



## Boise Fire Department Procedure

**Subject: Knox Box Ordering and Installation Procedure**

**Effective: April 1, 2012**

**Reviewed by: R.Gervais**

**Supersedes: New**

**Pages: 2**

### Purpose

The purpose of this procedure is to clearly define the requirements for commercial building key boxes including; approve key box types, key box ordering, key box installation, securing of key boxes and updating of existing key boxes.

### Section I – Requirements

The International Fire Code (IFC), as amended by Boise City Ordinance 7-01-39, requires key boxes for all structures with fire alarm or fire sprinkler systems which are connected to a monitoring service. The required key box for the Boise City Fire Department (BFD), Whitney Fire Protection District (WFP) and North Ada County Fire & Rescue District (NACFR) is the KNOX-BOX manufactured by the KNOX Company.

Boise City Fire Department allows the 3200 Series with hinged doors, the 4100 Series and the 4400 Series KNOX-BOX. The 3200 Series holds ten keys, or usually 1 to 2 sets, and is adequate for most buildings. In large, multi-story or multi-tenant buildings the 4100 Series, which holds up to 24 keys or the 4400 Series, which holds up to 50 keys, will be required.

### Section II – Ordering

Ordering Procedures:

Key Boxes may be ordered either online or by contacting the Boise Fire Department at (208) 570-6500.

To order ONLINE:

1. Go to the Knox Company web site at <https://www.knoxbox.com>
2. Select the KNOX-BOX model form the left column of the home page.
  - a. **Large, multi-story or multi-tenant buildings require the 4100 or 4400 Series**
3. Input the zip code of your property (please note that Boise City Fire Department currently provides services for the WFP and NACFR districts and Boise City Fire Department should be selected for properties in these areas)
4. Complete all fields in the Installation Address and Billing information screens and confirm purchase.
  - a. **KNOX-BOXes should be shipped to your address**
5. Upon notification that a KNOX-BOX has been ordered, Boise City Fire Department will notify the contact email on the application which fire station to contact for lock-up.
6. When the KNOX-BOX is received, proceed to Section III for installation instructions.

To order using Knox Company order form:

1. Complete the current year authorization order form which can be obtained by contacting the Boise City Fire Department at (208) 570-6500.
  - a. **KNOX-BOXes should be shipped to your address**
  - b. **Large, multi-story or multi-tenant buildings require the 4100 or 4400 Series**
2. Return the completed form, with payment, to the Boise Fire Department at:

Boise Fire Department  
Boise City Hall West  
333 N. Mark Stall Place  
Boise, ID 83704

Or via email if using credit card to:  
[kkudar@cityofboise.org](mailto:kkudar@cityofboise.org)

3. The Boise City Fire Department will verify the information and mail or fax the completed form to the Knox Company.
4. When your KNOX-BOX is received proceed to Section III below for installation instructions.

### Section III – Installation

1. The KNOX-BOX should be mounted on the address side of the building near the main entry at a height of no more than 6-feet above finish grade, measured to top of the box.
2. Installation shall comply with the mounting Instructions included with the KNOX-BOX.
3. Assemble and label all of the following keys for placement into the KNOX-BOX:
  - a. Master key (green label)
    - i. If a master key is not available provides keys for access to all entrances, mechanical rooms, electrical rooms, roof access and other areas at the discretion of the fire code official. A larger KNOX-BOX maybe required
  - b. Fire alarm key(s) (red label) – if applicable
  - c. Padlock key(s) – if applicable
  - d. Elevator key (blue label) – if applicable
  - e. Pass key or access control card (white label) – if applicable
4. Multiple sets of keys shall be required for large, multi-story or multi-tenant buildings and may require a larger KNOX-BOX:

1-2 stories	1 set
3-4 stories	2 sets
5 and more stories	4 sets
>50,000 sq. ft but less than 100,000	2 sets
>100,000 sq. ft.	Contact the fire code official
Multi-tenant	1 set/tenant (unless master keyed)

5. Ensure you have the front cover plate for the KNOX-BOX ready.
6. Contact the fire station who is responsible for the area which was previously provided.
7. The fire station will set up an appointment to close up the KNOX-BOX.
8. The fire station will verify keys and labeling and the lock the KNOX-BOX.

### Section IV – Change of Locks

Any change of locks or keys shall require the owner/occupant to provide new keys to the fire department. To have keys added or replace please follow the procedure below:

1. Contact the fire station who is responsible for the area. If unaware of the responsible station, please contact the Boise City Fire Department at (208) 570-6500.
2. The fire station will set up an appointment to change the keys.
3. The fire station will verify keys and labeling and the lock the box.