



Village of Southampton
23 Main Street
Southampton, NY 11968
DEPARTMENT OF FIRE PREVENTION
Telephone 631 283-0247 x152
Fax 631 283-0649
Email: dmcnamara@southamptonvillage.org

DEAN McNAMARA
Fire Marshal II

KNOX BOX / KEY SWITCH INSTRUCTIONS

To Whom It May Concern:

Thank you for taking the time out of your day to assist us in conducting a recent building inspection. As noted in the violation report we are requiring that you install a "Knox Key Switch" which shall be installed in accordance with Southampton Village Code Section 58-16. The Knox key Switch can be purchased from <http://www.knoxbox.com> or 1-800-552-5669. **Click on "Rapid Entry Systems / Fire Departments" than on "Knox Key Switches" on the right side of the page.** Enter your zip code. Now click on Southampton Fire Dept. 23 Main St. Southampton NY 11968. You can choose between a 3501, 3502 "FIRE" or one of the other models to fit your properties needs in case you have more than one driveway gate. Complete the remaining forms and finish placing the order.

Once the switch is installed have the installing contractor notify our office to confirm proper operation. We prefer to meet them while they are on scene in case trouble shooting is necessary.

Please feel free to contact me with any questions at (631)-283-0247 x152.

Sincerely,

Fire Marshal