

Fullerton Fire Department Standard #23-01
Key Boxes, Key Switches, and Key Padlocks
"Knox Boxes"



**FULLERTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

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PURPOSE

The intent of this standard is to provide the requirements for key boxes, key switches, and key padlocks. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or firefighting purposes. Key boxes, key switches, and key padlocks are required to be installed in an approved location by the fire code official. The following requirements will ensure that the minimum measures required by code have been taken to provide for fire department access and public safety in accordance with Chapter 5 of the 2022 California Fire Code (CFC) and locally adopted ordinances enforced by the Fullerton Fire Department.

SCOPE

This guideline provides the Fullerton Fire Department's requirements for all key boxes, key switches, and key padlocks within the City of Fullerton.

For the purposes of this guideline, certain terms are defined as follows:

Fire Department Master Key

A limited issue key of special or controlled design to be carried by fire department officials in command which will open key boxes on specified properties.

Key box

A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.

WHERE REQUIRED– CFC 506.1

Key boxes, key switches, and key padlocks are required to be installed in an accessible location to provide rapid emergency response entry to areas or buildings with secured openings. These include, but are not limited to, the following:

1. All new commercial buildings.
2. Gates to secured construction sites - key padlock, key box
3. Exterior pedestrian gates - key box
4. Mechanical vehicle gates - key switch
5. Manual swing barrier gates - key padlock, key box
6. Areas or buildings otherwise required by the fire code official

NOTE: All exterior gates provided with a key box, key switch, or key padlock shall be sub-mastered for Fullerton Fire Department and Police Department access. Key boxes for buildings shall not be sub-mastered.

Maintenance- CFC 506.2

The operator of the building shall immediately notify the Fullerton Fire Department and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

ORDERING PROCESS

The Fire Department Master Key for the Fullerton Fire Department is designed specifically for equipment provided by the Knox Company. As such, all key boxes, key switches, and key padlocks to be installed within the jurisdiction of the Fullerton Fire Department must be purchased through the Knox Company. To place an order, the following steps shall be followed.

1. Log on to the Knox Company website at www.knoxbox.com.
2. At the top right of the page, click the red "BUY" box.
3. Under "Your location", select "CALIFORNIA".
4. Under "Local fire department agency", type in "Fullerton Fire Dept". Click the red "Search" box.
5. Read the following steps carefully:
 - To purchase a key box for a commercial property, click "Select" next to "Fullerton Fire Dept- Commercial Knox Products."
 - To purchase a key box, a key switch, or a key padlock for a pedestrian or vehicle gate that must be sub-mastered for Fullerton Fire Department and Police Department access, click "Select" next to "Fullerton Fire Dept- Gate access for Police/Sheriff/Fire."
 - To purchase a key box for a private home, click "Select" next to "Fullerton Fire Dept- Residential Use ONLY- Homeboxes."
6. Choose the desired equipment and submit your order. Specifications such as Color, Mount Type, and Tamper Switch Type are your preference; any and all combinations have been pre-approved by the Fullerton Fire Department.
7. Once the order is placed, an email is sent to the Fullerton Fire Department for verification. Allow 3 working days for approval.
8. Once the order has been verified, an email will be sent to input payment information. Upon completion, the Knox Company will package and ship the

item(s) ordered. For shipping inquiries, contact the Knox Company at (800) 552-5669.

PROPER INSTALLATION

All key boxes, key switches, and key padlocks shall be installed per manufacturer's guidelines. Mounting instructions and installation guides can be found online at www.knoxbox.com/Support/Documents. In addition, the Fullerton Fire Department requires the following:

1. Key boxes

- Commercial buildings - six to eight feet above grade level on the outside front of the building.
- Exterior pedestrian gates - six to eight feet above grade level (if possible), attached to the fence on the opening side of the gate.

2. Key switches

Once received and installed, see Lockup Process section below regarding how to contact the Fullerton Fire Department to ensure proper key switch installation and function.

3. Key padlock

Once received, see Lockup Process section below regarding how to contact the Fullerton Fire Department to secure key padlock.

LOCKUP PROCESS

Before contacting the Fullerton Fire Department to schedule an appointment, ensure that the following items have been addressed.

1. The key box is installed per manufacturer's instructions and Fullerton Fire Department requirements. For key switches, once properly installed, skip to Step 3. For key padlock, once it is received, skip to Step 3.
2. The key(s) to be placed in the key box are labeled appropriately, with the street address of the business and the room(s) to which they provide access. These may include, but are not limited to: front door keys, keycards, fobs, access codes, fire department elevator keys, electrical room keys, and fire alarm control panel room keys.

3. Have the following information ready before you call:
 - a. Name of business
 - b. Address of business
 - c. Type of equipment being locked up (key box, key switch and/or key padlock)
 - d. Name of on-site person meeting the Fire Department
 - e. Phone number of on-site person meeting the Fire Department
 - f. Location of meeting place i.e. outside north front door
 - g. Preferred dates and times
4. To schedule an appointment to have equipment locked up, contact the Fullerton Fire Department at (714) 738-6500 or email info@FullertonFire.org.
5. Once the appointment is scheduled, be ready on the date and time at the agreed upon location with the key(s) and/or equipment. If any changes need to be made prior to the appointment, contact the Fullerton Fire Department immediately to reschedule the meeting.

NOTE: Any equipment installed over six feet above grade will be assigned to an Engine Company; these appointments are made only on Fridays. Regarding these appointments, the Engine Company will not be placed out of service; as such, there is a possibility that they may run late for an agreed upon meeting time. We appreciate your patience and understanding.