

City of Danbury Lock Box Information Form

In accordance with the Danbury, CT Code of Ordinances Sec. 3A-32 (c)

This form is intended to collect information about your occupancy. This form must be updated annually or whenever there is a change of information, keys, or building alteration. Contact the Danbury Fire Department at (203) 797-4616 to schedule an appointment to add/update information and keys. Print 2 copies of the completed form. Retain a copy for your records, the second copy will be placed inside the lockbox for use in the event of an emergency, and please email the completed form to

lockbox@danbury-ct.gov.

Key Marking. It is the responsibility of the building owner to purchase and label the keys according to this section prior to calling the fire department to place the keys in the lockbox. Keys shall be provided with color-coded permanent and durable tags or “key caps” as follows:

1. Main entrance door - GREEN
2. Fire alarm cabinet and pull station key/tool-RED
3. Sprinkler shutoff room – BLUE
4. Elevator recall keys – YELLOW
5. Other keys must be labeled clearly.

Contents of Lock Box (keys must be labeled):

- Key to main access door
- Keys to interior doors and secure areas
- Fire alarm Panel keys and pull station key/tool
- Copy of Lock Box Information Form
- Plot Plan of occupancy identifying operational areas (see below)

Date: _____

Business Name: _____

Address: _____ Bldg/Suite #: _____

City: _____ Phone #: _____

Type of Business: _____

Are there Hazardous Processes occurring in the occupancy? : YES NO

Remarks: _____

Owner Name: _____ Phone #: _____ Date: _____

Manager Name: _____ Phone #: _____ Date: _____

Facilities Representative: _____ Phone #: _____ Date: _____

Emergency Contact Name: _____ Phone #: _____ Date: _____

Fire Department Operational Areas:

Building Utilities:

Type of Heat: Natural Gas Propane Electric Oil

Gas Shutoff Location: _____

Electrical Shutoff Location: _____

Fire Alarm Panel Location: _____

Fire Alarm Panel Reset Code: _____ Silence Code(if different) _____

Security Alarm Reset Code: _____

Domestic Water Shutoff Location: _____

Elevator: YES NO

Location of Elevator Room: _____

Name of Elevator Service Company: _____

Phone Number of Elevator Service Company: _____

Remarks: _____

Lock Box: YES NO Remarks: Call 203-797-4616 to update keys and information

Fire Suppression Systems:

Fire Department Sprinkler Connection (F.D.C): YES NO

Location of F.D.C: _____

Standpipe Locations: YES NO

Remarks: _____

Sprinkler System: YES NO

Location of Sprinkler Controls: _____

of Sprinkler Risers: _____ Remarks: _____

Basement: YES NO Remarks: _____

COMMENTS:
