



EL DORADO COUNTY REGIONAL FIRE PROTECTION STANDARD

KNOX® Box, Key Switch and Padlock Requirements
STANDARD #B-004 EFFECTIVE 06-16-2009

PURPOSE:

To provide a guideline for businesses regarding key boxes and Fire Department padlocks.

SCOPE:

To ensure the placement and installation of a KNOX® Brand (hereinafter referred to as KNOX) key box or KNOX-lock is done correctly. To ensure the proper keys are placed inside the key box. The Chief has deemed the “KNOX Rapid Entry System”, key boxes, key switches and padlocks, as the designated system.

AUTHORITY:

The 2007 California Fire Code Section 506: When access to or within a structure or an area is unduly difficult because of secured openings, the Chief shall authorize a keyed entry system to be installed. The type installed and the location of the installation shall be determined by the Chief or his/her designee.

PROCEDURE:

KNOX KEY BOX

1. Procurement

- Knox products may be ordered from www.knoxbox.com or a Knox Box application form can be obtained from the Fire Department.
 - Make sure the form is completely filled out; this includes an e-mail address and zip code.
 - If more than three items are being ordered, or there is more than one installation address, an additional form must be filled out.
 - If a Knox padlock or switch is being ordered it must be sub-mastered. Make sure to acquire the appropriate form from the Fire Department.
 - If ordering a Knox Box, it is strongly suggested that you have a recessed box. If you insist on a surface mounted box, it must be cleared through the Fire Marshal before ordering. (If this is for new construction, a recessed mounting kit may be helpful.)

- Double check the totals and make sure shipping & handling and sub-mastering (if applicable) are included. (Weight of each item is on the price list, and shipping & handling fees are on the front of the form.)

2. Placement

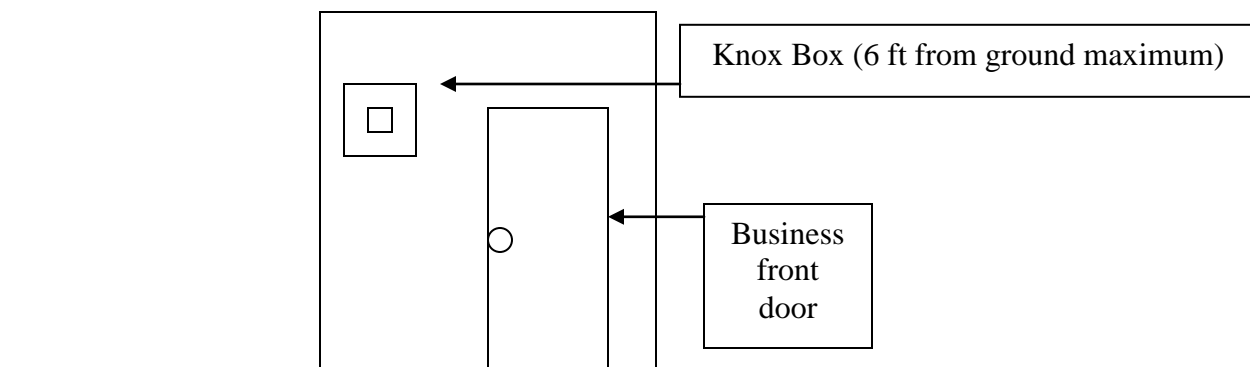
- Must be placed within proximity of the front doors.
- Must be placed 4-6 feet from the ground (no higher/no lower).
- Must be visible and able to access. The appropriate reflective decal/sticker must be applied.
- Placement shall be verified by the Fire Department prior to installation.

3. Installation

- Once the Knox Box is received, contact the Fire Department to confirm the installation location.
- The box shall be secured to a main structural component of the building.

4. After installation.

- Once the Knox Box is installed, a labeled master key to all access doors and gates shall be placed and secured in the KNOX by the Fire Department.
- An elevator key, if applicable, shall be labeled and placed in the key box.
- Any electronic security codes or cards shall be labeled and placed in the key box.



KNOX PAD LOCKS

1. Placement

- Shall be placed on any Fire Department access gate or bollard.
- The lock shall be connected directly to the gate or chain as approved by the Fire Department. No lock to lock connections with the KNOX lock.

2. Installation

- After the locks have been obtained, the Fire Department shall be contacted to install the lock on the access.

ELECTRONIC KNOX KEY SWITCHES

1. Placement

- Where an electronic gate is used in a commercial application, a KNOX Key Entry Switch shall be installed per the Fire Department.
- It is strongly suggested that electronic gates installed for a single residential parcel have a KNOX key entry switch installed.
- Residential gates serving more than one parcel, refer to Standard B002.
- Gates serving commercial buildings shall have a KNOX Key Entry Switch installed to provide emergency services access.
- Commercial buildings with no exterior or difficult access to the main electrical power shut off shall have a KNOX Key Entry Switch installed near the front door that will shut off all power to the building when activated. This power shunt trip shall be labeled as directed by the Fire Department.
- All KNOX Key Entry Switches shall be tested after installation to assure proper operation.