



KEY BOX INSTALLATION

This standard is promulgated pursuant to the ordinance of the Southern Marin Fire Protection District.

I. General

A “Key Box is required where: 1) access to buildings is difficult; 2) in buildings with fire alarm or sprinkler systems; 3) all facilities that are required to submit a hazardous materials business plan and 4) where electronic and manual gates could hamper emergency access. After investigation of the available products, it has been determined that only the product line offered by the Knox Company, of Arizona, satisfies the security needs of the Fire District and the community. The approved Key Box models are:

- 3200 series – Standard Box
- 4400 series – Heavy Duty/Vault
- 3500 series – Key Switch for gates
- 3700 series - Padlocks – for gates

For larger projects with many keys, or those that may require a business plan vault, the Fire District should be consulted regarding the correct box size and number of keys.

Order forms may be obtained in the following ways.

1. Directly from the fire district.
2. Online from the Knox Company.

II. Ordering Procedures:

Key Boxes may be order either online or via mail. For online order go to the KNOX Company web site at <https://www.knoxbox.com>

To order ONLINE:

SOUTHERN MARIN FIRE PROTECTION DISTRICT



Fire Protection Standard 202

KEY BOX INSTALLATION

Date August 1, 2009

Revision: June 15, 2011

Page: 2 of 4

A. Complete the following steps:

1. Select the KNOX-BOX model form the left column of the home page.
2. Input the ZIP code of your property (please note that Southern Marin Fire Protection District has two different accounts Mill Valley & Sausalito)
3. Select the model and Add to Cart.
4. Input all the required information and Save Address
5. Input all the required information and Proceed to Checkout.
6. When box is received proceed to section III below for installation instructions.

To order using KNOX order form:

A. Complete the *front* side of the authorization form including: **Sections 1, 2 and 4.**

1. Ordered by and ship to:

Note: For vendors installing a box, not on their own premise, a California resale number may be substituted for the sales tax.

2. The ordered by/ship to/installation address
3. Computation of all costs. Use product price list on back of order form.

B. Return the following items to the Southern Marin Fire District.

1. The authorization form filled out as explained in A above.
2. A check payable to the “Knox Company” for the total amount.
3. An envelope stamped and addressed to:

**The Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027**

SOUTHERN MARIN FIRE PROTECTION DISTRICT



Fire Protection Standard 202

KEY BOX INSTALLATION

Date August 1, 2009

Revision: June 15, 2011

Page: 3 of 4

C. The Fire District shall:

1. Verify the completeness of the form and provide authorization signature.
2. Make a photocopy for the file.
3. Mail the form and check to the Knox Company in the envelope provided.

III. Installation Procedures

A. The box, when received, comes with the door off, and in the locked position.

B. The box should be mounted:

1. Preferably near the main entrance to the building or, as an alternative, near the fire alarm bell, if there is one (consult the Fire District for exact placement).
2. Five to six feet off of the ground.
3. Use heavy "lag bolts" or other sturdy devices to secure the box to the wall.

C. If a box with tamper switches was ordered, the switches should be connected with and tested by your burglar alarm company before closing the face as all of the wiring would then be sealed.

D. Assemble all of the following for placement into the box:

1. Label the following sets of keys:
 - a. One for main entry
 - b. One for Fire Department elevator override (where applicable)
 - c. One for fire alarm or sprinkler system
 - d. One for each elevator car for Fire Department override (where applicable)
 - e. One grand master key for each floor, each wing, i.e., five story building with two wings = 10 grand masters.

SOUTHERN MARIN FIRE PROTECTION DISTRICT



Fire Protection Standard 202

Date August 1, 2009

Revision: June 15, 2011

Page: 4 of 4

KEY BOX INSTALLATION

2. Have the front cover plate for the key box ready for Fire District personnel to lock.
 - a. All suites
 - b. Fire alarm panel
 - c. Fire sprinkler riser, shut-off and drains
 - E. Call the Fire Department at (415) 380-1100
 1. Advise the On Duty Battalion Chief or Station Captain that the box is installed and that the components required in section D above are ready.
 2. The Fire District will set up an appointment to close up the box.
 3. The Fire District will come out and verify workability and labeling of the keys, then lock the drawing and keys into the box.
- IV. Please Note:
- A. If suite numbers or letters change at any time or keys change due to tenant changes, please advise the Southern Marin Fire Protection District immediately.
 - B. The box will only be used by the Southern Marin Fire Protection District on an emergency basis. The box will **not** be used for following responses: fire prevention inspection purposes (other than yearly verification of the correct keys), police matters, **or if the building owner or tenant has locked themselves out.**