

# Townhouse Mailboxes – 4550

## Installation Instructions

U.S.P.S. APPROVED

### Installing on a Standard or Classic Mailbox Post

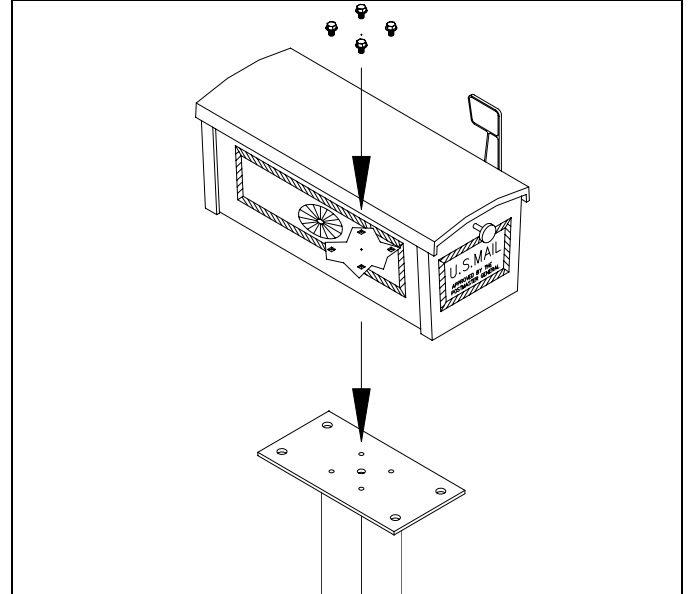
Thank you for selecting Salsbury's 4550 townhouse mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing the 4550 townhouse mailbox on a Salsbury standard or classic mailbox post. Other installation instructions are available for installing the mailbox on a decorative post or on spreaders or mounting the post in a concrete footing.

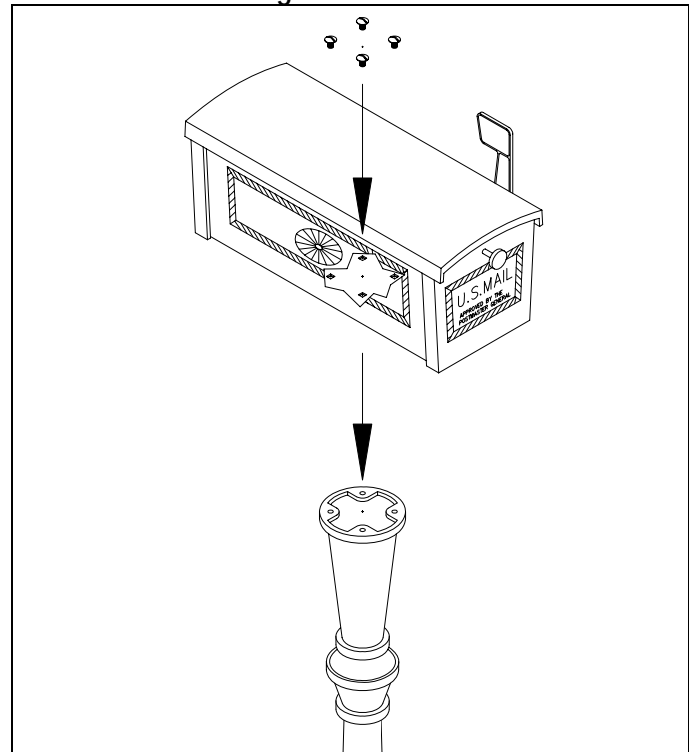
When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the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

The top of the Salsbury standard or classic mailbox post has four tapped holes. There are four 5/16" bolts provided with the post to attach the mailbox to the post. Open the front door of the mailbox and install the four bolts through the four holes in the center of the inside floor of the mailbox and into the four tapped holes in the top of the standard or classic mailbox post.

### Standard Post Mounting



### Classic Post Mounting



# Townhouse Mailboxes – 4550

## Spreader & Standard Post Installation Instructions

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### Installing Mailboxes on Spreader & Standard Post

Thank you for selecting Salisbury's 4550 townhouse mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

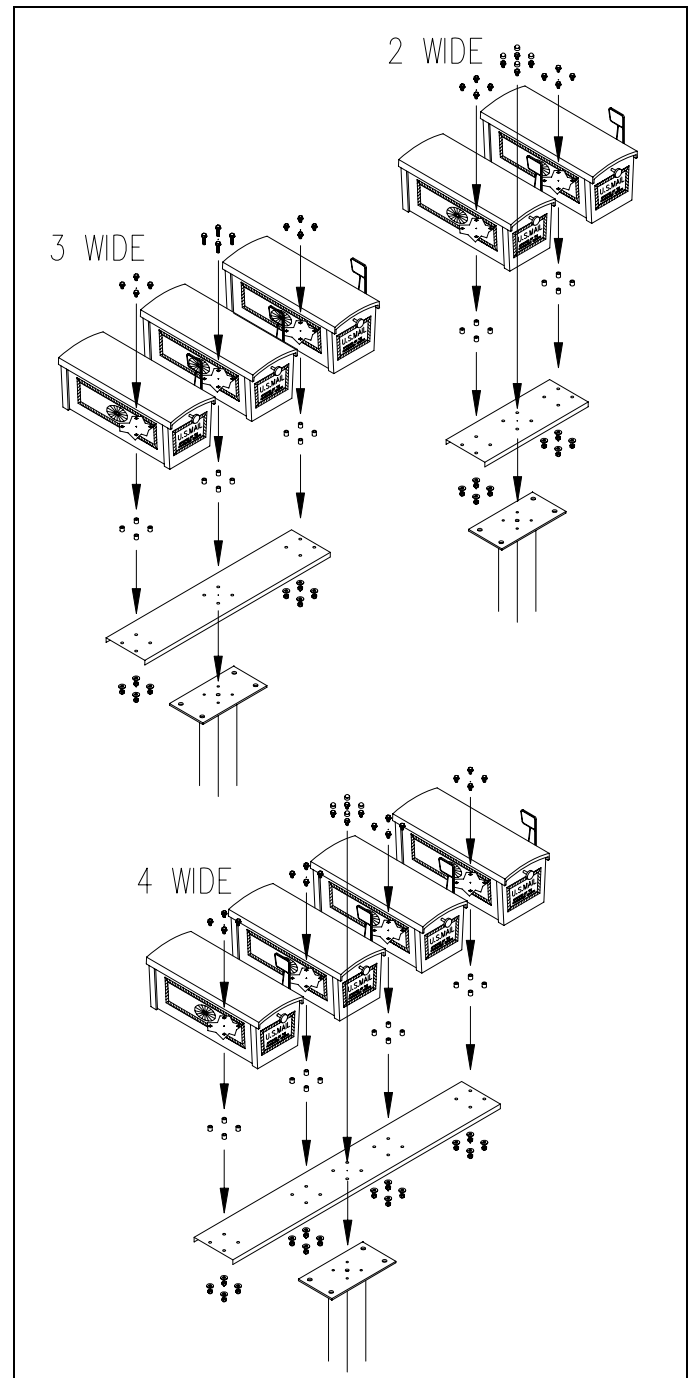
This instruction sheet is for installing 4550 mailboxes on spreaders and Salisbury standard mailbox posts. Other installation instructions are available for mounting a single mailbox on a decorative or standard post and mounting the post in a concrete footing.

When you install a curbside or roadside 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.

The spreaders are available in 3 widths, for mounting 2, 3, or 4 mailboxes. All 3 widths can be installed on the standard posts.

The mailboxes are mounted to the spreader using four 5/16" carriage bolts, 1/2" nylon spacers, washers, and acorn nuts. The carriage bolts are installed from the inside of the mailbox and the nylon spacers are placed between the mailboxes and the spreader. The washers and acorn nuts are installed under the spreader. The middle mailbox on the 3-wide spreader is jointly mounted to the spreader and the spreader to the post with the same set of long 5/16" hex washer bolts and nylon spacers.

The top plate of the standard post has 4 tapped holes. The spreader is mounted to the post using four 5/16" hex washer head bolts. The 2-wide and 4-wide spreaders are mounted directly to the post using the short 5/16" carriage bolts, while the 3-wide spreader is mounted to the post using the longer 5/16" carriage bolts and nylon spacers inside the middle mailbox, holding both the mailbox and the spreader to the post. Plastic caps are provided for the bolt heads to be used with the 2-wide and 4-wide spreaders. The plastic caps are not necessary for the 3-wide spreader, since the bolts are inside the middle mailbox.



# Townhouse Mailboxes – 4550

## In-Ground Mounted Post Installation Instructions

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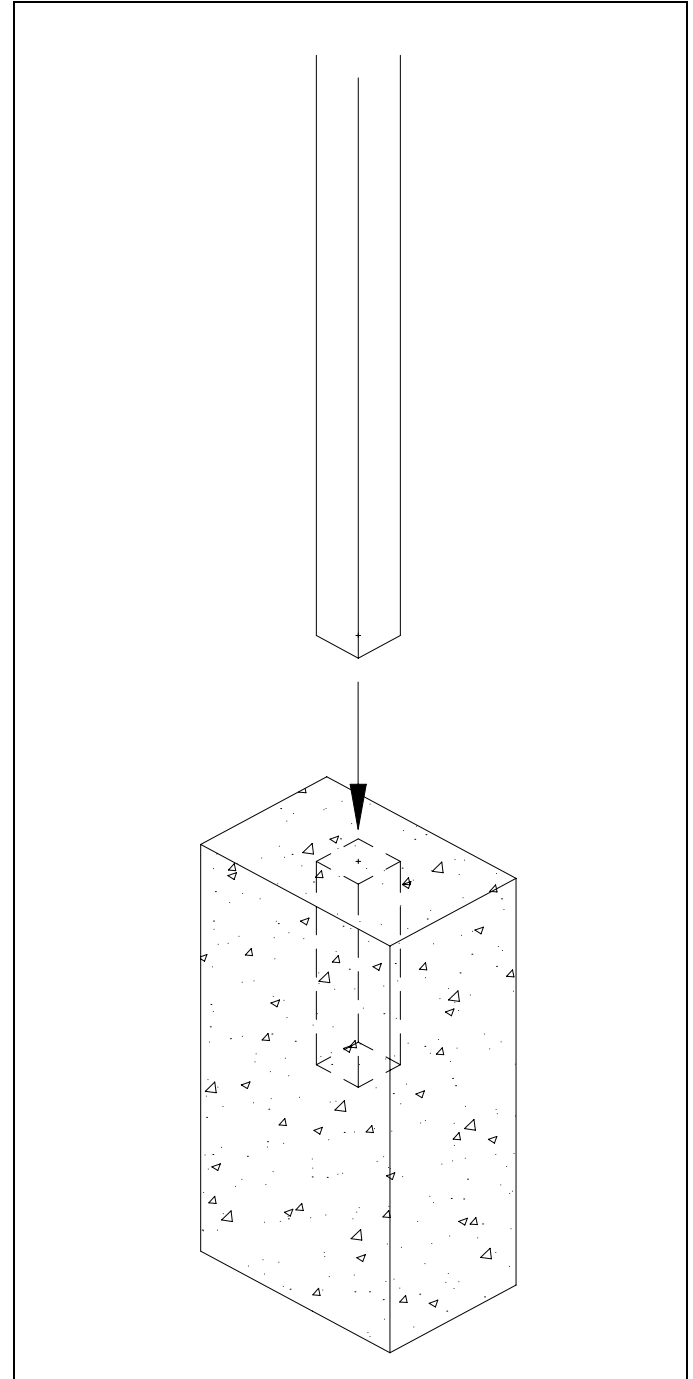
### Installing the In-Ground Mounted Post for the Mailbox Into Concrete

When you install a curbside or rural 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 and 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.



# Townhouse Mailboxes – 4550

## Bolt Mounted Post Installation Instructions

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### Installing the Bolt Mounted Post for the Mailbox onto Anchor Bolts

When you install a curbside or rural 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.

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.

