MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

To: Property Owners / Building Representatives

Subject: Knox box Entry Systems

You may have received this memorandum and a Knox Company Catalog Authorization/Order Form for one or more reasons. If you have requested this information you are probably already aware of the benefits that the use of the highly secured Knox Box is for the property owner and the Fire Department. Another reason you may be receiving this information is that the Fire Department units have recently responded to your location in which the Knox Box Rapid Entry System would have been favorable in assisting the Fire Department for the service required at the time.

We will be asking you to provide three sets of keys for a single Knox Box at your building's location. If more than one Knox Box is at a building two sets of keys are requested per box. Each set of keys needs to be on a separate key ring. Each key needs to be color coded. The color coding must be highly durable. The keys that should be placed in the box and their appropriate colors are as follows:

Green – Main entrance and Master Keys
Blue – Fire Alarm and Reset Keys
Red – Elevator / Fireman Control Keys
Yellow – Boiler / HVAC / Sprinkler Rooms Keys
Black – Other Keys (need to be identified)

Other items that are strongly suggested to be placed in the Knox box will provide assistance to the Fire Department include, but are not limited to:

- Laminated floor plans that include building information such as electrical rooms, fire control rooms, and the alarm system's reset location, etc.
- Laminated cards for after hour's emergency contacts.
- Laminated information that is specific for your building.
- The hoist way elevator rescue keys.

It would be a good idea to gather the keys and other contents for the Knox Box to determine the size needed. The larger the box the more keys and building information will be available to us. Once you have selected your Knox Box system, you may order your Knox box on line or you may fill out the authorization order form and have an individual that is authorized to sign the form. Having a signature from someone from Montgomery County can and will assist you with ordering the proper size, correct location for the box, confirm proper contents for box and prevent the wrong specific key drum for the cover being sent.

Contacting the local fire department can assist with your choices.