

Oswego Town Volunteer FD  
640 County Route 20  
Oswego, NY 13126  
[www.otvfd.com](http://www.otvfd.com)  
Station 315-343-2030

### **Knox Box ordering instructions**

Any commercial facility with an automatic fire alarm system is require by town law to install a knoxbox. This box will enable the FD to access a key to enter the structure in the event of a fire alarm and property owners not on site.

Here is a cheat sheet on how to go about purchasing the necessary box.

Go to website – [www.knoxbox.com](http://www.knoxbox.com)

In the top left corner of the website choose “Select local fire department”

Enter the NY in the state field

Type “Oswego Town Vol Fire Dept” in the department box.

Once you select our FD then go under the “Products” menu and choose “Commercial Knoxboxes”.

There will be 2 different box options listed, you can choose accordingly depending on the number of keys that will need to be stored in the box.

Complete the ordering process.

Once your knoxbox arrives at your facility, you will need to mount it in the area of your main entrance. If you are unsure of a location feel free to give us a call and we can offer advice.

Once your knoxbox is mounted and ready to go, give us a call and we will come and lock the necessary keys and contact information inside the box.

If you have questions related to purchasing the knoxbox you can call the Knox company at  
1-800-552-5669.

To complete the installation or any questions for the Oswego Town FD please contact

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