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## Requirements for Commercial Buildings Fire Department Key Box & FDC Caps/Plugs

The Knox Company is the approved vendor for the Edina Fire Department. **Product can now be order online at [www.KnoxBox.com](http://www.KnoxBox.com).** Please follow the steps listed below to ensure timely processing and delivery of your Fire Department Key Box and/or FDC Caps/Plugs. The knox site provides a choice between BanKoe or Knox direct. We have been told Know direct is favorable.

1. The **4400 Series recessed or surface mount Knox Vault** is the approved key box for commercial buildings. (The 3200 Series box must be pre-approved for buildings with less keys)
2. The Tamper Switch is not required unless access to the key box is to be monitored by your security company.
3. Confirm how many 2-1/2 inch FDC Caps/Plugs are needed as most FDC's have two openings.
4. Knox Company will send the fire department an e-mail listing the product that was ordered for approval. This two-step process insures that the correct product has been ordered and that the address has been listed correctly. The Knox Company will then email you after approval so that you can complete the purchase.
5. The product will be delivered to you. Call the Fire Prevention Bureau for approval of the key box installation location at 952-826-0339.
6. **The Key Box shall be installed no more than 5 feet above ground.**
7. An Edina Fire Inspector will install the FDC Caps/Plugs.
8. Following the installation of the Key Box, make arrangements with the Fire Prevention Bureau to enclose your keys and secure the cover to the Key Box.

### ITEMS REQUIRED INSIDE THE KEY BOX

#### 3 Complete Sets of Keys

1. Master Key for Exterior Doors and Common Area Interior Doors
2. Card Reader Access if applicable
3. Keys to Mechanical, Electrical, Storage, & Fire Sprinkler Control Rooms
4. Fire Alarm Control Panel Key & Fire Alarm Pull Station Reset Key
5. Elevator Key Box Access Key (7802)
6. Emergency Information Card -- "After Hours" Personnel Notification

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#### CITY OF EDINA FIRE-RESCUE & BUILDING INSPECTIONS

Edina Fire Department • Station No. 1 • 6250 Tracy Avenue • Edina, MN 55436 • 952-826-0330

Building Inspections • 4801 West 50th Street • Edina, MN 55424 • 952-826-0372

EdinaMN.gov • Fax 952-826-0390