



CHAPTER 4

Knox Boxes, Switches, Etc.

Contents:

- Knox Boxes, Locations and Installation Guide
- Key Switches
- Padlocks
- Fire Department Connection Plugs
- Elevator/Lobby Key Boxes

Purpose:

Proper location of lock boxes and key switches enables emergency responders to gain entry into secured buildings. This reduces or eliminates damage done to property and also reduces response times.



FIRE DEPARTMENT KNOX GUIDE FOR COMMERCIAL PROPERTIES

GENERAL NOTES FOR ALL COMMERCIAL PROPERTIES

- Knox boxes and other Knox products are available to order online at www.knoxbox.com. When prompted for a Fire Department, enter New Mexico, then Los Alamos Co Fire Depart. in Los Alamos, NM.
- All Knox boxes are required to be installed no more than 5 feet 6 inches above finished grade, as approved.
- Tamper switches are optional, not required, on all Knox boxes.
- A **KNOX BOX SERIES #3200** is required at any exterior riser 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 large, multi-tenant structures when required by the Fire Code Official.
- A **KNOX PADLOCK SERIES #3770** is to be installed on exterior manual main gates when required by the Fire Code Official. Padlock #3770 or #3772 is acceptable.
- 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.
- **KNOX FDC PLUGS with SWIVEL GUARD #3041** are required for all fire department connections.





KNOX BOX LOCATIONS

BIG BOX BUILDINGS

Example: Home Depot, Wal-Mart, etc.

- A **KNOX BOX SERIES #3200** is required at the main entrance and exterior riser room door. Additional Knox boxes may be required by the Fire Code Official based upon property size, individual circumstances or special hazards.

STRIP MALLS

Example: single story, multi-suite exterior access

- A **KNOX BOX SERIES #3200** is required at exterior riser room doors. Additional Knox boxes may be required by the Fire Code Official based upon property size, individual circumstances or special hazards.
- Each tenant is required to provide and maintain the correct key(s) to their tenant space in the Knox box.

SPECIAL HAZARD OCCUPANCIES

- Any occupancy containing hazardous materials, operations or conditions must contact a Fire Inspector at 505-662-8301 for the required number and placement of Knox boxes.

Notice!

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/Marshal inspect and approve all Knox box and key switch locations prior to installation.



BIG BOX RETAIL BUILDINGS



1. A **KNOX BOX SERIES #3200** is required at the **main entrance** and **exterior riser room door**. Knox boxes shall be installed on the latch side of the door(s).
2. Additional Knox boxes may be required by the Fire Code Official based upon property size, individual circumstances or special hazards.
3. All Knox boxes are required to be installed no more than 5 feet 6 inches above finished grade, as approved.





STRIP MALLS



1. A **KNOX BOX SERIES #3200** is required at **exterior riser room doors**. Knox boxes shall be installed on the latch side of the door(s).
2. Additional Knox boxes may be required at by the Fire Code Official based upon travel distances.
3. Each tenant is required to provide and maintain the correct key(s) to their tenant space in the Knox box.
4. All Knox boxes are required to be installed no more than 5 feet 6 inches above finished grade, as approved.





SMALL COMMERCIAL BUILDINGS



1. When provided with an automatic sprinkler system, a **KNOX BOX SERIES #3200** is required at the **exterior riser room door**. Knox boxes shall be installed on the latch side of the door.
2. In non-sprinklered buildings, a **KNOX BOX SERIES #3200** may be required by the Fire Code Official. Knox boxes shall be installed on the latch side of the door(s).
3. All Knox boxes are required to be installed no more than 5 feet 6 inches above finished grade, as approved.





HIGH RISE



1. A **KNOX VAULT SERIES #4400** is required on the latch side of the **main entry door**.
2. A **KNOX BOX SERIES #3200** may be required at the **exterior riser room door**, depending on location of the room. Knox boxes shall be installed on the latch side of the door(s).
3. A **KNOX ELEVATOR/LOBBY BOX SERIES #1400** is required in the lobby of each elevator bank at the lowest level of fire department access.
4. Additional Knox boxes may be required at other entry doors to the building when required by the Fire Code Official.
5. Each commercial tenant is required to provide and maintain the correct key(s) to their tenant space in the Knox box.
6. All Knox boxes are required to be installed no more than 5 feet 6 inches above finished grade, as approved.

