

KEYBOX POLICIES AND PROCEDURES

I - REQUIREMENTS

1. Under what conditions should a keybox be required on the exterior/interior of a building?

UFC Section 10.209 states that "When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the chief may require a key box to be installed in an accessible location. The key box shall be a type approved by the chief and shall contain keys to gain necessary access as required by the chief."

Following is a guideline for Fire Captains to follow when requesting a keybox:

- A. When forcible entry into a building could result in a significant time delay. (Example: Metal doors mounted in metal frames).
- B. When forcible entry into a building could result in substantial damage to the entry way. (Example: Solid core doors or glass doors).
- C. When forcible entry into a building could result in a substantial dollar loss. (Example: Ornamental or antique entry-ways).
- D. When access to sprinkler systems is needed.
- E. When access to a fire alarm control panel or annunciator panel is needed.
- F. When access to hazardous material storage is needed.

In addition to the above guidelines, a keybox is required by the Fire Prevention Division for all security apartment buildings, and to gain access to locked areas such as boiler, furnace, laundry, and storage rooms.

ALL REQUESTS FOR KEYBOXES SHOULD BE REFERRED TO FIRE PREVENTION ON A FORM 4 (REPORT TO FIRE PREVENTION).

2. What type of keybox is required?

See Knoxbox Products Flyer

See pink Keybox (K-1) Handout

KEYBOXES REQUIRED IN SAINT PAUL BUILDINGS

In cases of fire or medical emergencies, it is vital that fire fighters and paramedics be able to gain access to buildings whether or not a caretaker is present. For this reason, the Uniform Fire Code provides authority to require installation of keyboxes.

A keybox is an armored tamper-proof box in which entry keys are placed for Fire Department emergency use. The keybox also helps minimize damage to your doors in an emergency. **Only the Fire Department has keys to these boxes. Only the Fire Department is allowed to possess keys to these boxes.**

Here are the standards that must be applied when you install a keybox:

TYPE -- Effective January 1, 1988, the only approved keybox specified for use in Saint Paul to assist the Fire Department in gaining access to a building will be a Knoxbox.

NOTE: Existing ECS Elevator Fire Control Keyboxes, equipped with a 10404 Ace Lock, may continue in use at this time.

2. **PURCHASE REQUIREMENTS** -- The only company authorized to distribute the Knoxbox for use in Saint Paul is:

The Knox Company
17672 Armstrong
Irvine, California 92714
(714) 252-8181 or 1-800-552-5669

If you wish to install a Knoxbox, or have been required to do so by the Fire Department, the following procedures must be followed:

- A. Fire Prevention Division sends an authorization/order form to the owner of the building.
- B. Owner completes the form, includes a check payable to the Knox Company for the full amount, including shipping and handling, and returns both the form and the check to:

Assistant Fire Marshal Kathy Owens
Saint Paul Fire Prevention Division
100 East Eleventh Street
Saint Paul, Minnesota 55101
(228-6202)

- C. Fire Marshal or Assistant Fire Marshal signs form.
(Authorized signatures only)
 - D. Form and check are sent to The Knox Company for processing and the keybox will be shipped to the owner.
3. **INSTALLATION/MAINTENANCE** -- When you buy the keybox, the box door will be unlocked so that the box can be installed. For security, the box does not come with a key.

The keybox should be installed at the main entrance to the building. The Fire Department Alert Decal that is included with the keybox must be placed in the upper right-hand corner of the entrance door where the keybox is located. **Additional decals must be purchased and placed on the upper right-hand corner of all building entrance doors.** This will alert Fire Department personnel that a Knoxbox is on the premises.

(OVER)

When the box has been installed, and the keys clearly labeled, and someone is available at the building to meet the Fire Department, contact the Communication Center at 224-7375. A fire company will be dispatched immediately to lock the key(s) in the keybox.

If any of the locks that the keys unlock are changed, call the Communication Center at 224-7375 to request that a Fire Company be dispatched to open the box so that the keys can be exchanged. This must be done within five days of the change of any of the keybox key locks.

4. FOR APARTMENT BUILDINGS:

If your building's main entrance door is always open, but the vestibule door (the door used for access to apartments) is always or sometimes locked, mount the box in the lobby or entry way above your mailboxes so the keybox bottom is no more than seven feet above the floor.

FOR ALL BUILDINGS:

If your building's main entrance door is always or sometimes locked, the keybox must be located on the outside of your building as close as possible to the main entrance so that the keybox is no more than seven feet above the bottom sill of the main entrance door(s).

If your buildings entrance door is always open, but it has been determined by the Fire Department that it would be unduly difficult to gain access to locked rooms within the building, such as, boiler, furnace, laundry, mechanical, storage, automatic sprinkler system, fire alarm system rooms, a keybox must be provided as stated above at a visible location outside or inside the main entrance door and must contain keys as required by the Fire Department.

5. KEYS -- If your keybox is mounted outside the building, a key to your building's main entrance must be furnished.

If your keybox is mounted inside the building, a key to your building's lobby/vestibule entrance must be furnished.

Boiler, furnace, laundry, mechanical, storage, and automatic sprinkler system room keys **should** be provided if those rooms are kept locked and **must** be provided if the Fire Department has determined that it would be unduly difficult to gain access to any of these rooms. If the building has a fire alarm system, the key to the control panel must be tagged and installed in the box. **DO NOT PROVIDE MASTER KEYS TO RESIDENTIAL APARTMENT UNITS IN THE KEYBOX. MASTER KEYS TO GAIN ACCESS TO AREAS WITHIN COMMERCIAL PROPERTY WILL BE AT THE OWNERS DISCRETION OR AS REQUIRED BY THE FIRE DEPARTMENT.**

Keys stored in the keybox must be tagged and clearly marked as to the function of the key.

REMEMBER THREE THINGS ABOUT KEYBOXES:

1. Only the Fire Department has keys to the keybox.
2. The keybox allows fire fighters to gain rapid entry in case of a fire or medical emergency.
3. The keybox allows fire fighters to gain rapid entry without damaging doors

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