



**TOWN OF RIVERHEAD**  
**Office of the Fire Marshal**  
201 Howell Avenue, Riverhead, NY 11901  
(631) 727-3200 Ext. 601



## **Knox Box Installation Guidelines**

Town of Riverhead Code, Section 231, Article XXII requires Rapid-Access Key Boxes to be installed at specific locations to allow access for Fire Department Personnel in the event of an emergency. The Town of Riverhead subscribes to the Knox Box Program. More information can be found at [www.knoxbox.com](http://www.knoxbox.com)

Knox Box's are required at the following locations:

1. The building has an automatic fire suppression system
2. The building has a standpipe system
3. The building has an automatic fire alarm system
4. The building contains hazardous materials storage
5. The building has 6 or more units/suites
6. The Fire Marshal's Office determines it is necessary due to special hazards

**PLEASE CONTACT THE FIRE MARSHAL'S OFFICE PRIOR TO INSTALLATION**

Knox Box location should adhere to the following conditions:

1. Knox Boxes shall be installed within 3 feet horizontally of the principal entrance door or by a door or vestibule that houses a fire alarm annunciator panel or fire alarm panel.
2. Knox Boxes shall be between 5 ft and 5.5 ft vertically from the threshold of the door.
3. For Tanger Businesses, Knox Boxes shall be located at the rear entry door unless specified by the Fire Marshal's Office.

Specific Knox Box Models allowed for installation are as follows:

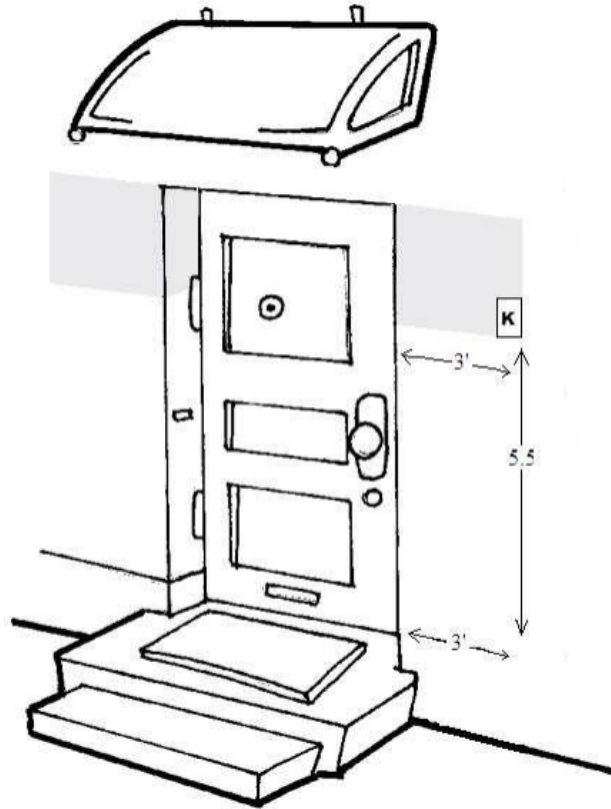


**KnoxBox® 3200**  
Standard Capacity ⓘ



**KnoxVault® 4400**  
Maximum Capacity ⓘ

In the diagram below, a Knox Box may be installed any where in the gray shaded area only.



## How to Order a Knox Box

1. Go to [www.knoxbox.com](http://www.knoxbox.com)
2. Click on Products; it will prompt you to put in the State and Local fire department/agency Type in **Riverhead** and **Riverhead Fire Prot Div** will pop up; select it.
3. A box will pop up that asks you to Select the local first responder dept./agency to view products.
  - a. The first heading is Riverhead Fire Prot Div Riverhead NY. This is for the **FIRE MARSHALS OFFICE ONLY**. If you select this heading, it will be denied and you will need to resubmit.
  - b. The second heading is Riverhead Fire Prot Div Riverhead NY **Jamesport** This should be selected if your business is in the **Jamesport Fire District**.
  - c. The third heading is Riverhead Fire Prot Div Riverhead NY **Manorville** This should be selected if your business is in the **Manorville Fire District**.
  - d. The fourth heading is Riverhead Fire Prot Div Riverhead NY **Riverhead** This should be selected if your business is in the **Riverhead Fire District**.
  - e. The fifth heading is Riverhead Fire Prot Div Riverhead NY **Wading River** This should be selected if your business is in the **Wading River Fire District**.

Please see the picture below to for further illustration.

Select the local first responder dept./agency to view products.

Note: If the department has multiple listings, select the appropriate access program (text in red) to display a set of products available for that program.

~~Riverhead Fire Prot Div  
Riverhead, NY~~

**DO NOT SELECT THIS HEADING**

Riverhead Fire Prot Div  
Riverhead, NY  
Jamesport

Select

Riverhead Fire Prot Div  
Riverhead, NY  
Manorville

Select

Riverhead Fire Prot Div  
Riverhead, NY  
Riverhead

Select

Riverhead Fire Prot Div  
Riverhead, NY  
Wading River

Select

In the event that you have been instructed to purchase a different Knox Box product by a staff member of the Riverhead Town Fire Marshal's Office or you feel your business would benefit from a different Knox Box Product, please contact our office at (631) 727-3200 x601