



Northville Township Fire Department

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Knox-Box Emergency Access Ordering Information

Referenced Standards:

- 2015 International Fire Code as adopted by Chapter 79-2

The Northville Township Fire Department utilizes the Knox Rapid Entry System to provide quick and efficient access to structures within our jurisdiction. This system allows the fire department access to your facility without having to force entry through doors or windows when called for an emergency. The box shall contain keys necessary to gain access as required by the fire code official. This may include master keys, elevator keys, fire alarm panel keys, etc.

The department currently uses the Knox Box e-approval process to facilitate quicker turnaround times and enhanced tracking. Please follow the below process to place a Knox Box order in the Township:

- 1) Visit www.knoxbox.com.
- 2) Select "Buy" on the top ribbon.
- 3) Select "Michigan" from the drop down list.
- 4) Enter "Northville" in the in the Enter Department Name field
- 5) Select "Northville Twp. Fire Department."
- 6) Select the appropriate device and "add to cart."
 - a. Knox Boxes
 - i. Multi-tenant buildings require a 4400 series box.
 - ii. Additional and/or larger boxes may be required depending on the specific building and the use (key cards, maps, fire alarm or additional access/services keys).
 - iii. Select the following: 1) Type of Mount, 2) Tamper Switch 3) Color
 - b. Additional devices including padlocks, key switches, elevator boxes, etc. may be approved.
- 7) Complete the installation address section and Submit.
- 8) Review your cart and select "Submit for e-Approval."
- 9) Create an account so that you can be notified when the department has approved your request.
- 10) Upon registration, you will be notified that your "Pre-Authorization Order has been submitted."
- 11) When your order has been approved by the department you will be notified and will receive a link to complete the payment and shipping information.
- 12) Once you have paid for your Knox Box it will be shipped to your location. Upon receipt, have the box installed at a location approved by the Fire Department. Boxes should be installed in a visible location between 5' and 6' above the ground. Boxes should not be hidden, installed behind pillars or landscape, or otherwise obstructed from view. Approved locations may include the front entry door, fire alarm/riser room, FDC, etc.
- 13) Please make sure to have all of the necessary keys on-hand and labeled for the fire department to secure (all entry interior and exterior entry keys, fire alarm keys, key cards, fire door keys, etc.).
- 14) Contact the fire department and advise them that you are ready to have your keys secured.

If you have any questions, please contact us at (248) 348-5807 or via email at thughes@twp.northville.mi.us.