	Presidio Trust **Fire Marshal's Office** *1750 Lincoln Blvd. San Francisco, California 94129*	**Date**: August 7, 2023 **Revision**: Sept 28, 2026 **Standard**: ***FDA-005***
Title: **Knox System Standard**	**Approved By**: *Randy Amores*	

SCOPE

The information contained in this Standard has been developed to assist property owners, architects, engineers, and contractors for the installation of Knox Rapid Entry Systems. These rapid entry systems are utilized to minimize potential damage caused by forcible entry and allow the building/facility to be re- secured quickly and easily once emergency operations are complete. Knox Systems shall meet the following code requirements:

- California Fire Code

1. WHERE REQUIRED

1.1 Building(s) equipped with a fire suppression and/or fire alarm system.

1.2 Commercial businesses that use, store, manufacture, or process hazardous materials.

1.3 Buildings with elevators.

1.4 High-rise buildings.

1.5 Sites and facilities secured by manual or automatic gates, or barriers.

1.6 Other buildings/facilities as determined by the Fire Marshal's Office.

1.7 **Note:** Larger buildings and facilities may require multiple Knox Systems.

2. MODELS REQUIRED

2.1 Single tenant buildings shall utilize the Knox Box, Model 3200 series with a hinged door.

2.2 Non–high-rise multiple tenant buildings shall utilize the larger Knox Vault, Model 4400 series with a hinged door and single lock.

2.3 In high-rise buildings, and buildings which utilize large quantities of hazardous materials a Knox Document Cabinet, Model 1301 (18 inches [height]H by 14.5 inches [width]) with a hinged door and single lock shall be installed. For high-rise applications the cabinet shall be installed within the Fire Command Center and a Model 3200 series installed at the building's entry and entry to the fire command center.

2.4 Automatic gates and barriers shall utilize the Knox Key Switch, Model 3501.

2.5 Manual gates and barriers shall utilize the Knox Padlock, Model 3770.

3. ORDERING PROCEDURE

3.1 Go to http://www.knoxbox.com.

3.2 You will need to log in. (New customers will need a new login.)

3.3 Click on BUY (right-hand side of home page).

3.4 Enter Location (California) and Local Fire Depart / Agency – SELECT (Presidio Trust).

3.5 Select your product.

3.6 Fill in all your information for installation address and billing.

3.7 You must log in and fill in the required information.

3.8 Fill in the Checkout – Payment information.

4. INSTALLATION PROCEDURE

4.1 All Knox Systems shall be installed per the manufacturer's installation instructions and the Presidio Trust Fire Marshal's Office requirements noted below:

4.1.1 Knox Boxes, Cabinets, and Vaults

4.1.1.1 Shall be located adjacent to the main entrance to the building/facility or, when approved, adjacent to the fire control room.

4.1.1.2 The mounting height shall be 60 (sixty) inches – 72 (seventy-two) inches above the adjacent walking surface, unless otherwise approved by the fire marshal.

4.1.1.3 Area shall be free of shrubbery or other vegetation that may interfere with the fire fighters' ability to access the unit.

4.1.1.4 Knox System window decals are required on the primary entry door(s) to alert fire fighters that a Knox System is provided (one is included when the Knox System is shipped).

4.1.1.5 The following keys are required, and shall be properly labeled with "key tags" for the door, room, suite number or use clearly visible (additional keys may be required):

4.1.1.5.1 Main entry.

4.1.1.5.2 Fire control room.

4.1.1.5.3 Fire alarm control panel and manual pull stations (if not the same key).

4.1.1.5.4 Locks on sprinkler risers and backflow prevention devices.

4.1.1.5.5 Mechanical/electrical rooms.

4.1.1.5.6 Janitors' closets.

4.1.1.5.7 Elevator master override.

4.1.1.5.8 Elevator machine room.

4.1.1.5.9 Card access keys or fobs.

4.1.1.6 More than one set of keys is often required—especially in larger buildings. These extra sets are needed for additional fire companies responding to the property. The following guidelines for number of key sets shall be followed:

4.1.1.6.1 **1-2 story building**: 1 (one) set of keys.

4.1.1.6.2 **3-5 stories or more than 62,000 sq. ft.**: 2 (two) sets of keys.

4.1.1.6.3 **5 or more stories**: 3 (three) sets of keys.

4.1.2 Knox Key Switches

4.1.2.1 Knox Key Switches shall be mounted directly adjacent to the keypad or card reader and shall face the vehicle access roadway.

4.1.2.2 Mounting height shall be 48 (forty-eight) inches – 54 (fifty-four) inches above the driving surface.

5. KNOX PADLOCKS

5.1 Knox Padlock installations typically utilize a combination of two padlocks—one standard lock used by the owner and one Knox lock—hooked together so either lock can access the gate. This allows access for both the owner (by unlocking the standard lock) and the fire department (by unlocking the Knox Padlock).

6. FINAL INSPECTION

6.1 To secure box, vault, or cabinet, the customer must contact the Presidio Trust Fire Marshal's Office to request a "**lock-up**" inspection. After the installation of a Key Switch or Padlock the customer must contact the Presidio Trust Fire Marshal's Office to request a "**functional test**" inspection to ensure the device is installed and works properly. Please call (415) 745-0319.

7. KEY MAINTENANCE

7.1 When new locks are added to a building/facility or existing locks are rekeyed, the tenant and/or building owner shall provide new or replacement keys in compliance with the requirements noted above. Contact the Presidio Trust Fire Marshal's Office to arrange for the installation of the new keys. To schedule an inspection of the Knox System call (415) 745-0319.

DEFINITIONS

Fire Suppression – System used to extinguish, contain, or in some cases, entirely prevent fires from spreading or occurring.

Knox Box or Vault – Box and Vault are used for securely storing building keys or entry cards.

Knox Document Cabinet – Cabinets are used for storing pertinent hazardous material safety data sheets, floor plans, emergency plans, building keys, or entry cards.

Knox Key – A key, secured on all fire apparatus electronically that enables fire crews to access any Knox System within the Presidio Trust, Area B.

Knox Key Switch – An electrical switch activated by a Knox Key that opens a gate or other electric entry barrier.

Knox Padlock – A heavy duty padlock that is designed for securing perimeter gates, industrial equipment yards, and similar areas.

Key Tag – A key tag attached to each key to identify the function of the key and room.