

February 9, 2017

AREA VICE PRESIDENTS
DISTRICT MANAGERS

SUBJECT: Cluster Box Units (CBU) Concrete Pad Installations

Recently, questions have arisen related to the installation of concrete pads for Cluster Box Units (CBU) and the applicability of handicap accessibility requirements to those pads. In the interest of offering accessible service to all of our customers, please find attached the interim policy for CBU Concrete Pad Installations.

Effective immediately, the guidelines in the CBU Concrete Pad Installations must be followed for all installations and repairs. Further, USPS will only proceed with CBU concrete pad installations for conversions or locations where USPS maintenance responsibility has been documented in the change in delivery agreement. Any deviation to the attached policy must be submitted by the Area Vice President to the Vice President, Delivery Operations for review and approval prior to proceeding.

If you have any questions, please contact Jacqueline Cooks at 202-268-5848 or Craig Ballard at 303-264-0461.



Tom A. Samra
VP, Facilities



Kevin L. McAdams
VP, Delivery Operations

**Facilities Repair & Alterations
Interim Policy for
CBU Concrete Pad Installations**

January 27, 2017

In accordance with USPS Policy, the District Growth Coordinator or designee verifies the following:

- In compliance with USPS policy, Facilities will not install CBU pads for new deliveries. USPS can dictate the mode of delivery. New CBUs and pads should be installed by the developer.
- USPS has installed many CBUs and pads over the years, but that does not automatically mean that USPS is responsible for maintenance or replacement. Facilities will only repair and/or replace existing CBU pads when there is a written contract showing that USPS is responsible.

District Growth Coordinator or designee verifies and assembles required documents:

- Number of Cluster Box Units (CBU) to be installed.
- Photographs of the proposed installation location and surrounding area. If a replacement of existing damaged CBU concrete slabs, photographs to include affected pads and surrounding area.
- Executed agreement form with the property owner / landlord allowing the U.S. Postal Service to install concrete pads on their property. Agreement to identify property owner / landlord as having full maintenance of the concrete pads including snow removal.
- Approved funding eBuy on the District finance number for the full cost of the CBU concrete pad installation project. Assume \$1,000.00 per CBU unit to be installed.
- All of the above documents constitutes the “Scope of Work Package” and needs to accompany the CBU Concrete Pad Request form.

District Growth Coordinator or designee submits completed Scope of Work package to Facilities Response Line Self Service (on Blue Page) to be entered and assigned to FMO/MO for Article 32 consideration.

- If FMO/MO accepts the work in FSSP then they will contact the Growth Coordinator or designee for transmittal of required scope of work documents to them.
- If FMO/MO accepts the work and completes the concrete pad installation, then Growth Coordinator or designee completes the Simplified Certificate of Accessibility and includes photographs of completed installation from FMO/MO.
- If FMO/MO declines the work in the FSSP system the work will be assigned to a Facilities designated Project Manager for completion.

If the CBU Concrete Pad request is declined by FMO/MO, it is then assigned to the Facilities designated Project Manager for that Area:

- Facilities Project Manager contacts the Growth Coordinator or designee for transmittal of required scope of work documents.
- Once documents are received, the Facilities Project Manager contacts recommended contractor and/or other known contractor to acquire proposals. Design to be in accordance with USPS standard details including wheelchair turning radius (attached) and adequate concrete sidewalk to provide an accessible route back to the nearest existing sidewalk, parking area, public access point, or foot path. No modification to existing parking spaces or any other features is required.
- The Facilities Project Manager reviews and concurs with the contractors design documents.
- Project Manager to award work to appropriate local contractor. No electrical, lighting, or physical shelters are to be included in the scope of work.
- Contractor completes work.
- FMO/MO, at the time of the CBU equipment installation, verifies the work is completed per the scope of work given to contractor and the approved design documents. Then the FMO/MO photographs of the completed installation.
- Growth Coordinator or designee completes the Simplified Certificate of Accessibility and includes photographs of completed installation from FMO/MO and provides a completed copy of the Simplified Certificate of Accessibility to the Facilities Project Manager.
- The Facilities Project Manager will have the photos and CoA signed by the concrete contractor. He should send an electronic copy of these documents to the District Growth Coordinator Rep who will sign the CoA. The Growth Coordinator Rep will then add the photos of the CBUs submitted by FMO/MO and sign the CoA. An electronic copy of the complete CoA document will then be submitted to the Facilities Project Manager so they can close out the project.
- Facilities Project Manager pays contractor upon receipt of a complete invoice package which demonstrates the concrete slab was installed properly. A Simplified Certificate of Accessibility signed by the Growth Coordinator or designee is not required for payment to the contractor.
- Growth Coordinator or designee keeps the original Simplified Certificate of Accessibility and other pertinent documents on file for future coordination.

REQUEST FOR CBU CONCRETE PAD INSTALLATION
Delivery Growth Management

Number of CBU Units: _____ Date: _____
Type of CBU Units: _____ Control No.: _____
Type of Installation: New Development: Conversion: Replacement:

WHERE WILL THE CBU(S) BE INSTALLED?

Street Address: _____
City: _____ State: _____
ZIP + 4: _____ - _____

Subdivision (if known): _____

Section (if known): _____

Nearest Cross Street: _____

Verbal Description: _____

On-Site POC Name: _____

On-Site POC Phone: _____

USPS POC Name: _____

USPS POC Phone: _____

Contractor Name (if known): _____

Contractor Phone (if known): _____

CHECKLIST OF REQUIRED ATTACHMENTS

- Photographs of the proposed installation location and surrounding area
- Executed agreement form with property owner or landlord
- Approved funding eBuy on the District finance number

Requestor Name: _____

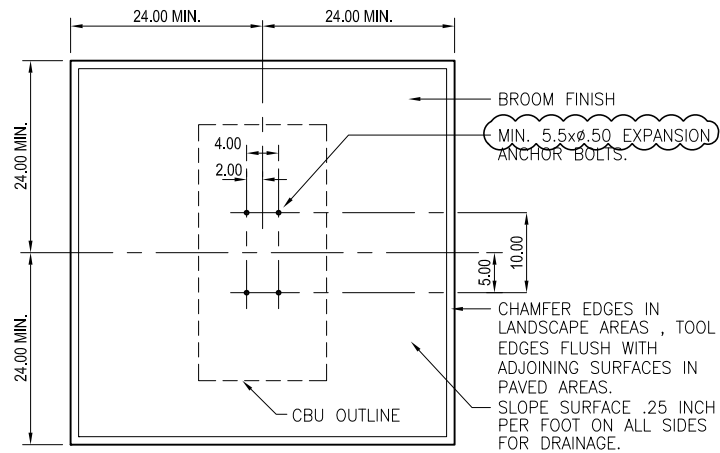
Requestor Title: _____ Phone: _____

Growth Coord. Name: _____

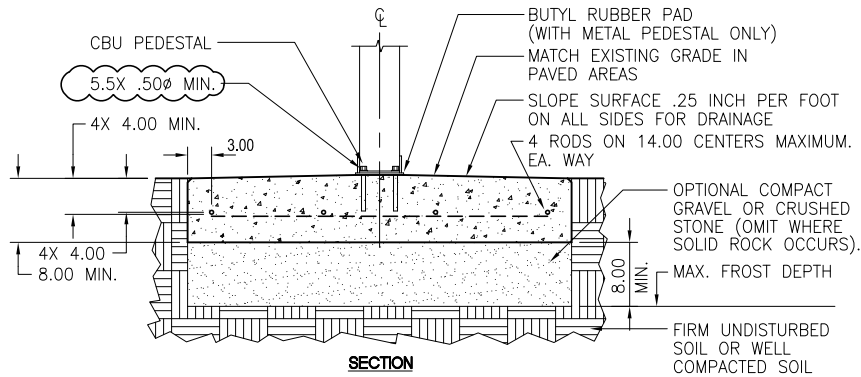
District: _____ Phone: _____

Growth Coordinator Signature: _____

NOTES TO A/E:



PLAN



SECTION

NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3,000 PSI @ 28 DAYS, CONTAIN 4% MIN. - 6% MAX. AIR ENTRAINMENT AND BE PLACED WITH A 3.50-4.50 SLUMP IN ACCORDANCE WITH ACI 301
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.

3. EXPANSION BOLTS SHALL BE EQUIVALENT TO THE FOLLOWING PROVIDERS:
 - a. HILTI KWIK BOLT (www.us.hilti.com) II-1/2" DIAMETER x 5-1/2" OVERALL LENGTH GALVANIZED, CATALOG #: 000-453-696
 - KB II 12-512, STAINLESS STEEL; CATALOG #: 000-454-744
 - ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 3-1/2".

- b. ITW RAMSET REDHEAD TRUBOLT (www.ramset-redhead.com) GALVANIZED, 1/2" DIAMETER x 7" OVERALL LENGTH; CATALOG NUMBER: WS-1270G
- ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4-1/8".

- c. RAWL STUD (www.rawl.com) GALVANIZED, 1/2" DIAMETER x 5-1/2" OVERALL LENGTH; CATALOG NUMBER: 7724
- ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4".

Detail: CLUSTER BOX UNIT (CBU) INSTALLATION - SINGLE UNIT

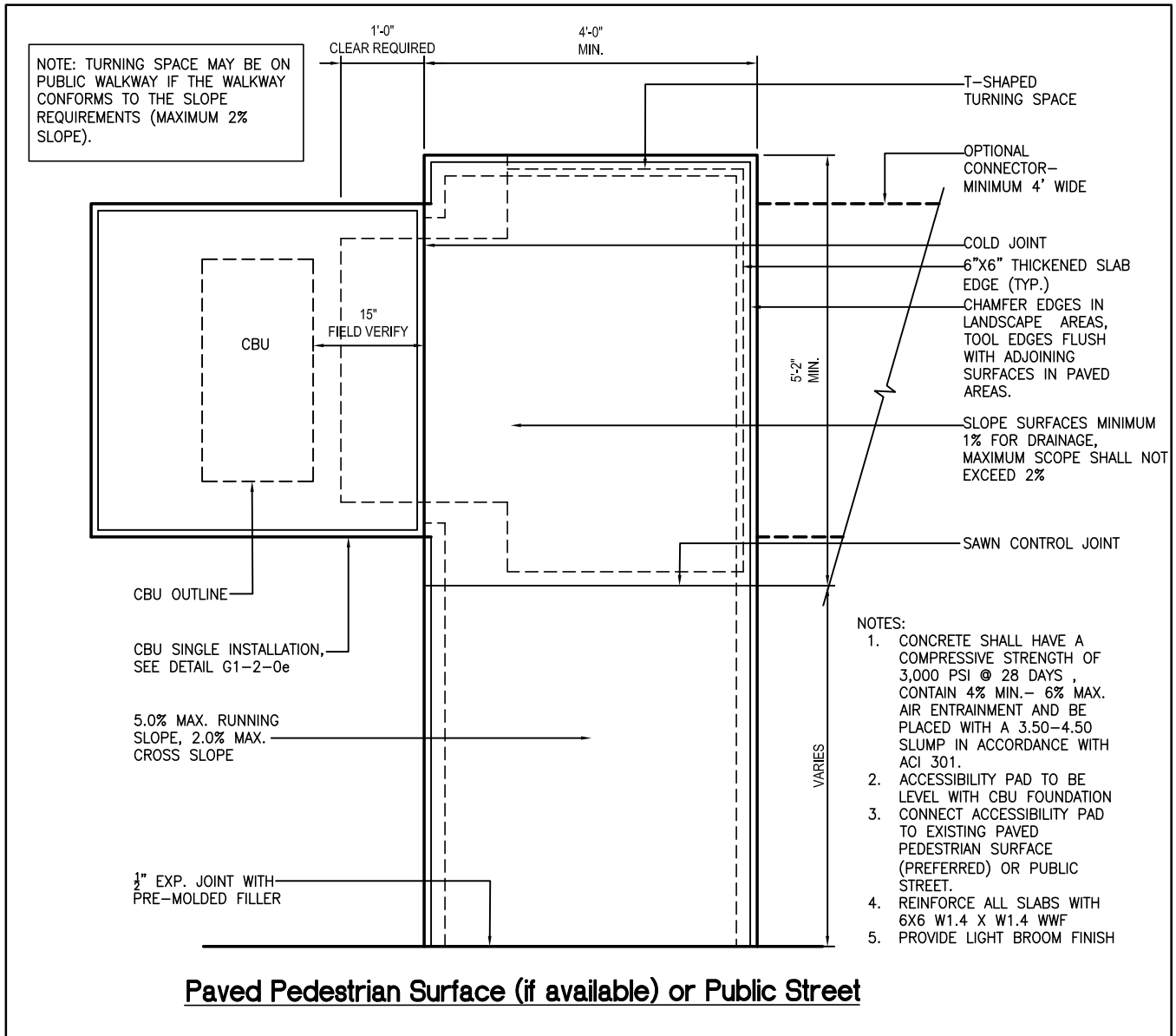
Fac. Ch. Sect. Para. Detail
G1-2-0e

CAD File: [../usps/library/details/G1-2-0e](http://usps/library/details/G1-2-0e) Scale: 1/2" = 1'-0"

USPS SDL Issued: 10/1/2016
Last Revised: 10/27/2016

NOTES TO A/E:

- IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.



CLUSTER BOX UNIT (CBU) ACCESS MANEUVERING SPACE - SINGLE UNIT

Fac.	Ch.	Sec.	Para.	Detail
				G1-2-0e2
CAD File:		Scale:		USPS SDL Issued:
..\\usps\library\details\G1-2-0e2.dwg		1/2" = 1'-0"		10/1/2016
				Last Revised:
				7/14/2016

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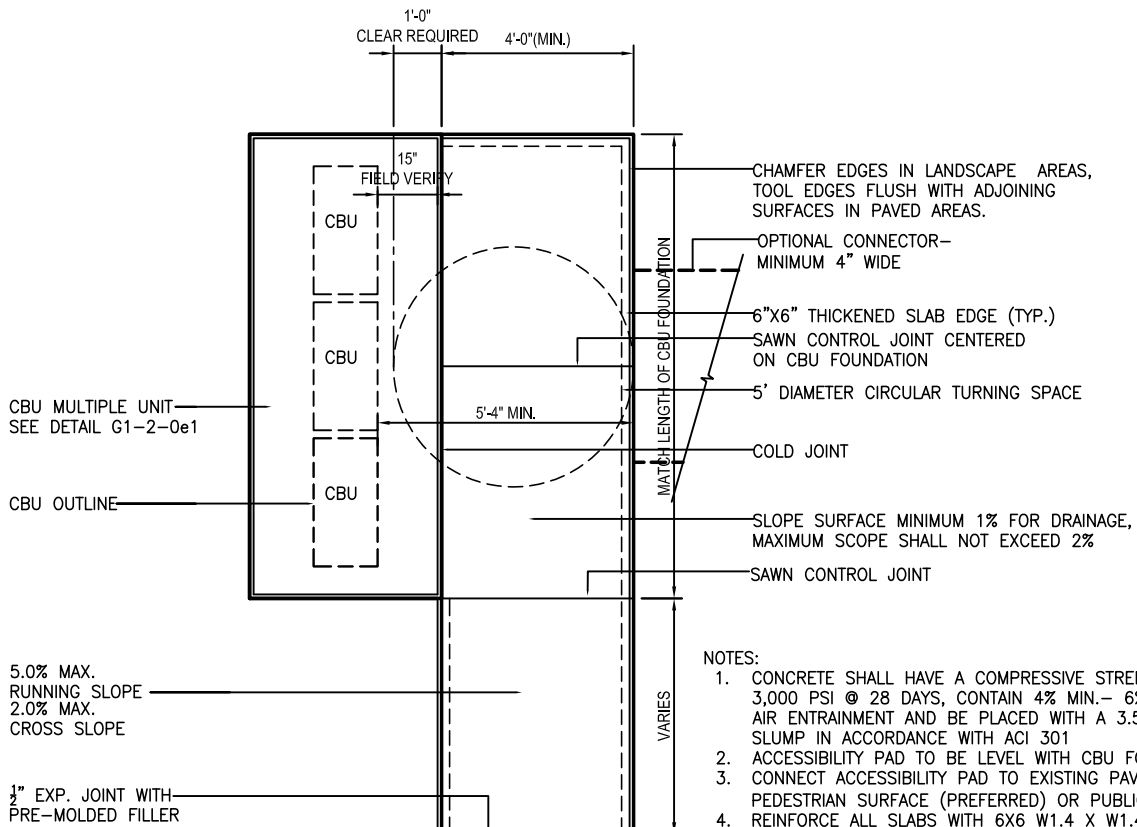


STANDARD DETAIL LIBRARY

NOTES TO A/E:

- IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.

NOTE: TURNING SPACE MAY BE ON PUBLIC WALKWAY IF THE WALKWAY CONFORMS TO THE SLOPE REQUIREMENTS (MAXIMUM 2% SLOPE).



- NOTES:
- CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3,000 PSI @ 28 DAYS, CONTAIN 4% MIN.- 6% MAX. AIR ENTRAINMENT AND BE PLACED WITH A 3.50-4.50 SLUMP IN ACCORDANCE WITH ACI 301
 - ACCESSIBILITY PAD TO BE LEVEL WITH CBU FOUNDATION
 - CONNECT ACCESSIBILITY PAD TO EXISTING PAVED PEDESTRIAN SURFACE (PREFERRED) OR PUBLIC STREET.
 - REINFORCE ALL SLABS WITH 6X6 W1.4 X W1.4 WWF
 - PROVIDE LIGHT BROOM FINISH

Paved Pedestrian Surface (if available) or Public Street

Detail	<p>CLUSTER BOX UNIT (CBU) ACCESS MANEUVERING SPACE - MULTIPLE UNIT</p>	Fac.	Ch.	Sect.	Para.	Detail
CAD File:		<p>Scale: 1/4"=1'-0"</p>	<p>G1 - 2 - 0 e3</p>			
<p>..\\usps\library\details\G1-2-0e3.dwg</p>		<p>USPS SDL Issued: 10/1/2016 Last Revised: 7/14/2016</p>				