



## Fire Prevention Bureau

*Information Bulletin*

### **Knox Box Installation Requirements**

Key security boxes assist the Fire Department with rapid access to buildings after hours or provide adequate sets of keys to access a building during an emergency. The Knox Box has been designated as the acceptable key box by the Greenville City Fire Department, as well as by agencies throughout our community.

The information contained with this document is intended to assist with determining the need for a box, explain the ordering process and provide information regarding placement. Each location should be specifically approved prior to installation. Following installation, a verification inspection will be conducted to confirm the installation location and method and review the contents of the box.

#### **Required Installation:**

Key boxes will be required on all newly constructed buildings and any existing buildings that the Fire Marshal or his representative deems necessary. These buildings include all commercial, industrial and multi-family structures. This may not apply to single-family dwellings.

#### **Box types:**

The following Knox Boxes are permitted without a special request from the Fire Prevention Bureau:

- Knox Box 3200 series (holds up to 10 keys)
- Knox Vault 4400 series (holds up to 50 keys)

#### **Ordering instructions:**

The owner, contractor or designated representative is responsible for ordering the Knox Box. The box shall be ordered and installed on new buildings before the building is occupied. To order a Knox Box online, please complete the following steps:

1. Go to [www.knoxbox.com](http://www.knoxbox.com)
- 2.



3. Select the products/place order tab
4. Select either the 3200 or 4400 series on the left side of the screen
5. Enter the zip code for the building
6. Select the Greenville City Fire Department and proceed with your order
7. Select the type of Knox Box to be installed on your property. Be advised that the Fire Prevention Bureau does not have a preference of Knox Box color, whether the Knox Box is recess mounted or surface mounted or whether the Knox Box is a hinged type or not. These options are up to the customer.
8. Complete all the fields as prompted and allow 6-8 weeks for delivery
9. All orders will be processed after approval from the Greenville City Fire Marshal

#### **Installation:**

Installation shall be in accordance with the manufacturer's installation guidelines that accompany the key box and the information contained within this document. Improperly installed boxes will not be approved.

#### **Location:**

All locations shall be reviewed and approved by a representative from the Fire Prevention Bureau before installation. Failure to properly locate the key box may result in its relocation.

Generally, Knox Box installation locations will be at or near the recognized public or designated Fire Department entrance that leads to the fire annunciator panel. Key boxes shall be positioned at a height of approximately 5 feet above the finished grade, measured to the centerline of the box. Alternate installation heights will be evaluated on a case by case basis. The installation location shall be located away from displays, signs, fixtures or structural protrusions that may restrict access to the box.



### **Keys:**

Keys for the box should include a master or primary key(s), fire alarm panel, pull station, electrical panels and elevator fire service key.

### **Key Labeling:**

Each key shall be clearly labeled as to its use by engraving or durable plastic or metal tag(s). Labels must be engraved or laminated – handwritten labels are not acceptable.

### **Key Rings:**

Each set of keys shall be placed on a standard metal key ring. Buildings 1 story in height will require one set of keys. Buildings 2-4 stories in height will require two sets of keys. Buildings 5 or more stories will require at least 4 sets of keys. Large facilities may require multiple Knox Boxes at strategic locations.

### **Lock Down:**

Upon successful installation of the box, receipt of properly labeled keys and receipt of emergency contact names and phone numbers, the key(s) will be placed in the box and the box secured.