



# **LAKE CITIES FIRE DEPARTMENT KNOX BOX SYSTEM REQUIREMENTS**

## **Introduction**

The Lake Cities Fire Department requires the use of a rapid Entry Key Box System, or Knox Box, key box system. The Knox Box can securely store keys, access cards, key fobs, elevator keys, electrical shunt trips, or other vital information needed to assist emergency responders. This information is intended to outline the requirements for the proper type and installation of secure key boxes and padlocks.

## **Occupancies Requiring a Knox Box**

A Knox Box is required on all new and existing buildings that are equipped with life safety systems. When access to a building or area is necessary for lifesaving or fire-fighting purposes or for access to fire protection equipment, a Knox Box will be required as designated by the Fire Prevention Office.

All occupancies that have a fire sprinklers system, fire alarm system, special hazards, hazardous materials or high piled storage are required to have a Knox Box. The size of the key box shall be determined by the type of occupancy and hazards present.

Buildings defined as a high rise require a Knox Elevator Box/ Document Cabinet Box in the Fire Command Room.

## **Location of the Knox Box**

A Knox box shall be located near the Fire Riser Room and/ or near the main entrance. Installation of the Knox Box shall be at a height of 5 ft. to 6 ft. above grade. Additional Knox Boxes may be required based upon access, location of fire protection systems and occupancy use and size.

## **Knox Box Specifications**

Acceptable Knox Boxes are the hinged door Models 3200 or 4400. Tamper switches are permitted when desired by the owner.

For multi-tenant, multi-story and mid-size and larger commercial buildings, a 4400 Series may be required. Consideration should be given to the intended use of the building when selecting the key box. High-Rise buildings shall provide a Knox Elevator/Lobby Box Model 1403 in the Fire Command Room.

## **Keys in Knox Box**

Every key placed in a KNOX-BOX shall be identified with a tag. Some keys typically placed in KNOX-BOX key boxes include: Main Entrance, Gate, Grand Master, Elevator Control, Mechanical Room, Fire Alarm Panel, Electrical Room, and Roof Access.

## **Access Controlled Gates**

A Knox Padlock, Model 3783, 3784 or 3782, is required on all manual and automatic access-controlled gates, pedestrian, and vehicle, when the gates obstruct the fire lane and/or access to a building. In addition, a Knox Key Switch/KS-2, Model 3502, is required for all automatic access gates. (See Permit Application & Submittal Requirements for Controlled Access Gate Systems for all requirements.)

## **Lock Up of Knox Box**

KNOX BOX key boxes are shipped to the customer in the OPEN position. After the box has been installed, the customer must contact the Lake Cities Fire Department to request lock-up since only the Department has the key. Fire Prevention Office staff will assist the customer in arranging for lock-up. All keys should be ready for placement in the KNOX-BOX key box upon arrival.

It is recommended that all Knox Boxes be recessed.

We no longer require an authorization signature to purchase Knox products and can be ordered online. You are still welcome to pick up a paper form in our office.

### **Steps to Order Your Knox Box Rapid Entry Systems:**

1. Go to the Knox Box website at [www.knoxbox.com](http://www.knoxbox.com)
2. Click on "BUY" to determine your product choice.
3. Enter the state "TEXAS" for your location.
4. Enter "Lake Cities Fire Dept" for local fire department/ agency
5. "Select" Lake Cities Fire Dept Corinth, TX
6. Select the product(s) that you are required for your property/ Business(s).
7. Enter product installation address below and fill in all the required fields.
8. Click confirming all information is correct.
9. Click "Add to Cart"
10. If you do not have a Knox Box account, you may need to create one.
11. Verify all information is correct.
12. Click "Checkout" to begin the ordering process.
13. Once the order is place, the Knox Box will be ship directly to you.
14. The Knox Box will arrive in the open position for installation. (padlocks will be in the locked position and gate key switches will be in the Normal Operation Position)
15. The building owner is responsible for installation and maintenance of the Knox Box.
16. Once installed, schedule a time with the Lake Cities Fire Prevention Office to secure the keys for the property/ business(s)