

Springdale Fire Department

Policy & Procedures Manual

Volume 5 – General

Section 501 – Miscellaneous

501.1 – Knox Box & Sprinkler Riser Annual Checks

In order to increase familiarity of Knox Box locations and to ensure that current building keys and contents are available in those Knox Boxes, Company Officers shall perform annual checks of the Knox Boxes in their respective districts.

Company Officers are to identify current Knox Boxes in their districts by running the Firehouse Software report “Knox Box Master List”. Sprinklered occupancies can be identified by running “FDC Location Master List”. Occupancies may change over time resulting in a business name other than that listed on the Knox Box Master List. Always confirm location by using addresses. The district’s master list should be divided into three sections. Each shift will check one third of the district’s Knox Boxes.

The procedure to conduct annual Knox Box checks is as follows:

- Upon arrival at the location, ask to see the manager (if the manager is unavailable, ask for another representative who has authority to access various areas of the building).
- Obtain the representative’s name and title for recording the Inspection entry in the Firehouse Software. Do not open or check the Knox Box without the business representative present.
- Explain to the representative that the purpose of the annual check is to ascertain that current building door keys are available in the Knox Box. Ask the representative to be present while the Knox Box is opened and during the entire process.
- Confirm if the Knox Box is alarmed, and if so, the representative will need to contact their alarm company prior to opening the Knox Box.
- Check the building keys to make sure they are well marked to indicate each key’s purpose. Confirm that all of the building keys are current by physically using each key. Replace building keys in the Knox Box with the representative present.
- Inspect the fire sprinkler system and complete a “FMO - Sprinklered Occupancy Check Form.”
- Enter the inspection under the appropriate Occupancy record in Firehouse Software. Complete all of the required fields, including a staff activity for all involved personnel. In the additional records tab, double click on the “Knox Box Location” pre-plan code and verify the information is correct. Change the verified date within this window to the date the inspection occurred. Be sure and save the changes to the pre-plan code, the newly entered inspection, and the occupancy record.
- Submit the Sprinklered Occupancy Check Form to the Fire Marshal.