



## KNOX BOX PURCHASING AND INSTALLATION GUIDELINES

When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is required, the Fire Chief is authorized to require a key box be installed in an accessible location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Chief.

1. Visit the Knox Website at [www.knoxbox.com](http://www.knoxbox.com)
2. Click "BUY". When prompted, select "CALIFORNIA" and enter "Oxnard Fire Dept". Click the blue "Select Department" icon.
3. Follow the prompts to select, configure, and purchase the KnoxBox® 3200 series. Fill out the "KNOX COMPANY" application completely. **Do Not** fill in "Agency Use Only" box. This is for Fire Department use only. **Do Not** have the products delivered to the Oxnard Fire Department. (Order 3200 series only)



KnoxBox 3200 Series

Recessed Mount  
Model #3275



KnoxBox 3200 Series

Surface Mount  
Model #3262

**\*\*IMPORTANT NOTICE\*\*** for most locations, only one Knoxbox is required at the front entrance, however, for larger commercial and residential properties, the Oxnard Fire Department may require a second Knoxbox at a rear location.

4. When KNOX COMPANY product(s) are delivered you are responsible for the installation.
5. Once the Knox Box is installed call (805) 385-7722 for final approval. Please ask to speak with Knox Box Coordinator.

### 2019 CALIFORNIA FIRE CODE SECTION 506.1

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.



## INSTALLATION GUIDELINES

1. The location of the KnoxBox needs to be in a conspicuous location near the front door.
2. The KnoxBox should be securely installed at a minimum height of 66 inches.
3. Once installed, please contact the Oxnard Fire Department at (805) 385-7722 to have property keys secured within the KnoxBox. Oxnard Fire Department requires the following:
  - a. 1 set of LABELED master keys that ensures access to all areas of the facility to include but not limited to storage rooms, office spaces and residences.
  - b. Elevator key
  - c. Key fobs if applicable
4. It is the responsibility of the owner to ensure that the secured keys are updated and maintained in the event of a lock change or other access change.