

Cluster Box Units (CBU's) – 3300 Series Installation Instructions

U.S.P.S. APPROVED

Thank you for selecting 3300 series cluster box units. We are confident that the quality and construction of this product will provide years of maintenance free use. A more detailed installation instruction document is packaged with the unit.

Preparatory Notes

The illustration shows a Model 3308 CBU with 8 doors, 1 outgoing mail slot and 2 parcel lockers. Installation is the same for the 3312, 3316, and 3313. Installation should be performed by an experienced contractor. It is advisable to have the unit on hand before beginning construction of the concrete base. All hardware required for installation is provided with the unit. Arrow locks for the master access door and the parcel locker(s) must be ordered from and installed by the U.S. Postal Service.

Constructing Concrete Base

Prepare a concrete pad at least 4 feet square (for 1 CBU) by a minimum 8" depth. Consult the instructions supplied with the unit for further concrete pad instructions and dimensions for multiple CBUs. The concrete pad should include reinforcing steel and four 1/2"-13 anchor bolts protruding above the concrete surface. Place the anchor bolts in a 4" by 10" configuration in the direction shown in the illustration using the template supplied with the unit.

Installing Pedestal On Concrete Base

When the concrete has cured sufficiently, set the rubber pedestal spacer in place over the anchor bolts embedded in the concrete base as shown in the illustration. Set the pedestal on the concrete base with the four anchor bolts protruding through the holes in the pedestal base plate. Install the four nuts and washers on the anchor bolts and tighten securely.

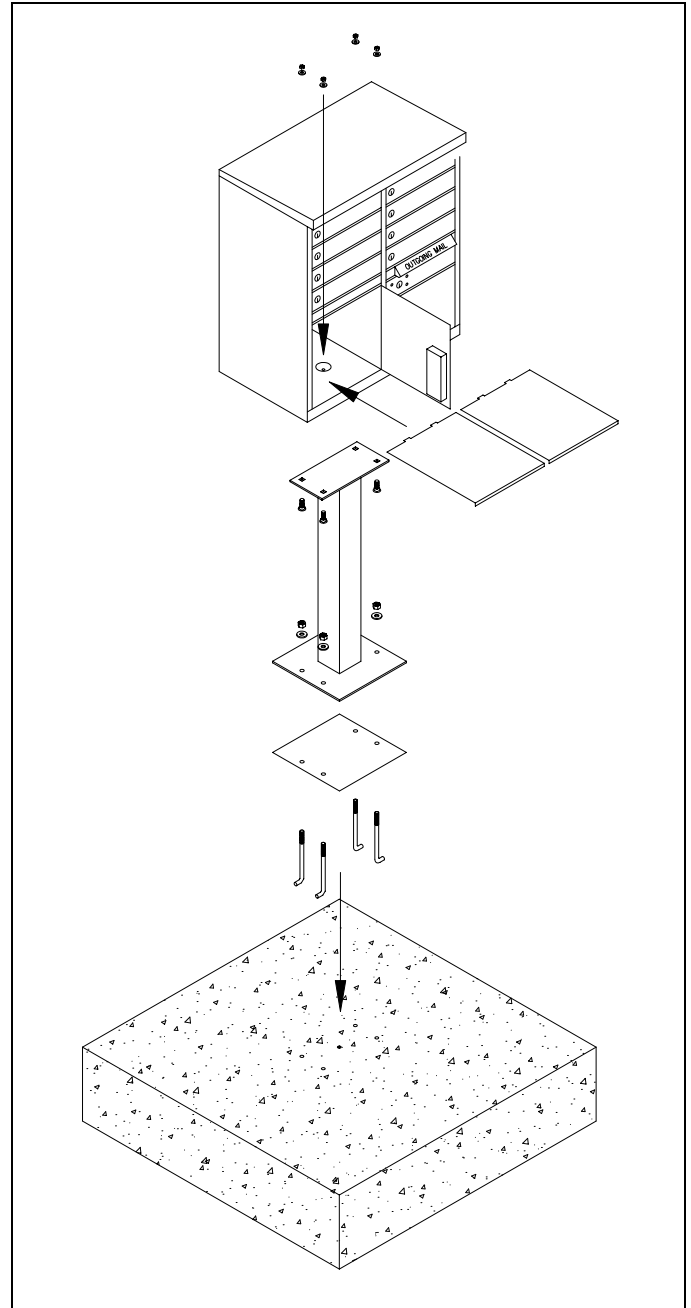
Installing Cluster Box Unit on Pedestal

Consult the detailed installation instruction document that is shipped with the unit.

Open the master doors of the CBU. Remove the left and right side floating shelves, exposing the mounting holes. Set the unit on the pedestal top plate with the mounting holes in the unit aligned with the holes in the top pedestal plate. Install the four (4) bolts from underneath the pedestal mounting plate and fasten with the washers and nuts.

Note: Cluster box units include parcel locker(s). Parcel lockers offer tenants a convenient way to receive packages on site and are fit with a two (2) key security system. When the U.S. Postal Service delivers a parcel to the locker, a parcel locker key is placed in the recipient's mailbox. Once the recipient opens the parcel locker, the key is automatically retained in the lock until it is removed with a postal control key. Parcel lockers include the tenant lock.

Model 3308 CBU on Pedestal 3395



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Installation instructions are provided as general guidelines. It is advised that a professional installer be consulted. Communitymailboxes assumes no product assembly or installation liability.