



Knox System Installation Standard

Purpose:

California Fire Code, Section 506.1 states: "When access to or within a structure or area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Fire Code Official is authorized to require a Key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Code Official."

It is the Fremont Fire Department's policy that a key box is required for buildings that are equipped with fire sprinklers and/or fire alarm systems. This policy will only help facilitate the quick response of emergency crews to the interior of a building.

Definitions:

Key Box: A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.

Knox Key Switch: An electrical switch activated by a Knox Key which opens a gate or other electric entry barrier.

Knox Padlock: A heavy duty padlock, which is designed for securing perimeter gates, industrial equipment yards, and similar areas.

Knox FDC Locking Caps: Secure locking cap accessible by fire department staff for fire sprinkler Fire Department Connection

Key Tag: A metallic tag attached to each key to identify the function of the key and room

Requirements:

Key Box Placement Guidelines:

Key boxes are to be provided for the following occupancies:

1. Buildings equipped with fire alarm and/or fire sprinkler systems.
2. All school buildings.
3. Strip malls that have large anchor stores.
4. Commercial businesses that use, store, manufacture or process hazardous materials
5. Sites and facilities secured by manual or automatic gates, or barriers;
6. Other buildings/facilities as determined by the Fire Prevention and Hazardous Materials Division.



Note: Larger buildings and facilities may require multiple Knox Systems.

Keys stored inside the Key Box shall be provided with identification tags which are durable and water resistant. Paper tags and ink lettering are NOT acceptable.

FDC Locking Caps are required to be installed on all Fire department connections for new construction, new fire sprinkler systems, and where required by the AHJ.

Location of Key Boxes on Premises:

Key boxes are to be located to the right side of the main entry door or another mutually agreeable location near the main entrance and placed between 4 and 6 feet from the ground.

The Key Box should contain keys to:

- Main entrance doors
- Fire alarm system
- Electrical rooms and automatic sprinkler riser rooms
- Elevators
- Fire control room (if applicable)



Obtaining Fire Department Knox Products:

Key Boxes, Key Switches, Key Padlocks, FDC Locking Caps, etc. can be purchased from www.knoxbox.com.

1. Click on products from the Menu
2. Select California, type in Fremont Fire Department
3. Select Fremont Fire department
4. Select the items you are purchasing and add to cart.
5. Once order is complete you will receive an e-mail confirmation from Knoxbox.com

Key Box Installation:

Key Boxes shall be installed only as specified in the manufacturer's instructions included with each box. Key Boxes are delivered in the "open" position so that mounting can be accomplished.

Locking of Boxes:

Contact the Fire Prevention Division at 510-494-4200 for locking or unlocking of the key Box. Only Fire Department Personnel have keys to Key Boxes.

Placement of Key Box Decals:

The alert decal shipped with you Key Box should be mounted in a location approved by the Fire Department.

IMPORTANT REMINDER: Whenever locks are changed or re-keyed, the keys stored in the key box must be updated. Please contact the Fire Prevention Division to coordinate the placement of new keys in the key box.

