

# Little Elm Fire Department Fire Marshal's Office



## Knox Box Guide for Property Type

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### GENERAL NOTES FOR ALL PROPERTIES:

- All Knox Boxes are required to be installed at 6' above finished floor.
- Knox Boxes shall be installed no more than 10 feet horizontally from the entrance or door being served.
- All Knox Boxes shall be of the hinged door type (except residential use)
- When any building utilizes any card reader access systems (electric or magnetic) a minimum of a series 4400 Knox Box will be required.
- Knox Boxes that serve multiple tenants, difficult to locate or as required, shall be identified using the approved signage. *See Sign Specification Book.*

### Large Office, Warehouse and Big Box Retail Buildings

- A 4400 series Knox Box is required at the main entry.
- A 3200 series Knox Box is required at the riser room.
- An additional Knox Box may be required at the rear entry of the building.

### Shopping Strip Centers

- A 4400 series Knox Box is required. The Box should be located by the riser room. If there is no riser room, the lock box should be centrally located on the building, identified by approved signage.

### Small Commercial Buildings (*small single occupant buildings*)

- A 3200 series Knox Box is required.
- An additional Knox Box may be required at the rear of the building.

### High Rise buildings (*Any building where any occupied floor is located greater than 35 feet from the lowest point of Fire Department Access*)

- A 4400 series Knox Box is required at the main entry of the building. More than one lock box may be required at other access points.
- A 4400 series Knox Box is required in any elevator lobbies in the building.
- A 1300 series Knox Box is required in the Fire Control Room / Fire Command Room.

### Apartment Complex

- A 3200 series Knox Box shall be placed at the Club House or Leasing Office.
- A 1658 series Knox box will be placed at all riser rooms.
- Individual apartment lessees shall be allowed to purchase and place a 1600 series Knox Box outside their front door.

### One- or Two-Family Residential

- When a resident wishes to provide access to their home they may use a 1600 series Knox Box. The box should be placed at the main front entrance of the residence.

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### Special Hazard Occupancy

- Any occupancy containing special hazards must contact the Fire Marshal's Office for the amount and placement of lock boxes.
- A 1300 series Knox Box shall be required at a minimum for occupancies with hazardous materials or other high hazard occupancies.

### Other Applications

#### MAGNETIC LOCKS

- If magnetic locks are used to secure any door in a facility, a 4400 Series Knox Box, shall be required with a Knox Multipurpose Switch (Item # 3291, 4471). This switch will be connected to the mag-lock control panel and disengage all mag-lock devices.

#### PEDESTRIAN GATES (*HOA operated pools, apartment complexes*)

- Primary access points that have pedestrian gates require fire department access. This access may be provided with a 1600 series lock box or a 3500 series key switch. (A 3500 Series key switch is required on electronically locked gates.)

### KNOX BOX ORDERING INFORMATION:

**NOTE: It is the responsibility of the General Contractor to order the appropriate box(es) and/or switch(es). Please Contact the Fire Marshal for proper number and series to order. Failure to order the appropriate item(s) will severely delay the issuance of a CO. Exceptions will not be made.**

VIA INTERNET: Go to [www.knoxbox.com](http://www.knoxbox.com), Click the "ONLINE PURCHASE link. You will be prompted to enter the Zip Code, which is **75068**. A list of departments in the area will be listed. Select **LITTLE ELM** and click continue. Select you product(s) and follow the instructions from that point.

VIA MAIL/FAX: Applications can be picked up at the Little Elm Fire Administration Offices at 101 Hardwick Lane, Little Elm, Tx 75068. Follow instructions on the form.

VIA PHONE: Call 1-800-552-5669 to order.

### NOTICE:

**This is only intended to be used as a guide. Due to the variations of Fire Department access needs from property to property it is required that Fire Marshal's Office personnel approve all placement of lock boxes and key switches.**