



Kimball Township Fire Department

1970 N. Allen Rd. Kimball, MI 48074

(810) 982-9461 Fax (810) 982-5244

Thank you for your interest in purchasing and installing a KNOX box secure key vault. A Knox Box is a secure key safe that mounts on the exterior wall of a building. The only keys available to open the box are in the possession of the Kimball Township Fire Department. Each fire department has a unique key that only opens KNOX Boxes in their jurisdiction. When there is a fire alarm or a fire, or other emergencies the Kimball Township Fire Department can access the key safe and use the building keys to enter the building rather than breaking doors or windows to access the building. You are responsible for purchasing the KNOX Box and it will be shipped directly to the location of your choice.

HOW TO PURCHASE

1. Go to www.KnoxBox.com on your web browser.
2. Click the red BUY button located at the top right of the web page.
3. You will need to select MICHIGAN and Kimball Twp Fire Department in the pop-up box.
4. Once you have selected Kimball Twp Fire Department an approved list of available products will be displayed.
5. You may then select a product category to see specific KNOX products available.
6. Once you have selected your specific product, you will then go to a VIEW page which will show you the available options and configurations.
7. In order to continue with the checkout process, you will be asked to log in OR if you are a new customer, complete the required information in the New Customer area of the Login page.
8. Once you have logged in or created a new account, you will be returned to the Shopping Cart.
9. Please enter your Billing Address which may or may not be the address where your KNOX Box will be installed.
10. Click on the Complete Order button in order to submit your order for processing.
11. The Kimball Township Fire Department will receive a notification requesting confirmation of your order and installation address. Once approved, your credit card will be charged and your order processed by KNOX.

MOUNTING

Once you receive your KNOX Box you will need to have the box mounted as per the directions provided for the specific style of box you purchased. Typically, the box should be mounted near the main entrance to your facility approximately 4-6 feet above grade. If you are not sure where to mount the box, please contact the Kimball Township Fire Department for guidance. Please note, the box is shipped in the open position or with a door/lid not attached. If the lid is not attached, please store the lid in a safe place where you can find it later. The door alert stickers that came with the box will be placed by the Fire Inspector when the keys are installed and the cover is locked.

LOCKING

After the box has been properly mounted and you are ready to insert the keys, contact the Kimball Township Fire Department. A Fire Inspector will insert the keys and lock the box. After the box is locked, you will have no access to the keys inside. If you need to change the key, please contact the Kimball Township Fire Department. Additionally, the set of keys stored inside of the box should be a master key to all entrance doors and interior rooms. If a master key is not available the set should include building entrance keys, security gates, keys to electrical and mechanical rooms, fire alarm and sprinkler rooms, hazardous material storage rooms, and any other storage areas. If the building has an elevator, the set should also include the appropriate key.