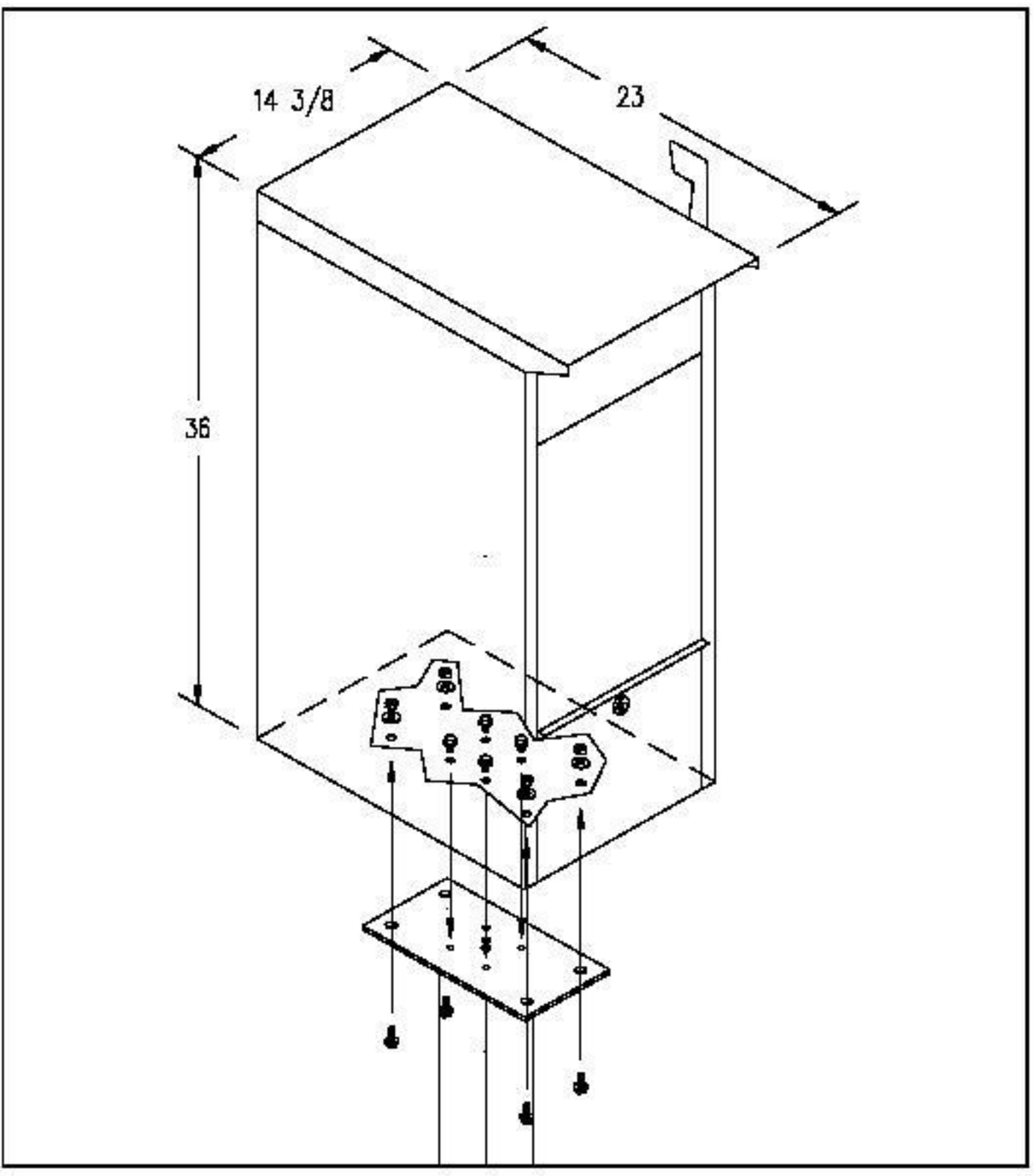
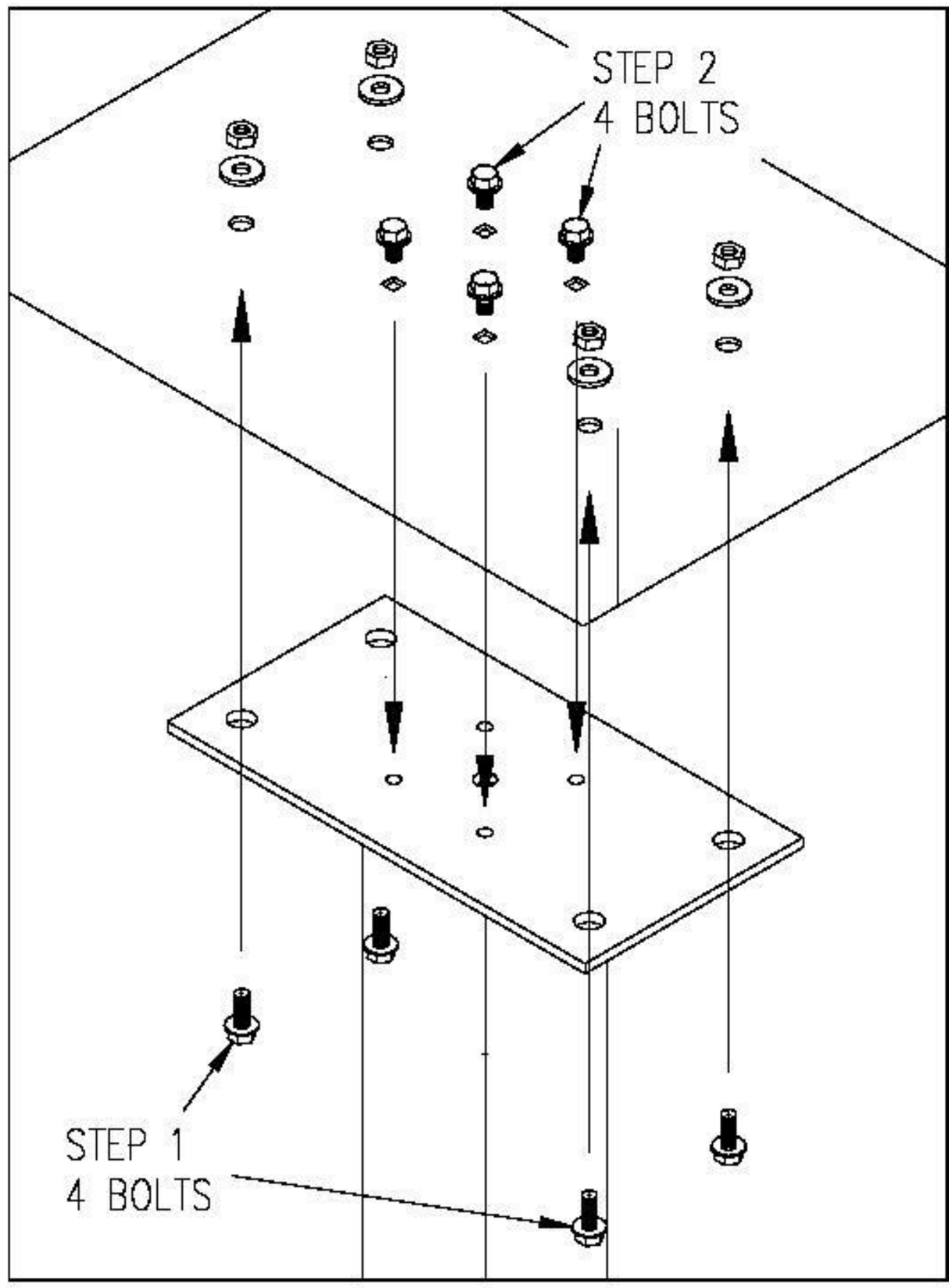
Mail Package Drops - 4375
Installation Instructions

U.S.P.S. APPROVED

Thank you for selecting Salsbury's 4375 aluminum mail package drop. We are confident that the quality and construction of this product will provide years of maintenance free use. This instruction sheet is for installing the 4375 mail package drop directly to a bolt-mounted or in-ground pedestal (ordered separately).





Installing Mail Package Drops Directly to a Pedestal

There are four (4) 5/16"x3/4" long bolts with washers and nuts that go through the four outside corners of the pedestal top plate and four (4) 5/16"x1/2" long bolts that go through the bottom plate of the mail package drop and into the tapped holes in the center of the pedestal top plate.

Step 1: Set the mail package drop on the pedestal top plate and open the lower door. Align the holes in the floor panel of the mail package drop with the holes in the top plate of the pedestal. Install the 3/4" long hex washer head bolts from under the bottom of the top plate of the pedestal up through the mail package drop holes. Install the washers and nuts on the ends of these bolts inside the mail package drop.

Step 2: Install the 1/2" long bolts from inside the package drop box down through the square holes in the floor panel of the mail package drop and screw them into the tapped holes in the center of the pedestal top plate. Securely tighten all bolts and nuts.

USPS Regulations

It is important to note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose, or lock mailboxes after delivery of the mail.

When you install a mailbox on a curbside or roadside, make sure that it is easily accessible to the mail carrier. Customers are required to contact the local post office before installing the mailbox to ensure its correct placement and height at the street.

Generally, mailboxes are installed at a height of 41-45 inches from the road surface to the inside floor of the point of mail entry and are set back 6-8 inches from the front face of curb or road edge to the mailbox door.

Mail Package Drops - 4375

In-Ground Mount Pedestal Installation Instructions

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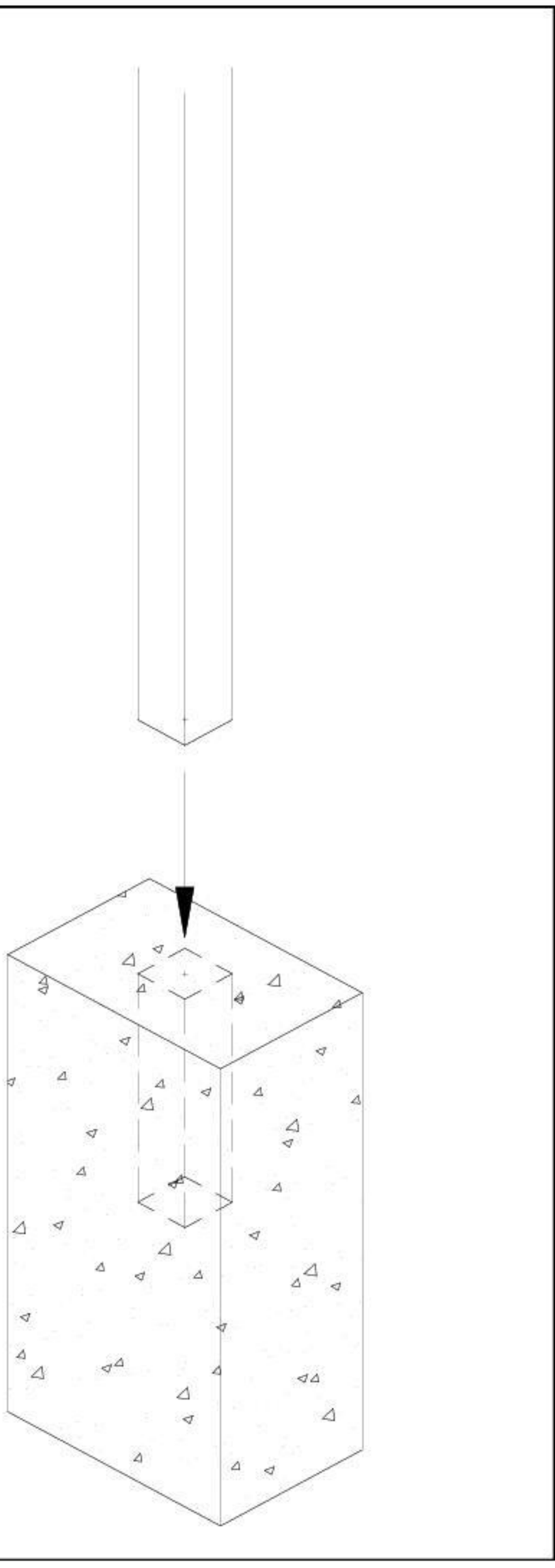
Installing the In-Ground Mounted Post Into Concrete

When you install a curbside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

Dig the hole for the concrete footing, and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 12" by 18" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move when the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Set the post in the hole approximately 18" down. Fill the hole with the prepared concrete mix. Prod the mix with a stick while filling to reduce any air pockets. If you want to conceal the concrete, pour it to within a few inches of the top of the hole and cover with soil after the concrete has set. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.



Mail Package Drops - 4375

Bolt Mount Pedestal Installation Instructions

U.S.P.S. APPROVED

Installing the Bolt Mounted Post on to Anchor Bolts

When you install a curbside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

Dig the hole for the concrete footing, and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 12" by 18" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move if the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Four (4) 1/2"-13 by 8" long J-shaped anchor bolts and eight (8) 1/2"-13 nuts are provided. Attach the anchor bolts to the base of the post with four (4) nuts under and four (4) nuts over the bottom mounting plate. Pour the concrete into the hole, prodding the mix with a stick while filling to reduce any air pockets. Press the anchor bolts on the bottom of the post into the concrete until the bottom plate is resting on the top surface of the wet concrete. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.

The concrete will shrink as it hardens, leaving a space between the anchor and the concrete when it is cured. To prevent this, loosen the top bolt one full turn prior to inserting into the wet concrete. After the anchor is inserted into the wet concrete, place your foot on the top of the threaded anchor and push down until the top nut is pressed against the anchor plate. After the concrete has hardened, re-tighten the top bolt.

