



MEMORANDUM

TO: All District Engineers

DATE: March 15, 2004

FROM: Zane L. Webb, P.E.

By Joe A. Gruff

SUBJECT: Revised Mailbox Mounting Details
(MB-04) Standard Sheets

The Maintenance Division has revised the Mailbox Mounting Details (MB) standard sheets. These standards are approved for use on all projects beginning with the May 2004 letting. Please distribute this information to the appropriate district staff, area offices and maintenance offices.

Also, please distribute MB-04, Sheet 3 of 4 (placement of object marker & emergency location number) to all local fire departments in your District. The revised standards, MB-04, updates the old MB-03 standards as outlined below:

Sheet 2: Now includes the placement of Temporary Mailbox Support (**Plastic Drum**). It also shows the Temporary Angle Bracket Connector.

Sheet 3: Now shows two options for placing "Emergency Locations Number":

1. On the mailbox, and
2. Below mailbox on reflective plate in lieu of an object marker type 2.

The revised standards are available on the Maintenance Division Web Site, at www.dot.state.tx.us/business/standardplanfiles.htm.

If you have any questions or comments concerning the new standards, please contact Bob Seyvani, P.E. at (512) 416-2477.

Attachments