



# Richmond Fire Department

## Fire Prevention Services Division

440 Civic Center Plaza · Richmond, CA 94804 · Phone (510) 307-8031 · Fax (510) 307-8048



## KNOX BOX APPLICATION & INSTALLATION PROCEDURE FOR NEW & EXISTING LOCATIONS

Richmond Fire Department (RFD) currently utilizes the Knox Box Rapid Entry System. The proper installation for new and existing occupancies that requires a Knox Box is the responsibility of the property owner and/or his or her designee. These requirements shall be followed by all occupancies within the City of Richmond to provide a uniform method for the RFD to gain rapid emergency access to occupancies without the damage caused by forced entry. The master keys issued to RFD have an exclusive key unique to our jurisdiction.

### KNOX BOX/CABINET REQUIREMENT:

The Richmond Fire Prevention Division **does not** install Knox boxes, but has established these guidelines based on Ordinance 24-13 N.S. for the proper installation of a Knox Box required by occupancies that are protected by a fire sprinkler system, automatic fire alarm system, multi-family residential structures (except one and two family dwellings), automatic gates, security padlock, construction sites, and the security of Fire Department Connections (FDC). It details those requirements specific to the proper installation of their Knox Box.

### KNOX BOX/CABINET INSTALLATION LOCATION:

1. The Knox Box shall be located no further than 10 feet away from the main entrance/street facing.
2. The Knox Box shall be installed at least five (5) feet and a maximum height of six (6) feet from finished grade.
3. The "Fire Department" Alert Decal is to be mounted visibly on the corresponding door, frame, or window.
4. If you are requesting to install at any other location, fire department approval is required.
5. The Knox Box shall not be concealed, in a planter box or similar locations.
6. Install per manufactures instructions. Hinged Knox Box's shall be installed with Knox door hinge on right side – no top down door installations allowed.



### KNOX BOX/CABINET ORDERING PROCESS:

Owners/managers/contractors may order their Knox Specific Box online at [www.knoxbox.com](http://www.knoxbox.com). While ordering your product, the Richmond Fire Department will authorize the purchase online using e-approval through the Knox Company's website. The product will be delivered to your specified address, make sure the Knox-box is keyed for the City of Richmond. Once installed call **RFD (510) 307-8031** to schedule your key installation.

7. Once your Knox Box has been installed your facility is required to schedule a key installation appointment (\$41)
8. If your Knox Box is installed improperly and requires a second visit, a \$125 (SST 1.1, per each ½ hour) inspection fee will be applied.

#### Step 1

Visit [www.knoxbox.com](http://www.knoxbox.com) Select the Red "Buy" button Order link

#### Step 2

Enter "Richmond" in the Dept. search field and select Richmond, California from the returned list

#### Step 3

Select the product category from the menu or scroll down and click on select and configure

#### Step 4

Select product for purchase, enter installation address, and proceed with checkout or eApproval

## KEY BOX CONTENTS REQUIREMENTS:

**Knox Rapid Entry System Key Box Contents.** The Key boxes shall contain, but not be limited to the following items as designated by the Fire Code Official or designee.



The Key Box shall contain the following items:

9. Labeled keys to locked points of egress, whether in interior or exterior of such buildings.
10. Labeled keys to locked fire alarm control panels (FACP) rooms, mechanical rooms, sprinkler riser rooms, roof access, electrical room i.e. PG&E, and elevator rooms.
11. Labeled keys to any fence or secured areas.
12. Labeled keys to any other areas that may be required by the Fire Code Official or designee.
13. A card containing the emergency contact people and phone numbers for each occupancy.
14. Hazardous Materials Safety Data Sheet (SDS).

## WHERE REQUIRED:

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire official is authorized to require a Knox Rapid Entry System to be installed in an approved location. The Knox Rapid Entry System shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. If any of the following items listed (1) thru (7) is located at an occupancy then a Knox Rapid Entry System shall be required.

1. **Fire suppression and standpipe systems/Automatic Alarm Systems.** When a building within the city limits is protected by an automatic fire suppression and/or standpipe system, and fire alarm system, it shall be equipped with a Knox Rapid Entry System, installed at a location approved by the Fire Code Official or designee.
2. **Automatic Alarm Systems.** When a building within the city limits is protected by an automatic fire suppression and/or standpipe system, it shall be equipped with a Knox Rapid Entry System, installed at a location approved by the Fire Code Official or designee.
3. **Multi-family residential structures.** Multi-family residential structures comprised of three (3) or more units which access to the building or common areas or mechanical or an electrical room within the building is denied through locked doors.
4. **Automatic Gates.** When a property is accessed through a gate or cross arm that impedes ingress through required fire lanes by means of a key or swipe card, it shall be equipped with a Key Switch to be installed at a location approved by the Fire Code Official or designee.
5. **Security Padlock.** When a property is protected by a locked fence or gate and where immediate access to the property is necessary for life saving and firefighting purposes, it shall be equipped with a Knox Security Padlock to be installed at a location approved by the Fire Code Official or designee. It shall then be the responsibility of the Responsible Party to see that the fence or gate is secured properly so that the security padlock is accessible.
6. **Construction Sites.** When a construction site is to be secured by a locked fence or gate during the duration of construction or until said fence or gate is removed. It shall then be the responsibility of the construction company to see that the fence or gate is secured properly so that the Security Padlock is accessible.



7. **Security of Fire Department Connections (FDC).** When a building is protected by an automatic sprinkler and/or standpipe system and the fire department connection is exposed to vandalism, the Fire Code Official or designee shall require that a Knox FDC Security Cap be installed.



- i. **Exception:** This shall not apply to any owner occupied one and two family dwellings. Owners of single and two family occupancies are encouraged to participate voluntarily utilizing a residential key box.

8. **Electrical:** When buildings are equipped with large electrical powered equipment or Solar power panels on commercial buildings, a Knox Remote Power Box shall be required to allow first responders the ability to remotely operate a shunt trip breaker to safely remove or isolate power from buildings or equipment while minimizing potential injuries.



### CABINET CONTENTS REQUIREMENTS:

**Knox Rapid Entry System Storage Cabinet Contents.** Any facility, firm, or corporation that handles, uses, or stores hazardous material and or total aggregate is more than 55 gallons of liquid, 500 pounds of solid, or 200 cubic feet of gas, shall have a Knox Box HazMat Cabinet, model #1100, for Richmond Fire Department use. A weatherproof cabinet, model #1200-WH, shall be installed when appropriate. Exception: not required for Underground Storage Tanks (UST).



The cabinet shall contain the following items:

9. Binder for Hazmat Knox Box with:

- a. List of responsible parties phone numbers (i.e. plant manager, owner, all principal employees, management types, and major chemical manufacturers).
- b. An aerial pre-plan of the facility, to include room numbering, extinguishing systems (outside stem and yoke (OSY), post indicator valves (PIV), fire department connections (FDC), drains, secondary containment, ventilation systems, and hydrant locations (See attached aerial pre-plan sample).
- c. Alphabetical list of chemicals, room number location, and approximate quantity and strength (i.e. 50%, 60%, 85%, etc.).
- d. Safety Data Sheet (SDS) of all chemicals in alphabetical order.

10. Keys for Hazmat Knox Box:

- a. Keys to all locked doors with plastic identification tags corresponding to complex aerial pre-plan.

11. Location of Hazmat Knox Box:

- a. The Knox Box shall be located on the exterior of the building near the front entrance as shown by Fire Code Official or designee.

### CHANGE IN KEY(S)/ MAINTENANCE:

When new locks are added to a building/facility or existing locks are re-keyed, the tenant and/or building owner shall provide new or replacement keys in compliance with the requirements noted above. Contact the Fire Prevention Division at (510) 307-8031 to arrange for the installation of new keys within 7 (seven) days of installation or rekeyed doors.