



These guidelines are intended to be a resource for when a building, structure, or facility, within the City of Rockwall, is required to be provided with a Knox Key Box and/or caps.

All key boxes for the purposes of these guidelines and any other guidelines or requirements of the Rockwall Fire Prevention Education and Investigation (FPE&I) Division shall conform to the 2021 International Fire Code, as adopted and amended by the City of Rockwall.

These guidelines do not replace, nor supersede any codes and/or ordinances adopted by the City of Rockwall, or determinations and positions of the Rockwall FPE&I Division.

Knox Boxes & Caps can be purchased online at [www.knoxbox.com](http://www.knoxbox.com) or authorization order forms can be picked up from the Rockwall FPE&I Division.

### **Knox Box Requirements**

- 1) An approved Knox box shall be provided on the following structures:
  - a) On new and existing structures:
    - i) At fire sprinkler riser/fire pump rooms, if one is provided, and at additional locations as required by the Fire Code Official.
    - ii) At main entry if equipped with other automatic fire protection system.
  - b) On all existing commercial structures comprised of multiple tenant spaces. A single approved Key Box may serve multiple occupancies in a single building provided the box is located in an approved location and is adequately sized for the number of keys.
- 2) Knox Box locations shall be approved by the Fire Department PRIOR to installation.
- 3) Knox Boxes shall not be visually or physically obstructed by landscaping or architectural elements.
- 4) Knox Boxes shall be mounted 5-6 feet above the surface level of the designated entry.
- 5) Keys necessary for entry shall be placed inside the box. Keys shall be properly labeled.
- 6) Fire Department alert decal shall be placed on main doors in the upper corner.

### **Elevator Knox Key Box Requirements**

- 7) A Knox Elevator Key Box shall be provided for non-standardized fire service elevator keys.
- 8) The front cover shall be permanently labeled with the words "Fire Department Use Only—Elevator Keys."
- 9) The Knox box shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access.
- 10) The Knox box shall be mounted 5 feet 6 inches above the finished floor to the right side of the elevator bank.
- 11) Contents of the Knox box are limited to fire service elevator keys. Additional elevator access tools, keys and information pertinent to emergency planning or elevator access shall be permitted when authorized.
- 12) In buildings with two or more elevator banks, a single key box shall be permitted to be used when such elevator banks are separated by not more than 30 feet. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30 feet.

### **Fire Department Connections (FDC) Knox Cap Requirements**

- 13) All Fire Department Connections shall be equipped with locking Knox FDC Cap/s.

### **Standpipe System Hose Connection Knox Cap Requirements**

- 14) Standpipe systems that are not otherwise monitored shall be equipped with locking Knox Cap/s Cap/s.