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Street Letter Box  
Maintenance

Maintenance Series Handbook MS-22

UNITED STATES POSTAL SERVICE

Washington, D.C. 20260

Transmittal Letter 3  
March 1, 1981

**STREET LETTER BOX MAINTENANCE**  
Maintenance Series Handbook, MS-22

**1. MATERIAL TRANSMITTED**

This handbook contains information on installing, refinishing, maintaining and repairing Item No. 1168 Letter Box (Post); Item No. 1170 Box, Street Collection; and Item No. 1171 Box, Relay.

**2. DISTRIBUTION**

This handbook will be furnished regional Plant Maintenance Section Personnel, Postmasters, and Maintenance Personnel directly concerned with street letter box maintenance.

**3. IMPLEMENTATION**

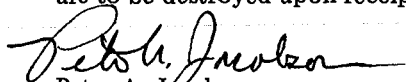
- .1 Procedures outlined in this handbook are effective immediately.
- .2 Facilities having recently completed a refinishing and repainting cycle on all their street letter boxes should not begin a new repainting cycle until the need arises, provided the following conditions are met:
  - a. All boxes are painted in accordance with examples shown in chapter 3 of this handbook and in Publication 165, Design Control Guidelines.
  - b. All boxes bear only current approved labels as specified in part 131 and illustrated in chapter 3 of this handbook and in Publication 165.
- .3 If the above conditions are not satisfied, action should be initiated promptly to comply with these paint and label requirements.

**4. RESPONSIBILITIES**

The Postmaster is responsible for implementing the policy and practices prescribed in MS-22.

**5. SUPERSEDED MATERIAL**

All maintenance instructions on Items No. 1168, 1170, and 1171, issued before publication of this book are rescinded. All copies of Handbook MS-22 issued with Transmittal Letter 2, dated October 8, 1973 are to be destroyed upon receipt of this handbook.



Peter A. Jacobson

Director  
Office of Maintenance Management

## PREFACE

This handbook contain procedures for developing a uniform nationwide maintenance program for letter boxes) other than the prototype models used in the field for testing purposes. This handbook should be used as a guidelines in updating letter box maintenance, installation, refinishing and painting programs.

The success of this program depends on each postmaster fully implementing these procedures and then maintaining close overall supervision of the entire program.

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## CHAPTER 1

### INTRODUCTION

#### 110 PURPOSE

This handbook is for use by postmasters, postal plant engineers, building superintendents, and other concerned maintenance personnel as a guideline for conducting an economical and effective street letter box maintenance program.

Throughout this handbook are references to National Stock Number, Supply Center Item numbers and label numbers. These numbers are correct as of the publication date of this handbook, however, it is recommended that before ordering from GSA or the Supply Centers, the appropriate catalog be checked to determine the validity of the numbers.

#### 120 GENERAL

121 Street letter and collection boxes shall be inspected (and replaced as required) upon receipt of report from Delivery Services personnel indicating that a box requires maintenance. Local personnel and other reliable sources will also perform routine inspection of mail boxes to determine need for maintenance. The frequency of routine inspection should be determined by local experience.

122 The following letter boxes are covered by this handbook:

- a. Item 1170, street collection box.
- b. Item 1171-B, relay box.
- c. Item 1177, motorist mail chute

installed on Item 1170, collection box, at curb installations.

d. Post letter box - No longer listed in Publication 24, Supply Catalog as an item of supply (see section 133.2).

#### 130 POLICIES

##### 131 Labels, Decals, Signs

131.1 Only current, approved labels shall be displayed on collection boxes in accordance with applicable instructions. Changes in label requirements are announced in Headquarters Postal Bulletin.

131.2 Collection schedules should be clearly and consistently printed/typed on the schedule labels 55, 55A and D-1175 by one of the following methods:

a. Printed using a speedball pen, B6, with waterproof black ink (item 0-212 available from the supply center) and allowing approximately 36 hours for drying.

b. Type in capital letters using ribbon containing waterproof ink. Large bulletin type or speech typewriter is preferred.

c. Other procedures may be used which have been determined by the maintenance director for the immediate geographical area to be more durable than the two above methods.

d. Use a clear plastic enamel spray (such as 3-M sealer) to cover the entire surface of D-1175 in order to seal and protect the label from weather.

### 132 Safety Considerations

132.1 Confer with local officials before installing street letter boxes to avoid violation of local ordinances or to avoid creation of a safety hazard.

132.2 All employees installing street letter boxes will make sure that each box is installed so that all foreseeable possibilities of injury to customers or employees are eliminated. When removing street letter boxes from an existing location, also remove all anchoring devices, projections, stakes, and mounting slabs. Fill anchoring holes and do other necessary repair work to return the site to its original condition and to blend it in with the surrounding area.

132.3 Do not use angle iron stakes or commercially available auger-type anchors in locations where electrical cables are buried. Since cables can be buried as shallow as 24 inches and be in compliance with the National Electrical Code, it is possible for such anchoring devices to penetrate cable insulation resulting in a lethal voltage being applied to the collection box.

132.4 Proper protective equipment must be worn during each phase of installation, preventive maintenance and repairs. Approved respiratory protection, engineering controls (i.e., spray paint booths), hearing protection and other protection equipment (i.e., safety glasses) may be required. All equipment should meet OSHA and be NIOSH approved.

### 133 Cost Factors of Repairs

133.1 Street letter boxes eventually reach a state where repair is no longer economical. When repairs exceed allowable cost limitations (see part 510) boxes will be discarded, as noted in subchapter 530.

133.2 Repaint post mounted boxes as the

need arises and retain in service. Do not repair damaged post boxes. Dispose of damaged post boxes as outlined in subchapter 530.

### 134 EQUIPMENT AND SUPPLIES

134.1 Specified street letter box paint and primer materials may be obtained from the General Services Administration. Application instructions for these materials must be strictly followed.

134.2 All requisitions for equipment needed in maintenance activities assisted by AMO personnel must be approved by the Management Sectional Center, Manager/Postmaster.

134.3 This handbook does not specify mandatory equipment purchasing requirements for maintenance tools listed in chapter 4. Rather, it presents uniform guidelines to do the specific job of street letter box refinishing. Many facilities already have adequate equipment to carry out these procedures.

### 135 AMO ASSISTANCE

135.1 At the request of the Postmaster, the area maintenance office will exchange repainted or new letter boxes for letter boxes requiring maintenance. The area maintenance offices will remove the old letter box and install the repaired box. The area maintenance office will provide this exchange service to those post offices which do not have a maintenance capability.

135.2 Area Maintenance Office personnel will provide advice and assistance to small offices as required by their Management Sectional Center, Manager/Postmaster. Such assistance may include, but is not limited to replacement of boxes for small offices that do not have maintenance capabilities, provided such activity is economically feasible without additional Area Maintenance Office staffing and is approved by the Management Sectional Center, Manager/Postmaster.

## 136 TYPE OF PAINT

136.1 This handbook provides for refinishing boxes either with polyurethane or modified acrylic coatings. It is recommended that polyurethane be used in all cases where its advantages of longer life can be realized. Mixing and application of polyurethane paint containing toluene di-isocyanate (TDI) requires special precautions. Acrylic paint should be used only in those areas where vandalism and/or graffiti are prevalent and the life of polyure-

thane coatings would be predictably reduced.

136.2 Polyurethane and acrylic coating materials are available from GSA. National Stock Numbers for the materials are listed in Part 630.

136.3 Spray equipment should be used for painting collection boxes regardless of the paint material being used to obtain maximum finish life. Brush application is not recommended, except for minor street repair of damaged finishes such as the painting of small nicks and scratches.



## CHAPTER 2

### INSTALLATION

#### 210 SITE PREPARATION

##### 211 Accessibility/Safety

211.1 Install letter boxes to provide maximum accessibility after considering customer and employee safety, and non-interference with normal traffic pattern.

211.2 Position street letter boxes so that the box door will not open into a street thereby exposing the carrier or collector to road traffic. Inside buildings, place letter box equipment so that the carrier or collector will not be endangered by swinging or opening doors.

211.3 All boxes with motorist mail chutes and all standard collection and relay boxes, including those inside buildings, must be securely fastened by all four legs so that they cannot be moved or tipped (see subchapter 220 on installation).

211.4 Where it is impractical to fasten the legs of collection boxes located inside of buildings, the methods of fastening is left to the discretion of local management. Obtain written permission from the building management before fastening relay or collection boxes inside buildings.

#### 212 MOTORIST MAIL CHUTE

212.1 Motorist mail chute boxes must be located so that, when anchored, the end of the

mail chute is not less than 6 inches from the curb line.

212.2 Adjust height of motorist mail chute to be approximately 50 inches above the road surface.

#### 220 INSTALLATION INSTRUCTIONS

##### 221 Anchoring Preparation

###### 221.1 General

Before anchoring any box, make certain the bolts holding the legs to the box are securely tightened. All street letter boxes having legs with open toes (open slot) at the anchor point on the box feet should have such legs replaced with legs D-1168 or D-1169 with closed toe.

221.11 Position street collection boxes (not motorist mail chute) and relay boxes at the site so that no part of the foot to be fastened is closer than 3 inches to the edge of the sidewalk, concrete block or expansion joint.

221.12 Fastenings placed closer to an edge may split the concrete, resulting in a poor fastening. Marking of the concrete for positioning of the box feet is explained in part 222.

###### 221.2 In Dirt, Sand, Soft Soil

221.21 When installing collection or relay boxes in dirt, sand, or other soft soil, prepare site by one of the following methods:

a. Using a post-hole digger, prepare four holes 14 inches deep and approximately 8 inches in diameter to accept four Type F (round) or Type G (square) concrete pillars (see Figure 2-1).

b. Prepare a hole 4 inches deep and 29 inches square to accept a precast concrete slab for anchoring a standard collection box. For the larger concrete slab needed for mounting a relay box, prepare a hole 4 inches deep and 35 inches square.

221.22 Use caution when preparing concrete slab or pillar holes. Maintenance personnel should be aware of gas, electric, or water conduits near installations sites. The site must be level. Concrete slabs and pillars must be installed flush with the ground and the soil repacked around the slab or pillar to eliminate possible tripping or safety hazards.

221.23 If necessary to install a collection or relay box in areas such as between utility poles, fire hydrants or other fixtures, where the installation site may be non-standard in size or shape, ready-mix cement or other suitable materials may be brought to the job site and used in the space available.

## 222 ANCHORING METHODS

### 222.1 General

Motorist mail chute, standard collection, and relay boxes must have all four legs fastened to the concrete or anchoring devices. Place shims under the legs as required to level the box. Locate motorist mail chute boxes only where they can be fastened to an integral part of concrete sidewalk or slab.

### 222.2 Ground Area Installation (Sand or Soil)

222.21 This type of installation is the most susceptible to safety hazards. Use utmost care in obtaining a stable and positive anchor. For one-man handling capability, the concrete pillar installation is

recommended. These pillars, type F and G may be manufactured locally by maintenance personnel, or the postmaster may solicit informal competitive price quotations as outlined in Publication 41, Postal Contracting Manual. The installation of type H may also be utilized at location where it is not feasible to have type F or G (see Figure 2-1).

222.22 Prefabricated concrete slabs are also recommended for box installation in soft soil conditions. However, due to the extreme weight of the finished slab, two men and a maintenance vehicle equipped with a crane or powered tailgate are normally required to handle and place the slab. Concrete slab specifications for a standard collection box are shown in Figure 2-1. A slab 4 inches thick by 35 inches square is required to a large relay box. Concrete slabs may be manufactured locally by maintenance personnel or the postmaster may solicit informal, competitive price quotations, as described in Publication 41, Postal Contracting Manual. If the cost involved exceeds the postmaster's local procurement authority, obtain approval for the expenditure as specified in Publication 41.

### 222.3 Paved Area Installation (Asphalt or Black-Top Surface)

222.31 If the asphalt pavement is laid over subsoil, cut out the pavement under each leg of the box and remove the subsoil to a depth sufficient to accept a concrete pillar as explained in section 222.21.

222.32 An alternate method for positive anchoring when asphalt pavement occurs over subsoil is to cut out sufficient pavement in the site area to accept a concrete slab as explained in section 222.22. Install the slab so that the top surface is flush with the asphalt pavement surface.

222.33 Make certain that the bolts holding the legs to the box are securely tightened. Position the box as outlined in part 211 and/or 212. Mark the position of the mounting holes in the box feet on the pavement. Move the box aside and prepare to install fasteners.

222.34 Only trained and fully qualified personnel are authorized to use cartridge type, power-assist fastening tools.

222.35 Be alert to the possibility of heating elements (coils or wires) imbedded inside concrete slabs. When in doubt, ask the property owner; and when such heating equipment is present, relocate the box where anchoring may be safely performed.

222.36 The use of Star drills or self-contained power drills and expansion type fastening bolts is authorized as an alternative methods for letter box fastening in concrete. Hearing and eye protection will be worn.

222.37 The collection boxes will be fastened to the anchoring points as shown in Figure 2-1 for each type of foundation.

## 230 TOOLS REQUIRED FOR INSTALLATIONS

## 231 PAVED SURFACES

- a. Self-contained power drill.
- b. Expansion bolts, FSN 5340-00-995-0448 or 5340-00-995-0449.
- c. Crescent wrench (10")

## 232 NON-PAVED SURFACES

- a. Pick, mattock ( 6 lbs.).
- b. Long-handle digging spade (pointed).
- c. Cement trowel (10").
- d. Edging Trowel (8").
- e. Crescent wrench (10").
- f. Sledge hammer (14 lb.).
- g. Hammer ( 16 oz. claw).
- h. Screw drive ( 8" with 5/16 bit).
- i. Glove (Item S-2005, Publication 24, Supply Catalog).
- j. Earth auger (6 in.) or post hole digger.

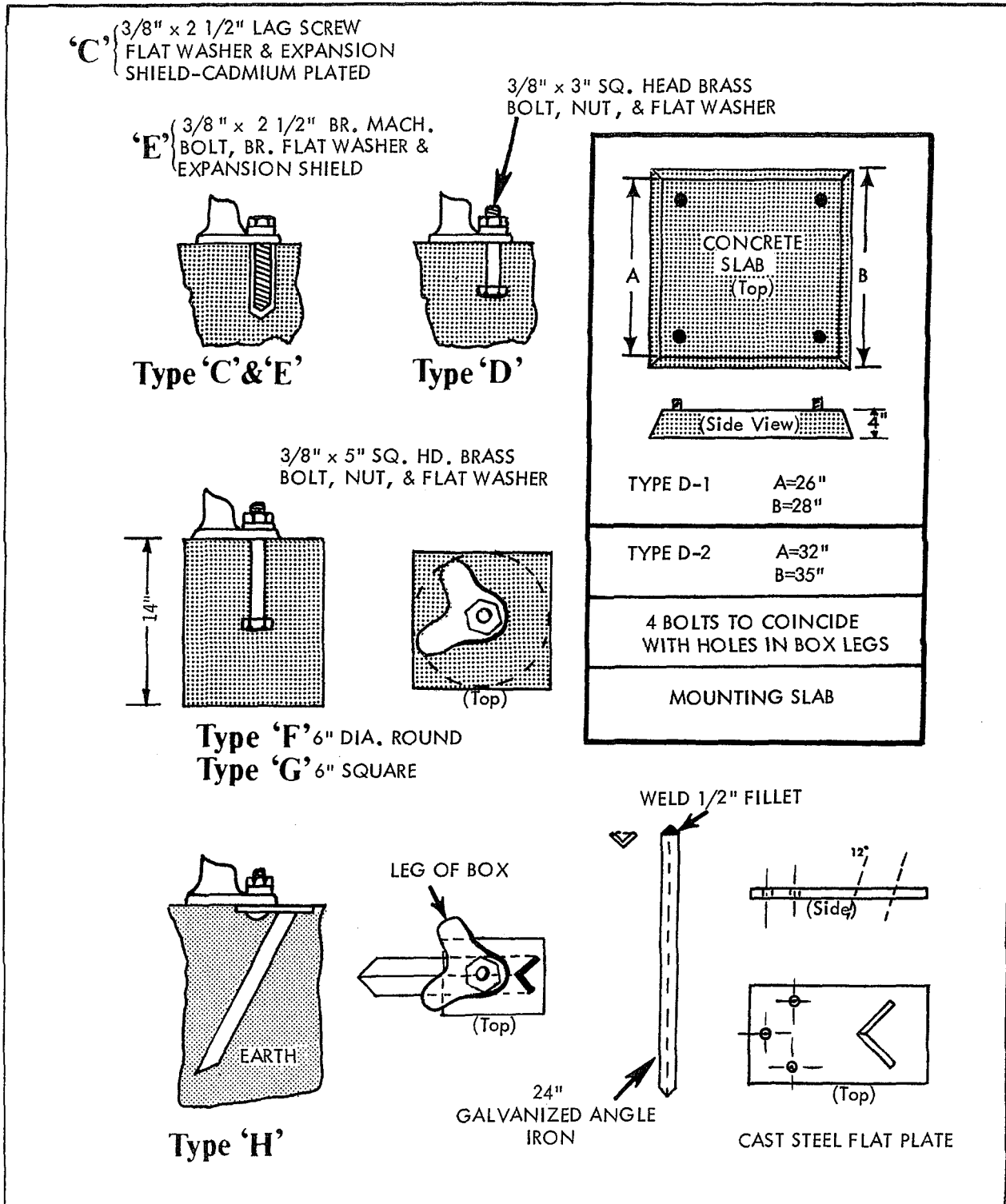


Figure 2-1 Measurement Details - Collection Box Anchoring Devices

## CHAPTER 3

### DECAL AND COLLECTION SCHEDULE CARDS

#### 310 LABELING REQUIREMENTS

Table 3-1 provides current labeling requirements for collection boxes.

TABLE 3-1 COLLECTION BOX LABELS AND SIGNS

| TYPE OF COLLECTION BOX | LABELS/SIGNS  |                |                 |                      |        |                          |
|------------------------|---------------|----------------|-----------------|----------------------|--------|--------------------------|
|                        | 5<br>Eagle    | 55<br>Schedule | 55A<br>Schedule | 59A-G<br>Last Pickup | D-1175 | 162<br>Local<br>Delivery |
| A. Item 1170           |               |                |                 |                      |        |                          |
| 1. Local Delivery      | 3             | -              | 1               | -                    | -      | 2                        |
| 2. Residential         | 3             | -              | 1               | -                    | -      | -                        |
| 3. Motorist            | 3             | 1              | 1               | -                    | -      | -                        |
| B. Post-type Box       | Use item 1168 |                |                 |                      |        |                          |

#### 320 LABELS AND SIGNS

321 The following labels and signs are required for use on collection boxes:

- a. Label 5, USPS Eagle decal, for positioning see Figure 3-1.
- b. Labels 59A through 59G, Last Pickup for positioning see Figure 3-2.
- c. Label 55, Collection Schedule, for positioning see Figure 3-3.
- d. Label 55-A, Collection Schedule, for positioning see Figure 3-3.

e. Label 162, Local Delivery, for positioning see Figure 3-4.

f. Item D-1175, Hours of Collection Cards, for positioning see Figure 3-5.

322 Local Delivery boxes should be identified on both side panels and the front by locally procured adhesive labels reading LOCAL DELIVERY. Local Delivery boxes should also bear sufficient information so that customers will know what constitutes local delivery in the particular area where a box is located. Such information shall be approved by the postmaster and will be standardized to the extent possible.

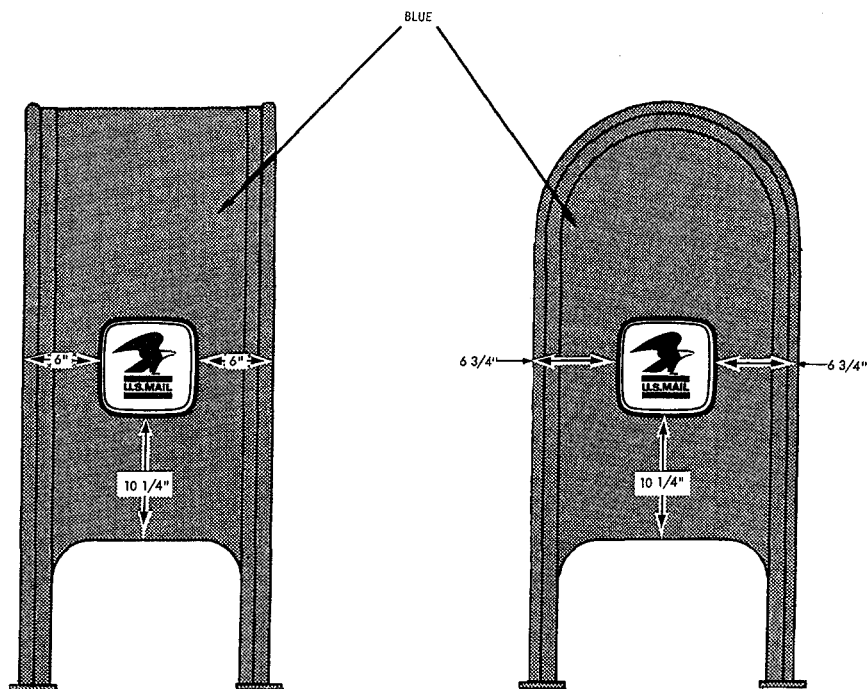


Figure 3-1 Label 5, Eagle Decal, Positioning.

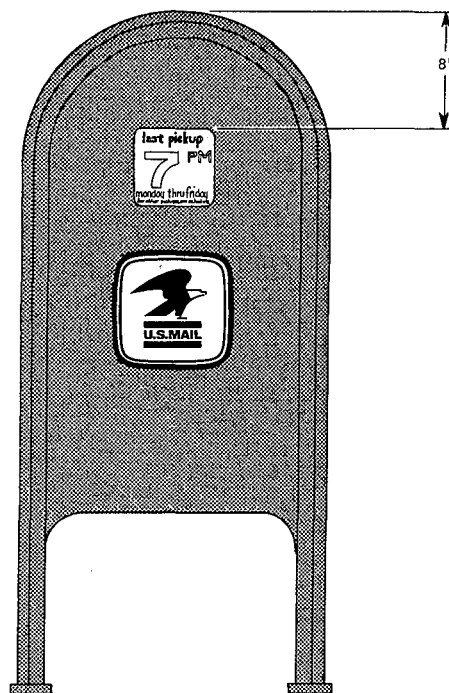


Figure 3-2 Label 59, A through G, Last Pickup, Positioning.

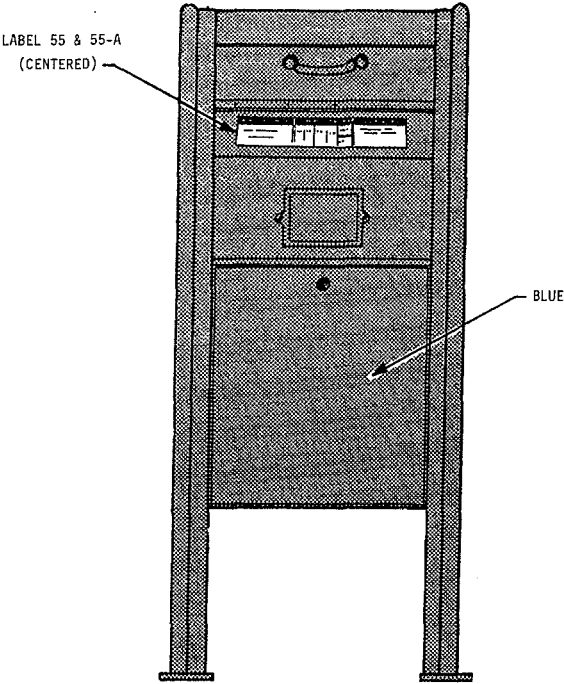


Figure 3-3 Label 55 and 55A, Collection Schedule, Positioning.





Figure 3-4 Label 162, Local Delivery, Positioning.

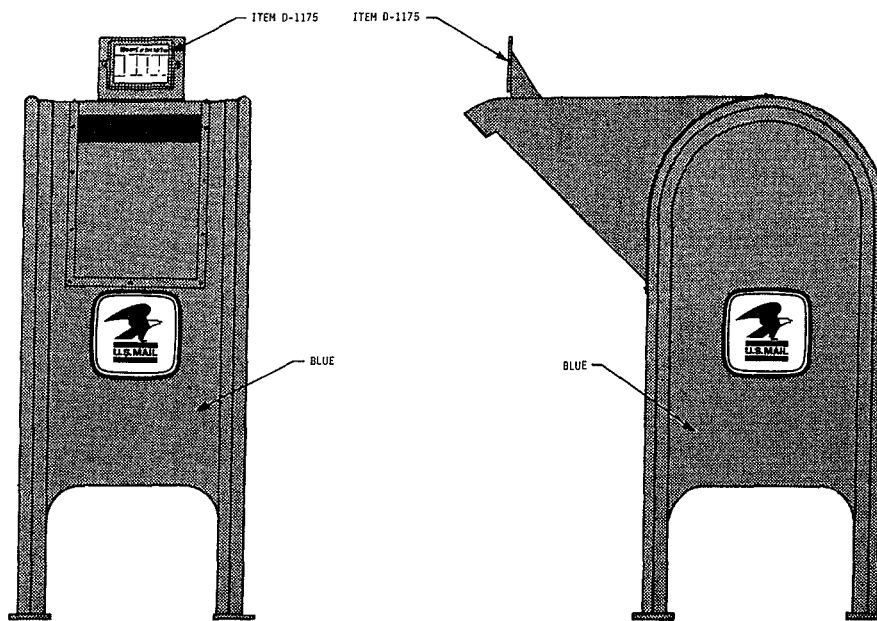


Figure 3-5 Item D-1175, Hours of Collection Card, Positioning.

## CHAPTER 4

### PREVENTIVE MAINTENANCE

#### 410 EQUIPMENT/SUPPLIES

#### 411 Cautionary Notes

411.1 Compressors, sanding tools, spray equipment, and other tools should be maintained in optimum condition. In-shop preventive maintenance and regular cleaning procedures will reduce lost time due to on-site breakdowns and subsequent repairs.

411.2 Hearing and eye protection will be worn. Approved respiratory protection may be required when sand blasting, spray painting, or applying solvent or paint strippers.

#### 412 Tools Required

a. Air compressor equipped with 25 feet of 5/16 inch hose and air regulator. The compressor should be a minimum of 3 horsepower capable of delivering 6 cubic feet of air per minute or more at the spray gun, with an air filter, or extractor to remove oil and water from compressor. This equipment permits spray painting at controlled, uniform pressure for high quality work.

b. Spray gun capable of delivering a spray pattern adjustable from round to fan with all intermediate patterns. When overspray must be reduced because of proximity of the painting area to other work areas, consideration should be given to the use of spray guns which are specifically designed to reduce overspray such as the Bendix Sicmo spray gun. Consult the Federal Supply Schedule for spray equipment.

c. High speed air sander or sand blasting equipment for rapid removal of rust, scale, cracked or broken finishes or for featheredging. These items are available on Federal Supply Schedule.

d. Portable abrading attachment designed for use on 1/4-inch drill motor which operates between 1800 and 3000 rpm.

e. Floor type spray booth 8 feet wide, 6 feet deep, and 7 feet high. Prefabricated or manufactured from 18 gauge steel panels reinforced with rolled edge flanges and welded corners. The booth should be constructed to comply with the local civil codes and building safety requirements.

#### 413 MATERIALS REQUIRED

a. Wax and grease remover, NSN 6810-00-664-0387, in one-gallon cans. This item is also available in 55-gallon drums, NSN 6810-00-551-1487.

b. Tack rags or clean cloths.

c. Sandpaper, No. 40 production for scale removal; No. 80 production for rust removal; No. 320 finishing paper.

d. Masking tape (2-inch) NSN 7510-00-290-2026.

e. Safety cans, one-gallon size NSN 7240-00-240-6957, five-gallon size NSN 7240-00-240-6958.

f. Decal remover, Western Area Supply Center, Repair Parts Section, NSN 6850-00-000-4205.

g. Aerosol cans of spray paint, NSN 8010-00-159-4521.

**420 APPEARANCE OF LETTER BOXES****421 Obscene and Other Writing on Surface**

Lewd or obscene matter and other writing should be erased by all postal employees servicing mailboxes when it can be done with material available. Writing that cannot be rubbed off will be reported immediately on Form 1621, Carrier's Route Report. Obscenity, if occurring regularly in the same area, will be reported to the designated collection services supervisor. Aerosol cans of spray paint should be used to refinish such boxes at the site.

**422 Dirty and Grimy Surfaces**

Letter boxes which accumulate dirt, grime and oil should be frequently washed to return them to like new appearance.

**423 Painting Frequency**

To maintain neat letter box appearance, letter boxes will be repainted on an as required basis.

**424 Defaced Boxes**

Street letter boxes which have been defaced in such a manner as to require minor refinishing, may be sanded, primed, and painted using aerosol cans of primer and/or enamel material. Offices with maintenance capabilities should restrict use of those materials to touch-up activities. Compatibility of existing coating and touch-up material should be verified before actual use. See 632.4.

**430 PAINTING LETTER BOXES****431 Surface Preparation****431.1 Removing Attachments**

.11 Scrape off all decals, including collection schedule labels. Also remove the schedule on the motorist collection box.

.12 Remove the arrow lock (if installed).

.13 Cover the hole located in the area of the holding bracket, item D-1176A. Some offices have painted the reverse side of item 1175 blue and inserted it into the sliding bracket thus covering the hole and blending it in with the solid blue of the box.

**431.2 Cleaning/sanding**

.21 Before sanding and painting, thoroughly clean boxes and legs. Purpose of cleaning is to remove oil and grease that may not be visible but which results in fish eyes, or areas where primer or color will not adhere properly. Slight deposits of oil are caused by handling (fingers and hands).

.22 Use a solvent type cleaner designed especially to remove wax, grease, oil, dust, and other foreign substances from the surface. Use of soaps or detergents is not recommended because these products leave a film layer which results in paint peeling and deterioration.

.23 Completely strip boxes by sand blasting instead of cleaning with solvent if either of the two following conditions are present.

a. First time for the box to be painted with polyurethane paint.

b. If four or more coatings have been applied since the last time the box was completely stripped to the metal.

.24 Brush off the dust and wipe the box with the tack rag. Clean sanding dust from the immediate area to reduce dust and debris from blowing on the box during priming and finish painting.

**432 PRIMING**

432.1 Follow the paint manufacturer's instructions for priming the letter boxes.

432.2 Prime the entire surface of the box as necessary including the bottom of the box, inner legs, and the inside of the letter box.

.21 Boxes that have not been previously painted with polyurethane materials should be well sanded and completely primed.

.22 Boxes that have been previously painted with polyurethane materials need only have bare metal areas painted.

.23 After the box is prime coated, clean spraying equipment as necessary.

#### 433 PAINTING PROCEDURES

433.1 Collection boxes must be painted to conform with the configuration illustrated in Chapter 3.

433.2 In general, follow the paint manufacturer's instructions for painting the letter boxes.

.21 Mixing instructions (paint can label information) are usually written for optimum conditions. The individual painter must vary mixing proportions to satisfy changing conditions of temperature, drying requirements, equipment, and painting methods. The day-to-day mixing proportions is then a formulation of environmental condition and painter experience.

NOTE: Viscosity cup should be used to obtain proper paint/thinner proportions. Color variations may occur when different amounts of thinner are used.

.22 Proper spray painting techniques require training and practice. A mixing proportion that provides the best spraying viscosity must be balanced by:

a. Applying the material at a reasonable distance from the box (usually 8 to 12 inches).

b. Keeping the nozzle at right angles to the surface being painted.

c. Correcting fluid to air adjustment.

d. Making smooth strokes with a fan spray pattern that provides uniform distribution of material over the area.

e. Applying material at a speed that allows the surface to remain wet enough for proper flow-out, but not so slow as to produce sags or wrinkles.

f. Applying the material in overlaps so as to prevent zebra stripes.

g. Applying the second successive coat on letter boxes in a direction opposite to the first coat.

.23 Rust problem areas, such as schedule card holders on motorist mail chutes and bottoms of boxes, require particular attention during the regular paint cycle.

433.3 Permit the freshly painted boxes to dry in accordance with the paint manufacturer's instructions.

433.4 Clean the paint equipment and painting work area as necessary.

433.5 Polyurethane paint is supplied in kits. Each kit contains two components. One component is a pigmented base and the other is a catalyst. Both components must be mixed together in equal amounts and only the amount of paint that can be used immediately should be mixed since pot life is limited and is variable, depending on relative humidity. Approved respiratory protection, protective clothing and eye protection must be worn while mixing and spraying polyurethane paints containing TDI. Supplied air respirator with full face piece and approved air source will be used. Shop compressors require special equipment before they may be used to supply breathing air. Protective clothing must be cleaned after each use. Shoe covers are required. Indoor spray booths or rooms must meet OSHA criteria (CFR 1910.107)

#### 440 DECALS AND LABELS

##### 441 Removal Procedure

Decals and/or labels may be removed using the decal remover (NSN 6850-000-4205) and performing the following steps:

a. Using a rag, apply the decal remover sparingly and directly to the decal surface and rub. Too much decal remover will strip the paint to the metal surface. Therefore, conduct a trial application of the remover to observe the reaction of the solution on the paint.

b. Continue to rub until the decal remover solution has disappeared. Apply more decal remover and rub again until decal has been removed.

c. If the decal still remains affixed, use steel wool to loosen it; then apply more remover and repeat the rubbing procedure.

d. After the decal has been removed, continue to rub the immediate area with a rag to remove all of the glue and excess decal remover. Apply mineral spirits to the immediate area and then wipe with a clean rag or cloth.

#### 442 APPLICATION PROCEDURE

Perform the following steps to affix decals and collection schedule labels to letter boxes:

a. For best results, affix the decals and labels, which have self-adherent backing, only when air temperatures are above 45 degrees Fahrenheit.

b. Check condition of paint, remove scale and flaky paint. Use good household detergent to remove dust, dirt, oils, and other contaminants. If necessary, prime area where decal or label is to be affixed.

c. Be careful when removing the protective backing and applying the new decals or labels because they may become prematurely attracted to the collection box or some other object before the desired positioning has been accomplished (see Chapter 3 for proper positioning of the labels or decals).

d. After the decal or label is attached, use a round, heavy object or plastic squeegee to roll it down firmly from middle outward to remove air bubbles.

e. Use a clear plastic enamel spray (such as 3-M clear sealer) to cover the entire surface and edges of the decal or label to seal and to provide protection from weather and vandalism.

#### 450 CONTRACTING FOR PAINTING

##### 451 General

Postmasters who have solicited bids for letter box painting before publication of this handbook will consummate the contract as advertised.

Other postmasters shall follow these guidelines for determining when to arrange for the refinishing or repainting of letter box equipment. If necessary, request further instructions, clarification, or technical maintenance information, and a list of prospective bidders, from the General Manager, Regional Maintenance Management Division.

#### 452 CONTRACTING METHODS

##### 452.1 Small Purchase Procedure

.11 Small purchase procedures may be used when permitted by Publication 41, Postal Contracting Manual.

.12 The procedures and forms applicable to small purchases are described in Publication 41.

.13 Include Notice 52, Street Letter Box Painting Specification, as part of the solicitation document.

.14 Specify quantity and types of letter or relay boxes to be painted. Request cost per box for each type and a total aggregate cost.

.15 To insure fair competition, solicit at least three quotations.

##### 452.2 Competitive Bidding Procedure

.21 Observe formal competitive bidding procedures when the estimated amount of any one transaction exceeds the maximum limitation applicable to small purchase procedures.

.22 Procurement procedures and forms are described in Publication 41, Postal Contracting Manual.

.23 Include Notice 52 as part of the invitation.

.24 Specify quantity and types of letter or relay boxes to be painted.

.25 In addition to mailing bid invitations to known prospective bidders, post a copy of the bid invitations on bulletin boards. Obtain maximum publicity and competition without the expense to the Postal Service as specified in Publication 41.

**460 MOTORIST MAIL CHUTE INSTALLATION****461 New Collection Boxes**

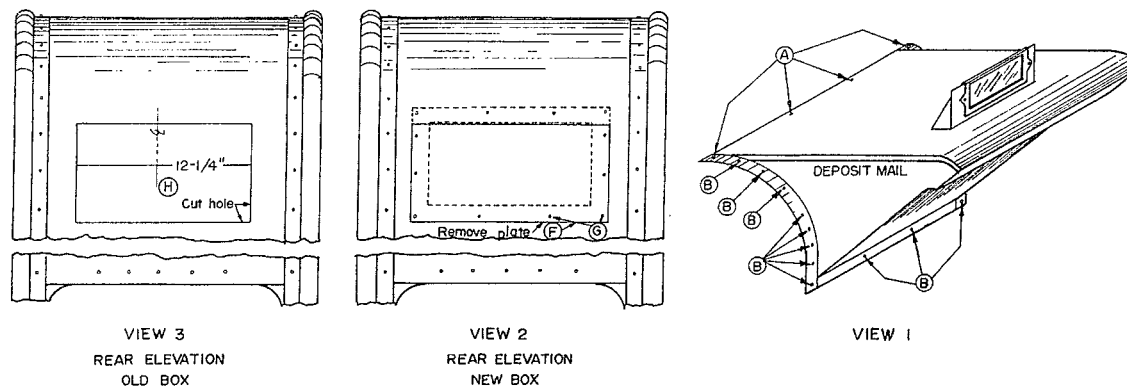
- a. Remove back plate (Figure 4-1) by cutting heads of 12 rivets.
- b. Secure chute in position using "C" or bar clamps.
- c. Drill four holes in top of chute to align with rivet holes already existing in top of box using 3/16 inch drill. Insert four 3/16 x 1/4 inch water proof blind rivets.
- d. Drill remainder of holes one at a time on each side and insert rivets as the holes

are drilled, to draw chute flange down tight against the box.

- e. Paint rivet heads and chute (if not already painted) to match the box.

**462 OLD COLLECTION BOXES**

- a. On old collection boxes without back plate, cut hole in box shown in Figure 4-1.
- b. Complete installation following procedure described in 461.b through e. with the exception that rivet holes must be drilled through both the box and chute. Rivet holes must be equally spaced.



1. If installation is to be made using a new large collection box. Remove back plate F View 2 by cutting heads of 12 small rivets G. If old box, cut hole H View 3, located as shown.
2. Place chute in place and secure at top with "C" or bar clamps.
3. Drill four holes in box located from holes A View 1 in top of chute with 3/16" inch drill and insert 3/16" x 1/4" inch long steel waterproof blind rivets.
4. Drill the rest of the holes B one at a time on each side and insert 1/4" long rivets, as the holes are drilled, to draw chute flange down right against the box.
5. Paint rivet heads same color as box.
6. To insert time card in frame on top of chute, remove one of the two screws and slide in from the side.

Figure 4-1 Motorist Mail Chute Installation



## CHAPTER 5

### REPAIRS

#### 510 REPAIRS

Demolish and sell as scrap, in accordance with rules set forth in the Postal Service manual, any collection box when repair cost estimate exceeds 80 percent of the replacement cost of a new box.

#### 520 REPAIR PROCEDURE

##### 521 Estimates

Get local estimates for mailbox printing and repairs, especially for damage done by motorists. Compare Postal Service probable cost with bid estimate. When bid is within ten percent, allow work to be done by contractor, unless a surplus of skilled postal service manpower exists.

#### 522 REQUIREMENTS

All contractors must meet painting specifications listed in Notice 52.

##### 523 Parts

Consult Publication 24, Supply Catalog, for letter box parts information. Keep spare parts on hand; generally, it is more economical to

replace parts than to repair them.

#### 524 WORK FORM

When work is being done by the postal service, record repairs on Form 4805, Work Record Sheet.

a. The supervisor responsible for ordering work performed will fill out the necessary items on Form 4805.

b. The supervisor will give the work order form to the repairing employee.

c. Upon completion of repairs, the repairing employee will return Form 4805 to his supervisor and complete form as directed (see MS-63 or MS-65).

#### 530 DISPOSAL PROCEDURE

531 When salvaging mail boxes by the local post office is impractical, the postmaster should make arrangements with the nearest post office which has the capability to perform salvage operations.

532 When the disposal schedule indicates that the box should not be repaired, remove all salvageable parts. Sell the remaining metal, if possible.

## CHAPTER 6

### PARTS & MATERIALS

#### 610 HARDWARE

##### 611 Box Attachments

- a. Legs, replaceable, modified for motorist mail chute collection boxes, D-1168.
- b. Legs, replaceable, for Items 1170 and 1171, collection and relay boxes, D-1169.
- c. Repair Parts, Door Stop Angle Iron, Street Letter Box, D-1189B.

##### 612 SCHEDULE CARD ITEMS

- a. Cards, time schedule for use on the motorist collection boxes, D-1175B and D-1175D.
  - (1) Metal, for boxes without protective covers.
  - (2) Paper, for boxes with protective plastic covers.
  - (3) Plastic, same as D-1175, metal.
- b. Frames, time card size  $3\frac{3}{4} \times 5\frac{1}{2}$  (with side ears) for use on motorist collection box, D-1176A.
- c. Covers, time schedule card, size  $3\frac{3}{4} \times 5\frac{1}{2}$ , plastic, for use in frames on motorist mail chutes, D-1178B.
- d. Screws and bolts for attaching time card frames to letter boxes, D-1182.
  - (1)  $\frac{1}{2}$ " long, for frame with side ears.
  - (2)  $\frac{3}{4}$ " long, for frame with bottom and top ears.

#### 620 LOCK EQUIPMENT

- a. Double-end bar devices D-1187 for depot letter box where two separate locks are used.
- b. Three point locking device, D-1170E.
- c. Hasp-staple kit to convert from Arrow Lock, D-1190.

#### 630 PAINTING MATERIALS

##### 631 Polyurethane Coatings

##### 631.1 Primer (MIL-P-23377)

- a. 2 qt. kit, NSN 8010-00-142-9279.
- b.  $\frac{1}{2}$  qt. kit, NSN 8010-00-935-7080.
- c. 2 gal. kit, NSN 8010-00-082-2450.
- d. 10 gal. kit, NSN 8010-00-082-2477.

##### 631.2 Thinner (MIL-T-81772)

- a. 1 gal, NSN 8010-00-181-8080.
- b. 5 gal. NSN 8010-00-181-8079.

631.3 Catalyst NSN 8010-00-964-8933, for use with polyurethane paint in extremely dry conditions.

631.4 Polyurethane Paint (MIL-C-83286) Postal Service Blue (Fed. Std. 595a Color No. 15050)

a. 2 qt. kit,  
NSN 8010-00-057-4060.

b. 2 gal. kit,  
NSN 8010-01-058-0143.

632 Acrylic Coatings

632.1 Primer 1 gal,  
NSN 8010-00-823-7910.

632.2 Thinner

a. 1 gal. high temperature (80 degrees F and above), NSN 8010-00-935-9889.

b. 1 gal. low temperature (below 80 degrees F), NSN 8010-00-812-2800.

632.2 Acrylic Enamel, Postal Service Blue (Fed. Std 585a Color No. 15050), 1 gal, NSN 8010-00-935-9886.

632.4 Touch-Up pressurized spray can, Postal Service Blue (Fed. Std. 595a, Color No. 15050) 1 pint, NSN 8010-00-159-4521. Check compatibility with existing finish before using.

632.5 Acrylic Enamel, Green (Fed. Std. Color No. 14064), 1 gallon, NSN 8010-00-935-9885, for storage boxes.