

Borough of Souderton

31 West Summit Street

Souderton, PA 18964

(215) 723-4371

Fax (215) 723-5569

www.soudertontborough.org

COMMERCIAL BUSINESS/ RENTAL PROPERTY KNOX BOX KEY CHANGE FORM

Business Property Address: _____

Property Owners Name: _____

Business Owners Name: _____

Business Name: _____

Mailing Address: _____

Phone Number: _____ After Hours Emergency: _____

Email: _____

Hours of Operation: _____

Property Manager and Contact Information: _____

Number of Commercial Units _____ Number of Residential Units _____

Unit number for Key swap _____

Borough Use

Key Swap done by _____ DATE Completed _____

Block No. _____ Unit No. _____

Inspection Report: _____ Date: _____

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KNOX BOX REGULATIONS

Whenever a key box is required per **Section 506.1 of the 2006 International Fire Code** as amended, the key box shall be a Knox-Vault 4400 series with tamper switch. Applications for purchase can be obtained at Souderton Borough office 31 W Summit ST Souderton PA, and must be completed and returned with appropriate payment made payable to the Knox Company. **THE KNOX COMPANY WILL ONLY ACCEPT APPLICATIONS FROM THE DEPARTMENT OF FIRE/RESCUE SERVICES.** General specifications for Knox Box installations:

1. The Knox Box shall be installed in a location approved by the Fire Marshall, Chief of the Department of Fire/Rescue Services or his designee.
2. The Knox Box shall be mounted at a height of six (6) feet from finished grade to the center of the box.
3. The Knox Box shall be attached to the building with through bolts, unless the Fire Marshall or his designee specifically approves an alternate mounting method.
4. The Knox Box shall be supplied with a tamper switch, wired on a separate zone that will activate a supervisory or general fire alarm if the box is opened or tampered with. The tamper switch shall send a signal to transmit the Gamewell Fire Alarm Box. The tamper switch shall not sound the audible or visual devices in the building.
5. The Knox Box shall contain all keys and/or access codes that may be required to gain entry into all locations within the building as well as emergency contact information. Keys, codes and emergency contact information shall be kept current.
6. The Key change form must be submitted with any key changes in your Knox box.