



KNOX BOX ORDER AND INSTALLATION INSTRUCTIONS

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. Type Central County Fire Department in the "enter department name" field and click submit.
3. Select Central County Fire Dept, Burlingame from the list.
4. Products will appear on the screen for you to purchase
5. Order any 3200 series for a building. You may order either a hinged door or lift-off door option. A tamper switch option is NOT required.
6. Order a key switch for an electric gate.

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.
2. Keys to be placed in the box shall include main entry keys, fire sprinkler and fire alarm system closet/room keys, security gates and other pertinent keys for fire personnel. Additional information such as keypad access codes for entry and garage doors will also be required.
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. If installing a gate key switch, ensure a licensed electrician properly installs the switch in a visible location on or near the gate.
5. Once the box or gate switch is installed, call the Fire Administration office at (650) 558-7600 to arrange for the cover and key(s) to be placed on the box or test the gate switch.

1399 Rollins Road | Burlingame, CA 94010

(650) 558-7600 | www.ccfdonline.org | [@centralcountyfd](https://twitter.com/centralcountyfd)