

Mail Houses – 4750

Wall Mounted Installation Instructions

Made of electro-galvanized steel sheet with a durable powder coat finish and a stainless steel mail flap, Salsbury 4750 mail houses will provide years of maintenance free service.

Mounting Mail House to a Flat Wall

1. The installation fasteners are not provided due to the variation in wall types to which the mailbox might be mounted. Select fasteners and anchors appropriate for the type of wall.
2. Mounting access is provided by opening the mail flap and mail access door.
3. Where possible, it is best to shield the mailbox from direct weather conditions.
4. Contact your local U.S.P.S. office for the required height of the mailbox on the wall.
5. Using the template provided, mark the location of the 4 holes on the back of the mailbox. Drill the 4 mounting holes as marked.
6. Holding the mailbox aligned horizontally in the mounting position, mark on the wall the position of the 4 mounting holes in the back wall of the mailbox.
7. Attach the mailbox to the wall using the appropriate fasteners.

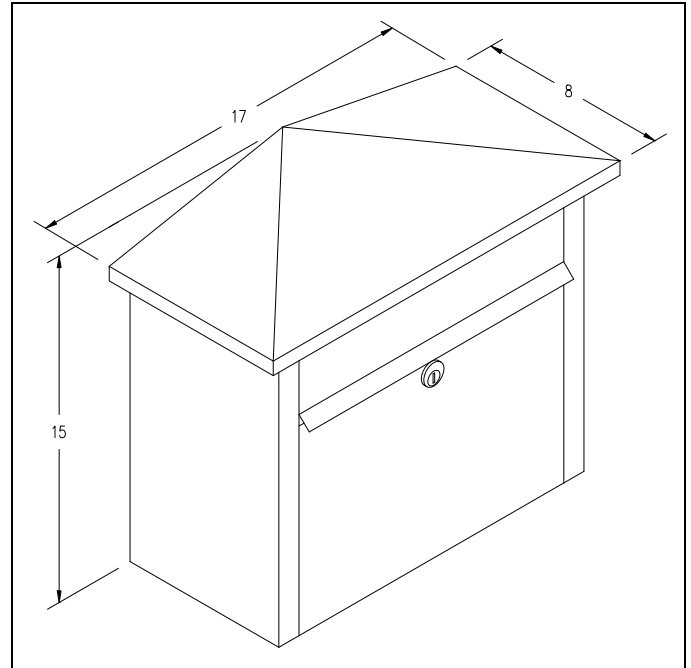
Note: Mounting holes are not pre-drilled into the Mail House as this unit can be installed on a mailbox post.

Cleaning

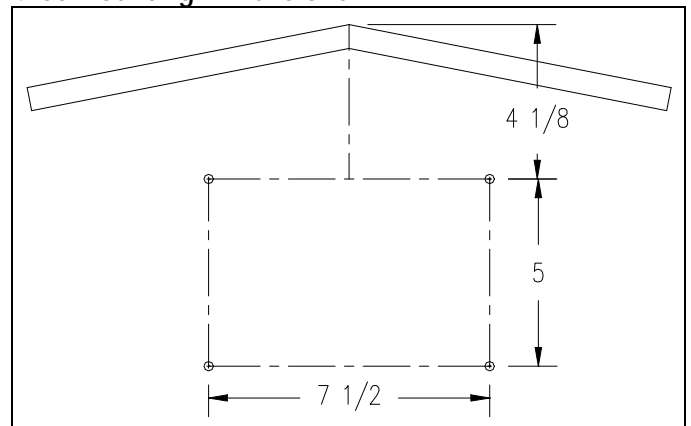
Interior & Painted Exterior – Using a soft cloth or sponge, clean the interior and painted exterior of the mailbox with liquid soap, detergent, or diluted water-soluble household cleaners. Completely remove residue of any cleaning products with water, and thoroughly dry with a clean cloth or paper towel.

Stainless Steel Mail Flap – The mail flap may be cleaned as indicated above. Be sure to scrub and polish satin finish materials in the same direction as the grain of the stainless steel. **DO NOT** use abrasive materials on stainless steel surfaces.

4750 Mail House



4750 Mounting Dimensions



SALSBUURY INDUSTRIES

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Post Mounting Installation Instructions

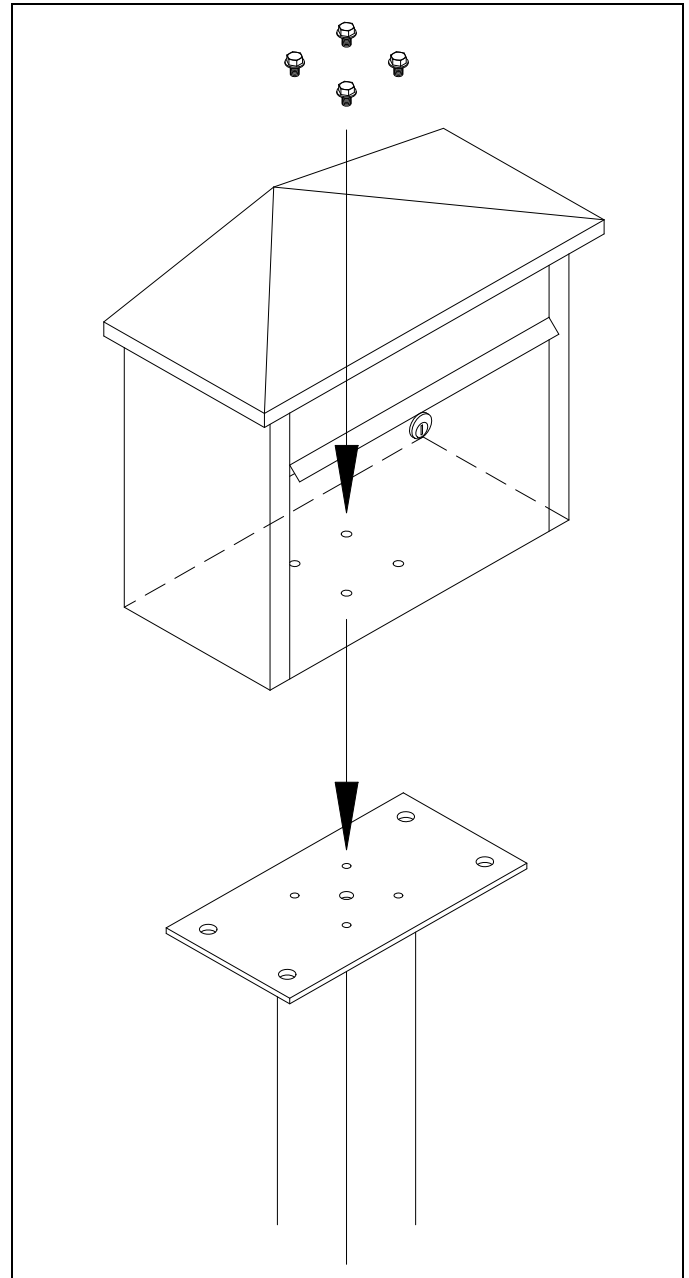
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Mounting Mail House on a Post

This instruction sheet is for installing the 4750 mail house on a Salsbury standard mailbox post. Other installation instructions are available for mounting the post in a concrete footing or mounting the unit to a wall.

The top plate of the standard mailbox post has four tapped holes. There are four 5/16" hex washer head bolts provided with the post to attach the mailbox to the post. Open the locked front door and install the four hex washer head bolts through the four holes in the inside floor of the mailbox to the top plate of the standard mailbox post.

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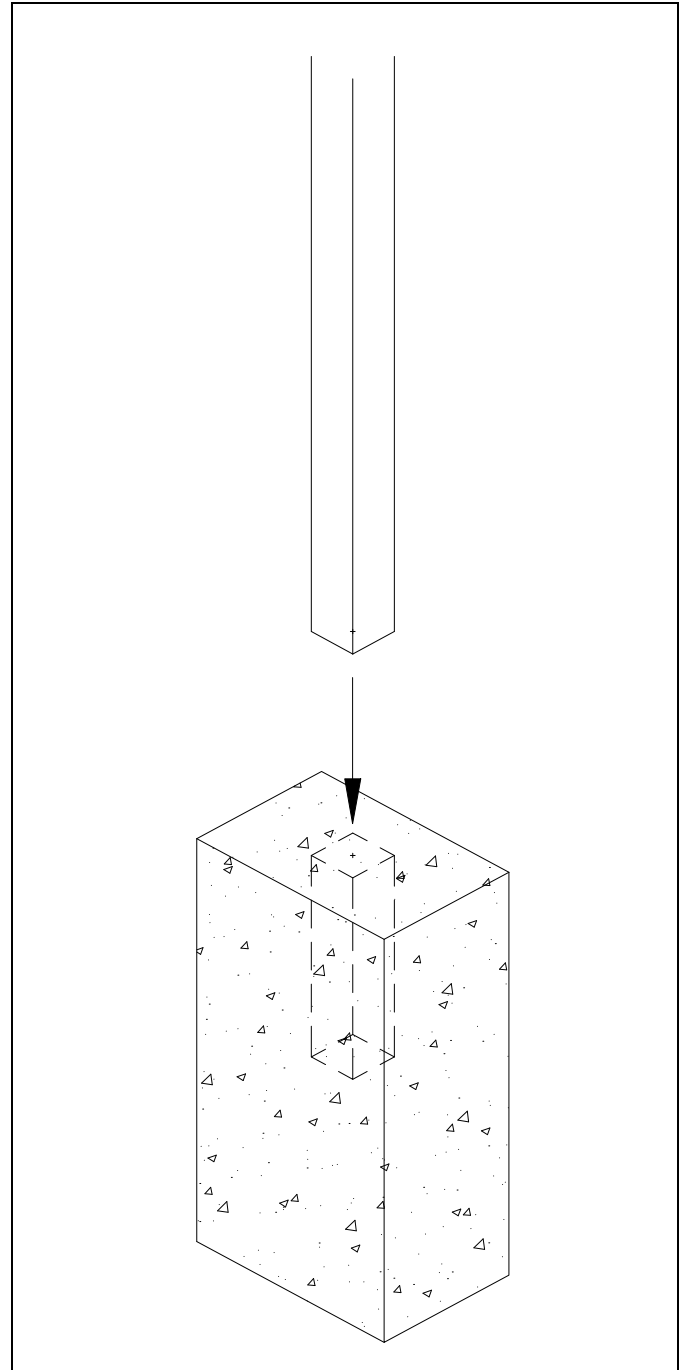
In-Ground Mounted Post Installation Instructions

Installing the In-Ground Post Directly into Concrete

Dig the hole for the concrete footing and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 12" by 18" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move when the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Set the post in the hole and fill the hole with the prepared concrete mix. Prod the mix with a stick while filling to reduce any air pockets. If you want to conceal the concrete, pour it to within a few inches of the top of the hole and cover with soil after the concrete has set. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.



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Bolt Mounted Post Installation Instructions

U.S.P.S. APPROVED

Installing the Bolt Mounted Mailbox Post

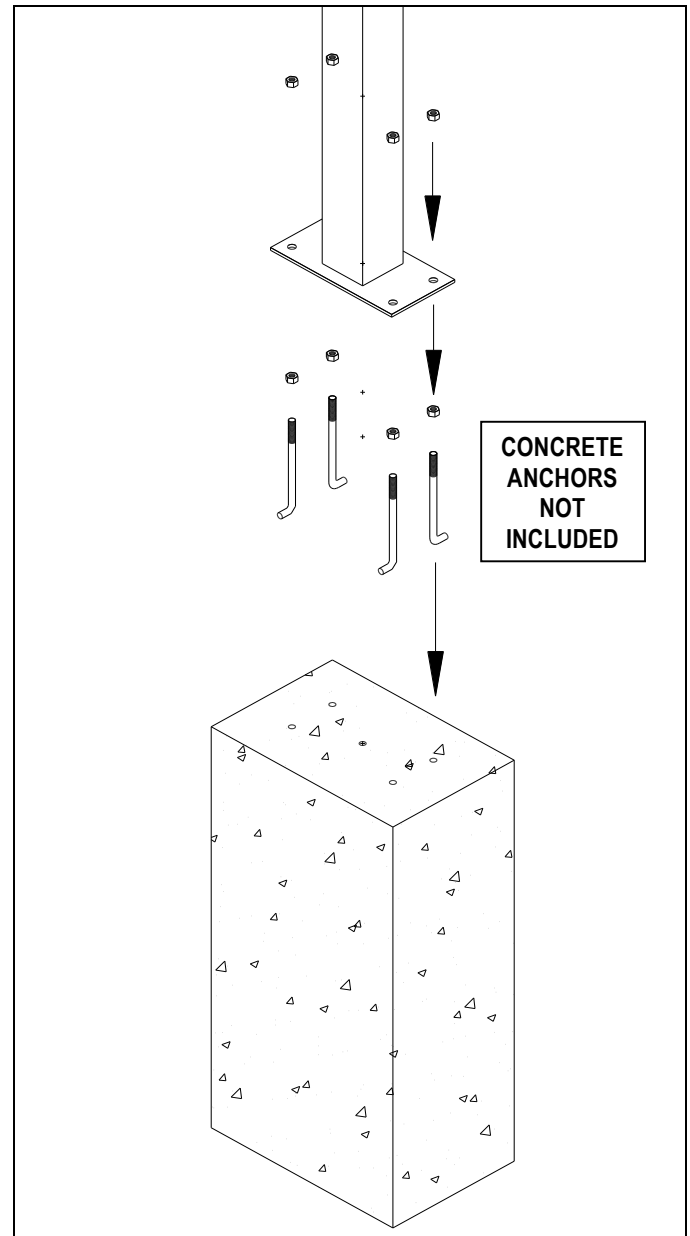
When you install a curbside mail house mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

To install the bolt mounted mail house mailbox post, begin by digging a hole for the concrete footing and then prepare the concrete. The top surface of the footing should be about 12" by 18". See the illustration for the relative position of the rectangular footing to the post and mailbox. The concrete should extend into the ground 24" or greater if your local frost line is deeper. Installing the concrete below the frost line will prevent movement during ground freezing and thawing. The bottom of the hole for the concrete footing should be filled with a depth of about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

When digging the hole for the footing, be careful to not puncture water, sewer, or gas lines.

Hardware for attaching the pedestal to the concrete footing is not included. J-bolts are shown in the illustration as an example. The concrete footing should include reinforcing steel and four (4) 1/2" anchor studs protruding at least 1" above the concrete surface. Place the anchor studs in a 4" x 10" pattern in the concrete to align with the holes in the pedestal base.

When the concrete has cured sufficiently, install four (4) leveling nuts on the anchor studs. Set the pedestal on the leveling nuts with the four (4) anchor studs protruding through the holes in the pedestal base plate. Adjust the leveling nuts to square up the pedestal. Install four (4) nuts and washers on the anchor studs and tighten securely.



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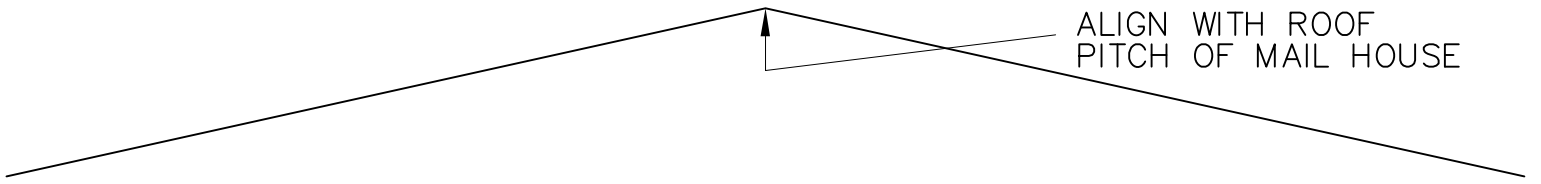
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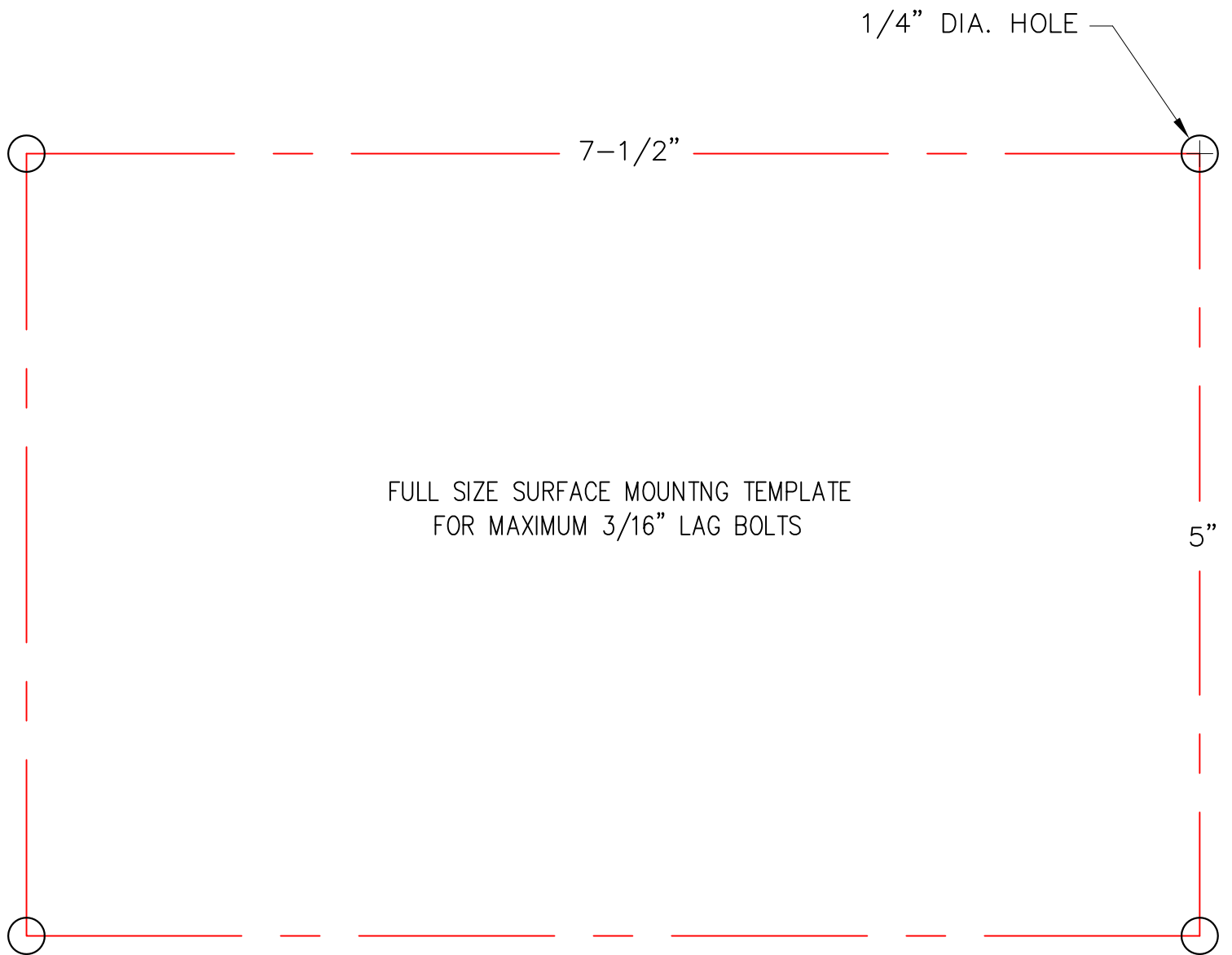
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SALSBURY INDUSTRIES

TEMPLATE TO SURFACE
MOUNT MAIL HOUSE
(MODEL #4750)



USE TEMPLATE TO MARK HOLES ON REAR SIDE OF MAIL HOUSE
AND TO TRANSFER PATTERN ONTO MOUNTING SURFACE.