



# Menlo Park Fire Protection District Fire Prevention Bureau

170 Middlefield Road

Menlo Park, CA 94025

Phone: (650) 688-8425 Fax: (650) 473-9847

## ***MENLO PARK FIRE PROTECTION DISTRICT GUIDELINE FOR THE INSTALLATION OF KEY BOXES, KEY SWITCHES AND PADLOCKS***

**SCOPE:** This guideline provides information on obtaining key boxes, key switches, and approved padlocks, and where they should be used. This guideline is meant to work together with the 2013 California Fire Code section on Key Boxes found in Chapter 5.

### **1. OBTAINING A KEY BOX, KEY SWITCH, OR PADLOCK**

Key boxes, key switches or padlocks for Menlo Park Fire District are supplied by the Knox® Company, 1601 W. Deer Valley Road, Phoenix, Arizona. Knox® supplies may be obtained from their web page at [www.knoxbox.com](http://www.knoxbox.com) or by order forms that can be obtained directly from Menlo Park Fire District.

### **2. GENERAL INFORMATION**

**Where required.** 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, a key switch, or approved padlock to allow firefighter access.

### **3. KEY BOXES**

**Location.** Key boxes shall be mounted on the building near the main entrance, to the right side of the doorway. The box should be located a minimum of 60 inches and not higher than 72 inches above the finished floor. Key boxes are available in flush mount or surface mount models. They come with various features including an alarm that indicates when the box has been opened. Additional key boxes may be required at rear entrances to buildings.

**Keys.** The key(s) provided in the key box shall be a master key to all spaces including multi-tenant spaces. Additional keys shall be included for elevator control, fire alarm control panels and fire sprinkler control valve access.

### **4. KEY SWITCHES**

Key switches are used to over-ride electric switches allowing driveway gates or other electronic locks to be opened for firefighter access. Key switches are placed on the entry panel apparatus, typically at a driveway gate, in a position facing the street.

### **5. PADLOCKS**

Knox® padlocks are used when security is needed in the form of a chain and lock or other necessary apparatus that requires a pad lock for security. They are typically used at equipment lockers, and restricted access areas.

### **6. KNOX® DECALS**

Each Knox® product comes with a red Knox® decal. Give this decal to the fire code official for placement. The decal is meant to catch the attention of firefighters so they know that a Knox® entry lock is available to them.