



O'Fallon Fire Department

~ Brent Saunders, Chief ~

P.O. Box 332

O'Fallon, Illinois 62269-0332

Phone: (618) 624-0174

Fax: (618) 632-1429

EMERGENCY DIAL 911

Engine House #1

(618) 624-4519

Engine House #2

(618) 624-4520

Engine House #3

(618) 624-4533

The following information is provided to assist you in the purchase, installation, and use of the key lock box system:

- A. Complete sections 1, 3, 4, 5, & 6 of the authorization order form. The fire department has already signed box 2 for you.
- B. Most users of the Knox lock box system have purchased the 3200 series, but the box size will be dictated by the number of keys to be placed in the box. Any model purchased *must* have the hinged door option. Please review the product catalog attached to the order form and select the box best suited for your business. Depending on the size of your building, it may require more than one lock box. This information should be noted on the plan approval from the fire department. If there are any questions please contact one of the personnel listed below on this form.
- C. Mail the completed form and payment to:
Knox Company
1601 W. Deer Valley Road
Phoenix, AZ. 85027
Contact the Knox company directly for additional ordering options
- D. When you receive your lock box, it is **MANDATORY** that you contact the fire department to determine the preferred installation location. (contact numbers below)
- E. After the lock box has been installed, contact the fire department to have your business keys installed in the lock box. (contact numbers below)
- F. If you have any questions concerning the Knox lock box system, please feel free to contact the fire department personnel below for additional information.
- G. The locking cap for the FDC if applicable must be the five (5) inch size.

Thank you for allowing us to serve you better through our efforts with this program!

Brent Saunders, Chief

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Cell 618-971-8601

Gary Stein, Deputy Chief

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Craig Schmidt, Assistant Chief

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