

## **CITY OF HITCHCOCK KNOX BOX STANDARDS**

### **Purpose:**

The intent of this standard is to provide general information for restricted or limited access structures that impedes life-saving or firefighting purposes to or within a structure. This standard is based off on the requirements 2018 International Fire Code Section 506.

### **Scope:**

Approved Knox Boxes or switches shall be provided for all new and renovated commercial buildings. Existing commercial buildings may be required to upsize their Knox Box if outgrown by increased number of keys. A Knox box shall be replaced if damaged. Single family dwellings with gates restricting access to property shall have a Knox Switch installed. An approved Knox padlock can be required by City of Hitchcock if chain and locks are solely provided on gates with no electrical motors.

### **Commercial Requirements:**

#### 1. Knox Box Size:

- Small Knox for businesses 3,000 sq. ft. and less (minimum 2 complete sets w/tags provided)
- Large Knox for business greater than 3,000 sq. ft. (minimum 4 complete sets w/tags provided)

### **Residential Home Box Requirements:**

1. Key Boxes are never required for a residential home but are an option for those who may have medical or other needs. The key box allows emergency personnel to access the home in the event the occupants are unable to come to the door

### **Required Keys & Installation**

1. The following keys shall be provided for a Knox box if applicable to your building: master keys, elevator recall keys, fire alarm keys, electrical room keys, stairwell door keys, fob entry cards/readers.
2. Knox box shall be mounted no lower than 4' and no higher than 6' from finished floor and located near main entry.
3. Knox box or Switch shall be readily visible and installed at main entry door or at multi-use building installed at the suite which the Fire Alarm Control Unit is located.
4. All Knox boxes, switches or padlocks shall be kept in operable conditions. (easily open and close)

### **City of Hitchcock Approved Knox Box Models are as follows:**

- 4400 series surface or recess (Large Commercial Use)
- 3200 series surface or recess (Small Commercial Use)
- 1501B1, 1501, 1502SH, 1503DH (Residential Use)
- 3782 model (Exterior padlock) gates w/no electric motors
  - a) Usage: Exterior
  - b) Shrouded Shackle: No
  - c) Shackle Length: 2 inches
- 3502 model (electric key switch) gates w/electric motors

### **Purchasing a Knox Box:**

1. Key boxes can be ordered online directly from the Knox Company. Simply visit their website at [www.knoxbox.com](http://www.knoxbox.com).
2. Select your State, select Texas, then select Hitchcock Vol Fire Department as your local fire department.

Note: It is the responsibility of building/tenant to inform the fire department on updated keys to replace in the Knox Box. Please contact City Hall at 409-986-5591, to schedule an appointment. Updated keys are to be mailed or dropped off at the local fire station.

**Adopted January 11, 2021**