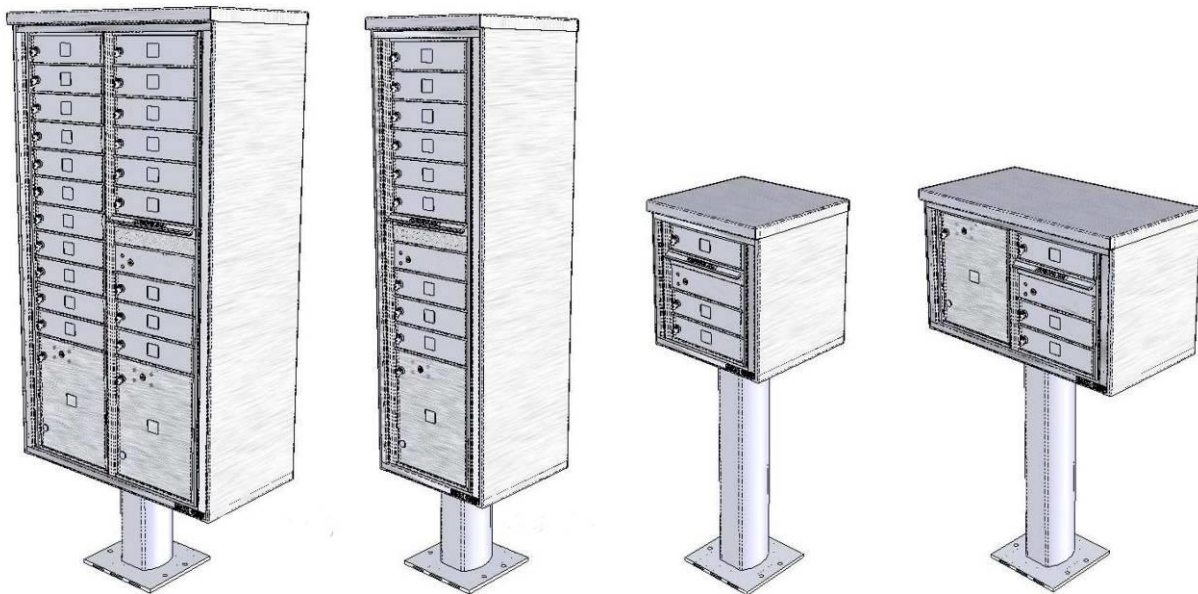


# *4C Pedestal Mount Units*

4CPM - All Models

## **Installation Instructions**



**AF FLORENCE**  
manufacturing company

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## General Information and Advisories



### ATTENTION!

#### **CAUTION -- Handling & Transportation**

- Lay boxes flat. Do not stand on end as box could fall over and cause injury.
- Large versatile™ 4C units are heavy. Use caution when lifting and carrying to avoid injury.

#### **CAUTION – Handling**

- Large versatile™ 4C units are heavy. Use caution when lifting and carrying to avoid injury
- Pinch hazard exists when placing unit on foundation.
- Keep fingers and hands clear to avoid injury.

#### **WARNING -- Installation**

- Large versatile™ 4C pedestal units are heavy. DO NOT stand them up without support to prevent tipping. Units may tip off unsecured anchors, possibly resulting in the module colliding with a person and causing serious injury.
- Pedestal units are also front-heavy with master load doors open. Unit should be anchored or held in place until secured to foundation. Installer should support unit or have assistance holding the unit in place before opening the master load doors. Failure to do so could result in serious injury.

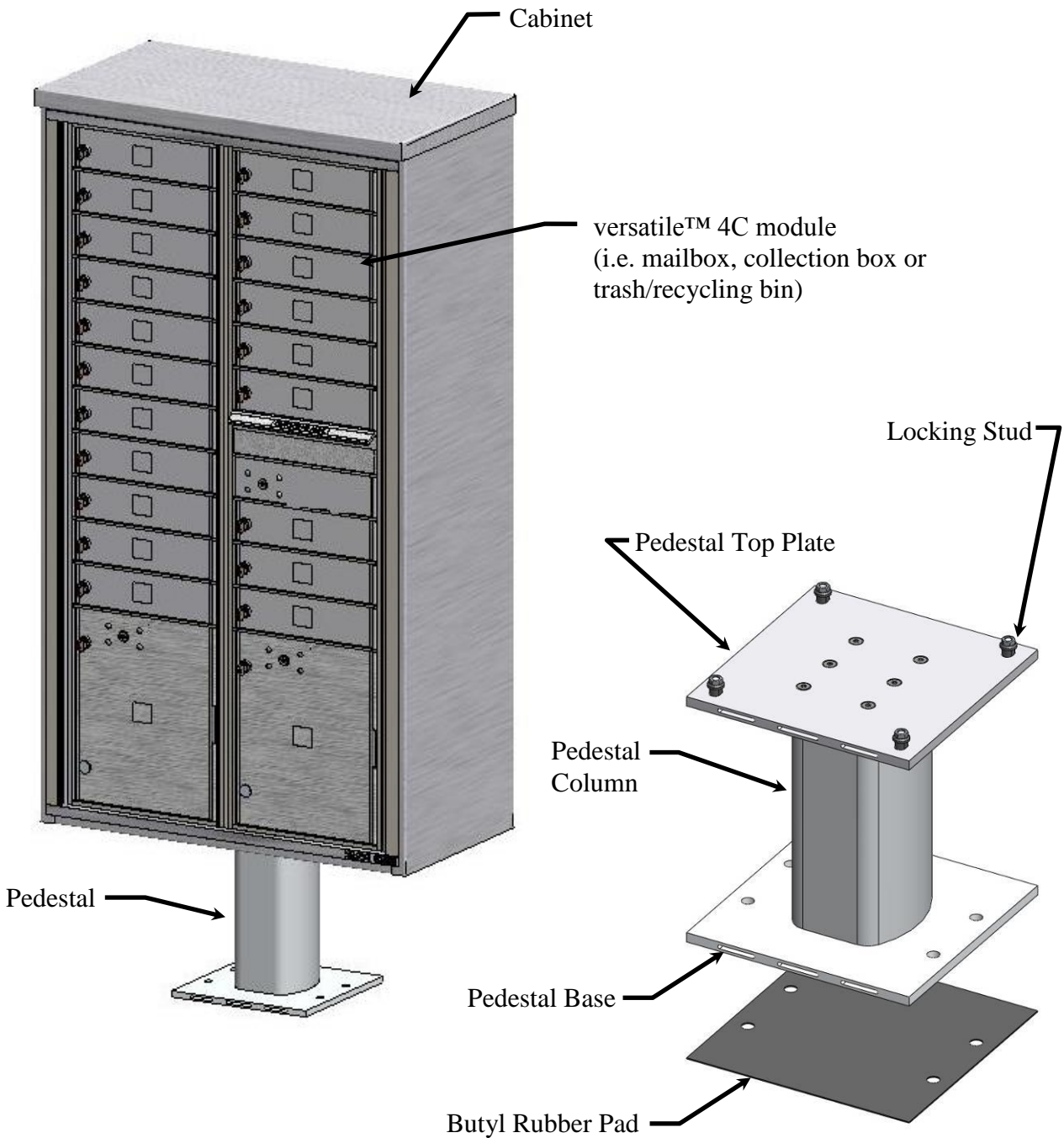
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**Technical References:** Dimensions and other product details are available to download at [www.florencemailboxes.com/downloads](http://www.florencemailboxes.com/downloads).

## Get to Know Your versatile™ 4C Pedestal Mount Unit (4CPM)

Before the assembly process begins, please review the illustration below. The major components that you will be working with, and that are referred to in this instruction manual, are identified so as you are installing your versatile™ 4C Pedestal Mount Unit (4CPM), you will be familiar with the terms that are used.



## Hardware and Component List

The 4CPM cabinet and pedestal are packaged separately. Below is a list of components and hardware you will receive in each package.

- Pedestal
  - Template – guide to locate pedestal base anchors
  - Rubber Pad - installed between ground and pedestal base
  - Pedestal
  
- Cabinet
  - versatile™ mailbox or accessory module
  - Tenant and/or Parcel keys and tags (if applicable to module selected)
  - Installation manual
  - Cleaning instruction

**NOTE:** Anchors are *NOT* included with this product. Anchoring system selection coincides with type of installation planned and should be purchased separately.

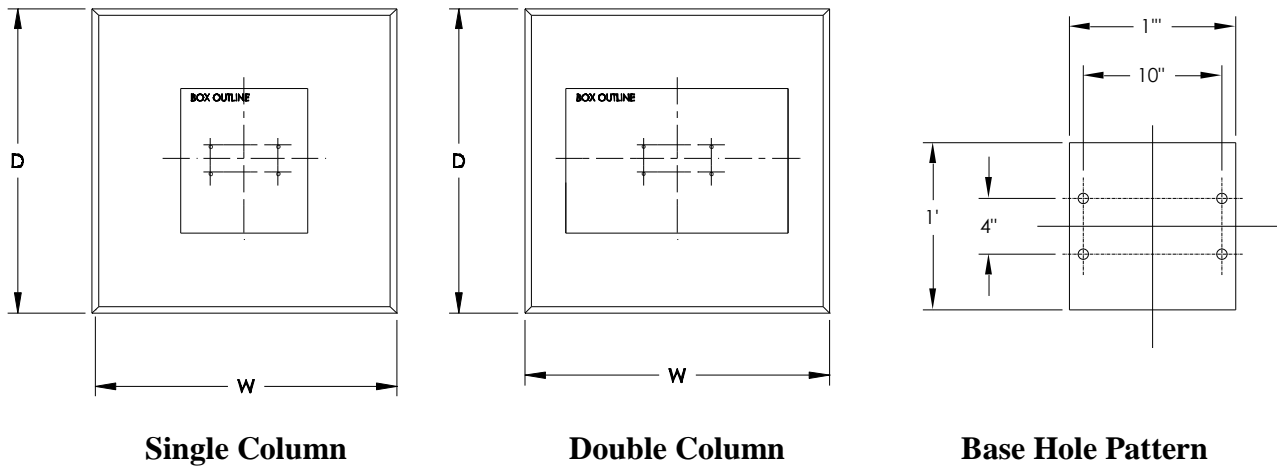
- Outdoor Installation -- Anchoring systems for concrete pads are discussed in the next section - Foundation Preparation.
- Inside Installation - Anchoring system selection will depend on subfloor composition. Consult local building codes for recommendations.

## Tools Suggested for Installation

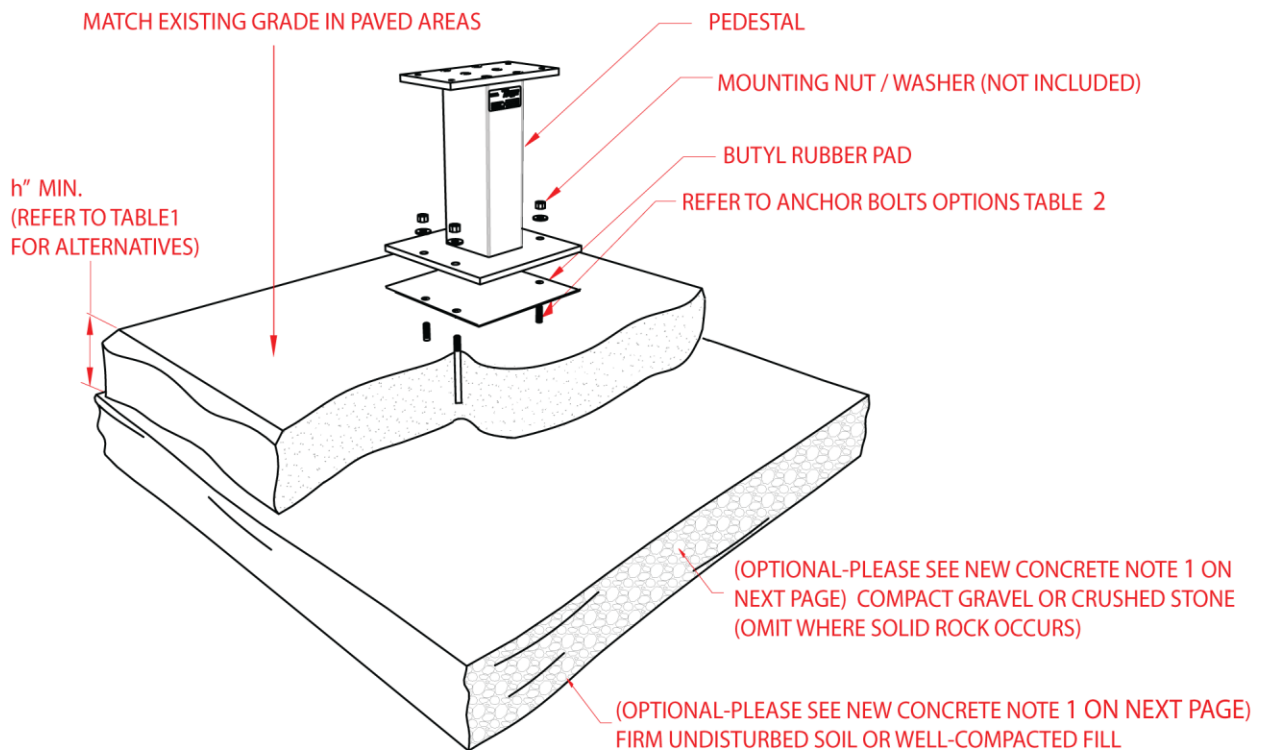
- 1/2" socket with ratchet 1/2" wrench
- 1/2", 3/4" and 15/16" wrench or large crescent wrench
- Cordless drill with proper socket adapter(s)
- Hammer drill with 1/2" masonry bit
- Air tank or vacuum to remove dust from holes that are drilled in concrete
- Hammer
- Screw driver or taper punch for aligning mating holes
- Torx-Plus driver bit - #20 (for removal of versatile™ 4C mailbox)
- Level
- 10' tape measure
- Allen wrench

# Concrete Foundation Preparation

## 4C Pedestal Mount Outdoor Installations



Single Column and Double Column Foundations -- See Concrete Pad Recommendations Chart on page 7.



# Concrete Foundation Preparation

## 4C Pedestal Mount Outdoor Installations

### NEW CONCRETE BASE:

- 1) Depending on climatic and soil conditions in the area of installation, optional foundation material may be necessary as shown. Consult local building codes for recommendations.
- 2) Refer to Table 1 for thickness (h), width (w), and depth (d) of the concrete pad alternatives.
- 3) 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 with the American Concrete Institute (ACI) Publication 301.
- 4) Use wire mesh as per (Standard) or fiber reinforced concrete as per (Standard).

### EXISTING CONCRETE BASE:

- 1) Existing concrete pad must be at least 47" wide and 4" thickness.
- 2) Concrete base and anchor bolts may be reused only if:
  - a. existing 1/2" diameter expansion anchor bolts are firmly embedded in the concrete and not damaged or corroded;
  - b. concrete foundation is not damaged; *and*
  - c. bolt hole pattern of the new box matches the installed anchor bolts.
- 3) Additional considerations for using existing concrete include:
  - a. if concrete is only 4" thick, then option ' b. ' in Table 2 below cannot be used
  - b. any unused, existing anchor bolts must be cut flush to the level of the concrete surface
  - c. if concrete is damaged, replacement of foundation pad is required

TABLE: 1

<b>h (Thickness)</b>	<b>w (width) min</b>	<b>d (Depth) min</b>
4"	47"	47"
5"	44"	44"
6"	42"	42"
7"	40"	40"
8"	39"	39"

TABLE: 2

<b>Expansion Anchor Bolt Recommendations</b>
<b>a. Hilti Kwik Bolt II (<a href="http://www.hilti.com">www.hilti.com</a>)</b> - 1/2 inch diameter x 5 1/2 inches overall length. - Galvanized. - KB II 12-512, Stainless steel. <b>Minimum embedment in concrete must be at least 3 1/2 inches.</b>
<b>b. ITW Ramset Redhead Turbolt (<a href="http://www.hilti.com">www.hilti.com</a>)</b> - 1/2 inch diameter x 7 inches overall length. - Galvanized. <b>Minimum embedment in concrete must be at least 4 1/8 inches.</b>
<b>c. Rawl Stud (<a href="http://www.rawl.com">www.rawl.com</a>)</b> - 1/2 inch diameter x 5 1/2 inches overall length. - Galvanized. <b>Minimum embedment in concrete must be at least 4 inches.</b>

# Multi-unit versatile™ 4C Pedestal Mount Unit Installations

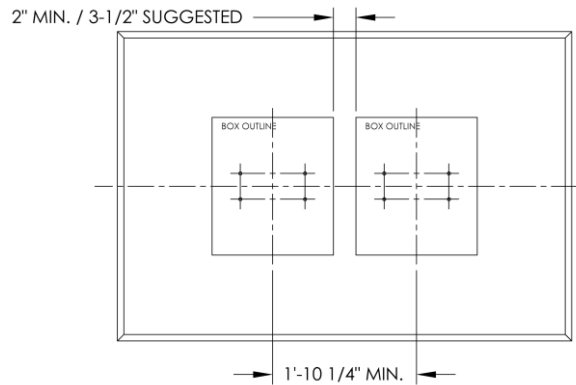


Figure 1 – versatile™ Pedestal **Single Column** Unit Next to **Single Column** Unit

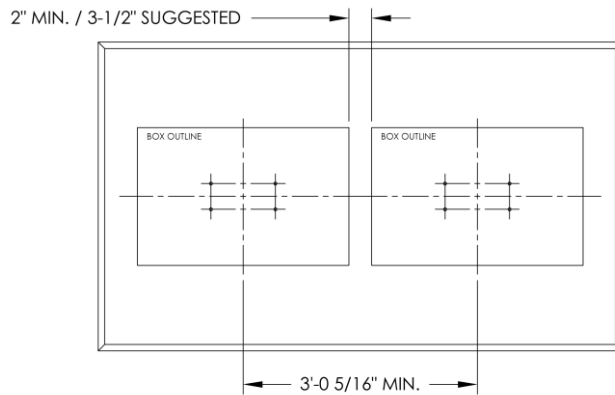


Figure 2 – versatile™ 4C Pedestal **Double Column** Unit Next to **Double Column** Unit

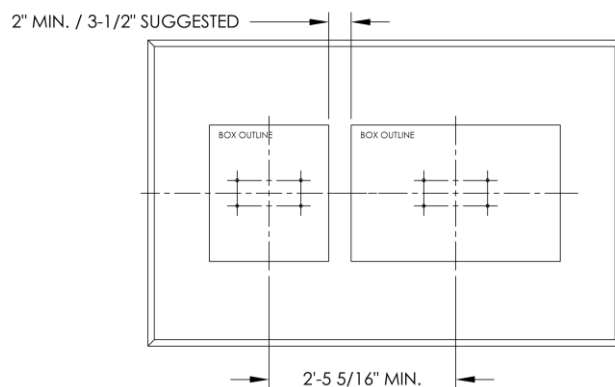


Figure 3 – versatile™ 4C Pedestal **Single Column** Unit Next to **Double Column** Unit

*NOTE: To avoid units rubbing against each other, a minimum separation distance of 2" is recommended between each pedestal mounted 4C unit.*



## Pedestal Installation and Leveling Guide for 4CPM

In the event the concrete pad that the versatile™ pedestal mount unit is being installed on is not level, the pedestal may be adjusted.

There are a number of leveling techniques used by construction professionals; however, the following leveling method is being suggested as one alternative to consider.

If embedded anchors are not already in place in existing concrete, determine placement and location for anchors. See “Concrete Foundation Preparation Guide” in previous section for anchor recommendations and placement dimensions.

### Step 1 – Install Anchors (Skip step if existing concrete and anchors already in place)

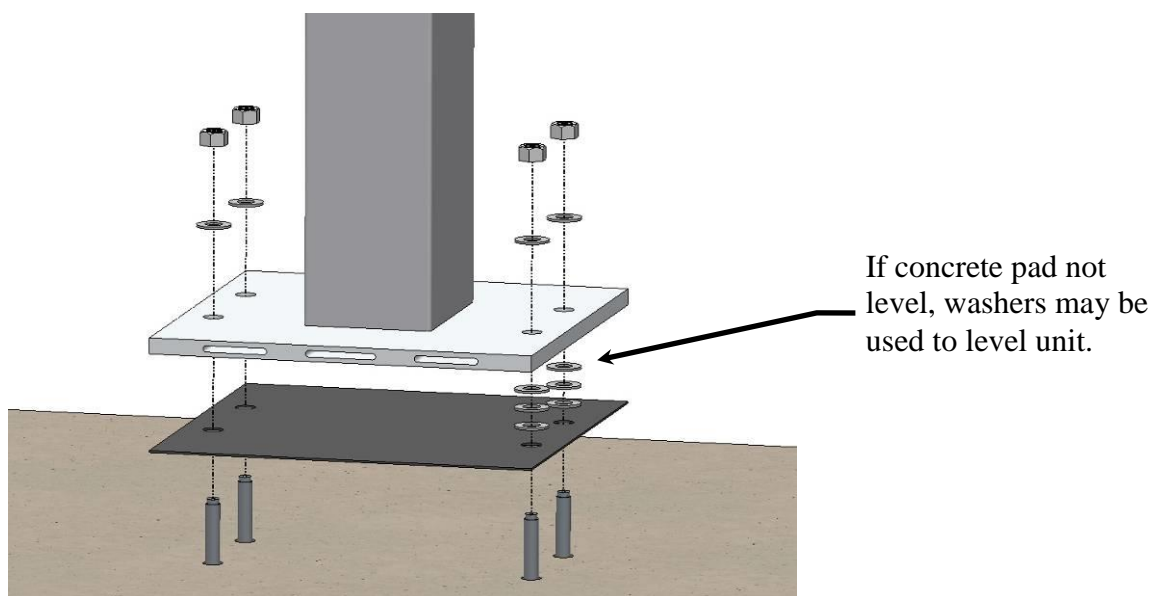
- 1) Tape pedestal base template to concrete in proper location(s).
- 2) Drill holes through template to proper depth.
- 3) Remove template and debris.
- 4) Pound anchors in place.

### Step 2 – Check for Level

- 1) Place rubber pad over anchors onto concrete pad.
- 2) Place pedestal over rubber pad and check if level.
- 3) If leveling required, shim pedestal with up to three (3) ½” washers (provided by others) on a given bolt.
- 4) ½” washers, if required, should be placed between rubber pad and bottom of pedestal base.
- 5) Check for level.

### Step 3 – Install Pedestal

- 1) Continue to next section to install pedestal to cabinet once proper leveling has been determined.



## Installing Pedestal to Cabinet

- a) Lay versatile™ 4CPM cabinet on its back taking care not to damage finish.
- b) Insert pedestal locking studs in key holes in the bottom of the cabinet. (See Figure 4)
- c) Once pedestal is all the way in - push pedestal down until it locks into place. When two (2) alignment holes are in full view above the pedestal, it is locked in the proper position.
- d) Tighten the (4) locking studs to firmly secure pedestal in place before standing the unit up. (See Figure 5) **Caution!** Locking studs must be tightened to ensure proper unit stability.

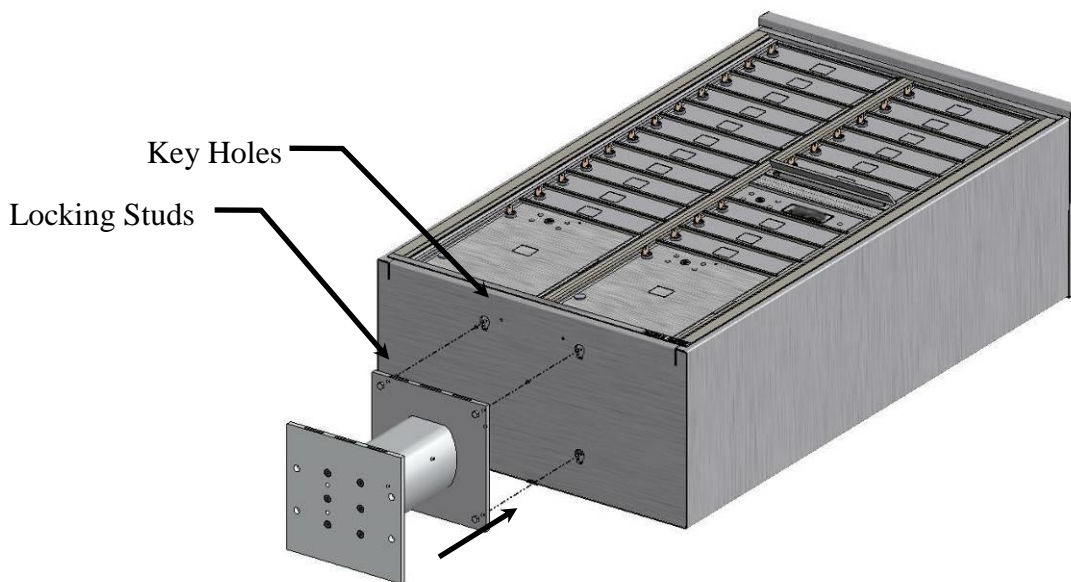


Figure 4 – Installing Pedestal to Cabinet

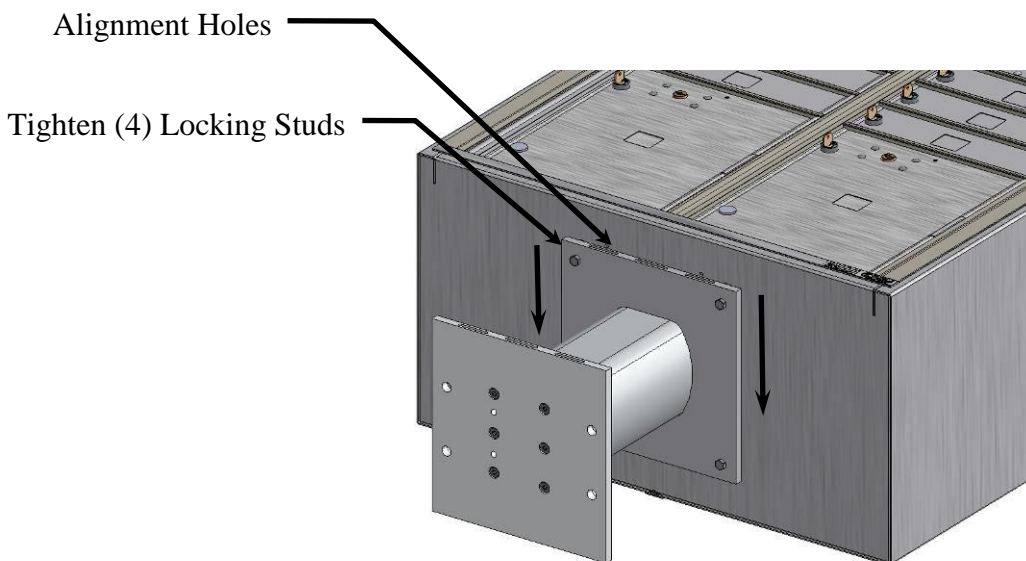


Figure 5 – Secure Pedestal to Cabinet by Setting Locking Studs

### Important Note!

**Once pedestal is securely locked into place (alignment holes are visible) it cannot be removed unless the versatile™ module is removed.**

**See Page 13 for instructions for replacing the pedestal or cabinet.**

## Installing versatile™ 4C Pedestal Mount Unit to Foundation

- a) Lift versatile™ 4CPM unit and place onto the anchors.
- b) Use anchoring hardware according to manufacturer's instructions.  
*(Anchor hardware shown for illustration purposes - not included with unit. For anchoring system information, please see "Foundation Preparation" section on page 7.)*
- c) Ensure versatile™ 4CPM unit is plumb before tightening anchor hardware.

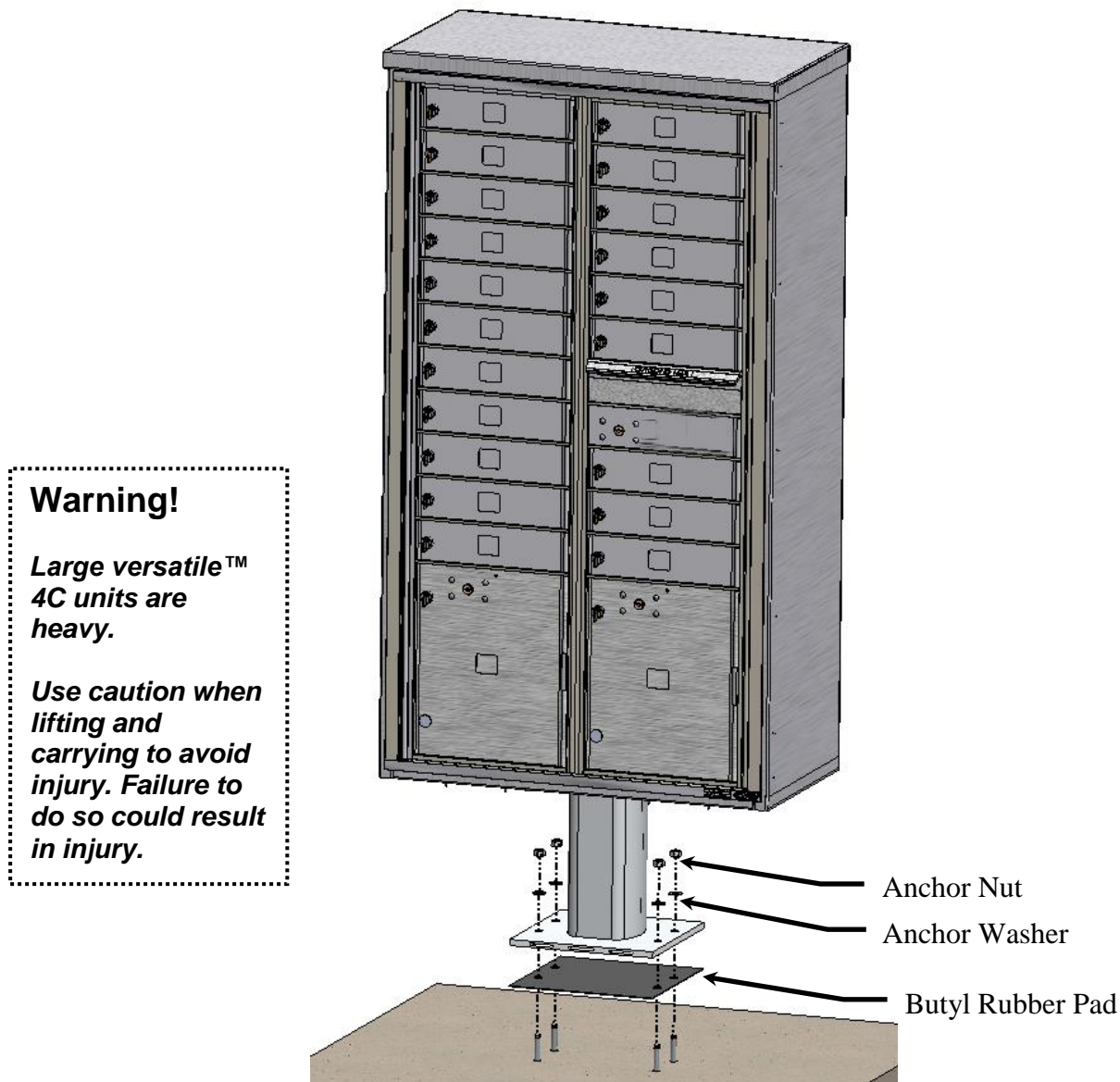


Figure 6 – Installation of versatile™ 4C Pedestal Mount Unit to Foundation

**Your new 4C pedestal mount unit is now installed!**

## Master Door Access and Locking Mechanisms

- a) **Private Use Master Access Door Lock:** The master door access lock will be installed at the factory. *Key will be taped to the side of the module for master door access.*
- b) **Field Installation of Private Master Lock:** If private master lock was not specified at time of order, it can be installed in the field. *For reference, the Universal Private Lock Conversion Kit part number is: CK25750*
- c) **Parcel Only Modules:** If a versatile™ module has been ordered that ONLY includes parcel compartments, it will NOT have a master access door. *Key(s) will be taped to the side of the module to obtain access to parcel compartments.*
- d) **Alternate Master Lock Mechanisms:** Some versatile™ modules (i.e. Trash/Recycling Bin) may be ordered with other types of master access locks. Below are two additional master locking options that may be applicable depending on versatile™ module ordered.
- **Combination Lock** – *combination will be provided on removable label for initial access*
  - **Slotted Keyless Lock** – *coin or screw driver may be used to open master door*

### IMPORTANT!

Keys and hardware are stored in the compartments of the versatile™ module when packaged for transportation purposes.

When installation is complete – make sure you have removed all hardware located inside the module before closing door.

## Replacing Pedestal or Cabinet

If the 4C module or pedestal needs to be replaced in your 4CPM unit, please follow the steps below.

**Step 1-** Open versatile™ 4C master load doors. (See Figure 10)

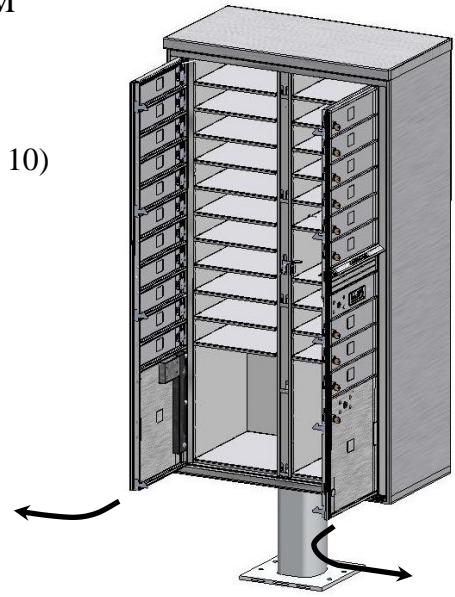


Figure 10 – Open Master Load Doors

**Step 2 -** Remove mounting screws along both sides of the versatile™ 4C unit. (See Figure 11)

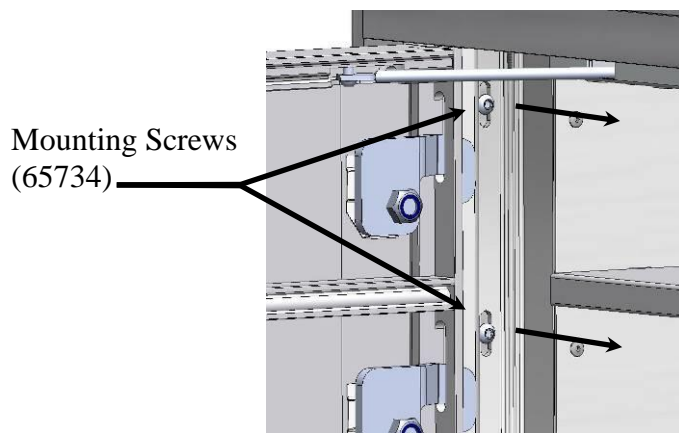


Figure 11 – Remove Left and Right Side Mounting Screws

**Step 3 -** Remove mounting screws along the bottom of the versatile™ 4C unit and then along the top. (See Figure 12)

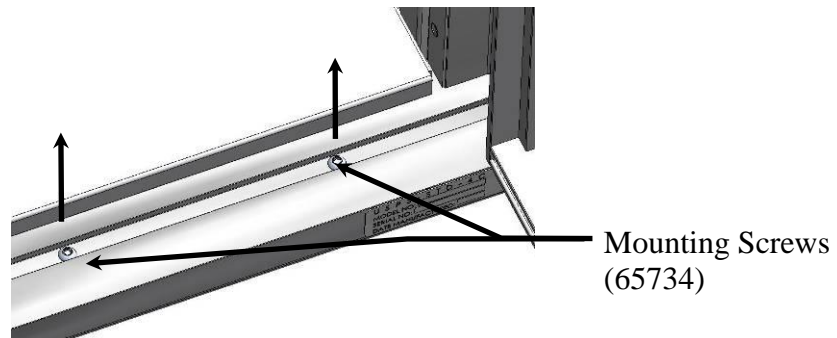
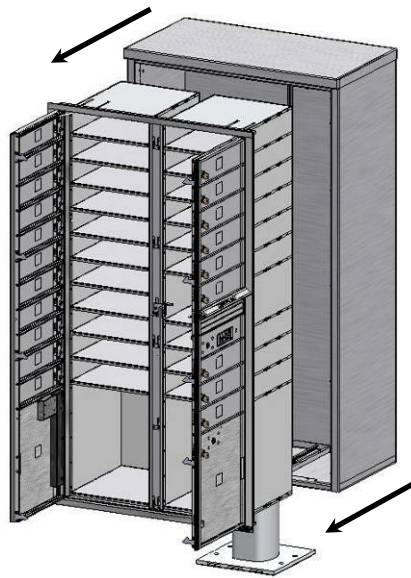


Figure 12 – Remove Bottom then Top Mounting Screws



**Step 4** - Slide versatile™ 4C module out of the pedestal mount unit. (See Figure 13)

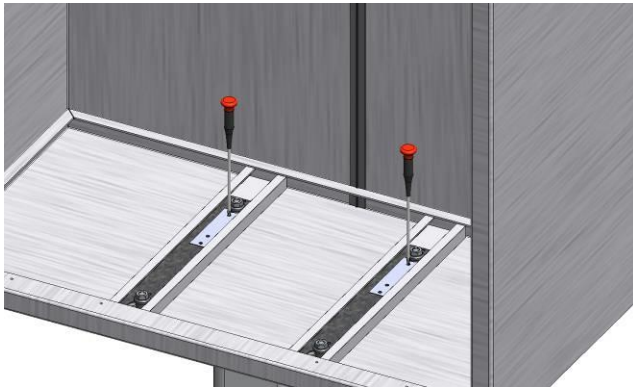


**Warning!**

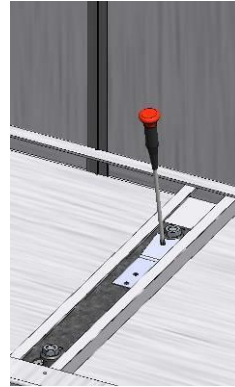
Large versatile™ 4C modules are heavy and may require assistance to support cabinet properly while removing from cabinet. Failure to do so could result in injury.

*Figure 13 – Removing versatile™ 4C Module*

**Step 5** – Lift locking spring by using a small screw driver or a small Allen wrench as shown below. Slide cabinet forward until the pedestal locking pins align with the hole in the cabinet. Insert screw driver to hold locking spring in place.



*Figure 14 – Screw Drivers Inserted*



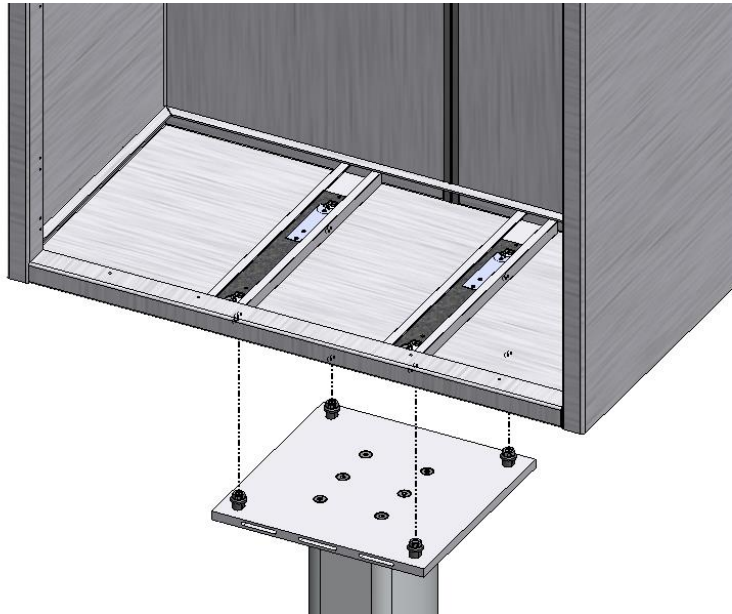
*Figure 15 – Bend Both Springs Back*

**Caution!**

***Do not over bend springs.***

It may cause damage and prevent cabinet from locking when reinstalled.

**Step 6-** Push the cabinet backward until the pedestal locking studs align with the holes in the bottom of the cabinet. Lift cabinet off the pedestal.



*Figure 16 – Removing Cabinet from Pedestal*

**Warning!**

*Large versatile™ 4C modules are heavy and may require assistance to support cabinet properly while removing from pedestal. Failure to do so could result in injury.*

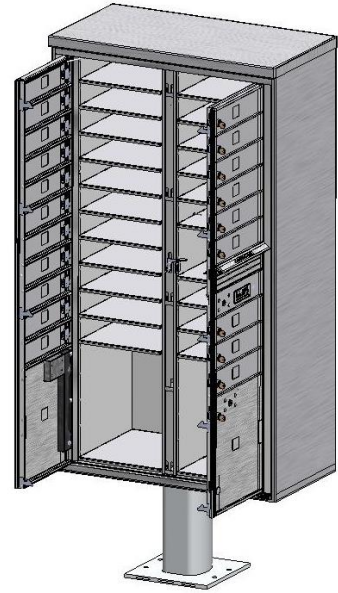
The pedestal and cabinet are now separated and may be replaced.

To reinstall the pedestal and/or cabinet, please follow Steps 6 through 1 in reverse to put the unit back together.

## **versatile™ Product Information Available Online!**

Any versatile™ 4C mailbox or accessory module can be purchased as a pedestal mount unit.

For more detailed information about each of the specific versatile™ modules please refer to the product technical specifications or installation instructions found on the applicable product pages online.



***Thank you for purchasing Florence products!***

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***We appreciate your business.***