CITY OF PORTLAND
Portland Fire & Rescue
1300 SE Gideon Street
Portland OR 97202

LOCK BOX INSTALLATION PROCEDURE

Note: The Portland Fire Marshal's office recommends that lock boxes be installed by a professional. If you choose to install it yourself, it is recommended that the property owner follow the manufacturer's suggested mounting instructions.

I. Initial Site Visit

A. An initial site visit may be requested by the building owner/manager to help identify an appropriate location to mount the lock box. In most cases, the address side of the building near the main entrance will be the preferred location. The lock box location may also be identified at the time of an inspection.

B. A lockbox packet should be mailed/delivered to the building owner with the following information:

- "Helping the Fire Department Protect Your Property" handout from Knox
- Permit form 300.99 "Application for Permit to Install Lock Box"
- "Answers to Common Questions about Lock Boxes" sheet
- "Knox Box Permit Instructions"
- Current price/product list for the 3200 and 4400 Knox systems

C. Instruct the building owner/manager to contact you after the lock box has been purchased and mounted.

II. Knox Box Mounted, Ready to be Closed

A. When an inspector is contacted by a building owner/manager to close a lock box, the inspector shall make an appointment to meet on site. Prior to the site visit, the inspector shall:

1. Confirm that the lockbox has been mounted. **Note:** If the lock box height exceeds normal reach, arrange for the local Engine or Truck Company to assist.
2. Verify with the building owner/manager that all keys are present and properly labeled.
3. Locate the permit for the location from the lock box permit drawer (a copy can also be printed from Permits 2000.)
4. Complete a search in Permits 2000 to verify if any other lock box permits have been issued to the address/facility. This will assist in documenting the location (e.g. new, additional lockbox, or replacing an existing MIWA box).

B. At the time of the site visit to close the lock box, the inspector shall gather the relevant information in order to complete the lower, grayed-out portion of the permit (location of box, height above ground, serial # of the box if available, PFI#, Building Key # etc.)

A. Verify the proper **labeling** and **operation** of all keys to be placed in the box.
B. Verify that the customer information in the middle portion of the permit is correct. Note any updates or changes needed.
C. If there is an access card or key fob, make sure that a description of what it accesses is included.

III. Required Lock box Documentation for Initial Closing

A. Upon returning to the office, enter all pertinent key box information onto the "Lock Box Notification" (Form 300.87) in the computer. When documenting the lock box location, be specific. Your description should be able to direct someone that has no familiarity with the facility to the lock box. **E-mail copies of Form 300.87 within 24 hours to the following:**
   1. "Fire Liaison" for entry into the Premise Information screen
   2. First and second arriving suppression companies.

   In the subject line of the email, note the specific address of the lock box install (e.g. Knox Box install 1441 NE Columbia Blvd).
B. Document the site visit in Fires 2000 using the inspection type "SPECIAL – LOCK BOX". Include the number of keys placed in the box as well as the permit number.
C. Check the "Lockbox" field located in the lower, left-hand side of the Complex Information screen and use the date of the lock box closing in the "Lockbox Chk Date" field. NOTE: for key updates, III B and C should be completed. Comment on specific keys added or updated in lieu of permit information.
D. Forward the completed Lock Box Permit (white copy) to the Permit Office. This shall be added to the permanent file after data has been entered into the computer system.

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