

Knox Box Acquisition, Mounting and Securing Process

Order forms shall be obtained from the Rockingham County Fire Marshal's Office located at 20 East Gay Street, Harrisonburg, VA 22802. Forms can be picked-up in person or mailed. Forms cannot be faxed.

Prior to ordering the Knox Box the building owner may wish to contact the Fire Marshal's Office to confirm the style box needed if multiple keys are required.

Prior to mounting the box the proposed location shall be approved by the Fire Marshal's Office. This can be done by scheduling an appointment for field verification or by submitting a detailed drawing.

Upon receiving the Knox Box the building owner or agent can install the box at the approved location in accordance with the above stated guidelines.

As soon as practical after the installation of the Knox Box contact the Fire Marshal's Office (540) 564-3175 to schedule an appointment for the box to be secured. Prior to scheduling the appointment all required keys shall be available and tested for proper operation. All required decals must also be posted. The Knox Box shall be installed and secured with the proper keys prior to any fire protection systems being placed in service.

Delayed Access Gate Requirements

In the event a business wishes to install a delayed access gate, a Click2Enter electronic gate opener will be required to be installed and programmed to a list of frequencies provided to the installer by the Rockingham County Department of Fire and Rescue.

As a back-up to the Click2Enter system, a Knox key switch will be required to be installed in order for the gate to be locked in the open position.

The order form for the Knox key switch and any questions can be forwarded to the Rockingham County Department of Fire and Rescue Fire Marshal's Office.



Rockingham County Department of Fire and Rescue
20 East Gay Street
Harrisonburg, Virginia 22802
(P) 540-564-3175 (F) 540-564-1823

Key Box and Delayed Access Gate Requirements



**Rockingham County
Department of Fire &
Rescue**

(540) 564-3175

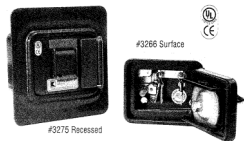
Installation Requirements

In accordance with Section 506 of the Virginia Statewide Fire Prevention Code the fire official may require access to or within a structure or an area when access is restricted because of secure openings or where immediate access is necessary for life-saving or fire-fighting purposes. The property owner or his agent is responsible for purchasing and installing the Knox Box. No Knox Box shall be installed prior to approval by the Fire Marshal's Office.

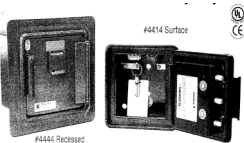
Key Box Installation Requirements

The approved key box models are:

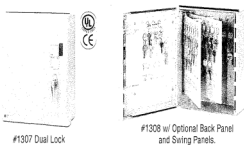
3200 Knox Box Series with hinged door.



4400 Knox Vault Series.



1300 Knox Cabinet Series.



The Knox Box shall be installed at the front entrance of the structure. Alternative locations may be approved by the fire official when appropriate.

Box shall be installed on the wall of the building within 10 feet horizontally of the door.

The top of the box shall be installed no higher than 6 feet or lower than 5 feet above the finished grade level in the area where the box is installed.

The box shall be installed in such a manner as to be clearly visible and accessible, and free from any obstructions.

If the box is equipped with a tamper switch, the letter "A" in either yellow or white shall be placed on the door of the box.

The box shall not be painted or have any other finish applied to the box other than the factory finish.

The box shall be mounted using heavy lag bolts or other appropriate sturdy hardware.

Surface mounted boxes shall be caulked on the top and two sides, but not the bottom.

Boxes equipped with tamper switches shall be connected and tested before closing the face of the box.

The red reflective Knox Box decal shall be placed on any exterior door of the structure where access is restricted. Additional decals may be ordered.

The red reflective Knox Box decal shall be located in the upper corner of the door on the hinge side.

Keys Required in Knox Box

- One key for each different exterior lock
- One fire department elevator over-ride key for each elevator car.
- One master key for each floor and or wing.
- One key for fire alarm control panel.
- One key for any locked fire protection system.
- One key for each roof hatch access.
- One key for any other secured areas in building.
- Other keys as determined necessary by the Fire Official.

All keys shall be individually labeled with a durable label in a legible fashion. Keys shall not be grouped on a single key ring.

Knox Box System Maintenance and Upkeep

It shall be the building owner or agent's responsibility for the upkeep and maintenance of the Knox Box.

Any changes in tenants' suite numbers or other conditions that affect the keys in the Knox Box shall immediately be reported to the Fire Marshal's Office and new keys provided for inclusion in the box.

Any damage or vandalism to the box shall be reported to the Fire Marshal's Office