



City of Easton Fire Department Knox Box placement requirements

IMPORTANT- READ CAREFULLY

As expressed in the International Fire Code, in Section 506 "Key Boxes".

506.1 Where required.

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-safety or firefighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037 and shall contain keys to gain necessary access as required by the fire code official.

506.2 Key box maintenance.

The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

The Knox Box shall be installed in a location visible from the street. Should you require assistance with determining the box location, contact the fire department for assistance at 610-250-6672. The Knox Box shall be secured into brick, wood studs, or any other structural component using anchors that will afford maximum security against the ability to pry or knock the Knox Box off the face of the building. Boxes shall be mounted five (5) feet high, as measured from the finished floor or ground, to the bottom of the box. Mounting guidelines can be found on the Knox Box website www.knoxbox.com. Included in the box is a **RED** Knox Box sticker.

This sticker is to be displayed at the rear entrance of the structure which will indicate the presence of a Knox Box mounted on the front of the building.

Only commercial grade Knox Box shall be used. Buildings with up to ten (10) keys shall use Knox Box series 3200. Buildings having more than ten (10) keys shall use the Knox Vault series 4400. All keys must be properly tagged and labeled indicating their appropriate door. Alarm panel keys, elevator keys, utility/mechanical room keys and such, shall be included in the Knox Box. All key tags shall be waterproof. Any alarm reset codes shall also be included. All keys and tags **shall** be complete prior to contacting the fire department. To have the Knox Box closed and secured, call the fire department duty officer at 610-250-6672 (Monday through Friday 8-5) and schedule a time to do so.



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1. Go to products, select commercial KnoxBoxes
2. Location is Pennsylvania (drop down list)
3. Local Fire Department/agency Easton Fire Dept (drop down list) for **COMMERCIAL BOXES NOT Residential Use ONLY**
4. Select the appropriate size box for your property

KnoxBox 3200 (10 Keys or Less)

KnoxBox 4400 (More than 10 Keys)

Keys that are required in your box are for:

1. Any door with a lock
2. Fire alarm panel key & Code to the alarm system for reset by the Fire Department
(Tenants should not be silencing or resetting the alarm when it goes off)
3. Elevator Keys
4. Any Pad Lock that is securing a door or combination for any lock securing a door

All keys should be tested in the corresponding locks to confirm they work and tagged with the appropriate color as described below PRIOR to calling to have your keys installed in the box.

Color coding for keys:

Entry Doors-Green

Alarm Panel Keys-Red

Master Keys-Blue

Elevator Keys-Yellow