



CHANDLER FIRE, HEALTH & MEDICAL

Key Box/Elevator Key Box Requirements



Key Box Requirements

Criteria to be shown on the plans for building key box locations

- Key box is required for where access to or within a structure or an area is restricted because of a secured openings or where immediate access is necessary for life-saving or fire-fighting purposes. The key box shall be an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the Fire Marshal.
- Key box is to be visible and readily accessible from the front entrance of facility.
- Additional key box may be necessary for large building.
- The top of the key box is to be located no more than 6 feet up on the wall and no lower than 4 feet from finished grade.
- Chandler Fire, Health and Medical require one grand master key for the facility that will open all the doors, including the Fire Sprinkler Riser Room and the Fire Alarm Room. If you have multiple tenants then you may have multiple grand master keys.
- Key Box shall be large enough to hold the number of keys required for the facility. Where electronic swipe fobs/cards are used in addition to the required grand master key, the key box shall be large enough to hold all key swipe fobs/cards and keys for the facility or multiple boxes at the entrance may be required.
- Red sticker to be applied to main entrance door.
- The operator of the building shall immediately notify the Fire Department (480-782-2121) and provide the new key (swipe fobs/cards) when a lock is changed or rekeyed.
- Application for key box may be obtained by going to www.knoxbox.com (enter Chandler when asked for a city) or by contacting Chandler Fire, Health and Medical at 480-782-2121.

Criteria to be shown on the plans for Elevator key box locations

- Key box is required for where access to or within a structure or an area is restricted because of a secured openings or where immediate access is necessary for life-saving or fire-fighting purposes. The key box shall be an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the Fire Marshal.
- The Key Box shall compatible with an with an existing rapid entry key box system in use in the jurisdiction and approved by the Fire Marshal
- The front cover shall be permanently labeled with the words "Fire Department Use Only – Elevator Keys".
- The key box shall be mounted at each elevator bank at the lobby nearest to the lower level of fire department access.
- The key box shall be mounted 5 feet 6 inches above the finished floor to the right side of the elevator bank.
- Contents of the key box are limited to fire service elevator keys. Additional elevator tools, keys and information pertinent to emergency planning or elevator access shall be permitted when authorized by the Fire Marshal.
- 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. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30 feet, unless approved by the Fire Marshal.