SOUTH KING FIRE
31617 1st Ave S
Federal Way, WA 98003
Prevention: 253-946-7348
Inspection Request: 253-946-7318
Email: prevention.web@southkingfire.org

KNOX BOX REQUIREMENTS

FIRE PREVENTION GUIDELINES

SCOPE AND PURPOSE

Establishes the minimum requirements for an approved key box to be installed at the premises because of secured openings or where immediate access is necessary for life-safety or fire-fighting purposes.



CODE AUTHORITY

International Fire Code (IFC)

SPECIAL PROVISIONS

Knox Boxes are required in the following occupancy types:

- Buildings or dwellings with gated access / entrances
- Any building equipped with a fire alarm system or a fire sprinkler system

While the Fire Department will require a Knox entry system installation as outlined, additional occupancies may be required to install a Knox box by determination of the Fire Prevention Division. Please note, when the building is unoccupied and a Knox Box is not provided, the Fire Department may have to use forcible entry measures while mitigating emergency conditions. The use of forced entry could result in significant property damage at the expense of the building owner.

Note: More than one Knox Box may be required on the building exterior or interior due to building size and configuration.

KNOX BOX ORDERING

Knox Box and Knox eLock Cores are ordered online at www.knoxbox.com. To place an order, click on: "Buy", select "Washington" and "South King Fire and Rescue". Only those items that are allowed in the cities of Federal Way, Des Moines and the unincorporated areas of King County that South King Fire covers will appear as options for ordering. The Knox Box will be delivered to the customer; the key core and strike plate is delivered to the Fire Department.

For additional security measures, buildings equipped with fire alarm systems, may order a Knox box with a tamper switch installed.

KNOX BOX MODELS

The following are the minimum standard Knox Box models approved for installation. Please see the Knox Box website for additional color options and pricing.



3200 series (Knox Box) with a hinged door. This is the standard size and type of key box, which has a capacity for up to 10 keys (two key sets) and/or access cards. This model may be surface or recessed mounted. This is also the standard size if utilized at a gated entrance equipped with a padlock and key, or with a toggle gate switch installed inside.



4400 series (Knox Vault) with a hinged door. This key box has a 24 key capacity and is utilized when several key sets, access cards or combination thereof are necessary for building access. This model may also be surface or recessed mounted.

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INSTALLATION REQUIREMENTS

For information regarding the installation of the Knox Box, please see the Knox Box Installation Guidelines form.

REQUIRED ACCESS KEYS

Building and accessory use keys shall be provided as applicable to the list below.
Contact the South King Fire Prevention Division at 253-946-7348 to secure the keys in the Knox Box.

1. Fire alarm panel and initiating device (pull- station)
2. Electrical / Mechanical rooms
3. Fire sprinkler riser / pump room
4. Elevator fire-service “Phase” key
5. Roof access
6. Construction core keys *(if permanent locks have not been installed)*
7. Other rooms or areas determined by the fire code official.

RECOMMENDED ADDITIONAL ACCESS KEYS

The following list of keys are suggested and voluntary but are allowed to be secured in the Knox Box. Building master & sub-master keys are preferred if provided. (Not including private dwellings in residential occupancies).

1. Main entrance doors
2. Card keys, if utilized will provide access to common areas only (card keys must not be set to auto de-program)

IMPORTANT INFORMATION

The premise owner or manager shall immediately notify the fire code official and provide new access keys when a building lock is changed out or rekeyed. Likewise, immediately notify the fire code official if your Knox Box has been stolen, breached, or shows any signs of unauthorized access. Contact the South King Fire Prevention Division at: 253-946-7348.