



SANTA MONICA FIRE DEPARTMENT

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FIRE PREVENTION DIVISION

KNOX BOX INFORMATION SHEET

Santa Monica Fire uses the **Knox Entry System** to place keys in highly secured locations. This allows the Fire Department access to your building in an emergency or potential emergency. The alternative is having forcible entry made to a building and rooms within the building resulting in substantial building damage.

A Knox-box is a security lock box that holds the keys to a gate or door for access into a building. Property owners store entrance keys and access cards in a Knox-box mounted near building entrances. Each Knox-box is keyed to a single master key controlled by the Fire Department.



KNOX-BOX REQUIREMENT

The California Fire Code requires key boxes where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes. More requirements are:

- All High-Rise Buildings: Large Buildings or Complexes, Residential and Office
- All Buildings Equipped With Automatic Fire Sprinkler or Fire Alarm System
- Locked Gated Access
- When Required by the Fire Marshal

INSTALLATION

Santa Monica Fire **does not** install Knox-boxes. It is your responsibility to ensure the Knox equipment is installed securely in an approved location and manner. You should contact a professional to assist with installation. You are required to adhere to the following when installing your Knox-box.

- **Location:**
 - Box shall be located immediately adjacent to the main entrance or to the primary point of fire department access
 - Box shall not be concealed, in planter boxes or similar locations
 - Box shall be installed in a vertical position in accordance with the installation instructions
- **Height:**
 - Box shall be approximately five (5) feet above finished grade
- **Accessibility and Visibility**
 - Shall be unobstructed and plainly visible

Once your Knox-box has been properly installed, you may drop off keys and lids to Fire Prevention at the Public Safety Facility building at 333 Olympic Drive, 2nd Floor or contact your building's fire inspector, if applicable.

If required to install a Knox-box for new construction, the fire inspector will check your Knox-box during your Fire Final.

KEY REQUIREMENTS: TYPES AND NUMBER

Types of Keys

All keys in the Knox-box must be clearly labeled with regard to their function. The following keys shall be provided:

- High-rise Buildings - Residential and Office
- Residential or Office Buildings non high-rise requiring 8 or more keys per set
- All exterior entry and access doors/gates
- Elevator machine and equipment rooms
- Elevator control and recall keys (Phase I and II)
- Mechanical rooms and equipment spaces or rooms
- All stairway doors
- All rooms containing fire and life safety system equipment
- Garage and parking level access doors/gates

Number of Keys

More than one set of keys is often required, especially in larger buildings. Below are number of key set requirements:

- **High-Rise Buildings , Large Complex or Facility**
 - Six sets of each type of key on a metal ring shall be provided*
- **Non High-rise Commercial or Residential Occupancies with Fire Sprinkler or Alarm Systems**
 - Three sets of each type of key on a metal ring shall be provided

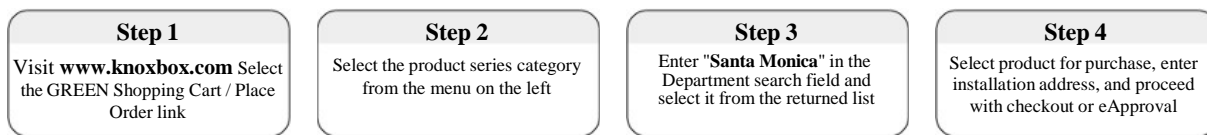
* Buy a large enough box to accommodate 6 sets of multiple keys

CHANGE IN KEYS

Should be reported to Fire Prevention and new keys made available for placement in the Knox-box within 7 days.

ORDERING A KNOX-BOX






As the property owner, you should order Knox equipment on-line using e-approval through the Knox Company's website. Orders cannot be placed through Santa Monica Fire. Once your order is placed, The Knox Company will send the equipment directly to you. Make sure the Knox-box is keyed for the City of Santa Monica.



PRODUCT OPTIONS

Additional Colors and Options Available at Knox Company's Website



KNOX-BOX (www.knoxbox.com)

Image	Description	Part Number
	KNOX-BOX® 3200 Series Model 3262 – Surface Mount, Hinged, Black, Tamper Switch	3262
	KNOX-BOX® 3200 Series Model 3271 – Recess Mount, Hinged, Black, Tamper Switch	3271
	KNOX-VAULT® 4400 Series (HOLDS 6 KEYS) Model 4402 – Surface Mount, Single Lock, Black, Tamper Switch	4402
	KNOX-VAULT® 4400 Series (HOLDS 6 KEYS) Model 4413 – Surface Mount, Single Lock, Dark Bronze	4413
	KNOX-BOX® 1650 Series Model 1658 - Surface, Hinged, Black	1658

For online ordering assistance, please contact Knox at 800-552-5669 ext. 454 or click "Chat" link on Knoxbox.com homepage.

KNOX HOMEBOX (www.knoxhomebox.com)

Designed to only hold one key

Image	Description	Part Number
	Knox HomeBox, Antique White, Wall Mount	1501
	Knox HomeBox, Antique White, Security Door Hanger	1501SH

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