

## SECTION 105500 - POSTAL SPECIALTIES

### PART 1 - GENERAL

#### 1.1 M.S.U. ISSUES

- A. Student residence hall mailboxes will be rear loading as specified in this standard. At the rear of the boxes there will be a work surface for sorting mail, storage for packages to be picked up, and at least 50fc of light for ease of sorting. Provide extra boxes for student clubs and other organizations. Provide signs to read "TURN LEFT TO UNLOCK" at each side of installation.
- B. This standard is not applicable to campus apartments, which may use a different types of mailboxes.
- C. Departmental mailboxes will be designed to suit individual department needs.

#### 1.2 SUMMARY

- A. This Section includes the following:
  - 1. Horizontal apartment mailboxes.
- B. Related Sections include the following:
  - 1. Division 08 Section DOOR HARDWARE for lock cylinders, keyed to building keying system, for postal specialties.

#### 1.3 SUBMITTALS

- A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of postal specialty.
- B. Samples for Verification: For each type of exposed finish required, prepared on 6-by-6-inch square Samples.
- C. Maintenance Data: For postal specialties and finishes to include in maintenance manuals.

#### 1.4 QUALITY ASSURANCE

- A. Source Limitations: Obtain postal specialties through one source from a single manufacturer.

#### 1.5 COORDINATION

- A. Coordinate layout and installation of recessed and semi-recessed postal specialties with wall construction.

## 1.6 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Spare parts (doors, locks, hinges, unlettered windows, etc.) to equal 5% of the installation.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated, and as follows:
  - 1. Sheet and Plate: ASTM B 209.
  - 2. Extruded Shapes: ASTM B 221.

### 2.2 HORIZONTAL APARTMENT MAILBOXES

- A. Private-Delivery, Rear-Loading, Horizontal Apartment Mailboxes: Consisting of multiple compartments enclosed within recessed wall box. Provide access to compartments for distributing incoming mail from rear of unit with accessibility to entire group of compartments. Provide access to each compartment for removing mail by swinging compartment door.
  - 1. Products:
    - a. Bommer Industries, Inc.; 6101 Series.
    - b. Or other with prior approval.
  - 2. Rear-Loading Enclosure: Not required.
  - 3. Compartment Doors: Fabricated from aluminum sheet reinforced with vertical stiffeners. Equip each compartment door with lock, tenant identification, and concealed, full-length, flush hinge on one side.
    - 1) Size 1: Inside dimensions not less than 5 inches high by 3-1/2 inches wide by 15 inches deep
    - b. Tenant Identification: Reverse engraved 5/8" box number on approximately 1" x 2" high quality clear polycarbonate window and number filled with a light colored paint. At rear of box provide replaceable box numbers and slots to display owner names (4 in each box). These should allow for easy changing.
  - 4. Compartment Door Locks: Provide Best Lock Corporation mailbox locks with 7 pin removable core to M.S.U. Key Shop for combining student room locks with mailbox locks

5. Frames: Fabricated from extruded aluminum or aluminum sheet; ganged and nested units, with cardholder for tenant's identification behind each compartment. These cardholders will allow for display of owner names (4 in each box) and box numbers.
6. Snap-on Trim: Fabricated from same material and finish as compartment doors.
7. Concealed Components and Mounting Frames: Aluminum or steel sheet.
8. Aluminum Finish: Anodic, clear satin.

## 2.3 FABRICATION

- A. Preassemble postal specialties in shop to greatest extent possible to minimize field assembly. Form postal specialties to required shapes and sizes, with true lines and angles, square, rigid, and without warp, with metal faces flat and free of dents or distortion. Make exposed metal edges and corners free of sharp edges and burrs, and safe to touch.
- B. Mill joints to a tight, hairline fit. Cope or miter corner joints. Form joints exposed to weather to exclude water penetration.
- C. Drill or punch holes required for fasteners and remove burrs. Use security fasteners where fasteners are exposed. If used, seal external rivets before finishing.
- D. Comply with AWS for recommended practices in shop welding. Provide welds behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded joints of flux, and dress exposed and contact surfaces.
- E. Fabricate doors of postal specialties to preclude binding, warping, or misalignment.
- F. Where dissimilar metals will contact each other, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by manufacturers of dissimilar metals.

## 2.4 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Finish postal specialties after assembly.
- D. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions for compliance with requirements for installation tolerances, roughing-in openings, clearances, and other conditions affecting performance of work.
- B. Examine walls for suitable conditions where recessed and semi-recessed units will be installed.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

#### 3.2 INSTALLATION

- A. General: Install postal specialties level and plumb, according to manufacturer's written instructions and roughing-in drawings.
  - 1. Metal Protection: Where aluminum and copper alloys will contact grout, concrete, masonry, wood, or dissimilar metals, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by manufacturers of dissimilar metals.
- B. Horizontal Apartment Mailboxes: Install horizontal apartment mailboxes with center of tenant-door lock cylinder not more than 67 inches above finished floor and bottom of lowest compartment not less than 28 inches above finished floor. Install a minimum of 4% of the boxes at each location below 40" above the finished floor for access by wheelchair users. Install door lock cylinders after combining by M.S.U. Key Shop.

#### 3.3 ADJUSTING, CLEANING, AND PROTECTION

- A. Remove temporary protective coverings and strippable films, if any, as postal specialties are installed, unless otherwise indicated in manufacturer's written installation instructions.
- B. Adjust doors to operate easily without binding. Verify that integral locking devices operate properly.
- C. On completion of postal specialty installation, clean interior and exterior surfaces as recommended by manufacturer.
- D. Touch up marred finishes, or replace postal specialties that cannot be restored to factory-finished appearance. Use only materials and procedures recommended or furnished by postal specialty manufacturer.
- E. Replace postal specialties that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 105500