

SECTION 10 55 00 - POSTAL SPECIALTIES

PART I - GENERAL

1.1 RELATED DOCUMENTS

- A. *Drawing 10 55 00-1, Horizontal Mail Boxes*
- B. *Drawing 10 55 00-2, Horizontal Collection Boxes – Front Accessible*
- C. *Drawing 10 55 00-3, Horizontal Collection Boxes – Rear Accessible*
- D. *Drawing 10 55 00-4, Key Keepers*

1.2 [Note to AE: DESIGN REQUIREMENTS

- A. *New Buildings: Contact the Office of Mail Services during the planning process for new buildings to ensure postal regulations have not changed since the publication of this Standard.*
- B. *Mail Room Size and Location: The size of the Mailroom will depend entirely upon how the departments within the building wish for their mail to be handled. The Post Office will only make a one-point delivery to each building. That delivery point must be on the first floor.*
- C. *Mail Boxes: If the Mailroom will be manned and each department within the building will be picking up their mail from that room, then a mail box for each department will be required. Separate collection boxes will also be required for "Outgoing" Campus Mail, "Outgoing" U.S. mail requiring postage to be affixed, and "Outgoing" U.S. mail with postage already affixed.*
- D. *Key Keepers: The Post Office requires a locked key box residing beside the entry doorway. This key box must be keyed to their master carrier key, as their carriers will open this box to obtain the key to enter the Mailroom. Two Key Keepers are required - one for the US Post Office who will install their own lock, and one for Campus Mail Distribution.]*

PART 2 - PRODUCTS

2.1 HORIZONTAL MAILBOXES

- A. *Rear Loading: Rear loading horizontal mailboxes shall have the following standard features.*
 - 1. *Grouped in combinations of 9, 10, 11, or 12 compartments high and 3, 4, or 5 compartments wide.*
 - 2. *5-pin cylinder cam locks with 2 keys and 1,000 key changes.*
 - 3. *Clear plastic window number slots.*
 - 4. *Private master lock.*

5. Compartments with the following dimensions: 15-1/2 inches depth, 12 7/8 inches width, 6 3/8 inch height.
6. Anodize aluminum finish.

2.2 HORIZONTAL COLLECTION BOXES

- A. Rear Accessible Mail Boxes & Outgoing U.S. Mail Requiring Postage: Rear accessible campus mail boxes and boxes for outgoing U.S. Mail requiring postage affixed shall have the following standard features.
 1. Equipped with lift-off rear cover.
 2. 5/32 inch thick extruded-aluminum front door.
 3. Extruded-aluminum frame.
 4. Steel compartment.
 5. Rough opening 17 3/8 inches high by 14 5/8 inches wide.
 6. Trim 19 7/8 inches high by 17 1/8 inches wide.
 7. Hopper Door size 8 inches high by 15 inches wide.
 8. Anodized aluminum finish.
 9. Engraving as specified.
- B. Outgoing U.S. Mail with Postage: Boxes for outgoing U.S. Mail with postage affixed shall have the following standard features.
 1. Hopper door and master door constructed of 1/4-inch aluminum.
 2. Prepared for postal master lock.
 3. Dimensions: Master door 12 3/8 inches high by 15 inches wide; hopper door 3 inches high by 15 inches wide; handle 8 1/2 inches long.
 4. Engraving standard.
 5. Anodized aluminum finish.

PART 3 - EXECUTION

3.1

END OF SECTION **10** 55 00

This section of the *U of I Facilities Standards* establishes minimum requirements only.
It should not be used as a complete specification.