



# New Braunfels Fire Department

“Be Nice, Be Professional”

## FIRE DEPARTMENT ACCESS (Key Boxes)

Only Knox brand products will be allowed for fire department access needs.

This information has been compiled to assist in the proper installation of fire department key access device.

### **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 re-keyed. The key to such lock shall be secured in the key box. The key box shall be installed according to the following requirements.

### **Height:**

The key box shall be placed at a height of 51/2 feet from finished grade.

### **Location:**

The key box shall be placed immediately to the right hand side of the door at the main entrance to the facility at the height designated above.

### **Riser Room:**

A key box shall be placed immediately to the right hand side of the door of the riser room at a height of 51/2 feet from finished grade

### **Visibility:**

The key box should be readily visible to responding emergency personnel. The key box shall not be obstructed in any way that would prevent it from being readily accessible.

### **Identification:**

If multiple keys are needed for the facility, the keys shall be identified as to what they will open (Tag, engraving) and must fit into the vault, if too many keys are present, other arrangements must be approved by the fire code official.

**Required keys:**

The following keys shall be installed in the key box:

1. Master Key to facility
2. Fire alarm panel
3. Manual pull station
4. Elevator
5. Any additional keys to fire equipment rooms not opened by master key

If it is not possible to install the key box at the location and height required, the fire code official will determine where the key box will be installed. If the fire code official approves an alternate location, a 4 X 8 inch sign shall be approved by the fire code official prior to posting and be placed to the right hand side of the door at the main entrance to the facility at a height of 51/2 feet above grade.