

Lock Box Installation Guide



- The over the door lock box should be installed as shown above
- Your lock box should be located toward the center portion of the door for easy access, **DO NOT** place the lock box towards either end of the door
- If you have a screen door over the door you are placing the lock box on, **DO NOT** lock the screen door, this will prevent us from easily accessing your lock box
- **Once you have installed your lock box, it is very important that you notify the Fire Department of its location on your home, please call us at 216-292-1965**
- If you should have any questions, please do not hesitate to contact us at 216-292-1965

Beachwood Department of Fire-Rescue
2655 Richmond Rd.
Beachwood, Ohio 44122
216-292-1965