

Brandon Fire and Emergency Services



Lockbox Installation Policy Schedule “P22”

The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

The following will be the policy of the Brandon Fire and Emergency Services for the installation of ALL Lockboxes purchased for use within the City of Brandon.

If you are looking to purchase a lockbox for the City of Brandon in order for Brandon Fire & Emergency Services to have access to the property; all lockboxes must be purchased through Seniors for Seniors Co-op Inc. They are located at 311 Park Ave. E. and can be contacted at 571-2050.

Lockbox Installation

- ❑ The lockbox shall be installed in accordance with the manufacturer’s installation instructions in close proximity to the entrance to the building that faces the street (within 5 ft. on either side of the door).
- ❑ The lockbox shall be mounted not less than 5 ft. and no more than 7 ft. in height. (a variation may be granted, by this office, due to building configuration or other circumstances prohibiting standard installation).
- ❑ The accompanying Red Sticker shall be installed on the upper right or left side of the main entrance door, signifying which side of the entrance the lockbox is installed.
- ❑ The Brandon Fire and Emergency Services must be notified following the installation of the lockbox to arrange a time to secure your building keys in the lockbox. They are located at 120 – 19th Street N. and can be contacted at 729-2400.