



## KNOX RAPID ENTRY SYSTEMS

Building Division • 15151 E. Alameda Parkway, Ste. 2400 • Aurora, CO 80012  
303.739.7420 • Email: permitcounter@auroragov.org

The purpose of the Knox Rapid Key Entry Systems is to allow the Aurora Fire Department emergency entry into a gated site or structure without having to use forcible entry. In compliance with the City of Aurora adopted International Fire Code, Section 506, where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official. An approved lock shall be installed on gates or similar barriers when required by the fire code official. The operator of the building shall immediately notify the fire code official and provide the new key(s) when a lock is changed or re-keyed. The key to such lock shall be secured in the key box.

### Who is the approved manufacturer of this equipment?

The Knox Company is the only approved Rapid Entry Key System authorized for use within the City of Aurora. The Knox Company's office is located at 1601 W. Deer Valley Road, Phoenix, AZ 85027. Toll Free Phone: 800.552.5669, Phone: 623.687.2300, Fax 623.687.2290 & Website: KnoxBox.com

### Who would I contact to order Knox hardware?

You can now contact the Knox Company directly without having to obtain a pre-authorization signature from the City of Aurora to obtain Knox hardware. A blanket authorization allows contractors and property owners to directly order Knox products online at KnoxBox.com. Some obvious advantages to becoming a "No signature required Department" include:

- Property owners can order products online.
- Order form administration is reduced for personnel.
- Personnel can drop off forms if necessary, during inspections or other administrative site visits.
- The ordering process is simplified for property owners/tenants.
- Knox box installation on local buildings is expedited.

### Which type of Knox Hardware will be required for my project?

Knox Boxes are required to be located at the front main entrance for all commercial structures. If a fire sprinkler riser room is located far from the front main entrance of a commercial structure, an additional Knox Box may be required. Multi-family or condos classified by the 2015 IBC as R-2 occupancies are required to have the Knox box located at the fire sprinkler riser room door. Based upon property size, other entry doors, individual circumstances or special hazards, additional Knox boxes may be required by the Fire Code Official. Other requirements for approved Knox hardware may include, but are not limited to:

- Secured Gates and Barricades could require a Knox Box, Knox Lock, Knox Key Switch and/or full Siren Operated System (SOS).
- Locking Knox FDC Caps are required for all fire department connections.
- Knox Cabinets are required for the storage of up to 231 keys, blueprints, floor plans, MSDS, Haz-Mat information or other entry items.

### How long will it take to receive the Knox hardware?

Once the Knox Company receives your order, it should take 7-10 business days until your Knox hardware arrives.

### What are the Installation requirements for Knox boxes?

- Knox boxes must be installed within six (6) feet of either side of the main entrance door. Knox boxes must be visible and accessible.
- Knox boxes cannot be lower than four (4) feet or higher than six (6) feet above the ground.
- Knox boxes will be installed prior to issuance of a certificate of occupancy (CO) through the Aurora Building Division.
- Depending on the overall size of the structure, an additional Knox box may be required to be located at an exterior fire sprinkler riser room door. Check the approved site plan to determine if an additional Knox box has been added.
- City approved site plans for new construction will show the location of the pre-approved location for any Knox box within the site.
- Where the site plan shows a Knox box label with a boxed shaped symbol with an "X" inside indicating approved location of a Knox box.
- Buildings with multiple tenants must provide all keys to each space within an appropriately sized Knox box. The Knox Box must be located on the front main entry side of the structure or above the fire department connection.

- Each fire sprinkled multifamily structure must reflect a label and a symbol of an "X" inside a box to indicate the location of a Knox Box at each riser room door.

#### **Installation requirements for Knox Caps**

- City approved site plans for new construction will show the pre-approved location of any Knox caps within the site. The site plan showing the fire department connection will be labeled "FDC" and with a "Y" shaped symbol that indicates the approved location of Knox caps.
- All fire department connections require locking Knox Caps. Existing fire sprinklered structures undergoing any modifications will be required to add locking Knox Caps prior to final approval of that system.

#### **Installation requirements for Knox Cabinets**

- Knox cabinets will be required for storage of large numbers of keys (up to 231), blueprints, floor plans, MSDS's, Hazardous Materials information or any other entry items deemed necessary by the Aurora Fire Department.
- Knox cabinets must be located at the front main entry point of the structure. If a fire alarm system is located within the building the Knox cabinet will be installed adjacent to the fire alarm panel.
- Knox cabinets will not be installed higher than 5 feet from grade to the top of the cabinet.
- A note will be added to the site plan indicating if a Knox cabinet is required and where it will be located within the structure.
- City approved site plans will reflect a note on the cover sheet stating if a Knox cabinet will be required.

#### **Installation requirements for Knox Locks**

- City approved site plans for new construction will show the pre-approved location of any Knox locks within the site. The site plan showing the Knox lock locations will be labeled with the gating or barrier system being utilized to restrict private vehicular access.
- Removable bollards used to restrict vehicular access will be equipped with approved Knox locks.
- Secured gates or barricades crossing fire lane easements must be permitted by the Aurora Building Division prior to installation.

To obtain a copy of our checklists for "Gating System Requirements" please visit our website by searching [Building Division/Applications & Forms](#)

#### **How do I install the Knox Hardware?**

- (Knox Boxes or Cabinets) Once you receive your Knox hardware you or your contractor will be responsible for its installation.

Follow the installation requirements shown within this checklist and the manufacturer's installation instructions. If you have any questions prior to installation you can contact either the Fire Department or Building Division for assistance.

##### **Once the Knox Box is installed:**

- You will need to gather all the keys needed to make exterior and interior entry into the structure or tenant spaces.
- Single structures with one tenant. A single master key for an individual structure is best. If multiple keys are needed, each key is required to be clearly labeled using the following examples:
  - Main Entry Door.
  - West Main Entry Door.
  - South Main Entry Door.
- Interior room number.
- Mechanical Room.
- Fire Sprinkler Riser Room.
- Multiple Tenant Structures (ex: multiple retail spaces within one structure). A single master key for each tenant space is best. If multiple keys are used, each key to each tenant space is required to be clearly labeled using the following examples:
  - Unit A.
    - Unit A, Room 100.
  - Unit B
    - Unit B, Room 100

#### **Who do I contact to lock or secure the Knox Hardware?**

- Once you are ready to lock or secure any Knox hardware device you will have to contact either the Aurora Fire Department or a Life Safety Inspector within the Building Division. Here is how you will choose:
- If you have a building permit in progress with the Aurora Building Division, please call the phone number listed on your permit card and requests a life safety inspector to come to your site and lock or secure your new Knox hardware.

- If you have an existing Knox hardware device and you're updating, adding or removing keys, please contact the Aurora Fire Department to arrange for an on-site visit.

**When would I have to sub-master a Knox device?**

- Sub-mastering of Knox boxes occurs when two separate fire departments are required to respond to one specific site. Basically, each jurisdiction would be able to access the keys within a Knox box using their own jurisdiction's authorized Knox key. Once the need for a sub-mastered Knox box is determined, it is extremely important that you select the correct sub-mastered type from the list below. If the wrong fire department is selected, your Knox products will not work with your assigned fire department and you will be subjected to a \$25.00 re-keying fee.
  - Aurora Fire Dept - 15151 E. Alameda Pkwy, Ste 4100 Aurora, CO 80012-1555 – Cherry Creek School District.
  - Aurora Fire Dept - 15151 E. Alameda Pkwy, Ste 4100 Aurora, CO 80012-1555 – Hampden Town Center.
  - Aurora Fire Dept - 15151 E. Alameda Pkwy, Ste 4100 Aurora, CO 80012-1555 – Mutual Aid Dept Access – Refer to Fire Dept.
- Both the Life Safety Group within the Building Division or the Aurora Fire Prevention Bureau can answer any questions you may have concerning the sub-mastering of Knox devices. Determining who to call is simple. If your site has an active building permit please call a life safety representative at 303.739.7420. If you have an existing building or you are working with a fire prevention inspector, please contact the Aurora Fire Prevention Bureau at 303.326.8999.

**Are there any exceptions to these rules?**

- Pad Lock Alternative. The "Best" 11B Series Padlock with frangible bronze shackle is hereby approved by the Aurora Fire Department as an alternative to using a "Knox" Padlock for all City of Aurora Facilities. Either type of padlock may be used to secure secondary fire department access routes, construction projects, access to open space and trails, or other areas where restricted public access is desired. Please note that this policy change applies to City of Aurora owned facilities only. "Knox" products will remain the standard for emergency access for all other installations as specified by the adopted International Fire Code.

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