

O'FALLON FIRE DEPARTMENT KNOX BOX REQUIREMENTS

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 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 West Deer Valley Road
Phoenix, AZ 85027
*****Contact the Knox Company directly for additional 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*** is required if the building is equipped with a fire sprinkler system. The Cap must be the **FIVE (5) inch size** and also must be ordered through the Knox Company.

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

Brent Saunders, Chief

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