

NOVATO FIRE PROTECTION DISTRICT FIRE LOSS MANAGEMENT DIVISION



Developed by Forrest M. Craig
Forrest M. Craig, Fire Marshal
Approved by Marc Revere
Marc Revere, Fire Chief

Fire Protection Standard 202

KEY BOX INSTALLATION

Date: 8/17/98

Revision: 7/18/06

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This standard is promulgated pursuant to the Uniform Fire Code as adopted by the Novato Fire Protection District.

I. General

A Key Box is required where: 1) access to buildings is difficult; 2) in buildings with fire alarm or sprinkler systems; 3) all facilities that are required to submit a hazardous materials business plan and 4) where electronic and manual gates could hamper emergency access. After investigation of the available products, it has been determined that only the product line offered by the Knox Company of Phoenix satisfies the security needs of the Fire District and the community. The only acceptable order form will be provided by the Fire District. The approved Key Box models are:

3200 Knox Box Series
4400 Knox Vault Series
3500 Key Switch Series
1300 Knox Cabinet Series

Facilities with more than five keys and/or use access key cards require a 4400 series.

For larger projects with many keys or those that may require a business plan vault, the Fire District should be consulted regarding the correct box size and number of keys.

II. Ordering Procedures

A. Complete the authorization form including: Sections 1, 3, 4, 5, and 6.

1. Ordered by.
3. Payment information.

Note: For vendors installing a box not on their own premises, a California resale number may be substituted for the sales tax.

4. Product being ordered
5. Installation address
6. Ship To Address

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B. Return the following items to the Novato Fire Protection District.

1. The authorization form filled out as explained in **A** above.
2. A check payable to the 'Knox Company' for the total amount; or credit card information provided on order form.
3. An envelope stamped and addressed to:

The Knox Company
1601 W. Deer Valley Rod
Phoenix, AZ 85027

C. The Fire District shall:

1. Verify the completeness of the form and provide authorization signature.
2. Make a photocopy for the file
3. Mail the form and check (or form with credit card information) to the Knox Company in the envelope provided.

III. Installation Procedures

A. The box, when received, comes with the door off, and in the locked position.

B. The box should be mounted:

1. Preferably near the main entrance to the building or, as an alternative, near the fire alarm bell, if there is one (consult the Fire District for exact placement). For gate access installation, please contact a licensed contractor.
2. Five to six feet off of the ground.
3. Use heavy 'lag bolts' or other sturdy devices to secure the box to the wall.

C. If a box with tamper switches was ordered, the switches should be connected with and tested by your burglar alarm company before closing the face as all of the wiring would then be sealed.

D. Assemble all of the following for placement into the box:

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1. Label the following sets of keys:
 - a. One master key for main entry and all suites.
 - b. One for Fire District elevator override (where applicable)
 - c. One for each elevator car for Fire District override (where applicable)
 - d. One grand master key for each floor, each wing, i.e., five story building with two wings = 10 grand masters.
 - e. Fire alarm control panel.
 - f. Fire sprinkler riser, shut-off and drain valves.
2. Have the front cover plate for the key box ready for District personnel to lock.

E. Call the Fire District at (415) 878-2690

1. Advise the Administrative Assistant that the box is installed and that the components required in D. above are ready.
2. The Administrative Assistant will have the Fire Captain for your response area contact you to arrange a time to close up the box.
3. The Fire Captain will come out and verify workability and labeling of the keys, then lock the drawing and keys into the box.

IV. Please Note:

- A. If suite numbers or letters change at any time or keys change due to tenant changes, please advise the Novato Fire Protection District.
- B. The box will only be used by the Novato Fire Protection District on an emergency basis. The box will not be used for fire prevention inspection purposes (other than yearly verification of the workability of the keys) or police matters, or if the building owner or tenant has locked themselves out.