



**Fire Rescue Department**  
**Risk Reduction Bureau**  
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**Knox Box Installation Requirements:**

**Required Occupancies:**

Knox Boxes shall be required in the following buildings or occupancies.

1. Restricted access residential occupancies, which are multiple residential occupancies with interior corridors used to access individual residential units with security features that restrict access to the general public.
2. Pursuant to NFPA 1-18.2.2.1: As determined by GFR, any building where access to or within a structure or area is difficult because of security.

**Recommended Occupancies:**

Knox Boxes are recommended in the following buildings or occupancies:

1. Buildings containing six (6) or more occupancies within the same structure using a common external access
2. Commercial buildings without window openings that are over forty (40) feet in depth
3. Buildings with openings that are covered or obstructed, to the extent that quick access or interior visibility is obstructed
4. All residential occupancies with six (6) or more units, without common corridors
5. Commercial Buildings 20,000 square feet or larger; and any covered mall that provides entry into individual tenant spaces.

**Installation Requirements:**

Knox Boxes locations shall be selected based on the following criteria and shall be approved by GFR Risk Reduction Bureau personnel or a designee (i.e. Operations District Chief)

1. At or near the recognized public entrance
2. On the exterior of the structure above the Fire Department Connection (F. D. C.)
3. The Knox Box will be installed at a height of not less than 4 feet (48 inches) and not more than 7 feet (84 inches) above grade
4. In new construction, the Knox Box shall be connected to the Fire Alarm Control Panel, as provided by N.F.P.A. and shall produce a signal when tampering or opening of the box occurs.
5. Hazardous-Material Information box locations shall be pre-arranged with the Fire Department's Hazardous Materials Response Officer -- as to location and type of storage units.

**Key Box Contents:**

Keys contained in the Knox Box shall be labeled so as to be easily identified under any conditions. The Key Box shall contain keys providing access to the building, including but not limited to the following areas:

- a) The main entrance door
- b) Fire Alarm Control Panel room
- c) Fire Sprinkler Riser room
- d) Elevator keys (FD override and mechanical room)
- e) Utility room keys
- f) Keys for other rooms or areas specified by the Fire Safety Inspector

