

Rent Drop Box

Wall Mounted Installation Instructions

Made of electro-galvanized steel sheet with a durable powder coat finish and a stainless steel mail flap, drop boxes will provide years of maintenance free service.

Mounting Box to a Flat Wall

1. The installation fasteners are not provided due to the variation in wall types to which the mailbox might be mounted. Select fasteners and anchors appropriate for the type of wall.
2. Mounting access is provided by opening the flap and access door.
3. Where possible, it is best to shield the box from direct weather conditions.
4. Contact your local U.S.P.S. office for the required height of the box on the wall (if using as a mailbox).
5. Using the template provided, mark the location of the 4 holes on the back of the mailbox. Drill the 4 mounting holes as marked.
6. Holding the box aligned horizontally in the mounting position, mark on the wall the position of the 4 mounting holes in the back wall of the mailbox.
7. Attach the box to the wall using the appropriate fasteners.

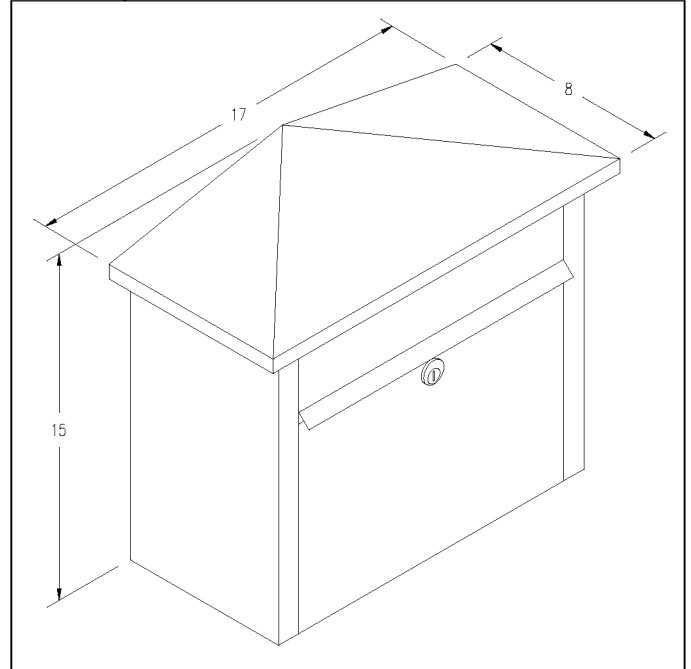
Note: Mounting holes are not pre-drilled into the Mail House as this unit can be installed on a mailbox post.

Cleaning

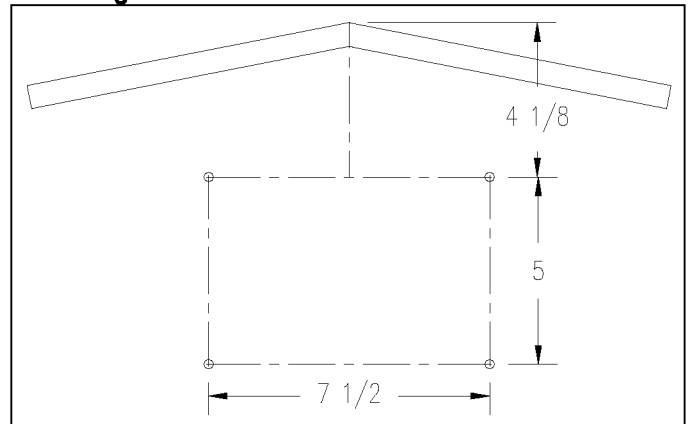
Interior & Painted Exterior – Using a soft cloth or sponge, clean the interior and painted exterior of the box with liquid soap, detergent, or diluted water-soluble household cleaners. Completely remove residue of any cleaning products with water, and thoroughly dry with a clean cloth or paper towel.

Stainless Steel Mail Flap – The flap may be cleaned as indicated above. Be sure to scrub and polish satin finish materials in the same direction as the grain of the stainless steel. **DO NOT** use abrasive materials on stainless steel surfaces.

Rent Drop Box



Mounting Dimensions



Please contact us at 1-800-231-0329 if you need further assistance or have any questions.

Thank you for your continued business!

Great American Property Management
www.gabpproperty.com

Rent Drop Box

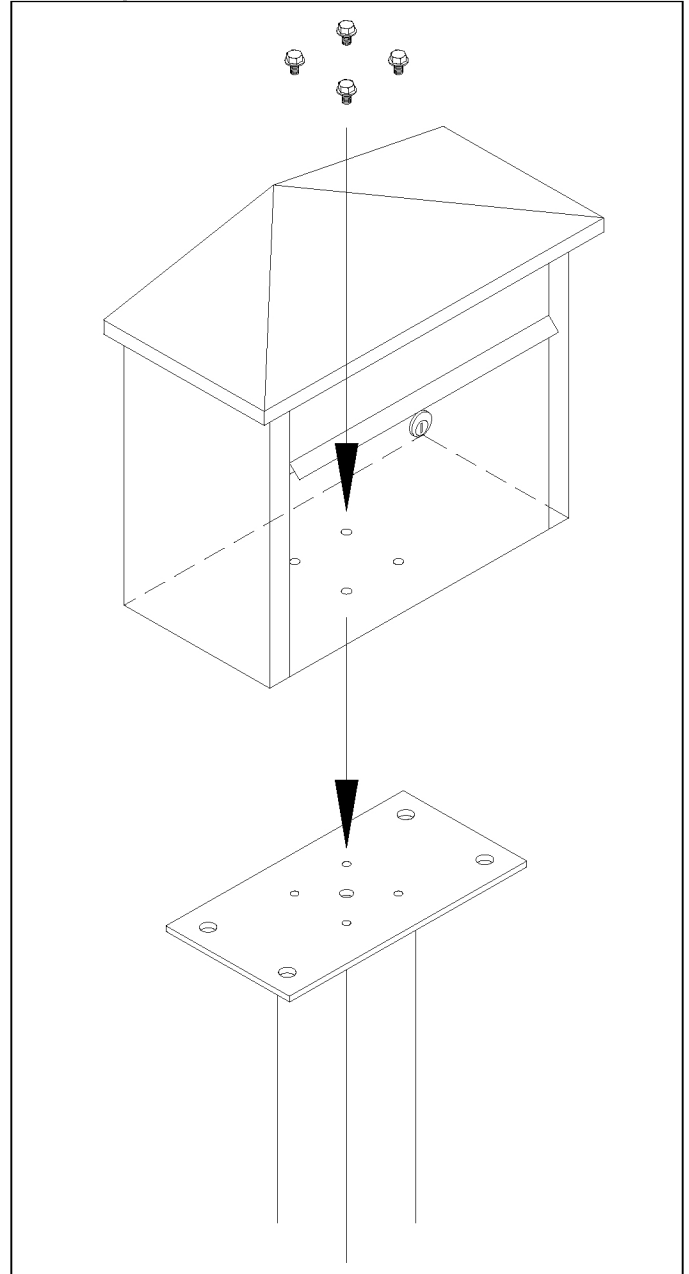
Post Mounting Installation Instructions

Made of electro-galvanized steel sheet with a durable powder coat finish and a stainless steel mail flap, drop boxes will provide years of maintenance free service.

Mounting Drop Box on a Post

The top plate of the pedestal has four tapped holes. There are four 5/16" hex washer head bolts provided with the post to attach the mailbox to the post. Open the locked front door and install the four hex washer head bolts through the four holes in the inside floor of the mailbox to the top plate of the pedestal.

Rent Drop Box



Rent Drop Box

Bolt Mounted Post Installation Instructions

U.S.P.S. APPROVED

Installing the Bolt Mounted Pedestal

To install the bolt mounted pedestal, begin by digging a hole for the concrete footing and then prepare the concrete. The top surface of the footing should be about 12" by 18". See the illustration for the relative position of the rectangular footing to the pedestal and box. The concrete should extend into the ground 24" or greater if your local frost line is deeper. Installing the concrete below the frost line will prevent movement during ground freezing and thawing. The bottom of the hole for the concrete footing should be filled with a depth of about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

When digging the hole for the footing, be careful to not puncture water, sewer, or gas lines.

Hardware for attaching the pedestal to the concrete footing is not included. J-bolts are shown in the illustration as an example. The concrete footing should include reinforcing steel and four (4) 1/2" anchor studs protruding at least 1" above the concrete surface. Place the anchor studs in a 4" x 10" pattern in the concrete to align with the holes in the pedestal base.

When the concrete has cured sufficiently, install four (4) leveling nuts on the anchor studs. Set the pedestal on the leveling nuts with the four (4) anchor studs protruding through the holes in the pedestal base plate. Adjust the leveling nuts to square up the pedestal. Install four (4) nuts and washers on the anchor studs and tighten securely.

