

JSA/JEFFERSON LAB

CONSTRUCTION CHANGE REQUEST (CCR)

1 Subcontract No: 10-C0162

Date: 8/16/2011

2 Project Title: Technology and Engineering Development Facility Project

3 CCR No: 31

PR No. FTCCT

4 CCR Title: Owner Supplied Mailboxes

5 Description:

Owner supplied mailboxes to be installed in mail room TED building.

6 Changes in Drawings/Sketches:

7 Changes in Specifications:

INSTALLATION NOTES:
 1. SALSBURY'S MAILBOXES ARE FULLY ASSEMBLED AND READY FOR INSTALLATION.
 2. IT IS RECOMMENDED TO HAVE THE UNITS PRESENT BEFORE STARTING THE WALL CONSTRUCTION TO OBTAIN THE BEST POSSIBLE INSTALLATION.
 3. BEFORE INSTALLING EVERY UNIT SHOULD BE CAREFULLY INSPECTED.

PLEASE SIGN IF APPROVED

DATE 29 Nov 07
 FAX NUMBER: 800-660-1966

East Wall

BID PROPOSAL B-110720-3 (Private)

Rough Opening: 86-3/4" W x 89-3/4" H x 16 1/2" D

07 40

3600-C (1 Usable "B" Dr w/Slot & 6"D' 3600-C (1 Usable "B" Dr w/Slot, 4"D' Dis
 Dis w/Slots) w/Slots & 2 PL2)

D	D	D	D	D	D	D
X	X	X	X	X	X	X
D	D	D	D	D	D	D

29 1/2 BR.O.



1010 E. 62ND STREET
 LOS ANGELES, CA 90001
 PH: (323) 846-6700
 FAX: (323) 846-6800

DATE: 09/28/07 DRAWN BY: JMF

JEFFERSON LAB
 12000 JEFFERSON AVE MS28G
 NEWPORT NEWS, VA 23606

ORDER NO.
 B-110720-3 ORC-

INSTALLATION NOTES:

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X *[Signature]*

DATE

2/29/07

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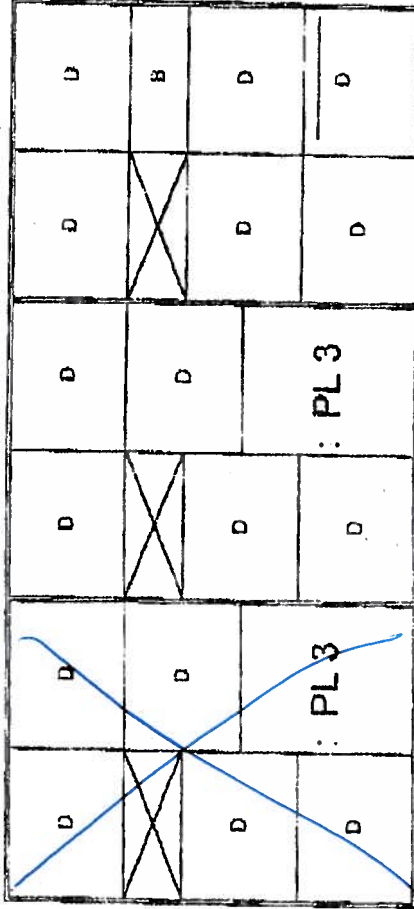
South Wall

BID PROPOSAL B-110720-3 (USPS)

Rough Opening: ~~86-3/4"~~ W x ~~20-3/4"~~ H x 16 1/2" D

57 ~~4~~ 07 40

3500-C (5 D Units & 1 PL3) 3500-C (5 D Units & 1 PL3) 3500-C (1 Usable B D & 6 D Units - 7 w/Slot)



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LOS ANGELES, CA 90001
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DATE 09/29/07 PREPARED BY JMF

SALSBURY

JEFFERSON LAB
12000 JEFFERSON AVE. MS28C
NEWPORT NEWS, VA 23606

NO. 0007 AX

B-110720-3 ORD-

East Wall

South Wall

Interoffice Mailboxes

USPS Mailboxes	Suite 35	Suite 58	Suite 87	Suite 90	Suite 101	MS 10	MS 35	MS 59	MS 89	MS 94	Outgoing Interoffice Mail Outgoing Mail To Be Stamped
Suite 10	Suite 35	Suite 58	Suite 87	Suite 90	Suite 101	MS 10	MS 35	MS 59	MS 89	MS 94	Outgoing Interoffice Mail Outgoing Mail To Be Stamped
X	Suite 52	X	X		Suite 01	X	MS 01	X		X	
Suite 18	Parcel Locker 1	Suite 59	Suite 89		Suite 98	MS 18	MS 52	MS 85	MS 90	MS 101	Parcel Locker A
Suite 34		Suite 85	Parcel Locker 2	Suite 94	Stamped Outgoing Mail	MS 34	MS 58	MS 87		MS 98	Parcel Locker B

TEDF Boxes

- Accelerator - SRF
- Engineering - Engineering Management
- Engineering - Electrical
- Engineering - Instrumentation
- Engineering - Mechanical Engineering
- Engineering - Survey
- Physics - Hall A Engineering
- Physics - Hall B Engineering
- Physics - Hall C Engineering
- Physics - Hall D Engineering

Lab General Delivery to EEL

- 18 FEL
- 34 Engineering - Magnet Test
- 85 Accelerator OPS
- 87 ??
- 89 Engineering Cryo
- Engineering - Machine Shop
- Physics - Target Group
- FML - Shipping/Receiving
- FML - Stockroom

Suite/MS

Division

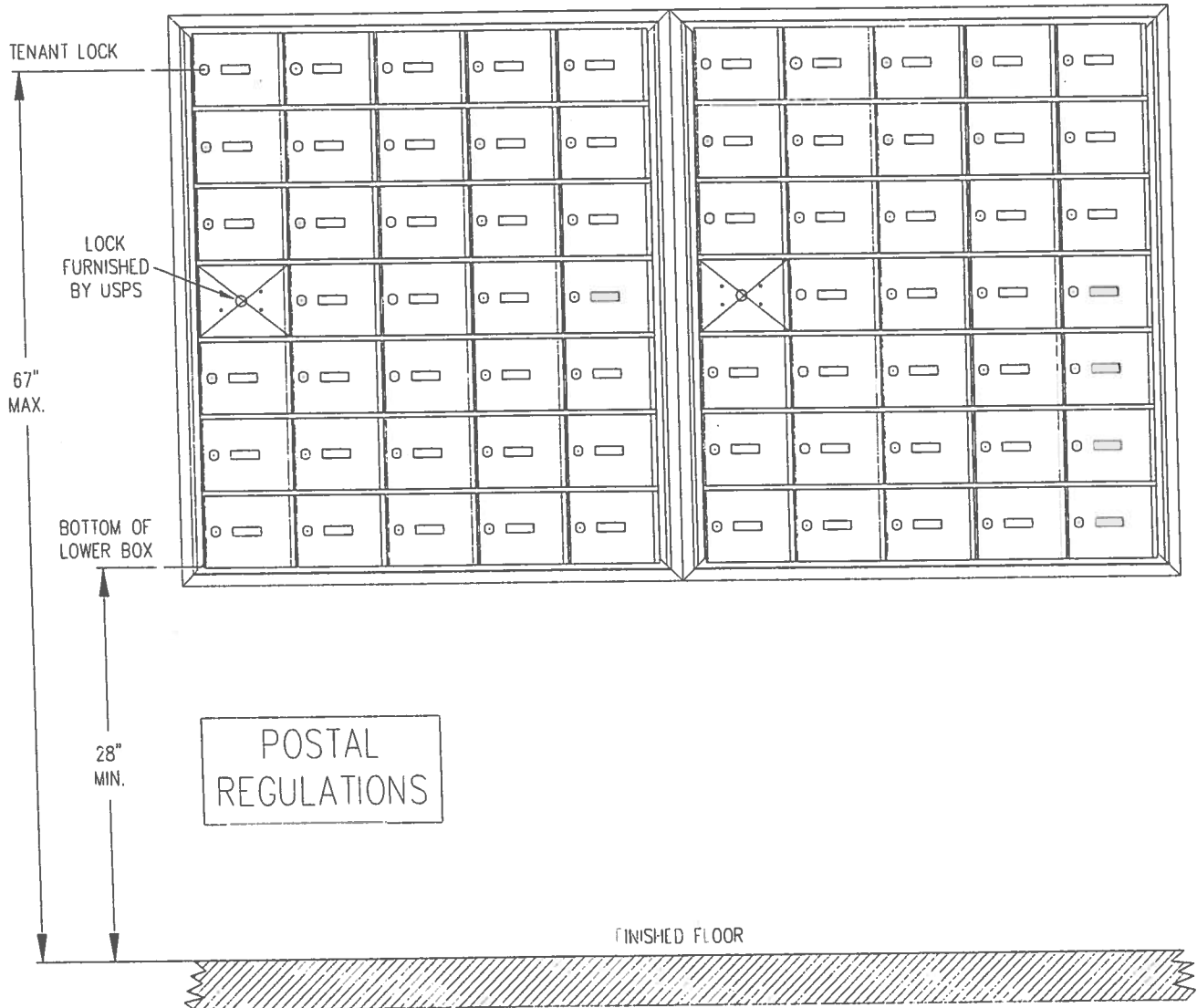
- 04 Accel Ops
- 10 Engineering
- 18 FEL
- 34 Engineering
- 35 ESH&Q
- 52 ESH&Q
- 58 Accel Ops, Engineering, SRF, FEL
- 59 Engineering, Accel Ops
- 85 Accel Ops
- 87 Engineering
- 89 Engineering
- 90 Physics, Engineering, FM (A, B, C, D, E)
- 91 Will Not Need
- 94 Physics
- 97 No one assigned
- 98 Engineering

- Trailer being removed
- Trailer being removed
- Trailer being removed
- Trailer being removed
- No one assigned
- No one assigned

4B+ Horizontal Mailboxes – 3600 Series

FRONT LOADING Installation Instructions

Front View of Mailboxes In Wall



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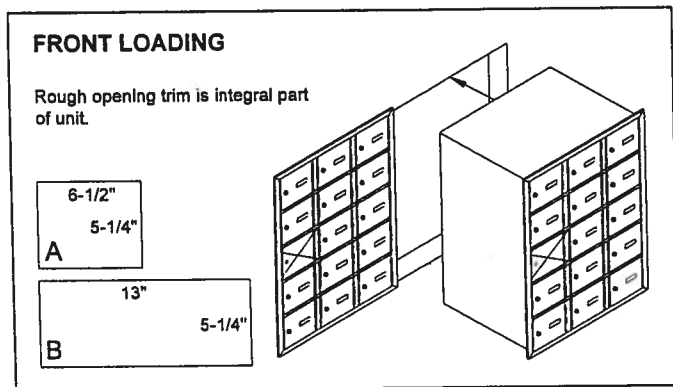
Installation instructions are provided as general guidelines. It is advised that a professional installer be consulted. Salsbury Industries assumes no product assembly or installation liability.
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4B+ Horizontal Mailboxes – 3600 Series

FRONT LOADING Installation Instructions

IMPORTANT NOTE FOR UNITS USING THE U.S. MAIL !
 After installing the mailboxes, contact your local postmaster – the USPS will provide and install its own master lock on your mailbox unit. Hardware for installing the master lock is included in the plastic bag.

With rugged all aluminum construction, Salsbury's 4B+ horizontal 3600 series USPS approved mailboxes will provide years of maintenance free service.



Calculation Of Overall Dimensions of Multiple Units

Width and height of outside trim frame of each unit:
 Overall Width = No. of doors wide times 6-1/2" plus 3-1/4"
 ("B" door units count as 4 "A" doors wide)
 Overall Height = No. of doors high times 5-1/2" plus 2-1/4"

Calculation Of Rough Opening Dimensions

Width of Rough Opening = Overall Width less 1"
 (For multiple units = Sum of Overall Widths less 1")
 Height of Rough Opening = Overall Height less 1"

Notes

1. Wall opening and lumber frame must be square.
2. Mailboxes should be shielded from direct weather conditions.
3. Store keys in a safe place until ready for use.
4. Hardware is not included to fasten unit into rough opening.

Postal Regulations

Mailboxes must be installed according to Postal Regulations. There shall be no less than 28 inches from the finished floor level to the bottom of the lowest row of mailboxes and no more than 67 inches from the finished floor level to the tenant locks of the top row of mailboxes. The postal access door shall be allowed to open a minimum of 90 degrees with no obstruction. The master lock opening must be a minimum of 30" and a maximum of 58" above the finished floor.

Overall Dimensions of Each Unit – FRONT LOADING

7 Doors High		Width	Height	Depth
3621FL	3 "A" Doors Wide	22-3/4"	40-3/4"	16-1/2"
3628FL	4 "A" Doors Wide	29-1/4"	40-3/4"	16-1/2"
3635FL	5 "A" Doors Wide	35-3/4"	40-3/4"	16-1/2"
3614FL	2 "B" Doors Wide	29-1/4"	40-3/4"	16-1/2"
6 Doors High				
3618FL	3 "A" Doors Wide	22-3/4"	35-1/4"	16-1/2"
3624FL	4 "A" Doors Wide	29-1/4"	35-1/4"	16-1/2"
3630FL	5 "A" Doors Wide	35-3/4"	35-1/4"	16-1/2"
3612FL	2 "B" Doors Wide	29-1/4"	35-1/4"	16-1/2"
5 Doors High				
3615FL	3 "A" Doors Wide	22-3/4"	29-3/4"	16-1/2"
3620FL	4 "A" Doors Wide	29-1/4"	29-3/4"	16-1/2"
3625FL	5 "A" Doors Wide	35-3/4"	29-3/4"	16-1/2"
3610FL	2 "B" Doors Wide	29-1/4"	29-3/4"	16-1/2"

Installation Instructions

1. It is recommended that the mailbox units be unpacked and reviewed before construction of the rough opening and support framing. These mailbox units are shipped fully assembled.
2. Units must be securely supported by a frame constructed of 2"x4" or 2"x6" lumber. Cut a hole in the wall according to the Rough Opening Dimensions. Construct support framing as shown in the installation drawings.
3. Place unit in rough opening and securely fasten to the support framing. **Caution: Do not deform, force, or twist the frame to fit an incorrect rough opening or against an irregular surface.**

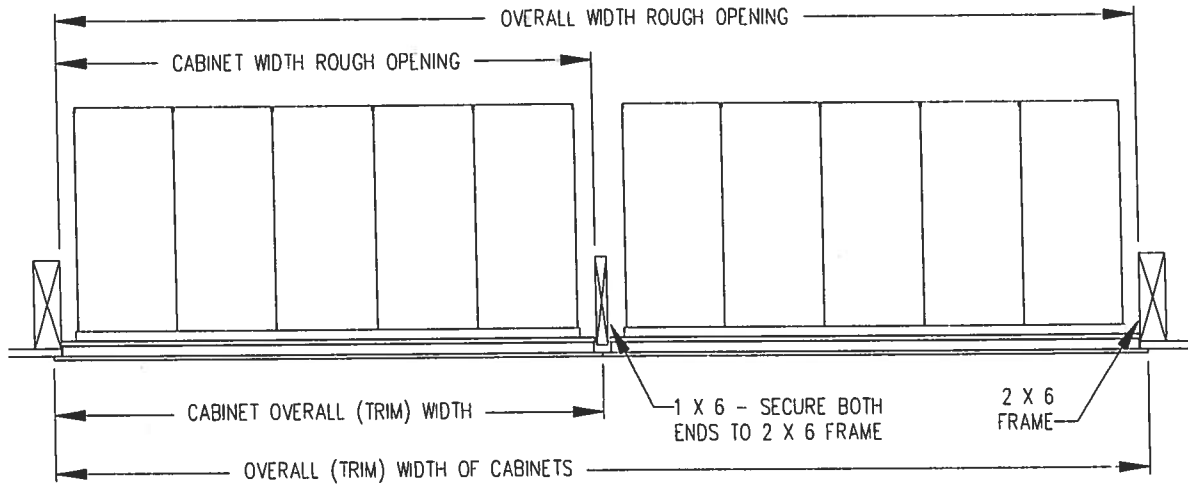
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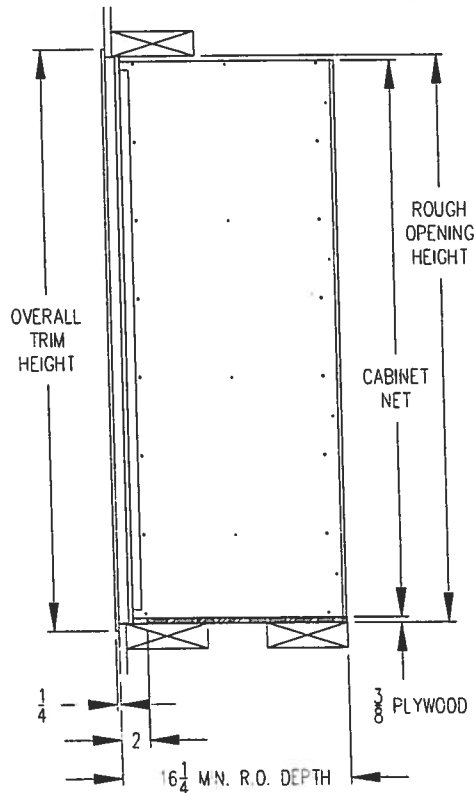
4B+ Horizontal Mailboxes – 3600 Series

FRONT LOADING Installation Instructions

Top View of Mailboxes In Wall



Side View of Mailboxes In Wall



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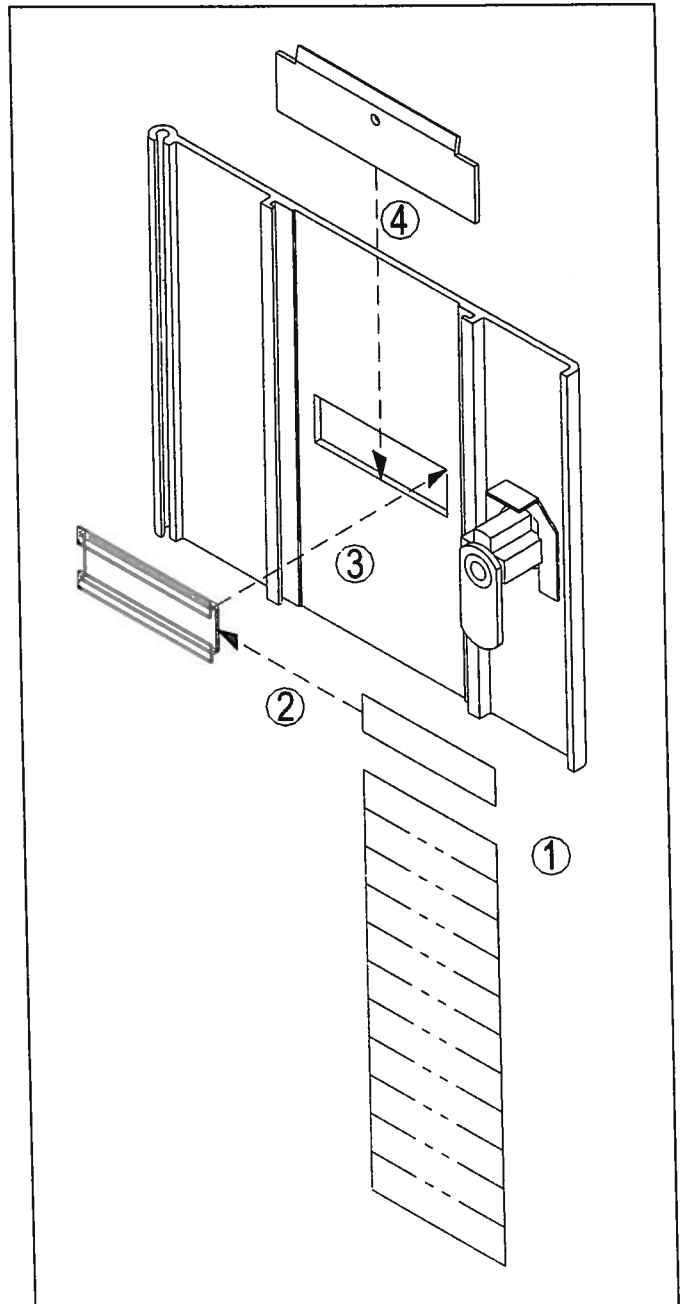
4B+ Horizontal Mailboxes – 3600 Series

FRONT LOADING Installation Instructions

Installation of Identification Window

Identification labels, clear plastic windows, and metal window backup plates are provided, separately bagged, for use in marking the user's identity on each mailbox door. The steps below are numbered according to the picture to the right.

1. Mark the user's name or other appropriate identity on one of the ½" x 2" labels provided. Tear the label from the card.
2. Insert the label into the clear plastic window so that the marking will be visible from the front of the mailbox door.
3. Place the clear plastic window into the rectangular hole in the door so that the identity is visible from the front of the door.
4. Slide metal window backup plate down into grooves at top of door. Slide plate down until it covers the plastic window and the bent lip of the plate rests on the top edge of the plastic window. At this point the identification installation is complete.



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