



*Town of Secaucus
Bureau of Fire Prevention
1203 Paterson Plank Road
2nd Floor
Secaucus, New Jersey 07094*

Phone: 201-330-2059

Fax: 551-257-7200

To: Facility Manager

Please be aware that the Secaucus Bureau of Fire Prevention is ending the currently used "Lock Box" program and replacing it with the secure "Knox-Box." This change is covered in Town of Secaucus Ordinance 2018-28, adopted on September 6, 2018. All existing commercial buildings will have nine (9) months for compliance.

We believe this system will provide first responders with safe, secure access to your company during a fire emergency. In the past, there have been instances where companies have allowed access to the lock box and the keys were not replaced or available when needed or checked. This can no longer happen with the Knox Box. The box itself is key locked and only the Fire Department has the key, which is locked in a "Key Safe" on the Fire Apparatus and secured by a unique pin code.

HOW IT WORKS: Once you order your Knox Box (information included), please contact the Bureau of Fire Prevention when it arrives to schedule an appointment. A Fire Inspector will come to your business to identify an installation location for the box, check the business keys required to be placed in the box and to lock the box (this can take up to three (3) visits). There is a one time fee of \$100.00 for Knox Box registration and Product Lockup (application included).

In the event that you should need to change keys, change employees, or add a new tenant in the building, you will need to notify the Bureau of Fire Prevention immediately, so we can replace the key in the Knox Box or you may be subject to a fine up to \$500.00.

The Bureau looks forward to working with you.

Frank Walters, CFI-V
Fire Inspector

Bureau of Fire Prevention
Town of Secaucus
1203 Paterson Plank Road
2nd Floor
Secaucus, NJ 07094
Office: 201-330-2059 ext. 3166
Fax: 551-257-7200
Cell: 201-268-1843
ChiefWalters@Secaucus.net





Town of Secaucus, Bureau of Fire Prevention
 1203 Paterson Plank Road, 2nd Floor, Secaucus, NJ 07094

SECAUCUS FIRE PREVENTION – KNOX BOX PROGRAM APPLICATION FORM

APPLICATION FEE: \$100.00 per address

PLEASE PRINT CLEARLY WITH BALLPOINT PEN OR TYPE

| | |
|--------------------|--|
| Inspection Address | |
| City, State, Zip | |
| Business Site Name | |
| Contact Person | |
| Phone / Cell # | |

| | |
|---------------------|--|
| Applicant's Name | |
| Business Name | |
| Applicant's Address | |
| City, State, Zip | |
| Applicant's Phone | |
| E-Mail | |

 Applicant Signature

 Print Name

 Date

**** RETURN A CHECK WITH THIS APPLICATION AND KNOX AUTHORIZATION FORM TO THE
 "BUREAU OF FIRE PREVENTION"
 Please make check payable to: "TOWN OF SECAUCUS" ****

FOR OFFICIAL USE ONLY

| Check # | Amount \$ | Date |
|---------|-----------|------|
|---------|-----------|------|

REASON

| | | |
|------------------------------|-------|------------|
| Knox Box Inspection | Date: | Inspector: |
| Knox Elevator Box Inspection | Date: | Inspector: |
| Check Keys and Lock | Date: | Inspector: |

 Program Coordinator Signature

 Print Name

 Date













SECAUCUS BUREAU OF FIRE

PREV

Knox® Rapid Access System Products

NOT ALL ITEMS ARE REQUIRED
THESE ARE ONLY SUGGESTIONS

| Products | Model # | Price | Quantity Needed |
|--|---------|------------|-----------------|
|  Model 3261 – Surface Mount, Hinged, Black | 3261 | \$323.00 | |
|  Model 3270 – Recess Mount, Hinged, Black | 3270 | \$365.00 | |
|  Knox Padlock Model 3770 - Exterior All Conditions | 3770 | \$99.00 | |
|  Knox Padlock Model 3771 - Interior Economy | 3771 | \$75.00 | |
|  Model 1403 – Knox Elevator Box with FD Banner, Deep Red | 1403 | \$342.00 | |
|  Model 1302 – Knox Cabinet, 7-inch Depth, Single Lock, Grey | 1302 | \$1,003.00 | |
|  Model 3502 - Knox Key Switch on Mounting Plate | 3502 | \$121.00 | |
|  Model 3509 - Knox Special Use Key Switch - Momentary Operation | 3509 | \$99.00 | |
|  Model 3511 - Knox Special Use Key Switch - Momentary Operation | 3511 | \$121.00 | |
|  Model 3501 - Knox KeySwitch | 3501 | \$99.00 | |

Knox Program Coordinator: Frank Walters, 201-330-2059, chiefwalters@secaucus.net

How to Order Knox Products

1 ORDER ONLINE

| | | |
|--|--|--|
| Step 1 Go to knoxbox.com/22207/ | Step 2 Select your product & add to cart. | Step 3 Confirm product installation address, then complete your purchase or continue shopping. |
|--|--|--|

2 ORDER BY PHONE

800.552.5669

For online ordering assistance, please contact
Knox Customer Service at 800.552.5669

Prices and availability subject to change without notice. Shipping and handling not included.



Secaucus Bureau of Fire Prevention

Knox Box Program

Building Information Data

PLEASE PRINT or TYPE ALL INFORMATION

| | |
|---|----------------|
| Company Name | |
| Address | |
| Number of Floors | |
| Building Usage: (i.e. office space, storage, etc.) | |
| Type of Construction | |
| Truss Roof | YES () NO () |
| Utilities Location – Electric | |
| Utilities Location – Gas | |
| Utilities Location – Water | |
| Fire Protection – Fire Pump Location | |
| Fire Protection – Standpipe Location | |
| Fire Protection – FDC Location | |
| Fire Suppression System Risers and Locations | |
| Fire Alarm System Panel Location | |



Secaucus Bureau of Fire Prevention

Knox Box Program

Building Information Data

Building Information

| | Emergency Contacts | | Phone Number |
|---|--------------------|--|--------------|
| | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |

Company Information

| | Emergency Contacts | | Phone Number |
|---|--------------------|--|--------------|
| | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |

Please provide additional information necessary for First Responder safety that we should be aware of:
