



Monterey Park Fire Department

Guideline for a Key Box (Knox Box & Knox Switch Standards)

PURPOSE

The **KNOX-BOX®** Rapid Entry System was specifically developed for the Fire Department. With one master key, we can gain access to commercial and residential property.

Each KNOX-BOX purchased by the property owner is keyed to a single master key controlled by the Fire Department. With the Knox System, there is no waiting for a property owner to unlock the door in the middle of the night, and no forcing the door open to gain entry. The Knox Rapid Entry System reduces response time, property damage and the liability for lost keys.

SCOPE

This guideline shall apply to all new commercial and residential property as deemed necessary by the Fire Chief within the jurisdiction of the Monterey Park Fire Department.

REQUIREMENTS

The Monterey Park Fire Department requires a key box for each tenant occupant space in all new facilities and residential property, when deemed necessary. Authorization/order forms for Knox products may be obtained electronically through the Knox Box website: <http://www.knoxbox.com/>.

1. New Construction: Key boxes shall be required for each tenant occupant space in all new facilities. Exception: In multi-tenant buildings, the Chief may approve a multi-use key box providing that rapid access and entry is not compromised.
2. Existing Occupancies:
 - (a) Remodel or additions – A key box shall be required whenever a permit from the City Building Division is required for the purpose of remodeling or constructing an addition.
 - (b) Change of Tenant – A key box shall be required whenever a facility or tenant space has a change in tenant.

Exception: In Group B or M occupancies when, in the opinion of the Chief or his representative, access to the building would not be unduly difficult or delay rapid entry, the requirement for the installation of a key box may be waived.

c) Other existing facilities – a key box shall be required at existing facilities such as anchor stores at shopping centers or malls, banks, high value, high life, or high fire/explosion potential hazard occupancies.

d) See exception under new construction.

3. Fire Service Systems: Key boxes shall be required to access any and all fire service systems that are in locked utility or equipment rooms or other secured areas whether accessible from the inside or outside of the building.

4. Order to Install: The Fire Marshal and Fire Inspectors, Building Department as well as fire companies conducting fire safety inspections are authorized to require the installation of key boxes in conformance with this policy.

The responsible person will be requested to contact the Monterey Park Fire Department, Fire Prevention Division to obtain the required forms to order a key box.

5. Key Box Location: The Knox Box shall be installed, beginning with “a” in the following order:

a. At the main public entrance door, within six (6) feet of the door at a height of not lower than five (5) feet nor higher than six (6) feet as approved by the Fire Department.

b. At the rear exit/entrance door within six (6) feet of the door, at a height of no lower than five (5) feet nor higher than six (6) feet. Exception: When in the opinion of the Chief or his representative, access to the building would not be unduly difficult or delay rapid entry; the requirement at the rear exit/entrance may be waived.

c. If neither of the two above situations is practical due to building design, the inspecting officer may deviate from the above.

6. Keys: All keys are required to gain access to a building and/or a fire service system shall be marked and placed in the Knox Box.

7. Key Changes: It is the responsibility of the owner and or his/her representative to notify the Monterey Park Fire Department, Fire Prevention Division when keys to the building have been changed.

8. Key Verification: It is the responsibility of the inspecting officer to verify the keys in the Knox Box. Such verification shall occur during the normally performed fire safety inspection.
9. Electrically Operated Gates and Barriers: The gate control shall be operated by a Knox emergency override key switch (with cover).
 - a. The key switch shall be placed between 42” and 48” above the roadway surface at the right of the access gate within two feet of the edge of the roadway.
 - b. The key switch shall be readily visible and unobstructed from the fire lane leading to the gate.
 - c. The key switch shall be labeled with a permanent red sign with not less than ½” contrasting letters reading “FIRE DEPT” or with a “Knox “decal.