



GARDEN CITY FIRE DEPARTMENT

Catherine Harman, Fire Chief

6000 Middlebelt Road - Garden City, MI 48135-2499

Phone (734) 793-1780 - Fax (734) 793-1781

www.gardencitymi.org

The Garden City Fire Department and the City of Garden City require all businesses to have building access keys available to the Fire Department in the event of an emergency. New businesses and renewal of a business licenses require building access keys. This is a code requirement adopted by the City of Garden City referenced in the Michigan Building Code, the International Fire Code, and the National Fire Protection Association Fire Code. Knox Box is the device we require.

The Knox Box system is a controlled access system involving a radio signal that's sent through the dispatch center. The signal unlocks the key on our emergency vehicles when the officer enters their individual identification code. This key opens the Knox Box to the property we are dispatched to. We use the keys provided to gain access to the building. Our access key can't be randomly removed; we have to be on a call or conducting a test. Dispatch records anytime the key is removed from the lock on the vehicles. The location is on record and the duration the key is out. Our key remains locked in the property device until the access door is locked again. Our key is returned to the device on the emergency vehicle it came off of.

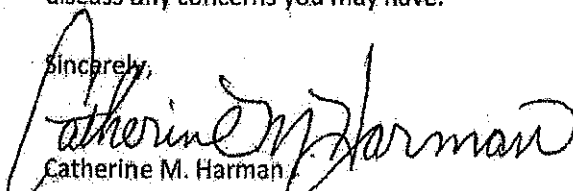
For tests we input our individual code, pull the key then reinsert it. This key can only be duplicated through Knox Box and we must have cause i.e.: damaged key. Garden City Fire is the only registered user for properties in our city. We've never needed a replacement, it's that secure. The Knox Box can be connected to the property or business owners alarm system. This notifies their alarm company (*preferably one that monitors*), and they too should contact the property owner / business owner and dispatch their Knox Box has been accessed.

Building access keys reduce the need to destroy a door in or entry. Damaged doors require we call a board up company to secure the property. Alarms can malfunction or a business in a complex may have a fire. These keys allow us to make entry without damage to check for fire. Damaging a door for entry for any reason increases the risk to firefighters and/or damage to our equipment. Access keys minimize or prevent property damage, reduce potential injuries to firefighters or damage to equipment.

Contact information for the business owner is requested to notify them. If there are two entry doors we'd like a key to both. In the event of a fire we attack from the unburned side. Meaning if it is obvious the fire is in the front and we only have a key for the front, then we most likely will damage the rear door for entry.

I sincerely appreciate your efforts in putting a Knox Box on your property. We are more than willing to discuss any concerns you may have.

Sincerely,


Catherine M. Harman
Fire Chief

MOUNTING INSTRUCTIONS

KNOX-BOX® 3200 Series with Hinged Door



Read instructions carefully before mounting.

The 3200 Series KNOX-BOX® is a heavy-duty, high-security key box that stores keys, access cards and other small items. Each key box is coated with the Knox-Coat® proprietary finishing process* and includes a 1/8" thick stainless steel dust cover to protect the lock. For maximum security, mount the unit properly in an area sheltered from excessive moisture.

All 3200 Series Knox-Boxes are fully tested and listed by Underwriters Laboratories as anti-theft devices. Alarm tamper switches are UL listed as Central Station Alarm Units. UL Electrical Range: Max Voltage of 24 VDC at 50 mA.

Surface Mounted Models

Surface models are designed for mounting on a flat wall. Do not mount face down from ceiling or overhang area. When the surface mounted KNOX-BOX includes tamper switches, install the tamper switch assembly after the box is mounted and check to see that the "box to wall" tamper plunger is properly depressed. A qualified alarm installer should perform alarm wiring, testing and adjusting.

Recess Mounted Models

Recess models are designed for flush mounting. Do not mount face down from ceiling or overhang area. Units can be adapted to fit a variety of solid walls cored to a 6" diameter approximately 3 1/2" deep. A Recessed Mounting Kit (RMK) is for new concrete or masonry walls under construction. Do not over tighten mounting bolts as this will distort the flange.

When the recess mounted KNOX-BOX includes a door tamper switch, install the tamper switch assembly after the box is mounted. Pull wiring tight so that any attempts to force the box out of the wall will break the wire or pull the terminals loose. A qualified alarm installer should perform alarm wiring, testing and adjusting.

If installing the box on a thin or hollow wall, use a solid backing (like 3/8" steel plate fastened to solid studs on both sides) for secure mounting. Mounting to solid beams or steel support is best. Use of a professional installer is highly recommended.

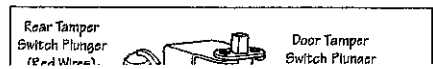
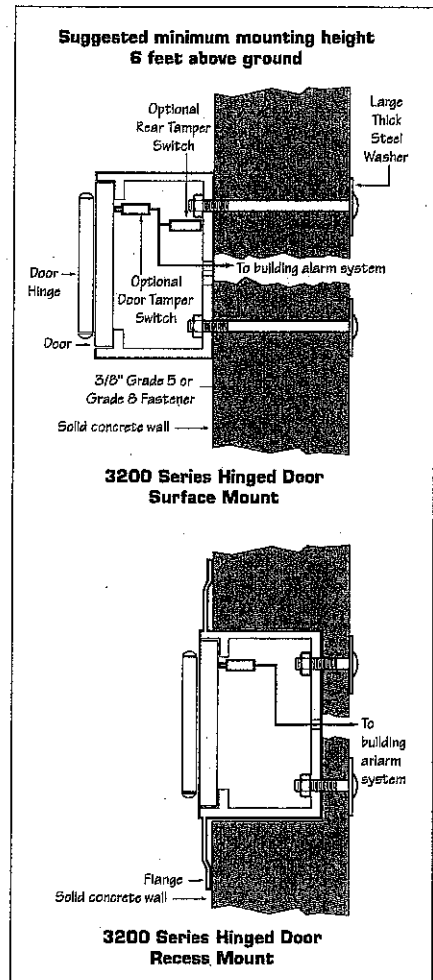
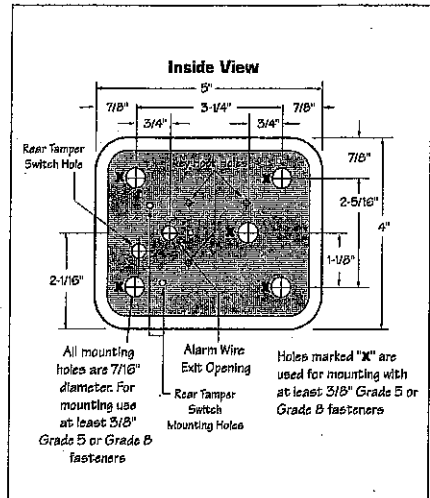
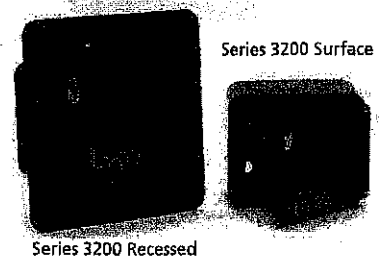
General Mounting Instructions

1. For units with tamper switches, remove the tamper switch assembly and set aside for installation after the box is mounted.
2. Always mount your KNOX-BOX to a secure, solid wall, beam or post. A six foot height level is recommended to resist vandalism.
3. Use a small level to plumb the box square.
4. Mount the KNOX-BOX with the green mounting markers pointed up so the small moisture drain hole is on the bottom. Remove green markers after installation.
5. Use at least four (4) Grade 5 or Grade 8 fasteners (carriage bolts, etc.) of 3/8" diameter. Units may also be welded into place. Mounting to solid beams or steel supports is best. Mounting face down from ceiling or overhang area may cause contents to jam lock.
6. For proper weatherproofing, caulk the back of box across top and down each side. Leave the bottom open for drainage.
7. Use of a professional locksmith or alarm products installer is highly recommended.

CAUTION! Be extremely careful when handling this KNOX-BOX prior to installation. When not mounted, the door will be OPEN. Always hold box and door securely to prevent door closing on fingers and causing injury.

Box Lock Up

When your KNOX-BOX is for fire department use, contact your local fire



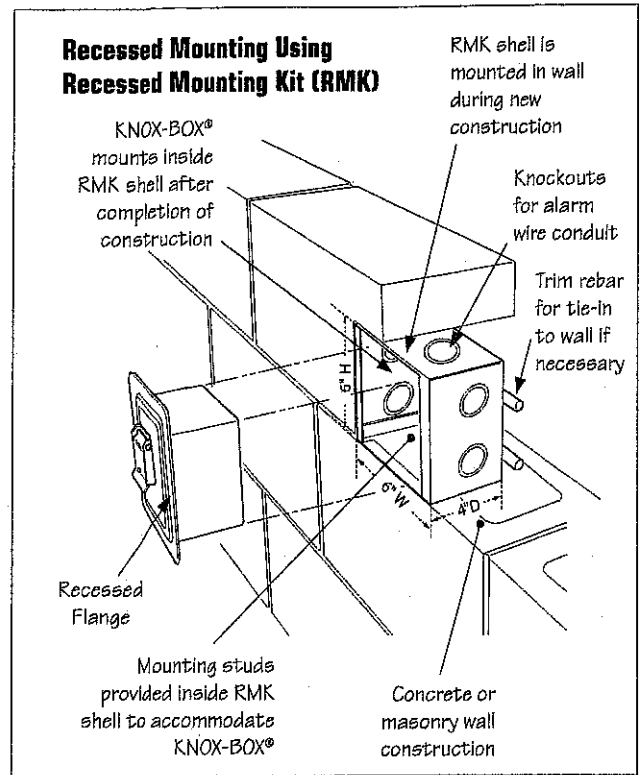
Recessed Mounting Kit (RMK)

The optional Recessed Mounting Kit is for use in new concrete or masonry construction only. The kit includes a shell housing and mounting hardware to be cast-in-place. The KNOX-BOX is mounted into the shell housing after construction is completed.

Rough-in Dimensions: 6-1/2"H x 6-1/2"W x 5"D

Installation: Mounting kit may be fastened to inside wall of a concrete form or set in place during masonry wall construction. Wiring conduit may be connected through knock-out hole(s) in the shell housing.

IMPORTANT: Take care to make sure that the front of the shell housing, including the cover plate and screw heads, are flush with the finish wall. Leave cover and screws in place until the KNOX-BOX is ready for mounting inside. The four (4) mounting studs may be replaced with Grade 5 or Grade 8 bolts or longer studs if required. Two (2) long sheet metal screws are provided for attachment of shell housing to the inside of a concrete form. With the housing held firmly in place, drill two (2) 1/8" holes through the form wall and the housing front cover. Insert screws and pull housing tight against form wall. Remove screws before removing form.



MOUNTING INSTRUCTIONS

KNOX-BOX® 3200 Series

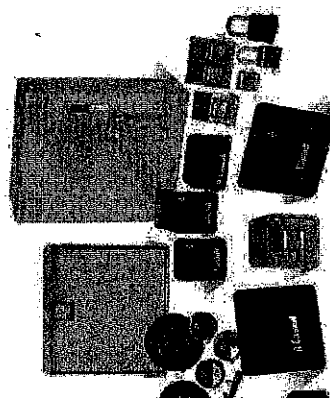
Hinged Door Models

Surface and Recess Mounted

Issue Date: July 2006



1601 W. Deer Valley Road, Phoenix, AZ 85027
800-552-5669 • Fax 623-687-2299
E-mail: info@knoxbox.com



pid Entry System

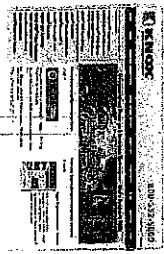
ures a complete line of high security products
s, key vaults, armored cabinets, key switches,
onic master key retention devices.

and technical assistance, call:

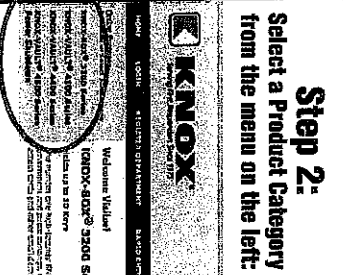
00-552-5669

KNOX® eApproval – Online Ordering Instructions

Step 1:
Visit
www.knoxbox.com



Step 2:
Select a Product Category
from the menu on the left:



Step 3:
Find your department either by zip code search
or by department name or city.

IMPORTANT! If you cannot locate your department or do not know which department to select, please call our Customer Service at (800) 552-5892.


To Order **FIND YOUR DEPARTMENT FIRST**

In order to proceed with purchase at Knox products in this category for sales jurisdictions, please enter the product specification eg. code on product equipment from the manufacturer approval code:

Department Name or City: _____ State (optional): _____
 OR
 State Zip: _____


IMPORTANT! If you cannot locate your department or do not know which department to select, please call our Customer Service at (800) 552-5892.

Step 4:
Select your department
from the list.
You will notice the
eApproval symbol.

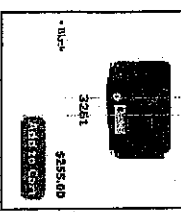


Proceed with order.
Pay after e-Approval.

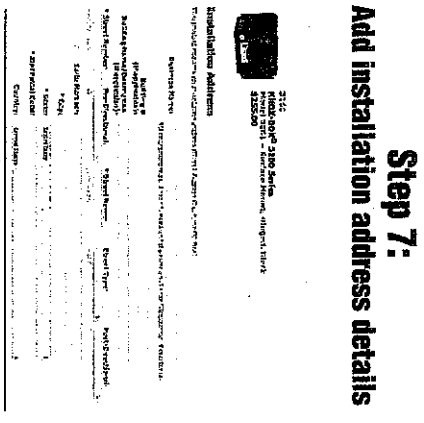
Step 5:
Click to proceed



Step 6:
Add desired
product to cart.

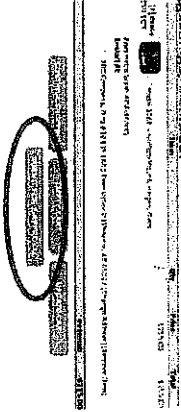


Step 7:
Add installation address details



Step 8:
Submit for eApproval

Shipping date: _____



If you have not yet set up an online account with Knox, you will be asked to do so at this time.

Once submission is complete, you will receive an email confirming receipt of your request. (If you do not receive this email within 5 minutes of submission, contact KNOX Customer Service 800-552-5892.)

Step 9:
Monitor your email

Authorization Request # 5092 - Knox Company - APPROVED
ordreq@knoxbox.com

Once the authorizing department has approved your submission, you will receive another email with an approved shopping cart link.

Click the link in your email and follow the online instructions to complete purchase.

Alternatively, if your request is denied by the authorizing department, you will receive an email from them with further instructions.