



Elk Creek Fire Protection District Fire Prevention Division

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SUPPLEMENTAL RULES & REGULATIONS

Number:	20-506.1		
Subject:	Key Box, Key Vault, Padlock, Key Switch and Key Requirements		
Code:	2018 International Fire Code	Code Section:	506.1
Effective Date:	May 1, 2020	Issued by:	Fire Marshal Roger Parker <i>Roger Parker</i>
Revision Date:	NA	Issued by:	NA
Supersedes:	NA	Date:	NA

AUTHORITY:

The 2018 International Fire Code §104.1 authorizes the *fire code official* to render interpretations of the fire code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of the code. Such policies, procedures, rules and regulations shall not have the effect of waiving requirements specifically provided for in the code.

PURPOSE:

To establish rules and regulations regarding rapid access solutions for emergency responders.

SCOPE:

This regulation covers all facilities, buildings, or uses within the Elk Creek Fire Protection District after the effective date.

CODE REFERENCES:

The 2018 International Fire Code §506.1 states:

Where access to or within a structure or an area is restricted 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 listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.

SUPPLEMENTAL RULE OR REGULATION:

KEY BOXES:

1. An approved key box shall be required on all commercial structures that contain off-site monitored fire systems, automatic fire suppression system, an elevator and when otherwise required by the fire marshal.
2. Key boxes shall be ordered online directly from the Knox Company at www.knoxbox.com (no paperwork is necessary). Each order is electronically transmitted to the fire marshal for approval.
3. Knox boxes shall be installed on the street side of commercial structures near the primary access doors, or as otherwise required by the fire marshal.
4. When submitting building plans, show the proposed location of Knox boxes and key vaults on the building plans.
5. Knox boxes and keys shall be installed in other locations as directed by the fire marshal.
6. Existing key boxes that are inconsistent with the type approved by the fire department shall be upgraded as required by the fire marshal.
7. Knox box and key vault requirements are based on size of the building and potential number of keys:
 - **Small to Medium Sized Buildings with One Occupancy:**
 - 3200 series hinged-door type.
 - **Medium to Large Sized Buildings or Buildings with Multiple Tenants:**
 - 4400 series hinged-door type at each fire department entrance door.
 - **Buildings over Four Stories High:**
 - 4400 series hinged-door type at each fire department entrance door.
 - 1302 series key and document cabinet in the Fire Control Room/Fire Command Center.
 - **Complex Projects and/or Facilities with Special Hazards:**
 - 4400 series hinged-door type at each fire department entrance door.
 - 1302 series key and document cabinet in the Fire Control Room/Fire Command Center.
 - **Buildings with Elevators:**
 - 1403 elevator key box in the elevator lobby.
 - **Multi-Family Residential Buildings Fire Riser Room:**
 - 1658 series residential box required on each building (fire riser room key only).
 - **Single-Family Residential Dwellings:**
 - 1658 series residential box or Knox Home Box (voluntary installation)

INSTALLATION:

- Knox boxes will be shipped to the fire department. The Fire Prevention Division will contact the responsible person to schedule an on-site meeting, deliver the Knox box and approve the installation location.
- Knox boxes shall be installed by the owner at a mounting height of 66 inches.
- Once the Knox box has been installed contact the Fire Prevention Division to arrange for someone to come and secure your keys in the key box. Keys shall be tagged with description.

KEYS:

- The following keys are required in Knox boxes:
 - Building door keys.
 - Fire control room door keys.
 - Fire alarm panel keys.
 - Fire alarm manual pull station keys.
 - Keys for padlocks on fire sprinkler valves.
 - Elevator keys.
 - Fire pump controller keys.
 - Miscellaneous fire protection equipment keys.
 - Other keys as designated by the fire marshal.
 - Multiple keys are required for larger buildings and special hazard facilities as designated by the fire marshal.
 - Property owners and/or managers shall notify the Fire Prevention Division whenever a building has been re-keyed so that the obsolete keys in the Knox box can be replaced.

PADLOCKS:

An approved Knox padlock shall be required on all new manual gates and when otherwise required by the fire marshal.

KEY SWITCHES:

An approved Knox key switch shall be required on all new electric gates and when otherwise required by the fire marshal.

FDC LOCKING CAPS:

Approved Knox FDC locking caps shall be required on all new fire department hose connections.

EXPLANATION:

Commercial buildings with fire protection systems are required to use the KNOX-BOX® Rapid Entry System to allow immediate entry into buildings and property without forced entry damage or delay when responding to fire system alarms. The KNOX-BOX® Rapid Entry System is a secure emergency access program developed for property owners and fire departments. Property owners store entrance keys, access cards and floor plans in high-security Knox-Boxes mounted near building entrances. Each KNOX-BOX® purchased by a property owner is keyed to a single master key controlled by the fire department.