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**LETTER PLATES**

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## **FOREWORD**

The Department of Posts and Telegraphs has been experiencing difficulty in delivering mail through existing letter plates. These difficulties are caused by the letter plates themselves and by their location on the door. The letter plates are too small and some have sharp edges which can cause injury to postmen. Letter plates are often placed in positions which are difficult to reach or necessitate stooping.

This specification specifies requirements for manufacturing and fixing letter plates. The apertures specified will allow mail up to A4 size to be passed through without folding.

Compliance with this specification will have the following advantages:—

1. Injury to postmen will be avoided.
2. Delivery of mail will be faster as the postman will not have to stoop or reach or wait for the door to be opened except on infrequent occasions.
3. Damage due to the folding of mail which is oversize for existing letter plates will be reduced.

The requirements for the positioning and fixing of letter plates are more appropriate to a Code of Practice but are included in an Appendix in this specification for the present.

The fitting of a letter plate to a fire-resisting door, wall or partition requires special consideration. The use of fire-resisting materials in the construction of the letter plate should be considered. The addition of a suitable internal flap to the letter plate may also enable the door to retain its fire-resisting capability.

# **DECLARATION**

**OF**

**SPECIFICATION**

**ENTITLED**

**LETTER PLATES**

**AS**

**THE IRISH STANDARD SPECIFICATION FOR**

**LETTER PLATES**

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The Institute for Industrial Research and Standards in exercise of — power conferred by Section 20 of the Industrial Research and Standards Act, 1961 (No. 20 of 1961), and with the consent of the Minister for Industry, Commerce and Energy hereby declares as follows:

1. This instrument may be cited as the Standard Specification (Letter Plates) Declaration, 1976.

2. (1) The Specification set forth in the Schedule to this declaration is hereby declared to be the standard specification for Letter Plates.

(2) The said standard specification may be cited as Irish Standard 195: 1976 or as I.S. 195: 1976.

## **SCHEDULE**

### **Letter Plates**

#### **1. SCOPE**

This specification covers requirements for the dimensions, materials, finishes, design and construction of letter plates. It includes certain performance requirements, and details of a suitable test rig for proving compliance with the torque values specified for flap opening, applicable to letter plates of three different types of construction.

Recommendations for the positioning and fixing of letter plates in domestic and commercial premises are given in Appendix A.

#### **2. MATERIALS**

2.1 The materials from which the letter plates are manufactured shall be either inherently weather resistant or be protected by a suitable surface finish. Metals likely to promote electrolytic action shall not be used in direct contact with each other unless suitably protected.

2.2 Suitable protective finishes are specified in Clause 3. All springs shall be either rustproofed or of rustless material.

2.3 For preference the materials or their finish shall be such that polishing and any form of abrasive cleaning is unnecessary. When necessary the manufacturer shall state on a detachable label the most appropriate method of keeping the material clean and any components, such as springs, in good working order.

**Note:** Polished brass letter plates are usually supplied without a protecting lacquer finish. The polished finish is maintained with a metal polish. If the brass has been given a stoved lacquer finish then metal polishes must not be used. The finish is maintained by dusting with a soft cloth or leather. Appropriate instructions should be given on the label specified in sub-clause 2.3.

2.4 The material used shall comply with the requirements of an appropriate national standard of the country of origin. Where no such standard exists the manufacturer shall specify the material.

**Note:** Further information on electrolytic action between different metals is given in Appendix B.

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