



NORRISTOWN FIRE DEPARTMENT

Knox Box Rapid Entry System Purchasing Guidance

1. Order online at www.KnoxBox.com.
2. Click on the Products/Place Order icon.
3. You will be prompted to enter your property's zip code (19401). From the list of fire departments that appear, be sure that you select "Norristown Fire Dept." This will ensure that the Knox Box is keyed correctly for use by Norristown firefighters.
4. The size of the box needed will depend on your specific application. Use the chart below to determine the minimum size. The series number of the box needed will depend on the application:

Application	Knox Box Series
Five keys or less.	3200 series with hinged door . Specific part number will depend on your choice of box color and surface or flush mounting.
Six keys or more.	4400 series with single lock. Specific part number will depend on your choice of box color and surface or flush mounting.

(Note: While the Knox Box documents indicates that a particular series box will hold more keys than what is indicated above, the Norristown Fire Department requires all keys to have identification tags, which take up additional space inside the box.)

5. When ordering, be sure to provide both the exact installation address and your shipping address.
6. The box will be shipped directly to you with the box's door unlocked. Only the Norristown Fire Department has the proper key to close the door.
7. Install the Knox Box on your building at the location specified by the Norristown Fire Department. The Knox Box is heavy, so be sure to use proper fasteners to mount the box.
8. Make copies of the necessary keys to gain entry into your building and into vital areas such as utility rooms (i.e. gas and electric), the basement, and fire alarm/sprinkler rooms. Be sure that all keys have clear identification tags.
9. Contact the Norristown Fire Marshal's office at 610-270-2894 to schedule a time for our firefighters to meet you at your property to secure the door on the Knox Box.
10. Contact the Norristown Fire Marshal's office at 610-270-2894 if you have any questions or require further assistance