



WOODSIDE FIRE PROTECTION DISTRICT

Knox Box & Knox Key Switch *Order and Installation Guidelines*

808 Portola Rd. #C Portola Valley, CA 94028 Fire Prevention 650-851-1594 Fax 650-851-3960

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PURPOSE. Pursuant to California Fire Code § 506.1, a key box or gate key switch is required at your property for Fire Department access in the event of an emergency. This will provide responding fire personnel access into your building by using the building's keys and/or access codes that are stored within the secure key box.

Order Instructions:

Order online at www.knoxbox.com

1. Click on the red **"BUY"** link.
2. Select **"CALIFORNIA"** for "your location"
3. Type **"Woodside FPD"** in the "Local fire department/agency" and click "Search".
4. Select **"Woodside FPD commercial Knox Products"** from the list.
5. Products will appear on the screen for you to purchase
6. For Commercial KnoxBoxes, order the 3200 or 4400 model depending on required size.
 - a. Any of the three color options is acceptable.
 - b. A tamper switch is NOT required.
 - c. Recessed or surface mounted are both acceptable.
7. For Gate Key Switches, both the Dust Cover (model 3501) or Single Lock on Plate (model 3502) are acceptable.
 - a. Under "Signals" select **"One Signal per Lock (SPDT)"**
 - b. Under "Switch Type" select **"Toggle (2-position)"**

Installation Guidelines:

1. Depending on the key box model, it will come in either one or two pieces, a base and a cover. You will be able to attach the box to the building, however, you will not be able to lock the cover. Fire personnel must lock the cover after placing the appropriate keys in the box. **Only fire personnel will have access into the locked key box. Do not install the red square sticker that comes with the box. Fire personnel to install red sticker at an approved location.**
2. Keys shall be labeled and placed in the box including main entry keys, fire sprinkler and fire alarm system closet/room keys, security gates and other pertinent keys for fire personnel access.
3. Install the base of the key box on the exterior wall of the building, on the latch side of the front entry door and within 5 feet of the door. If the latch side is comprised of glass or other materials that will not allow for the installation of the box, you may install it on the other side of the entry door. Install the base between 5-6 feet above the ground.

4. The installation of a gate switch shall be performed by a licensed electrician. Go to www.woodsidefire.org to apply for a Gate (Knox switches) permit prior to installation.
5. Once the key box or key switch has been installed, call the Fire Administration office at 650-851-1594 to schedule the final inspection. Applicant shall have labeled keys ready to test and install in the key box and/or the key switch ready to be tested at time of inspection.