



Knox Box Requirements:

If a Knox Box is required to complete your project, please take note of the following steps and other information on this sheet to ensure that you have ordered and installed this equipment properly. Failure to do so, could result in unnecessary delay in the completion of your project.



Step 1: Visit the Knox Company website at: www.knoxbox.com or call them at 800.552.5669.



Step 2: Click on the red "BUY" button. Enter the installation address and Click "Submit". Select "Highland Park Fire Department" and make sure you have selected Highland Park, Illinois 60035



Step 3: Under "KNOX BOX 3200" or "KNOX BOX 1658", click "Select and Configure". Check the box for : mounting type and Black color. Be sure you have selected a **Knox Box 3200 Series with a Hinged-Door** for Commercial or a **Knox Box 1658 Series with a Hinged-Door** for Residential.



Step 4: Click "Add to Cart". Set up your online account with Knox Companies and complete your purchase.



Step 5: You or your contractor should install the Knox Box in your preferred location. (Reminder: It must be mounted at least 5 ft off the ground and within 5 ft of the front door.)



Step 6: Once the Knox Box is installed and mounted, call the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the keys installed in the box.

FAQs:

What is a Knox Box?

The Knox Box is a high-security key box system, designed to give firefighters and emergency services immediate access to locked buildings, elevators and other secured areas.

What kind of Knox Box does the City of Highland Park require?

The City of Highland Park requires the following:

For Commercial: **Knox Box 3200 Series with a Hinged-Door. (Black)**

For Residential: **Knox Box 1658 Series with a Hinged-Door. (Black)**

The property owner can choose if they prefer a recessed or surface-mount box.



Is it secure?

The Knox Box is designed to be a high-security device. The fire department has the only master key which is unique to the department itself.

What if I change my locks?

In the event that you change your locks, you will need to obtain a spare Key to be placed in the Knox Box. Once you have a spare key, contact the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the new keys installed in the box.

Where should I install it?

The Knox Box must be mounted at least 5ft. off of the ground and within 5 ft. of the front door. A conspicuous location is recommended, so it can be found quickly if needed.