



FIRE DEPARTMENT

ALBANY FIRE DEPARTMENT

KNOX BOX PROGRAM

The **Knox Box** system is used by Albany Fire Department to expedite entry and eliminate property damage caused by the forcible entry required for evaluation of emergency situations and easily secure the building when leaving.

What is a Knox Box? A highly secure, U.L. listed, nearly impenetrable steel vault for the storage of entry keys, fire alarm panel keys, or mechanical system keys for Fire Department use.

Who has the keys to my Knox Box? The keys to access Knox Boxes are located in electronically audited locked boxes inside emergency response vehicles and cannot be duplicated.

Albany Fire Department has used the Knox Box system since the mid-1970s. To date there have been no stolen, broken, or illegally accessed boxes.

What authority allows the Fire Department to require me to buy/install a Knox Box? Section 506 of the 2014 Oregon Fire Code (OFC) reads, "When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be an approved type and shall contain keys to gain necessary access as required by the fire code official." The fire code official for the Albany Fire Department is the Fire Marshal.

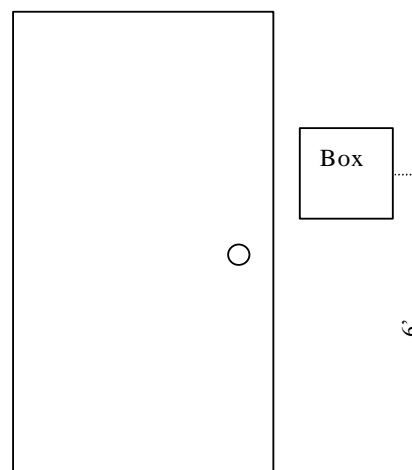
When are Knox Boxes required? The Fire Marshal has determined that all buildings containing automatic fire alarm, fire sprinkler, or fire suppression sprinkler systems shall provide a Knox Box and the required keys for access to the building. **Why?** There is a real possibility of an alarm occurring when the business is locked and vacant. The availability of a key allows firefighters to safely enter the building, without causing damage, to evaluate the conditions and secure the premises.

TO ORDER YOUR KNOX BOX: (See reverse side of this sheet for ordering guidelines.)

- On-line ordering is available for all Knox products at www.knoxbox.com.
- Call 541-917-7700 for additional assistance.

Mounting Instructions:

- ✓ Mount on the striker side of the main entrance or riser/fire control room door.
- ✓ Knox Box should be 6 feet from ground to center of box.
- ✓ Knox Box shall not be blocked from plain view.
- ✓ Knox Box shall not project more than 4 inches out into a walking surface.



IMPORTANT INFORMATION FOR CONTRACTORS/INSTALLERS

YOUR KNOX BOX SHALL BE INSTALLED:

- PRIOR TO APPROVAL FOR BUILDING/SPACE OCCUPANCY
- AS DESIGNATED ON YOUR APPROVED BUILDING CONSTRUCTION PLANS. IF NOT INDICATED, CONTACT THE FIRE DEPARTMENT AND A DEPUTY FIRE MARSHAL WILL VISIT YOUR SITE TO APPROVE LOCATION PRIOR TO INSTALLATION.
- IF YOU ARE UNSURE OR HAVE QUESTIONS, CALL 541-917-7700 PRIOR TO MOUNTING THE KNOX BOX.

WALKING SURFACE PROJECTION WARNING

Surface-mounted versions of the 4100 and 4400 series lock boxes project more than 4 inches off the wall. Their installation along walking surfaces may require installation of a floor-mounted post or other Building Code compliant modification beneath the key box to meet OSSC 1003.3.3 and 1103.2.4.8 (accessibility) requirements.

**ONCE THE KNOX BOX IS MOUNTED AND YOU ARE READY TO LOCK KEYS INSIDE,
CALL 541-917-7700 TO REQUEST ASSISTANCE**

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Knox Box Ordering Guidelines



Knox-Box® 3200 Series

- Most common style of Knox Box installed (not fire sprinkler protected)
- Best for one-story buildings when all tenant suites are master-keyed (single building key can open all tenants) without elevators
- **Building Owner Options:**
 - Electric tamper switch for your burglar/fire alarm system
 - Surface mount or recessed
 - Pull-off or hinged faceplate
 - Color choices



Knox-Vault® 4100 Series

ADA Projection Warning: Surface-mounted models project more than 4".

- Best for multi-tenant buildings where tenants have their own keys without a building master key provided (Albany Fire Department discourages this locking arrangement)
- **Required in new fire sprinkler-protected buildings** - MUST include Knox Key Wrench and Access Card Holder, sold separately **#4172**
- **Building Owner Options:**
 - Electric tamper switch for your burglar/fire alarm system
 - Surface-mount or recessed
 - Color choices



Knox-Vault® 4400 Series

ADA Projection Warning: Surface-mounted models project more than 4".

- Best for large buildings with multiple tenants or industrial buildings with key-accessed mechanical/production equipment
- New fire sprinkler-protected buildings MUST include Knox Key Wrench and Access Card Holder, sold separately **#4472**
- Required in new/remodeled buildings with elevators unless a Knox Elevator Lobby Box 1400 Series (see next item) is installed



Knox Elevator Lobby Box

- Required in new/remodeled buildings with elevators unless a Knox Vault 4400 Series (see item above) is installed
- Buildings with no more than two elevator banks and no need for extra key storage may specify the "Mini" model
- Must include "FIRE DEPT USE ONLY" banner
- **Building Owner Options:**
 - Electric tamper switch for your burglar/fire alarm system
 - Color choices



Knox Cabinets

ADA Projection Warning: Surface-mounted models project more than 4".

- Required in certain industrial and commercial buildings with:
 - Large quantities of hazardous materials onsite
 - The need for the Fire Department to access important documents in the event of an emergency response
- Typically mounted outside, which requires the purchase of Non-Locking Weather Housing **#1201** for exterior cabinet protection

VISIT WWW.KNOXBOX.COM FOR MORE INFORMATION