

# Regency® Decorative CBU's and OPL's

## Models 3308R, 3312R, 3316R, 3313R, 3305R, 3306R & 3304R

### Installation Instructions

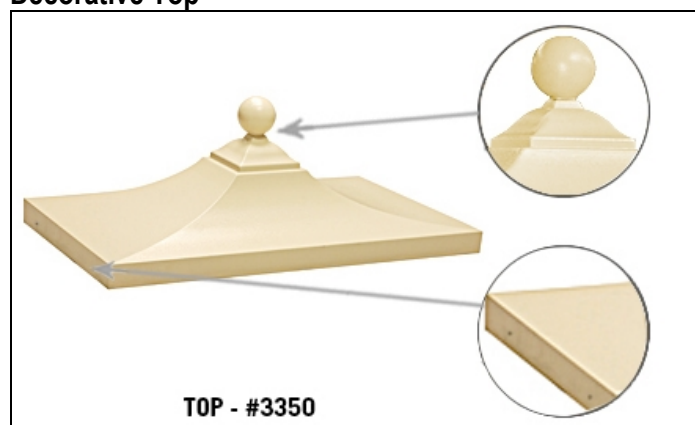
U.S.P.S. APPROVED

Thank you for your purchase of Salsbury's Regency® Decorative CBU's and OPL's manufactured by Salsbury Industries. We are confident that you will find them to be an attractive addition to commercial and residential developments. Regency® Decorative CBU's and OPL's include a cluster box unit or outdoor parcel locker, a pedestal, a decorative top and a decorative pedestal cover. This first page instructs how to attach the decorative top to the CBU or OPL and the pedestal cover to the pedestal.

#### Installation of Decorative Top

1. Fasten the ball finial to the decorative top from the underside of the decorative top using two (2) M4x8 allen bolts.
2. Before placing the decorative top on to the CBU or OPL top, apply thread lock to the four (4) M6x8 allen cone point set screws and insert into the two (2) threaded holes on each side of the decorative top.
3. Only turn the set screws until they are flush with the inside surface of the decorative top so that the decorative top can be placed on the CBU or OPL top.
4. Place the decorative top on to the CBU or OPL top. Be sure the logo on the decorative top is positioned at the rear of the unit. Tighten the four (4) allen set screws evenly to secure the decorative top to the unit.

#### Decorative Top

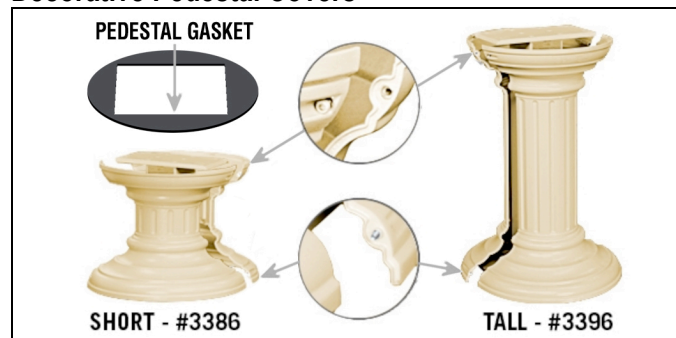


#### Installation of Decorative Pedestal Covers

Note: The following instructions apply to both the short decorative pedestal cover (# 3386) and the tall decorative pedestal cover (# 3396).

1. Place the pedestal gasket on the floor and wrap it around the base of the unit's pedestal.
2. Slide one half of the black plastic insect guard into the top of either one of the decorative pedestal cover halves. Make sure the locator tabs on the pedestal cover align with the slots on the insect guard. Repeat on the other half of the pedestal cover.
3. Place one of the pedestal covers with guard installed into position underneath the rear of the unit and around the rear of the pedestal.
4. Place the other pedestal cover with guard installed underneath the front of the unit and around the front of the pedestal.
5. Use four (4) M4x16 allen bolts, two (2) at the top and two (2) at the bottom, to bolt the two (2) halves of the pedestal covers together.
6. Thread four (4) M6x20 allen set screws, one at the top and one at the bottom, on both the front and rear halves, into the threaded holes to prevent the pedestal covers from moving.

#### Decorative Pedestal Covers



#### SALSBURY INDUSTRIES

18300 Central Avenue, Carson, CA 90746-4008

Ph: 1-800-624-5269

Int'l Ph: 323-846-6700

Fx: 1-800-624-5299

Int'l Fx: 323-846-6800

[www.mailboxes.com](http://www.mailboxes.com)

[engineering@mailboxes.com](mailto:engineering@mailboxes.com)

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# Regency® Outdoor Parcel Locker – 3304R

## Installation Instructions

Thank you for selecting Salsbury's Regency® outdoor parcel lockers. We are confident that the quality and construction of this product will provide years of maintenance-free use.

Note: Parcel lockers offer tenants a convenient way to receive packages on site and are fit with a two (2) key security system. When the U.S. Postal Service delivers a parcel to the locker, a parcel locker key is placed in the recipient's mailbox. Once the recipient opens the parcel locker, the key is automatically retained in the lock until it is removed with a USPS control key.

### Preparatory Notes

The illustration shows a Model 3304R parcel locker and its matching pedestal. An experienced contractor should perform the installation. It is advisable to have the unit on hand before beginning construction of the concrete base.

After the unit has been installed on the pedestal and concrete pad, The USPS will install their control locks on the two parcel locker doors and the master loading door upon request.

### Constructing Concrete Base

Prepare a concrete pad at least 4 feet square (for one (1) pedestal parcel locker) by a minimum 8 inches depth on a compacted gravel or crushed stone fill reaching down to the maximum frost depth. The concrete pad should include steel reinforcing rods and four (4) 1/2"-13 anchor bolts protruding at least 1 inch above the concrete surface. Place the anchor bolts in a 4 inch by 10 inch pattern matching the pedestal base as shown in the illustration.

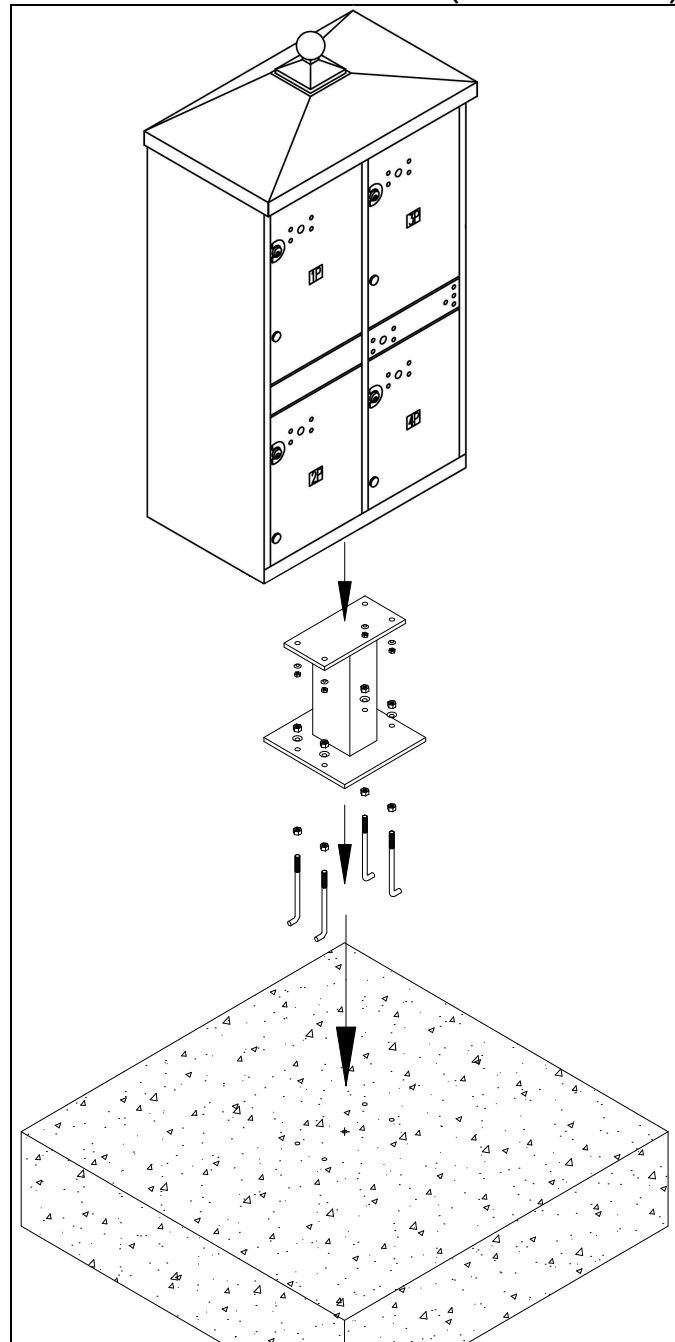
### Installing Pedestal on Concrete Base

When the concrete has cured sufficiently, set the pedestal on the concrete base with the ends of the four anchor bolts protruding through the holes in the pedestal base plate. Install the nuts and washers on the anchor bolts and tighten securely. If necessary, use shims or the extra nuts provided to level the pedestal.

### Installing Parcel Locker Unit on Pedestal

Open the lower door of the pedestal parcel locker and slide out the floating bottom shelf, exposing the four (4) holes to attach the unit to the top of the pedestal. Lift the unit onto the top of the pedestal, aligning the holes, and install the four (4) 3/8"-16 carriage bolts upward from underneath the pedestal top plate. From inside the parcel compartment, install the four (4) lock washers and nuts onto the bolt threads. Torque the nuts to 22 foot-pounds. Reinstall the floating shelf, covering the attachment holes.

Model 3304R Outdoor Parcel Locker (Includes Pedestal)



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18300 Central Avenue, Carson, CA 90746-4008  
Phone: 1-800-624-5269 Int'l Phone: 323-846-6700  
Fax: 1-800-624-5299 Int'l Fax: 323-846-6800  
.mailboxes.com engineering@mailboxes.com

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# Outdoor Parcel Locker

## Installation of Arrow Lock

This document covers the installation of the Arrow Lock in the carrier access door. *This lock is available only through the USPS and is to be installed by authorized USPS personnel only.*

### Installation Procedure

1. Open carrier access door. See Illustration 1.
2. Remove five (5) 10-32 lock nuts with lock support plate. Dispose of plastic shipping spacer. Use 3/8" socket wrench for lock nuts. See Illustration 2.
3. Place Arrow Lock in one (1) Arrow Lock security bracket and position on door. See Illustration 3.
4. Replace one (1) 10-32 lock nut in the rear position to secure the Arrow Lock security bracket.
5. Install lock support plate as shown.
6. Replace four (4) 10-32 lock nuts. Torque to 25 to 30 inch-pounds. Overtightening may keep Arrow Lock from operating correctly.

Illustration 1

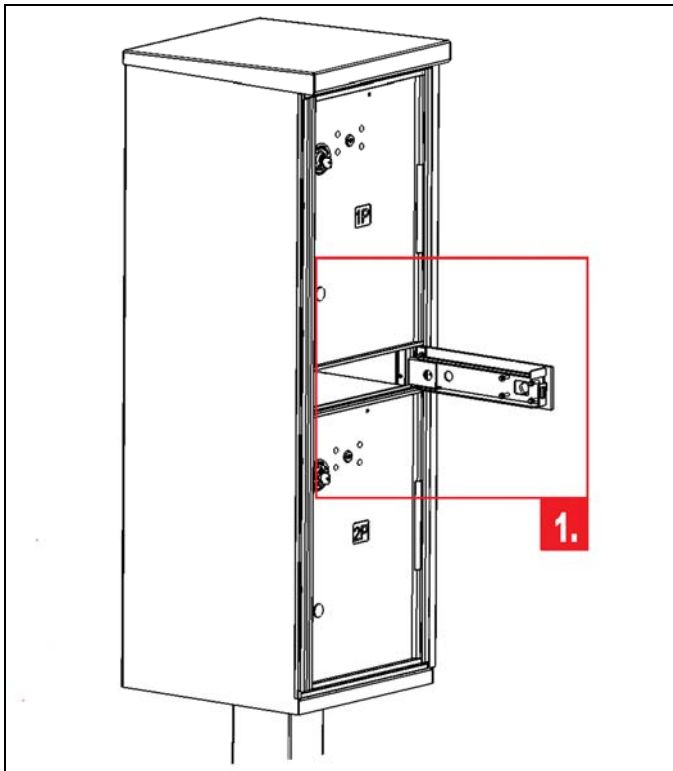


Illustration 2

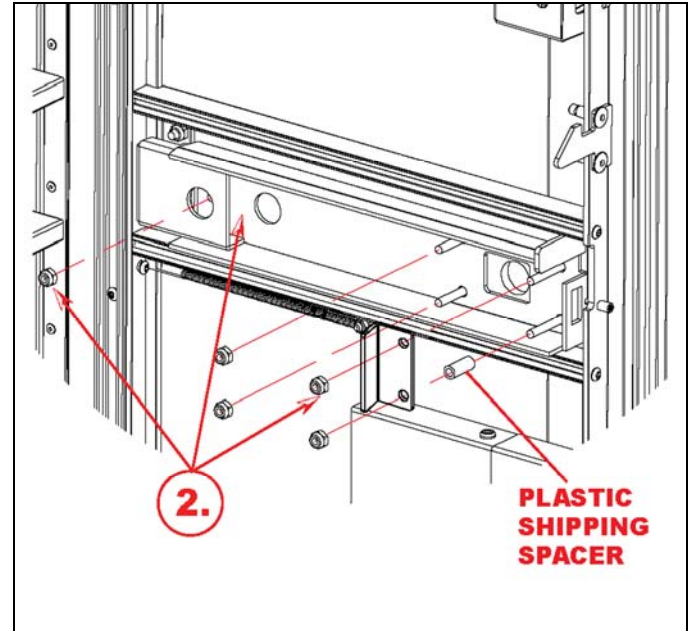
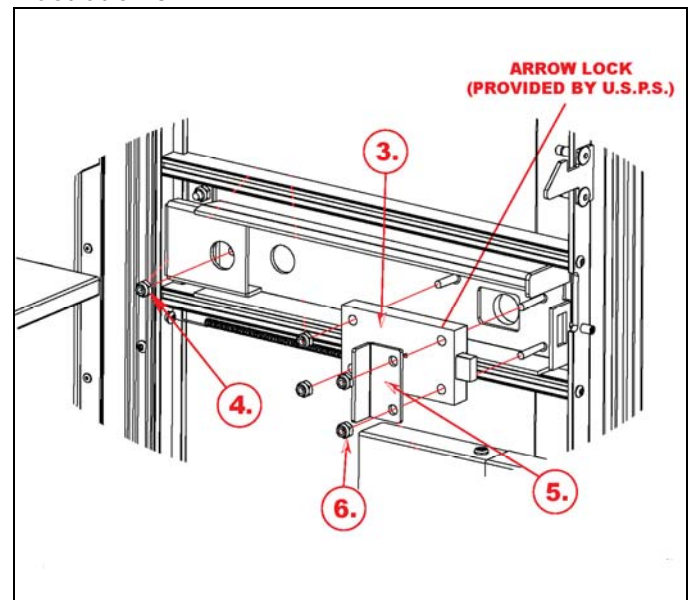


Illustration 3

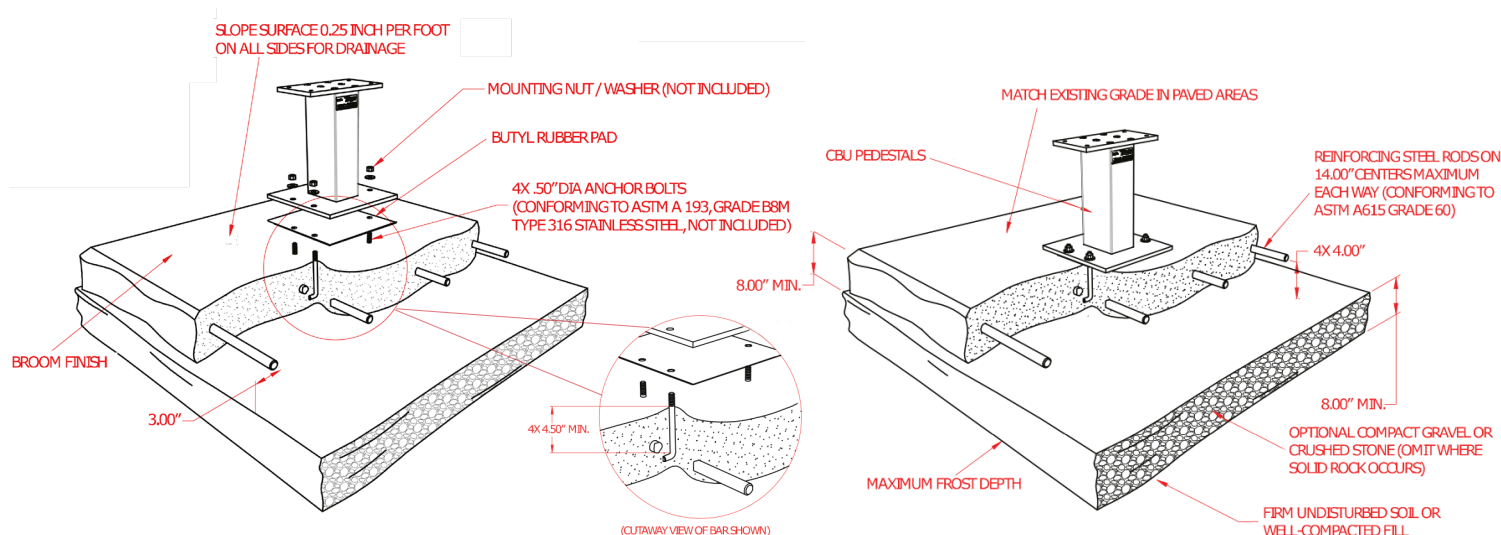


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# Site Preparation and Pedestal Installation



## New Concrete Base:

- 1) Depending on climatic and soil conditions in the area of installation, optional foundation material may be necessary as shown. Consult local building codes for recommendations.
- 2) Refer to Table 1 for thickness (h), width (w), and depth (d) of the concrete pad alternatives.
- 3) Concrete shall have a compressive strength of 3000 psi @ 28 days, contain 4% min ~ 6% max air entrapment and be placed with a 3.50~4.50 slump in accordance to 301.
- 4) Use wire mesh as per (Standard) or for reinforced concrete as per (Standard).

## Existing Concrete Base:

- 1) Existing concrete pad must be at least 48" wide.
- 2) Concrete base and anchor bolts may be reused if:
  - existing 1/2" diameter expansion anchor bolts are firmly embedded in the concrete and not damaged or corroded;
  - concrete foundation is not damaged
  - bolt hole pattern of the new unit matches the installed anchor bolts.
- 3) Additional considerations include:
  - if concrete is only 4" thick, then option 'b' in Table 2 below cannot be used
  - any unused, existing anchor bolts must be cut flush to the level of the concrete surface
  - if concrete is damaged, replacement of foundation pad is required

**Table 1: Pad Recommendations**

4" H	47" W	47" D
5" H	44" W	44" D
6" H	42" W	42" D
7" H	40" W	40" D
8" H	39" W	39" D

**Table 2: Expansion Anchor Bolt Recommendations**

**a. Hilti Bolt II**

- 1/2 inch diameter x 5 1/2 inches overall length
- Galvanized
- KB II 12-512, Stainless steel

**Minimum embedment in concrete must be at least 3 1/2 inches**

**b. ITW Ramset Redhead Turbolt**

- 1/2 inch diameter x 7 inches overall length
- Galvanized

**Minimum embedment in concrete must be at least 4 1/8 inches**

**c. Rawl Stud**

- 1/2 inch diameter x 5 1/2 inches overall length
- Galvanized

**Minimum embedment in concrete must be at least 4 inches**

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Fax: 1-800-624-5299 Int'l Fax: 323-846-6800  
[www.mailboxes.com](http://www.mailboxes.com) [engineering@mailboxes.com](mailto:engineering@mailboxes.com)



# Installing a Cluster Box Unit (CBU)



## Items required for CBU installation (not included)

- 5/8" and 9/16" wrench
- Level and hammer
- Hammer drill with 1/2" concrete drill bit
- Four 1/2" diameter 5" long concrete anchors



- Locate the template and gasket. Position the template to the desired location and secure it with adhesive.



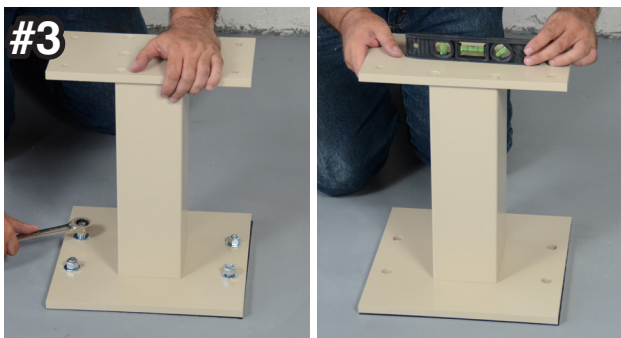
- Mount the CBU unit onto the pedestal, aligning the holes of the CBU with the pedestal. Use assistance



- Drill four 4" deep holes in the concrete using the template.
- Clear all debris and align the gasket holes to the drilled holes.



- Open the master doors and slide out both bottom shelves. Install four bolts from underneath with the 9/16" socket.



- Install the four concrete anchors and tighten all with wrench.
- Check for levelness.



- Install four bolts from underneath with the 9/16" socket. Reinstall the bottom shelves.

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18300 Central Avenue, Carson, CA 90746-4008  
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Fax: 1-800-624-5299 Int'l Fax: 323-846-6800  
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