



# **FIRE PREVENTION STANDARD**

## **KNOX KEY BOX**

### **SCOPE**

This standard applies to the installation of Knox key boxes pursuant to section 506 of the California Fire Code, 2025 Edition.

### **STANDARD**

1. Key boxes are required for all commercial buildings with a fire alarm system, fire sprinkler system, elevators, buildings with unique access issues, or as required by the Fire Code Official.
2. Key boxes shall be the Knox Company 3200 Series unless otherwise specified by the Fire Code Official.
3. Each key set shall be provided with a key ring including the building access key, fire alarm panel key, and an elevator control key if applicable. Additional keys for building access and fire protection systems such as fire alarm panels, fire sprinkler riser, and system control panels shall be provided on each key ring. Electronic key cards or other similar access cards shall be programmed without an expiration date.
4. Key boxes shall be located within 20 feet of the main building entrance they are intended to operate or adjacent to the fire sprinkler riser room for occupancies without an obvious main entry door. Box shall be mounted no less than 5 feet and no more than 6 feet above grade and installed per manufacturer's instructions.
5. The number of key sets shall be in accordance with the following:
  - a) One to two stories – One set of keys
  - b) Three to four stories – Two set of keys
  - c) Five to eight stories – Three sets of keys
6. The key box shall be installed prior to Fire District final inspection. Keys and key rings shall be provided at the final inspection.
7. Any changes in the building key access shall be communicated to the Fire District immediately and replacement keys shall be provided based on the requirements above.

## **KNOX ORDERING PROCEDURE**

1. Key boxes can now be ordered online, directly from the Knox Company. Simply visit their website at [www.knoxbox.com](http://www.knoxbox.com) and click on "Rapid Entry System". Then select Knox Box 3200 Series; enter SAN RAMON VALLEY in the Fire Department Name box, click OK, and confirm that San Ramon Valley Fire Protection District is the jurisdiction you wish your device to be keyed to. Finally, complete the rest of the order form along with payment and submit the order.
2. Once the key box has been received from the Knox Company, please install it in accordance with the standard and approved plans if applicable.
3. Once the box is installed, please call the Community Risk Reduction Division at (925) 838-6600 and request a staff member to come out and secure the keys in the box. Please have the required keys ready, labeled, and tested prior to calling.