



Celina Fire Department

1413 S. Preston Road, Celina, TX 75009 972-382-2653

KNOX BOX REQUIREMENTS

These guidelines are intended to be a resource for when a building, structure, or facility, within the City of Celina, is required to be provided with a Knox Key Box.

All key boxes for the purposes of these guidelines and any other guidelines or requirements of the Fire Department shall conform to the 2012 International Fire Code, as adopted and amended by the City of Celina.

These guidelines do not replace, nor supersede any codes and/or ordinances adopted by the City of Celina, or determinations and positions of the Celina Fire Department.

Knox Box Requirements

- 1) A Knox box shall be provided on the following structures:
 - a) On all newly constructed commercial and industrial structures.
 - b) On new and existing fire sprinkler riser/fire pump rooms, if one is provided.
 - c) On all existing commercial or industrial structures protected by an automatic alarm system or automatic suppression system.
 - d) On new and existing multi-family residential structures in which access to the building or common areas or mechanical or electrical rooms within the building is denied through locked doors.
 - e) On all existing commercial structures comprised of multiple tenant spaces. A single Knox Box may serve multiple occupancies in a single building provided the box is located in an approved location and is adequately sized for the number of keys.
- 2) Knox Boxes can be purchased online at www.knoxbox.com or authorization order forms can be picked up at Celina Fire Station One.
- 3) Knox Box locations shall be approved by the Fire Department PRIOR to installation.
- 4) Knox Boxes shall be located at the main entry into the building and at the fire sprinkler riser room.
- 5) Knox Boxes shall be mounted within 10 feet of the designated entry.
- 6) Knox Boxes shall not be visually or physically obstructed by landscaping or architectural elements.
- 7) Knox Boxes shall be mounted 5-6 feet above the surface level of the designated entry.
- 8) Keys necessary for entry shall be placed inside the box. Keys shall be properly labeled and be limited to one set attached to a substantially constructed key ring.
- 9) Fire Department alert decal shall be placed on main doors in the upper corner.

Elevator Knox Key Box Requirements

- 1) A Knox Elevator Key Box shall be provided for non-standardized fire service elevator keys.
- 2) The front cover shall be permanently labeled with the words "Fire Department Use Only—Elevator Keys."
- 3) The Knox box shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access.
- 4) The Knox box shall be mounted 5' -6" above the finished floor to the right side of the elevator bank.
- 5) Contents of the Knox box are limited to fire service elevator keys. Additional elevator access tools, keys and information pertinent to emergency planning or elevator access shall be permitted when authorized by the fire code official.
- 6) In buildings with two or more elevator banks, a single key box shall be permitted to be used when such elevator banks are separated by not more than 30 feet. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30 feet.

Any questions should be directed to Chief Mark Metdker at 972.382.2653, or email at mmetdker@celina-tx.gov