

# **Lake Bernadette Mailbox**

## **Installation Manual**



**Mailbox post are Gibraltar White Whitley Plastic Post, Model # WP000W01. They are a stocked item at Home Depot.**



**The mailbox is Gibraltar White Elite Standard Galvanized Steel Post-Mount. Also available at Home Depot. Mailboxes by other manufacturers, in the same style are acceptable.**



**Numbers are placed on the mailbox doors. The numbers are for the benefit of the carrier.**

**A 4 x 4 pressure treated wood post is inserted into the mailbox post. A minimum of 18 inches is left exposed at the bottom for planting in the ground.**

**The mailbox post is screwed into the wood post. The horizontal support bar is screwed to the post for stability. Two screws on each side. The cap is screwed to the post with one screw. This is done to discourage theft.**

**The mailbox base is screwed to the horizontal bar. The base should be located about 1/2 inch from the vertical post.**

**A full replacement of both post and box, is necessary, when the post is damaged beyond repair.**

**Once the old post and box is removed, dig a hole of at least 18 inches to place the new post. The post should be placed without the mailbox.**

**Place the post in the ground, and add quick drying concrete. You can add the concrete dry. Try to keep the post as plumb as possible while adding the concrete. It helps to form a moat when all the concrete is in place. Once the concrete is in place, use a level to make sure the post is plumb on all sides.**

**If you add the concrete dry, try to keep the post as plumb as possible while putting in the concrete. When the concrete is dry, a little movement is possible. Once the post is plumb, slowly add the water.**

**The concrete should be left to cure overnight. Mailboxes are to be put on, the next day. If quick drying concrete is used, mailboxes can be installed in a couple of hours the same day.**

**On single boxes, put 3 screws on both sides. Check the box for tight closures. Adjust the metal tab on the box for tightness. Not too tight. Just tight enough to ensure the door doesn't drop down.**

**Add reflectors to both sides, approximately 6 inches down from the horizontal bar. Finish by completely cleaning the entire post and box.**

**These are the procedures for the majority of boxes in Lake Bernadette. A few subdivisions have different types of boxes.**

**Augusta Links has black boxes. They can be replaced with any facsimile black post and box. This is one example.**



**Installation is different than the white ones. The wooden post is first put in the ground, the post is then slid over the wooden post.**

**The Manors, Lakeview and Epping Forrest have their boxes mounted on custom structures.**

**The Manors and Lakeview have the same type of structures. Depending on the damage, either the box and or supports will be replaced. The replacement will be with the white posts and boxes used in the rest of Lake Bernadette. Depending on how they were originally placed, they will be replaced with a single or two doubles side by side.**

**Epping Forrest replacements are basically the same as the Manors and Lakeview. The entire structure is to be removed, and replaced with either 2 doubles, or 2 doubles with a single.**