



KEY BOX INFORMATION

Thank you for participating in the key box program to assist the fire crews in accessing your facility and property in a timely manner, during emergencies. The following information will assist you in ordering and mounting the key box, key pad, or padlock.

Ordering

The City of Vernon uses Knox Box brand systems to secure building keys and property. Please review the selections of key box systems on their web site: <http://www.knoxbox.com/store/>. Your order is made by opening the "Online Purchase" section of the web site. *You will need to type in Vernon's zip code, 90058, then click on the "continue" button, that will take you to the page where you can select the "Vernon Fire Department" button. Your next choice is to select the lock box; Model Series 3200 is an acceptable system to use for one business. Note: **If the building has multiple tenants, Models 4100 or 4400 are the best choices (these "vaults" hold more keys/cards/documents).** The box/vault may be surface or recessed mounted. It is not required that they be supplied with a tamper switch, but it is recommended for extra security, if the building has an alarm monitoring system. Additionally, if you have a secured fence with a locked electric motor-entry gate, a *Knox Key Switch*, or for the non-electric gate, a *Knox Padlock* is advisable to provide a timely access. Also, it may be prudent to order extra accessory *Alert Decals* for marking multiple entry doors. Please order the equipment (selected model and associated accessories) via the Knox Company web site. *If you have questions, contact Vernon Fire Prevention.**

Location

The key box should be mounted immediately adjacent to the front door, preferably on the right side, unless otherwise specified. Lock box should be located a maximum of 8 feet off the ground. Obtain approval or advice from Fire Prevention on exact location.

Keys/Pass-cards

When the key box is mounted, the following keys/pass-cards must be provided; 1 master key to all exterior and interior doors, 1 alarm panel key and a key to reset manual pull boxes, if applicable. Note: multi-tenant buildings and large facilities must have 3 master keys for interior and exterior doors. *All keys or pass-cards must have identification tags attached describing the area or doors the keys/pass-cards will unlock.*

Upon completion of the installation, notify the Fire Prevention office. A fire engine company will be sent out as soon as practical with a Knox Box key to open the box and place the new key(s) in the box. *NOTE: Any time access keys to the building are changed, the Fire Prevention office must be notified to assist in the placement of your new keys in the key box.*

Thank you, again for your participation in this program. If you have any questions, please contact Vernon Fire Department at extension 282.

Bureau of Fire Prevention