



**SAN MARCOS FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

STANDARD

NO. 1404

UPDATED 12/2022

KNOX BOXES & GATE KEY SWITCH

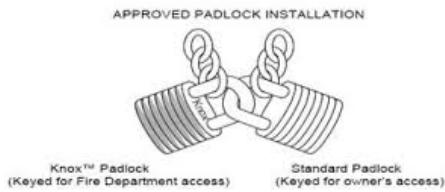
Definition

Knox-Box (Key Box/Vault): A secure, tamperproof 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.

When Required

Knox Boxes are required where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes.

- A **KNOX BOX SERIES #3200** is required at any exterior riser/fire alarm room door located on the latch side of the door. Additional Knox boxes may be required by the Fire Code Official based upon property size, individual circumstances or special hazards.
- A **KNOX VAULT SERIES #4400** is to be installed on mid-rise and high-rise structures when required by the Fire Code Official.
- A **KNOX ELEVATOR KEY BOX SERIES #1400** may be required in the lobby of each elevator bank at the lowest level of fire department access.
- A **KNOX DOCUMENT CABINET** may be required on Mid-rise, High-rise, H-Occupancies, and Big Box stores.
- A **KNOX PADLOCK SERIES #3780** is to be installed on exterior manual commercial and multi-family main gates and emergency secondary access gates when required by the Fire Code Official. A Knox Padlock #3781 & #3782 shall be interlocked with the property owner's lock.





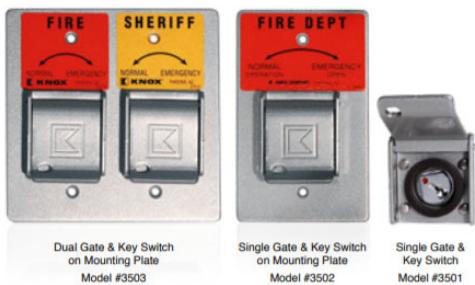
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- **KNOX KEY SWITCH SERIES #3500** with a dust cover is required for all electronically locked gates. A **KNOX KEY SWITCH #3503 DUAL LOCK ON PLATE** is required for electronic gates serving a gated community. Gates shall have battery back-up or manual means of opening in case of power failure.



- **STROBE SENSORS** which opens the gate on approach of emergency vehicles is required on all electric gates that serve five (5) or more single family dwellings or any commercial and multi-family buildings. Strobe Sensor is subject for approval at time of installation.





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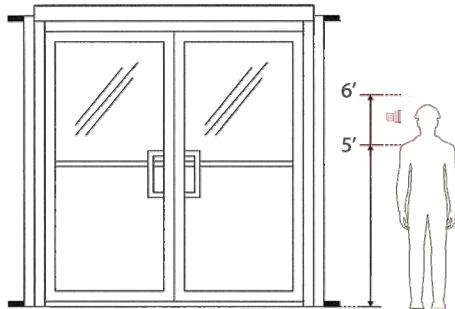
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Location

Knox-Boxes shall be located in the following locations as applicable.

- At the Sprinkler Riser/Fire Alarm Room door on the opposite side of the door hinge.
- On the front of the structure (main entry door) facing the parking lot/street as approved by the Authority Having Jurisdiction.
- Minimum installation height = 5 feet. Maximum installation height = 6 feet. Measured from the top of the box.
- Additional Knox-Boxes may be required by the Fire Code Official based upon property size, individual circumstances or special hazards.



Keys to be placed

If applicable all listed keys shall be provided. Final determination for keys to be placed into the Knox-Box will be determined by SMFD Fire Prevention.

- *Master (Entrances)*
- *Access Cards*
- *Fire Alarm Room*
- *Fire Sprinkler Riser Room*
- *Roof Access*
- *Utility Rooms*
- *Electrical*
- *Elevator*
- *Elevator Fire Dept. Phase 2*
- *Pull Station Reset*



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Label

All keys must be labeled with weather resistant key tags. Multiple keys shall have a key chain to hold keys together.





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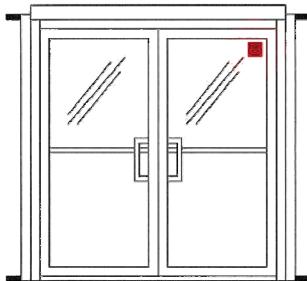
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Alert Decal

The Fire Department Alert Decal is to be mounted on the door or frame of the door nearest to the Knox-Box.



Key Box Size

The Knox-Box (Key Vault/Box) shall be sized to conveniently accommodate the maximum number of keys as established for locking requirements by the property owner and/or tenants.

Occupancy Certification

Required keys shall be secured in Knox Box prior to final occupancy certification and/or change of owner/occupancy type.

Key Box Maintenance

The operator of the building shall immediately notify the fire department and provide updated keys when a lock is changed, added, or re-keyed. The keys to such locks shall be secured in the Knox-Box.

Installation

Install per manufacturer's instructions.

Purchasing

The Fire Marshal must approve all Knox-Box systems. Knox-Box systems can be purchased online at the Knox Company www.knoxbox.com. Select “California” for location and “San Marcos FPD” for Local fire department/agency.

*** This information is intended to be used as a guide only. Fire Department access needs and requirements vary from property to property; therefore, it is required that a Fire Inspector inspect and approve all Knox box and key switch locations prior to installation.***