

## Mailbox Improvement Week

This year we have designated the third week in May as Mailbox Improvement Week for customers served by rural delivery routes. During that week, customers on rural routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes.

Mailbox Improvement Week is the time to ensure that your mailbox:

- Protects the mail from the weather.
- Is neat in appearance.
- Is conveniently located.
- Is safe to use.

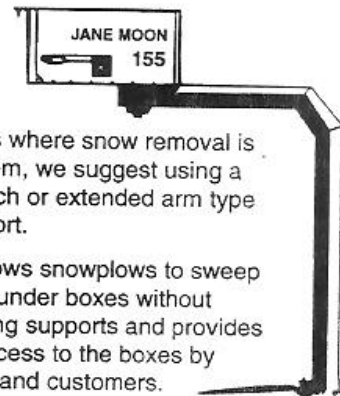
42-46<sup>14</sup>

Mailboxes that meet these requirements contribute to efficient delivery operation, and improved service to the entire route. Neat and attractive mailboxes also enhance the appearance of the countryside and the suburban streets.

Approved mailboxes are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced; however, custom rural-type mailboxes may be used if prior approval is given by the postmaster. Display assigned box numbers on the side of the box visible to the approaching carrier, or on the door where boxes are grouped. Customers are encouraged to group boxes whenever possible.

If the use of street names and house numbers has been authorized, show your house number on the mailbox. If your mailbox is located on a street other than the one on which you live, inscribe your street name and house number on the box.

### The two approved styles of boxes



It is generally in your best interest to display the address on both sides of the box. Police, fire, and rescue personnel often depend on mailbox information to locate people, and they may approach from a different direction than the carrier. Placing your name on the box is optional.

Generally, install boxes with the bottom of the box between 3½ and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, contact your postmaster or carrier before you initially erect or replace your mailbox and support.

Mailboxes on rural roads must be located on the right side of the road, the direction traveled by the carrier. Your box must be placed and served to comply with state laws and highway and postal regulations. Your carrier must have access to your box without having to leave the vehicle.

Supports for mailboxes must be of adequate strength and size to properly support the box. However, some mailbox supports are so massive that they are damaging vehicles and causing serious injuries to people who accidentally strike them. Do not use heavy metal posts, concrete posts, or miscellaneous farm equipment, such as milk cans filled with concrete. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. The Federal Highway Administration recommends a mailbox support no larger than 4" x 4", a 4½" diameter wood post, or a 2" diameter standard steel or aluminum pipe, buried no more than 24". The support should safely break away if struck by a vehicle. The mailbox must also be securely attached to its support to prevent separation when struck.

Keep your box and support painted and free from rust.

Your participation and cooperation in Mailbox Improvement Week will be greatly appreciated by you rural carrier and the Postal Service.

**POSTMASTER**

Notice 209, July 1997

**RURAL CUSTOMER LOCAL**

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

**UNITED STATES POSTAL SERVICE** 