



Attention

- CUSTOMERS MUST CONTACT THEIR LOCAL POST OFFICE BEFORE INSTALLING THE BOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET.
- MAILBOXES ARE INSTALLED AT A HEIGHT OF 41" TO 45" FROM THE ROAD SURFACE TO THE INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY. THEY ARE SET BACK 6" TO 8" FROM FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.
- IN SELECTING THE LOCATION OF YOUR MAILBOX, IT IS IMPORTANT THAT YOU PLAN SO THAT THE LETTER CARRIER IS ABLE TO ACCESS THE MAILBOX FROM THE STREET WITHOUT LEAVING THEIR VEHICLE. CHECK WITH YOUR LOCAL POSTMASTER FOR FINAL INSTALLATION REQUIREMENTS. NOTE: DEVELOPERS AND BUILDERS - IT IS IMPORTANT THAT THE DISTANCE FROM THE CURB BE THE SAME ON ALL MAILBOXES FOR THE SAKE OF UNIFORMITY.

General

The Ore Mailbox is designed to be bolted securely on a level, 24" Wide x 30" Front to Back, concreted pad. It can then be encapsulated with brick, stone, stucco, or wood. The top, Mail Door height, must be from 41" to 45" above the street level, with specified setback of 6" to 8". (Please Refer to US POSTAL REQUIREMENT'S).

Getting Started

- Remove unit from its box, **keeping only the cardboard cover to the Front and Back doors (if applicable)**, which should be left in place until all grout work has been completed to better protect its doors.

IF THERE IS NO CONCRETE WHERE YOU WISH TO INSTALL YOUR MAILBOX:

You will need (4) 3/8" diameter galvanized anchor bolts with stainless steel nuts and washers. Create a template of the bottom of the mailbox indicating the locations of the four holes. The accuracy of this template is crucial to ensure ease of installation. Dig an area of the desired dimensions (24"W x 30"L) for your mailbox and a minimum of 6" deep (see Exhibit A). Construct a wooden frame and stake it around the opening before pouring your concrete. Adjust the height of the frame to achieve the desired height above the road surface. Finishing out your concrete above ground level will help to prevent lawnmowers and weed edgers from damaging the bottom of your mailbox. Make sure the frame is level.

Mix the concrete according to its directions and use it to fill within the frame. Level the surface of the concrete. Use the template to place the bolts into the wet cement. Take great care that the bolts are in their proper positions. Before the cement is dry, we recommend that you place the mailbox over the bolts to insure that they are positioned properly. Once the cement is dry, remove the frame. Place the mailbox over each bolt followed by the washer, lock washer, and the nut. Tighten the nuts with a wrench to hold the mailbox securely in place.

Exhibit A



NOTE: The finish grade of the surrounding area must drain water away from the installation.

- Set the Ore Mailbox unit towards the front edge of the mounting pad so that the brick does not exceed the pad, then brick in place as desired.
- Mortar **must not** extend out past the front outside edge of the exterior housing.

MOUNTING CURB

- Bricks should not extend more than **1” out from the front edge** of the unit. (As shown below)
- The mortar thickness between the unit wrap and the bricks on each side should be at least **1/2” thick**.

