



## **Knox Box Ordering & Installation Guidelines**

1. The Knox Box order form shall be filled out completely.
2. The person ordering the Knox Box shall send the completed and authorized order form with correct payment to the Knox Company for processing or visit their website and use the eApproval option. The Knox Box will be sent directly to the person placing the order.
3. After receipt of the Knox Box, the Knox Box shall be installed on the building in accordance with the following guidelines:
  - The Knox Box shall be installed on the address side of the building or property.
  - The Knox Box shall be located immediately adjacent to the entrance door on the right hand side of the door as you are facing the door and shall be mounted at least five feet and no higher than seven feet above the ground.
  - The Knox Box shall be mounted to the building as per the mounting instruction supplied with the Knox Box.
  - The Knox Box identification stickers shall be affixed to all other exterior doors of the building.

Mounting situations that are different from above must have prior written approval from the Cedar Rapids Fire Marshal's Office.