



WEST COVINA FIRE DEPARTMENT
Fire Prevention Bureau
1444 W. Garvey Avenue South, Room 205
West Covina, CA 91790
(626) 939-8823

KNOXBOX ORDERING & INSTALLATION HOW-TO GUIDE

- ALL ORDERS SHALL BE PLACED THROUGH THE FOLLOWING WEBSITE
 - www.knoxbox.com
- UNDER THE PRODUCTS TAB SELECT COMMERCIAL KNOXBOXES
- ENTER THE WEST COVINA FIRE DEPARTMENT AS YOUR LOCAL AGENCY
- SELECT KNOXBOX MODEL 3200 IN EITHER BLACK OR BRONZE
- SELECT THE CORRECT MOUNT TYPE FOR YOUR APPLICATION
 - RECESSED
 - SURFACE
- A TAMPER SWITCH IS NOT REQUIRED
- ENTER THE REQUIRED ADDRESS INFORMATION FOR YOUR PROPERTY
- CLICK SUBMIT

After review from the Fire Prevention Bureau, you will receive a reply with an approval or a denial.

- LOGIN TO KNOXBOX.COM TO PAY FOR YOUR KNOXBOX(ES)

INSTALLATION REQUIREMENTS

1. Location

- a) Knox Box shall be installed to the immediate right side of the main entrance doors of structure.
- b) The bottom of the Knox Box shall be installed 6 feet from the floor.
- c) The Knox Box must be installed in such a manner as to be clearly visible and free from any obstructions (vegetation, decorations, etc.).
- d) Final location to be approved by the Fire Department.

2. Keys

- a) Provide one (1) labeled key w/ for main entrance and any rooms containing fire protection equipment. (Additional keys may be required.)
- b) All keys placed inside the Knox Box shall identify the suite number to which it provides access or which device it operates.
- c) (If applicable) Provide labeled keys to all fire alarm components (i.e. FACP, Annunciator, Pull Stations, Document Boxes)