

KNOX BOX / KEY SWITCH INSTRUCTIONS

To install a “Knox Box” key vault, please refer to the following instructions.

The “Knox Box” shall be installed **“In a Fire Marshal or Fire Department approved location”**.

The “Knox Box” can be purchased on-line from <http://www.knoxbox.com/store/> or by calling the toll free number, 1-800-552-5669.

When ordering on-line, the “Knox Box” can be found under “online purchase” in the upper right hand side and by clicking on “Knox Box” 3200 or 4400 series.

If you are installing driveway gates a Knox Key Switch Model 3502 (preferred) or a 3501 shall be installed on the street side on the key pad.

Continue by entering your zip code and click on the fire department district in which your building is located, then click “buy now.”

When it comes to the box options, the door type shall be your choice, mounting shall be your choice, color shall be your choice and tamper switch shall be your choice. The tamper switch is available as an option in case the owner / management would like the extra security feature. In the event the box is ever opened or vandalized it would send a signal to the alarm system and central station who would in turn notify the person responsible for the property on the call list.

NOTE: The Knox Box is delivered without a key. You must install the box in the approved location as noted above, prepare all the items listed below and then call your local fire department to set up a time and date to lock it closed. Refer to the list below to view the fire department phone numbers.

The following items will need to be placed in the Knox Box upon locking of same.

1. A laminated business size card with two or three emergency contact names and phone numbers that could potentially be able to respond within 15-20 minutes maximum after receiving a call. List them in the order you want to be called. #1 being the first person called.
2. Keys to all doors throughout the premise. Keys shall be labeled with a key tag or equal identifying what the key is used for. If you have doors that use a push pad with a combination, please provide the combination on the contact card.
3. The fire alarm key pad code if one is needed to reset the fire alarm.
4. Keys to the fire alarm panel(s) pull station(s), elevator door key and firemen emergency key when applicable.

Please feel free to contact This Office with any questions at (631) 329-3473.

Amagansett Fire Department (631) 267-3300 Bridgehampton Fire Department (631) 537-0336
East Hampton Fire Department (631) 324-0124 Montauk Fire Department (631) 668-5695
Sag Harbor Fire Department (631) 725-0252 Springs Fire Department (631) 324-9811

IN THE EVENT OF AN EMERGENCY, DIAL 911, DO NOT CALL THE ABOVE NUMBERS

**The “Knox” brand is the only key box recognized by the Town of East Hampton pursuant to Town Code; Chapter 79, Article III.*