



## Knox Box Procedure

### Introduction

Knox Boxes are secure boxes mounted on the exterior of buildings that contain keys available for use by firefighters. All new facilities on the UC Davis and UCDCMC Campus', and properties administered by UC Davis, will have Knox Boxes installed as part of the project. Existing facilities will be retrofitted with Knox Boxes over time.

### Basis for Requirements

The use of Knox Boxes is widely accepted as a secure means of housing building access keys available for use by firefighters. Use of Knox Boxes will also eliminate the need for firefighters to carry cumbersome key rings with many master keys.

### Use

1. For the UCD Campus, contact the UC Davis Fire Department Operations/Training Assistant at (530)752-1236 and request a Knox Box Application. For UCDCMC, contact the UC Davis Fire Department Medical Center Fire Prevention Assistant at (916)734-3036 and request a Knox Box Application.
2. For the UCD Campus, when a Knox Box request is made, the requesting party will be given a Knox Box application by the UCDFD Operations/Training Assistant and directed to:
  - a. Coordinate the location and number of Knox Boxes through the Assistant Chief-Operations/Training.
  - b. Provide a small scale plan of the building when meeting with the A/C Operations/Training so the exact Knox Box location can be shown on the plans.
  - c. For Existing Buildings provide a recharge number so that the Fire Department can initiate a service request via O&M to develop the keys for the respective Knox Box(s).
  - d. For New Construction it will be the responsibility of the project to order the keys and have them ready for installation prior to issuance of a Fire Clearance by the Fire Department (two sets per Knox Box containing building masters, fire alarm keys, elevator keys and any other keys needed for access).

3. Schedule an appointment with the A/C Operations/Training at (530)752-1236 to have the application approved. Unless otherwise directed by the Fire Department, the UCD standard model is the series #3200 or #4400 Hinged Door Knox Box. Please make sure to choose the style and color that works for the intended application. For the Davis Campus, the application must be approved by the Fire Department Operations/Training Assistant Chief. For UCDCM, verify that Sacramento City Fire has already signed the application.
4. For the Davis Campus, the approved application, including a check for the correct amount, will be mailed to the Knox Company by the Operations/Training Assistant. For UCDCM, the requesting party will mail the approved application, including a check for correct amount to the Knox Company (address shown on the application).
5. For the Davis Campus, the Knox Company will send the Knox Box to the UC Davis Fire Department. The requesting party will be notified to pick up the Knox Box(s) for installation. At UCDCM, the Knox Box body will be sent to the purchaser, and the cover will go directly to the Sacramento City Fire Department.
6. Once the Knox Box is installed\*, please contact either the UC Davis Fire Department Operations/Training Assistant at the Davis Campus or the UC Davis Fire Department Fire Prevention Assistant at the UCDCM, to coordinate installation of the keys.

\*Each Knox Box must be installed 4-5 feet from the ground and no more than 2 feet from the door, unless otherwise approved by the UC Davis Fire Department.