



FRANKFORD TOWNSHIP

FIRE PREVENTION BUREAU

Mark Snook
Fire Official

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Dear Property Owner:

The Township of Frankford Fire Prevention Bureau requires a rapid access key box system in conjunction with Ordinance **§ 14-1.13. Key Boxes** to be installed on all buildings with “automatic fire alarm systems,” and buildings with “automatic fire suppression or standpipe systems.” The purpose of this ordinance is to allow Fire Department personnel immediate access during an emergency. Lock box master keys are provided to authorized fire department personnel only. The lock box key is unique to Frankford Township. Boxes need to be ordered via Knox’s “eApproval” process. Please go to www.knoxbox.com to begin ordering (ordering instructions can be provided by our office if needed). Once the “lock box” is delivered, please contact the Fire Prevention Bureau prior to installation to ensure proper placement of the box. Additionally, after the installation we will again need to be contacted to place the keys in the box.

The key box shall include keys to:

1. Updated keys necessary for access to all portions of the premises.
2. Keys to fire alarm control panels, keys necessary to operate or service fire alarm control panels and keys necessary to operate or service fire-protection systems.
3. Electronic entry cards.
4. Elevator and emergency information.
5. Floor plans.
6. Hazardous material locations.
7. Any other pertinent information which may be needed in an emergency or as required by the Fire Official.

Please contact the Frankford Fire Prevention Bureau at 973-948-7592 with any questions or concerns. Thank you in advance for your cooperation.

Respectfully,

Mark Snook
Fire Official