

# ASSEMBLY INSTRUCTIONS: DECORATIVE STUCCO CBU MAILBOX CENTER



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

## READ ALL INSTRUCTIONS BEFORE BEGINNING INSTALLATION

To install the stucco mailbox center, it is very important that you have a level pad of concrete. If your pad is not level, the unit can be installed, but you will need to do appropriate shimming to raise the height of the CBU pedestal to allow the bottom of the stucco column to slip under the CBU mailbox.

### Assembly Instructions:

**Step 1:** If you purchased your stucco column unpainted, it is best to paint it prior to installation. Use a high quality exterior grade paint designed for outdoor use on stucco surfaces. Once it is dry, proceed to Step 2. If you purchased the stucco column pre-painted, proceed to Step 2.

**Step 2:** Install the CBU mailbox to your level pad of concrete with expansion bolts or wet-set J-bolts as normal (Figure 1). Trim any excess threads to within 1/2" of the top of the nuts. This will allow the stucco pedestal base to slide into place easier.

**Step 3:** From the front of the CBU, slide the stucco pedestal base into position under the CBU mailbox (Figure 2). The front lower lip of the CBU mailbox should line up with the front of the stucco pedestal base. In relation to the outer edge of the stucco column, you should have an even space on the left and right sides of the CBU mailbox.

**Step 4:** Insert the filler piece of stucco into the opening on the back of the stucco pedestal base (Figure 3). Move into position so the seams line up with the edge of the stucco pedestal base. To fill the gap, use paintable exterior grade sealant designed for stucco or StyroCaulk (optional purchase item). Smooth the bead of sealant to fill in.

**Step 5:** Dry-fit the top of the stucco column over the CBU mailbox (Figure 4). It is recommended that two people lift the column top from behind the CBU mailbox and carefully slide it over the back of the mailbox. Keep the bottom edge above the stucco pedestal base so the trim does not get cracked or damaged. Lower the stucco top into position. Adjust the stucco pedestal base and top as necessary for a good fit around the CBU mailbox.

**Step 6:** Now that you have confirmed the fit, the stucco top needs to be removed so you can apply sealant. Gently lift the top off the stucco pedestal base by lifting straight up and then backwards. Carefully set it down and out of the way. Apply a bead of sealant around the outer edge of the stucco pedestal base where the top makes contact (Figure 5). You do not need an excessive amount of sealant. This will form a removable bond.

**Step 7:** Carefully repeat Step 5 and place the stucco top into position, lowering it down onto the bead of sealant on the stucco pedestal base.

**Step 8:** Do a final check of the fit of the stucco column to the CBU mailbox. If desired, you can run a bead of paintable sealant around the gap between the front of the CBU mailbox and stucco column.

**Step 9:** Paint the exposed sealant on the back and front with matching paint.

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