



KNOX BOX INSTALLATION GUIDELINES

SCOPE & PURPOSE

Establishes the minimum requirements for an approved key box to be installed at the premises because of secured openings or where immediate access may be necessary for life-safety, or fire-fighting purposes.

CODE AUTHORITY

International Fire Code ("IFC")

INSTALLATION

Once the Knox Box arrives, it will need to be securely installed by the owner, or owner's representative, on the building exterior, where specified by fire code official(s), and according to manufacturer's recommendations, following manufacturer installation instructions. For specific installation requirements, see the manufacturer's written instructions.

After the Knox Box has been installed, please send an email to info@mvfire.org to arrange for building access keys/code to be placed and secured within the box. When sending an email, please include the following information:

- Point-of-contact name
- Phone number
- Email address
- Address where the Knox Box has been installed

GENERAL MANUFACTURER INSTALLATION INSTRUCTIONS/ RECOMMENDATIONS

- 1) Always mount the Knox Box to a secure, solid wall, beam or post.
- 2) Mounting the Knox box at a height of six (6) feet above the ground surface is recommended to resist vandalism.
- 3) Use a small level to plumb the box square.
- 4) Mount the Knox Box with the green mounting markers pointed up, so the small moisture drain hold is on the bottom (remove green markers after installation).
- 5) Use at least four (4) grade 5 or 8 fasteners (carriage bolts, etc.) of 3/8" diameter. Units may also be welded into place. Mounting to solid beams or steel supports is best. Mounting face down from ceiling, or overhang area, may cause contents to jam the lock.
- 6) For proper weatherproofing, caulk the back of the box across the top and down each side. Leave the bottom open for drainage.
- 7) Use of a professional locksmith or alarm products installer is highly recommended.
- 8) For units with tamper switches (purchased voluntarily, remove the voluntary tamper switch assembly and set aside for installation after the box is mounted.

SECURITY MEASURES

Security of your building, and the Knox rapid entry system, are a primary concern. The Knox Boxes are designed for high-security with Knox eLock cores and eLock keys. The eLock locking system guards against unauthorized key use and records any time the box has been opened. Each key is specifically assigned to an apparatus that logs each time the key is removed, used on a Knox Box, and returned to the docking unit on the apparatus. Keys are not available to locksmiths or lock distributors - only The Knox Company may supply these keys to the Fire Department.



SECURITY MEASURES CONTINUED...

For maximum protection of your building, and the Knox rapid entry system, please consider the following:

- 1) Ensure the Knox Box is installed in accordance with the manufacturer's written/ provided instructions
- 2) Consider installing an approved Knox tamper switch. The tamper switch would need to be installed by a professional alarm technician. The switch is connected to the building(s) alarm system (if applicable) and should alert you when the Knox Box is opened.
- 3) Consider installing an approved Knox recessed mounting kit ("RMK"). The recessed mounting option provides an extra security feature (this recessed installation is required for any new buildings under construction).
- 4) Consider installing a security camera, with the Knox Box in view.

REFERENCES & ORDERING

For ordering and additional information, including the most up-to-date guidelines, installation instructions, and recommendations visit www.knoxbox.com.

Ensure you have the proper fire department referenced while on the Knox Box site. Our agency may be found by clicking "Choose your local fire department agency" at the top of the page, selecting "Washington" and typing in our agency name, "Mountain View Fire & Rescue".