



Montgomery County ESD #2 Montgomery Fire Department

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Knox Box Guide / Checklist

Please use this document when installing a new Knox Box or updating the contents of an existing Knox Box.

Knox Box Installation:

- Box shall be readily visible and accessible to fire crews.
- Mounting box behind locked gate(s) shall be avoided if possible.
 - If applicable, all gates must be equipped with Montgomery County Regional Knox access.
- Box should be mounted to a strong vertical surface or be integrated into the wall of the building
- Box should be mounted approximately 5' above finished floor.
- If box is to service multiple occupancies/buildings, it shall be located in a centralized location.
- Signage that indicates box location should be used if the box is not located at a primary entrance.

Knox Box Contents:

- Building(s) master keys/tools
 - Minimum key requirements include access to the following:
 - Alarm panel(s) room
 - Sprinkler room(s)/closet(s)
 - Physical alarm panel(s)
 - Any specialized keys or tools needed to reset fire protection system components (pull stations, etc.).
 - Keys/tools shall be labeled and recorded in the Key/Tool Index.
- Pertinent Information Card
 - Contact information for building representative(s).
 - Contact information for alarm company.
 - Alarm panel(s) location w/ reset password and directions (zone information to be included if available).
- Key/Tool Index
 - Permanently affixed to inside of box
 - Includes the following
 - Keys/tools in box
 - Function of each key/tool