

# FLORENCE CORPORATION **BEST PRACTICES:**

## Installation of Centralized Mail Delivery Equipment

Centralized delivery equipment offers a secure and convenient method for residents to access their mail and packages.

When properly planned, centralized mail equipment becomes an integral part of a community's design while also complying with important regulatory requirements. Your property's value is improved when attractive amenities are added, resulting in highly satisfied residents.

This guide illustrates well planned projects and provides links to additional information to help you plan your next project.



## MORE THAN A MAILBOX

Providing mail and package services for residents of your new development is required... but it can be an **opportunity to enhance** your community much like other amenities!



A cluster box unit (CBU) is a centralized mailbox that is freestanding and pedestal-mounted for outdoor installation. With up to 16 locked compartments, up to 4 integrated parcel lockers and a secure outgoing mail slot, preconfigured CBU equipment is the perfect solution for your neighborhood.

These USPS Approved units are installed individually or in large group installations. Add matching outdoor parcel lockers (OPL) to accommodate the increase in package delivery.



Be sure to check with local postal authorities before planning a mailbox installation - visit [www.usps.com](http://www.usps.com) or email [Delivery.Growth@USPS.gov](mailto:Delivery.Growth@USPS.gov).

## **INTEGRATE MAILBOXES INTO THE DESIGN**

Good design incorporates functional benefits while blending in with the community.

Identify a well-lit, welcoming and highly visible location to improve safety for residents and postal carriers, provide better accessibility and decrease the risk of theft or vandalism.



## **PLACEMENT ENHANCES COMMUNITY**

Placing mailboxes near shared amenities such as the clubhouse, pool and recreation areas is a natural fit.



**98% of consumers bring in their mail and packages every day\*!**

This means they likely use this service more than the pool, community center, playground or fitness facility! These convenience amenities attract home buyers\*.

\*prc.gov



Dress up the basic CBU & OPL with decorative accessories to complement your development. These accessories are USPS approved products.





Residents report they enjoy  
visiting with neighbors while  
**picking up their mail\***.

\*Trade Focus, 2018. 6



## ***SOLUTIONS THAT COMPLEMENT***

Cluster box units are available in a variety of architectural color options; all in a durable, powder coat finish.

## DESIGN ACCESSIBLE SPACES

**Early planning and proper installation** of mailbox equipment ensures builders and developers incorporate accessible spaces, avoiding change orders and costly delays. Any mail kiosk located at a parking lot must have at least one accessible parking space.



The pedestal included with the CBU also ensures the units comply with USPS installation regulations.



CBU installations need to have right-of-way access. They may not be installed directly on the street or a public sidewalk.



If the accessible route from the CBU connects with a street or other paved surface at a vertical curb, a curb ramp should be installed in accordance with RE-4 requirements\*.

Accessibility regulations and local codes may vary. Always consult local authorities and USPS personnel prior to final mailbox selection and installation.

\*USPS National Delivery Planning Guide for Builders & Developers, pgs. 14-15



Expand capacity for package deliveries  
by adding matching Outdoor Parcel  
Lockers (OPL) with 2 or 4 parcel  
compartments.



## MAKE YOUR OWN SUCCESS STORY

Take these steps to create a success story at your property and realize the benefits!



- 1** Contact your local **Postal Delivery Service Manager** to discuss your project's requirements.
- 2** Work with an **Authorized Florence Dealer** to help you develop your plan to incorporate centralized mail delivery into your project.

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