



# Fort Lee Fire Prevention Bureau

## Borough of Fort Lee

1365 Inwood Terrace  
Fort Lee, New Jersey 07024-4799  
(201) 592-3500, Ext. 1502  
Fax (201) 585-1563



### APPLICATION FOR KEY VAULT ORDERING & INSTALLATION

Select appropriate Knox key vault for your building. Remember to select a vault that will hold all of the keys necessary for the Fire Department to use. (See Borough Ordinance.) Fill out the form completely and make check out to the Knox Company. Return application, order form and check to the Fire Prevention Bureau. Once we received the paperwork, it will be signed by the Fire Official and sent to the Knox Company. The key vault will be mailed to you directly. Once it arrives, contact the Bureau and we will arrange to have it installed.

**ADDRESS OF INSTALLATION:** \_\_\_\_\_

**LOCATION OF INSTALLATION ON BUILDING:** \_\_\_\_\_

**MANUFACTURER OF KEY VAULT: NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_

**IS KEY VAULT ALARMED (CIRCLE ONE): YES NO**  
*(If "yes," please provide the name, address and phone of alarm company)*  
**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_

**KEYS TO BE PLACED IN KEY VAULT (All keys are to be legibly marked and tagged in an orderly fashion):**  
BOILER ROOM \_\_\_ UTILITY ROOM \_\_\_ ALARM PANEL \_\_\_ STORAGE ROOMS \_\_\_  
SPRINKLER/PUMP ROOM \_\_\_ ELEVATOR ROOM \_\_\_ ELEVATOR SERVICE \_\_\_  
EXTERIOR DOORS \_\_\_

**TYPE OF BUILDING: NUMBER OF STORIES: \_\_\_ COMMERCIAL: \_\_\_ RESIDENTIAL: \_\_\_**

**In case of emergency, name three (3) people that can be contacted:**  
1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
3. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

\*\*\*\*\*  
**(FOR OFFICE USE)**

**DATE OF INSPECTION:** \_\_\_\_\_  
**FOLLOWING CHECKED FOR COMPLIANCE: LOCATION:** \_\_\_\_\_ **NUMBER OF KEYS:** \_\_\_\_\_  
**TYPE OF KEYS:** \_\_\_\_\_  
**EXPLAIN, IF FAILED:** \_\_\_\_\_  
\_\_\_\_\_  
**INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_