

EAST GRAND FIRE PROTECTION DISTRICT NO. 4

**P.O. Box 2967 • Winter Park, Colorado 80482
(970) 726-5824 • www.eastgrandfire.com**

Knox Box Policy

Fire Department Key Box Requirements

Effective Date: 7/29/2026

Approved By: Fire Marshal Ryan Mowrey

Purpose

The purpose of this policy is to provide emergency responders with rapid, secure access to buildings during emergencies while minimizing property damage caused by forced entry. Proper installation and maintenance of Knox® Key Boxes enhances firefighter and occupant safety by reducing delays in emergency operations.

This policy also recognizes a limited change in emergency access practices due to advancements in cloud-based response software, including First Due. In some occupancies that historically may have required a Knox® Key Box, a physical key or static access code stored in a box may no longer provide the most effective method of entry, particularly where owners use electronic locks, keypad systems, or door codes that change frequently. When approved by the Fire Marshal, maintaining current access codes with the Fire District for upload into response software may provide a more cost-effective, secure, and operationally useful alternative to storing a physical key or outdated code in a Knox® Key Box.

This policy establishes the minimum requirements for when Knox® Key Boxes shall be installed within the East Grand Fire Protection District.

Authority

This policy is adopted under the authority of the currently adopted 2021 International Fire Code (IFC), including Section 506, Key Boxes, and any amendments adopted by East Grand Fire Protection District and the applicable jurisdiction.

Policy

East Grand Fire Protection District shall require approved Knox® Key Boxes to be installed on the following occupancies and buildings.

1. Commercial Occupancies

A Knox Box shall be required on:

- All new commercial buildings.
 - New Educational occupancies.
 - Utility and infrastructure buildings requiring emergency access.
-

2. Mixed-Use Buildings

A Knox Box shall be required on all mixed-use buildings containing any combination of commercial and residential occupancies.

3. High-Hazard Occupancies

A Knox Box shall be required for occupancies determined by the Fire Marshal to present elevated life safety or operational hazards, including but not limited to:

- Group H occupancies
- Hazardous materials facilities
- Fuel dispensing facilities

- Critical infrastructure
- Buildings containing specialized fire protection systems
- Other occupancies determined by the Fire Marshal to require emergency access

4. Single Family Detached & Duplexes

A Knox Box may be required for single family detached homes and some duplexes if they meet the following criteria:

- The residence is equipped with a commercial grade elevator.
- The residence has an extended response time due to location as determined by EGFD.
- At the request of the Fire Marshal

5. Multi-Family Residential Buildings

A Knox Box shall be required for residential buildings that meet any of the following criteria:

A. Three (3) or More Attached Dwelling Units

Buildings containing three (3) or more dwelling units.

B. Shared Construction

Residential buildings where dwelling units share:

- One or more common walls; and/or
- A common floor/ceiling assembly.

Examples include:

- Apartments
- Condominiums
- Townhomes
- Triplexes
- Fourplexes
- Other attached residential occupancies

6. Shared Fire Protection Systems

A Knox Box shall be required when multiple dwelling units OR occupancies are served by any one of the following:

- A common fire sprinkler riser,
 - A dedicated fire riser room,
 - Shared fire alarm control equipment,
 - Shared Standpipe System
 - Fire pump rooms,
 - Fire command rooms, or
 - Other common fire protection equipment requiring emergency access.
-

Knox Box Location

Unless otherwise approved by the Fire Marshal:

The Knox Box shall be:

- Installed adjacent to the primary fire department access entrance. (Some buildings may require multiple Knox Boxes if multiple fire service entries are designated).
- Mounted approximately 5 to 6 feet above finished grade.
- Visible and unobstructed from the common path of arrival (street facing).
- Accessible from the exterior without the use of ladders or special equipment.
- Installed in accordance with Knox Company installation instructions and Fire Department requirements.

Alternate locations may be approved by the Fire Marshal where security, accessibility, or site conditions warrant.

Knox Box Contents

The property owner or responsible party shall provide all keys and access devices necessary for emergency operations, including as applicable:

- Digital access codes
- Building master keys
- Mechanical room keys
- Electrical room keys
- Fire alarm room keys
- Fire riser room keys
- Elevator control keys (where required)
- Roof access keys
- Gate keys or access cards
- Access fobs
- Elevator keys (when applicable)
- Other keys or devices deemed necessary by the Fire Marshal

The Fire Department may require updated keys whenever locks or access systems are changed.

Property Owner Responsibilities

The owner or responsible party shall:

Responsibility for purchasing the approved Knox® Key Box, maintaining the box in good working condition, ensuring the contents remain current, and notifying the Fire District of any changes to keys, locks, access devices, or access codes rests solely with the property owner or designated property manager.

- Purchase the approved Knox® Key Box specified by East Grand Fire.
- Coordinate installation with the Fire Prevention Division.
- Ensure all required keys and access devices remain current.
- Notify East Grand Fire whenever locks, keys, access codes, or electronic access systems are changed.
- Maintain the Knox Box in good working condition and free of obstructions.

Failure to maintain the Knox Box may constitute a violation of the adopted Fire Code.

Note: East Grand Fire Protection District is not responsible for purchasing, installing, repairing, replacing, maintaining, or requesting updates of the contents of any required Knox® Key Box, including boxes required under prior policies, approvals, or conditions of occupancy.

Fire Department Access Codes

Electronic keypad or gate access codes may be required in addition to physical keys when approved by the Fire Marshal.

Codes shall be updated whenever changed by the property owner.

Existing Buildings

Existing buildings meeting the criteria of this policy may be required to install a Knox Box when:

- A change in occupancy occurs.
 - A fire protection system is installed or modified.
 - Significant renovations occur.
 - Directed by the Fire Marshal due to operational concerns or repeated emergency access issues.
 - Required through fire code enforcement.
-

Exceptions

The Fire Marshal may approve alternative emergency access arrangements when equivalent emergency access can be demonstrated.

Nothing in this policy prevents the Fire Marshal from requiring a Knox Box at occupancies not specifically listed when emergency access is determined to be necessary for firefighter safety, life safety, or property protection.

Key and Code Update Requests

Keys, fobs, or other physical devices shall be labeled as to what they open (eg, mechanical rooms, units, electrical, master, etc.) placed in an envelope with the address of the property, contact name, and phone number. This envelope shall be dropped off with a EGFD staff member during business hours at the Headquarters Station or the Lonetree Station. Digital update requests shall be made through the website update forum.

Enforcement

Failure to install or maintain a required Knox Box may result in enforcement action in accordance with the adopted Fire Code and applicable local ordinances. It may also delay emergency response or result in property damage when entry is deemed necessary to the emergency.

Approved Knox Products

Only Knox® products approved by East Grand Fire Protection District shall be used.

Property owners shall purchase Knox Boxes through the East Grand Fire-approved Knox ordering program to ensure compatibility with District master keys.
