

KNOX BOXES

ORDERING & INSTALLING



BAKERSFIELD FIRE DEPT.

Prevention Services

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PROCEDURE FOR ORDERING AND INSTALLING KEY BOXES

I. ORDERING BOXES

- a. Box MUST HAVE Medeco Level 7 restricted key way, U/L listed, compatible with Bakersfield Fire Department key (any approved manufacturer).
 1. If installer chooses to utilize boxes manufactured by "The Knox Company," contact Prevention Services Division at (661) 326-3979 for a Knox Box Authorization/Order form or online at knoxbox.com
 2. Complete sections 1, 2, 3, and 4 of the application; and have the Authorization/Order form signed by an authorized Bakersfield Fire Department representative *whose signature is registered* with "The Knox Company."
 3. Information regarding different models and options is on the back of the Authorization/Order form, and under normal circumstances, the Model 3200 without tamper switches is acceptable.
 4. If the installer desires a higher level of security, the extra heavy duty models or boxes with tamper switches can be utilized. In some instances where padlocks, hazardous materials cabinets, or key switches are required, contact the Prevention Services Division for specific information.

II. INSTALLATION OF BOXES

- a. Boxes are received with the door unlocked so the box can be mounted without the key. Installation should normally be near the main entrance at a height of eight to 12 feet above grade to prevent the box being tampered with.
- b. **Upon completion of the installation, notify Prevention Services Division at (661) 326-3979.** A fire engine will be sent out as soon as practical with a key to lock the proper keys (which should be labeled as specifically as possible) in the box.

Please Note: *If any time keys to the building are changed, Prevention Services Division should be notified so the keys in the box can be changed also.*