**SECTION 10500**

**MASTER SPECIFICATION**

**Postal Specialties - Package Room System**

***Display hidden notes to specifier by using "File"/"Options"/"Display"/"Hidden Text" (Word2010 for PC) or by selecting “Word”/”Preferences”/”View”/”Hidden Text” (Word for Mac)***

1. **GENERAL**
   1. SECTION INCLUDES

\*\* NOTE TO SPECIFIER \*\* Delete items below not required for project.

* + 1. Package Concierge® Package Room System consisting of wall-mounted kiosk with PACKAGE CONCIERGE® system control software. Designed to interface with Package Concierge® proprietary web-based operating system.
  1. RELATED SECTIONS

\*\* NOTE TO SPECIFIER \*\* Delete sections below not relevant to this project; add others as required.

* + 1. Section 260500 – Common Work Results for Electrical, for interface and coordination with building electrical systems and distribution
  1. REFERENCES
     1. ASTM A1008 - Specification for Steel, Sheet Cold-Rolled, Carbon, Structural High Strength Low-Alloy and High Strength Low-Alloy with Improved Formability.
     2. Underwriters Laboratories (UL) – UL2361 – Custom Kiosk Control Systems
  2. SUBMITTALS
     1. Submit under provisions of Section 013000.
     2. Provide manufacturer's standard catalog data for specified products. Product Data is available at <http://www.packageconcierge.com/architects-designers>.
     3. Shop Drawings: Prepared specifically for this project; showing site preparation completed according to specifications for the package room as it relates to the door integration with the Package Concierge® room system kiosk. Other drawings associated with the package room are not required for proper operation of the system.
     4. Closeout Submittals: (1) Manufacturer’s Cleaning & Maintenance Instructions (Include methods for maintaining installed products and precautions against cleaning materials and methods detrimental to finishes and performance), and (2) Manufacturer's warranty to repair or replace components that fail in materials or workmanship within one year from date of purchase.
  3. SEQUENCING/SCHEDULING

A. Ordering: Comply with Manufacturer’s ordering instructions and lead-time requirements to avoid delays.

B. Delivery: Deliver materials in Manufacturer’s original, unopened, undamaged packaging.

C. Storage: Store materials at temperature and in humidity conditions recommended by manufacturer and protect from exposure to harmful weather conditions.

D. Handling: Handle materials to prevent damage or marring of finish.

E. Installation: Except as otherwise indicated herein, sequencing or scheduling for performance of work of this section in relation with other work is Contractor's option. \*\*Note to Specifier: Delay installation of Package Concierge® Package Room System until the facility is nearly ready – similar in timing as Section 12 items. The Package Room system needs internet live and operational at the site in order to be tested and activated.

* 1. REGULATORY REQUIREMENTS
     1. Comply with Accessibility Guidelines of the Fair Housing Act ([www.fairhousingfirst.gov](http://www.fairhousingfirst.gov)).

Compliance related to high reach limitations will be accomplished by installing the wall-mounted kiosk at the appropriate height as outlined in the Package Concierge® Package Room site preparation guide.

* 1. QUALITY ASSURANCE
     1. Manufacturer Qualifications: Manufacturer shall have a Quality System in place and be able to substantiate that manufactured units conform to requirements and match the approved design. Manufacturer must be ISO 9001:2008 certified.
     2. Installer Qualifications: Installer should be highly experienced in performing work of this section, having been previously certified by Manufacturer and having done work similar to that required for this project. Installation is to be completed by Package Concierge® authorized installer.

1. **PRODUCTS**
   1. MANUFACTURERS
      1. Acceptable Manufacturer:   
         Sales Office: Package Concierge, Inc. 445 Main Street, Suite 201, Medfield, MA 02052  
         Manufacturing Operations: Florence Corporation, Manhattan, Kansas, 66503.   
         Tel: (888)-989-7225.   
         Email: [info@packageconcierge.com](mailto:info@packageconcierge.com).   
         Web: [www.packageconcierge.com](http://www.packageconcierge.com).
      2. Substitutions: Not permitted.
   2. ELECTRONIC PACKAGE ROOM SYSTEM

\*\* NOTE TO SPECIFIER \*\* System requires electrical and Ethernet connection as noted below and on Manufacturer’s product specification drawings.

* + 1. Package Concierge® Package Room System: Consisting of a surface mounted kiosk control system that interfaces with an electrically operated door to package room on premise. The system does not specify the type or scale of the package room – only the requirements of the electric strike and door release mechanism that interface with the kiosk control system. Materials used in the package room as well as the door, hardware and door electric locking systems are furnished by others. The kiosk system requires electrical and Ethernet connections as defined in the Package Concierge® Package Room site preparation manual.

1. Package Room Kiosk Controller includes the following electronic components:
   1. Computer (computer/touch screen combination)
   2. Touch Screen (7 x 5 inch)
   3. Barcode Scanner (1D & 2D image capture)
   4. Camera (digital still image capture)
2. Mechanical Access: Lock mechanism for manual kiosk access rated to UL437.
3. Finishes:
   * + - 1. Package Room Kiosk Exterior Finish:

\*\* NOTE TO SPECIFIER \*\* Delete one of the two following paragraphs.

1. Black
2. White
   1. Kiosk Decals
      1. Package Concierge® Brand with Customer Help Information - Black Vinyl
3. Mounting:
   * + - 1. Surface Wall Mount: Electrical and Internet connections and location are specified in the Package Concierge® Package Room Site Preparation Guide.
4. System Control Software: Package Concierge® Package Room system control software is installed on kiosk control module.
5. **EXECUTION**
   1. EXAMINATION
      1. Verify that location for kiosk installation on wall is correctly located, aligned and sized to accommodate installation of the kiosk according to manufacturer instructions. Location is also critical to complying with Accessibility (FHA/ADA) requirements for the type of facility.
      2. Verify that Power and Ethernet are installed and enabled: 120 AC grounded receptacle on a 15A circuit and Ethernet connection. See manufacturer site preparation guide for recommended outlet placement.
      3. Installer's Examination:
6. Examine conditions under which construction activities of this section are to be performed; submit written notification if such conditions are unacceptable.
7. Ensure that electrical and Ethernet connection are installed and enabled before beginning installation.
8. Beginning installation indicates acceptance of conditions.
   1. INSTALLATION
9. Install Package Concierge® Package Room System in accordance with shop drawings and manufacturer's installation instructions. \*\* The Package Concierge® Package Room System must be installed by a Certified Package Concierge® installer.
10. Align, plumb, level and anchor in accordance with manufacturer's requirements.
11. System must be installed indoors or in a location fully protected from impact of weather. For optimum operation of the package room system, ambient temperature is between 32°F - 95°F.
    1. COMMISSIONING
12. Package Room kiosk control system to be commissioned and tested with operating system software by Package Concierge® authorized installer only.
    1. CLEANING
13. See Package Concierge® System Cleaning & Maintenance Instructions.
14. Generally, clean surfaces with mild dish detergent. Do not use harsh abrasive cleaners. In event of graffiti, commercially available “KrudKutter™” solution may be used.
    1. PROTECTION OF INSTALLED PRODUCTS
15. Protect finishes from damage by construction activities. [System should only be installed after construction is completed, including all flooring and painting.]

END OF SECTION

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