



Building Codes Enforcement

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SOG : 400.2	Related Policies: SOG Title: Key Boxes
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: In order to establish a base set of guidelines for the installation of Knox Boxes, these criteria have been established to aid the inspector in determining the number of boxes and keys, as well as some general specifics regarding the location, height, etc. of such boxes.

RESPONSIBILITY: The Fire Chief is responsible for maintenance of the Knox account. The Chief Fire Marshal or designee will oversee the location of the box and maintenance of the keys.

PROCEDURE:

- A. Knox Boxes shall be installed at all new commercial construction, new businesses, during alterations/renovations.
- B. A Knox Box may be required by the Fire Chief or Chief Fire Marshal on an existing business due to but not limited to the following:
 - a. Key holder more than 15 minutes from business
 - b. Multiple alarms
 - c. Multiple no response from key holder

- d. Hazardous occupancies
 - e. Institutional occupancies
- C. Knox Boxes shall be installed preferably at the main entrance to a building, and installed at a location and height that allow them to be readily accessible.
- D. The field inspector will determine the approved location of the box during the inspection process.
- E. Circumstances such as the size of the property, nature of any hazards on the property, security gates, etc. may warrant the need for additional boxes to be located on the same property.
- F. The number or sets of keys shall be determined based on the following criteria:
- a. 1-story building: 1 set
 - b. 2-3 stories: 2 sets
 - c. 4-6 stories: 3 sets
 - d. High-rise: 5 sets
 - e. Large Assembly Up to 5 sets (Arenas, Stadiums, etc.)
 - f. Additional sets may be required as determined by the Fire Chief or Chief Fire Marshal
- G. The inspector shall notify the Fire Department of the location of the box.
- H. During each routine inspection or pre-incident survey of any property with a Knox Box, the box shall be checked to ensure its operability, as well as to ensure that the correct and proper number of keys is present.