

LOCK BOX PROCEDURE

If you have been informed of the need to install a lock box, here are the necessary steps to have it installed.

1. Contact Tru-Lock & Security of Eau Claire at 715-835-1540 or 715-235-4119. Advise them you need to have a lock box installed in your building and are served by the Menomonie Fire Department. They will take your information and set up an appointment to physically install the metal lock box into your building. The cover to that box will be delivered to the Fire Department.
2. Assemble the required keys and check them to ensure they work.
3. For more information on required keys and the city ordinance, go to http://www.sterlingcodifiers.com/codebook/index.php?book_id=692. Click on Title 9 – Building Regulations then Chapter 1: Building Code and Regulations. Next, click on 9-1-21: EMERGENCY ENTRY LOCKBOX SYSTEM REQUIREMENTS.
4. Once the necessary keys have been acquired contact the Fire Department at 715-232-2414 and tell them you have keys ready to be placed in your lock box. The Fire Department will set up an appointment to place the keys in the box after verifying all needed keys are present and work.
5. Once the keys have been installed you will only need to contact our department if you have to rekey or change a lock. The lock boxes should be checked at regular intervals, typically while conducting fire inspections of the building.