

**LOCK BOX INSTALLATION NOTIFICATION**

**PORTLAND FIRE & RESCUE**

Interoffice Memo  
(Not for Mailing)

**TO: FIRE LIAISON, FIRST AND SECOND ARRIVING SUPPRESSION COMPANIES**

**FROM:** \_\_\_\_\_

**RE: BUILDING / BUSINESS NAME:** \_\_\_\_\_

New Installation

Update

Gate Switch/Padlock

**DATE:** 11/24/2015

A Lock Box has been installed or modified at the above referenced address. The following information is being sent to BOEC for entry into the Premises Information section of the CAD system. This information should also be reviewed by the first and second arriving suppression companies for possible inclusion in district familiarization activities and pre-fire planning.

**ADDRESS:** \_\_\_\_\_

**NOTE TO BOEC-**

If this is a Knox lockbox, the word "KNOX" must be entered into the Premise Information description.

**What type of lock is this?**

MIWA

KNOX

**LOCATION OF LOCK BOX:** \_\_\_\_\_

**HEIGHT ABOVE GROUND:** \_\_\_\_\_ FT

**ACCESS CARD PRESENT?**  yes  no

**ACCESS CARD LABELED AS?** \_\_\_\_\_

**ACCESS CARD USE DESCRIPTION:** \_\_\_\_\_

**KEY FOB PRESENT**  yes  no

**KEY FOB LABELED AS?** \_\_\_\_\_

**KEY FOB USE DESCRIPTION:** \_\_\_\_\_

**TOTAL # OF KEYS PLACED IN BOX?** \_\_\_\_\_

**COORDINATING INSPECTOR:** \_\_\_\_\_

**INSPECTOR CONTACT NUMBER:** \_\_\_\_\_

PFB 300.87 Rev. 6/10