



DVJR0060 Series Top-Mount Post Systems

Tools and/or Materials Required (not provided):

- Shovel or posthole digger
- Concrete mix and gravel (Above Ground Post Systems)
- Level, screwdriver, ½ inch open/box end wrench or socket set
- 4 J-shaped anchor bolts, lock washer and nuts (Above Ground Post Systems).
- Other tools/materials may also be necessary depending upon actual installation.

Installation Procedure:

1. **General Installation Requirements:** Customers are required to contact the local Post Office before installing the mailbox to insure its correct placement and height at the street. Generally, mailboxes are installed at a height of 41–45 inches from the road surface to inside floor of the mailbox or point of mail entry (locked designs) and are set back 6 – 8 inches from front face of curb or road edge to the mailbox door.
2. **Align top plate and mailbox to post-** There are four 5/16"-18 C hex head bolts and washers provided with the post to attach the mailbox and top plate to the post. Open key-locked access door and install four 5/16"-18 C hex head bolts with washers through the floor of the mailbox, top plate and into the fixed machine nuts in the post, and tighten as needed.

Above Ground Installation – Skip down to Step #4

3. **Dig a hole for the in-ground mailbox post.** Hole should be approximately 6" in diameter and 16–17" deep. Use level to straighten pole, back fill hole and tamp dirt as needed.
4. **Above ground mailbox post and concrete footing.** You will need approximately 4 cu ft. The top surface of the footing should be about 12" by 12" and extend 20" into the ground. The bottom of the hole for the concrete footing should be filled with about 4" of gravel for drainage under the post.
5. See number 2 above for fastening instructions.
6. **Attach the 4 J-shaped anchor bolts to the base of the post with 4 nuts under and 4 nuts over the bottom mounting plate.** Pour the concrete into the hole with a stick while filling to reduce any air pockets. Press the anchor bolts on the bottom of the post into the concrete until the bottom plate is resting on the top surface of the wet concrete. Use a 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.

CONCRETE MUST BE BELOW FROST LINE. TAKE CARE NOT TO PUNCTURE WATER SEWER, GAS, CABLE OR TELEPHONE LINES WHEN DIGGING HOLES.