# INSTALLATION MANUAL

# vital™ cluster box units

## All Types - 1570 "F" Series
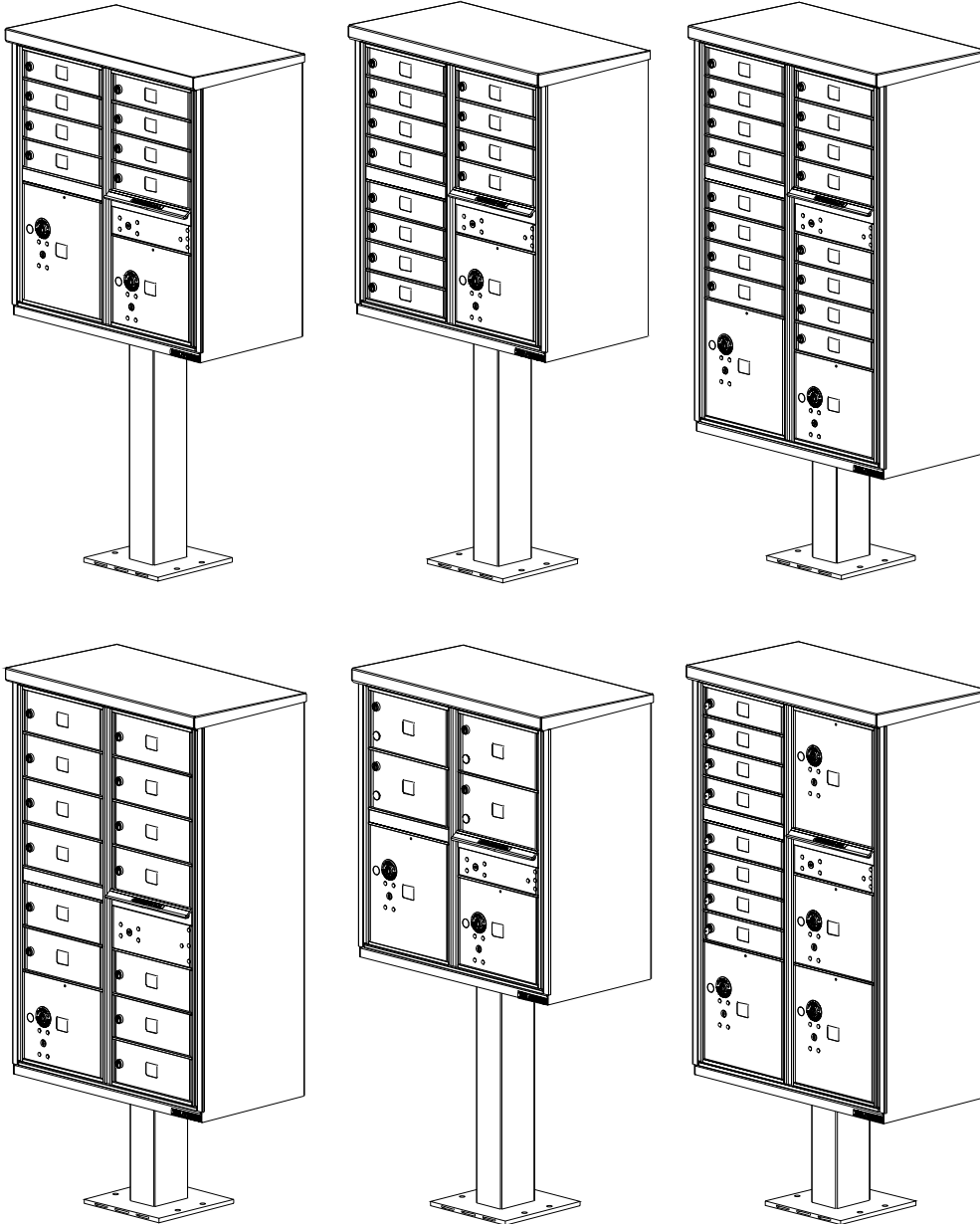
UNITED STATES POSTAL SERVICE
★ ★ EST. 1775 ★ ★
OFFICIAL LICENSED PRODUCT



**AF FLORENCE**
manufacturing company

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# GENERAL INFORMATION AND ADVISORIES

## ⚠ ATTENTION!

### CAUTION -- Transportation
- Lay boxes flat. Do not stand on end as box could fall over and cause injury.
- Cluster Box Units (CBU) are heavy. Use caution when lifting and carrying to avoid injury.

### CAUTION -- Handling
- Use caution when lifting and carrying Cluster Box Units (CBU) to avoid injury.
- Pinch hazard exists when placing unit on foundation.
- Keep fingers and hands clear to avoid injury.

### CAUTION -- Installation
- Cluster Box Units (CBU) are heavy. Do not stand CBU up without support to prevent tipping.
- Units may tip off unsecured anchors, possibly resulting in the CBU colliding with a person and causing serious injury.
- CBU is also front-heavy when master load doors are open. Unit should be anchored or held in place until secured to foundation. Installer should support unit or have assistance holding the unit in place before opening the master load doors. Failure to do so could result in serious injury.
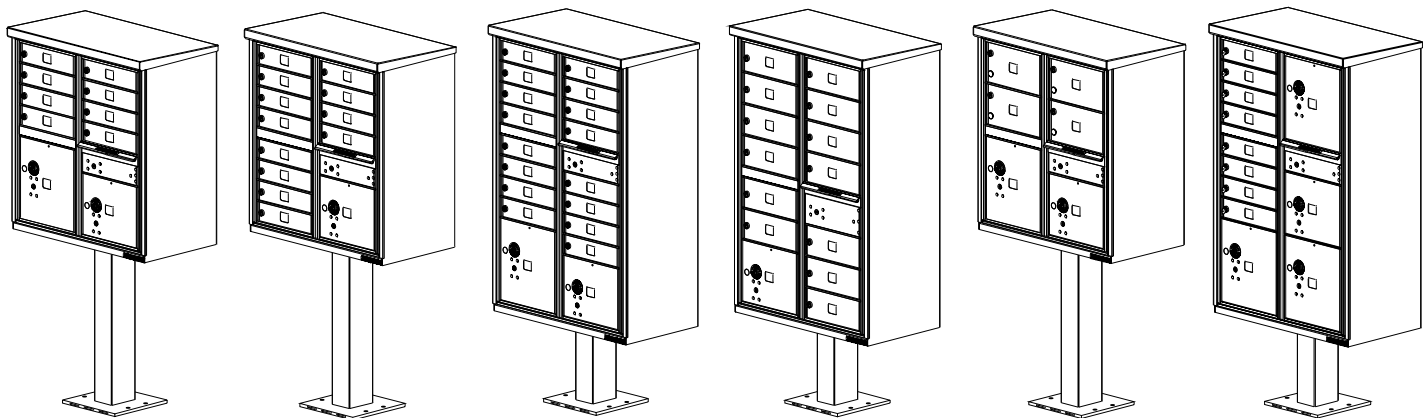
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# CBU PRODUCT INFORMATION
## vital™ cluster box units - 1570 Series

Florence vital™ cluster box units are an officially licensed product of the US Postal Service for centralized mail delivery.

License #1CDSEQ-08-B-0012



| 1570-8 (TYPE I) | 1570-12 (TYPE II) | 1570-16 (TYPE III) | 1570-13 (TYPE IV) | 1570-4T5 (TYPE V) | 1570-8T6 (TYPE VI) |

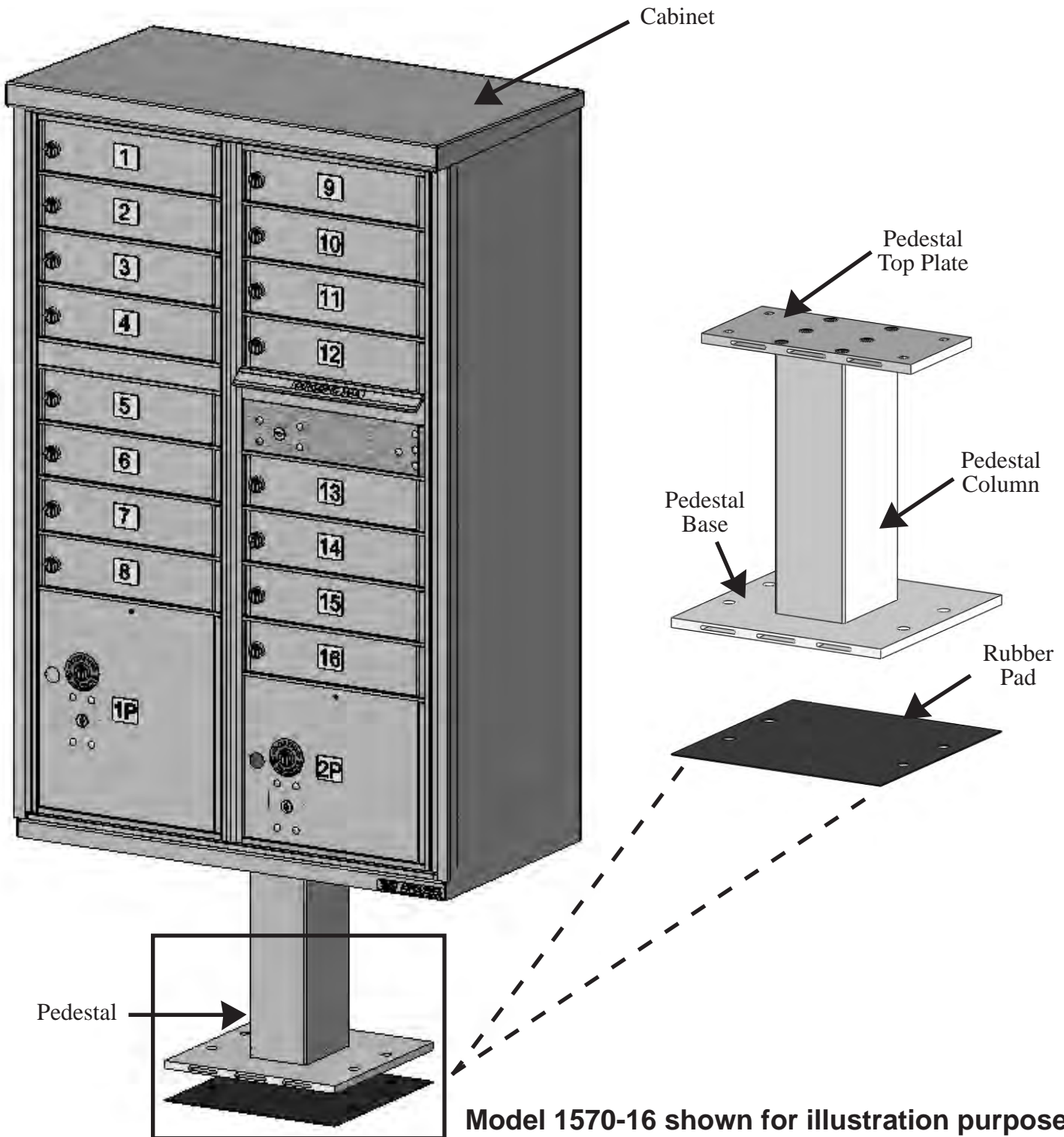| | TYPE I | TYPE II | TYPE III | TYPE IV | TYPE V | TYPE VI |
|---|---|---|---|---|---|---|
| INSTALLED HEIGHT | 62" | 62" | 62" | 62" | 62" | 62" |
| DEPTH | 18" | 18" | 18" | 18" | 18" | 18" |
| WIDTH | 30 - 1/2" | 30 - 1/2" | 30 - 1/2" | 30 - 1/2" | 30 - 1/2" | 30 - 1/2" |
| PEDESTAL HEIGHT | 28 - 1/2" | 28 - 1/2" | 14 - 1/2" | 14 - 1/2" | 28 - 1/2" | 14 - 1/2" |
| WEIGHT (WITHOUT PEDESTAL)* | 107 LBS | 111 LBS | 147 LBS | 137 LBS | 112 LBS | 148 LBS |
| WEIGHT (WITH PEDESTAL)* | 125 LBS | 129 LBS | 162 LBS | 152 LBS | 130 LBS | 163 LBS |
| QTY OF STANDARD COMPARTMENTS | 8 | 12 | 16 | 13 | 4 | 8 |
| STANDARD COMPARTMENT HEIGHT | 3 - 1/4" | 3 - 1/4" | 3 - 1/4" | 5" | 6 - 1/2" | 3 - 1/4" |
| QTY OF PARCEL COMPARTMENTS | 2 | 1 | 2 | 1 | 2 | 4 |
| PARCEL COMPARTMENT HEIGHT | 10", 13" | 10" | 10", 13" | 10" | 10", 13" | 10", 13" |

**\* Weights do <u>NOT</u> include packaging - product only.**

**Note:** **For installation of Florence vogue™ decorative CBU accessories, please refer to manual located within the vogue™ product packaging.**

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# GET TO KNOW YOUR FLORENCE CBU
## vital™ cluster box unit - 1570 "F" Series

Before the assembly process begins, please review the illustration below. The major components that you will be working with, and that are referred to in this instruction manual, are identified so as you are installing your vital™ cluster box unit (CBU), you will be familiar with the terms that are used.

Cabinet

Pedestal Top Plate

Pedestal Column

Pedestal Base

Rubber Pad

Pedestal

**Model 1570-16 shown for illustration purposes**

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# HARDWARE AND COMPONENTS
## vital™ cluster box unit - 1570 "F" Series

The CBU cabinet and pedestal are packaged separately. Below is a list of components and hardware you will receive in each package.

- Pedestal Package
  - Template - guide to locate pedestal base anchors
  - Rubber Pad - installed between ground and pedestal base
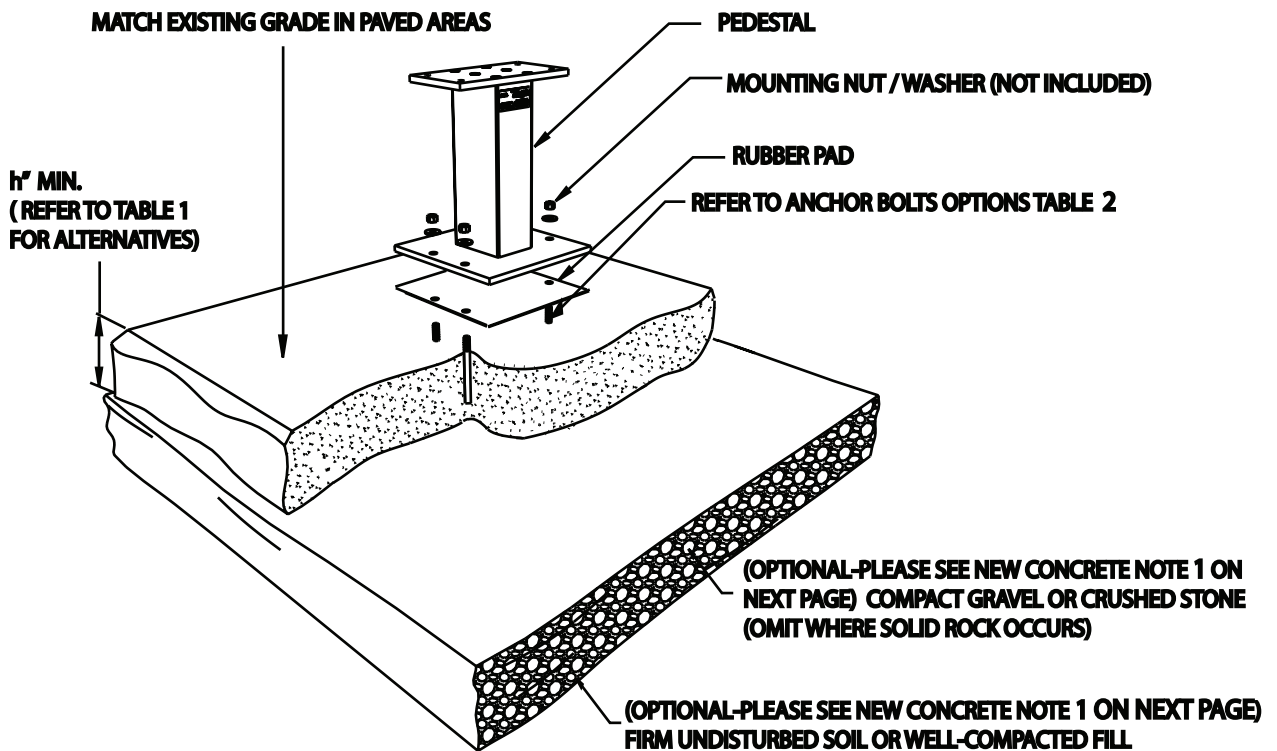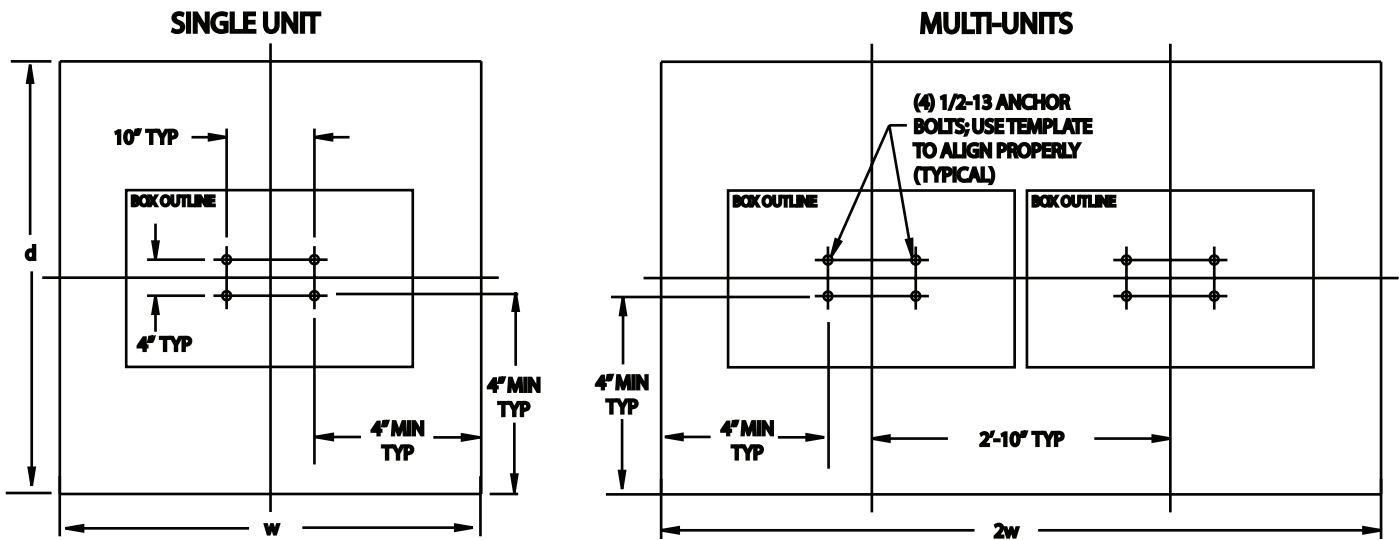  - Pedestal - fully assembled

- Cabinet Package
  - CBU mailboxes and parcel lockers in protective cabinet
  - Hardware kit in plastic bag (shipped inside unit compartment) that includes:
    - Pedestal hardware
    - Tenant keys
    - Parcel keys and tags
    - Installation manual
    - Cleaning instructions
    - Parcel door hardware (in plastic bag inside cabinet) - (2) McGard and (3) two-way screws; (4) Arrow Lock nuts; and panel lock covers attached with temporary plastic fasteners.

**NOTE:** Anchors are not included with this product. Anchoring system selection coincides with type of installation planned and should be purchased separately.
- Outdoor Installation – anchoring systems for concrete pads are discussed in the next section, "Concrete Foundation Preparation".

# CONCRETE FOUNDATION PREPARATION
## vital™ cluster box unit - 1570 "F" Series

### SINGLE UNIT

10" TYP

BOX OUTLINE

d

4" TYP

4" MIN TYP

4" MIN TYP

w

### MULTI-UNITS

(4) 1/2-13 ANCHOR BOLTS; USE TEMPLATE TO ALIGN PROPERLY (TYPICAL)

BOX OUTLINE

BOX OUTLINE

4" MIN TYP

4" MIN TYP

2'-10" TYP

2w

MATCH EXISTING GRADE IN PAVED AREAS

PEDESTAL

MOUNTING NUT / WASHER (NOT INCLUDED)

RUBBER PAD

REFER TO ANCHOR BOLTS OPTIONS TABLE 2

h" MIN.
( REFER TO TABLE 1 FOR ALTERNATIVES)

(OPTIONAL-PLEASE SEE NEW CONCRETE NOTE 1 ON NEXT PAGE) COMPACT GRAVEL OR CRUSHED STONE (OMIT WHERE SOLID ROCK OCCURS)

(OPTIONAL-PLEASE SEE NEW CONCRETE NOTE 1 ON NEXT PAGE) FIRM UNDISTURBED SOIL OR WELL-COMPACTED FILL

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# CONCRETE FOUNDATION PREPARATION
## vital™ cluster box unit - 1570 "F" Series

### 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 Table1 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 fiber 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:
   - a. existing ½" diameter expansion anchor bolts are firmly embedded in the concrete and not damaged or corroded;
   - b. concrete foundation is not damaged; *and*
   - c. bolt hole pattern of the new unit matches the installed anchor bolts.

3) Additional considerations include:
   - a. if concrete is only 4" thick, then option ' b' in Table 2 below cannot be used
   - b. any unused, existing anchor bolts must be cut flush to the level of the concrete surface
   - c. if concrete is damaged, replacement of foundation pad is required

TABLE 1: **Pad Recommendations**

| h (Thickness) | w (width) min | d (Depth) min |
|---|---|---|
| 4" | 47" | 47" |
| 5" | 44" | 44" |
| 6" | 42" | 42" |
| 7" | 40" | 40" |
| 8" | 39" | 39" |

TABLE 2:

**Expansion Anchor Bolt Recommendations**

a. Hilti Kwik Bolt II (www.hilti.com)
- 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 (www.hilti.com)
- 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 (www.rawl.com)
- 1/2 inch diameter x 5 1/2 inches overall length
- Galvanized

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

# PEDESTAL INSTALLATION AND LEVELING
## vital™ cluster box unit - 1570 "F" Series

In the event the concrete pad the CBU is being installed on is not level, the pedestal may be adjusted.

There are a number of leveling techniques used by construction professionals; however, the following leveling method is being suggested as one alternative to consider.

If embedded anchors are not already in place in existing concrete, determine placement and location for anchors. (See "Concrete Foundation Preparation" guide in previous section for anchor recommendations and placement dimensions.)

## 1. Install Anchors (Skip if existing concrete and anchors are already in place)

- Tape pedestal base template to concrete in proper location(s).
- Drill holes through template to proper depth.
- Remove template and debris.
- Pound anchors in place.
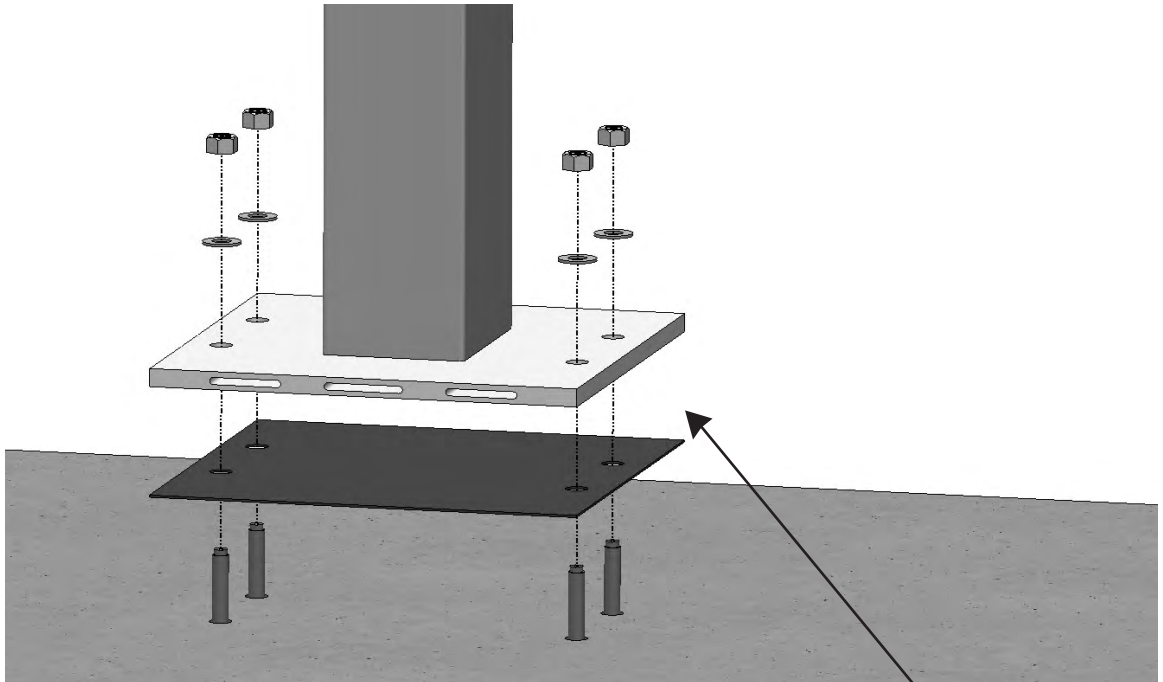
## 2. Use Pedestal to Check for Level

- Place rubber pad over anchors onto concrete pad.
- Place pedestal over rubber pad and check if level.
- If leveling is required, shim pedestal with up to 3 washers on a given bolt.
- Washers, if required, should be placed between rubber pad and bottom of pedestal base.
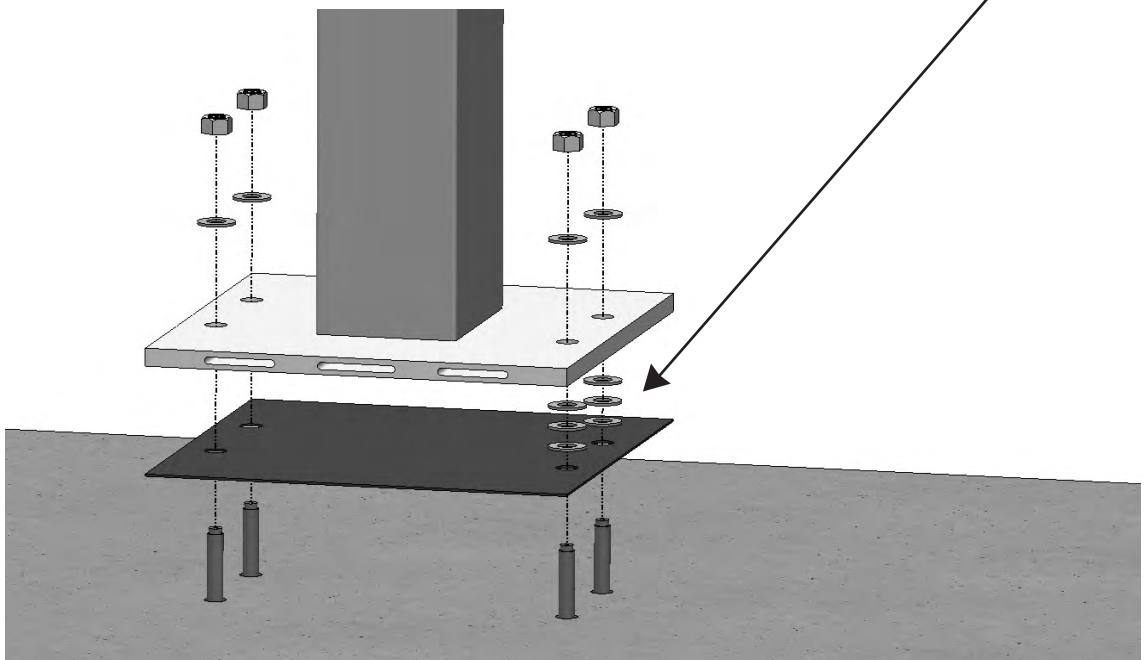- Check for level.

## 3. Install Pedestal to Concrete

- Pedestal can now be installed according to anchoring hardware manufacturer's instructions. (Anchor hardware shown for illustration purposes - not included with unit. For anchoring system information, please see "Concrete Foundation Preparation" section, page 7.)
- Continue to next section to install CBU cabinet to pedestal.

| PART # | DESCRIPTION | REQUIRED TOOLS |
|--------|-------------|----------------|
| 91129 | PEDESTAL FOR TYPE I, II, V | REFER TO ANCHORING MFG INSTRUCTIONS |
| 91121 | PEDESTAL FOR TYPE III, IV, VI | |
| 91500 | RUBBER PAD | |
| | | |

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**PEDESTAL INSTALLATION AND LEVELING**

**2/3.**

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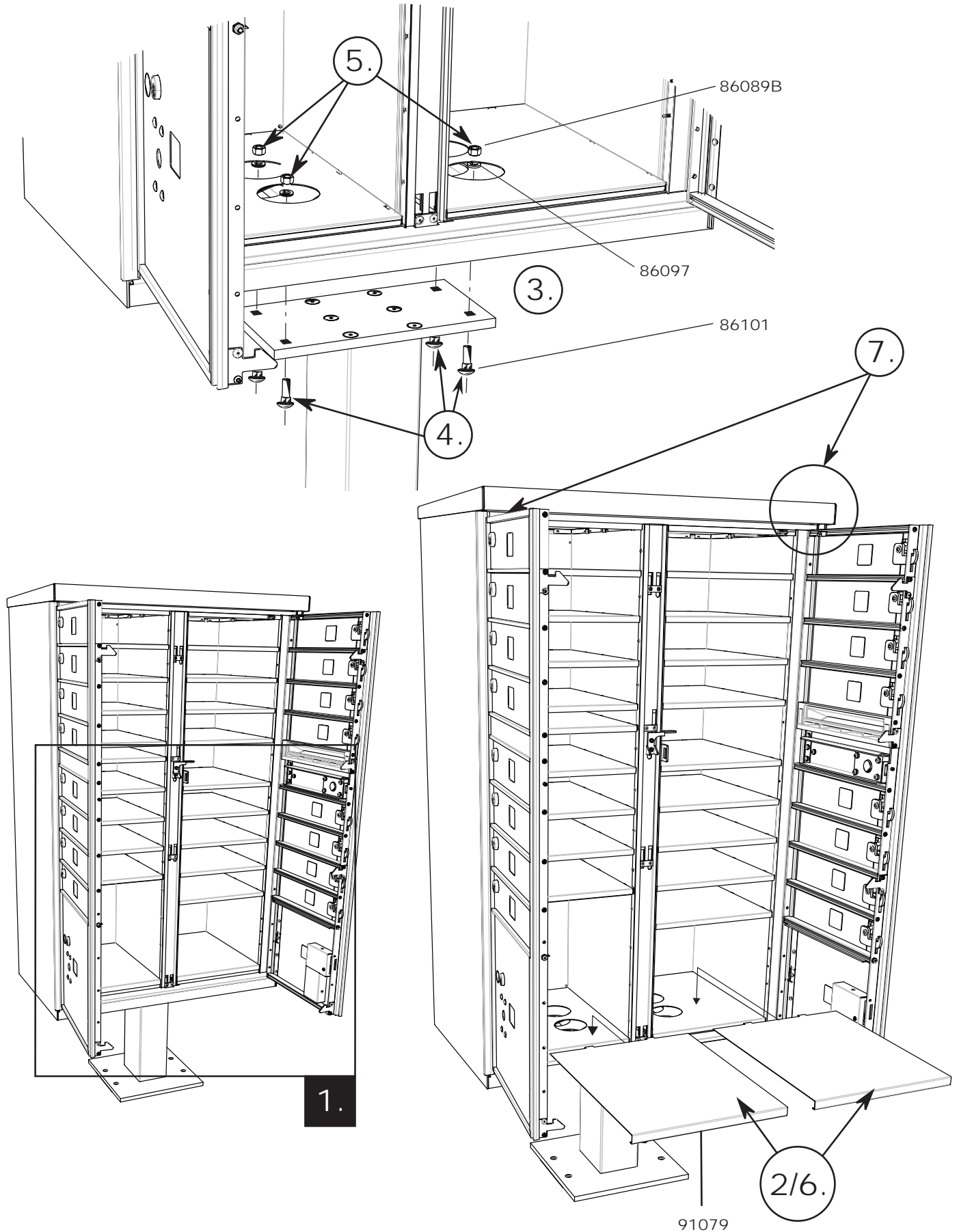
# PEDESTAL TO CBU CABINET INSTALLATION
## vital™ cluster box unit - 1570 "F" Series

**1.** Open master loading doors until hold open arm engages.

**2.** Remove left and right side 91079 floating shelves, exposing mounting holes in base of unit.

**3.** Place unit on pedestal.

**4.** From underneath unit, insert four(4) 86101 carriage bolts upward.

**5.** From inside parcel compartments, add four(4) 86097 lock washers and tighten four(4) 86089B hex nuts. Torque to 22 foot-pounds.

**6.** Replace left and right side 91079 floating shelves.

**7.** Close master loading doors by first lifting slightly on the master hold open arm and then shutting each door.

Installation of unit is now complete. Contact local USPS personnel to install Arrow Locks and place unit into service.

| PART # | DESCRIPTION | REQUIRED TOOLS |
|--------|-------------|----------------|
| 86089B | 3/8-16 HEX NUT | 9/16" SOCKET WRENCH |
| 86101 | 3/8-16 X 1.25 CARRIAGE BOLT | |
| 91079 | FLOATING SHELF | |
| 91129 | PEDESTAL FOR TYPE I, II, V | |
| 91121 | PEDESTAL FOR TYPE III, IV, VI | |
| 86097 | 3/8" X .688 OD LOCK WASHER | |

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5.

86089B

86097

3.

86101

7.

4.

1.

2/6.

91079

**Model 1570-16 shown for illustration purposes**

# MASTER ACCESS DOOR ARROW LOCK INSTALLATION
## vital™ cluster box unit - 1570 "F" Series
### (to be completed by USPS personnel)

**1.** Open master access door.

**2.** Remove five (5) 86091 lock nuts, as well as 92303 lock support plate. Dispose of plastic shipping spacers.

**3.** Place Arrow Lock into the Arrow Lock security bracket and position lock to center the lock core in the door hole.

**4.** Replace one (1) 86091 lock nut in the rear position to secure Arrow Lock security bracket.

**5.** Install 92303 lock support plate as shown.

**6.** Replace remaining four (4) 86091 lock nuts. Torque 25 to 30 inch-pounds (overtightening may keep Arrow Lock from operating correctly).

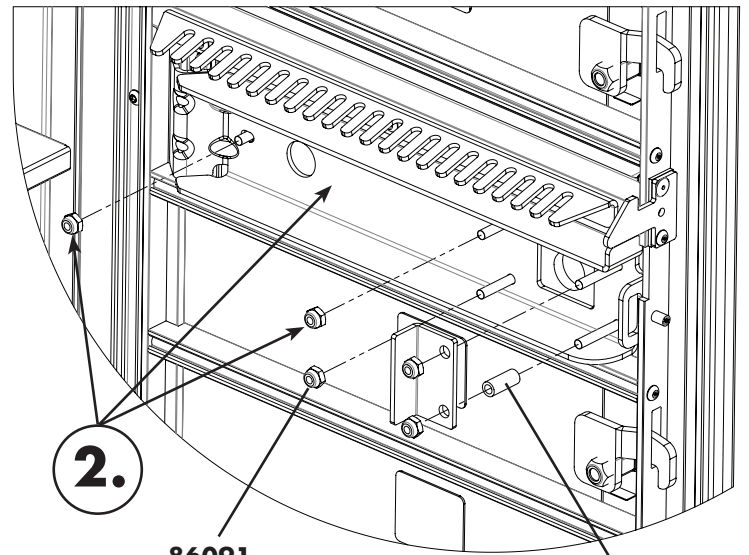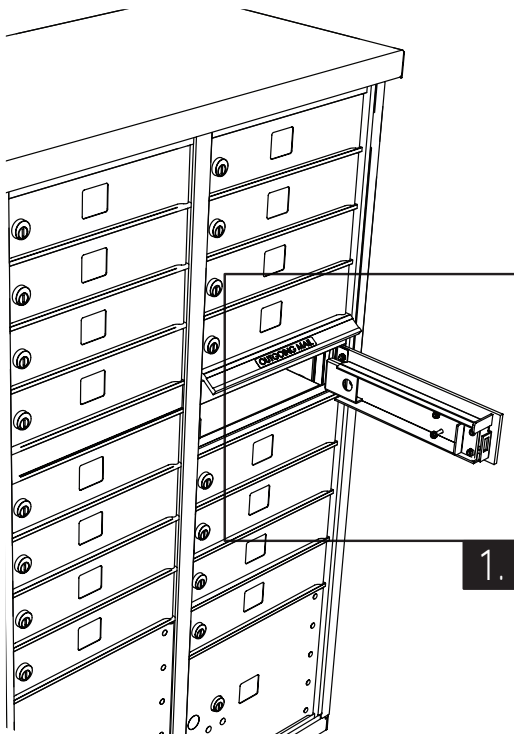| PART # | DESCRIPTION | REQUIRED TOOLS |
|--------|-------------|----------------|
| 86091 | 10-32 LOCK NUT | 3/8" SOCKET WRENCH |
| 92300 | ARROW LOCK SECURITY BRACKET | |
| 92303 | LOCK SUPPORT PLATE | |
| | ARROW LOCK (USPS PROPRIETARY LOCK) | |

**NOTE:**
**For USPS applications:**
1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock.

**For Non-USPS applications:**
1) Please disregard instructions related to Arrow Lock throughout this manual.
2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.

91194 Rev E     *www.florencemailboxes.com*     **A⫶F** FLORENCE manufacturing company

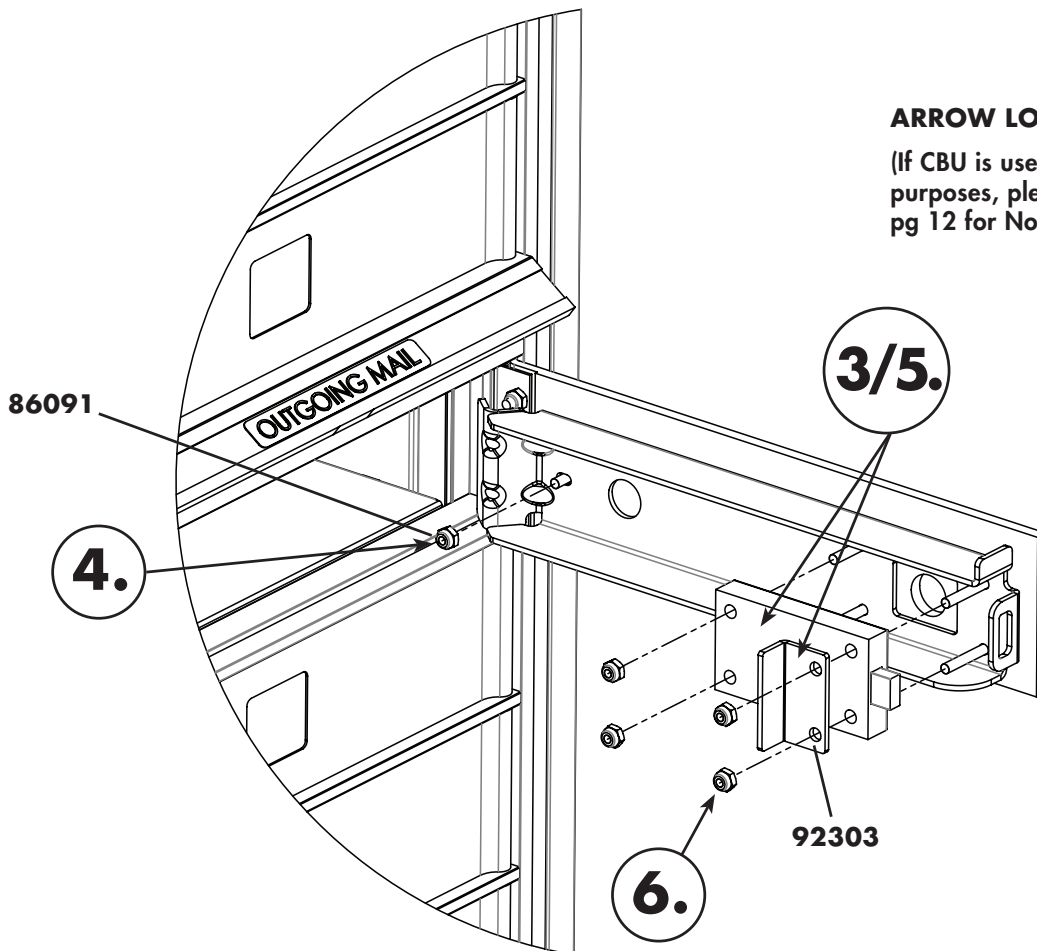## MASTER ACCESS DOOR ARROW LOCK INSTALLATION

**1.**

**2.**

86091

PLASTIC
SHIPPING
SPACER

**ARROW LOCK**

(If CBU is used for private delivery
purposes, please see the note on
pg 12 for Non-USPS application)

**3/5.**

86091

OUTGOING MAIL

**4.**

**6.**

92303

## Model 1570-16 shown for illustration purposes

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# PARCEL ARROW LOCK INSTALLATION
## vital™ cluster box unit - 1570 "F" Series
(to be completed by USPS personnel)

**1.** Open parcel door, remove and discard four (4) plastic shipping retainers; two on latching assembly cover and two on Arrow Lock cover.

**2.** Remove plastic bag of fasteners. All fasteners necessary to install postal lock are included in one parcel door.

**3.** Install Arrow Lock as shown, positioning lock to center the lock core in the door hole, and secure with four (4) 86091 lock nuts. Torque to 25 to 30 inch-pounds (overtightening may keep Arrow Lock from operating correctly).

**4.** Install latching assembly cover 91255 using two (2) 84994 fasteners.

**5.** Install Arrow Lock cover 91259 using two (2) 84993 McGard fasteners.

**6.** Remove label from cover. Repeat steps 1 - 6 for any additional parcel lockers within unit.

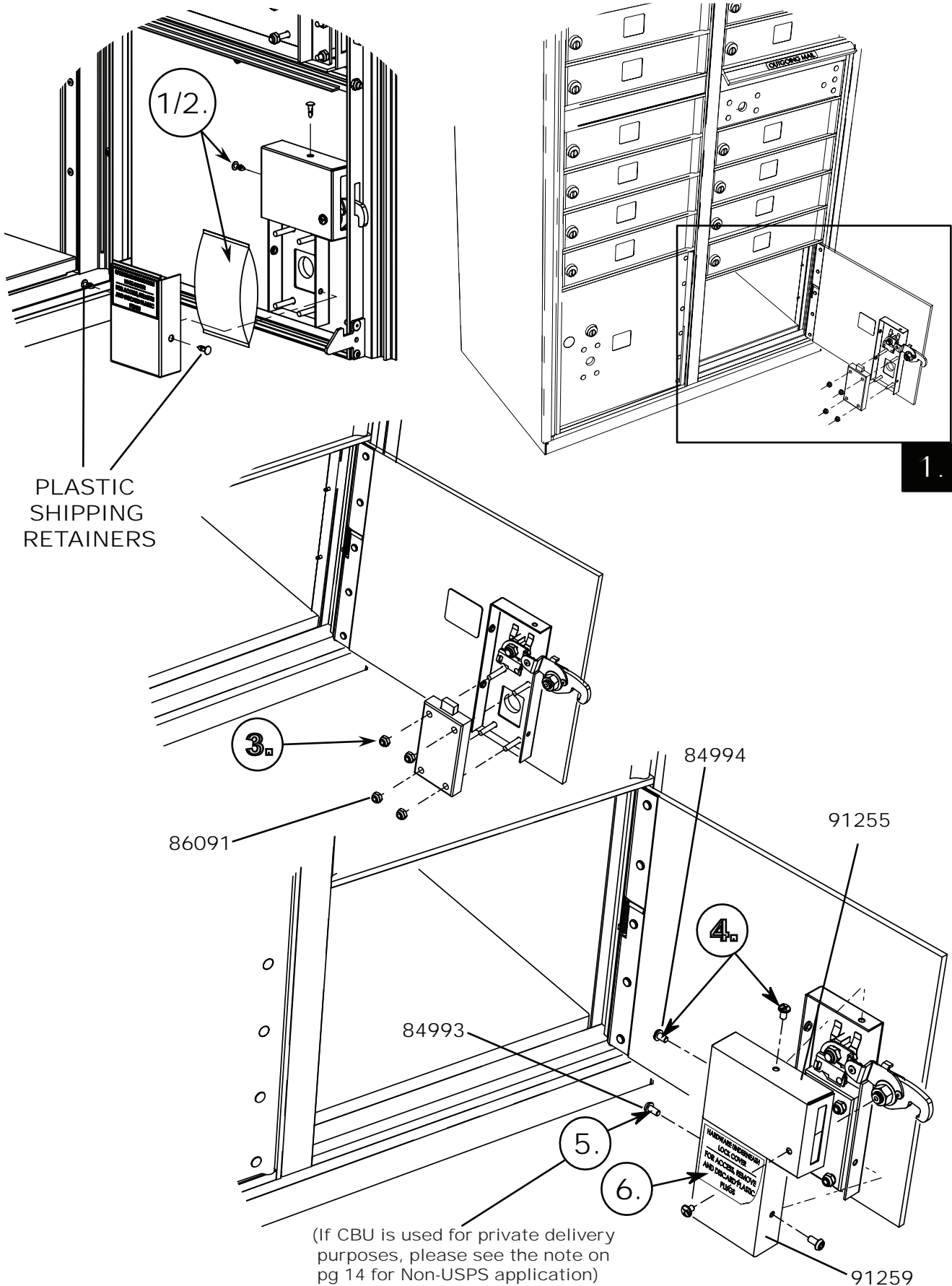| PART # | DESCRIPTION | REQUIRED TOOLS |
|--------|-------------|----------------|
| 84993 | 10-32 x .312 UNF-2A 18-8 SS PASSIVATED MCGARD | FLAT SCREWDRIVER |
| 84994 | 10-32 X .375 UNF-2A 18-8 SS PASSIVATED 1-WAY TAMPER PROOF | USPS PROPRIETARY MCGARD TOOL (See Page 16 for McGard procurement info.) |
| 86091 | 10-32 LOCK NUT | 3/8" SOCKET WRENCH |
| 91255 | LATCHING ASSEMBLY COVER | PLIERS |
| 91259 | ARROW LOCK COVER | |
| | ARROW LOCK (USPS PROPRIETARY LOCK) | |

**NOTE:**
**For USPS applications:**
1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock.

**For Non-USPS applications:**
1) Please disregard instructions related to Arrow Lock throughout this manual.
2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.
3) McGard fasteners and screwdriver not necessary for non-USPS (private delivery) applications.

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1/2.

PLASTIC
SHIPPING
RETAINERS

1.

3.

86091

84994

91255

4.

84993

5.

6.

91259

(If CBU is used for private delivery
purposes, please see the note on
pg 14 for Non-USPS application)

## Model 1570-16 shown for illustration purposes

# SECURITY TOOL REQUIREMENTS

# IMPORTANT NOTICE FOR USPS INSTALLERS

USPS personnel must have a McGard screwdriver to install
and service the parcel Arrow Lock cover on the Florence vital™ cluster box unit.

**(McGard Screwdrivers can be obtained from the USPS Mail Equipment Shop - Part # 110116)**
**McGard Screwdrivers are available <u>only</u> to USPS personnel by faxing an "off catalog" eBuy request to:**

## USPS MAIL EQUIPMENT SHOP
## FAX NO. (202) 281-2643

Note: Florence Manufacturing does not provide or sell the McGard Screwdriver

**NOTE:**
**For USPS applications:**
1) Arrow Lock is installed by US Postal Service personnel only. Contact your local Post Office to arrange installation of Arrow Lock and place unit into service.

**For Non-USPS applications:**
1) Please disregard instructions related to Arrow Lock throughout this manual.
2) Master access door and parcel door private lock mechanisms will be installed at factory unless otherwise specified by customer.
3) McGard fasteners and screwdriver not necessary for Non-USPS (private delivery) applications.

# REPLACEMENT PARTS / MAINTENANCE

For a complete listing of all available replacement parts and/or maintenance procedures
for the vital™ 1570 series CBU by Florence, please refer to the vital™ Maintenance Manual which may
be downloaded from www.florencemailboxes.com/downloads.

Service parts are available for purchase through an Authorized Florence Dealer
and online at www.florencemailboxes.com/store.

*Thank you for purchasing Florence products!*

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