

## FULLERTON FIRE DEPARTMENT FIRE PREVENTION STANDARDS

### APPLICATION:

KEY BOX, KEY SWITCH, KEY PADLOCKS

### JUSTIFICATION:

2016 CALIFORNIA FIRE CODE (CFC), SECTION 506

### STANDARDS:

- I. When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes, the Fire Chief is authorized to require a key box, key switch, and/or key padlock to be installed in an accessible location. The key box, key switch, and/or key padlock shall be of a type approved by the Chief and shall provide access as required.
  - A. Fire protection plan check mandates requirements, location and type of key boxes, key switches, and/or key padlocks.
  - B. The Owner/Developer orders key box, key switch, key padlock and fire department alert decals-one per each exterior door, through the Fire Prevention Division. The Owner/Developer will complete the order form, and make check payable to key box company. Return check and order form to Fire Prevention Division. **NOTE: All exterior gates provided with a key box, key switch, or key padlock shall be sub-mastered for Fullerton Police and Fire access. Key boxes for buildings shall not be sub-mastered.**
  - C. Exterior vehicle and pedestrian gate requirements.
    1. Vehicle gates with electric opening devices shall have an approved dual keyed switch, ground loop on opposite side for exiting with alert decals showing on both sides. If no ground loop is provided then a second dual keyed switch shall be installed on the inside approach.

2. Provide approved fire department access signage on both sides of the gate. All metal signage shall be red background with white lettering reading:

**FIRE DEPARTMENT ACCESS  
DO NOT OBSTRUCT**

- D. The requirements on mechanical vehicle gates are:
  1. Provide a double hasp with two locks, one for the property owner and one approved dual keyed padlock with alert decals showing from both sides.
  2. Provide a 5 inch hand hole on the padlock side.
  3. Provide approved gate hold open devices to secure the gate in the open position.
  4. Provide approved fire department access signage on both sides of the gate. All metal signage shall be red background with white lettering reading:

**FIRE DEPARTMENT ACCESS  
DO NOT OBSTRUCT**
- E. Exterior pedestrian gates.
  1. Provide an approved sub-mastered key box attached to the fence on the opening side of the gate with alert decals showing from both sides.
- F. The Owner/Developer will receive key box, and/or key switch and install per manufacture instructions and the Fire Prevention Division instructions on approved plans or site inspection. For key boxes Fire Department alert decals shall be installed on the upper corner of all additional exterior doors. The following shall be placed in the boxes:
  1. One master key per floor in multi-story buildings. Two master keys for a single-story building.
  2. One fire phone and alarm reset key (if applicable) per floor on multi-story buildings. Two alarm reset keys for single-story buildings.
  3. One key for each elevator controlled by the Fire Department.
  4. Sets of keys as indicated above shall be placed on each 3/4" inch ring (1-master, 1-fire phone and/or 1-alarm reset) and placed in the lock box.
  5. Notify the Fire Prevention Division, (714) 738-6500, that the key box, key switch, and/or key padlock have been installed and keys are ready to be locked up, and/or gate is ready to be inspected and closed.
  6. The Fire Prevention Division and the Owner/Developer will establish date and time.

**Standard #24**  
Revised January 2006  
Revised January 2008  
Revised September 2011  
Revised April 2012  
Revised April 2014  
**Revised January 2017**

7. A fire Department Engine Company will meet the Owner/Developer at the building site to secure keys in key box and/or inspect and close gate(s).

G. **INSTRUCTIONS FOR MOUNTING THE PUBLIC SAFETY KEY BOX:**

1. The key box shall be mounted between 6 to 8 feet above grade level on the outside front of the building. All fire apparatus have ladders which will allow Fire Department access to the box.
2. Follow the manufacturer's recommended instructions for fastening the box to the outside of the building.
3. Install fire department alert decals at upper corner of each exterior door.
4. If you have any questions call the Fullerton Fire Department Fire Prevention Division at (714) 738-6500.

**NOTE: KEYS PLACED INSIDE THE KNOX BOX SHALL OPEN ALL EXTERIOR AND INTERIOR DOORS. WHENEVER THE LOCKS ARE CHANGED, KEYS INSIDE THE KNOX BOX MUST BE REPLACED. IMMEDIATELY AFTER CHANGING ANY LOCKS, PLEASE CONTACT THE FIRE DEPARTMENT AT (714) 738-6500 TO SCHEDULE AN APPOINTMENT TO REPLACE THE KEYS INSIDE THE KNOX BOX.**

