



KENTFIELD FIRE DISTRICT  
1004 Sir Francis Drake Blvd.  
Kentfield, CA 94904  
Office: (415) 453-7464

## Fire Panel Replacement Requirements

### Key Box and Gate Switch Installation Information

The KNOX-BOX rapid entry system is a secure emergency access program developed for property owners and Fire Departments. When a fire breaks out or there is a medical emergency, Knox products allow immediate entry into buildings and property by the Fire Department (only) without forced entry damage or delay. Property owners store entrance keys in high-security Knox-Boxes mounted near building entrances. Each KNOX-BOX purchased by a property owner is keyed to a single universal key controlled ONLY by the fire department.

**The Fire Department recommends ordering any 3200 Series Box.**  
Orders can be placed online at: <https://www.knoxbox.com/>



*Note: It is NOT recommended to use the models with tamper switches unless you have high security needs.*

**The Fire Department recommends ordering a3501 or 3502 Series Key Switch (depending on application).**



### **ORDERING PROCEDURE:**

1. The district website has an ordering FAQ located here Knox Ordering FAQ
2. Place order by visiting the Knox company online at: <https://www.knoxbox.com/>
3. **NOTE!** Be sure to select the **KENTFIELD FIRE DISTRICT.**
4. Be sure to include accurate installation location notes (where will it be located?).

**Note:** The Fire Department does NOT process paperwork, payments or receive shipments.

### **INSTALLATION SPECIFICATIONS:**

1. The Knox box is to be installed, 5' above finished grade, adjacent to the main building entrance that fronts the public street access unless designated at a different location by the Fire Department.
2. It must be installed in plain view, as you approach the building, in a location not likely to be hidden with landscape growth or other obstructions.
3. Follow the manufacturer's installation instructions.

### **INSTALLING KEYS and BOX COVER:**

1. Have key(s) made that will provide access to the interior of the building, any interior secured areas and any specific keys requested by the Fire Department.
2. **Note:** Multi-tenant buildings should provide access keys for each tenant space as above. A Universal Key for all tenants' spaces is preferred.
3. All keys must be labeled using a substantial key identification tag that will withstand exposure to moisture.
4. Test all keys in lock mechanisms before contacting the Fire Prevention Division.
5. Contact Fire Prevention at [lpasero@kentfieldfie.org](mailto:lpasero@kentfieldfie.org) for an appointment to install keys.
6. **Note:** This must be combined with the final occupancy clearance inspection on new buildings or when boxes are installed as a project requirement.

### **SECURITY GATES & KEY SWITCHES**

1. As a reminder, all security gate projects (additions or alterations) require a permit from the fire district.
2. Refer to security gate standard for design and installation requirements.
3. Once installed, a functional test of the new key switch is required. Please contact Fire Prevention by emailing [lpasero@kentfieldfie.org](mailto:lpasero@kentfieldfie.org) to schedule the inspection and functional test.

**Questions? Please do not hesitate to contact us at [lpasero@kentfieldfire.org](mailto:lpasero@kentfieldfire.org) .**