



Sacramento Metropolitan Fire District

Community Risk Reduction Division

3012 Gold Canal Drive • Rancho Cordova, CA 95670 • Phone (916) 859-4330 • Fax (916) 859-3717

KURT P. HENKE
Fire Chief

SACRAMENTO METROPOLITAN FIRE DISTRICT			
FIRE PREVENTIONS STANDARD			
STANDARD TITLE:	Required Key Box Installations – KNOX ®		
STANDARD NUMBER:	22	EFFECTIVE DATE:	7/29/13
		REVISION DATE:	04/25/13

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.

Where Required

Required for buildings equipped with an automatic fire sprinkler system or a fire alarm system and gates that limit required emergency access.

High level (Red)

Low level (Green)

Building Access

Fenced areas or gate access.

PROCEDURE

A. Field Personnel Involvement:

1. District's emergency apparatus is equipped with a security lock box device that is operated by a numbered key pad. One high level red key and one low level green key is attached to the lid of the lock box by a cable. Both keys are assigned to the apparatus by vehicle number and are not to be removed or exchanged between apparatus.
2. Padlocks: When removing Knox® padlocks, you cannot remove the key unless the padlock is closed. Close the padlock on the fence or gate if possible. If there is no place to attach the padlock, place it in your vehicle. After use, replace the padlock in its proper place.
3. Switches: In operation of mechanical gates, if the key is turned counter clockwise, the gate will open, then close normally. If the key is turned clockwise, the gate may remain open and cannot be closed by the owner. If it is the intent to have the gate remain open during your time at the property, make sure that the switch is returned to the normal position before you leave.

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4. Vaults: These are the key boxes. Knox® boxes are used for both high level and low level applications. These boxes are identified by the use of colored reflector target tape. A green target indicates a low-level key and a red target indicates a high level key. Check the reflective target before attempting to open the box. A red or high level box may be equipped with a tamper switch that will activate an alarm signal when opened. In a non-emergency situation it is advised that you notify the Alarm Company before opening a red level vault. This could be either a fire alarm or burglar alarm company, this information may be available at the main FACP/Burglar control panel. The District requires a minimum **3200 series box** for commercial applications.
 - a. Location: Although vaults may be found at various locations on an existing buildings, new buildings will usually have them adjacent to the "fire control room" door at 5' above finished door landing.
5. Maintenance: All Knox® devices need regular lubrication by an approved lubricant in order to prevent seizing up. TRI-FLOW® is the recommended product for this purpose and can be obtained from Logistics. **IF THE VAULT IS MONITORED DO NOT BEGIN MAINTENANCE LUBRICATION ON RED LEVEL VAULTS UNLESS THE ALARM COMPANY HAS BEEN NOTIFIED.** Complete maintenance procedure includes checking the contents of Knox® vaults (red or green), to assure the keys are currently applicable to the premises and that any enclosed documents are current. If a high level vault is encountered that is not compatible with the METRO high level key notify the CRRD Supervisors.
6. Key Distribution: The red and green level keys are stamped, issued and inventoried by the Knox Program Manager. All CRRD officers have a low level green key issued to them, which shall be carried during business hours. Training personnel also have green level keys issued. Battalion Chiefs and Assistant Chiefs are assigned keys of both levels. The apparatus/vehicles are assigned one high level METRO key and one low level key. Keys are assigned to the apparatus/vehicle by the vehicle identification number and **SHALL** not be exchanged, traded or removed from service. Keys are to remain with the apparatus/vehicle for which they were assigned.

C. Community Risk Reduction

1. An Inspector upon ascertaining a need for a Knox® device will notify the Knox® program manager.
2. The Knox® program manager will have a letter and order form sent to the responsible person for the property needing the Knox® device.
3. When the application and check is returned, the application will be signed by the program manager and clerical staff will put the package together and forward it to Knox® Company (vaults) or Sheriff's Department (padlocks) as required.

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4. The client will call the area inspector to make an appointment to lock the Knox® device. After the Knox® device is installed the area inspector will notify the program manager of this fact. The clerical person assigned Knox® to assist the program manager will update all information concerning this particular Knox® device.
5. A record shall be kept of all known Knox® devices and published annually in January for the information of all personnel.

APPENDIX

Authorized signatures for a red level Knox purchase is the current Knox Program Manager. Contact the Community Risk Reduction Division for this information at:

(916) 859-4330

The current fee for Fire District processing is \$91.00

- These fees are subject to change

The Knox Company address and phone number is:

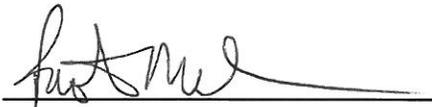
The designated key box supplier is the Knox Company, 1601 W. Deer Valley Road, Phoenix, AZ 85027.

Telephone No. (623) 687-2300

Email: info@knoxbox.com

Fax No. (623) 687-2290

Web: www.knoxbox.com



Ray Iverson, Fire Marshal

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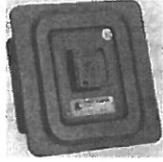
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Knox Box Lift Off Door



#3227 Recessed



#3208 Surface

Knox Vault



#4444 Recessed



#4413 Surface

Knox Box Hinged Door

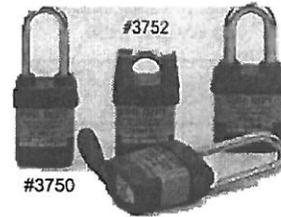


#3270 Recessed



#3266 Surface

Knox Padlock

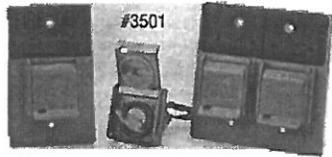


#3750

#3751

#3752

Knox Key Switches



#3501

#3502

#3503

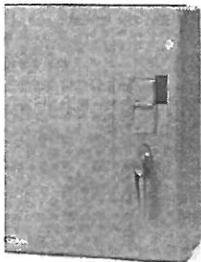
Knox Residential



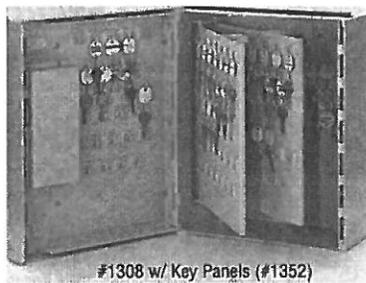
#1651



#1650



#1307

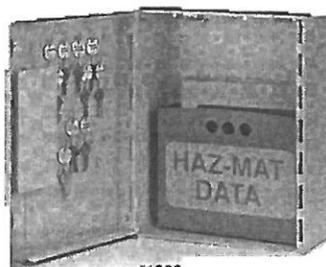


#1308 w/ Key Panels (#1352)

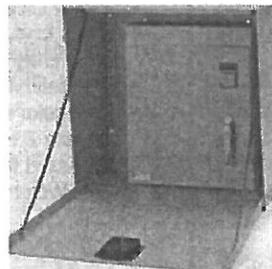


#1100

Not suitable for keys



#1302



#1201 Weather Housing/Rain Shield