

KnoxBoxInstallationGuidelines

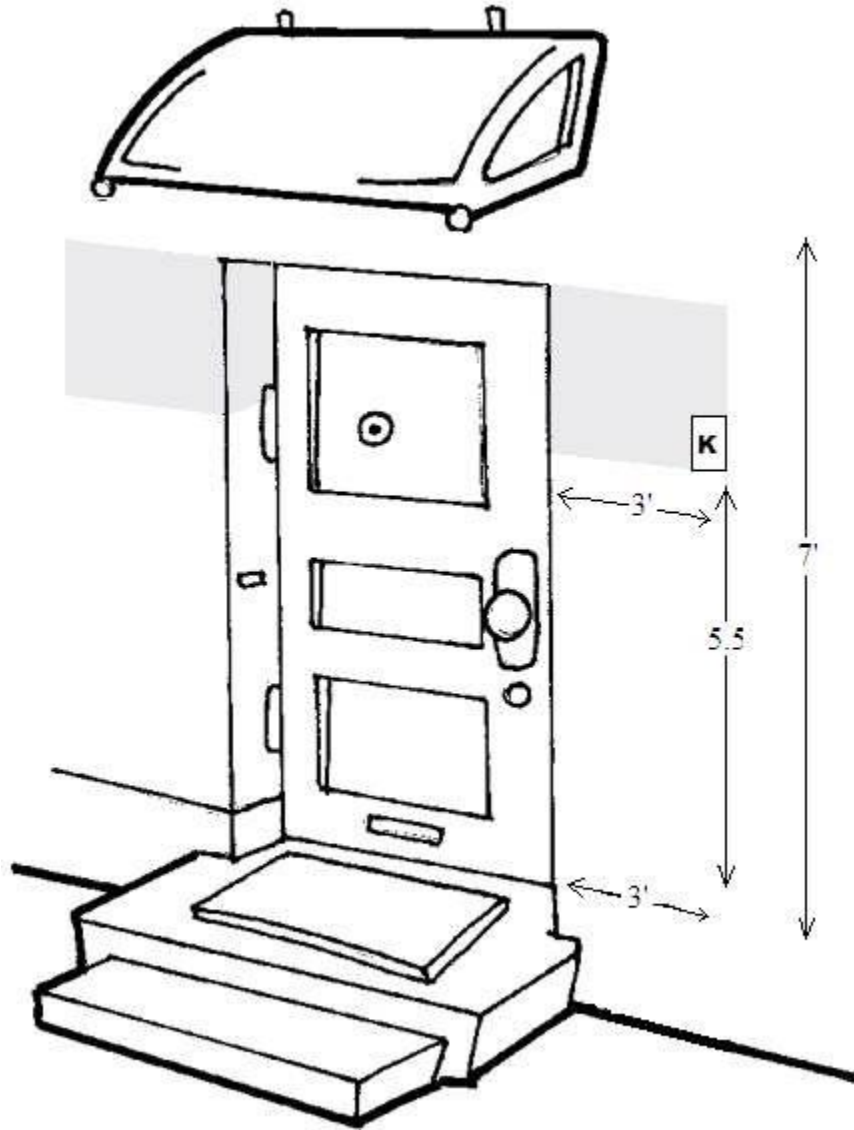
The Common Council of The City of Superior has approved a resolution (R11-13025) in support of the installation of access boxes on certain buildings within the City of Superior. NFPA 1-16.3.4.4 (buildings under construction), NFPA 1-18.2.2.1 (existing buildings), and the IFC 506.1 (new construction) require that a key box with keys to designated area of a structure be installed on a building in an approved location when access to the structure or areas of the structure are determined by the Fire Chief or his designee to be difficult due to security features of the building. These guidelines provide information regarding which buildings will be required to install a Knox Box, how to obtain a Knox Box and where they are to be located on the building.

Buildings requiring a KnoxBox:

- (a) Any building that has installed within it an automatic fire suppression system, a remotely monitored automatic fire alarm system, or an elevator will need a Knox Box.
- (b) Any commercial building that has more than two stories will need a Knox Box.
- (c) Any building containing hazardous materials requiring the filing of a Tier II report will need a Knox Box.
- (d) Residential buildings with eight or more rental units will need a Knox Box.

Location:

- (a) Knox Boxes must be installed within three feet horizontally of the principle entrance door of the building or within three feet horizontally of another entrance to the building which is acceptable to the fire department. They need to be installed no less than 5.5 feet vertically from the threshold of the door and no more that seven feet vertically from the threshold of the door. However, the preference of the Fire Department is that KnoxBoxes be installed at the 5.5 foot level.
- (b) Key boxes must be installed on the side of the building facing the street of address unless the Fire Department has approved another location.
- (c) In the diagram below, a KnoxBox may be installed any where in the gray shaded area only.



Keys Required:

With the exception of Knox Boxes located on residential buildings, all KnoxBoxes must contain the key for the principle entrance, the key for every other keyed exterior entrance, and any keys to interior doors deemed required by the fire department. All keys in the KnoxBox must be clearly labeled with regard to their function. Any time the locks on the doors for which the keys are stored in the KnoxBox are changed, the owner of the building must immediately notify the Fire Department and immediately provide the Fire Department with the keys for the new locks.

On residential buildings Knox Boxes need only contain the keys to portions of the building not leased to residents including their apartments and any storage or garage areas they rent within the building. However, keys to such areas as common hallways, utility rooms, laundry rooms, basements, and any spaces used by the building owner for storage or for other purposes must be placed in the Knox Box.

How to Obtain a KnoxBox:

Knox Boxes must be ordered directly from the Knox Box Company

<https://www.knoxbox.com/> [800-552-5669](tel:800-552-5669)

Questions:

If you have any questions about the installation of Knox Boxes, please contact the Superior Fire Department at 715-395-1680.

Superior Fire Department
3326 Tower Avenue
Superior, WI 54880
715-395-1680