# MILL VALLEY FIRE DEPARTMENT



#### Fire Protection Standard 202

# KEY BOX INSTALLATION

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This standard is promulgated pursuant to the California Fire Code as adopted by the City of Mill Valley.

### 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 Irvine, satisfies the security needs of the Fire District and the community. The approved Key Box models are:

3200 series – Standard Box 4400 series – Heavy Duty/Vault 3500 series – Key Switches for gates Padlocks – for gates

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.

Order forms may be obtained in the following ways.

- 1. Directly from the fire department.
- 2. Online from the City of Mill Valley Web Site. Click her for a direct link.

## II. Ordering Procedures:

Key Boxes may be order either online or via mail. For online order go to the KNOX Company web site at <a href="https://www.knoxbox.com">https://www.knoxbox.com</a>

To order using KNOX order form:

- A. Complete the *front* side of the authorization form including: **Sections 1, 2 and 4.** 
  - 1. Ordered by and ship to:

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

- 2. The ordered by/ship to/installation address
- 3. Computation of all costs. Use product price list on back of order form.

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- B. Return the following items to the Mill Valley Fire Department.
  - 1. The authorization form filled out as explained in A **above.**
  - 2. A check payable to the "Knox Company" for the total amount.
  - 3. An envelope stamped and addressed to:

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

- C. The Fire Department 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 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 Department for exact placement).
  - 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:
  - 1. Label the following sets of keys:

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- a. One for main entry
- b. One for Fire Department elevator override (where applicable)
- c. One for fire alarm or sprinkler system
- d. One for each elevator car for Fire Department override (where applicable)
- e. One grand master key for each floor, each wing, i.e., five story building with two wings = 10 grand masters.
- 2. Have the front cover plate for the key box ready for Department personnel to lock.
  - a. All suites
  - b. Fire alarm panel
  - c. Fire sprinkler riser, shut-off and drains
- E. Call the Fire Department at (415) 389-4130
  - 1. Advise the On Duty Battalion Chief or Station Captain that the box is installed and that the components required in D. above are ready.
  - 2. The Fire Department will set up an appointment to close up the box.
  - 3. The Fire Department 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 Mill Valley Fire Department immediately.
- B. The box will only be used by the Mill Valley Fire Department 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.