

# Regency® Decorative CBU's Models 3308R, 3312R, 3316R, & 3313R Installation Instructions

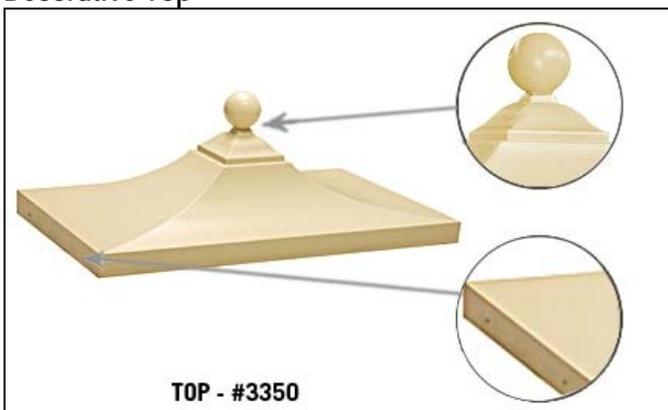
U.S.P.S. APPROVED

Thank you for your purchase of Regency® Decorative CBU's manufactured by Salsbury Industries. We are confident that you will find them to be an attractive addition to commercial and residential developments. Regency® Decorative CBU's include a cluster box unit, a CBU pedestal, a decorative CBU top and a decorative pedestal cover. This first page instructs how to attach the decorative top to the CBU and the pedestal cover to the pedestal. The remainder of this document provides the installation instructions for the cluster box unit as a whole.

## Installation of Decorative Top

1. Fasten the ball finial to the decorative top from the underside of the decorative top using two (2) M4x8 allen bolts.
2. Before placing the decorative top on to the CBU top, apply thread lock to the four (4) M6x8 allen cone point set screws and insert into the two (2) threaded holes on each side of the decorative top.
3. Only turn the set screws until they are flush with the inside surface of the decorative top so that the decorative top can be placed on the CBU top.
4. Place the decorative top on to the CBU top. Be sure the logo on the decorative top is positioned at the rear of the CBU. Tighten the four (4) allen set screws evenly to secure the decorative top to the CBU.

## Decorative Top



## Installation of Decorative Pedestal Covers

Note: The following instructions apply to both the short decorative pedestal cover (# 3386) and the tall decorative pedestal cover (# 3396).

1. Slide one half of the black plastic insect guard into the top of either one of the decorative pedestal cover halves. Make sure the locator tabs on the pedestal cover align with the slots on the insect guard. Repeat on the other half of the pedestal cover.
2. Place one of the pedestal covers with guard installed into position underneath the rear of the CBU and around the rear of the pedestal.
3. Place the other pedestal cover with guard installed underneath the front of the CBU and around the front of the pedestal.
4. Use four (4) M4x16 allen bolts, two (2) at the top and two (2) at the bottom, to bolt the two (2) halves of the pedestal covers together.
5. Thread four (4) M6x20 allen set screws, one at the top and one at the bottom, on both the front and rear halves, into the threaded holes to prevent the pedestal covers from moving.

## Decorative Pedestal Covers

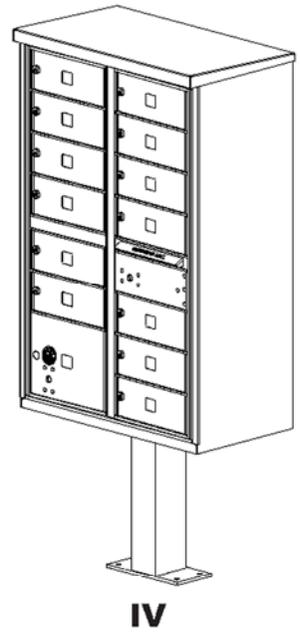
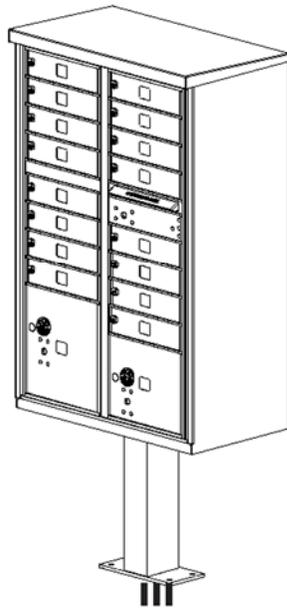
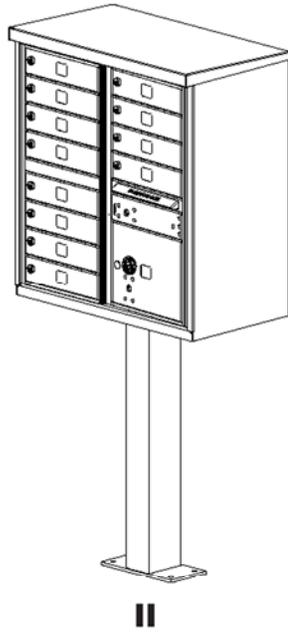
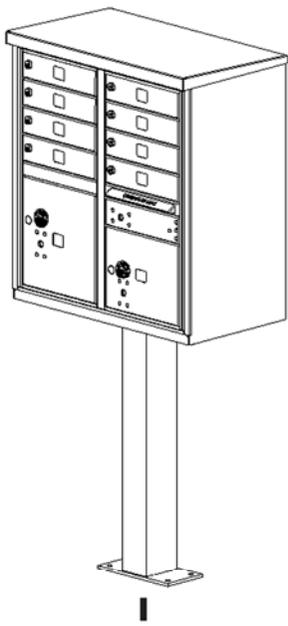


# CLUSTER BOX UNITS (CBU's) INSTALLATION MANUAL "F" SPECIFICATIONS

<b>TYPE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>MODEL</b>	<b>3308</b>	<b>3312</b>	<b>3316</b>	<b>3313</b>

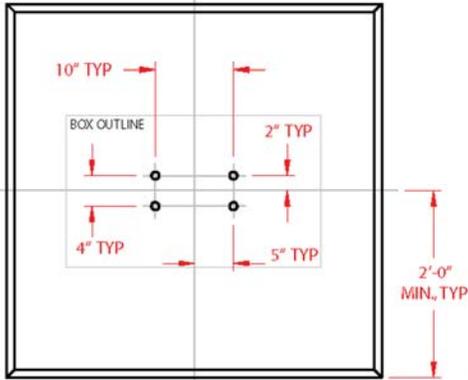
## TABLE OF CONTENTS

<i>DESCRIPTION</i>	<i>PAGE</i>
<i>CBU INFORMATION</i>	<i>2</i>
<i>SITE PREPARATION AND PEDESTAL INSTALLATION</i>	<i>3</i>
<i>SECURITY TOOL REQUIREMENTS</i>	<i>4</i>
<i>INSTALLATION OF AN ARROW LOCK</i>	<i>5</i>
<i>PARCEL ARROW LOCK INSTALLATION</i>	<i>7</i>
<i>PEDESTAL TO CBU INSTALLATION</i>	<i>9</i>



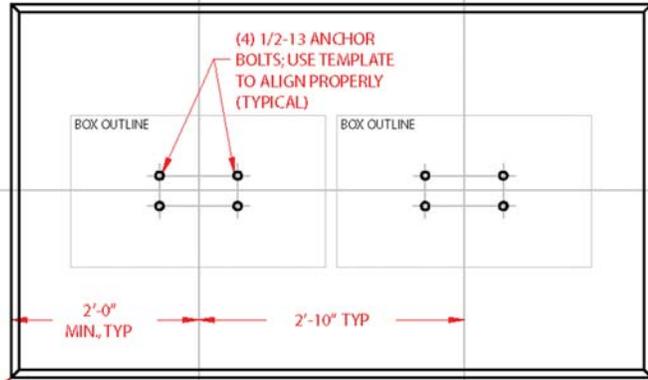
	<i><b>TYPE I</b></i>	<i><b>TYPE II</b></i>	<i><b>TYPE III</b></i>	<i><b>TYPE IV</b></i>
<i><b>QTY OF STANDARD COMPARTMENTS</b></i>	<b>8</b>	<b>12</b>	<b>16</b>	<b>13</b>
<i><b>QTY OF PARCEL COMPARTMENTS</b></i>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>
<i><b>PARCEL COMPARTMENT HEIGHT</b></i>	<b>10", 13"</b>	<b>10"</b>	<b>10", 13"</b>	<b>10"</b>

**SINGLE UNIT**



CHAMFER ALL EDGES IN LANDSCAPE AREAS, TOOL FLUSH WITH ADJOINING SURFACES IN PAVED AREAS.

**MULTI-UNITS**



ARRANGE MULTIPLE ANCHOR BOLT SETS AS REQUIRED; BASE NOT TO EXCEED 16'-0"

NOTE:  
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.

MATCH EXISTING GRADE IN PAVED AREAS

CBU PEDESTALS

REINFORCING STEEL RODS ON 14.00" CENTERS MAXIMUM EACH WAY (CONFORMING TO ASTM A615 GRADE 60)

8.00" MIN.

8.00" MIN.

OPTIONAL COMPACT GRAVEL OR CRUSHED STONE (OMIT WHERE SOLID ROCK OCCURS)

FIRM UNDISTURBED SOIL OR WELL-COMPACTED FILL

MAXIMUM FROST DEPTH

SLOPE SURFACE 0.25 INCH PER FOOT ON ALL SIDES FOR DRAINAGE

4X 4.50" MIN.

(CUTAWAY VIEW OF BAR SHOWN)

MOUNTING NUT / WASHER (NOT INCLUDED)

BUTYL RUBBER PAD

4X .50" DIA ANCHOR BOLTS (CONFORMING TO ASTM A 193, GRADE B8M TYPE 316 STAINLESS STEEL, NOT INCLUDED)

BROOM FINISH

3.00"

**SITE PREPARATION AND PEDESTAL INSTALLATION**  
**CBU TYPES I, II, III, AND IV**

# IMPORTANT NOTICE FOR USPS INSTALLERS CBU TYPES I, II, III, AND IV

*INSTALLER MUST ORDER McGARD SCREW DRIVER  
(USPS – MAIL EQUIPMENT SHOP PART NUMBER 110050)  
TO INSTALL AND SERVICE THE PARCEL ARROW LOCK COVER*

*IF THE  
McGARD SCREW DRIVER MES NO. 110050  
NEEDS TO BE ORDERED  
IT MAY BE ORDERED BY FAXING AN “OFF CATALOG” eBUY REQUEST TO:*

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



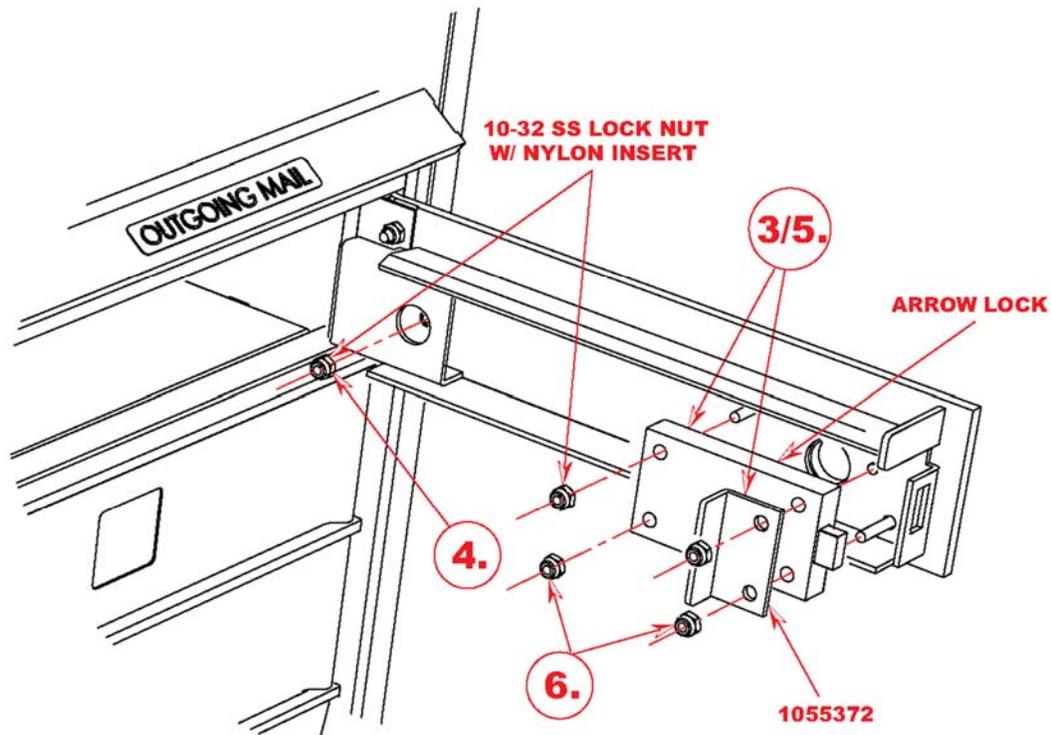
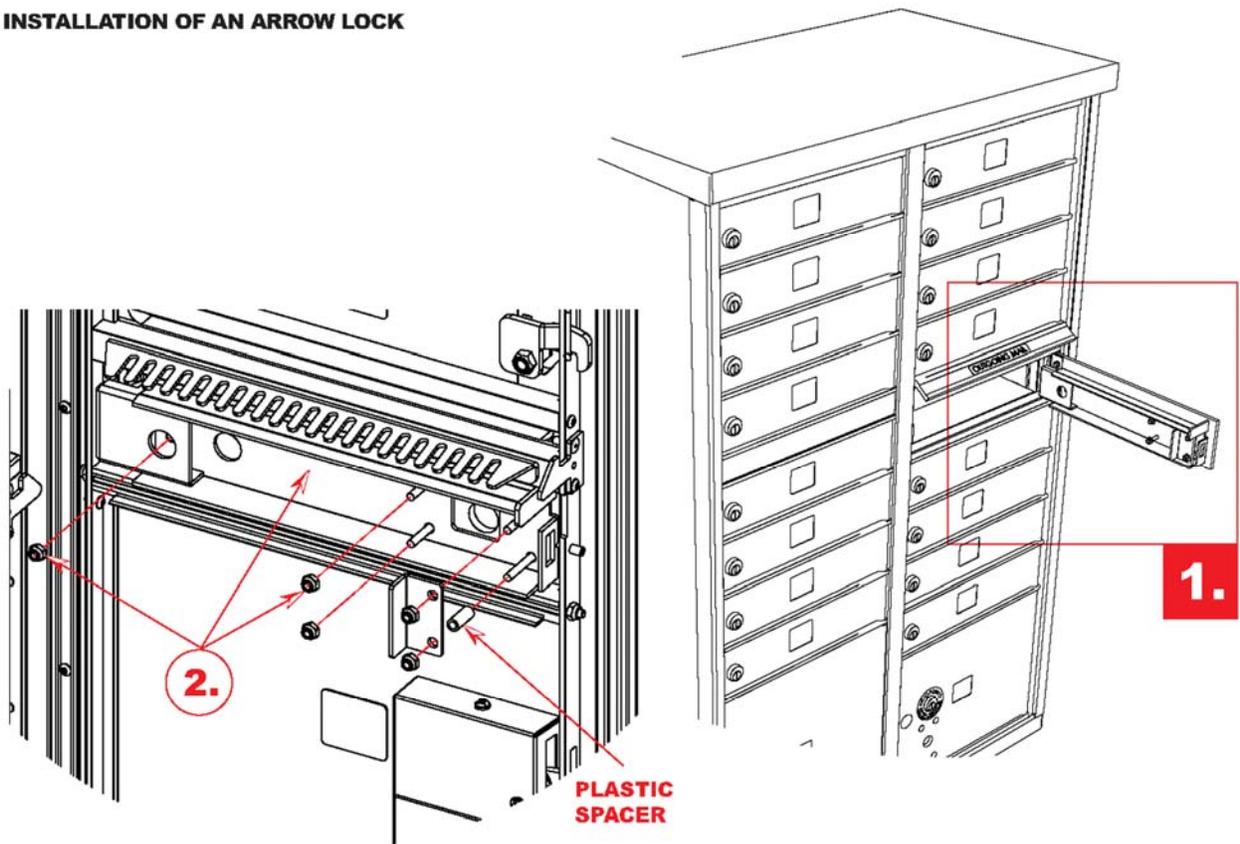
# INSTALLATION OF AN ARROW LOCK

## CBU TYPES I, II, III, AND IV

- 1.** OPEN ARROW LOCK DOOR.
  
- 2.** REMOVE FIVE (5) 10-32 STAINLESS STEEL LOCK NUTS W/ NYLON INSERT, AS WELL AS 1055372 LOCK SUPPORT PLATE (DISPOSE OF PLASTIC SHIPPING SPACER).
  
- 3.** PLACE ARROW LOCK INTO 1055290 ARROW LOCK SECURITY BRACKET AND POSITION ON DOOR.
  
- 4.** REPLACE ONE (1) 86091 10-32 STAINLESS STEEL LOCK NUT W/ NYLON INSERT IN THE REAR POSITION TO SECURE ARROW LOCK SECURITY BRACKET.
  
- 5.** INSTALL 1055372 LOCK SUPPORT PLATE AS SHOWN
  
- 6.** REPLACE FOUR (4) 10-32 STAINLESS STEEL LOCK NUTS W/NYLON INSERT. TORQUE 25 TO 30 INCH-POUNDS.

REQUIRED TOOLS	PART #	DESCRIPTION
3/8" SOCKET WRENCH		10-32 STAINLESS STEEL LOCK NUT W/ NYLON INSERT
	1055372	LOCK SUPPORT PLATE
		ARROW LOCK
	1055290	ARROW LOCK SECURITY BRACKET

**INSTALLATION OF AN ARROW LOCK**



# PARCEL ARROW LOCK INSTALLATION

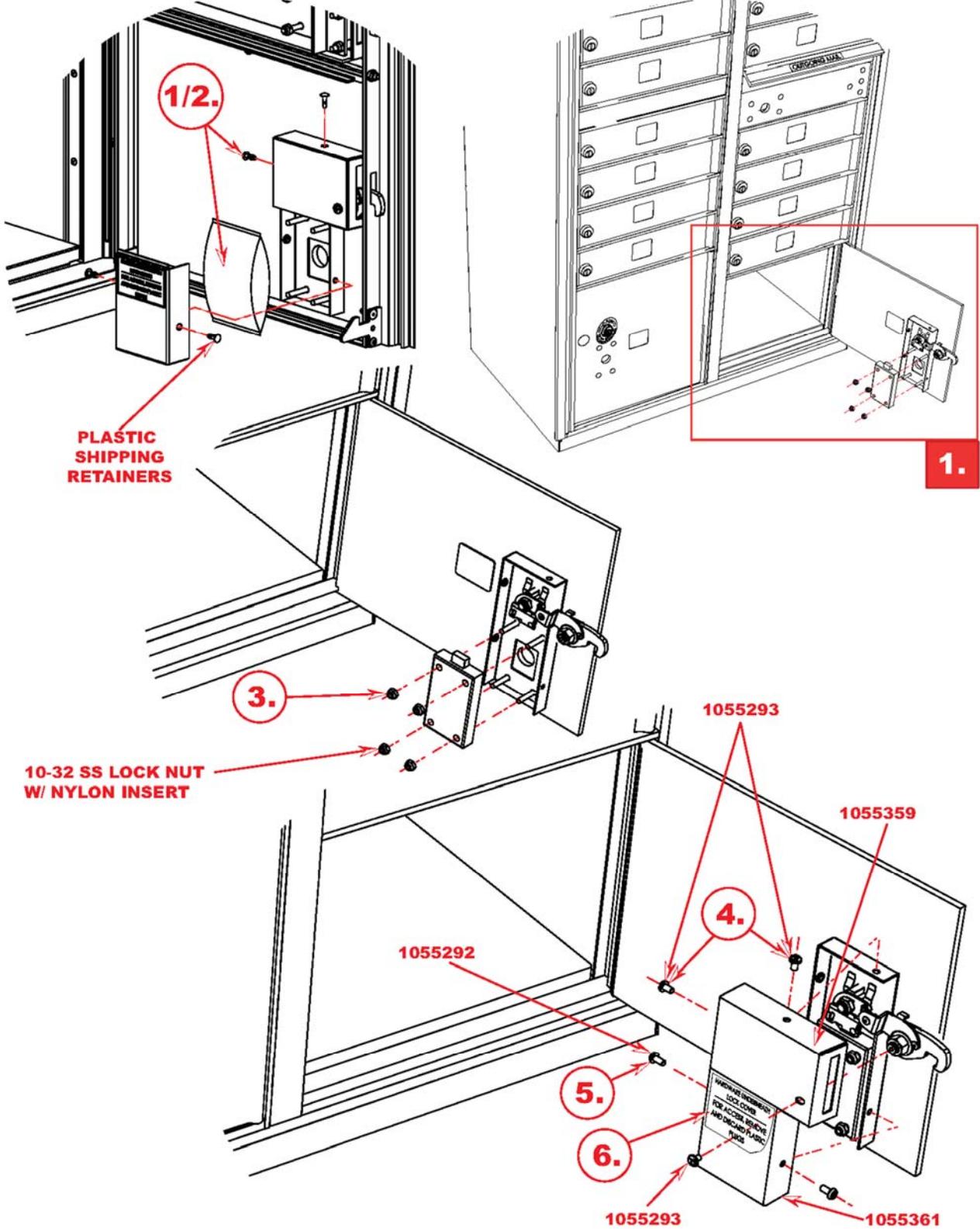
## CBU TYPES I, II, III AND IV

- 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 (IT CONTAINS ALL FASTENERS NECESSARY TO INSTALL POSTAL LOCK ON ONE PARCEL DOOR).
  
- 3.** INSTALL ARROW LOCK AS SHOWN AND SECURE WITH FOUR (4) 10-32 STAINLESS STEEL LOCK NUTS W/ NYLON INSERT. TORQUE 25 TO 30 INCH-POUNDS.
  
- 4.** INSTALL 1055359 LATCHING ASSEMBLY COVER USING THREE (3) 1055293 10-32 X .375 UNF-2A 18-8 SS PASSIVATED 1-WAY TAMPER PROOF FASTENERS.
  
- 5.** INSTALL 1055361 ARROW LOCK COVER USING TWO (2) 1055292 10-32 X .312 UNF-2A 18-8 SS PASSIVATED MCGARD FASTENERS.
  
- 6.** REMOVE LABEL FROM COVER.

REQUIRED TOOLS
FLAT SCREWDRIVER
USPS PROPRIETARY MCGARD TOOL
3/8" SOCKET WRENCH
PLIERS

PART #	DESCRIPTION
1055292	10-32 x .312 UNF-2A 18-8 SS PASSIVATED MCGARD
1055293	10-32 X .375 UNF-2A 18-8 SS PASSIVATED 1-WAY TAMPER PROOF
	10-32 STAINLESS STEEL LOCK NUT W/ NYLON INSERT
1055359	LATCHING ASSEMBLY COVER
1055361	ARROW LOCK COVER
	ARROW LOCK

**PARCEL ARROW LOCK INSTALLATION**



# PEDESTAL TO CBU INSTALLATION

## CBU TYPES I, II, III AND IV

- 1.** OPEN MASTER LOADING DOORS.
  
- 2.** REMOVE LEFT AND RIGHT SIDE 1055344 FLOATING SHELVES, EXPOSING MOUNTING HOLES.
  
- 3.** PLACE UNIT ON PEDESTAL.
  
- 4.** FROM UNDERNEATH UNIT, INSERT FOUR (4) 3/8-16 X 1.25 STAINLESS STEEL CARRIAGE BOLTS UPWARD.
  
- 5.** FROM INSIDE LOWEST COMPARTMENTS, ADD FOUR (4) 3/8" X .688 OD STAINLESS STEEL LOCK WASHERS AND TIGHTEN FOUR (4) 3/8-16 STAINLESS STEEL PASSIVATED HEX NUTS. TORQUE TO 22 FOOT-POUNDS.
  
- 6.** REPLACE LEFT AND RIGHT SIDE 1055344 FLOATING SHELVES.

REQUIRED TOOLS		PART #	DESCRIPTION
9/16" SOCKET WRENCH			3/8-16 STAINLESS STEEL PASSIVATED HEX NUT
			3/8-16 X 1.25 STAINLESS STEEL CARRIAGE BOLT
		1055344	FLOATING SHELF
			PEDESTAL FOR TYPE I, II
		1055280	PEDESTAL FOR TYPE III, IV
			3/8" X .688 OD STAINLESS STEEL LOCK WASHER

**PEDESTAL TO CBU INSTALLATION**

