



Commission on  
Fire Accreditation  
International

## West Des Moines Fire Department FIRE PREVENTION BUREAU

### EXTERIOR KNOX BOX ELEVATOR KEY BOX OVERHEAD DOOR KEY SWITCHES

#### **KNOX BOX:**

- (A) Install the box at the 6-foot height measured from the ground to the top of the box as designated by the Fire Code Official. Box must be **BOLTED NOT GLUED** in place.
- (B) If the Knox Box is a surface mount type box, apply caulking to three sides. The top and both sides but **NOT** the bottom.
- (C) Please ensure the box you are installing is specific to West Des Moines.
- (D) Save all stickers that come with the box and give to the Fire Code Official for installation.

You will provide all keys and/or combinations required by the Fire Code Official. Typical keys for the Knox Box may include master key, fire alarm panel key, fire pull station key, access card (if required),

#### **ELEVATOR KEY BOX:**

- (A) Mount the key box at each elevator bank on the floor level designated by the Fire Code Official.
- (B) Mount the key box 5-feet, 6-inches above the finished floor to the right side of the elevator bank or as designated by the Fire Code Official.
- (C) Any changes or alterations must be approved by the Fire Code Official.

You will provide all keys required by the Fire Code Official. Typical keys for the Elevator Key Box may include elevator control key, door key, emergency access key.

#### **OVERHEAD DOOR OVERRIDE KEY SWITCHES:**

- (A) Where required, door Override Key Switches will be installed as designated by the Fire Code Official.

For questions or additional information, please contact the Fire Prevention Bureau at 515-273-0643.

