



Developed by

Jim Galli, Battalion Chief

Approved by

Paul Smith, Fire Chief

Fire Protection Standard 202**Key Box Installation**

Date: 1-1-04

Revision: 2-24-10

Page: 1 of 5

This standard is promulgated pursuant to the Uniform Fire Code as adopted by the Kentfield Fire Protection District.

I. General

A “Key Box is required where: 1) access to buildings is difficult; 2) in buildings with fire alarm or sprinkler systems; 3) all facilities that are required to submit a hazardous materials business plan and 4) 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 Phoenix, AZ satisfies the security needs of the Fire District and the community. The only acceptable order form will be provided by the Fire District. The approved Key Box models are:

Commercial Knox Box # 3200

Commercial Knox Box # 4400

Commercial Knox Box # 1300

Residential Knox Box # 1659

Residential Knox Box # 1657

Residential Knox Gate Switch # 3500

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

Two-position (key removable in ON and OFF positions) electric override key switch with mounting plate is used for Fire District emergency access to gated driveways to homes, apartment complexes, parking garages, and commercial gated areas.

KeySecure provides documented master key security in emergency vehicles. Units are programmed and managed in a database using KeySecure Software. Fire fighters enter their authorized PIN code and the master key is released for service. Audit trail data is collected via a USB data cable by a laptop.

II. Ordering Procedures

A. Complete the *front* side of the authorization form including: Sections 1, 2 and 4.

1. Ordered by and ship to:

Note: For vendors installing a box not on their own premises, a California resale number may be substituted for the sales tax.

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Page: 2 of 5

2. The ordered by/ship to/installation address
3. Computation of all costs. Use product price list on back of order form.

B. Return the following items to the Kentfield Fire Protection District.

1. The authorization form filled out as explained in **A** above.
2. A check payable to the “Knox Company” for the total amount.
3. An envelope stamped and addressed to:

The Knox Company
1601 West Deer Valley Road
Phoenix, AZ 85027

C. The Fire District shall:

1. Verify the completeness of the form and provide authorization signature.
2. Make a photocopy for the file
3. Mail the form and check to the Knox Company in the envelope provided.

III. Installation Procedures – Commercial Knox Box and Vaults

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 District for exact placement).
2. Five to six feet off of the ground.
3. Use heavy “lag bolts” or other sturdy devices to secure the box to the wall.

C. 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.



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Page: 3 of 5

- D. 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 District elevator override (where applicable)
 - c. One for fire alarm or sprinkler system
 - d. One for each elevator car for Fire District 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 District personnel to lock.
 - a. All suites
 - b. Fire alarm panel
 - c. Fire sprinkler riser, shut-off, and drains
- E. Call the Fire District at (415) 453-7464
1. Advise the Administrative Secretary that the box is installed and that the components required in D. above are ready.
 2. The Administrative Secretary will have the Fire Officer 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. Installation Procedures – Gate Key Switch

- A. Knox 3500 Series key switches provide electric override for driveway entry gates.
- B. Gate Key Switch should be installed by a qualified person with experience in gate entry systems.
- C. The key switch will be installed on the resident's gate entry keypad unit.
- D. After installation, the I.D. label with the key position directions shall be placed directly above or below the key cylinder.



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Page: 4 of 5

V. Installation Procedures – Residential Knox Box**A. Surface and Recessed Mounting:**

1. The box, when received, comes with the door off, and in the locked position.
2. The box should be mounted:
 - a. Preferably near the main entrance to residence, front door access (consult the Fire District for exact placement).
 - b. Five to six feet off of the ground.
 - c. Use heavy “lag bolts” or other sturdy devices to secure the box to the wall.

B. Door Bracket (hanging) model:

1. Place the Residential Knox Box with hanger over the top of entry door. Position the unit on the hinged side of the door.
2. Check to see that the hanger does not interfere with the door weather seal.
3. For semi-permanent installation, fasten hanger to door with small screws or nails to prevent further removal.
4. To convert the door-hanging model to surface-mounted model, remove the door bracket and mount per instructions for surface and recessed mounting.

When your Residential Knox Box mounting process is complete, contact the Kentfield Fire District and inform us the box is ready for lock up, with your spare front door key and access keys available.

Please Note:

- A. If suite numbers or letters change at any time or keys change due to tenant changes, please advise the Kentfield Fire Protection District.
- B. The box will only be used by the Kentfield Fire Protection District on an emergency basis. 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 themselves out.



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Page: 5 of 5