



FIRE MARSHAL'S OFFICE

Knox Box Guidelines

Introduction

Knox Boxes are secure boxes mounted on the exterior of buildings that contain keys available for use by firefighters. All new facilities on the UCDH Campus, and properties administered by UCDH, will have Knox Boxes installed as part of the project. Existing facilities will be retrofitted with Knox Boxes over time.

Basis for Requirements

The use of Knox Boxes is widely accepted as a secure means of housing building access keys available for use by firefighters. Use of Knox Boxes will eliminate the need for firefighters to carry cumbersome key rings with many master keys, or force entry causing damage to the door.

Use

- ✓ Submit site and elevation plans to the UCDH Fire Marshal's Office with the location for the Knox Box(s).
- ✓ The UCDH Fire Marshal's Office representative will coordinate with the Sacramento (or local) Fire Department and obtain approval.
- ✓ The requesting party will mail the approved application, including a check for correct amount to the Knox Company (address shown on the application).
- ✓ The Knox Box body will be sent to the purchaser, and the cover will go directly to the Sacramento (or local) Fire Department unless the cover is attached to the box.
- ✓ Once the Knox Box is installed*, please contact the appropriate UCDH Fire Marshal's Office representative to coordinate installation of the keys (Master key, Fire Alarm key, Elevator Recall key).

***Each Knox Box must be installed 4-5 feet from the ground and no more than 2 feet from the door, unless otherwise approved by the Sacramento (or local) Fire Department.**