



City of Kenora Fire and Emergency Services

Request for Locked Key Box Installation or Change of Keys (To be submitted by Property Owner or Property Owner's Authorized Agent)

Date _____

- New Lock Box Installation
- Change of Keys to Existing Lock Box
- Upgrade Cylinder

Name of Building _____	
Address _____	
Contact Person _____	Position _____
Email _____	Phone Number _____
Business Name _____	

Name of Locksmith _____	
Address _____	
Phone Number _____	Email _____
Installed by _____	

Location of Locked Key Box (Must be located at or near the building’s principle entrance. Exact location must be specified.)

Locked Key Box to contain keys for emergency personnel access to:
(Check appropriate boxes)

- Front Entrance Door
- Fire Alarm System Panel
- Fire Fighters Elevator
- Fire Safety Plan Box
- Locked Stairwell Doors
- Locked Roof Access Door
- Electrical or Mechanical Rooms
- Other Fire Protection Systems or Equipment (Specify)

Each key shall be separately identified with a securely attached tag. At no time should a building Master Key be placed in a Lock Box. Applicants are responsible for the proper installation of a Lock Box and the security of its contents.

Please be advised that only primus patent protected cylinders are acceptable.

Locksmiths or owner, if installing the Lock Box themselves, are required to forward this completed application to the City of Kenora Fire and Emergency Services, by either mail or fax - Attention: "Lock Box Program".

I confirm that the Lock Box has been installed according to the manufactures instructions.

Authorized by (print)_____

Authorized by (sign)_____

Note: The City Of Kenora Fire And Emergency Services does not endorse specific products and assumes no responsibility for the installation, security, contents, and/or damages to any locked key box.