



Jerome F. LaMoria
Fire Chief, Fire Department

POLICY FOR INSTALLATION OF FIRE DEPARTMENT ACCESS EQUIPMENT

Knox Box - City 10-18(i), 10-22

- (1) Knox Boxes are required for all buildings with fire alarm or suppression systems.
- (2) New Installations:
 - (a) Unhinged Knox Boxes (lift-off doors) are not authorized.
 - (b) Commercial buildings and residential buildings without a master key system for all units shall utilize 4100 or 4400 Series Knox Boxes with single lock at the principal entrance used by the Fire Department, as authorized by the Fire Prevention Bureau. Accessory boxes for sprinkler access only shall be permitted to be the 3200 Series hinged Knox Box. Residential buildings with a master key system throughout shall be permitted to use the 3200 Series hinged Knox Box.
 - (c) The base of the Knox Box shall be mounted 5' from the walking surface immediately adjacent to the door.
- (3) The Knox Box shall contain two (2) sets of master key(s) or key(s) to all sections of the structure or to an area containing all key(s), and any keys required for the fire alarm. Access cards and pin numbers should not be used for access unless authorized by the Fire Prevention Bureau. Please call 874-8400 to reach the Fire Prevention Bureau. A business card with contact information in the Knox Box is helpful.
- (4) Capacity of Knox Boxes should not exceed rated capacity.
- (5) Manual gates shall utilize Knox Padlocks for access. Electric gates shall utilize Knox Key Switch part number 3502; or where authorized by the Fire Prevention Bureau a Click2Enter gate access system may be approved.
- (6) Installation, maintenance and repair of Fire Department Access Equipment (Knox products) is the responsibility of the property owner.
- (7) Payment for the Knox Box is made online directly to the Knox Company.
- (8) Once installation is complete, please call 874-8400 during business hours listed below to request a Knox Box be opened or closed.

Please contact the Fire Prevention Bureau at (207) 874-8400 with any questions regarding this policy. Administrative office hours are Monday through Friday from 8:30am to 4:30pm.

To order from the Knox Company please click here: <http://www.knoxbox.com/>