

December 13, 2005

POLICY ON REPLACING MAIL BOXES

Effective Dec. 13, 2005 the policy of replacing mailboxes damaged in the process of removing ice and snow from county highways is as follows:

The Richland County Highway Department will install a standard metal mailbox on posts that are approved by the U.S. Postal Service.

During the plowing of county highways occasionally a mailbox is damaged by a plow or by the snow spray from the plow. The winter season 2004/2005 saw over 100 mailboxes replaced. Nearly all of the replacements were of the plastic variety. This cost to the county exceeded \$7,000 for materials plus all the labor and equipment required to reinstall the mailboxes.

The reason for this policy is brought about because the plastic boxes are so susceptible to damage due to the oversized dimensions and the brittle nature of the plastic used in the manufacture of these mailboxes. Since metal boxes are much less prone to damage during the winter season expenses will be reduced, both because of the lower initial expense of replacement boxes and because duplicate replacement will also be reduced.

RURAL MAIL BOX
SITING INSTRUCTIONS
AS RECOMMENDED BY ODOT

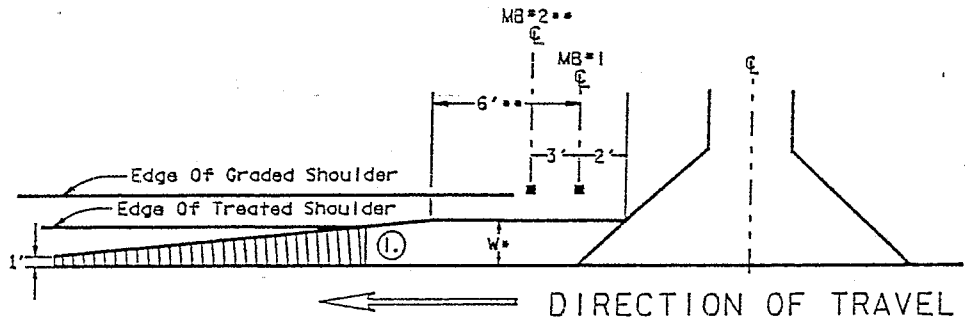
Rural mail boxes may be mounted on 4"x 4" timber supports or on 2-1/2" diameter standard wall steel pipes, centered approximately eleven [11] feet from edge of lane or paved drive and positioned on downstream side of traffic flow direction. Multiple boxes must be placed no less than three [3] feet apart and situated from 3-1/2 feet to four [4] feet above the graded shoulder level.

Those mounted on timber supports should be imbedded no less than eighteen [18] inches into the ground, while metal posts should be imbedded no more than twenty-four [24] inches into the ground. Steel pipe posts should have an anti-twist plate affixed to them, to prevent undesirable twisting of round posts. At no time should supports be set in concrete; earth compaction around posts affords ample stability.

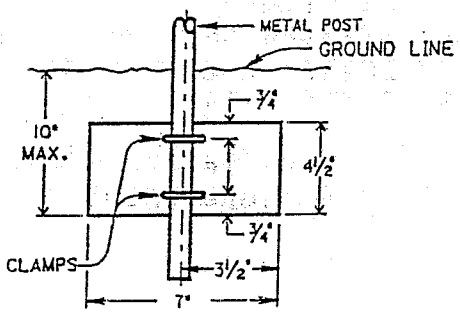
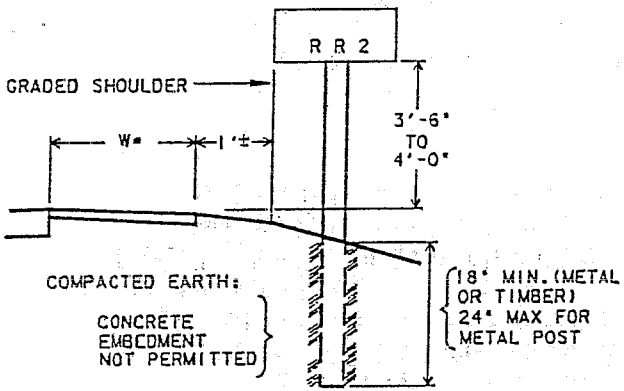
See reverse for diagrams and illustrations, as provided by the Ohio Department of Transportation.

Prepared for distribution by:

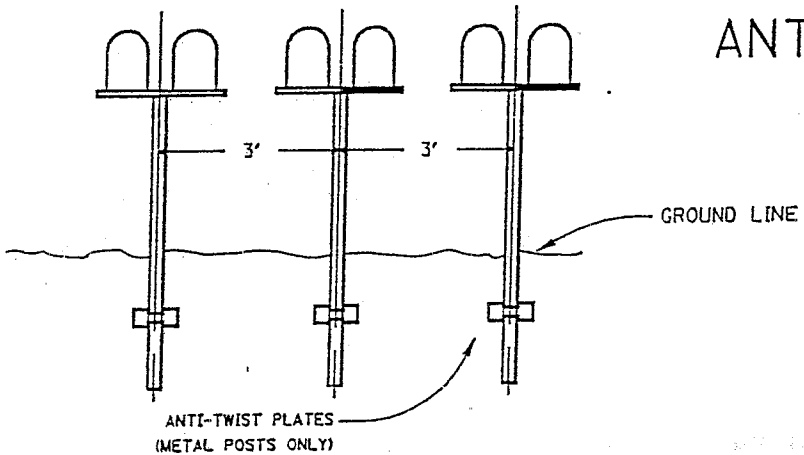
Richland County Engineer's Office
Thomas E. Beck, P.E., P.S.
Richland County Engineer



- ① End mailbox turnout at edge of treated shoulder or 1' which ever is greater
 - Where posts are behind guardrail, turnout shall extend to face of guardrail. Where no guardrail is required, turnout width shall be 6' minimum.
 - Add 3' for each additional mailbox



ANTI-TWIST PLATE



GROUP MAILBOX INSTALLATION