



## **KNOX BOX AND FDC CAPS**

**Royse City Fire Department - Fire Marshal's Office**  
305 N Arch St. • Royse City, TX 75189 • Phone: 972.524.4819  
Website: <http://www.roysecity.com/departments/fire/>  
Email: [rcfd@roysecity.com](mailto:rcfd@roysecity.com)

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These guidelines are intended to be a resource for when a building, structure, or facility, within the City of Royse City, is required to provide a Knox Key Box or FDC Locking Caps

All key boxes and locking caps for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal's Office shall conform to the 2018 International Fire Code, as adopted and amended by the City of Royse City.

These guidelines do not replace, nor supersede any codes and/or ordinances adopted by the City of Royse City or determinations and positions of the Royse City Fire Marshal's Office.

Knox Boxes and FDC Locking Caps can be purchased online at [www.knoxbox.com/4550](http://www.knoxbox.com/4550).

### **Knox Box Requirements**

- ❖ A Knox Box shall be provided on the following structures:
  - All newly constructed commercial and industrial structures
  - New and existing fire sprinkler riser/fire pump rooms
  - All existing commercial or industrial structures protected by an automatic alarm system or automatic suppression system
  - New and existing multi-family residential structures in which access to the building or common areas or mechanical or electrical rooms within the building is denied through locked doors
  - All existing commercial structures comprised of multiple tenant spaces
- ❖ Knox Box locations shall be approved by the Fire Department PRIOR to installation
- ❖ Knox Boxes shall be located at the main entry into the building and at the fire sprinkler riser room
- ❖ Knox Boxes shall be mounted within 10 feet of the designated entry
- ❖ Knox Boxes shall not be visually or physically obstructed by landscaping or architectural elements
- ❖ Knox Boxes shall be mounted no more than 5 feet above the surface level of the designated entry
- ❖ Keys necessary for entry shall be placed inside the box
- ❖ Knox Box alert decal shall be placed on main doors in the upper corner closest to the Knox Box
- ❖ Knox Boxes and Vaults shall be recessed type with a hinge (3200 and 4400 series)



**Knox Box 3200 Series for Up to (6) Keys**



**Knox Vault 4400 Series for Up to 35 Keys**



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### **Elevator Knox Key Box Requirements**

- ❖ A Knox Elevator Key Box shall be provided for non-standardized fire service elevator keys.
- ❖ The front cover shall be permanently labeled with the words “Fire Department Use Only—Elevator Keys.”
- ❖ The Knox box shall be mounted at each elevator bank, in the lobby nearest to the lowest level of fire department access
- ❖ The Knox box shall be mounted no more than 5 feet above the finished floor to the right side of the elevator bank
- ❖ Contents of the Knox Box are limited to fire service elevator keys. Additional elevator access tools, keys, and information pertinent to emergency planning or elevator access shall be permitted when authorized.
- ❖ In buildings with two or more elevator banks, a single key box shall be permitted to be used when such elevator banks are separated by not more than 30 feet. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30 feet.

### **Standpipe System Hose Connection Knox Cap Requirements**

- ❖ Standpipe systems that are not otherwise monitored shall be equipped with Locking Knox Caps



**Knox Standpipe Lock**