



City of Costa Mesa
Fire Prevention
Telephone (714) 327-7400
Fax (714) 327-7408

KNOX® RAPID ENTRY LOCK SYSTEMS

Approved Locations

When required and/or approved for installation, the primary lock box shall be located on an exterior wall in view of the door for which the keys are intended. The lock box shall be mounted a maximum of 6 feet above the ground. Primary lock boxes shall contain only the keys needed to gain access to the building. The keys in the lock box shall be clearly labeled.

Additional lock boxes may be required and/or installed inside the building. These boxes shall be installed in approved locations. These boxes will provide access to areas within the building. These areas may include:

- Alarms and Fire Systems
- Elevator Controls and Keys
- Electrical and Mechanical Rooms
- Pump Rooms and Roof Access

The keys in the lock boxes shall be clearly labeled.

Installation Procedure

1. Fire Prevention authorizes lock box and sends authorization back to property owner. **The Knox Box order form require Fire Department approval and signature before placing order.**
2. Property owner sends authorization order form to lock box company with payment.
3. Lock box is shipped open to property owner. (Property owner does not have a master key and cannot close the box.)
4. Upon completion of installation, the property owner notifies Fire Prevention. Fire Prevention will arrange for an inspection.
5. The Fire Department representatives shall ensure that the box is installed in an approved manner and location. The building keys will be checked and put in the lock box. The lock box shall be locked.
6. The contents of the lock box shall be checked during regular fire inspections. If the property owner changes a lock that has a key in the lock box, he shall notify the Fire Department so that the contents of the lock box shall be kept current.
7. Knox Entry Systems cannot be purchased through an unauthorized vendor, including discount and auction websites or stores. They must be purchased in conjunction with the Cost Mesa Fire Department.