

Guidelines for the Installation of Key Vaults

In order to provide an efficient system for building access in emergency situations and limit property damage from forced entry, the following guidelines are recommended:

1. Key vaults should be of heavy duty or extra heavy duty construction.
2. Key vault locations should be approved by the Fire Department PRIOR to installation. For the key vault system to be effective, the following items should be considered:
 - A. Key vaults should be mounted adjacent to the main entry doors most suitable for emergency access. Consideration should be given to the location of Fire Department access roads and other fire control equipment.
 - B. Key vaults should, in all cases, be mounted within ten feet of the designated entry.
 - C. Key vaults should not be visually or physically obstructed by landscaping or architectural elements.
 - D. Key vaults should not be mounted more than five feet, nor less than two feet above the surface level of the designated entry.
 - E. In order to promptly identify your building as one that uses a key vault, we strongly recommend that a Fire Department alert decal be placed on the upper part of each exterior door or door frame of the building. Regarding label placement for a group of doors, one label for each pair of doors or a group of contiguous doors should suffice.
3. Three full sets of keys or three master keys are required. Keys necessary for entry should be properly labeled and attached to a substantially constructed key ring. Additional keys for fire protection equipment may be required to be placed in the key vault.
4. To prevent the key vault door from binding with the keys inside, all keys should be placed on the hook at the back of the box.
5. It is recommended that all key vaults be electronically supervised to detect unauthorized entry. The City of Madison accepts no liability for security breaches resulting from the use of the key vault system. This system appears to be the best available for addressing the complicated problem of building access, however, no system should be considered infallible.

ORDER FORM for

SupraSafe

Fire Department
Rapid Entry Systems

Distributed by

Capital Lock, Inc.

1302 Regent Street
Madison, WI 53715
608•255•6977FAX



608•256•LOCK(5625)

www.capitallock.com

Ordering Instructions

1. This form must accompany order. If boxes in stock, they may be picked up same day (form completed on site).
2. All KeyBoxes are supplied without keys. Mounting instructions provided with order.
3. Please contact your fire department for specific mounting placement on your building.
4. Installation available. Call Capital Lock, Inc. for quote.
5. Payment:
 - VISA, Master Card, Discover, American Express
Card # _____ Expires _____
Signature _____
 - Net 30 Purchase Order # (if required) _____
 - Make check payable to Capital Lock: Check # _____

Rapid Entry KeyBoxes

	<i>Qty.</i>	<i>Price</i>	<i>Total</i>
 <p>SupraSafe 2HS Surface Mounted Heavy Duty – ¼” steel walls & door. 5”H x 4”W x 3 ¼”D</p>		\$220.00	
 <p>SupraSafe 2HSR Recess Mounted Heavy Duty – ¼” steel walls & door. 5”H x 4”W x 3 ¼”D with 7” x 7” flange</p>		\$268.00	
<p>Recessed Mounting Kit To be used with SupraSafe 2HSR only</p>		\$ 110.00	
<p>Through the Wall Mounting Kit To be used with SupraSafe 2HS</p>		\$ 24.00	
<p>Alarm Tamper Switch</p>		\$ 40.00	
<p>Fire Alert Decals One is provided with every KeyBox</p>		\$ 1.95	
<p>The SupraSafe boxes can be viewed at our website under <i>Products/Commercial/Misc. Products</i></p>		Sales Tax	
		Total	

Boxes may be ordered via e-mail at secure@capitallock.com

Ordered By:

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Street Address: _____
City/State/Zip: _____
Attention: _____
Phone: _____

Installation Site:

Company: _____
Street Address: _____
City/State/Zip: _____

Installation Site:

Company: _____
Street Address: _____
City/State/Zip: _____