



San Francisco Fire Department
Request to Activate TRAC-Vault or TRAC-Padlock
(To Be Completed by Building Owners or Responsible Party)

Date: _____

TRAC-Vault Key Box

TRAC-Padlock

Building Owner/Management Group Information

Contact Name: _____

Mailing Address: _____

Office Number: _____ Cell Number: _____

Email Address: _____ On Site Contact: _____

Site Street Address (lockbox/TRAC-Padlock location): _____
(Must be within in San Francisco City Limits)

New Installation

Replacement

Hours the Building is secured: 24/7 Other (specify): _____

Physical Location Description (Side of Building): North South East West

Physical Location Description (narrative): _____
(Must be within 10 ft. of either side of main entrance unless approved in writing by FM). See SFFD AB 5.09

Keys must be appropriately labeled or color coded prior to calling the Fire Department for inspection.

Stickers that were shipped with the box must be applied as outlined in the SFFD Administrative Bulletin 5.09.

TRAC-Vault must be installed according to manufacturer's recommendations.

Make sure the building representative has the lock box lid that was shipped with the box and the properly marked keys when the Fire Inspector arrives for the inspection and placement of keys in the box.

A two hour inspection fee of \$272.00 must be paid before the Fire Department will schedule an appointment.

Payment may be made by check or credit card at or sent to the address below.

Within several days of receipt of payment, the District Inspector will contact you to schedule an appointment.

(Revised: 9/8/2022)