

Knox Box regulations

Rapid entry system (Knox Box)

1. Any building equipped with an automatic sprinkler system or automatic fire detection system, or inaccessible as a result of security measures, shall provide a secure key box installed in a location accessible to the Fire department in case of emergency. (Mun. Code 9-1-7)
2. **Key Lock Box required:** Installation of a Key Lock Box systems on all new commercial and/or manufacturing/industrial properties and all existing commercial and/or manufacturing/industrial buildings which undergo remodel that would require the issuance of a building permit. In commercial structures that have multiple occupancies a Knox box shall be required for each storefront. In addition, a Knox box shall be required for multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units. (ordinance 2005.94, 4-3-06)
3. **Knox box selection:** Generally, most businesses choose a box from the # 3200 series (see page 9 in the order form). Those boxes are large enough to accommodate up to 10 keys with small designation tags. Most businesses usually install 1-4 keys in their box. When choosing the Knox box you need to determine if you intend to flush mount or surface mount the box. Generally the flush mount style is for new construction and the surface mount style is for existing buildings. Both are very good and equally secure.
4. For surface mount installations, most businesses have chosen the # 3202 or #3262, 3264 or 3266 surface mount. For flush or recess mount type, most businesses have chosen #3227 or #3275.
5. **Knox Box installation:** Generally, the Knox Box is installed no lower than 4 feet and no higher than 5 feet to the finished grade and to the right of and within 4 foot of the main entry (front) door. However, building architectural features may adjust this general approach. If you need to deviate from the general installation requirements, please contact the Assistant Fire Chief – Administration so that he can come to your place of business so that we can determine the best location for installation.
6. Suggested keys to be placed in the Knox box – Generally, a master building key to all doors (including main entry) and the fire alarm panel key. The Fire Department needs access to all areas within the structure as well as any alarm panel codes. This can include: exterior entry door key, interior entry door key(s), alarm panel codes, alarm devices (pull station) key, and alarm panel key.
7. **Locking of business keys in the Knox Box:** Once the Knox box is installed, please contact the Fire Department and a Fire Department representative come to the facility and lock the keys in the Knox box. Please make sure that your keys are identified with a tag designating what doors the key will open (example - Grand Master – all doors, Main entry door, all interior doors, fire alarm panel, and fire alarm pull station keys) as well as any codes for your fire alarm panel.

Ordering your Knox Box

There are two options for ordering your Knox box.

- Option 1: Mail-in the attached and completed application form.
- Option 2: Order your Knox box on-line.
 - Go to www.knoxbox.com
 - On the home page, select “Products/Place Order”.
 - Under Department name or city, type Sycamore and choose Illinois.
 - Follow the ordering instructions.