



El Segundo Fire Department Fire Prevention Division

Regulation K-1-a Key Box Installations

I. INTRODUCTION

- A. **Purpose:** The purpose of this regulation is to establish a consistent standard for the installation and maintenance of Fire Department key boxes.
- B. **Scope:** These regulations apply to the installation and maintenance of Fire Department key boxes.
- C. **Authority:** El Segundo Municipal Code Sections 13-10-1 and 13-10-2, California Fire Code, Chapter 1, Division II, Section 102.9

II. RESPONSIBILITY

- A. Individuals, Companies and Corporations that have buildings or Fire Department access gates across fire apparatus access roadways and are required to have keys available in a key box or a lock or gate override key shall be responsible for compliance with this regulation.
- B. The El Segundo Fire Department shall ensure that required key boxes and/or access locks are maintained in an operative condition in compliance with this Regulation.

II. POLICY

- A. Scope
 - 1. The El Segundo Fire Department utilizes the Knox Company Knox Box Rapid Entry System for meeting the requirements of a Key Box in California Fire Code Section 506. Keys to access the building, any building services, including fire alarm control unit and elevator control must be provided as required by this Regulation.
- B. Where Required
 - 1. Knox Boxes shall be provided at all mid-rise, high rise buildings, multi-tenant residential occupancies and occupancies with assembly and high pile/high

rack storage. Knox Boxes are recommended at all other buildings.

2. When a fire apparatus access roadway is obstructed by a manual gate, a Knox Padlock shall be installed in series with the businesses padlock to ensure Fire Department access.
3. Where a fire apparatus access roadway is obstructed by an automatic (electric operation) gate or barrier system, a Knox Company Key Override Switch shall be installed in series with the gate/barrier controller to ensure Fire Department access.

C. Knox Box Installation

The Knox Box shall be installed by the building owner to meet the following minimum requirements:

1. Attachment to the building shall meet or exceed the recommendations of the Knox Company.
2. The Knox Box shall be located on the right side of the main entrance door or is a location determined by the Fire Department Field Inspector.
3. The Knox Box shall be installed six feet above the finished floor at the Knox Box.
3. Specific location(s) shall be approved by the Fire Department prior to installation.
4. In buildings with exterior access doors to a Fire Control Room, the Knox Box shall be located immediately outside the Fire Control Room.
5. Knox Key Override Switches shall be located at the gate keypad/access reader.
6. The Knox Company provided red identification decal shall be located on the right side of the main entrance door.

V. Knox Box Contents

The key box shall contain a minimum of:

1. The building master key.
2. Elevator control key (if applicable).

3. Fire alarm panel and manual pull station reset key (if applicable).
4. Fire sprinkler control valve padlock key (if applicable).
5. Stairwell access key (if applicable).
6. Fire control room key (if applicable).
7. There shall be a minimum of one set of keys in the Knox Box, with a second set of elevator control keys.

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Approved By: James Carver, Fire Marshal