



Standard Operating Procedures

**Fire Prevention Services
Office of Campus Safety**

The University of Texas at Austin

304 E. 24th Street, SER Suite 202, Austin, TX 78713

Issue Date: June 30, 2018

FPS-SOP-01-07

Revision Date: October 4, 2019

SCOPING & APPLICATION

EMERGENCY KEY CABINETS (KNOX BOXES)

The following provides requirements for the purchase and installation of Emergency Key Cabinets (KNOX BOXES) at The University of Texas at Austin Campus.

1. Purchase of a KNOX BOX of installation at a University of Texas at Austin building must be approved by and go through UT Fire Prevention Services (FPS).
2. A KNOX BOX order form is available on the FPS web site at:

<https://fireprevention.utexas.edu/sites/fireprevention.utexas.edu/files/KNOX%20BOX%20Order%20Form.pdf>

3. Download the order form and provide the following information:
 - A. Building name where the KNOX BOX will be installed.
 - B. Building address where the KNOX BOX will be installed.
 - C. Entity that will be making the purchase (i.e. contractor, UT PM, UT shops, etc.)
 - D. Contact information at the entity making purchase to include:
 - a. Person's name
 - b. Person's telephone number
 - c. Person's email address

- E. Select the type of box to be purchased (surface or flush mount), color (aluminum, black or dark bronze) and indicate the quantity in the appropriate box. The total purchase price for each line and a grand total (less any applicable taxes and freight) will be indicated. NOTE – In instances where multiple boxes are being ordered on the same form for multiple buildings, state so in the notes section and list the multiple building names and addresses at the bottom of the form. Each building name should indicate which model box (for the color) will be installed at each building.
4. The completed form shall be emailed to Justin Rosales at justin.rosales@austin.utexas.edu and copy David Madole at david.madole@austin.utexas.edu.
 5. FPS will forward the completed form to the Austin Fire Department (AFD) who will approve the purchase and forward to KNOX Company.
 6. KNOX Company will contact the person listed under contact information to obtain a purchase order or credit card information for payment and obtain shipping instructions/address.
 7. Completed orders will be processed for shipping.