



**Service des incendies Hawkesbury Fire Department**

780, avenue Spence Avenue, Hawkesbury, Ontario K6A 3H9

Tél.: (613) 632-1105 / Fax : (613) 632-1700

**REQUEST FOR LOCKED KEY BOX INSTALLATION  
OR CHANGE OF KEYS**

(To be submitted by Property Owner or Property Owner's Authorized Agent)

Date: \_\_\_\_\_

- New Lock Box Installation
- Upgrade cylinder and key

- Change of keys to existing Lock Box

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone N°: \_\_\_\_\_ Fax N°: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Installer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone N°: \_\_\_\_\_ Fax N°: \_\_\_\_\_

**Location of Locked Key Box (Must be located at or near the building's principal entrance. Exact location must be specified.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Locked Key Box to contain keys for emergency personnel access to: (Check appropriate boxes)**

- Front Entrance Door**
- Fire Alarm System Panel**
- Firefighters' Elevator**
- Fire Safety Plan Box**
- Locked Stairwell Door**
- Locked Roof Access Door**
- Other Fire Protection Systems or Equipment (Specify)**

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**\*Each key shall be separately identified with a securely attached tag.**

**\*\*At no time should a building Master Key be placed in a Lock Box.**

**\*\*\*Applicants are responsible for the proper installation of a lock box and the security of the contents.**

Locksmiths are required to forward this completed application to the Hawkesbury Fire Department, either in person at 780 Spence Avenue, or by email ([DGascon@Hawkesbury.ca](mailto:DGascon@Hawkesbury.ca)) or by Fax (613-632-1700) with "Lock Box Program" as the subject line.

Note: The Hawkesbury Fire Department assumes no responsibility for the installation, security, contents, and/or damages to any locked key box.