



## COLONIAL PEDESTAL MAILBOX

### SURFACE MOUNT INSTALLATION INSTRUCTIONS

**▲ Warning:** The Colonial Pedestal Mailbox is required to be installed on a concrete base or solid surface. Please do not set the mailbox directly on a dirt or wet surface.

To prolong the life of your mailbox, please follow the below information:

- 1.) Install the mailbox on an elevated and dry surface
- 2.) Direct any sprinklers away from the mailbox
- 3.) If installing on a grassy area, please make sure the mailbox is elevated on a concrete pad so your grass trimmer does chip the pedestal base
- 4.) Please make sure the mailbox is leveled

1. **If installing on an existing concrete base or sidewalk, please skip to step #3.** Form a concrete base approximately 16 inches wide by 16 inches depth. You may form the rectangle out of wood or even compacted dirt to surround your concrete slab. The thickness of the slab should be anywhere from 3 inches to 8 inches (depending on your local postal regulations). Please make sure the slab sits approximately 1-1/2 inches above ground level so neither water nor the grass trimmer damages your pedestal.
2. When completing your concrete slab, make sure your slab has a smooth and level surface so your mailbox sits level when completed. Wait until your concrete slab is dry before going to step #3.
3. Now you are ready to install your Colonial Pedestal Mailbox. Before assembling the top of your mailbox to the post, place the post onto your desired location. With a pencil, make your 4 holes through the base of the post onto your concrete base. Make sure your locations are accurate. Please use the template we have provided.

4. Using a drill (Hammer drill recommended but not necessary), drill 4 holes using a masonry drill bit to a minimum of 5/8 inches in depth (See Figure 1). Measure each hole depth before continuing onto the next step.

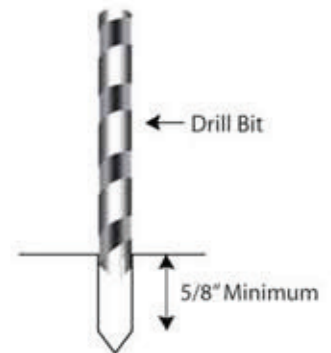


Figure 1

5. Blow each hole clean of dust or other materials.

6. Insert anchor into hole with lead shield up (See Figure 2).

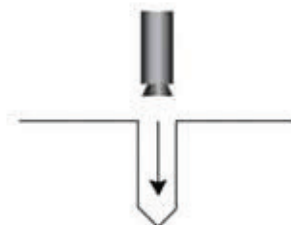
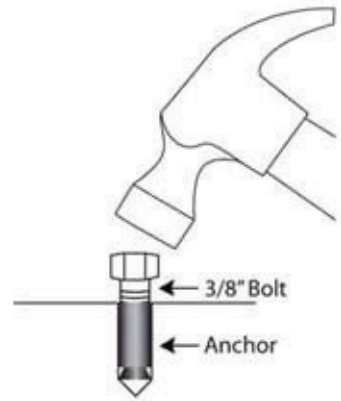


Figure 2

7. Position a setting bolt on top of the lead shield part of the anchor. The end of the bolt should be centered on the shield (See Figure 3).

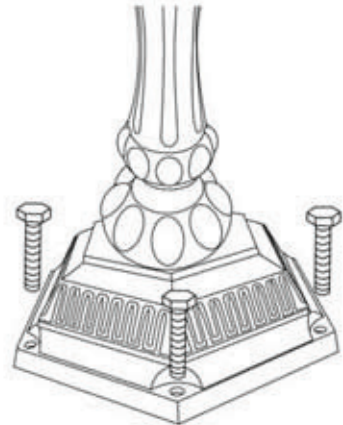
8. Using a hammer, set the anchor by hitting the head of the bolt with several sharp blows. This should drive the lead sleeve down over the cone. It is important that the hole be at least 5/8 inches deep.



**Figure 3**

9. Position the Colonial Pedestal Mailbox over the installed anchors. Insert four hex head stainless steel screws and tighten (See Figure 4).

10. Position the box portion of the mailbox onto the pedestal and tighten the four Phillips head screws provided with a screwdriver through the back side of the mailbox.



**Figure 4**

**The Mailbox Works**

**800-824-9985**

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