



Kerrville Fire Marshal

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Section 6

KNOX Key Box

These guidelines are intended to be a resource for when a building, structure, or facility, within the City of Kerrville, is required to be provided with a KNOX Key Box.

All key boxes for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements

1. KNOX Key Boxes can be purchased online at www.knoxbox.com. See *appendix for ordering information*
2. Key vault locations shall be approved by the Fire Marshal PRIOR to installation and shall be subject to the following conditions:
 - a. KNOX Key Boxes shall be located at the main entry into the building and at the fire sprinkler riser room.
 - b. KNOX Key Boxes shall in all cases be mounted within 10 feet of the designated entry.
 - c. KNOX Key Boxes shall not be visually or physically obstructed by landscaping or architectural elements.
 - d. KNOX Key Boxes shall not be mounted more than five (5) feet and not less than two feet above the surface level of the designated entry.
3. Keys necessary for entry shall be placed inside the box. Keys shall be properly labeled and be limited to one set attached to a substantially constructed key ring.
4. Fire Department alert decal shall be placed on all exterior doors in the upper left hand corner if the KNOX Box is mounted on the wall left of the entry door and vise versa if mounted on the right side of the entry door. The City of Kerrville accepts no liability for security breeches resulting from the use of the key vault system. The system is the best available for addressing the complicated problem of rapid building access.

Where Required

5. The following structures and properties shall be equipped with a key lock security system box at or near their main entrance or at such other location as the Fire Marshal may require
6. Structures that are either equipped with, or required to be equipped with, fire sprinkler systems or fire systems or fire detection alarm systems that report to an alarm monitoring center
7. Multi-family residential structures that have restricted access through locked doors or gates and that have a common area or corridor for access to the living units
8. Buildings, that contain 6 or more occupancies within the same structure that have restricted common entryways and exit ways into the common area of the building.
9. Properties having mechanical gates that control vehicular and pedestrian access to commercial property or to private streets in subdivisions, apartment complexes, condominiums, or other residential developments which contain more than 2 residential units
10. Commercial properties with parking garages or secured parking and storage unit areas that will restrict access for emergency services.

11. All newly constructed structures subject to this Section shall have the key lock box installed and operational prior to the issuance of a Certificate of Occupancy.
12. Any existing structure subject to the key lock box requirement that does not have a key lock box installed and operational shall have the same installed as soon as practicable, but in no event later than 30 days after the effective date of these regulations.

Additional Information

13. In addition to the KNOX Box system, locking caps for Fire Department Connections and Standpipes are required to secure water supplies for sprinkler systems.
14. KNOX pad locks are required for gates and any other limited access point. KNOX padlocks are also required for securing water valves in open areas or areas required by the Fire Marshal.
15. KNOX Access Gate Key Switches are required on limited access gates such as located at closed residential properties (apartment complex).
- 8 Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
- 9 Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
- 10 All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.
- 11 All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.