



KEY BOXES **(2015 MSFC)**

Code Reference – MSFC Section 506 – Key Boxes

506.1 Where required. Where access to or within a structure or an area is unduly difficult because of secured opening or where immediate access is necessary for life-saving or firefighting purposes or the facility is provided with a fire alarm, fire sprinkler, or fire suppression system; the *fire code official* is authorized to require an *approved* key box to be installed in an *approved* location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the *fire code official*.

Exception: One- and two-family dwellings need not be provided with lock boxes.

506.1.1 Locks. An *approved* lock shall be installed on gates or similar barriers when required by the *fire code official*.

506.1.2 Key boxes for nonstandardized fire service elevator keys. Key boxes provided for nonstandardized fire service elevator keys shall comply with Section 506.1 and all of the following:

1. The key box shall be compatible with an existing rapid entry key box system in use in the jurisdiction and *approved* by the *fire code official*.
2. The front cover shall be permanently labeled with the words “Fire Department Use Only—Elevator Keys.”
3. The key box shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access.
4. The key box shall be mounted 5 feet 6 inches (1676 mm) above the finished floor to the right side of the elevator bank.
5. Contents of the key box are limited to fire service elevator keys. Additional elevator access tools, keys and information pertinent to emergency planning or elevator access shall be permitted when authorized by the *fire code official*.
6. In buildings with two or more elevator banks, a single key box shall be permitted to be used when such elevator banks are separated by not more than 30 feet (9144 mm). Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30 feet (9144 mm).

Exception: A single key box shall be permitted to be located adjacent to a *fire command center* or the nonstandard fire service elevator key shall be permitted to be secured in a key box used for other purposes and located in accordance with Section 506.1.

506.1.3 Required keys. Keys shall be provided which will allow access to exterior doors, mechanical and electrical rooms, storage rooms, fire alarm control panels, and any padlocks on fire protection equipment.

506.2 Key box maintenance. The operator of the building shall immediately notify the *fire code official* and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

General Requirements

1. A minimum of 1 key box of a type approved by the Shakopee Fire Department shall be placed on all buildings regardless of occupancy in which fire alarm or fire suppression systems are. Certain structures may require additional key boxes to provide proper Fire Department access.
Exception: One- and two-family dwellings do not need to provide key boxes
2. Key boxes are required on security gates which restrict access to the property or building.

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3. The Shakopee Fire Department shall maintain control over the keys that open fire department key boxes. The key boxes shall be used for firefighting and life-saving emergencies only.
4. The key box shall be provided with a tamper switch wired to the fire alarm system panel.
Exception:
 1. When approved by the Shakopee Fire Department the key box 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 key box with tamper switches.
5. Each key box shall include the following applicable keys:
 - a. Minimum of 2 exterior entrance master keys
 - b. Minimum of 2 keys for any padlocks on fire protection equipment
 - c. Minimum of 1 alarm panel key
 - d. Minimum of 1 key for any other areas not accessible with the keys listed above, and as required by the Shakopee Fire Department
6. The key box 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.
7. The key box shall be mounted at 60" +/- above finished grade.
8. 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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