



### Purpose

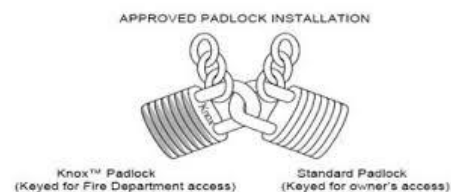
This standard has been developed to assist development applicants, architects, contractors and business owners in determining the minimum knox box requirements for rapid, non-destructive access to the property and building during emergency situations.

### When Required:

Per the California Fire Code Section 506, where the building is equipped with a fire sprinkler system, fire alarm system or when access to or within a structure of an area is restricted because of gates or other secured openings or where immediate access is necessary for life-saving or fire-fighting purpose, the appropriate size knox box is required.

### Type of Knox Box Required

- A **KNOX BOX SERIES #3200** is required at or near the main entrance door of any building equipped with a fire sprinkler, fire alarm system or any building that has restricted access such as security gates. Additional Knox boxes may be required by the Oceanside Fire Department based upon property size, individual circumstances or special hazards. Maximum keys inside a 3200 series knox box is eight keys.
- A **KNOX VAULT SERIES #4400** is to be installed on any building 4-7 stories height. Maximum keys inside 4400 series knox box is 20.
- A **KNOX ELEVATOR KEY BOX SERIES #1400** is required in the lobby of each elevator bank at the lowest level of fire department access.
- A **KNOX DOCUMENT CABINET** is required for High-rise, H-Occupancies, and for buildings exceeding 100,000 square feet.
- A **KNOX PADLOCK SERIES #3780** is required to be installed on exterior manual commercial and multi-family manual gates and emergency secondary access gates when required by the Oceanside Fire Department. A Knox Padlock #3781 & #3782 shall be interlocked with the property owner's lock.





- **KNOX KEY SWITCH SERIES #3502** with a dust cover is required for all electronically locked gates.



**NOTE:** Contact your Fire Inspector to determine the amount, type and locations of all knox boxes required for your project.

- **STROBE SENSORS** which opens the gate on approach of emergency vehicles is required on all electric gates that serve three (3) or more single family dwellings or any commercial and multi-family buildings. Strobe Sensor is subject for approval at time of installation.



**NOTE:** A licensed gate contractor shall install Knox Switches and strobe sensors. Upon activation of the knox key switch or strobe sensor, the gate shall fully open. The gate and swing arm shall stay in the open position until the key switch is put back into normal operating position by the Oceanside Fire Department.



**Required Keys:** One (1) all weather labeled key tag per tenant space and any required keys (see below) for Fire Department access shall be provided for installation within the Knox Box. If multiple keys are required; they shall be on a key ring to keep them together. Examples of keys to be included:

1. Keys that will provide access to all areas of the building.
2. Rooms with fire sprinkler riser and/or fire alarm panel room.
3. Keys to operate the protection equipment.
4. Elevator recall keys for operation and door control.
5. Fire alarm panel and manual pull station boxes.
6. Access card, FOB, appropriate codes and/or electronic key cards, etc.

**Standard for Multi-Story Buildings:**

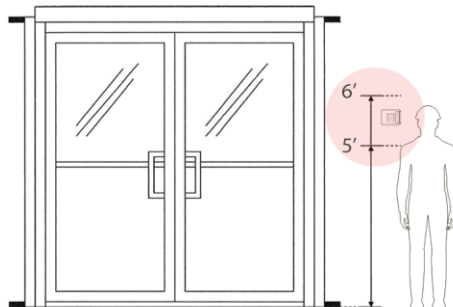
- 1-2 stories = 1 set of keys
- 3-4 stories = 2 sets of keys
- 5+ stories = at least 3 sets of keys, or more at the discretion of the Fire Marshal.

All keys shall be grouped on a single key ring with waterproof labeling. Keys that may be required depending on the building: Main Entrance, Grand Master, Elevator Control, Mechanical Room, Fire Alarm Panel, Electrical Room, Roof Access, Fire Sprinkler Riser Room.

**Installation:**

Knox box shall be placed within proximity of the front main doors on the address side of the building. The type, number and location shall be approved by the Oceanside Fire Department.

All Knox boxes shall be installed and mounted between 5-6 feet above finished grade to the bottom of the Knox Box. The box shall be clearly visible and mounted in accordance with manufacturer's recommendations.





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**How to order KNOX BOXES, KNOX GATE KEY SWITCHES, or KNOX PADLOCKS  
(Business or Multi-Unit):**

**Online:**

Go to [www.knoxbox.com](http://www.knoxbox.com) – Hover over “Products” to view details and specifications regarding the various Knox Boxes, Gate Key Switches, and Padlocks.

If you are in need of a Knox Box, click on “Commercial Knox Boxes” select the size box that best suits your needs.

If you are in need of a Gate Key Switch or Padlock, click on “Gate Key Switches and Padlocks” select the product that best suits your needs.

Once you are ready to order, click “Buy” in the upper right corner. Follow the following steps:

**Step 1** – Enter your location, Oceanside.

**Step 2** – Enter “Oceanside Fire Prev Bur”, click search.

**Step 3** – Select the product you would like to order.

**Step 4** – Select the category you would like to order. Click on “View” for the item you want to order.

**Step 5** – Follow the directions to finalize your purchase. Click on “Add to Cart.”

**By Phone:**

Call 1-800-552-5669. Provide the zip code of the building address, then order the style that best suits your needs. They can help you with any questions that you may have.

**Once Installed:**

Call (760) 435-4101 to schedule an appointment with an inspector to lock the keys inside the Knox Box. If you don’t want to meet the inspector at the property, you can drop the keys off at our Fire Prevention Office in a sealed envelope with your contact information and building address on the front of the envelope. Or, you can mail the keys in a sealed envelope with your contact information and building address to: Oceanside Fire Department Attn: Fire Prevention, 300 North Coast Highway, Oceanside, CA 92054.

*This information is intended to be used as a guide only. Fire Department access needs and requirements vary from property to property; therefore, it is required that a Fire Inspector inspect and approve all Knox box and key switch locations prior to installation.*