

1333 NW Eastman Parkway, Gresham, Oregon 97030-3813 Phone 503-618-2355 • Fax 503-666-8330 www.GreshamOregon.gov/fire GFD@GreshamOregon.gov

## **Lock Box Policy**

Knox Boxes are required to be mounted on a building if the building has a fire protection system. Other instances that may require a lock box include frequent response, security gates at building entrances, or as determined by the Fire Marshal.

Surface mounted boxes shall be mounted 6' above grade to the bottom of the box in an area that the ground surface is level.

Flush Mounted boxes can be mounted 5'-6' above grade to the bottom of the box in an area that the ground surface is level.

The box location will be determined during plan review for new applications or during a site inspection.

## Step 1 Go to www.knoxbox.com/ greshamfd

Step 2
Find your product from photos or the "Search by Product Number" dropdown list.

## Step 3 Select & configure product and add to cart.

## Step 4 Confirm product installation address, then complete your purchase or continue shopping.

Contact Fire Administration at 503-618-2355 or GFD@GreshamOregon.gov with questions.

For online ordering assistance, please contact Knox at 800-552-5669 ext. 450.