



Redlands Fire Department Fire Protection Standard

Title: Key Box/ Knox Box Entry System and Knox Plug Standard

Number: FS-102

Revision: A

Date: 10-16-2015

Scope: Provide a standard for Knox box and Knox Plug locations on commercial buildings.

Description: It is the Redlands Fire Department policy to have a key box entry system installed on any commercial or industrial business where delayed access or entry may hamper emergency operations or other fire department services.

Instructions for installing a key box entry system are as follows:

1. Determine if key box is required for your facility.
2. Choose type of entry system. Available from Knox online or at the Fire Prevention Bureau.

Once Knox Company sends you the entry system and the Knox box is mounted, call the Redlands Fire Department - Fire Prevention Bureau **(909) 798-7601** to meet with an Inspector in order to secure your keys, magnetic cards and other important information into the Knox box.

Note: Knox Plugs are required on Fire Department Connections throughout the city on new construction and any existing system that is not properly maintained.

Any of the following criteria would constitute the need for key box entry system:

- Existing or new construction
- The potential for large loss of life or property damage
- Occupancy is not open or in operation twenty-four (24) hours/day
- Occupancy does not have a guard with key on premises after hours
- Occupancy access is limited or restricted
- Occupancy access is complex or may be confusing during an emergency

Key Box location:

- Location should be mutually acceptable to property owner and fire department
- The Knox box shall be located at 6' above ground level
- The Knox box shall be located on left or right side main entrance
- Location shall be visible from the street so easily spotted by fire department and if the Knox box is being tampered with, it would be obvious



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- Knox box shall be mounted to a solid concrete wall or welded to secure steel beam. If mounted to hollow wall, wall shall be built up from reverse side to ensure against pull out if box is being vandalized from the outside
- Knox boxes shall not be mounted face down from ceiling or overhang area.
- It is highly recommended that installation be completed by a professional
- The fire department shall be notified every time keys to the building are changed. This is imperative for fire department personnel to maintain accurate access information and keys to all buildings in their district.