



## Benicia Fire Department – Fire Prevention Policies

**Subject: REQUIRED KEY BOX INSTALLATIONS**

**Section: Policies**

**Effective Date:** April 2, 2009

**Policy G**

**Page:** 1 of 4

**Revised Date:** July 1, 2015

### A. REQUIREMENTS

In accordance with Section 506, California Fire Code, the fire code official may require a key box to be installed in a readily accessible location whenever it is determined by the fire code official that access to, or within, a structure or similar area is unduly difficult because of secured gates and/or doors; or where immediate access is necessary for life-saving and/or firefighting operations. Two (2) sets of keys are required for each building or complex. When more than one (1) key is required, each key shall be independently identified.

A Fire Department approved key box/switch shall be required as necessary for the following:

1. Commercial buildings or building complexes.
2. Fenced areas that require Fire Department access.
3. Buildings equipped with automatic fire alarm systems.
4. Any circumstances as determined by the fire code official where Fire Department access is required.

### B. SUPPLIER

The designated key box supplier is the Knox Company, 1601 W. Deer Valley Road, Phoenix, AZ 85027.

**Telephone No.** (623) 687-2300

**Fax No.** (623) 687-2290

**Email:** [info@knoxbox.com](mailto:info@knoxbox.com)

**Web:** [www.knoxbox.com](http://www.knoxbox.com)

### C. TYPE

The model will be determined on a case-by-case basis, taking into consideration the number of keys necessary to ensure adequate access and the need for floor/site plans, hazardous material business plans, etc. **The 3200 series of Knox Box is approved for use in the Benicia Fire Department.**



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**Subject: REQUIRED KEY BOX INSTALLATIONS**

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**Policy G**

**Page:** 2 of 4

**Revised Date:** July 1, 2015

Where electrically operated gates and/or doors are installed, a Knox Company key-operated switch shall be required.

### **D. ORDERING PROCEDURE**

1. The Fire Department will supply the order form.
2. The owner/applicant shall submit the following to the Benicia Fire Department at 250 East “L” Street, Benicia, CA 94510:
  - a. Site plan showing areas secured and location of key box/switch.
  - b. Properly completed order form.
  - c. A check for the total amount due (**cash will not be accepted**) payable to: The Knox Company
3. Upon receipt of the items required in Number 2 above, the Fire Department will:
  - a. Review and approve site plan, or contact applicant with any required corrections.
  - b. Verify that the order form is correctly filled out, the check amount is correct and the installation location is within the boundaries of the designated Fire Department.
  - c. Authorize the order by signature. (The order will not be accepted by the Knox Company without the Fire Department’s authorization signature).
  - d. Photocopy the order form and place the copy in the Department’s Knox file.
  - e. Forward the order form and payment to the Knox Company.
4. The key box will be shipped directly to the applicant. Turnaround time is approximately five (5) days once the application is received by the Knox Company.

**NOTE:** The Benicia Fire Department maintains secure and controlled access to the Knox Box System. Therefore, Knox Boxes are shipped to the applicant without keys and in the unlocked position.



## Benicia Fire Department – Fire Prevention Policies

**Subject: REQUIRED KEY BOX INSTALLATIONS**

**Section: Policies**

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**Policy G**

**Page:** 3 of 4

**Revised Date:** July 1, 2015

### E. INSTALLATION PROCEDURE

1. In general, the location must meet the following criteria:
  - a. The key box shall be mounted at the right side of the main entrance or gate. Where more than one (1) key box is required, each box shall be located adjacent to the entrance/gate/door/elevator which it is intended to serve.
  - b. The key box shall be mounted not less than five (4) feet and not greater than six (5) feet above the finish floor and not more than three (3) feet from the right hand side of the main entrance to the building/facility (access location).
  - c. The key switch shall be located at the roadway within twelve (12) feet of the entrance gate and shall be mounted not lower than four (4) feet and not greater than five (5) feet above the finished grade. (Normally in the card reader or keypad housing).
  - d. The box/switch shall be mounted in a location that is readily accessible to responding Fire Department personnel.
  - e. A Knox decal shall be placed on the entrance door/gate.
2. The owner/applicant shall be responsible for installing the key box/switch in accordance with the manufacturer's instructions, at the Fire Department's approved location.
3. Once installation is complete, the owner/applicant shall contact the Fire Department for an appointment to lock keys and other required items in each key box or test the key switch installation. Call (707) 746-4273 to schedule an appointment. This is a 24-hour voice mail to request inspections. The following information is required when scheduling:
  - a. Your name and phone number.
  - b. Fire Department project number: **KNOX INSTALLATION**
  - c. Job site address.
  - d. Type of inspection: **LOCK KNOX BOX OR TEST KEY SWITCH**

The Fire Department will call to set day and time to place the required keys in key box or test the switch.



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**Policy G**

**Page:** 4 of 4

**Revised Date:** July 1, 2015

### F. CLERICAL PROCEDURE

1. Upon receipt of phone request, the Administrative Clerk notes building name, building address, contact person, and phone number) and forwards it to the Fire and Life Safety Division.
2. The Engine Company/Fire Inspector contacts the requesting person and sets an appointment to lock the box/test the switch.