

KNOX BOX

Dear Commercial Building Owner:

In 2019 the Village of Coxsackie in conjunction with the Coxsackie Fire Department made the installation of a Knox Box on the outside of all commercial structure's mandatory in Village Code 67-6.

The Knox Box system is controlled key access system which lets the FD on the scene of an emergency call remove a Master Key from the Knox Keysecure in the firetruck and use that key to access the Knox Box on the side of a building.

Inside the Knox Box will be any keys, keycards, fobs, pin #'s or other devices that you as the owner deem appropriate for the FD to be able to safely and quickly access your building. The FD's need to quickly access a building is crucial in determining an emergency condition that may exist and mitigating that condition, fire, carbon monoxide, gas leak, etc.

Having a Knox Box will prevent the FD from having to do some type of forcible entry to doors or windows in order to gain access potentially causing thousands in damage. It also allows access faster than a "key holder" can arrive to let the FD in.

The single Master Key on the firetruck is highly controlled and regulated to prevent anyone from using it to randomly access buildings.

The ordering process for a Knox Box is very simple, go to Knoxbox.com and you can search for the Coxsackie Fire Department find the Knox Box that is used, ordering and installation instructions are on the website.

Once a Knox Box is received it your responsibility to install it and should nearest the main door/entrance to a building. Once installed contact the Fire Chief, firechief@villageofcoxsackie.com or call Village Hall to leave a message, 518-731-2718. The Fire Chief will make arrangements to meet you and place any keys, keycards, fobs, pin #'s and other devices in the Knox Box and then lock it.

Sincerely,

Coxsackie Village Board

§ 67-6. Knox-Box installation. [Added 4-8-2019 by L.L. No. 3-2019¹]

- A. Installation requirements. All commercial buildings, businesses, mercantile occupancies, multifamily buildings with a common hallway, and multifamily structures having three or more dwelling units located within the Village must install a Knox-Box[®] on the exterior of the building or structure in compliance with the following specifications:
- (1) The Knox-Box[®] must be within 10 feet of the entrance door normally used by the Village Fire Department to access the building;
 - (2) The top of the Knox-Box[®] shall be installed no higher than six feet and nor lower than five feet from the ground level;
 - (3) The Knox-Box[®] must be installed in such a manner as to be clearly visible and free from any obstruction, including trees, bushes, vegetation, or any man-made structures;
 - (4) If the Knox-Box[®] is equipped with a tamper switch or is connected to the building alarm system, the letter "A" shall be placed clearly on the door of the Knox-Box[®]; and
 - (5) The Knox-Box[®] shall not be painted.
- B. Knox-Box[®] contents.
- (1) All keys placed inside the Knox-Box[®] shall be clearly labeled with identification of the access or device that it operates. The Knox-Box[®] shall contain keys for the following areas and/or devices:
 - (a) All points of ingress and egress, including all doors located in the interior and exterior of the building;
 - (b) Entrance suites;
 - (c) All common areas of the building;
 - (d) Padlock keys for personnel and vehicular gates;
 - (e) Mechanical, plumbing or electrical rooms or devices, including elevator controls;
 - (f) Control valves, breakaway padlocks, alarm panels, and roof hatches; and
 - (g) Other areas as directed by the Village Fire Department.
 - (2) The Knox-Box[®] shall also contain the following:
 - (a) Name and telephone number of local contact person;
 - (b) Codes for any code-locked doors, with identification of the door(s) that it

1. Editor's Note: This local law also provided for the redesignation of former § 67-6 as § 67-7.

operates;

- (c) Cards for any card access doors, with identification of the door(s) that it operates;
- (d) Copy of building blue prints on a USB drive or in a digital .pdf format readable on a standard electronic device;
- (e) Hazardous material information, for hazards located within the building, on a USB drive or in a digital .pdf format readable on a standard electronic device; and
- (f) Other pertinent information as directed by the Village Fire Department.

- 1 To purchase a product, click the red **BUY** button located at the top right of the page.



- 2 To view products available in the area where you're installing the Knox product, select the **State/Province** and **type in your local fire department or responding agency**. Then, click on the Search button.

To see products available in your area, select your local department/agency

Your location

Please select state/province

Local fire department/agency

Your department/agency

[See restrictions](#) [Search](#)

- 3 A list of fire departments will appear. **Select** your responding fire department or public agency.

NOTE: For duplicate fire department names, pay closer attention to the last line of each fire department listing, which may indicate specific access programs that have specific products available for that particular program.

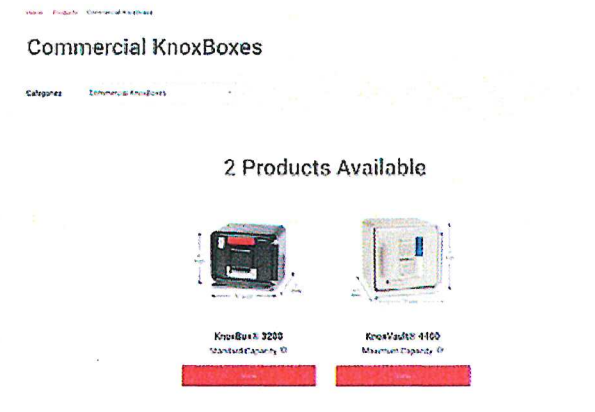
[Back](#)

Test Fire Department 1826 ORCHARD LANE, CITY, CA 90005 Building Access - Fire Only	Select
Test Fire Department 1826 ORCHARD LANE, CITY, CA 90005 Gate Access - Sheriff & Fire	Select
Test Fire Department 1826 ORCHARD LANE, CITY, CA 90005 Residential Access (HomeBoxes)	Select

- 4 Once the selection has been made, you will be routed to the product category page. Product categories displayed may differ depending on your fire department.



- 5 To view products, click on a product category which will take you to the corresponding product page. Under the first section of the page, the system will indicate whether or not the product is available in the responding jurisdiction that you have selected. If the product is available, you will be able to view and configure the product.



- 6 To view the product, click on the **View** button which will take you to the configuration tool. Here you will be able to configure the product.

Please note: Accessories do not have a configuration tool.



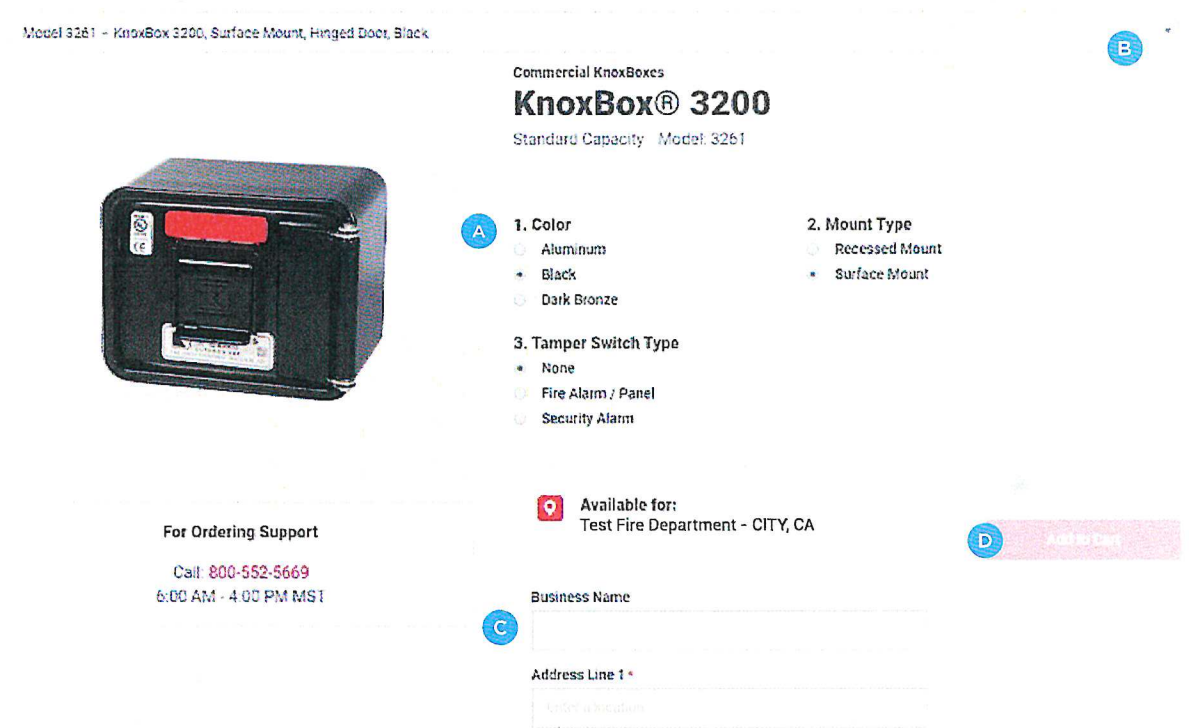
7 Start configuring your product:

- a. Customize your product by selecting the various attributes (A).

If you know the specific model number that want to purchase, you can bypass the attribute selection by using the drop-down menu (B) to select the exact product.

- b. Once you've selected or configured the product, enter the installation address (C) for this item and click **Submit**.
- You will be asked to confirm that you have selected the correct Fire Department (the Fire Department is listed above the Business Name field).
 - Note:** If you need more than one of any item, each item requires an installation address. Note: Some items may not require an installation address.
- c. Click the **Add to Cart** button (D).

Model 3261 - KnoxBox 3200, Surface Mount, Hinged Door, Black



- 8 To continue the process, you will be asked to log in. If you are a new customer, complete the fields in the New Customer area.

Login

Returning Customer

Email Address

Please enter a valid email

Password

Stay signed in on this computer

Sign In
Forgot Password?

New Customer

First name *

Last name *

Email *

Confirm Email Address *

Phone Number *

Company *

Password *

Password strength: 0










Confirm password *

I agree to the Terms and Conditions.

Register

- 9 Once you have logged on or created a new account, you will be returned to the Shopping Cart. To add more products, click **Continue Shopping** or if you're done adding products, click on **Checkout**.

Shopping Cart

Product		Units	Price	Total
	Model 440D – KnoxVault 440D, Surface Mount, Single Lock, Black Model: 4431 Installing to: Knox Company, 1601 W Deer Valley Rd Phoenix, AZ, United States 85027	 Delete	<input type="text" value="1"/>	
		 Update		
	Model 3111 – Knox FDC Lock with Swivel-Guard, 2.5-Inch, 3.068 X 7.5 TPI Model: 3111 Installing to: Knox Company, 1601 W Deer Valley Rd Phoenix, AZ, United States 85027	 Delete	<input type="text" value="2"/>	
		 Update		
	Model 1433 – Knox Elevator Box with FD Banner, Aluminum Model: 1433 Installing to: Knox Company, 1601 W Deer Valley Rd Phoenix, AZ, United States 85027	 Delete	<input type="text" value="1"/>	
		 Update		
Approving department/Agency: Test Fire Department - CITY, CA				
Sub Total				
Shipping			during checkout	
Tax			Calculated during checkout	
Total			Calculated during checkout	
<input type="button" value="Continue Shopping"/>				
<input type="button" value="Checkout"/>				

For Ordering Support

Call: 800.552.5669
9:00 AM - 4:00 PM MST

10 During Checkout:

- a. Enter or confirm your Billing Address.

Checkout - Billing Address

Select a billing address from your address book or enter a new address

[ADD NEW ADDRESS](#)

First Name *

Last Name *

Email *

[touch@knoxbox.com](#)

☐ For a residential address, please check here

Company *

Knox Company

Address *

Address 2

City *

State/Province *

ALABAMA

Country *

United States

Postal Code *

Phone *

☐ Ship to a different address

[Continue](#)

[Back to Shopping Cart](#)

- b. If the shipping address is different from the billing address, select the 'Ship to a different address' check box:

Phone *


☐ Ship to a different address

- c. Click on the **Submit** button to proceed to the Shipping Method screen.
- d. Choose your Shipping Method and click on the **Continue** button to proceed to the Payment screen.
- e. Enter your Payment Information and click on the **Continue** button to proceed.
- f. Confirm your order or make changes to it.

- g. To complete your order, you **MUST** click the **Complete Order** button to complete your purchase.

Note: If your fire department needs to approve your purchase, your credit card or purchase order will not be charged until the department has approved your order.

 **Approving Department/Agency:**
Test Fire Department - CITY, CA

 **Approval Required Before Purchase**

Please note: The total amount is only an estimate. The Department has up to 30 days to review your order. The total amount may change if the price, freight and/or tax fee change(s) during the review timeline. An invoice with the updated amount will be emailed to you when the products ship.

Sub-total
Shipping
Tax

Total

- ☒ I understand that approval from my local fire department/agency is required before purchase is complete.

Once approval is provided my credit card will be charged and my order will be filled.

[Complete Order](#)

[Back](#)