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Knox Box Guide

To provide emergency responders access to buildings or occupancies at any time of night or day, the Alpharetta Fire Marshal's Office requires* Knox key boxes to be installed in the following locations:

1. Structures or occupancies equipped with fire sprinkler systems.
2. Structures or occupancies equipped with fire alarm systems.
3. Gates which limit emergency vehicle access. Electric gates require a Knox switch. Manual gates may use a Knox Padlock.
4. Other locations as deemed appropriate by the Fire Marshal.

The most current keys shall be stored in the Knox box providing access to the structure or occupancy. Magnetic cards or keypad codes are not acceptable for emergency building entry.

- To purchase a Knox box, go to: www.knoxbox.com
- When ordering select **Alpharetta Fire Dept.** as your department.
- The 3200 series is most commonly purchased. A tamper switch is an option but is not required.
- Once the box is received, it should be mounted outside of the structure at a location where emergency crews will most likely enter the structure or occupancy. Usually this will be the exterior door nearest the fire alarm annunciator panel or fire sprinkler control room.
- Mount the Knox box 5 feet from the ground.
- Once the box is installed, contact the Alpharetta Fire Marshal's Office at 678-297-6272. We will arrange a time to meet on site to lock the box after you install the business keys.
- If unsure about the location or if you have other questions, contact your Fire Inspector or the Fire Marshal's Office at 678-297-6272.

* Section 506 of the International Fire Code