



## Red Oak Fire Rescue

Fire Marshal's Office  
547 N. Methodist St.  
Red Oak, Texas 75154

Phone (469) 218-7713 Direct (469) 218-7712

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[www.redoakfirerescue.com](http://www.redoakfirerescue.com)



## KNOX BOX/LOCKS



- Required for access to a building when there is a sprinkler system/fire alarm system
- Must have current keys in box
- Box should be mounted by front door or by exterior labeled riser room door not higher than 5 foot.
- Manual gate must have Knox padlock whenever it crosses a fire lane
- Electric gate must have Knox switch and manual release if crosses a fire lane
- Opticom is required at all new installations at apartments and subdivisions (for electric gates)

**Scope** - Key boxes are required for all buildings with fire sprinkler systems and/or fire alarm systems and may be required when access to or within a structure or area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes. Boxes may also be installed on a voluntary basis.

**Box Construction** - All boxes must be manufactured by the Knox Company. Any style of Knox Box offered by the Knox Company shall be acceptable, provided it is of heavy duty or extra heavy duty construction. No other types of key boxes or additional keys will be acceptable. "Recessed Mount" style boxes are recommended.

- Knox Boxes shall be installed on all new construction with an additional Knox box outside fire sprinkler riser room.

- It is recommended, but not required, that on existing buildings with a fire sprinkler or fire alarm system, a Knox Box be installed unless a new certificate of occupancy for said location is submitted, then a Knox box will be required.
- Opticom receivers, boxes, padlocks, or key operated switches shall be installed on chains, gates, or any type access control to the fire lanes and all such access control devices shall be approved by the Fire Marshal's Office.
- Key Box Maintenance: The operator of the building shall immediately notify the fire department and provide the new key when a lock is changed, added or re-keyed. The key to such a lock shall be tested & secured in the Knox box (one set of all keys for each Knox Box).

### **Example Key Identification:**



**Supervision** - It is recommended that all key boxes be supervised by an electronic security system to detect possible unauthorized entry. All of the acceptable models of Knox Boxes are available with alarm tamper switches.

**Entry Keys** - Keys necessary for building entry shall be placed inside the key box and shall be adequately labeled. Keys shall be limited to one set and shall be attached to a substantially constructed key ring.

**Liability** - The City of Red Oak accepts no liability for security breaches in the use of this key box system. This system appears to be the best system available to address the complicated problem of building access.

**Purchasing** - All devices shall be purchased, installed, and maintained by the building owner. Knox Box systems can be purchased online at the Knox Company [www.knoxbox.com/store](http://www.knoxbox.com/store) or 1-800-552-5669.

**Securing The Box** - After the Knox device is installed, contact the Fire Prevention Office (469-218-7712) to make arrangements to lock the Knox Box, padlock, or key switch.