



**FIRE PREVENTION MANUAL**  
**CODE REQUIREMENTS**  
**402.009 KNOX BOX LOCATIONS**  
**EFFECTIVE: JUNE 2008**

## SCOPE

This policy clarifies the Fresno Fire Department (FFD or Department) requirements for lock box installation locations. Knox boxes are to be used only for access into and within buildings. Access for pedestrian and vehicles gates is provided by an X-1 Police/Fire padlock or keyway. (See: *Emergency Services Bypass Locks for Secured Access Developments Policy No. 403.004*)

## PURPOSE

This policy has been established to provide direction for the required installation locations for Knox boxes within the City of Fresno and, where applicable, contract service areas.

## BACKGROUND

Fire department access issues exist in many of the buildings served by the City of Fresno Fire Department. Fire department personnel often have difficulty gaining entrance to buildings and, once inside, find doors that are locked, elevator control keys that are not available, and roof access doors that are padlocked. These issues have been successfully mitigated by installing a Knox box containing the necessary keys in a location readily accessible by the fire department.

## REQUIREMENTS

Knox boxes shall be provided for buildings where any of the following conditions exist:

1. High-rise building
2. Interior elevator(s)
3. Fire sprinkler systems with interior riser(s)
4. Fire pump rooms

5. Fire alarm system
6. Unduly difficult access
7. Where required by the Fire Marshal (or designee)

#### LOCK BOX LOCATIONS

Exterior Knox boxes shall be located on the ground floor adjacent to the main entrance at a height of 6 feet from grade.

When located on the interior of the building (i.e., elevator access), Knox boxes shall be placed on a wall adjacent to the elevator bank served at a height of 4 to 6 feet above grade.

#### REFERENCES

*Fire Prevention Policy*

Section No. 403.004, Emergency Services Bypass Locks for Secured Access Developments