



SHAKOPEE FIRE DEPARTMENT

Fire & Life Safety for a Growing Community



KEYBOXES

Policy #02-2000 (01/01/2014) (2007 MSFC)

General Requirements

1. A minimum of 1 keybox of a type approved by the Shakopee Fire Department shall be placed on all buildings regardless of occupancy in which fire alarm or fire sprinkler systems is located in accordance with Minnesota State Fire Code Section 506 (2007). Certain structures may require additional keyboxes to provide proper Fire Department access.
exception: 1 or 2 family residences and non-rental multi-family dwellings
2. The keybox shall be provided with a tamper switch wired to the fire alarm system panel.
exception:
 1. When approved by the Shakopee Fire Department the keybox may be wired to a security system in lieu of the fire alarm panel.
 2. When no fire alarm system panel is provided the tamper switch shall be wired to the security system.
 3. When no security system is provided the tamper switch shall be wired to a location where the telephone equipment is located.
 4. Existing buildings shall not be required to provide a keybox with tamper switches.
3. Each keybox shall include the following applicable keys:
 - a. Minimum of 2 exterior entrance master keys
 - b. Minimum of 1 interior entrance master key, up to 3 keys may be required
 - c. Minimum of 1 alarm panel key
 - d. Minimum of 1 key for padlocks on protection equipment
 - e. Minimum of 1 key for any other areas not accessible with a master key, and as required by the Shakopee Fire Department
4. Each key shall be on a separate ring and marked with a tag stating its use.
5. The keybox shall be located above the fire department connection on sprinklered buildings and next to the front or rear door of non-sprinklered buildings as directed by the Shakopee Fire Department.
6. The keybox shall be mounted at 60" +/- above finished grade.
7. The operator of the building shall immediately notify the Shakopee Fire Department and provide the new key when a lock is changed or rekeyed.

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