

Knox-Box Requirements

1. Definition:
Knox-Box (Key Vault/Box): 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.
2. When Required:
 - a. 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
 - Or-
 - b. Any structure that contains an automatic fire alarm system, automatic fire sprinkler system, commercial hood suppression system, or other fire suppression systems.
 - Or-
 - c. A key box may also be required in other instances when determined by the Chief.
3. Key Box Maintenance: The operator of the building shall immediately notify the fire department and provide the new key when a lock is changed, added or re-keyed. The key to such lock shall be secured in the key box.
4. Mounting:
 - a. Once the Knox boxes are received, the contractor or property owner will need to contact the Fire Marshals Office. This is to determine the best location to install the key box.
 - b. The Knox box shall be mounted from five to six feet above the finish grade.
5. Purchasing:

The Fire Marshals Office must approve all types and quantity.

 - a. Knox Box systems can be purchased online at www.knoxbox.com/store or order form that is available at Central Fire Station. The Knox-Box will be sent to the address given. It will not be sent to the Frisco Fire Department.
 - b. Types and Quantity:
 1. Knox Box 3200 Series required for all single tenant buildings.
 2. Knox Vault 4400 Series (single lock) required for all multiple tenant buildings.

3. Surface mount or recessed mount is acceptable.
4. Any color acceptable.
5. A tamper switch is acceptable but not required by the Frisco Fire Department.
6. The Fire Marshals Office will determine the quantity and placement.

6. Required Keys:

- a. Keys must be available to obtain access to all areas of the structure.
- b. All keys must be labeled.
- c. The inventory of keys will vary depending on the requirements of the premises.
- d. The types of keys shall be, but not limited, to the following.
 1. Buildings that are three stories or less:

Master Key - Fire Riser/Pump Room - Fire Panel - Manual Pull – Fire Department Elevator Phase II – Access Card.

2. High rise Buildings:

All High Rise structures will be required to have both a knox box and a secondary key box for fire department use.

- A. Knox Box: Shall contain a master key for entry and a key for access into the Fire Control room.
- B. Secondary box:
 1. The secondary box shall be placed within the Fire Control room.
 2. The secondary box is required to be a 4400 Series (single lock) Knox product.
 3. The keys shall be complete sets and labeled 1-2-3, etc.
 4. Building with 5 stories or greater in height shall require 3 sets. Additional sets of keys shall be available for each 2 additional stories.
 5. Each set shall contain, but not limited, to the following
Master Key - Fire Riser/Pump Room - Fire Panel - Manual Pull – Fire Department Elevator Phase I & II – Access Card – Fire Department Handset box.