Sacramento Metropolitan Fire District

Community Risk Reduction Division **www.metrofire.ca.gov**

10545 Armstrong Ave., Suite 310 • Mather, CA 95655 • Phone (916) 859-4330 • Fax (916) 859-3717

SACRAMENTO METROPOLITAN FIRE DISTRICT					
FIRE PREVENTION STANDARD					
STANDARD TITLE:	**Required Key Box Installations – KNOX ®**				
STANDARD NUMBER:	22	EFFECTIVE DATE:	04/25/13	REVISION DATE:	01/01/26

OBJECTIVE

In accordance with Section 506, California Fire Code, the fire code official may require a key box to be installed in a readily accessible location whenever it is determined by the fire code official that access to, or within, a structure or similar area is unduly difficult because of secured gates and/or doors; or where immediate access is necessary for life-saving and/or firefighting operations.

PROCEDURE

Where Required

An approved Fire District Knox Company device is required for all buildings equipped with an automatic fire protection system or a fire alarm system and gates that limit required emergency access.

High level (Red) - Building Access

1. An approved high-level Fire District Knox Company key box shall be provided on the exterior of the building, adjacent to the exterior access door to the Fire Control Room, at buildings containing a Fire Control Room or at the main building entrance at buildings without a Fire Control Room. The box shall be installed on the latch side of the door at six feet above finished grade.

Low level (Green) - Fenced areas or gate access

1. An approved low-level Fire District Knox Company key switch shall be provided at automatic vehicles gates. See Sacramento County Emergency Access Gates & Barrier Standard.

2. An approved low-level Fire District Knox Company padlock shall be provided at manual vehicles gates (as approved by the Fire Marshal). See Sacramento County Emergency Access Gates & Barrier Standard.

3. An approved low-level Fire District Knox Company key box shall be provided at each pedestrian gate.

4.

APPENDIX

Authorized signatures for a high-level Knox purchase is the current Knox Program Coordinator. Contact the Community Risk Reduction Division for this information at: (916) 859-4330.

The Knox Company address and phone number is:

The designated key box supplier is the Knox Company,
1601 W. Deer Valley Road, Phoenix, AZ 85027.
Telephone No. (623) 687-2300 **Fax No**. (623) 687-2290
Email: info@knoxbox.com **Web:** www.knoxbox.com

Knox Online Ordering Guide

Step 1: Go to the Knox Company website at www.knoxbox.com

Step 2: Select the red **BUY** button on the right side of the screen.

Step 3: For your location, select California, but before you select the Department you must determine whether your device is for a **Building** or a **Gate**.

For a Commercial **Building,** type in Metro, then choose Sacramento Metro Fire Dist.
** Select the first (Building) Drop down.*

For a **Gate** type in Sacramento, then choose Sacramento Co Sheriffs Office.

For a **Residence** type in Metro, then choose Sacramento Metro Fire Dist.
** For Single Family Dwellings Only, select Knox HomeBox.*

Step 4: Scroll down and select the Red Select tab at right.

Step 5: Select your product
** See the Product recommendations below or contact your inspector for help.*

* For Building Access: (Tamper Switches **are not** required by Metro Fire)

3200 Series - Box is the minimum size and most common box for commercial sites. 3261 is the most common box ordered, but you can choose others. **4400** Series - Vault is for larger buildings with multiple keys and key cards.

*For Gate Access:

1658 Box – For Pedestrian Gates use the Residential Knox Box 1650 series. 1658 is the most common box ordered. **3782** Padlock – to chain or lock a Manual Gate. **3502** Key Switch with Mounting Plate – for Electronic Automatic Gates. **3501** Key Switch without Mounting Plate – to replace a damaged key switch.

Step 6: Fill in the Installation Address Information and click **Submit.**

Step 7: The Knox Company will send an email to the correct department for their approval and once it is approved you will receive a return email asking for payment information and the delivery address. This will be the final step of the process.

** If you have any questions or need additional help, please contact Metro Fire at: (916) 859-4330.*