CITY OF SAINT PAUL
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ELEVATOR KEYBOXES REQUIRED IN SAINT PAUL BUILDINGS

Where elevator fire service operation is available, a key box, as described below, is required to be located in the elevator lobby. If a building has more than one bank of fire service elevators, and if the elevator banks are remote from each other, then each bank must have a key box. Any exception to the location of the key box must be approved by the Fire code official.

> **NOTE:** The City Elevator Inspector may require a key box whether or not the elevators have fire service operation.

A key box is a tamper-resistant box in which elevator keys are placed for Fire Department emergency use. The keys provide emergency access to elevators and elevator machine rooms for fire personnel.

In cases of fire or medical emergencies, it is vital that fire fighters and paramedics be able to gain access to elevator service in the building. For this reason, the Minnesota State Fire Code provides authority for requirement of installation of key boxes.

> **TYPE:** The key box specified for use in Saint Paul is the **ECS Elevator Fire Control Key Cabinet**, equipped with a 10404 Ace Lock. A list of companies that provide this key box may be found at Minnesota Department of Labor and Industry's website located at http://www.dli.mn.gov or they may be ordered from www.knoxbox.com.

Installation & Maintenance - When you buy the key box, the box door will be unlocked so that the box can be installed. For security, the box does not come with a key. 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 Fire Department Communication Center at (651) 266-7702. A fire company will be dispatched immediately to lock the key(s) in the key box.

Keys Required - There must be a key for the designated level switch and for each fire service elevator in the group, placed in the ECS keybox. Other keys, such as elevator machine room and elevator door keys, including appropriate lunar or drop keys should also be included in this key box.

Only *elevator* keys are allowed in the elevator key box. Elevator fire service keys must not be placed in the keybox on the outside of the building **in lieu** of the elevator lobby key box.

Keys stored in the key box must be tagged and clearly labeled as to the function of the key.