



Rev. 1-5-17

# Knox County Fire Prevention Bureau Key Entry System (Knox Box, or Key Entry Switch)

## When Required

1. When access to or within a structure or area is difficult because of security.
2. When access to a fire protection, fire alarm, or fire detection system is difficult because of security.
3. When the facility grounds or a residential community is protected by a gate with a locking system (other than a pad lock) that would restrict access to the fire department. **Knox key entry switch required for all electronic gates.**
4. As deemed necessary by the Fire Code Official.



## Installation and Maintenance

1. After the key entry box has been installed contact the fire inspector at 215-4660 so the box can be closed.
2. An approved manual release must be provided, in an accessible location, to release upon loss of power.
3. If locks to the facility or entry gates are re-keyed; it is the owner's/occupant's responsibility to notify the fire code official so that the new keys can be secured in the key entry box.
4. It is recommended that the owner include a laminated card with emergency contact names and numbers.
5. The location and height and location of the installed box or switch shall be determined by the fire inspector.

## Directions for ordering a Knox Box Online

1. Go to: [Knoxbox.com](http://Knoxbox.com)
2. Select **"PRODUCTS"** and research the type of Knox Box product that best fits your situation.
3. Select **"ONLINE PURCHASE"**
4. Select the style to be purchased.
5. Enter the zip code of the facility that the box will be located.
6. Select **"KNOX COUNTY FIRE PREV BUR- 400 MAIN ST. RM. 585 KNOXVILLE TN 37902"**
7. Select "Continue"
8. Select **"BUY NOW"**

Follow directions.

This handout is intended as a guide. It is by no means all-inclusive or has all code related section listed. If you have questions regarding this information please contact the Knox Co. Fire Prevention Bureau at 215-4660