



# FLOWER MOUND FIRE DEPARTMENT

## FIRE MARSHAL'S OFFICE

3911 SOUTH BROADWAY AVENUE | FLOWER MOUND, TEXAS 75028

PHONE (972) 874.6270 | [www.flower-mound.com](http://www.flower-mound.com)

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## KNOX-BOX/VAULT REQUIREMENTS

### Definition:

Knox (Key Box/Vault): A secure, tamperproof device with a lock operable only by a fire department master key and containing building entry keys and other keys that may be required for access in an emergency.

### When Required:

Where access to or within a structure or an area is restricted because of secured openings or immediate access is necessary for life-saving or fire-fighting purposes.

-Or-

Any structure that contains an automatic fire alarm system, automatic fire sprinkler suppression system, commercial hood suppression system, or other fire suppression systems.

### I) Key Box Location(s):

- A) The Key Vault/Box, "**hinged type,**" shall be located in the following locations as applicable:
- B) At the riser room door (opposite side of the door swing), 6 feet to the top of the box above the finished grade.
- C) At the Main Entry door (opposite side of the door swing), 6 feet to the top of the box above the finished grade
- D) On the front of the structure facing the parking lot/street, 6 feet to the top of the box above the finished grade as approved by the Authority Having Jurisdiction
- E) In an alcove on the wall closest to the main entrance, 6 feet to the top of the box above the finished grade
- F) On a supporting member (facing the main entrance) of a roof overhang closest to the main entrance, 6 feet to the top of the box above the finished grade

### II) General Notes for All Properties

- A) Knox® Boxes shall be installed no more than 10 feet horizontally from the entrance of the door being served. All Knox® Boxes shall be of the hinged door type (except for residential use)
- B) When any building utilizes a card reader access system (electric or magnetic), a minimum of a series 4400 Knox® Box will be required.
- C) Knox® Boxes that serve multiple tenants or are challenging to locate or, as required, shall be identified using the approved signage. *See Fire Department Sign Specifications.*
- D) Tamper switches are allowed only with Fire Marshal's Office approval.

### III) Large Office, Warehouse, And Big Box Retail Buildings

- A) A 3200 series Knox® Box is required at all the main entries, as determined by the Fire Code Official.
- B) A 4400 series Knox® Box is required at the riser room.
- C) An additional Knox® Box may be required at the rear entry of the building.



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### IV) Shopping Strip Centers

- A) A 4400 series Knox® Box is required. The Box should be located at the riser room. If there is no riser room, the lockbox should be centrally located on the building, in an approved location, and identified by approved signage.
- B) Additional lockboxes may be required depending on the building layout.

### V) Small Commercial Buildings (small, single-occupant buildings)

- A) A 3200 series Knox® Box is required at the Riser Room.
- B) An additional Knox® Box may be required at additional building points.

### VI) High Rise buildings (Any building where any occupied floor is located greater than 55 feet from the lowest point of Fire Department Access)

- A) A 3200 series Knox® Boxes are required at the main entrance of the building and the entrance to the Fire Command Room. More than one Knox® Box may be required at other access points.
- B) A 4400 series Knox® Box is required at the riser room.

### VII) Multi-Family Complexes

- A) A 3200 or 4400 series Knox® Box shall be placed at the Club House/Leasing Office and all riser rooms.
- B) For apartment complexes, each building shall have a 3200 series Knox® Box located at the riser room.
- C) Additional lockboxes may be required depending on the building layout.
- D) Individual apartment lessees shall be allowed to purchase and place a 1600 series Knox® Box outside their front door.

### VIII) One- or Two-Family Residential

- A) When residents wish to provide access to their home may use a 1600 series Knox® Box. The box should be placed at the main front entrance of the residence.

### IX) Special Hazard Occupancy

- A) Any occupancy containing special hazards must contact the Fire Marshal's Office for the amount and placement of lock boxes.

### X) Key Box Size & Style:

- A) The Key Vault/Box shall be sized to conveniently accommodate the maximum number of keys established for locking requirements by the property owner and tenants. The Vault/Box shall be the hinged type.



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#3275

Knox Box 3200 Series for Up to (6) Keys  
Keys



#4444

Single Lock, Recess Mount

Knox Vault 4400 Series for Up to 35  
Keys

### XI) Key Box Maintenance:

- A) The operator of the building shall immediately notify the fire department and provide the new key(s) when a lock is changed, added, or re-keyed. The key to such a lock shall be tested & secured in the key vault/box (one set of all keys for each Knox Box).
- B) **Example Key Identification:**





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### XII) Elevator Key Box Size & Style:

- A) The Knox - Emergency Access Cabinet with Elevator Door Drop Key, Box Model 1400, shall be sized to accommodate the maximum number of keys conveniently and the elevator door drop key required for the first responder's rapid response. The elevator company shall supply all keys before the final occupancy certificate is signed.
- B) **Please Note:** The Flower Mound Fire Marshal's office will require (1) elevator door drop key.
- C) The Knox - Emergency Access Cabinet shall be installed in each elevator lobby on the first floor, 6 feet to the top of the box above the finished grade.

#### Knox 1400 Series with Door Drop Key & Key Storage



- 1) **Please Note:** The General contractor is to submit all relevant information to The Fire Marshal's office via email to receive final approval of vault/box type, quantity, and specific location(s). Confirmation/approval shall be provided via written consent.

### XIII) Pedestrian and Other Access Gates (HOA Operated Pools, Apartment Complexes, Construction, Etc.)

- A) Access points required for fire department access need Knox® access. Access may be accomplished with a 1600 series lock box or a 3500 series key switch. (A 3500 series key switch is required on electronically locked gates.) Vehicle access gates must comply with the published codes and guidelines. Construction gates shall be provided with a 3700 series padlock.

### XIV) Fire Department Connection Caps

- A) All newly installed FDCs shall be provided with Knox® FDC locking caps. Any existing FDC with missing caps shall retrofit to the Knox® FDC locking caps. The 3100 series Knox® FDC locking cap shall be used with 2.5" hose threads, and Model #5002 with 30° elbow shall be used for 5" Storz connections.



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### KNOX® BOX ORDERING INFORMATION:

**NOTE: The Contractor must order the appropriate box(es) and switch(es). Feel free to contact the Fire Marshal for the proper number and series to order. Please order the appropriate item(s) to ensure 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 75028. A list of departments in the area will be listed. Select **FLOWER MOUND** and click continue. Select your product(s) and follow the instructions from that point.

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