



City of Cambridge

Office of the Fire Chief

410 Academy Street – P O Box 255

Cambridge, MD 21613

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MD Relay (V/TTY) 711 Or 1-800-735-2258

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Bradley D. Walters
Assistant Chief

Rescue Fire Company Knox Box Requirements

Must Contain

- i) 3 sets of Key Rings (or one set per floor if greater than 3 floors) with a master key(s) that have access to all exterior and interior doors
- ii) One set of Fire Service Elevator keys per Elevator
- iii) If there are multiple keys vs one master key, keys must be labeled clearly to what doors they operate. Can use the following color code:
 - (a) Green – Main Entry/Exterior/Interior Doors
 - (b) Red – Fire Panel Room
 - (c) Blue – Sprinkler System Room (if separate from Fire Panel Room)
 - (d) Yellow – Electrical/Mechanical Room
 - (e) Black – Interior Doors (if separate then Main Entry/Exterior Doors)
- iv) A 8.5x11 Layout of the Building including the followed labeled:
 - (a) Fire Panel/Sprinkler System Room (with proper passcodes listed)
 - (b) Electrical/Mechanical Room
 - (c) Fire Department Sprinkler Connection
 - (d) Knox Box Location
 - (e) Any Other Major Hazardous or Important Information
- v) An Emergency Contact List (listing at least 3 contacts and their numbers)
- vi) Anything deemed necessary by the Fire Chiefs Office

Knox Box Purchase

- i) Can be any of the listed below
 - (a) 3200 Series
 - (b) 4400 Series
 - (c) Knox Cabinets
 - (d) Any other purchases approved by the Fire Chiefs Office
- ii) Process
 - (a) Log on to www.knoxbox.com
 - (b) Select the GREEN Shopping Cart/Place Order Link
 - (c) Select the Product Series Category
 - (d) Enter "Rescue Fire" in the Department Search and Select it
 - (e) Select the desired Product
 - (f) Enter required information for checkout via the eApproval process.

THIS MUST BE INSTALLED WITH ALL CONTENTS PRIOR TO APPROVAL