

Knox Locks Maintenance SOG
March 2013

Purpose:

To establish an Operating Guideline for assisting gated communities/businesses when Knox access system maintenance / repairs are in process.

Scope:

This OG applies to all members who may be involved with Knox access systems.

Procedure:

- PFD receives a request to open a Knox system for maintenance
 - The PFD person who receives the request must tell the calling party of this OG and to have the calling party recontact the PFD when the job is complete to secure the Knox access system
- The assigned individual will travel to the specific location and open the existing system
- If there is a Knox pad lock it shall be placed near the existing lock system and relocked to the gate structure

- When the job is complete, the PFD call taker will assign an individual to travel to the location to secure the Knox access system
 - This person is to thoroughly test the system and assure the gate remains OPEN when the system is deployed
 - Replace the Knox access system to normal operation
- Any non-conforming issues are to be reported to the fire chief