Scope:
All Knox Boxes must be in accordance with section 506 of the 2012 International Fire Code and this policy.

Policy:
All new buildings or remodels with fire suppression systems and/or fire alarm panels must have a Knox Box placed on the exterior of the building, 3 to 6 feet in height, within 10 feet of the front door, or the closest door to the fire alarm panel. Exception can be made by the PFA if it is more logical to have the box located somewhere else on the structure. The location of each Knox Box will be noted in High Plains during the final inspection upon receiving a Certificate of Occupancy.

All new or existing Knox Boxes must contain the following keys as they apply to the building:
- Exterior Master
- Riser room
- Fire panel
- Elevator key if equipped with an elevator

The number of floors determines the number of sets of keys needed. Each set will be placed on their own key ring.
- Single story buildings must have 1 of each key
- 2-3 story buildings must have 2 of each key
- 4+ story buildings must have 3 of each key

Additional keys should be provided to access each floor from any stairwell if the master does not gain access. Proxy keys can be used, but must follow this policy the same as a traditional key.

An optional key box with additional keys can be utilized in a secured location somewhere in the structure. This allows for large number of keys, for example multiple tenants inside a single building, to have separate front entrance keys. A key to this optional key box will need to be placed in the Knox Box to allow PFA access to the keys.
Key tags for each key will be required and will be initially installed and maintained by the Community Safety and Service division.

- Master key – Green
- Riser room – Blue
- Fire panel – Red
- Optional Additional Keys and/or Key Box – White

Additional keys can be placed in the Knox Box, but must not inhibit the use of the Knox Box. If at any time a tenant needs to replace or update keys in his/her Knox Box they must make the request using the electronic form on the Poudre Fire Authority website.

The use of any Knox Box key within PFA’s jurisdiction must follow the Operational Directive 8.1.1.