

# FREEPORT FIRE & EMS DEPARTMENT OFFICE OF THE FIRE MARSHAL

## Knox Box FAQ

### **Introduction**

The Freeport Fire & EMS Department requires the use of the Knox Rapid Entry Key Box System, Gate override switches, and padlocks. The Knox Box will securely store keys, access cards, key fobs, elevator keys, electrical shunt trips, or other vital information needed. The gate override key switches, and pad locks will assist emergency responders in being able to gain access to your business in a more timely manner and minimize the amount of damage to your business. 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 construction and existing buildings. When access to a building or area is necessary for life-saving or fire fighting purposes, or for access to fire protection equipment, a Knox Box will be required as designated by the Fire Marshal.

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/Lobby Box in the Fire Command Room.

### **Location of the Knox Box**

The Knox box shall be near the main entrance door on the lock side of the door. Additional key boxes may be required based upon access, use of the occupancy and it's size.

### **Access Controlled Gates**

A Knox padlock is required on all manual and automatic access controlled gates, when the gates are obstruct the fire lane or otherwise obstruct access for emergency response. In addition, a Knox key switch is required for all automatic access gates.

### **Specifications**

All Knox Boxes shall be installed a minimum of 4 feet and maximum of 5 feet from grade.

The minimum key box acceptable is the 3200 Series. For multi-tenant, multi-story and larger commercial buildings a 4100 Series will be required. Consideration should be given to the intended use of the building when selecting the key box.

All Knox Boxes shall be recessed if possible.

### **How To Order A Knox Product**

We no longer require an authorization stamp and signature to purchase Knox products. You can order directly from Knox at [www.knoxbox.com](http://www.knoxbox.com).