



# Roebuck Fire District

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## Knox Box Installation Requirements

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Knox Box key security boxes when required shall be installed in accordance with the following information. Key boxes that are not installed following these guidelines will not be accepted or secured by the Fire Department. Final Certificate of Occupancy should not be issued by the Spartanburg County Building Codes Department if installation does not comply with these guidelines.

**Request:** The approved signature form must be obtained from the Fire Department. The owner, contractor, or designer is responsible for obtaining, completing and submitting the completed form to the Knox Company. The key boxes must be ordered from the Knox Company. The Fire Department does not supply the key boxes.

**Installation:** Installation shall be in accordance with the manufactures installation guidelines that accompany the security box. Improperly installed boxes will not be approved. All new construction and substantial renovations shall utilize a recessed Knox Box. Existing facilities may utilize a surface mounted Knox Box. Tampering or opening the box shall produce a signal on the building Burglar Alarm or a supervisory signal to the Fire Alarm system.

**Location:** All locations shall be reviewed and approved by the Chief, Asst. Chief or their designee before installing. This should be included in the inspection process by the Spartanburg County Building Codes Department. Notification should be made to the Building Codes Department by the contractor, after which the Fire Department would be notified and given 3 working days to review and approve the location. If the Fire Department does not respond to the request, than the Fire Inspector from the Spartanburg County Building Codes Department will review and approve the box location.

Generally, installation locations will be at or near the recognized public or designated Fire Department entrance, adjacent to the fire enunciator panel or the fire department connection. Key boxes shall be positioned at a height of not less than five (5) feet and not more than six (6) feet above final grade, and in an area sheltered from moisture. No steps, displays, signs, fixtures, or structure protrusions shall be located to restrict access to the box.

**Lock Down:** Keys for the box should include a master or primary keys, fire alarm panel, pull stations, electrical panels, and elevator keys. The keys shall be placed on a standard metal key ring. Each key shall be clearly labeled as to its use with a durable plastic or metal tag (hand written labels are not acceptable). Labels should be engraved or laminated. Upon successful installation of the box, receipt of properly labeled keys, and receipt of emergency contact, the keys will be placed in the box and the box secured. The tamper switch must be active at all times.

**Fire Department Knox Box Key Management:** Fire Department keys shall at all time be kept in a Knox Box Key Secure cabinet. This cabinet shall stay locked at all times. If this cabinet is opened for any reason it shall be documented on the Fire Department daily log sheet, and on the Fire Department run report (if used to gain entry during a run). Only paid staff shall have access to open the Key Secure cabinet. This shall be done by use of a personal access code that is assigned to each paid employee. If a Knox key is used to gain access to a building, the Communications department must be informed that access is being made using a Knox key and the Sheriff's department notified.

The Knox Key Secure cabinet shall be connected to the apparatus and shall include a Blue Strobe Light, which will continually operate when the key is removed for use. No switch or other deactivating device shall be connected to the circuit.

The Knox Key Secure Cabinet shall be included on the apparatus daily check off sheet. If during the daily check off it is noted that the key is missing, the person finding such condition shall immediately notify their supervisory. The Fire Chief and/or Asst. Chief shall be notified as soon as possible. A thorough investigation shall be conducted, including the downloading of key removal data from all Knox Key Secure cabinets.