

# Centralized MAIL DELIVERY

*Effectively Planning For  
USPS Delivery Service*



A guide to centralized  
mail delivery equipment  
and the importance of  
planning early

**AF FLORENCE**  
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## Centralized Mail Delivery Equipment Options

Centralized mail delivery equipment can be in the form of any “clustered” style of mailboxes including free-standing, pedestal mounted Cluster Box Units (CBU), or other Standard 4C (STD-4C) compliant mailboxes mounted in or on a wall, free-standing cabinet or outdoor kiosk kit.

Manufacturers must produce a mailbox which meets or exceeds all US Postal Service (USPS) Specifications and then submit a prototype to the USPS for rigorous testing and approval. Once accepted, the final product will receive the appropriate designation and be approved for use. All STD-4C compliant mailboxes must meet the USPS design and installation regulations to receive

a “USPS Approved” designation; while all CBUs must *also* be officially licensed by the USPS.

Not only is approved centralized mail delivery equipment now specified by the USPS for nearly all new construction projects, but newer types of equipment may also be required for any major renovation to older existing mailbox installations. For instance, if your project will disturb the rough opening of the wall your mailboxes are currently mounted into, new centralized mail delivery equipment such as the STD-4C may be required.

Besides wall-mounting, it is also vital that subdivision regulations and other community planning



Centralized mail delivery provides delivery and collection services to a number of residences from a centrally located installation – whether in a single-family subdivision or multi-family structure. Business customers also receive delivery services from a convenient central location.

The U.S. Postal Service now specifies centralized mail delivery in nearly all new construction because it is the most efficient method of providing the best service, which helps keep the cost of mail service affordable.

guidelines address the need to review and include common space planning for centralized mail delivery equipment – an all too often last minute consideration. This important public service should be addressed early in the planning process to provide developers with comprehensive resources which will help avoid headaches later and ensure mail delivery is not delayed. Effective pre-planning not only allows for the creation of a true community gathering area, but ensures that residents will not have to stand in the street, or have limited access to safely retrieve their mail and packages.



It is important to check with local postal officials prior to planning *any* mailbox installation to ensure local requirements and proper placement is included in the overall design plan.

To find a complete list of USPS Approved manufacturers, a local Post Office®, and/or the proper postal official nearest you, visit [USPS.com](https://www.usps.com), or call 800-ASK-USPS (800-275-8777).

## Benefits of Centralized Mail Delivery

Centralized mail delivery is the most cost effective, sustainable method of delivery. With deliveries to more than 300 million people at 152 million locations every day, the benefits for both the U.S. Postal Service and its customers - residential and commercial alike, are obvious and real...



- Multiple deliveries per stop results in faster service for customers due to less time per delivery stop, resulting in lower costs - the Postmaster General's office estimates that door delivery costs the USPS about \$353 per address each year while curbside delivery costs \$224, and centralized delivery equipment \$160 per address
- Larger compartments hold several days worth of deliveries without rolling or folding the mail, and convenient built in package lockers eliminates the need to be home or at the office during services hours - reducing extra trips to the Post Office® to retrieve items
- Highly visible centralized mail centers are safer than isolated delivery locations for residents and help provide greater protection from mail theft and mailbox vandalism
- Locked and secure mail collection saves residents trips to the Post Office® or collection boxes and protects contents from the weather better than unsecured receptacles
- Eliminates curbside "clutter" with more efficient use of space beautifying neighborhoods
- Builds stronger neighbor relationships and trust as residents meet and talk while retrieving their mail - increasing community collaboration and awareness
- Costs less to install per resident than individual mailboxes and mail delivery can often begin even before residences are occupied
- Centralized mail locations reduce risks to letter carriers due to unleashed dogs and poorly maintained sidewalks
- Fewer vehicle stops results in lower vehicle maintenance costs, fuel savings and reduced carbon emissions resulting in a "greener" method of delivery



The U.S. Postal Service specifications require one parcel locker for every ten mail compartments for each installation. These parcel lockers can be added within each mailbox module or grouped together in one location near the mailboxes.



As centralized mail delivery equipment requires common space, be sure to plan early to accommodate the appropriate space needs within your design; taking into account necessary access for residents to safely retrieve their mail.



## Plan for Centralized Mail Delivery Early!

The US Postal Service Operations Manual provides the USPS with autonomy to determine the appropriate mode of delivery; which is essential for the USPS to meet its universal service obligations in the most efficient manner possible. This includes the location and type of equipment to be used to ensure the safety, efficiency and convenience for both carriers and customers.

By including centralized mail delivery with other essential components of a project's infrastructure, this important public service can be addressed early in the planning process to avoid potential disruption of service and adequate and proper placement of the correct equipment. Just as other universal service providers need to determine appropriate placement for their infrastructure during the initial phases of a project, so too must the USPS be contacted to help with determining

appropriate mail delivery solutions. Plus, effective early planning allows for the creation of a true community gathering area within the common space surrounding centralized mail delivery equipment; something residents will ultimately appreciate.

But new construction isn't the only project that should consider this service early on, any remodel project should also take into account centralized mail delivery during the planning phase of the project. If a major renovation will disturb the rough opening of an existing mailbox installation, newer centralized mail delivery equipment will be required.

Be sure to check with local postal authorities prior to planning **any** mailbox installation. To find your local Post Office®, or the proper postal official nearest you, visit [USPS.com](https://www.usps.com), or call 800-ASK-USPS (800-275-8777).

For Customer Service assistance dial **800.275.1747**

# Good Planning Yields Good Results for New Construction and Remodel

Proper planning for appropriate common space in highly visible, centralized areas provides greater protection from mail theft and vandalism as well as better accessibility and safety in retrieving mail and packages.

Be sure installations face away from or are set back from right-of-ways so letter carriers and residents have clear and safe access to mailboxes.



Due to a major remodel - which changed the rough opening of the area the existing mailboxes were already mounted into, this facility was required to swap out old centralized mailbox equipment for the new STD-4C equipment; **proper planning allowed for the increased space required by this equipment.**



By removing old, obsolete equipment, this subdivision provided greater security and larger compartments for their residents while improving the look of the community areas; **USPS coordination ensured continuous mail delivery without interruption.**





## Providing Excellence in Centralized Mailboxes

Those in the know recognize Florence mailboxes as the best centralized mailboxes available in the US today. Using the experiences gained since patenting one of the first centralized apartment mailboxes in 1934 and applying it to the mailboxes of today - Florence continually raises security and durability to an even higher level, giving residents peace of mind.

Florence proudly provides you more than just a product; we work to ensure the right solution for your centralized mail delivery needs...before, during and after the sale! Backed by an industry best 5-year warranty, Florence is proud to stand behind our meticulously crafted products and offer more choices for centralized mail delivery than any other manufacturer. Our extensive collection

eliminates many of the challenges inherent in designing centralized mail delivery installations and takes the guesswork out of meeting the necessary USPS requirements. Our portfolio of products cover centralized mail delivery applications for many different architectural styles; providing both standard pre-configured and custom configurable options in various powdercoat finishes.

Plus, with nationwide Authorized Florence Dealers, you have immediate access to local product experts who can also help you navigate local codes and accessibility requirements as well as postal regulations. Let our knowledgeable team worry about all the details for your centralized mail delivery solutions - from conception to construction.

## The Centralized Mail Delivery Library

To learn more about how Centralized Mail Delivery works or about the quality Florence products that support this mode of delivery, visit [mailboxvideos.com](http://mailboxvideos.com). This comprehensive video library shows you how the mailboxes function, how to perform ongoing maintenance, and introduces your dedicated Florence team!



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