



Scott M. Jalbert, Unit Chief

KNOX INSTRUCTIONS - 2017

Dear Business or Residential Contact,

Enclosed is a signed Knox Authorization Order Form per your request. You must complete the following information on the order form:

- Section 1 “Ordered By”,
- Section 3 “Pre-Payment Information”,
- Section 4 “Order Product”,
- Section 6 “Ship To Address”.

The most popular products for gate switches are part numbers 3501 or 3502. Buildings commonly utilize the Knox-Box 3200 surface mount products.

Once your application is complete, please send the form and payment directly to the Knox Company at 1601 W. Deer Valley Road, Phoenix, AZ 85027.

When you receive your Knox key box, please install the box on your building. It should be located near a main entrance and mounted 5-6 feet above the ground. The box should contain all keys for the building including access doors and gates, electrical rooms and alarm panels, etc. Be sure to include information on who to contact in case of an emergency. Knox electric gate switches should be installed on the outside of the gate in a visible area on the driver’s side of the vehicle.

Once the Knox key box or gate switch has been installed, and/or Knox padlock received, contact the Fire Prevention Office at (805) 543-4244. An inspector will respond to lock your key(s) and/or other important information in the Knox box or test the gate switch to be sure it has been installed correctly.

Should you need further information, please don’t hesitate to contact us. Thank you for helping to expedite emergency response to your location.

Sincerely,

Travis Craig

Travis Craig
Fire Marshal