

HOW TO REFRESH YOUR MAILBOX AND POST

The mailbox is steel, and the post assembly is an aluminum alloy, so each one is handled differently.

MAILBOX

1. Remove top part of assembly where the numbers are located and set aside if need be.
2. Remove the flag from the mailbox.
3. Wash off all grime and dirt and let dry completely.
4. Sand lightly over any rust spots.
5. Spray evenly with exterior high gloss black spray paint.

POST AND TOP ASSEMBLY:* FIRST Wash off the post and assembly and let it dry completely.

1. Scrape off all loose, chipped paint, especially near the bottom of the post where it has been repeatedly hit over the years by the nylon trimmer cord.
 2. Use a wire brush, or wire wheel in a drill gun, and finish cleaning up the old chipped paint and corrosion on the bare metal.
 3. Wipe down the area with acetone and wait a few minutes until dry.
 4. Spray the post and assembly with an aluminum Primer. You can get Rust-Oleum Professional Aluminum Primer at Home Depot or Lowes. Apply 2 coats of the primer, waiting 30 minutes plus between coats. (It should come in white or gray)
 5. Once the primer has dried completely, same day or next day, spray the post and assembly with the same exterior high gloss black spray paint as used on the mailbox.
- (some homeowners have sprayed the base with black Flex Seal spray to protect from chipping then coated with Rust-Oleum high heat GLOSS Black)

NUMBERS

1. If numbers are missing or faded, replace them by purchasing new ones from Global Home Products, Inc. or Addresses of Distinction. Their contact information is listed below. The MB 500 model from Global is the current recommendation and matches most closely to the current installed West Hampton mailboxes.
2. Do not attempt to re-paint the numbers unless none are currently available.
3. If you are going to replace the numbers, remove them and then spray paint that part of the assembly.
4. Let dry completely before attaching new numbers.

FLAG

1. Replace the flag if it is faded, broken, and/or no longer a bright red.
2. Replace with a red metal flag, not a plastic one.

You have the option to purchase a brand-new mailbox and post and install it yourself, or have it installed for a quoted price by the supplier. Or you can purchase individual parts separately. Call Global Home Products, Inc 770-409-8292. The only model currently accepted for West Hampton is the model MB-500.

*Addresses of Distinction 770-436-6198 may be able to match certain parts.

PLEASE READ The WEST HAMPTON DESIGN STANDARDS FOR MAILBOX GUIDELINES

**DOES YOUR MAILBOX
NEED A REFRESH?
Here's how to do it!**

