

# Planning & Implementing New Mail Service in Your New Single Family Development

## 1 PLAN EARLY

Contact USPS to determine centralized mailbox locations *before* finalizing development plan.

## 2 IDENTIFY USPS GROWTH MANAGER

Go to USPS.com or email Delivery.Growth@USPS.gov to find your local USPS growth manager to work with you to determine mailbox locations.

## 3 DESIGN ACCESSIBLE SPACES

Design selected mailbox site with adequate space for appropriate accessibility by customers and carriers.

## 4 SELECT MAILBOX EQUIPMENT SUPPLIER



Ensure mailboxes are USPS compliant by selecting an approved manufacturer. An Authorized Florence Dealer can assist you with your mailbox selections.

## 5 INSTALL CENTRALIZED MAIL EQUIPMENT



## 6 CONTACT LOCAL POST OFFICE

Stay in contact with your designated USPS representative during building process to plan ahead for inspection & commencement of mail delivery.

## 7 COMMENCE USPS MAIL SERVICE

USPS installs Master Access locks in mailboxes & mail delivery may begin.

## 8 DISTRIBUTE MAILBOX KEYS

Assign mailboxes to homes & distribute key at home closing.

## 9 RESIDENTS RECEIVE MAIL & PACKAGES

# Which USPS Compliant Centralized Mailbox is right for your development?



## CLUSTER BOX UNITS



A cluster box unit (CBU) is a centralized mailbox that is **freestanding and pedestal-mounted** designed for outdoor installation, individually or in large group installations.

- ▶ Choose from **6 standard configurations** with up to **16 locked residential compartments** and up to **4 integrated parcel lockers**.
- ▶ Residential mail compartments and shared parcel lockers are numbered with a decal or engraved.
- ▶ Expand capacity for package deliveries by adding matching Outdoor Parcel Lockers (OPL) with **2 or 4 parcel compartments**.
- ▶ Pedestal included ensures mailboxes and parcel lockers comply with USPS installation regulations.
- ▶ Dress up the basic CBU & OPL with decorative accessories to complement your neighborhood. These accessories are also USPS Approved products.

Builders and developers are responsible for siting the centralized mail equipment in the development, in collaboration with the US Postal Service, and for the purchase and installation of selected equipment. The builder/developer/property owner is responsible for providing lock and key service for newly installed centralized mail equipment in new single family development.

The USPS will install the Master Access lock in the centralized mailbox unit when mail delivery commences for the first resident in the development being served by the designated mailbox unit.



## STD-4C MAILBOXES

USPS STD-4C mailboxes (4C) are similar in structure to CBU except they are **designed to be wall-mounted** indoors or outdoors, individually or in large group installations.

- ▶ When used in a single-family development, USPS Approved 4C mailboxes are typically installed in custom-built kiosk structures complementary to the neighborhood.
- ▶ Choices are plentiful when using STD-4C mailboxes with dozens of pre-configured modules in varying heights making it easy to develop an "outdoor mailroom" for residents in selected locations in the development.
- ▶ The USPS requires **one parcel locker for every 5 mailboxes - a 1:5 ratio**. With the growth of online shopping, it is wise to add more parcel lockers than required to accommodate resident package volume.

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