

# BEVERLY HILLS FIRE DEPARTMENT

## Knox Box Guideline

### **Purpose:**

The intent of this guideline is to provide general information for restricted or limited access structures that impedes life-saving or firefighting purposes to or within a structure. This guideline is based on the requirements per the 2016 California Fire Code Section 506 and per the Beverly Hills Municipal Code 504.1 & 506.1.6

### **Scope:**

Approved Knox Boxes, pad-locks or switches shall be provided for all new and renovated commercial buildings. Existing commercial buildings may be required to upsize their Knox Box if outgrown by increased number of keys. A Knox box shall be replaced if damaged. Single family dwellings with gates restricting access to property shall have a Knox Switch installed. An approved Knox pad-lock can be required by BHFD if chain and locks are solely provided on gates with no electrical motors.

### **Requirements:**

1. Knox Box orders are to be done via online [www.knoxbox.com](http://www.knoxbox.com) (eApproval through Beverly Hills)
2. Knox Box Size:
  - Small Knox for businesses 3,000 sq. ft. and less. (minimum 2 complete sets w/ tags provided)
  - Large Knox for business greater than 3,000 sq. ft. (minimum 4 complete sets w/ tags provided)
3. The following keys shall be provided for a Knox box if applicable to your building: master keys, elevator recall keys, fire alarm keys, electrical room keys, stairwell door keys, fob entry cards /readers.
4. Knox Box shall be mounted no lower than 4' and no higher than 6' from finished floor and located near main entry.
5. Knox Box or Switch shall be readily visible.
6. All Knox boxes, switches or padlocks shall be kept in operable conditions. (easily open and close)
7. Approved Knox Models are as follows:
  - 4400 series surface or recess (Large Commercial use)
  - 3200 series surface or recess (Small commercial use)
  - 3770 model (Exterior padlock) Gates w/ no electric motors
  - 3502 model (Electric key switch) Gates w/ electric motors

Note: It is the responsibility of the building / tenant to inform the fire department on updated keys to replace in the Knox Box. Please contact 310-281-2703, to schedule an appointment. Updated keys are not to be mailed or dropped off at any of the local fire stations.