



BRANDON[®]

I N D U S T R I E S

Mailbox Installation Instructions



CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE BOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, 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 AND ARE SET BACK 6 TO 8" FROM FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

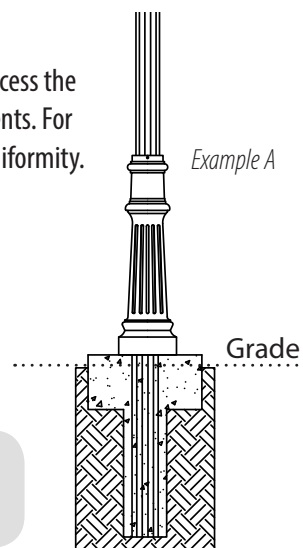
GENERAL

When selecting the location for your mailbox, it is critical that you plan carefully as the letter carrier must be able to access the mailbox from the street without leaving his/her vehicle. Check with your postmaster for current installation requirements. For developers and builders it is important that the distance from the curb be the same on all mailboxes for the sake of uniformity.

DIRECT BURIAL POLES & POSTS

The first step is to anchor the direct-burial post into the ground with concrete. Adjust the depth of the post hole to achieve the desired height above the road surface. Finishing out your concrete above ground level and wider than the diameter of your base will help to prevent lawn equipment from damaging the paint finish. (See Example A)

Note: Before the concrete sets completely, make sure the post is straight and oriented so the mailbox will face the street.

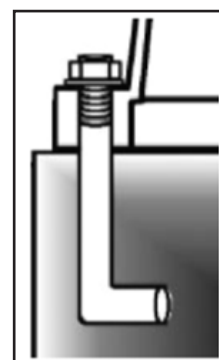


BOLT DOWN PEDESTALS & POSTS

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

You will need 3/8" diameter anchor bolts with nuts and washers (provided). Make a template of the bottom of the pedestal indicating the locations of the four holes in relation to each other. The accuracy of this template is crucial to insure ease of installation. Dig a hole of the desired diameter for your pedestal or post and a minimum of 6" deep. Construct a frame and place it over the hole 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 edgers from damaging the bottom of your post. Make sure the frame is level.

Mix the concrete according to its directions and use it to fill the hole. 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 pedestal over the bolts to insure that they are positioned properly. Once the cement is dry, remove the frame. Place the pedestal over the bolts followed by the washers and the nuts. Tighten the nuts with a wrench to hold the pedestal securely in place.



Example B

Continue...

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IF THERE IS CEMENT WHERE YOU WISH TO INSTALL YOUR MAILBOX:

You will need 3/8" diameter expansion bolts (not provided). Carefully mark the cement with the locations of the holes to be drilled. Using a 3/8" masonry bit, drill holes in the cement to a depth in accordance with the expansion bolts you have selected.



CAUTION: WEAR PROPER EYEGLASS PROTECTION WHEN USING DRILL OR HAMMER

Place the expansion bolts into the holes and verify that the holes line up with the holes in your pedestal. Using a hammer, tap the expansion bolts into the holes you have drilled. This will wedge the bolts into the cement. Set the mailbox pedestal over the bolts and fasten it securely by tightening the nuts down with a wrench.

MAILBOX ASSEMBLY

TOP MOUNT MAILBOX TO PEDESTAL:

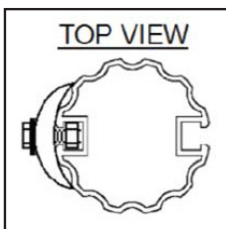
Set the mailbox on the pedestal. With door open, align the tow holes in the bottom of the mailbox with the two threaded holes on the top of the pedestal. With the bolts provided, fasten the two parts together. Then attach the flag to the side of the mailbox. (See Example C)

TOP MOUNT MAILBOX TO POST

Carefully slide the optional decorative slipover base over the post. If required, securely attach bracket(s) to the top of the post with the bolts provided. Next, align the holes in the mailbox with those on the bracket(s) and/or post. Securely fasten the mailbox into place with the nuts and bolts provided. Then attach the flag to the side of the mailbox. (See Example D)

FRONT OR SIDE MOUNT MAILBOX TO POST

Carefully slide the optional decorative slipover base over the pole. Next, securely attach the bracket(s) to the post with the bolts provided.



FOR MPC CHANNEL POLES

Insert bolts with nylon flat washers through mounting holes in bracket. Loosely thread a nut on the end of each bolt. Guide nuts into channel at top of pole. Slide the bracket to the desired height and tighten bolts to hold the bracket to the pole.

Align the holes in the mailbox with those on the bracket and/or post. Securely fasten the mailbox in place with the bolts provided. Attach the finial to the top of the post using the hex key provided. Then attach the flag to the side of the mailbox. (See Example E)

