



# YORK AREA UNITED FIRE AND RESCUE

## *Office of the Fire Chief*

Daniel J. Hoff, Fire Chief

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### **KNOX BOX INFORMATION AND INSTRUCTIONS**

#### **What is a Knox Box?**

In accordance with Chapter 5 of the International Fire Code, York Area United Fire & Rescue, as the fire department having jurisdiction over Manchester Township, Springettsbury Township, and Spring Garden Township, requires that a Knox Box be installed at all commercial occupancies within these municipalities. A Knox Box is a secure key retention system designed to contain necessary building keys. The box contents are only accessible by the fire department using a unique master key. The Knox Box shall be installed by the owner of the building at the time of construction of the building. For existing buildings without a Knox Box, one shall be installed upon request of the fire department, usually at the time a building is either renovated or experiences a change of occupancy.

#### **How to purchase a Knox Box**

- A Knox Box may be purchased directly from the manufacturer by visiting their web site at [www.knoxbox.com](http://www.knoxbox.com). Click on “Products/Place Order”, then enter the zip code of the building location, or enter “York Area United” in the Search Departments box.
- Alternatively, paper order forms are available at York Area United Fire & Rescue’s Headquarters, located at 50 Commons Drive, in Springettsbury Township.

#### **Installation Information – contact us at (717) 718-2383 with any questions**

- York Area United Fire & Rescue does not require a particular style or color of Knox product, however the smallest box available for purchase for commercial use is currently the 3200 series, capable of holding at least 10 standard keys. Larger boxes are available. Contact the Fire Department should you have questions selecting the right Knox product.
- Contact the Fire Department prior to installation to coordinate the installation location on your property, as the proper location will vary from location to location.
- Knox Boxes should generally be mounted between 48” and 60” above finished grade.
- Property owners are NOT required to connect a Knox Box tamper switch to the building alarm system, but may do so if desired.
- After the Box is installed, contact the Fire Department to arrange locking the keys inside.
- Property owners are responsible for notifying the Department any time building keys are changed, so that the keys in the Knox Box may be updated.
- Should the property have gates or similar features that may further restrict Fire Department access, you may also be required to purchase and install a Knox padlock or other access solution. Again, please contact the Fire Department with any questions.

50 Commons Drive, York, Pennsylvania 17402

(717) 718-2383 Fax 718-0837

[www.vauftr.com](http://www.vauftr.com)

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