

 <p><i>CRFD</i></p>	Castle Rock Fire and Rescue Department
	<i>LIFE SAFETY DIVISION GUIDELINE</i>
	Subject: Inspection Templates Date initiated: July 2020 Date revised:
Approved: Brian Dimock, Division Chief of Life Safety Division	

APPLICABLE CODES AND STANDARDS:

- National Fire Protection Association (NFPA).
- 2018 International Fire Code.

INTENT:

The intent of this document is to provide the basic information pertaining to the proper method of completing inspection.

SCOPE:

The scope of this document is to provide the template in the Emergency Reporting (ER) inspection template database.

TEMPLATE NAME:

Knox Box Ordering Instructions

TOWN OF CASTLE ROCK

FIRE AND RESCUE DEPARTMENT

300 PERRY STREET LIFE SAFETY DIVISION • CASTLE ROCK, CO 80104



Knox Box Ordering Guidelines

BUILDING ACCESS REQUIREMENTS:

- ❑ Knox Box: An approved fire department Knox box is required to allow firefighters access to mitigate emergencies in all areas of the building. Prior to final inspection, the owner must apply for and install the Knox box on the exterior of the building near the MAIN entrance, and additional locations as identified by the fire code official.
- ❑ ❑ Knox Box MUST be installed in accordance with the manufactures guidelines in order to maintain security of the business. In addition, the Knox Box should be connected to the building security alarm system.
- ❑ Knox Boxes can be ordered as follows:
 - ❑ The Contractor may order the Knox Box by accessing the WEB SITE AT: www.KnoxBox.Com
 - ❑ Please allow 6-8 weeks for delivery. A minimum of two sets of TAGGED keys for the entire building shall be provided in the key box. (2018 IFC Section 506.1)
 - ❑ Paper applications can be obtained from the fire department, and requires a fire department signature for approval on the application;
- ❑ In most cases the MINIMUM size Knox Box that should be ordered for commercial occupancies would be the Model 4100 or 4400 series.