

# CHARLESTON FIRE DEPARTMENT

## Fire Marshal Division

### *Information Bulletin*

## Knox Box Installation Requirements



Key security boxes assist the fire department with rapid access to buildings after hours or provide adequate sets of keys to access a building during an emergency. The Knox Box has been selected as the acceptable key box for the Charleston Fire Department as well as agencies throughout our community.

The information contained within this document is intended to assist you with determining the need for a box, walk you through the ordering process, and provide information to assist with placement. Each location should be specifically approved prior to installation. Following installation a verification inspection will be conducted to confirm the installation location, installation method, and review the contents of the box.

### **Required installation:**

Key boxes will be required on all newly constructed or substantially remodeled buildings that include a fire alarm system, fire sprinkler system or hazardous materials. Facilities that store hazardous materials in quantities that require them to report under SARA Title III are required to install Knox Cabinets to store MSDS and plans for emergency responder's access per Charleston County Ordinance 1139.

### **General Notes:**

1. All boxes purchased after 9/1/2015 must be side hinged; removable doors will not be allowed for purchase through the online portal after this date.
2. Newly constructed facilities should utilize a recessed box; renovated facilities may utilize surface mounted boxes. All Knox Boxes installed downtown Charleston in the BAR (Board of Architectural Review) regulated area shall be recessed per BAR requirements.
3. Recessed boxes installed in new concrete or masonry construction should utilize the Recessed Mounting Kit (RMK).

### **Box Types:**

1. 3200 Knox-Box Series: Designed to house 10 or fewer keys. This series only provides a single lock that is accessible to the Fire Department and will not be accessible to the owner.
2. 4400 Knox-Vault Series: Larger vault designed to hold up to 50 keys or multiple sets of key rings. This series provides both single and dual locks. The dual lock option provides a sub master key so the owner can access the box and manage the keys at their facility.
3. Other options: 4500 Series Power Shutdown, Knox Cabinets for keys and documents and the Knox Elevator/Lobby Box for elevator keys.

### **Ordering Instructions:**

The owner, contractor or designated representative is responsible for ordering the Knox Box. The box should be ordered as soon as the proposed device has been accepted in order to allow for shipping and installation.

The Charleston Fire Department utilizes the Knox e-Approval system. This process allows you to select the products you would like to order online, the products will be reviewed and approved by the department, and then you will receive notification that you may proceed with payment.

To order a Knox Box online, please complete the following steps:

1. Go to [www.knoxbox.com](http://www.knoxbox.com) and select the “Products/Place Order” icon.
2. In order to select the correct department, search by zip code. In the field “Installation ZIP/Postal Code” enter 29401 and select “Search by zip”.
3. From the department list, select “City of Charleston Fire Dept.” and “click on eApprove”.
4. You will receive a message regarding the e-approve process, select “Proceed with Pre-Authorization Order”.
5. Select the series of Knox box or product from the left side of the screen. Select the needed product(s) and “add to cart”.
6. Complete all of the applicable fields for the installation address and select “save address” or “save and add another” if you are purchasing for multiple locations.
7. Review the order in the shopping cart, update as needed, and the select “submit for eApproval”.
8. If you are new to the process you will need to create an account or login to your account. You will receive a confirmation that the pre-authorization order has been submitted.
9. The request will be reviewed by the Fire Department within 3 - 5 business days. Upon approval you will receive notification from Knox to login to your account and provide payment.
10. Please allow 6 – 8 weeks for delivery.

#### **Installation:**

Installation shall be in accordance with the manufacturer’s installation guidelines that accompany the key security box and the information contained within this document. Improperly installed boxes will not be approved. All new construction and substantial renovations shall utilize a recessed Knox Box.

#### **Location:**

1. All locations shall be reviewed and approved by the Fire Marshal Division before installation. Failure to properly locate the key box may result in its relocation.
2. Generally, Knox box installation locations will be at or near the recognized public or designated Fire Department entrance that leads to the fire annunciator panel. Key boxes shall be positioned at a height of three (3’-0”) to five (5’-0”) feet above finished grade, measured to the centerline of the box. Alternate installation heights will be evaluated on a case-by-case basis.
3. The installation location shall be sheltered from moisture and shall be located away from displays, signs, fixtures or structural protrusions that may restrict access to the box.
4. Knox cabinets, when required, must be located away from the building, but on the property.

#### **Keys:**

1. Keys for the box should include a master or primary key(s), fire alarm panel, pull station, electrical panels, and elevator fire service key.
2. Key labels: Each key shall be clearly labeled as to its use by engraving or durable plastic or metal tag(s). Labels must be engraved or laminated - hand written labels are not acceptable.
3. Key rings: Each set of keys shall be placed on a standard metal key ring. Buildings 1 story in height will require one set of keys. Buildings 2-4 stories in height will require two sets of keys. Buildings 5 or more stories will require at least 4 sets of keys. Larger facilities may require multiple boxes at strategic locations.

#### **Lock Down:**

Upon successful installation of the box, receipt of properly labeled keys, and receipt of emergency contact names and phone numbers, the keys will be placed in the box and the box secured.

Please contact the City of Charleston Fire Department – Fire Marshal Division at (843)724-3429 with any questions or for additional information.