



FIRE PREVENTION DIVISION STANDARD DETAILS & SPECIFICATIONS

SUBJECT: Key Box Placement and Required Keys	SPEC NO: 11-I EFFECTIVE DATE: 01/01/13 REVISED:
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SCOPE

California Fire Code, Section 506.1 states: "When access to or within a structure or area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Code Official."

It is the City of Morgan Hill's policy that key box be required for the buildings that are equipped with fire sprinklers and/or fire alarm systems. This policy will only help facilitate the quick response of emergency crews to the interior of a building.

DEFINITIONS

Key Box: A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.

REQUIREMENTS

Key Box Placement Guidelines:

Key boxes are to be provided for the following occupancies:

- Buildings equipped with fire alarm and/or fire sprinkler systems.
- All school buildings.
- Strip malls that have large anchor stores.

Location of Key Boxes on Premises:

Key boxes are to be located near the main entrance and placed between 4 and 6 feet above the ground.

Obtaining Fire Department Key Box Authorization Forms:

Approved key boxes may only be obtained with a Fire Department authorization form. These forms may be obtained by contacting the Fire Prevention Division.

Required Keys:

The Key Box should contain keys to the following:

- Main entrance doors
- Fire alarm system
- Electrical rooms and automatic sprinkler riser rooms
- Elevators
- Fire control room (if applicable) – Manual pull stations (if applicable)

Key Box Installation:

Key Boxes shall be installed only as specified in the manufacturer's instructions included with each box. The placement of the key box shall not be greater than six (6) feet from the ground.

Locking of Boxes:

Key Boxes are delivered in the "open" position so that mounting can be accomplished. Contact the Fire Prevention Division for locking or unlocking of the Key Box. Only Fire Department Personnel have keys to Key Boxes.

Placement of Key Box Decals:

The alert decal shipped with the Key Box should be mounted in a location approved by the Fire Department.

Identification of Keys:

Keys stored inside the Key Box shall be provided with identification tags that are durable and water-resistant. Paper tags and ink lettering are NOT acceptable. Keys shall be attached to a metal ring equipped with a brass disk type tag that identifies the rooms or areas served.



IMPORTANT REMINDER: Whenever locks are changed or re-keyed, the keys stored in the key box must be updated. Please contact the Fire Prevention Division to coordinate the placement of new keys in the key box.