

# COQUITLAM FIRE/RESCUE

## DIRECTIVE



### NEW LOCKBOX PROGRAM

**D-020**

November 12, 2020

#### POST ON ALL BULLETIN BOARDS

To: CONTRACTORS AND DEVELOPERS

From: Fire/Rescue Department

#### 1.0 PURPOSE

To provide information to contractors and developers on the new lockbox program for buildings.

#### 2.0 REQUIREMENTS

- 2.1 New buildings are required to be equipped with a Supra TRAC-Vault recessed (preferred) or surface mount type lockbox.
- 2.2 Lockboxes shall be obtained and installed by one of the approved locksmiths as noted on our website.
- 2.3 Enter into the Building Access and Lockbox Agreement with Coquitlam Fire/Rescue.
- 2.4 The lockbox shall be located as follows:
  - (a) In a weather protected location on the exterior of the building.
  - (b) Mounted to a solid concrete wall.
  - (c) Within 3 m of the main entrance door to the building.
  - (d) The centreline of the box shall be located approximately 1.5 m above adjacent grade level.

#### 3.0 PROCEDURES

Please contact Coquitlam Fire/Rescue to initiate process of obtaining the lockbox.

Shawn Davidson  
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