

## Owner – Builder

### Quality Assurance Control Inspection Checklist

Homeowner / Customer: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Home Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Meeting Date: \_\_\_ / \_\_\_ / \_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**The following subjects items should be reviewed to your total 100% Satisfaction and Understanding by you the Homeowner and / or you must discuss the information if or when you have hired a Building Contractor. Homeowners must walk your house 2 – 3 times a day if possible but nothing less than once every day to keep quality assurance and control on the project.**

#### Essential Requirements

##### **Mailbox Installation**

**BuildingHomeConsultant.com**

Check each Box after Review

Always take digital photographs of the site and construction throughout the course of work and at all stages of progress of work

Verify the installation is level and plumb Check from the ground up to the bottom of the mailbox is about 42” to 48” inches — Spread the excessive dirt around the yard or

us it in a small planter around the mailbox Numbers can be installed unless they are on

the house (or both) Check to ensure the front part of the mailbox is about 6” to 12”

inches off edge of the road 40” inches away from the driveway 38” to 42” with

curb ¼ to ½ of a 40 lbs bag of cement Hole 28” to 30” deep See U.S. Postal

services Install Cost \$85.00 to \$100.00 labor only (material cost not included)

# Install a Mailbox



mailbox kit including post

Steps:

Tools:

- sledge-hammer
- magnetic torpedo level
- Phillips-head screwdriver
- push drill / post hole diggers

Figure A



1. Find a suitable spot for your new mailbox and drive in the stake that comes with the mounting kit. Clip a magnetic torpedo level to the side of the post and check to make sure you drive the post in nice and straight (**figure A**).

2. Drive the post into the ground using the sledgehammer. Stop about halfway through the process and check to make sure it's going in straight using the level again.

3. The wooden support post will have a hole in one end that fits over the metal post secured in the ground. Lightly tap the other end of the wooden post with the sledgehammer to drive it snugly onto the ground post (**figure B**).

Figure B ->



4. Secure the mounting bracket to the top of the post with the supplied screws (**figure C**). The bracket should have pre-drilled holes for the screws.

Figure C ->



5. Attach the support bracket with screws (**figure D**). The support keeps the top mounting bracket from rocking back-and-forth. Drill pilot holes if necessary using the push drill. < Figure D



6. Position the wooden mounting plate on the top of the post and attach with screws (**figure E**). Again, if there are no pre-drilled pilot holes drill some to prevent the wood from splitting. Figure E ->

Figure E ->



7. Assemble the pieces of the mailbox, such as attaching the flag, door and handle. Follow the manufacturer's directions.

8. Place the fully assembled mailbox on the wooden mounting plate and secure to the plate by driving screws through the sides (**figure F**). Drill pilot holes first.



< Figure F

Inspect the area 100%, to ensure it is clean and all debris, scraping are removed or hauled to the nearest dumpster, no trash left behind from and trades, every day after each trade is completed for job site safety reasons.

You May Need Some of the following Building Inspection  
Description before going forward, check with local Building  
Department for any additional Inspections

NONE

