



CHARLOTTE FIRE DEPARTMENT
Fire Prevention Bureau
Standard Operating Guidelines

FPB 232

Knox Boxes

Effective Date: March 14, 2007

Approved: 

Jonathan Leonard, Deputy Fire Marshal

Purpose:

In order to establish a base set of guidelines for the installation of Knox Boxes, these criteria have been established to aid the inspector in determining the number of boxes and keys, as well as some general specifics regarding the location, height, etc. of such boxes.

Policy:

- A. Knox Boxes shall be installed at facilities where required in the Fire Department's General Order SOG 307.03.
- B. Knox Boxes shall be installed preferably at the main entrance to a building, and installed at a location and height that allow them to be readily accessible.
- C. For new construction, the Fire Plans Examiner shall determine the need for a Knox Box and indicate such need on the plans via a stamp. The field inspector will determine the approved location of the box during the inspection process.
- D. Circumstances such as the size of the property, nature of any hazards on the property, security gates, etc. may warrant the need for additional boxes to be located on the same property.
- E. The number or sets of keys shall be determined based on the following criteria:
 1. 1-story building: 1 set
 2. 2-3 stories: 2 sets
 3. 4-6 stories: 3 sets
 4. High-rise: 5 sets
 5. Large Assembly Up to 5 sets
(Arenas, Stadiums, etc.)
- F. Each inspector shall be required for the complete and accurate data entry on the building record as to the presence and location of each box.
- G. During each routine inspection of any property with a Knox Box, the box shall be checked to ensure its operability, as well as to ensure that the correct and proper number of keys is present.
- H. Nothing in this guideline shall override that required in the CFD Operations Manual Guideline SOG 307.01, "Key Boxes".