

CENTRAL MARIN FIRE DEPARTMENT



Developed by

Ruben Martin, Fire Marshal

Approved by

Scott Shurtz, Fire Chief

Fire Protection Standard 202

Knox Box Requirements

Date: 8-21-2017

Revision: 8-21-2017

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This standard is promulgated pursuant to the Chapter 5, California Fire Code as adopted by the Central Marin Fire Department.

I. General

A Key Box is required where: 1) all commercial occupancies; 2) access to buildings is difficult; 3) in buildings with fire alarm or sprinkler systems; 4) all facilities that are required to submit a hazardous materials business plan and 5) where electronic and manual gates could hamper emergency access. After investigation of the available products, it has been determined that only the product line offered by the Knox Company of Irvine satisfies the security needs of the Fire Department and the community. The only acceptable order form will be provided by the Fire Department. The approved Key Box models are:

1300 Knox Vault Series
3200 Knox Box Series
3500 Key Switch Series
4400 Knox Box Series

For larger projects with many keys or those that may require a business plan vault, the Fire Department should be consulted regarding the correct box size and number of keys.

II. Ordering Procedures

A. Visit the following website:

[http:// www.knoxbox.com](http://www.knoxbox.com)

B. Central Marin Fire Department uses the **Knox Entry System** to allow secure access to businesses and residences by the Fire Department during an emergency. The Department now authorizes and encourages Property Owners to order Knox equipment on-line using e-approval through Knox Company's web-site. If the property address is located in the City of Larkspur, click on Larkspur Fire Department e-approval; or if your property is in the Town of Corte Madera click on Corte Madera Fire e-approval. Once an order is completed, the Knox Company will send the equipment directly to you.

If obtaining an original Knox application form in person, mail or fax is more convenient, simply contact us by calling the Central Marin Fire Department @ **(415) 927-5077**.

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III. Installation Procedures

- A. The box, when received, comes with the door off, and in the locked position.
- B. The box should be mounted:
 - 1. Preferably near the main entrance to the building or, as an alternative, near the fire alarm bell, if there is one (consult the Fire Department for exact placement).
 - 2. Five to six feet above finished grade.
 - 3. Use heavy “lag bolts” or other sturdy devices to secure the box to the wall.
 - 4. If a box with tamper switches was ordered, the switches should be connected with and tested by your burglar alarm company before closing the face, as all of the wiring would then be sealed.
- C. Assemble all of the following for placement into the box:
 - 1. Label the following sets of keys:
 - a. One for main entry
 - b. One for Fire Department elevator override (where applicable)
 - c. One for fire alarm or sprinkler system
 - d. One for each elevator car for Fire Department override (where applicable)
 - e. One grand master key for each floor, each wing, i.e., five story building with two wings = 10 grand masters.
 - 2. Have the front cover plate for the key box ready for Department personnel to lock.
 - a. All suites
 - b. Fire alarm panel
 - c. Fire sprinkler riser, shut-off, and drains
- E. Call the Central Marin Fire Department @ (415) 927-5077.
 - 1. Advise Staff that the box is installed and that the components required in D above are ready.

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2. The Administrative Assistant will have the Fire Officer for your response area contact you to arrange a time to close up the box.
3. The Fire Officer will come out and verify workability and labeling of the keys, then lock the drawing and keys into the box.

IV. Please Note:

- A. If suite numbers or letters change at any time or keys change due to tenant changes, please advise the Central Marin Fire Department by calling 415-927-5077.
- B. The Central Marin Fire Department will only use the box in an emergency. The box will not be used for fire prevention inspection purposes (other than yearly verification of the workability of the keys) or police matters, or if the building owner or tenant has locked himself or herself out.