2)	4C06D-04+ (4 MB1, 1 PL6)
# Mailboxes (Total)	10	9	5	5	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	5	5	4
Module Weight (lbs)	66	65	59	62	61

### NOTES:

All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution.

See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options.

Modules noted with a plus (+) meet Fair Housing ADA installation requirements.

All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

# Superior Architectural Resources

 [florencemailboxes.com/architects](http://florencemailboxes.com/architects)

Florence has a long tradition of providing architects with the tools they need to complete the job right the first time. Whether it is with continuing education credits through our online AIA approved course, assistance in navigating through current postal regulations, LEED point qualifications that apply to a particular project, or providing product specific CAD drawings, BIM models, or written specifications; Florence is here when you need us!

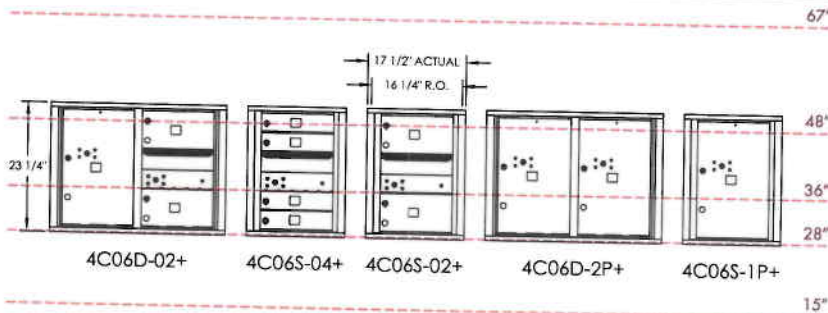


To assist those architects utilizing Revit, our BIM models can easily be pulled into projects through the Autodesk Seek library without leaving the program, or can quickly be downloaded from your preferred provider such as AEC, SWEETS, or the Florence website.

Or, to create a custom mailbox installation designed just for your project, simply visit our industry unique online configurator, 24/7, [florencemailboxes.com/configure](http://florencemailboxes.com/configure). This easy to use program will guide you through step-by-step, and when you are done, provide you with your choice of BIM models and/or CAD drawings of your custom creation. It will even give you the opportunity to submit your design to an Authorized Florence Dealer for a quote.

Florence Manufacturing has been included in master specs for decades. Other names we may be listed under include: Auth, Auth-Florence, Auth-Electric, American Device, Cutler, Florence, Florence Corporation, and Florence Manufacturing.

Actual: 23 1/4"H x 31 9/16"W (Double) or 17-1/2"W (Single) x 17"D / Rough Opening: 22-5/16"W (Double) or 16-1/4"W (Sngle) x 17"D **6 HIGH SUITE**



## The Centralized Mail Delivery Video Library

- To learn more about how Centralized Mail Delivery works, or about the quality Florence products that support this mode of delivery, visit [mailboxvideos.com](http://mailboxvideos.com).
- This comprehensive video library is expanding regularly to show you how the mailboxes function, how to perform ongoing maintenance, and introductions of your dedicated Florence team!



4C06D-02+ (2 MB2, 1 PL6)	4C06S-04+ (4 MB1)	4C06S-02+ (2 MB2)	4C06D-2P+ (2 PL6)	4C06S-1P+ (1 PL6)	Model (Compartment Types)
2	4	2	0	0	# Mailboxes
1	0	0	2	1	# Parcel Lockers
1	1	1	0	0	# Collection
0	0	0	0	0	# BINS
2	4	2	0	0	# MB under 48"
58	36	33	53	28	Module Weight

**NOTES:**

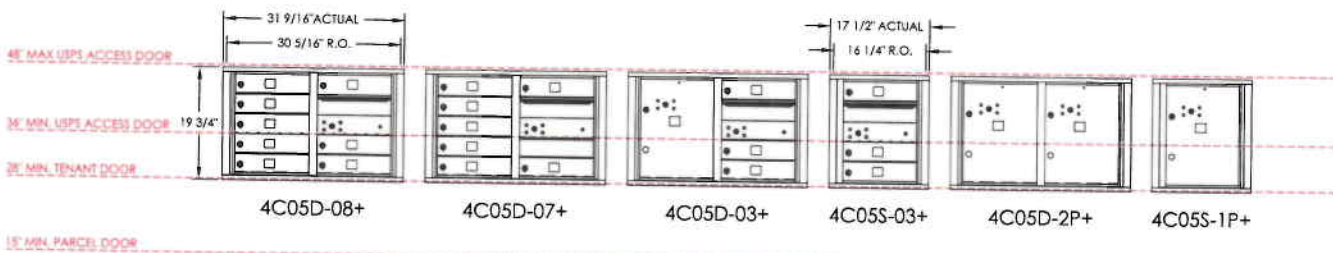
All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution. See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options. Modules noted with a plus (+) meet Fair Housing ADA installation requirements. All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

# versatile™ 4C mailbox suites

## 5 HIGH SUITE

Actual: 19-3/4"H x 31-9/16"W (Double) or 17-1/2"W (Single) x 17"D / Rough Opening: 18-13/16"H x 30-5/16"W (Double) or 16-1/4"W (Single) x 17"D

67" MAX. LOCK HEIGHT



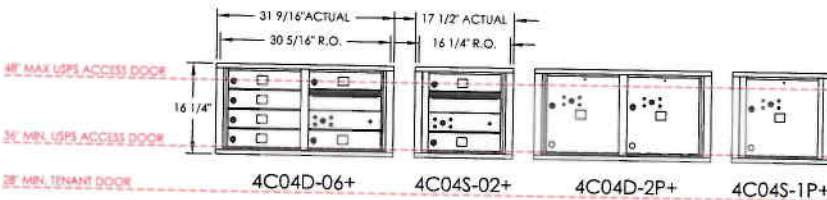
Floor

Model (Compartment Types)	4C05D-08+ (8 MB1)	4C05D-07+ (7 MB1)	4C05D-03+ (3 MB1, 1 PL5)	4C05S-03+ (3 MB1)	4C05D-2P+ (2 PL5)	4C05S-1P+ (1 PL5)
# Mailboxes (Total)	8	7	3	3	0	0
# Parcel Lockers (Total)	0	0	1	0	2	1
# Collection	1	1	1	1	0	0
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	3	3	0	0
Module Weight (lbs)	58	57	55	31	49	26

## 4 HIGH SUITE

Actual: 16-1/4"H x 31-9/16"W (Double) or 17-1/2"W (Single) x 17"D / Rough Opening: 15-5/16"H x 30-5/16"W (Double) or 16-1/4"W (Single) x 17"D

67" MAX. LOCK HEIGHT



15" MIN. PARCEL DOOR

Floor

Model (Compartment Types)	4C04D-06+ (6 MB1)	4C04S-02+ (2 MB1)	4C04D-2P+ (2 PL4)	4C04S-1P+ (1 PL4)
# Mailboxes (Total)	6	2	0	0
# Parcel Lockers (Total)	0	0	2	1
# Collection	1	1	0	0
# BINS	0	0	0	0
# Mailboxes Under 48"	6	2	0	0
Module Weight (lbs)	50	57	46	23

## Postal Delivery

 [florencemailboxes.com/4C](http://florencemailboxes.com/4C)

If USPS letter carriers will deliver mail to every tenant compartment in a mailbox installation, then STD-4C mailbox equipment will be required. It must also be installed according to specifications as outlined by USPS STD-4C regulations (see page 16 for details). In addition, all installations must meet the one parcel locker for every ten mailbox compartment requirement. (1:10). Be sure to check with local Postal Officials prior to planning any mailbox installation to ensure local requirements and proper placement are met.



### NOTES:

All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution.

See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options.

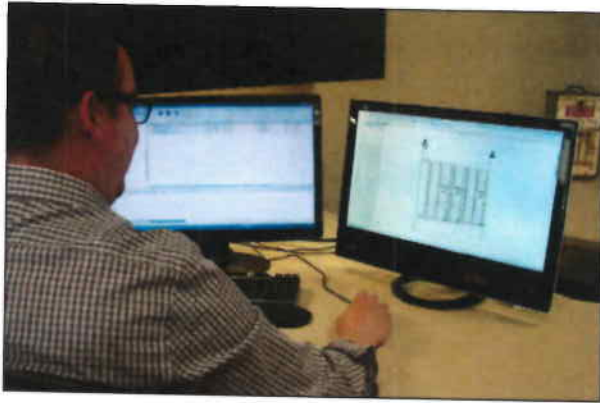
Modules noted with a plus (+) meet Fair Housing ADA installation requirements.

All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

## Project Design Assistance



Be sure to contact our friendly Customer Service department if your installation requires configuration exceptions outside the list of options provided in our robust product line. This knowledgeable team would be happy to explore how Florence's Engineering department could work to design a customized installation specific to your needs.

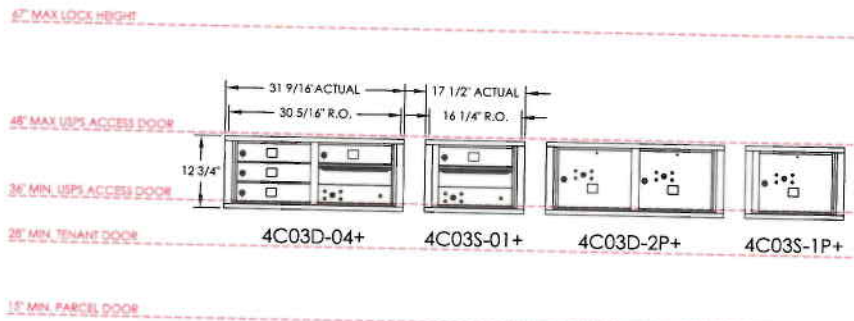


Our talented and experienced team of engineers have had the privilege of creating unique and specialized installations for corporations from the Las Vegas Strip to New York's Wall Street to government agencies in Saudi Arabia.

Or, if you have a new product idea, modification, or unmet storage need we can assist with; please contact the Florence Marketing Department as our innovative, internal cross-functional development team would be interested in listening to your idea for potential future development.

Let Florence's experienced team help bring your next centralized mail delivery project from an idea board to reality.

### 3 HIGH SUITE Actual: 12 3/4"H x 31 9/16"W (Double) or 17 1/2"W (Single) x 17"D / Rough Opening: 11 13/16"H x 30 5/16"W (Double) or 16 1/4"W (Single) x 17"D



Model (Compartment Types)	4C03D-04+ (4 MB1)	4C03S-01+ (1 MB1)	4C03D-2P+ (2 PL3)	4C03S-1P+ (1 PL3)
# Mailboxes (Total)	4	1	0	0
# Parcel Lockers (Total)	0	0	2	1
# Collection	1	1	0	0
# BINS	0	0	0	0
# Mailboxes Under 48"	4	1	0	0
Module Weight (lbs)	42	23	38	20

## Private Delivery



- Private mail delivery is when the mail is delivered to one centralized business location by the USPS letter carrier and then the facility manager or entrusted individual distributes the mail to all the individual tenant compartments. (Most commonly used in dorm settings). Mailboxes for private delivery do not have to conform to current postal regulations and therefore provide additional customization options over USPS Approved equipment. The entire versatile™ 4C mailbox line may be used for private delivery applications.



#### NOTES:

All standard 4C mailbox modules shown above are fully configurable; visit [florencemailboxes.com/configure](http://florencemailboxes.com/configure) to quickly and easily create your custom solution. See page 31 of the versatile™ 4C mailbox suite brochure or visit [florencemailboxes.com/4C](http://florencemailboxes.com/4C) for mailbox (MB) and parcel locker (PL) compartment size definitions and configurable options. Modules noted with a plus (+) meet Fair Housing ADA installation requirements. All model numbers listed are for front-load modules; add -R for Rear-load and -P for Pedestal-mount modules at the end of the number.

# Pedestal-Mounted Mailboxes

## *Added Flexibility for Private Delivery*



With all the same features and options, security, and durability of the Florence wall-mounted versatile™ 4C modules, pedestal mounting simply adds greater flexibility to your project as it is not tied to the USPS regulations. Designed to ensure every module is at a standard accessible height, pedestal-mount units come prepared with a master commercial lock to provide easy access to all compartments at once.

Ideal for centralized mail delivery applications where the USPS letter carrier delivers to a single location and the facility manager or entrusted individual then distributes the mail to the resident compartments.

## Product Applications

- Military Housing (*right*)
- Off-campus Student Housing
- On-campus Residence Halls
- Gated/Guarded Facility
- Book Collection
- Rent Payment Collection
- Multi-Media Drop Off
- Key Returns/Collection
- College Campus
- Private Medical Facility (*above*)
- Financial Institutions
- K-12 Schools



## Color Options

Customize your 4CPM with one of eight different architectural color options, all in a durable, powder coat finish.



# STD-4C Mailboxes and Accessories

## 4CPM Pedestal Mount

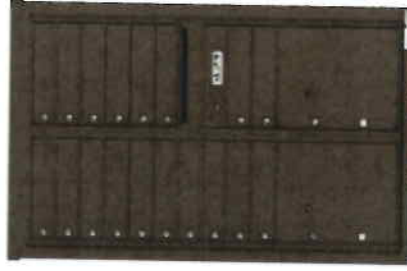
Any Florence 4C mailbox module may be used with a pedestal mount accessory for any private delivery application whether it is on a university or business campus or any other type of private distribution. Pedestal mounted 4C mailboxes are not approved by the U.S. Postal Service for postal delivery. Providing all the same features and options, security, and durability of the Florence wall-mounted versatile 4C modules, pedestal units come in varying height options providing additional flexibility to meet various accessibility standards.

4CPM Max Height



(14 products available)

4CPM 15 High



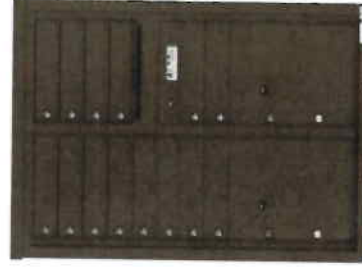
(14 products available)

4CPM 14 High



(14 products available)

4CPM 13 High



(15 products available)

4C W/ PEDESTAL NOT APPROVED FOR USE AS CBU



# INSTALLATION AND ACCESSIBILITY REFERENCES

Designing appropriate accessibility into every feature of a facility is a key consideration for any project, and how the mailboxes are installed into that facility is no exception. Plus, all wall-mounted mailboxes which will be serviced by the U.S. Postal Service (USPS) must also be installed according to specifications as outlined in the USPS STD-4C regulation.

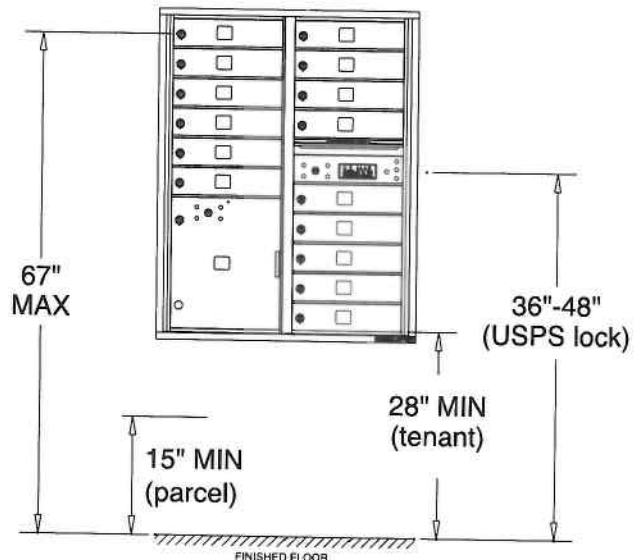
To assist you with selecting mailboxes that meet the specific requirements of your project, details related to installed heights are noted on the Florence versatile™ 4C mailbox modules references on pages 2-15. Below are also the quick references related to accessible uses and USPS requirements to help you in determining your project layout and design.

## Meeting USPS Installation Requirements

Florence Manufacturing 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:

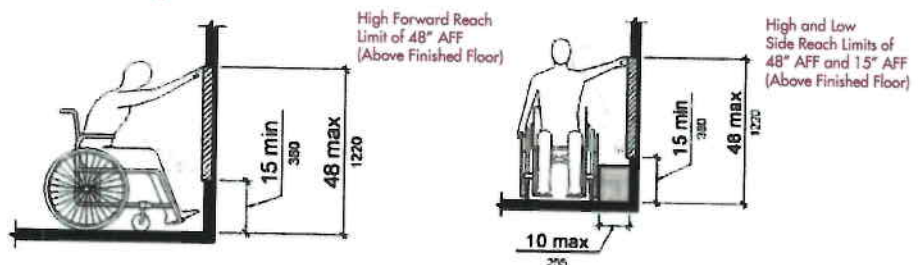
1. At least one customer compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No customer lock shall be located more than 67 inches above the finished 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](http://www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf)

## Meeting ADA Installation 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 industry references for your convenience.



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/2010ADAstandards\\_index.htm](http://www.ada.gov/2010ADAstandards_index.htm)

# Mailbox Accessories

*for Postal or Private Use*

## Key Keepers

 [florencemailboxes.com/keykeepers](http://florencemailboxes.com/keykeepers)

Florence Key Keepers allow postal employees the ability to enter automatically locking entry doors to distribute mail in accordance with USPS regulations. The standard KK model is manufactured to accept a postal lock installed by local Postal Officials. Private master lock access also available.



Model KK



### Standard Features

- Recessed- or surface-mounted
- Prepared for USPS installed master lock
- Anodized aluminum or powder coat finish (see pg 51)
- Extruded aluminum construction
- Exterior dims: 6-3/4" H x 6-1/4" W x 2-3/8" D
- Interior dims: 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

### Optional Features

- Private master lock
- Retractable reel

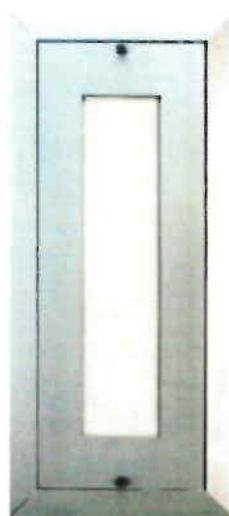
## Directories

These surface mounted directories can be used independently or installed next to any mailbox installation to neatly and alphabetically list the names of all your residents. A clear plastic window, metal back plate and blank ruled name cards are all included with each directory.

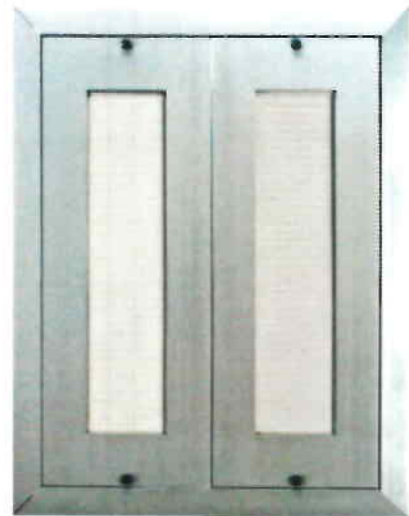
### Standard Features

- Anodized aluminum or powder coat finish (see pg 51)
- Extruded aluminum construction
- 40 or 80 name capacity
- D400-1: 19" H x 8-3/4" W
- D400-2: 19" H x 15-1/8" W

 [florencemailboxes.com/directories](http://florencemailboxes.com/directories)



D400-1A



D400-2A